

## 2.0 Appendix A – Project Aspire Conversion/Interface Functional Design

<b>ADML ID</b>	<b>087</b>
<b>ADML Description</b>	<b>MFMP - PO Changes &amp; Cancellations</b>
<b>ADML Tech #</b>	<b>085</b>

### 2.1 Description Functionality

#### *Background*

When an Aspire online PO with status of “Dispatched” is changed and the changes are important to the vendor (defined by the Change Order template), a Change Order is created. If the user cancels a dispatched and un-received PO, it is set to a status of Pending Cancel. The PO must be dispatched again in order to be updated to Cancelled. If the user cancels a dispatched and partially received PO, this results in a Change Order in which the individual lines are adjusted to the received quantity / amount and the Header status is changed to Approved.

In MFMP, all changes made after the PO has been dispatched will generate a Change Order. If the user needs to change a Purchase Order, the changes are made through the Requisition and go through the approval process. Then, the PO Generation process creates the Change Purchase Order with all the approved changes. If the user needs to cancel a dispatched PO, they can do so directly from the PO. If the PO is fully received, the user is not able to cancel the PO. If the PO is partially received, then the user can cancel only the remaining quantity.

#### *Design Summary*

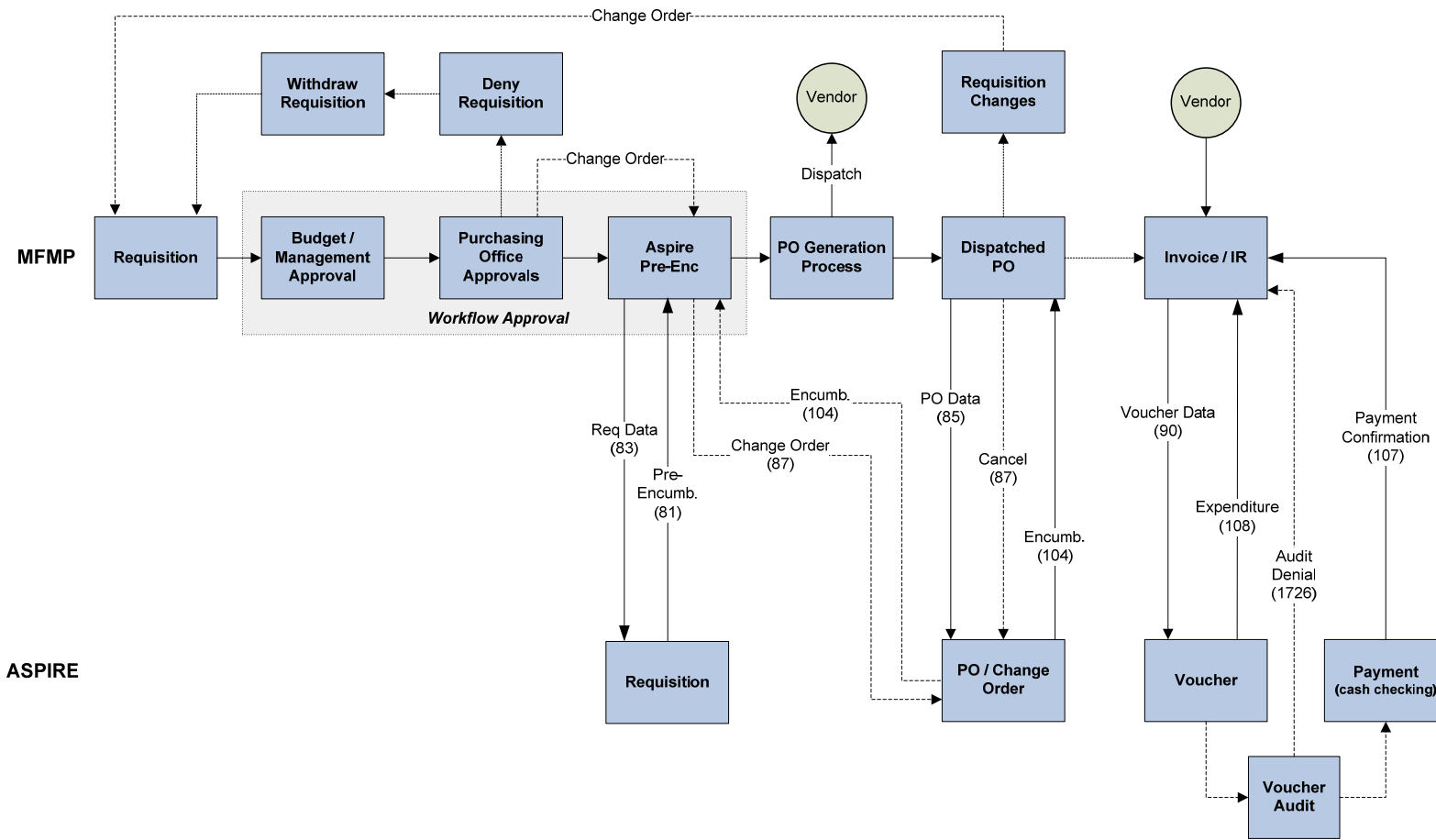
The purpose of this ADML is to define the interfaces required for the following processes:

- (1) Requisition / PO Changes
- (2) PO Cancellations & Closes / Contract Closes
- (3) Contract Changes
- (4) Requisition Cancellations (Note: Pre-encumbrances are no longer required, but this interface is still in place for technical reasons).

This design must update the encumbrance amounts appropriately, keep the two systems in sync, and maintain the change history where applicable.

In order to better understand this ADML, it is important to have a good understanding of the overall MFMP design. Please refer to ADML's 83, 85, and 88 for details on the initial Requisition, PO, and Contract interfaces. In addition, the diagram below provides an overview of the MFMP Design (see ADML 88 for an overview of Contracts).

**MFMP / ASPIRE Integration Overview Diagram**



(1) Requisition / PO Changes

MFMP Requisition changes that are made after the PO has been dispatched should be interfaced into Aspire's PO Change Order tables. This interface should occur after the MFMP final Requisition approval. To ensure that Aspire will automatically generate a Change Order with the MFMP data, MFMP will send the associated PO ID along with the changed requisition data. Since the PO ID will already be saved in dispatched status in Aspire, this triggers the interface to increment the version number and create a Change Order.

Once the data is submitted, Aspire will save the data as a new version number of the PO, saving the previous version(s). Aspire will then perform save validations including chartfield combination edits. If the data fails these validations, Aspire does not save anything, and an error message is sent back to MFMP. MFMP will then need to either reject all the changes or alter the data and re-initiate the process. Once all validations are successful, the budget check process is kicked off automatically in Aspire.

The budget check process will typically produce one of the following two results: Valid or Error. In both cases, Aspire will send a message back (via ADML 104) to MFMP with the status and any associated messages. When Budget Checking returns a status of Valid, Aspire updates the encumbrance amounts to reflect the changes and sends a success message to MFMP. MFMP then generates the PO Change order in their system and dispatches it to the vendor.

When Budget Checking returns an Error status, the original PO is restored in Aspire and a failure message is sent to MFMP. MFMP will either need to reject the changes or alter the data and re-initiate the process. [Since MFMP can create multiple PO's from one Requisition, this interface could contain multiple PO references. All must pass before success is sent back. If any fail, all are reversed to the prior POs. If for some reason the process of restoring the original PO fails, an alternate message will be sent to MFMP, requiring the user to fix the Change Order.](#)

See ADML 104 for more details on budget checking and the outbound interface.

In Aspire, only certain users will have the ability to change the Budget Date from the default value (current date) on Requisition/PO's. Therefore, when a budget date outside of the current budget period is received on a new line of an MFMP Change Order, Aspire will also validate that the User Id has the appropriate security to override the budget date. An error message will be sent to MFMP if the user does not have the proper authorization.

(2) PO Cancellations & Closes / Contract Closes

MFMP can cancel a PO after it has been dispatched, but not if it has been fully or partially received. When a cancellation occurs, the PO Status in Aspire will be set to Cancelled and the full encumbrance will be released through the budget checking process. The results will be sent back to MFMP via ADML 104.

MFMP can release the remaining encumbrance on a partially received PO, essentially Closing the PO. If this occurs, Aspire will perform one of the two actions –

(a) If the PO is partially received in MFMP and meets the following criteria - All the associated vouchers are in valid budget check status and if applicable, have been approved by audit - the PO will be closed in Aspire and the rest of the encumbrance will be released. The encumbrance release will occur via the budget checking process and the results will be sent back to MFMP via ADML 104.

(b) If the PO is partially received and does not meet the criteria, then an error message will be sent to MFMP and no changes will occur in Aspire. Since the PO cannot be closed in this case, users will still have the ability to voucher against the PO. Users should be aware of this and take the appropriate actions to fix the voucher(s) so that the PO can be closed.

MFMP does not cancel Contracts, but they do have the ability to close Contracts. Since MFMP Encumbered Contracts are sent to Aspire, this interface will also need to update the encumbrance data related to any closed contracts. In Aspire the MFMP Encumbered Contracts are saved as PO's, therefore the same rules described for the PO Cancellation/Closing will apply to a Closed Contract.

For both of these cases, it is important to note that the status of Closed and Cancelled have the same effect on the outstanding encumbrance in Aspire.

### (3) Contract Changes

Encumbered Contracts (Master Agreements) may also require changes in MFMP. Since MFMP Encumbered Contracts are stored in Aspire as PO's, then changes to the contract in MFMP should be stored in Aspire as PO Change Orders. MFMP's rules will determine whether the contract is considered a Change Order. If so, the contract information will be sent to Aspire with a new version number along with all the required key fields. This will trigger Aspire to generate a Change Order for the matching PO, perform the save validations, and run budget checking to update the encumbrance. The results of the budget checking process will be sent back to MFMP via ADML 104.

Errors due to save validations and budget checking will be handled in the same way as the PO Change orders. The only difference being that there will only be one PO generated from each Contract, therefore the interface will only reference one PO Id and the error handling code will not need to perform checks against any other documents.

Budget Date will be entered at the line level in MFMP and will propagate down to the distribution line level in Aspire. Since Contracts are allowed to be across multiple budget periods, the budget date will not be validated.

### (4) Requisition Cancellations

MFMP has the ability to cancel a Requisition before it is converted to a Purchase Order. Due to the new policy that pre-encumbrances are not required in Aspire, MFMP Requisitions will not be sent to Aspire until after the final approval is complete in MFMP. Therefore, in most cases, an MFMP Requisition cancellation will not affect Aspire.

As stated in ADML 83, Aspire uses the MFMP Requisition information to validate the required data, including chartfield and encumbrance information, prior to receiving the PO

(encumbrance). This validation ensures that the Vendor does not receive an invalid PO. In most cases, the PO will be sent to Aspire immediately after the Requisition is validated and pre-encumbrance established in Aspire. The PO will then establish the encumbrance and release the pre-encumbrance.

However, if the PO fails for any reason (i.e., technical or budget-related issues), the Requisition and pre-encumbrance will remain in Aspire until the issue is resolved and the PO re-submitted successfully. If it is determined that the PO should not be re-submitted, then the user can decide to cancel the Requisition in MFMP. At this time, this interface will cancel the Requisition in Aspire and release the associated pre-encumbrance.

The release of the pre-encumbrance happens through Aspire's budget checking process and the results will be sent back to MFMP via ADML 81.

## 2.2 Scheduling

Real Time

## 2.3 Run Control Parameters

N/A

## 2.4 Unit Test Considerations

- Verify valid changes made to an MFMP Requisition are brought into the PO tables, create a PO change order, update the encumbrance, and send back a success message to MFMP.
- Verify valid changes made to an MFMP Contract are brought into the PO tables, create a PO change order, update the encumbrance, and send back a success message to MFMP.
- Verify the following error conditions for MFMP Requisition and Contract Changes:
  - The appropriate error message is forwarded to MFMP for transactions that fail budget check and that the original PO is restored successfully.
  - The appropriate error message is sent to MFMP when the restoration of the original PO fails.
  - Verify these two conditions for MFMP Requisitions that have multiple PO's associated to them.
- Verify an MFMP PO Cancellation / Contract Close for partially received transactions that meet these criteria - all associated vouchers are in valid budget check status and fully approved by audit – trigger the related PO to close in Aspire and releases the rest of the encumbrance.

- Verify an MFMP PO Cancellation / Contract Close for partially received transactions that do not meet above criteria create an error message which is sent back to MFMP and no changes are made in Aspire.
- Verify an MFMP PO Cancellation / Contract Close where the transaction has no associated receipts/vouchers triggers Aspire to cancel the related PO and that the full encumbrance amount is released.
- Verify that when a Requisition is cancelled in MFMP, it is also cancelled in Aspire and the associated pre-encumbrance is released.
- Verify that a Requisition/PO or MA/Contract Change Order cannot be submitted against a closed PO.

## 2.5 Miscellaneous

- The STANDARD Change Order template will be used for processing MFMP PO changes. The PO Reference Field is included on this template and will always be incremented to trigger the creation of a Change Order.
- MFMP Requisition Change messages will also need to include the related Purchase Order information to correctly process the changes.
- MFMP Change messages should not be submitted against a Closed or Canceled document. Validations should be in place in Aspire to ensure that this cannot happen for all change messages.
- Please see the following sections in ADML 85 for additional details, as they apply here as well: Configuration and Default Values, Security Requirements.
- Security for Budget Override and Budget Date will be setup in the GL module by the R2R and Security teams.
- The Budget Date field will be available at the line level in MFMP, and should propagate down to the distribution line level in Aspire.

## 2.6 Assumptions

- Requisition changes made in MFMP before the PO has been dispatched will be sent via ADML 83, overwriting the Aspire Requisition data and updating the pre-encumbrance information. Due to the timing between the Req and PO, this situation will only occur if there are problems creating the PO. Refer to the Requisitions Cancellation section above for more details.
- Once a PO is cancelled in MFMP, the requisition is not able to be worked. Therefore, Aspire will not open the Requisition again for re-sourcing or re-establish the pre-encumbrance.

- See technical design for in depth analysis of how to create the change order and run budget checking.

## **2.7 Record Layout**

- Please refer to the associated technical specs for detailed record layouts.