

Version 2

June 19, 2018

MissouriBUYS Bug Report Template

October 22, 2019

Please provide as much information as possible in the bug report. Answering the questions will assist in giving the Product Support and Development Teams a clearer picture of the issue you have experienced in the system. This will directly contribute to a more timely resolution of your issue!

And remember – you can never have too many screenshots!!

Summary of Issue

Where & When

|  |  |
| --- | --- |
| Customer  | State of Missouri |
| Organization/Agency |  |
| Environment |  |
| Date of Incident |  |

Transaction Information

|  |  |
| --- | --- |
| Document # |  |
| Org/Agency Created |  |
| Version # of Doc (at time of incident) |  |
| Current Version # (if different) |  |
| Document # of Related Documents(e.g. if invoice, PO number) |  |
| Org/Agency of Related Documents |  |

User(s) Involved

|  |  |
| --- | --- |
| Creator |  |
| Orgs/Agencies Access(Creator) |  |

Steps to recreate

**Provide steps of what you did and where you were before the issue occurred up to where the issue happened.**

Division of Accounting or Purchasing to complete this section:

|  |  |
| --- | --- |
| Permissions, Roles& Privileges(Creator) |  |
| Other Users (Approvers, creators of related documents) |  |
| Orgs/Agencies Access(Of other users) |  |

Workflow

|  |  |
| --- | --- |
| Workflow of org/agency document was created in. |  |
| Workflow of Parent Org (if applicable) |  |