

# About IBC releases

This document describes the content of IBC releases. Last updated: 02-Dec-2016 14:40.

To be released: 2<sup>nd</sup> April 2017

What's new?	Links	Customers impacted	Ref
<p><b>ESS Lite improvements</b></p> <ul style="list-style-type: none"> <li>The ESS Lite “launch page” will have a new look and feel.</li> <li>It includes a new “My approvals” tile, allowing managers to approve workflow from ESS Lite (a feature already being piloted by staff in HCC Corporate Resources).</li> <li>The other apps within ESS Lite will also have a fresh look and feel.</li> <li>This also applies to VSS (Volunteer Self Service), CSS (Councillor Self Service), and ESS Lite for Schools.</li> <li><i>The timing of this change depends on completion of development and testing.</i></li> </ul>		All ESS Lite customers	1925, 1361, 1160
<p><b>ESS Lite and IBC Portal improvements - for staff with Multiple Employments</b></p> <ul style="list-style-type: none"> <li>Staff with Multiple Employments will be prompted to pick which employment they want to use when they enter the ESS Lite launch page, for an improved user experience. More details of this change will communicated directly to staff with multiple employments.</li> <li><i>The timing of this change depends on completion of design work, development and testing.</i></li> </ul>		All staff with Multiple Employments	656
<p><b>Financial end of year processing</b></p> <ul style="list-style-type: none"> <li><b>IBC systems will be unavailable whilst end of year closure processing is completed - between 5pm and 8pm on Friday 31<sup>st</sup> March.</b></li> </ul>		All IBC customers impacted by outage	
<p><b>Flexi-time go-live (OCC)</b></p> <ul style="list-style-type: none"> <li>OCC implement flexi-time solution.</li> </ul>		All eligible OCC staff	1193

To be released: 26<sup>th</sup> February 2017

What's new?	Links	Customers impacted	Ref
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<p><b>SAP support packs</b></p> <ul style="list-style-type: none"> <li>The latest SAP support packs are required to keep IBC systems current and supported by SAP. They are also needed to ensure that IBC systems comply with any legislative changes (e.g. November budgetary changes).</li> <li><b>IBC systems will be unavailable whilst this change is being made: from: 8pm Friday 24<sup>th</sup> February to: 12 midnight Sunday 26<sup>th</sup> February</b></li> </ul>		All IBC customers impacted by outage	1889
<p><b>Improvements that impact internal teams only:</b></p> <ul style="list-style-type: none"> <li>The way that the IBC provides returns to Teachers Pensions (TP) is being changed to meet new mandatory standards (known as Monthly Data Collection or MDC). Subject to development and testing completion, the trial runs of the MDC returns report start in January 2017, ready for full switch over to MDC from April 2017.</li> </ul>		Internal only	1871, 1736, 1748

To be released: 29<sup>th</sup> January 2017

What's new?	Links	Customers impacted	Ref
<p><b>Invoicing Plan improvements</b></p> <ul style="list-style-type: none"> <li>Various improvements to Invoicing Plans. More detail to follow.</li> </ul>		IBC Portal users	729
<p><b>OCC invoices improvement</b></p> <ul style="list-style-type: none"> <li>Improvement to allow OCC users to add contact details to customer invoices that are raised via the PI interface.</li> </ul>		OCC staff that raise invoices (e.g. Music Service)	1244
<p><b>IBC Portal - Customer Statement tile</b></p> <ul style="list-style-type: none"> <li>Make the "customer statement" tile available to OCC. <i>Subject to testing completion.</i></li> </ul>		OCC IBC Portal users	1839
<p><b>View and re-print customer invoices</b></p> <ul style="list-style-type: none"> <li>IBC Portal improvement, to allow a customer to view a PDF image of the original customer invoice, which can be re-printed if required.</li> </ul>		IBC Portal users	971
<p><b>Flexitime report improvement (available at IBC Portal &gt; HR &gt; Reports)</b></p> <ul style="list-style-type: none"> <li>An improvement to only show approved time (and hide withdrawn / cancelled time, which currently is also displayed) to managers using this report.</li> </ul>		IBC Portal users - managers	1353
<p><b>Expense form minor change</b></p> <ul style="list-style-type: none"> <li>Minor improvement to ensure employees positively pick an expense type. (Some claimants are incorrectly using the default "bike allowance" - a taxable expense).</li> </ul>		ESS Lite users	1965
<p><b>Improvements that impact internal teams only:</b></p> <ul style="list-style-type: none"> <li>An improved PTP process for setting up recurring invoices.</li> </ul>		Internal only	1643

• Various improvements to the automated invoice scanning process (VIM / ICC)		Internal only	1832, 1907, 1912, 1913, 1917
• Improvements to workflow, to handle more complex situations without the need for manual intervention (e.g. where managers are missing the correct portal role; where managers are moving or leaving; where no manager (or grandparent manager) is in post		Internal only	1395
• A fix to ensure that when an organisational change is applied (that changes an employee's terms and conditions), the employee is automatically enrolled in the correct pension scheme – avoiding the need to do so manually (as is the case now).		Internal only	201
• Improvements to the “emergency substitutions” process (and handover from IT to IBC MDT)		Internal only	408
• Hampshire Constabulary collar numbers will be delimited when the leaver eForm is completed (to prevent IT problems if a collar number is recycled).		Internal only	513
• Overtime calculations improvements (for staff on salary protection).		Internal only	1465
• Recurring invoices date fix.		Internal only	1650
• Simplification and re-configuration of Soulbury pay scales in SAP, to make them easier to maintain. There is no impact to staff on those pay scales.		Internal only	1688
• Improved process for expense compliance checking, to provide effective assurance that expense and travel policies are being complied with.		Internal only	1297
• Improvements to the inbound HR interface (PI).		Internal only	1406
• Changes to Firewatch to SAP Interface Logical System Code.		Internal only	1852
• A minor SAP fix ('NI Number KC is accepted by HMRC').		Internal only	1974
• Automation of reports extraction for ETE capital programmes.		ETE capital programmes team	1989
• Automation of Pensions report schedule (MARS) to avoid need manual run by IT.		Internal only	1924
• Fix to resolve Pay Slip viewing issue (apparent for a single user only).		Single user only	1460
• “Order to Cash” process improvements.		Internal only	1267

To be released: 2<sup>nd</sup> January 2017

What's new?	Links	Customers impacted	Ref
<b>PTP improvement</b> <ul style="list-style-type: none"> <li>Improvements to goods receipting, to enable customers to reverse a goods receipt themselves instead of having to raise a Lagan enquiry.</li> </ul>		All IBC customers	1398

<p><b>Improvement to emailed invoices/remittance advices</b></p> <ul style="list-style-type: none"> <li>Improvements to emailed invoices and remittance advices, to include more detailed and specific “sender” and “subject” lines. This will identify which organisation the letter has been issued on behalf of, and reduce risk of emails being treated as spam by customers / suppliers (or if placed in spam filter, make it easier for the customer to identify).</li> </ul>		Suppliers and customers	1207
<p><b>“My Team” tile improvements</b></p> <ul style="list-style-type: none"> <li>Improvements to the “My Team” tile (IBC Portal), to provide more information in a more accessible way.</li> <li>Old “Nakisa” tool will be decommissioned once “My Team” tile improvements are in place.</li> </ul>		Managers	1368
<p><b>Payslip changes</b></p> <ul style="list-style-type: none"> <li>“Pensionable pay” will no longer be included on payslips. The definitive annual pensionable pay figure will remain available from the Annual Benefit Statement issued by the relevant Pension Fund.</li> </ul>		All IBC customers	839
<ul style="list-style-type: none"> <li>Personnel number of OCC staff with multiple employments will be shown on payslips (correcting an earlier problem which prevented this).</li> </ul>		OCC staff with multiple employments	1354
<p><b>“Manage Customer Record” improvements</b></p> <ul style="list-style-type: none"> <li>Various improvements to the “Request customer account” and “Request customer account change” apps to help the IBC Master Data Team process requests more efficiently (Finance &gt; Manage Customer &gt; Manage Customer Records)</li> </ul>		All IBC customers that use the “Manage Customer” apps	50, 91, 392, 551, 657
<ul style="list-style-type: none"> <li>Changes to customer/supplier eforms to enable separate grouping of customers and vendors to support statutory reporting (for debtors and creditors) – <i>subject to review and testing, may be deferred.</i></li> </ul>		Finance teams	1850
<p><b>Valuing Performance enhancements</b></p> <ul style="list-style-type: none"> <li>Various VP enhancements and preparation for 2017 cycle.</li> </ul>		All HCC staff	1713
<p><b>“Request employee change” form – minor fix</b></p> <ul style="list-style-type: none"> <li>Minor fix to the form, to ensure “honorarium” entries are in the correct format.</li> </ul>		OCC Schools only	996
<p><b>ESS Lite – fixes</b></p> <ul style="list-style-type: none"> <li>Fix an issue that prevents annual leave requests being raised if flexi-time balance is negative</li> <li>Fix an issue that prevents some users entering car details in 'My Information' tile.</li> <li>Fix an issue that prevents leave request error messages from displaying.</li> <li>Fix an issue in the 'My expenses' tile to ensure that unsubmitted draft expense claims are only displayed for this month, last month and the month before (to avoid the impression</li> </ul>		ESS Lite users	1612, 1829, 1918, 1828

that older ones can be submitted).			
<b>“View Supplier Invoice” fix</b> <ul style="list-style-type: none"> <li>Fix an intermittent invoice image quality issue.</li> </ul>		Users who view invoices	1214
<b>OCC revaluation / transfer date</b> <ul style="list-style-type: none"> <li>Regular housekeeping to update SAP revaluation / transfer date (to 31/3/16) to enable OCC to process asset transfers and revaluations in 2016/17.</li> </ul>		OCC Corporate Finance	1962
<b>Improvements that impact internal teams only:</b> <ul style="list-style-type: none"> <li>Pensions Admin improvements, to support internal processes.</li> </ul>		Internal only	1381, 1384
<ul style="list-style-type: none"> <li>Improvements to the “Organisational Change Eform” processing program, to reduce amount of manual intervention needed</li> </ul>		Internal only	686, 883, 1592
<ul style="list-style-type: none"> <li>A fix to ensure that the correct “unpaid leave” pay deductions are automatically made for OCC and OFRS (without the need for manual IBC work, as is the case now).</li> </ul>		Internal only	985
<ul style="list-style-type: none"> <li>Minor bug fix to the WCN (recruitment system) to HantsFile interface.</li> </ul>		Internal only	1872
<ul style="list-style-type: none"> <li>Role changes: <ul style="list-style-type: none"> <li>to allow the “Order to Cash” and Corporate Finance teams to use functions previously run by IT on their behalf</li> <li>to support improvement Transactional HR and Payroll processes.</li> <li>to allow Finance to perform a role previously done by the IBC.</li> <li>in support of the move of BACS processing to Payroll Support team.</li> <li>to fix H2R team issue viewing e-forms in PDF format.</li> </ul> </li> </ul>		Internal only	1374, 1717, 1730, 1732, 1737, 1927
<ul style="list-style-type: none"> <li>Fix to allow payroll team to resolve any incorrect Student Load deductions through payroll (as per HMRC guidelines).</li> </ul>		Internal only	1424
<ul style="list-style-type: none"> <li>“Order to Cash” process improvements.</li> </ul>		Internal only	1642, 1718
<ul style="list-style-type: none"> <li>Process improvement and bug fixes for VIM / PTP team.</li> </ul>		Internal only	1797, 972
<ul style="list-style-type: none"> <li>Minor starters PDF fix.</li> </ul>		Internal only	1634
<ul style="list-style-type: none"> <li>Changes in support of Key2 (Hampshire Transport) application planned upgrade.</li> </ul>		Internal only	1314
<ul style="list-style-type: none"> <li>New wage type for OCC sleep in payments</li> </ul>		Internal only	1226
<ul style="list-style-type: none"> <li>Fix to an internal payroll program (DME) to avoid manual intervention</li> </ul>		Internal only	1442
<ul style="list-style-type: none"> <li>Give access (to a maintenance tool) to various IT support userids</li> </ul>		Internal only	1454
<ul style="list-style-type: none"> <li>Resolve access issue for individual support staff member</li> </ul>		Internal only	1644
<ul style="list-style-type: none"> <li>Improvement to the portal inbox count message to avoid technical problem</li> </ul>		Internal only	1775
<ul style="list-style-type: none"> <li>Preventative fix to ensure correct rates for HCC school booster class payments are applied.</li> </ul>		Internal only	1904

<ul style="list-style-type: none"> <li>The amount to be paid for the LSA Qualification Allowance for Oxfordshire CC (wage type 2743) to be corrected (to £69.66 per month), to remove need for manual correction.</li> </ul>		Internal only	1936
<ul style="list-style-type: none"> <li>Annual housekeeping of SAP calendars for Hampshire and Oxford Schools (to add school and bank holidays for 2017) and regenerate work schedules.</li> </ul>		Internal only	1811
<ul style="list-style-type: none"> <li>Resolve an issue to ensure that when a multiple employee is set up as a late starter (but also made a leaver in the previous period) NI is calculated correctly.</li> </ul>		Internal only	1849

To be released: 18<sup>th</sup> December 2016

What's new?	Links	Customers impacted	Ref
<p><b>“Create enquiry” form improvements:</b></p> <ul style="list-style-type: none"> <li>New facility which allows customers to add attachments to their IBC enquiries, enabling customers to provide screenshots and other useful documents to support the investigation and resolution of their enquiries.</li> <li>Rationalisation of the drop down options customers have available to choose from when raising enquiries, making it simpler for customers to select an appropriate option that will then route to the correct support team. (Also a minor error message typo fix).</li> <li><b>The on-line Enquiry Forms accessed by ESS Lite and the Portal will be unavailable to all customers from 4.30pm on Friday 16 December until 11pm on Sunday 18 December. Users attempting to make an enquiry will be re-directed to a landing page which will include an email address they can use to raise any urgent queries.</b></li> </ul>		All IBC customers	1311, 1312, 1215, 1157
<p><b>New dashboards available to Oxfordshire CC (excl. schools):</b></p> <ul style="list-style-type: none"> <li>HR sickness dashboard: OCC managers can now view summary sickness information about their team from the IBC portal (HR &gt; HR Dashboards).</li> <li>Income and debt dashboard: OCC managers and administrators can now view information about invoices raised, invoices outstanding, age of debt and debt write-offs for their area, from the IBC portal (Finance &gt; Reports &gt; Income and Debt).</li> </ul>		Oxfordshire CC (excl. schools)	1831, 1801, 1901
<p><b>New report available to Oxfordshire CC and Oxfordshire schools:</b></p> <ul style="list-style-type: none"> <li>Improved Goods Receipt / Invoice Receipt report, enabling manages to view balances caused by differences in quantities posted at the Goods Receipt stage and the Invoice Receipt stage (Finance &gt; Reports &gt; GR/IR Report).</li> </ul>		Oxfordshire CC (incl. schools)	1831
<p><b>Improvements that impact internal teams only:</b></p>		Internal only	1853

<ul style="list-style-type: none"> <li>Annual housekeeping to ensure that BW reports continue to work after 31 Dec 2016.</li> </ul>			
<ul style="list-style-type: none"> <li>New housekeeping report for IT (to identify help resolve Failed Workflow Actions)</li> </ul>		Internal only	2008

To be released: 2<sup>nd</sup> December 2016

What's new?	Links	Customers impacted	Ref
<ul style="list-style-type: none"> <li>ESS Lite may be intermittently unavailable to customers from 11pm Friday 2<sup>nd</sup> December until 6am Saturday 3<sup>rd</sup> December. This is due to essential maintenance work in preparation for the 18<sup>th</sup> December release.</li> </ul>		All ESS Lite users	

Released 27<sup>th</sup> November 2016

What's new?	Links	Customers impacted	Ref
<b>HR workforce dashboard</b> <ul style="list-style-type: none"> <li>New dashboard, providing managers with information about their org units such as Headcount and FTE changes by grade, diversity data and turnover data.</li> <li>Available on the IBC Portal (HR &gt; HR Dashboards) – from Thursday 30<sup>th</sup> November.</li> </ul>	New help page: <a href="#">HR Workforce Dashboard</a>	HCC managers only (excluding schools)	1320, 1324, 1400, 1708, 1709, 1890, 2020
<b>Journal and internal trading uploads</b> <ul style="list-style-type: none"> <li>Addition of self-service upload functionality for journals, accruals, and internal trading on the IBC portal.</li> </ul>	New help pages: <a href="#">Create journal</a> <a href="#">Create accrual</a> <a href="#">Create annualised bill plan</a> <a href="#">Change annualised bill plan</a> <a href="#">Create ad-hoc trading document</a>	IBC portal users	1347, 1392
<b>Finance reports</b> <ul style="list-style-type: none"> <li>Corporate Aged Debt Analysis Report - fix issue (associated with partial payments).</li> <li>Three BPC report fixes.</li> </ul>		Corporate Finance (HCC, HC and OCC)	1985, 1947, 1823, 1894
<b>Customer invoice – minor fix</b> <ul style="list-style-type: none"> <li>The URL used on customer invoices (“How to pay your invoice” section) is being corrected, to make on-line payment easier for customers.</li> </ul>		Customers receiving invoices	1530
<b>Improvements that impact internal teams only:</b> <ul style="list-style-type: none"> <li>CIC system (Lagan) improvements to support internal processes.</li> </ul>		Internal only	776, 1498, 1499, 814, 1535

• VP preparation for 2017 cycle.		Internal only	1711, 2021
• Internal PTP process improvement, to ensure that invoices follow the correct automated processing route (Vendor PO flag).		Internal only	1645
• Pensions Admin improvements to support internal processes.		Internal only	1382, 1679
• Minor fix to tool used by the IT (to create console files to enable Windows files to be processed by Interface Manager utility).		Internal only	1712
• BW (reporting) internal fixes and housekeeping.		Internal only	1338, 1856, 1862, 1938

Released mid November 2016

What's new?	Links	Customers impacted	Ref
• BPC reporting fix – to stop descriptions (of cost centres, cost centre groups, cost elements and cost element groups) being truncated. <i>(Released 20<sup>th</sup> November 2016).</i>		Finance BPC users (HCC and HC only)	1919
• New posting rules for electronic bank statement – to help internal business process. <i>(Released 20<sup>th</sup> November 2016).</i>		Internal only	1967
• The nationally agreed 1% pay award is being applied to Soulbury Pay Scales, with effect from 1 September 2016. <i>(Released 15<sup>th</sup> November 2016).</i>		HCC and OCC staff on Soulbury pay scales	1898
• Minor VP fix. <i>(Released 13<sup>th</sup> November 2016)</i>		Internal only	1952
• HCC cheque book schools moved to new e-forms. <i>(Released 7<sup>th</sup> November 2016)</i>		HCC cheque book schools	396

Released 30<sup>th</sup> October 2016

What's new?	Links	Customers impacted	Ref
<b>Remittance advice slip format improvements</b> <ul style="list-style-type: none"> <li>Improvements to remittance advice slip format, to help suppliers reconcile payments they receive.</li> </ul>	See the updated <a href="#">supplier pages</a> (“purchase orders and payments” section)	All suppliers (of organisations serviced by the IBC)	798
<b>CARM4 upgrade (internal only)</b> <ul style="list-style-type: none"> <li>Hampshire Constabulary’s CARM system is being upgraded (from v3 to v4). Some changes to IBC systems are being made as part of HC’s upgrade plans, ready for first runs of</li> </ul>		Internal only	1412



CARM4/SAP interfaces in November / December 2016.			
<b>BPC Forecasting Input Form (OCC only)</b> <ul style="list-style-type: none"> <li>Minor fix to the BPC Revenue Forecast Input Form, correcting the drill through to monthly actuals.</li> </ul>		OCC only	1647
<b>Schools Workforce Census preparation</b> <ul style="list-style-type: none"> <li>Changes required in preparation for the 2016 school workforce census return. (HCC schools complete the return using the IBC portal. OCC schools complete the return using other systems. IBC complete returns on behalf of HCC and OCC for centrally employed staff).</li> </ul>		HCC Schools (and IBC internal)	1468