Accounts Payable Operations Accessibility Conformance Report

International Edition

Based on VPAT® Version 2.4

Report Details

Field	Description
Name of Product	ServiceNow [®] Accounts Payable Operations
Version	Vancouver
Report Date	March 7, 2024
Product Description	Pay suppliers confidently and accurately while streamlining accounts payable processes end to end.
Contact Information	accessibility@servicenow.com
Notes	• This product is a web-only application. The information contained in this report only applies to this release of this application.
	Accessibility conformance details for other ServiceNow products are covered in separate reports. See <u>Accessibility</u> <u>Conformance Reports</u> on the Product Documentation site.
	• Any customization of this application or the Now Platform may have an impact on the specifics in this report.

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Evaluation Methods Used

- This application was evaluated using the most recent versions of multiple browsers (Chrome, Safari, and Edge Chromium).
- Assistive technologies used in this evaluation included NVDA, JAWS, and VoiceOver, as well as exclusive use of the keyboard to navigate and operate the product content and functionality.
- The evaluation process used a combination of independent 3rd party assessments and automated checks, as well as human testing/evaluation of specific workflows.
- This Accessibility Conformance Report is based on known conformance issues related to Accounts Payable Operations. Other potential accessibility and usability issues may exist but are unknown at this time.

Applicable Standards/Guidelines

This report covers the degree of conformance to the following accessibility standards/guidelines:

Standard/Guideline	Included in Report
Web Content Accessibility Guidelines 2.0	Level A (Yes)
	Level AA (Yes)
	Level AAA (No)
Web Content Accessibility Guidelines 2.1	Level A (Yes)
	Level AA (Yes)
	Level AAA (No)
Revised Section 508 standards published January 18, 2017, and corrected January 22, 2018	(Yes)
EN 301 549 Accessibility requirements suitable for public procurement of ICT products and services in Europe, - V3.1.1 (2019-11)	(Yes)

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Terms

The terms used in the Conformance Level information are defined as follows:

- **Supports:** The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
- **Partially Supports:** Some functionality of the product does not meet the criterion.
- **Does Not Support:** The majority of product functionality does not meet the criterion.
- Not Applicable: The criterion is not relevant to the product.
- Not Evaluated: The product has not been evaluated against the criterion. This can be used only in WCAG 2.0 Level AAA.

WCAG 2.x Report

Tables 1 and 2 also document conformance with:

- EN 301 549: Chapter 9 Web, Sections 10.1-10.4 of Chapter 10 Non-Web documents, and Sections 11.1-11.4 and 11.8.2 of Chapter 11 Non-Web Software (open and closed functionality), and Sections 12.1.2 and 12.2.4 of Chapter 12 Documentation
- Revised Section 508: Chapter 5 501.1 Scope, 504.2 Content Creation or Editing, and Chapter 6 – 602.3 Electronic Support Documentation.

Note: When reporting on conformance with the WCAG 2.x Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the <u>WCAG 2.0 Conformance</u> <u>Requirements</u>.

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Table 1: Level A Success Criteria

Notes:

Criteria	Conformance Level	Remarks and Explanations
 1.1.1 Non-text Content (Level A) Also applies to: EN 301 549 Criteria 9.1.1.1 (Web) 10.1.1.1 (Non-web document) 11.1.1.1.1 (Open Functionality Software) 11.1.1.1.2 (Closed Functionality Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Partially Supports	Accounts Payable Operations provides sufficient text alternatives for any instances of non-text content, with the following exception: • ServiceNow logo image lacks alt text.

Criteria	Conformance Level	Remarks and Explanations
 1.2.1 Audio-only and Video- only (Prerecorded) (Level A) Also applies to: EN 301 549 Criteria 9.1.2.1 (Web) 10.1.2.1 (Non-web document) 11.1.2.1.1 (Open Functionality Software) 11.1.2.1.2.1 and 11.1.2.1.2.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Not Applicable	Accounts Payable Operations does not contain prerecorded audio-only or video-only media.

Criteria	Conformance Level	Remarks and Explanations
 1.2.2 Captions (Prerecorded) (Level A) Also applies to: EN 301 549 Criteria 9.1.2.2 (Web) 10.1.2.2 (Non-web document) 11.1.2.2 (Open Functionality Software) 11.1.2.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Not Applicable	Accounts Payable Operations does not contain prerecorded synchronized media.

Criteria	Conformance Level	Remarks and Explanations
 1.2.3 Audio Description or Media Alternative (Prerecorded) (Level A) Also applies to: EN 301 549 Criteria 9.1.2.3 (Web) 10.1.2.3 (Non-web document) 11.1.2.3.1 (Open Functionality Software) 11.1.2.3.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Not Applicable	Accounts Payable Operations does not contain prerecorded video content that would require audio description or a media alternative.
 1.3.1 Info and Relationships (Level A) Also applies to: EN 301 549 Criteria 9.1.3.1 (Web) 10.1.3.1 (Non-web document) 11.1.3.1.1 (Open Functionality Software) (Continued on next page) 	Partially Supports	 Visual structure and relationship information for Accounts Payable Operations are provided through object information or are available in text, with the following exceptions: Several labels in the Create New Invoice form are not associated with their form fields. (Continued on next page)

Criteria	Conformance Level	Remarks and Explanations
 (Continued) 11.1.3.1.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Level	 (Continued) The "ERP line number" and other form fields have labels that are not associated. The instructions and label are not associated in the "Not a duplicate" modal. The Product name and other labels are not associated with the form field. There are multiple "Search For Record" buttons that are not programmatically associated with the items. The Reason label is not associated with its text field. The text field in the Bypass exception dialog is not programmatically associated with the Reason label. Multiple labels are not associated with the form field. The "Provide a reason for rejecting this request" label is not associated with
		its form field.

Criteria	Conformance Level	Remarks and Explanations
Image1.3.2 Meaningful Sequence (Level A)Also applies to:EN 301 549 Criteria9.1.3.2 (Web)10.1.3.2 (Non-web document)11.1.3.2.1 (Open Functionality Software)11.1.3.2.2 (Closed 	Level	Content in Accounts Payable Operations is presented in a meaningful sequence.
504.2 (Authoring Tool)602.3 (Support Docs)		

Criteria	Conformance Level	Remarks and Explanations
 1.3.3 Sensory Characteristics (Level A) Also applies to: EN 301 549 Criteria 9.1.3.3 (Web) 10.1.3.3 (Non-web document) 11.1.3.3 (Open Functionality Software) 11.1.3.3 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Supports	Instructions in Accounts Payable Operations do not rely solely on sensory characteristics.

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Criteria	Conformance Level	Remarks and Explanations
 1.4.1 Use of Color (Level A) Also applies to: EN 301 549 Criteria 9.1.4.1 (Web) 10.1.4.1 (Non-web document) 11.1.4.1 (Open Functionality Software) 11.1.4.1 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Partially Supports	Accounts Payable Operations site content and functionality do not convey information through color alone, with the following exception: • Color alone is used to indicate required field text is missing.

Criteria	Conformance Level	Remarks and Explanations
 1.4.2 Audio Control (Level A) Also applies to: EN 301 549 Criteria 9.1.4.2 (Web) 10.1.4.2 (Non-web document) 11.1.4.2 (Open Functionality Software) 11.1.4.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Not Applicable	Accounts Payable Operations does not contain audio that plays automatically.

Criteria	Conformance Level	Remarks and Explanations
 2.1.1 Keyboard (Level A) Also applies to: EN 301 549 Criteria 9.2.1.1 (Web) 10.2.1.1 (Non-web document) 11.2.1.1.1 (Open Functionality Software) 11.2.1.1.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Partially Supports	Accounts Payable Operations functionality can be accessed and operated using a keyboard, with the following exception: • Scrollable content in the attachment and templates areas are not accessible by keyboard.

Criteria	Conformance Level	Remarks and Explanations
 2.1.2 No Keyboard Trap (Level A) Also applies to: EN 301 549 Criteria 9.2.1.2 (Web) 10.2.1.2 (Non-web document) 11.2.1.2 (Open Functionality Software) 11.2.1.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Partially Supports	Accounts Payable Operations does not include keyboard traps, with the following exception: • Keyboard users become trapped in a PDF produced by the application.

Criteria	Conformance Level	Remarks and Explanations
 2.1.4 Character Key Shortcuts (Level A 2.1 only) Also applies to: EN 301 549 Criteria 9.2.1.4 (Web) 10.2.1.4 (Won-web document) 11.2.1.4.1 (Open Functionality Software) 11.2.1.4.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 – Does not apply 	Supports	Accounts Payable Operations does not use any single-key shortcuts, other than those restricted to a focused component.

Criteria	Conformance Level	Remarks and Explanations
2.2.1 Timing Adjustable (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.2.1 (Web)		
 10.2.2.1 (Non-web document) 	Suma anta	
 11.2.2.1 (Open Functionality Software) 		Accounts Payable Operations allows users to extend the
• 11.2.2.1 (Closed Software)	Supports	session timeout as required.
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
12.2.4 (Support Docs)		
Revised Section 508		
 501 (Web)(Software) 		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		

Criteria	Conformance Level	Remarks and Explanations
<u>2.2.2 Pause, Stop, Hide</u> (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.2.2 (Web)		
 10.2.2.2 (Non-web document) 	Not Applicable	
 11.2.2.2 (Open Functionality Software) 		Accounts Payable Operations does not include elements that
• 11.2.2.2 (Closed Software)		move, blink, scroll, or auto-
11.8.2 (Authoring Tool)		update.
• 12.1.2 (Product Docs)		
12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		

Criteria	Conformance Level	Remarks and Explanations
 2.3.1 Three Flashes or Below Threshold (Level A) Also applies to: EN 301 549 Criteria 9.2.3.1 (Web) 10.2.3.1 (Non-web document) 11.2.3.1 (Open Functionality Software) 11.2.3.1 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Not Applicable	Accounts Payable Operations does not contain any flashing or strobing content.

Criteria	Conformance Level	Remarks and Explanations
 Criteria 2.4.1 Bypass Blocks (Level A) Also applies to: EN 301 549 Criteria 9.2.4.1 (Web) 10.2.4.1 (Non-web document) – Does not apply 11.2.4.1 (Open Functionality Software) – Does not apply 11.2.4.1 (Closed Software) – Does not apply 11.2.4.1 (Closed Software) – Does not apply 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) – Does not apply to nonweb software 504.2 (Authoring Tool) 602.3 (Support Docs) – Does not apply to nonweb software 		Remarks and Explanations Pages in Accounts Payable Operations use HTML5 landmark regions, which will allow screen readers to meet this requirement.

Criteria	Conformance Level	Remarks and Explanations
 2.4.2 Page Titled (Level A) Also applies to: EN 301 549 Criteria 9.2.4.2 (Web) 10.2.4.2 (Non-web document) 11.2.4.2 (Open Functionality Software) - Does not apply 11.2.4.2 (Closed Software) - Does not apply 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Partially Supports	Pages in Accounts Payable Operations have appropriate page titles, with the following exception: • The invoice page title is nondescriptive.

Criteria	Conformance Level	Remarks and Explanations
 2.4.3 Focus Order (Level A) Also applies to: EN 301 549 Criteria 9.2.4.3 (Web) 10.2.4.3 (Non-web document) 11.2.4.3 (Open Functionality Software) 11.2.4.3 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Partially Supports	 Components in Accounts Payable Operations receive focus in a meaningful order, with the following exceptions: There is a noninteractive element in the create invoice line focus order. The create invoice line Save button is in an illogical place. The Save, Confirm duplicate, and Not a duplicate buttons are in an illogical order. The address fields are in an illogical order. A noninteractive element receives focus and options in VoiceOver. The names of To-Do task tabs are announced several times when the first tab receives cursor focus.

Criteria	Conformance Level	Remarks and Explanations
 2.4.4 Link Purpose (In Context) (Level A) Also applies to: EN 301 549 Criteria 9.2.4.4 (Web) 10.2.4.4 (Non-web document) 11.2.4.4 (Non-web document) 11.2.4.4 (Open Functionality Software) 11.2.4.4 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Supports	The purpose of each link in Accounts Payable Operations can be determined from the link text alone or from the programmatic context of the link.

Criteria	Conformance Level	Remarks and Explanations
Criteria 2.5.1 Pointer Gestures (Level A 2.1 only) Also applies to: EN 301 549 Criteria 9.2.5.1 (Web) 10.2.5.1 (Non-web document) 11.2.5.1 (Open Functionality Software) 11.2.5.1 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs)		Remarks and Explanations In Accounts Payable Operations, there is no functionality that uses multipoint or path-based gestures to operate.
Revised Section 508 – Does not apply		

Criteria	Conformance Level	Remarks and Explanations
 2.5.2 Pointer Cancellation (Level A 2.1 only) Also applies to: EN 301 549 Criteria 9.2.5.2 (Web) 10.2.5.2 (Non-web document) 11.2.5.2 (Open Functionality Software) 11.2.5.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 – Does not apply 	Partially Supports	 In Accounts Payable Operations, the down-event of the pointer is not used to execute any part of the function, with the following exceptions: Agent assist label does not match the accessible label. To-Do task button accessible labels do not match the visible label.

Criteria	Conformance Level	Remarks and Explanations
 2.5.3 Label in Name (Level A 2.1 only) Also applies to: EN 301 549 Criteria 9.2.5.3 (Web) 10.2.5.3 (Non-web document) 11.2.5.3.1 (Open Functionality Software) 11.2.5.3.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 – Does not apply 	Supports	Visual labels of components within Accounts Payable Operations match the text associated with the programmatic names.

Criteria	Conformance Level	Remarks and Explanations
 2.5.4 Motion Actuation (Level A 2.1 only) Also applies to: EN 301 549 Criteria 9.2.5.4 (Web) 10.2.5.4 (Non-web document) 11.2.5.4 (Open Functionality Software) 11.2.5.4 (Closed Software) 	Level Not Applicable	In Accounts Payable Operations, there is no functionality that can be operated by device motion or user motion.
 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 		
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		

Criteria	Conformance Level	Remarks and Explanations
 3.1.1 Language of Page (Level A) Also applies to: EN 301 549 Criteria 9.3.1.1 (Web) 10.3.1.1 (Non-web document) 11.3.1.1.1 (Open Functionality Software) 11.3.1.1.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 	Supports	The default language of each page in Accounts Payable Operations is identified using the LANG attribute in the HTML element.
602.3 (Support Docs)		

Criteria	Conformance Level	Remarks and Explanations
 3.2.1 On Focus (Level A) Also applies to: EN 301 549 Criteria 9.3.2.1 (Web) 10.3.2.1 (Non-web document) 11.3.2.1 (Open Functionality Software) 11.3.2.1 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Supports	Components in Accounts Payable Operations do not initiate a change of context when in focus.

Criteria	Conformance Level	Remarks and Explanations
 3.2.2 On Input (Level A) Also applies to: EN 301 549 Criteria 9.3.2.2 (Web) 10.3.2.2 (Non-web document) 11.3.2.2 (Open Functionality Software) 11.3.2.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Supports	In Accounts Payable Operations, changes in context do not occur automatically on user input.

Criteria	Conformance Level	Remarks and Explanations
 3.3.1 Error Identification (Level A) Also applies to: EN 301 549 Criteria 9.3.3.1 (Web) 10.3.3.1 (Non-web document) 11.3.3.1.1 (Open Functionality Software) 11.3.3.1.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Supports	Where errors are automatically detected in Accounts Payable Operations, the error is identified and an error message is provided as text.

Criteria	Conformance Level	Remarks and Explanations
 3.3.2 Labels or Instructions (Level A) Also applies to: EN 301 549 Criteria 9.3.3.2 (Web) 10.3.3.2 (Non-web document) 11.3.3.2 (Open Functionality Software) 11.3.3.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Partially Supports	 A label is provided for each of Accounts Payable Operations' input fields, with the following exceptions: New invoice line required fields do not have a visual indicator. There is no visual indicator for the required fields. Incorrect date format is communicated to VoiceOver users.

Criteria	Conformance Level	Remarks and Explanations
 4.1.1 Parsing (Level A) Also applies to: EN 301 549 Criteria 9.4.1.1 (Web) 10.4.1.1 (Non-web document) 11.4.1.1.1 (Open Functionality Software) 11.4.1.1.2 (Closed Software) – Does not apply 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Partially Supports	Accounts Payable Operations webpages use semantically correct markup for all interface elements and have complete start and end tags, with the following exception: • An invalid background color value and an invalid padding value are used.

Criteria	Conformance Level	Remarks and Explanations
 4.1.2 Name, Role, Value (Level A) Also applies to: EN 301 549 Criteria 9.4.1.2 (Web) 10.4.1.2 (Non-web document) 11.4.1.2.1 (Open Functionality Software) 11.4.1.2.2 (Closed Software) – Not required 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Partially Supports	 User interface components in Accounts Payable Operations provide programmatic name, role, and/or state information, with the following exceptions: The Create invoice button is unlabeled. "Not a duplicate" is announced as a button, not a modal. Calendar dialog does not have an accessible name. Second level headings in sections are not listed in the VoiceOver rotor Headings menu. The toggle button for Invoice Line Activity is not identified using Name or Label. The role 'searchbox' does not support Aria attribute 'aria-expanded'. The Sales order number, Expected Delivery, and Purchase Order buttons lack a role. The USD element is missing an accessible name. Landmarks do not have unique names. Purchase order line form numbers lack roles.

Table 2: Level AA Success Criteria

Notes:

Criteria	Conformance Level	Remarks and Explanations
 1.2.5 Audio Description (Prerecorded) (Level AA) Also applies to: EN 301 549 Criteria 9.1.2.5 (Web) 10.1.2.5 (Non-web document) 11.1.2.5 (Open Functionality Software) 11.1.2.5 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 	Conformance Level	Remarks and Explanations Accounts Payable Operations does not contain prerecorded video content that would require audio description.
• 12.2.4 (Support Docs) Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		

Criteria	Conformance Level	Remarks and Explanations
 1.3.5 Identify Input Purpose (Level AA 2.1 only) Also applies to: EN 301 549 Criteria 9.1.3.5 (Web) 10.1.3.5 (Non-web document) 11.1.3.5.1 (Open Functionality Software) 11.1.3.5.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 – Does not apply 	Supports	In Accounts Payable Operations, the purpose of each specifically identified input field collecting information about the user can be programmatically determined.

Criteria	Conformance Level	Remarks and Explanations
1.4.3 Contrast (Minimum) (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.4.3 (Web)		
 10.1.4.3 (Non-web document) 		
 11.1.4.3 (Open Functionality Software) 	Supports	Text in Accounts Payable Operations meets minimum contrast requirements,
• 11.1.4.3 (Closed Software)	3000013	including the text color on
11.8.2 (Authoring Tool)		hover and focus states.
• 12.1.2 (Product Docs)		
12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		

Criteria	Conformance Level	Remarks and Explanations
 1.4.4 Resize text (Level AA) Also applies to: EN 301 549 Criteria 9.1.4.4 (Web) 10.1.4.4 (Non-web document) 11.1.4.4.1 (Open Functionality Software) 11.1.4.4.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Partially Supports	Accounts Payable Operations supports standard zoom capabilities built into modern web browsers and operating systems. Content can be increased up to 200 percent without loss of content or functionality, with the following exception: • Template information becomes unreadable after zooming in.

Criteria	Conformance Level	Remarks and Explanations
 Criteria 1.4.5 Images of Text (Level AA) Also applies to: EN 301 549 Criteria 9.1.4.5 (Web) 10.1.4.5 (Non-web document) 11.1.4.5.1 (Open Functionality Software) 11.1.4.5.2 (Closed Software) – Does not apply 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Supports	Accounts Payable Operations uses text instead of images of text.

Criteria	Conformance Level	Remarks and Explanations
 1.4.10 Reflow (Level AA 2.1 only) Also applies to: EN 301 549 Criteria 9.1.4.10 (Web) 10.1.4.10 (Non-web document) 11.1.4.10 (Open Functionality Software) 11.1.4.10 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) Revised Section 508 – Does not apply 	Partially Supports	Accounts Payable Operations content reflows at different screen widths without loss of information or functionality, and without requiring scrolling in two dimensions, with the following exception: • The template information section text overlaps after zooming in.

Criteria	Conformance Level	Remarks and Explanations
 1.4.11 Non-text Contrast (Level AA 2.1 only) Also applies to: EN 301 549 Criteria 9.1.4.11 (Web) 10.1.4.11 (Web) 10.1.4.11 (Non-web document) 11.1.4.11 (Open Functionality Software) 11.1.4.11 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 – Does not apply 	Supports	Components in Accounts Payable Operations meet minimum contrast requirements, including the text color on hover and focus states.

Criteria	Conformance Level	Remarks and Explanations
 1.4.12 Text Spacing (Level AA 2.1 only) Also applies to: EN 301 549 Criteria 9.1.4.12 (Web) 10.1.4.12 (Web) 10.1.4.12 (Non-web document) 11.1.4.12 (Open Functionality Software) 11.1.4.12 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 – Does not apply 	Supports	Accounts Payable Operations allows text style adjustments to meet the minimum thresholds for text spacing.

Criteria	Conformance Level	Remarks and Explanations
 1.4.13 Content on Hover or Focus (Level AA 2.1 only) Also applies to: EN 301 549 Criteria 9.1.4.13 (Web) 10.1.4.13 (Web) 10.1.4.13 (Non-web document) 11.1.4.13 (Open Functionality Software) 11.1.4.13 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 – Does not apply 	Supports	Accounts Payable Operations allows hover content to be manually dismissed.

Criteria	Conformance Level	Remarks and Explanations
2.4.5 Multiple Ways (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.4.5 (Web)		
 10.2.4.5 (Non-web document) – Does not apply 		
 11.2.4.5 (Open Functionality Software) – Does not apply 	Supports	Accounts Payable
 11.2.4.5 (Closed Software) Does not apply 		Operations provides more than one way of finding
• 11.8.2 (Authoring Tool)		content, including a
• 12.1.2 (Product Docs)		navigation bar, and search.
12.2.4 (Support Docs)		
Revised Section 508		
 501 (Web)(Software) – Does not apply to non- web software 		
• 504.2 (Authoring Tool)		
 602.3 (Support Docs) – Does not apply to non- web docs 		

Criteria	Conformance Level	Remarks and Explanations
 2.4.6 Headings and Labels (Level AA) Also applies to: EN 301 549 Criteria 9.2.4.6 (Web) 10.2.4.6 (Non-web document) 11.2.4.6 (Open Functionality Software) 11.2.4.6 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Supports	Accounts Payable Operations uses meaningful semantic headings to label content blocks. Form input labels are associated with their inputs and provide a useful label to those inputs.

Criteria	Conformance Level	Remarks and Explanations
 2.4.7 Focus Visible (Level AA) Also applies to: EN 301 549 Criteria 9.2.4.7 (Web) 10.2.4.7 (Non-web document) 11.2.4.7 (Open Functionality Software) 11.2.4.7 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Supports	Focusable elements in Accounts Payable Operations have a visible keyboard focus indicator.

Criteria	Conformance Level	Remarks and Explanations
3.1.2 Language of Parts (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.1.2 (Web)		
 10.3.1.2 (Non-web document) 		
 11.3.1.2 (Open Functionality Software) – Does not apply 		Within Accounts Payable Operations' default webpages, the language of
 11.3.1.2 (Closed Software) Does not apply 	Supports	each portion of the page is programmatically
• 11.8.2 (Authoring Tool)		determinable.
• 12.1.2 (Product Docs)		
12.2.4 (Support Docs)		
Revised Section 508		
 501 (Web)(Software) 		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		

Criteria	Conformance Level	Remarks and Explanations
3.2.3 Consistent Navigation (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.2.3 (Web)		
 10.3.2.3 (Non-web document) – Does not apply 		
 11.3.2.3 (Open Functionality Software) – Does not apply 		Accounts Payable Operations provides consistent and repeatable
 11.3.2.3 (Closed Software) Does not apply 	Partially Supports	navigation, with the following exception:
11.8.2 (Authoring Tool)		Calendar table
• 12.1.2 (Product Docs)		navigation fails when using VoiceOver.
12.2.4 (Support Docs)		
Revised Section 508		
 501 (Web)(Software) – Does not apply to non- web software 		
• 504.2 (Authoring Tool)		
 602.3 (Support Docs) – Does not apply to non- web docs 		

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Criteria	Conformance Level	Remarks and Explanations
3.2.4 Consistent Identification (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.2.4 (Web)		
 10.3.2.4 (Non-web document) – Does not apply 		
 11.3.2.4 (Open Functionality Software) – Does not apply 	Supports	Components that have the
 11.3.2.4 (Closed Software) Does not apply 		same functionality within Accounts Payable
• 11.8.2 (Authoring Tool)		Operations are identified consistently.
• 12.1.2 (Product Docs)		
12.2.4 (Support Docs)		
Revised Section 508		
 501 (Web)(Software) – Does not apply to non- web software 		
• 504.2 (Authoring Tool)		
 602.3 (Support Docs) – Does not apply to non- web docs 		

Criteria	Conformance Level	Remarks and Explanations
3.3.3 Error Suggestion (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.3.3 (Web)		
 10.3.3.3 (Non-web document) 		When an error is
 11.3.3.3 (Open Functionality Software) 	Supports	automatically detected within a native data entry form in Accounts Payable
• 11.3.3.3 (Closed Software)	3000013	Operations, the resulting
11.8.2 (Authoring Tool)		error message provides
• 12.1.2 (Product Docs)		suggestions for correction.
12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		

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Criteria	Conformance Level	Remarks and Explanations
3.3.4 Error Prevention (Legal, Financial, Data) (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.3.4 (Web)		
 10.3.3.4 (Non-web document) 		No forms within Accounts Payable Operations submit
 11.3.3.4 (Open Functionality Software) 	Supports	actions that cause legal commitments or financial transactions to occur, nor do
• 11.3.3.4 (Closed Software)		any forms submit actions
11.8.2 (Authoring Tool)		that modify or delete user-
• 12.1.2 (Product Docs)		controllable data in the data storage system.
12.2.4 (Support Docs)		
Revised Section 508		
 501 (Web)(Software) 		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		

Criteria	Conformance Level	Remarks and Explanations
 4.1.3 Status Messages (Level AA 2.1 only) Also applies to: EN 301 549 Criteria 9.4.1.3 (Web) 10.4.1.3 (Web) 10.4.1.3 (Non-web document) 11.4.1.3 (Open Functionality Software) 11.4.1.3 (Closed Software) – Does not apply 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 – Does not apply 	Partially Supports	In Accounts Payable Operations, status messages can be programmatically determined through roles or properties so that they can be presented to the user by assistive technologies without receiving focus, with the following exception: • Many status change announcements for records are not announced after appearing.

Table 3: Level AAA Success Criteria

Notes: Not Evaluated

Revised Section 508 Report

Notes:

Chapter 3: Functional Performance Criteria (FPC)

Criteria	Conformance Level	Remarks and Explanations
302.1 Without Vision	Partially Supports	With some exceptions noted above, Accounts Payable Operations is functional to screen reading technology.
302.2 With Limited Vision	Partially Supports	With some exceptions noted above, Accounts Payable Operations supports text and screen enlargement.
302.3 Without Perception of Color	Partially Supports	There are a few instances in Accounts Payable Operations where color is being used to convey information.
302.4 Without Hearing	Supports	There is nothing within Accounts Payable Operations that explicitly requires hearing.
302.5 With Limited Hearing	Supports	There is nothing within Accounts Payable Operations that explicitly requires hearing.
302.6 Without Speech	Supports	There is nothing within Accounts Payable Operations that explicitly requires speech.
302.7 With Limited Manipulation	Partially Supports	There is some functionality within Accounts Payable Operations that cannot be manipulated via the keyboard.
302.8 With Limited Reach and Strength	Partially Supports	There is some functionality within Accounts Payable Operations that cannot be manipulated via the keyboard.

Criteria	Conformance Level	Remarks and Explanations
302.9 With Limited Language, Cognitive, and Learning Abilities	Partially Supports	Certain terms and descriptions of features necessary for the use of Accounts Payable Operations use standard terms, which may not be understandable by users with limited language, cognitive, or learning abilities.

Chapter 4: <u>Hardware</u>

Notes: Not Applicable

Chapter 5: Software

Criteria	Conformance Level	Remarks and Explanations
501.1 Scope – Incorporation of WCAG 2.0 AA	See WCAG 2.x section	See information in <u>WCAG 2.x</u> section.
502 Interoperability with Assistive Technology	Heading cell – no response required	Does not apply to a web-only application.
503 Applications	Heading cell – no response required	Does not apply to a web-only application.
504 Authoring Tools	Heading cell – no response required	Heading cell – no response required
504.2 Content Creation or Editing (if not authoring tool, enter "not applicable")	Not Applicable	See information in <u>WCAG 2.x</u> section.

Criteria	Conformance Level	Remarks and Explanations
504.2.1 Preservation of Information Provided for Accessibility in Format Conversion	Not Applicable	Accounts Payable Operations is not an authoring tool.
504.2.2 PDF Export	Not Applicable	Accounts Payable Operations is not an authoring tool.
504.3 Prompts	Not Applicable	Accounts Payable Operations is not an authoring tool.
504.4 Templates	Not Applicable	Accounts Payable Operations is not an authoring tool.

Chapter 6: <u>Support Documentation and Services</u>

Criteria	Conformance Level	Remarks and Explanations
601.1 Scope	Heading cell – no response required	Heading cell – no response required
602 Support Documentation	Heading cell – no response required	Heading cell – no response required
602.2 Accessibility and	Not Applicable	This report covers accessibility conformance for Accounts Payable Operations and does not address Support Documentation or Support Services.
Compatibility Features		For Product Documentation accessibility conformance, see the Product Documentation site ACR on the <u>Accessibility</u> <u>Conformance Reports</u> page of the Product Documentation site.

Criteria	Conformance Level	Remarks and Explanations
602.3 Electronic Support Documentation	See WCAG 2.x section	See information in <u>WCAG 2.x</u> section.
602.4 Alternate Formats for Non-Electronic Support Documentation	Not Applicable	This report covers accessibility conformance for Accounts Payable Operations only and does not address Support Documentation or Support Services.
603 Support Services	Heading cell – no response required	Heading cell – no response required
603.2 Information on Accessibility and Compatibility Features	Not Applicable	This report covers accessibility conformance for Accounts Payable Operations only and does not address Support Documentation or Support Services.
603.3 Accommodation of Communication Needs	Not Applicable	This report covers accessibility conformance for Accounts Payable Operations only and does not address Support Documentation or Support Services.

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Notes:

Chapter 4: Functional Performance Statements (FPS)

Criteria	Conformance Level	Remarks and Explanations
4.2.1 Usage without vision	Partially Supports	With some exceptions noted above, Accounts Payable Operations is functional to screen reading technology.
4.2.2 Usage with limited vision	Partially Supports	With some exceptions noted above, Accounts Payable Operations supports text and screen enlargement.
4.2.3 Usage without perception of color	Partially Supports	There are a few instances in Accounts Payable Operations where color is being used to convey information.
4.2.4 Usage without hearing	Supports	There is nothing within Accounts Payable Operations that explicitly requires hearing.
4.2.5 Usage with limited hearing	Supports	There is nothing within Accounts Payable Operations that explicitly requires hearing.
4.2.6 Usage with no or limited vocal capability	Supports	There is nothing within Accounts Payable Operations that explicitly requires speech.
4.2.7 Usage with limited manipulation or strength	Partially Supports	There is some functionality within Accounts Payable Operations that cannot be manipulated via the keyboard.

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Criteria	Conformance Level	Remarks and Explanations
4.2.8 Usage with limited reach	Partially Supports	There is some functionality within Accounts Payable Operations that cannot be manipulated via the keyboard.
4.2.9 Minimize photosensitive seizure triggers	Supports	There is nothing within Accounts Payable Operations that would act as a photosensitive seizure trigger.
4.2.10 Usage with limited cognition, language, or learning	Partially Supports	Certain terms and descriptions of features necessary for the use of Accounts Payable Operations use standard terms, which may not be understandable by users with limited language, cognitive, or learning abilities.
4.2.11 Privacy	Supports	Accounts Payable Operations has systems in place to protect the privacy of individual users.

Chapter 5: Generic Requirements

Notes: Not Applicable – There is no closed functionality in Accounts Payable Operations.

Chapter 6: ICT with Two-Way Voice Communication

Notes: Not Applicable

Chapter 7: ICT with Video Capabilities

Notes: Not Applicable

Chapter 8: Hardware

Notes: Not Applicable

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Chapter 9: Web (See WCAG 2.x section)

Notes:

Chapter 10: Non-Web Software

Notes: Not Applicable

Chapter 11: Software

Criteria	Conformance Level	Remarks and Explanations
11.0 General (informative)	Heading cell – no response required	Heading cell – no response required
11.1.1.1 through 11.4.1.3	See WCAG 2.x section	See information in <u>WCAG 2.x</u> section.
11.5 Interoperability with assistive technology	Heading cell – no response required	Heading cell – no response required
11.5.1 Closed functionality	Heading cell – no response required	Heading cell – no response required
11.5.2 Accessibility services	Heading cell – no response required	Heading cell – no response required
11.5.2.1 Platform accessibility service support for software that provides a user interface	See 11.5.2.5 through 11.5.2.17	See information in 11.5.2.5 through 11.5.2.17.
11.5.2.2 Platform accessibility service support for assistive technologies	See 11.5.2.5 through 11.5.2.17	See information in 11.5.2.5 through 11.5.2.17.
11.5.2.3 Use of accessibility services	Not Applicable	Accounts Payable Operations is a web-based application that relies on user-agent functionality.

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Criteria	Conformance Level	Remarks and Explanations
11.5.2.4 Assistive technology	Not Applicable	Accounts Payable Operations is a web-based application that relies on user-agent functionality.
11.5.2.5 Object information	Not Applicable	Accounts Payable Operations is a web-based application that relies on user-agent functionality.
11.5.2.6 Row, column, and headers	Not Applicable	Accounts Payable Operations is a web-based application that relies on user-agent functionality.
11.5.2.7 Values	Not Applicable	Accounts Payable Operations is a web-based application that relies on user-agent functionality.
11.5.2.8 Label relationships	Not Applicable	Accounts Payable Operations is a web-based application that relies on user-agent functionality.
11.5.2.9 Parent-child relationships	Not Applicable	Accounts Payable Operations is a web-based application that relies on user-agent functionality.
11.5.2.10 Text	Not Applicable	Accounts Payable Operations is a web-based application that relies on user-agent functionality.
11.5.2.11 List of available actions	Not Applicable	Accounts Payable Operations is a web-based application that relies on user-agent functionality.
11.5.2.12 Execution of available actions	Not Applicable	Accounts Payable Operations is a web-based application that relies on user-agent functionality.
11.5.2.13 Tracking of focus and selection attributes	Not Applicable	Accounts Payable Operations is a web-based application that relies on user-agent functionality.

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Criteria	Conformance Level	Remarks and Explanations
11.5.2.14 Modification of focus and selection attributes	Not Applicable	Accounts Payable Operations is a web-based application that relies on user-agent functionality.
11.5.2.15 Change notification	Not Applicable	Accounts Payable Operations is a web-based application that relies on user-agent functionality.
11.5.2.16 Modifications of states and properties	Not Applicable	Accounts Payable Operations is a web-based application that relies on user-agent functionality.
11.5.2.17 Modifications of values and text	Not Applicable	Accounts Payable Operations is a web-based application that relies on user-agent functionality.
11.6 Documented accessibility usage	Heading cell – no response required	Heading cell – no response required
11.6.1 User control of accessibility features	Not Applicable	Accounts Payable Operations is a web-based application that relies on user-agent functionality.
11.6.2 No disruption of accessibility features	Not Applicable	Accounts Payable Operations is a web-based application that relies on user-agent functionality.
11.7 User preferences	Not Applicable	Accounts Payable Operations is a web-based application that relies on user-agent functionality.
11.8 Authoring tools	Heading cell – no response required	Heading cell – no response required
11.8.1 Content technology	Heading cell – no response required	Heading cell – no response required
11.8.2 Accessible content creation	Not Applicable	See information in <u>WCAG 2.x</u> section.

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Criteria	Conformance Level	Remarks and Explanations
11.8.3 Preservation of accessibility information in transformations	Not Applicable	Accounts Payable Operations is not an authoring tool.
11.8.4 Repair assistance	Not Applicable	Accounts Payable Operations is not an authoring tool.
11.8.5 Templates	Not Applicable	Accounts Payable Operations is not an authoring tool.

Chapter 12: Documentation and Support Services

Criteria	Conformance Level	Remarks and Explanations
12.1 Product documentation	Heading cell – no response required	Heading cell – no response required
12.1.1 Accessibility and compatibility features	Not Applicable	This report covers accessibility conformance for Accounts Payable Operations only and does not address Documentation or Support Services. For Product Documentation accessibility conformance, see the Product Documentation site ACR on the <u>Accessibility</u> <u>Conformance Reports</u> page of the Product Documentation site.
12.1.2 Accessible documentation	See WCAG 2.x section	See information in <u>WCAG 2.x</u> section.
12.2 Support Services	Heading cell – no response required	Heading cell – no response required

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Criteria	Conformance Level	Remarks and Explanations
12.2.2 Information on accessibility and compatibility features	Not Applicable	This report covers accessibility conformance for Accounts Payable Operations only and does not address Documentation or Support Services.
12.2.3 Effective communication	Not Applicable	This report covers accessibility conformance for Accounts Payable Operations only and does not address Documentation or Support Services.
12.2.4 Accessible documentation	See WCAG 2.x section	See information in WCAG 2.x section.

Chapter 13: ICT Providing Relay or Emergency Service Access

Notes: Not Applicable

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