

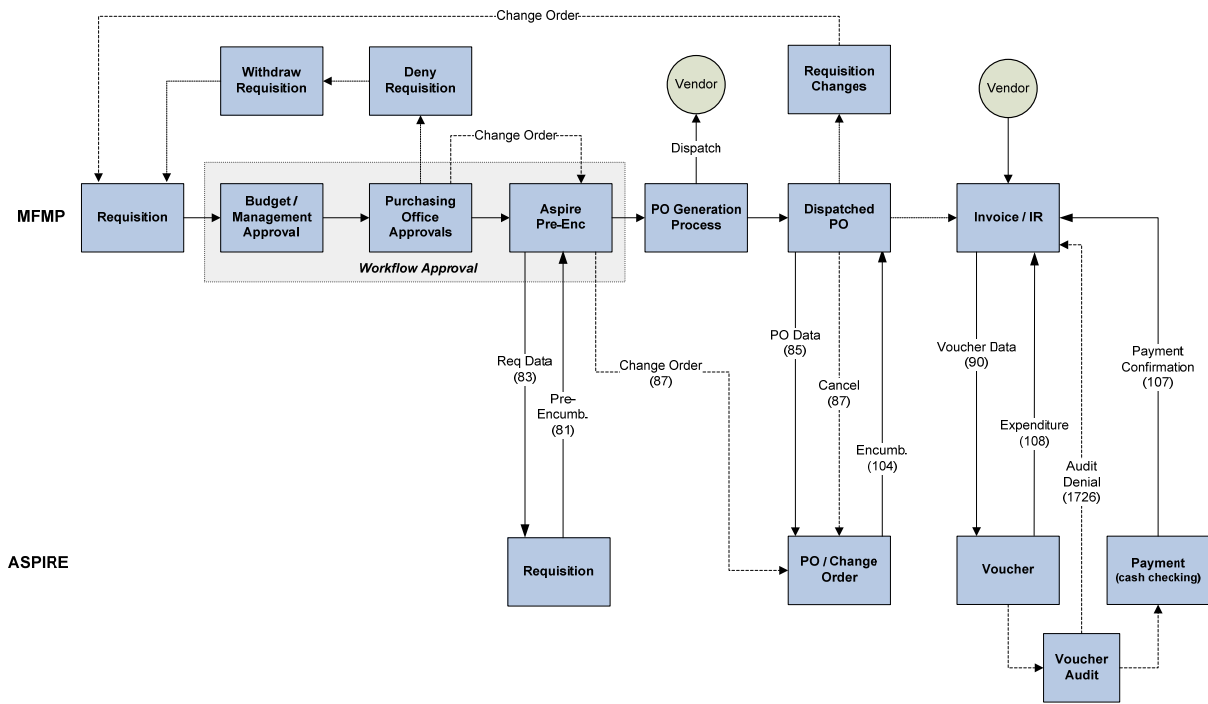
2.0 Appendix A – Project Aspire Conversion/Interface Functional Design

ADML ID	090
ADML Description	MFMP - Payment information (voucher related)
ADML Tech #	88

2.1 Description Functionality

Aspire will need to be able to load MyFloridaMarketPlace (MFMP) Invoices in order to accomplish the following: edit voucher details, perform voucher audit, create the expenditure and release any associated encumbrance, perform cash checking, create both paper warrant and electronic fund transfer disbursements, and create all accounting entries. The purpose of this ADML is to define the functionality of the interface that loads MFMP Invoice information into Aspire’s tables for further processing. The diagram below shows how this interface fits into the overall MFMP Design:

MFMP / ASPIRE Integration Overview Diagram



When MFMP submits the invoice, they will send an XML message to Aspire, and the invoice becomes un-editable in MFMP. A Component Interface (CI) will then be used to load the MFMP Invoice information, which will ultimately be used to create Payments through Aspire. All MFMP invoices using this interface will be loaded into Aspire’s Voucher tables with no matching required (MATCH_ACTION = ‘N’ and MATCH_STATUS_VCHR = ‘N’) since the matching process will take place in MFMP. The other Voucher Status’s should be as follows:

Approval Status – Approved (Note: This may get updated to ‘Pending’ during Audit)

Budget Status – Not Checked

Post Status – Unposted

During the save process, Aspire will perform system validations, including chartfield combination edits. In case of save errors, a system-generated message will be sent back to MFMP and the Voucher data will not be saved in Aspire. The MFMP user will need to fix the data problem within MFMP and re-submit. Once the save is successful, Aspire will automatically kick off the budget checking process.

Dispute Voucher Lines

ASPIRE requires that the vouchers line amounts total to the vouchers merchandise amount in order for the voucher to be saved. The message sent by MFMP to create the vouchers can potentially have line amounts that do not total to the merchandise amount.

The reason being is that when items are disputed in MFMP a zero line dollar amount will be created in MFMP and the total disputed field will be captured whilst the voucher total will not be adjusted accordingly. To ensure that MFMP and ASPIRE vouchers can be reconciled and to relieve any potential audit concerns between the 2 systems, an additional field will be needed on the VOUCHER record and its related subrecord(s). This field will be used to store the original voucher amount from MFMP.

FIELD	Type	Integer	Decimal
FL_TOT_INVC_AMT	Signed number	23	3

Budget Processing

Budget checking will verify that there are sufficient funds available for each distribution line and, if so, record an expenditure in KK for each. The Voucher Budget Status will get updated to “Valid” and a success message will be sent back to MFMP via ADML 108. If the voucher comes from an encumbered transaction, it will liquidate that amount of the associated encumbrance transaction (i.e., partial amounts can be liquidated). If a voucher is created for a partial amount of the encumbrance and the user knows it is the final

voucher, they can select the finalize flag on the voucher in order to liquidate the full encumbrance amount, regardless of the voucher amount.

In order to liquidate an encumbrance, MFMP must properly reference the purchase order key fields (Aspire PO ID, Line, Sched, Distribution) within the message. The associated encumbrance could be an MFMP PO (ADML 85) or an MFMP Encumbered Contract (ADML 88).

When budget checking does not find sufficient funds available, the Budget Status become “Error” and no expenditure will be recorded. Instead, an error message will be sent back to MFMP via ADML 108, and the Invoice will re-open for editing there. The Voucher will still be saved in Aspire at this point, but cannot move forward in processing until MFMP makes the appropriate changes and re-submits, overwriting the old data with the new via this interface, ADML 90.

Budget Override

To fix a Voucher that has exceeded a management/project budget and has a Budget Status = “Error”, some users will have the ability to use the Budget Override Functionality. Budget Override is only intended for Management/Project Budgets set to ‘Control’ since those set to ‘Track Only’ do not cause errors. In MFMP, the user must have the correct permission list to be able to select the Override flag. This authority is verified again in Aspire when the Requisition is submitted. If the user does not have the authority in Aspire, the interface will not perform the override and an error message will be sent back via the outbound interface, ADML 108.

Budget Processing Failures

In the rare case that the Budget Processor fails due to technical reasons, there will also be a Batch Budget Process run on a nightly basis. It will select any MFMP Vouchers that have a Budget Status = “Not Checked” and run the process again. If for some reason the process fails again for the same Voucher, this process will select that Voucher again the next night until it has reached the maximum number of runs as defined by the Run Control. If a Voucher reaches its maximum and is still unsuccessful (Budget Status = “Not Checked”), a failure message will be sent to MFMP via ADML 108. In addition, the failure will be written to an Aspire error log/report.

Voucher Audit

Part of the save process involves the Voucher Audit customization (ADML 136), which determines whether a voucher should be flagged for audit based on the BU Audit Criteria. If a voucher is flagged for audit, it will be picked up after Budget Status is Valid and routed to the appropriate auditor(s) through a custom batch process. At this point, the Voucher Approval Status will change from “Approved” to “Pending Approval” status.

When the voucher is successfully budget checked, the return message (ADML 108) will identify if the voucher was selected for audit.

Once the voucher is Approved or Denied by the Auditor, a message will be sent back to MFMP (via ADML 1726). If the Voucher was denied, MFMP will re-open the IR for editing. Once the MFMP user makes the appropriate changes, it will be re-submitted through this interface, ADML 90, and the voucher information will be overwritten in Aspire. (Note: Once a voucher is flagged for audit, it will always go through audit until it gets approved, regardless of what changes are made.) Once the voucher has been approved, this message will identify that the voucher has been approved and is now awaiting payment.

If the Voucher passes budget checking and is not flagged for audit, it will bypass this custom process and be scheduled for payment.

Payments / Cash Checking

Once the Voucher has a Valid Budget Status and is Approved by Audit if required, it will be ready for payment and scheduled based on the Pay Terms. Once the Voucher hits its scheduled pay date, the Pay Cycle will automatically pick it up for processing. The pay cycle processing includes cash checking (ADML 124). If cash checking fails, the payment will get stopped and it should be reviewed and fixed in Aspire by an authorized user (Note: Authorization to MFMP vouchers/payments within Aspire will be limited to Auditors). Cash checking errors will be fixed in Treasury or GL, therefore the voucher will not be updated directly.

Once a payment is created and payment entries posted to GL, all payment information will be sent back to MFMP for reconciliation via ADML 107. Any changes made due to cash checking failures will be reconciled with MFMP via the payment confirmation file (ADML 107). Payment cancellations, reversal vouchers, and disbursement reissues will be entered and processed in Aspire, and this information will also be sent to MFMP via ADML 107.

Configuration and Default Values

In Aspire, all MFMP Vouchers will have an Origin = "MFM" and a Voucher ID with a prefix of "V". The MFMP Invoice ID consists of an alpha-prefix and a unique number. Aspire will use that unique number as the last digits in the Voucher ID. Then, to fill the 8 digit field, zeroes will be put in between the "V" and the numeric portion. For example, if the MFMP Voucher ID equals "IR9326", the Aspire Voucher ID will be "V0009326".

In MFMP, the business unit is labeled as "PUI" (Purchasing Unit Indicator). In Aspire this value is called the Purchasing Business Unit (PO BU). When the Voucher is sent to Aspire, the PUI value will be mapped to the PO BU value by adding a "0" at the end of the PUI. In Aspire, Vouchers are created under the Accounts Payable Business Unit (AP

BU). The PO BU Definition in Aspire maps directly to a specific AP BU. Therefore, this AP BU will be used to save the MFMP Voucher. If the Aspire Business Unit setup is changed, this method of mapping may need to be reviewed.

MFMP does not allow more than one Schedule Line per Line, therefore Aspire will always default the Schedule Line Number to '1'. MFMP does allow multiple Distributions per Schedule Line, and therefore, Aspire will accept the Distribution Line Number sent in the message.

In order to eliminate rounding discrepancies between the two systems, Aspire will always set the Distribution Lines to "Distribute By Amount".

The Accounting Date will always default to the Current Date in Aspire to ensure that the Accounting Period will be open. The Budget Date, however, depends on whether or not the voucher is related to a PO. If the voucher is related to a PO, the Budget Date will come from the related PO. If the voucher is unencumbered, and therefore not associated to a PO, the Budget Date will be the current date. Due to this logic, no security edits will be required on the budget date.

MFMP does not require the Category (Commodity Code) on their Invoice. If they do send us a Category on the voucher message, we will use this value. But if they do not send this value, Aspire should use the Category from the associated encumbrance (PO). If there is no associated encumbrance (PO), then the miscellaneous category code (991001) will be used. (Note: An enhancement will display the category on the Voucher line in Aspire).

MFMP does not record Asset information; Therefore, Aspire will use the Category to default any related Asset information onto the Voucher Distribution Line. This information will be sent to the Asset Management module after the Voucher is posted, at which point, the Asset group can make any necessary changes.

Certain accounts are configured to require sub-vendor information. If this account is used on an MFMP transaction, MFMP must send the appropriate sub-vendor fields in order to successfully save and budget check the voucher in Aspire. Note that the sub-vendor ID will be equal to the Aspire Vendor ID.

The initial submission of a voucher should not be against a PO or Master Agreement that is in Closed or Cancelled status. This interface should validate that this does not happen and send an error message to MFMP if it does.

Security Requirements

Several validations will be performed against the Operator ID when a Requisition is submitted. In Aspire, each user will be give access to a specific set of GL, AP, and PO BU's. Aspire users must also be given the appropriate authorization to use a particular

Org Code or to override a management budget. This setup will be done through Security and R2R functionality within Aspire and then interfaced to MFMP via ADML 21.

MFMP will use this data to limit their users to the defined GL BU, Org, and Override Authority. MFMP will also send the Aspire User ID as a part of the Voucher message, so that the appropriate security validations can be performed in Aspire as well. Error messages will be sent back to MFMP if the user does not have the authority to use a certain value or perform budget override.

A System User needs to be setup in Aspire in order to accept the XML Messages and process through Integration Broker. The User ID and appropriate Role(s)/Permission List(s) should be defined by the Security Team.

2.2 Scheduling

This will be a real-time interface.

2.3 Run Control Parameters

Not Applicable.

2.4 Unit Test Considerations

- Validate that a voucher with all the correct data and sufficient budget is saved and budget checked successfully, and that the expenditure is recorded appropriately.
- Validate that the default hierarchy populates the voucher values where appropriate. (Pay Terms, etc.).
- Validate that an encumbered voucher releases the appropriate encumbrance amount and that the associated PO is updated with the appropriate status.
- Validate that a voucher with all the correct data and insufficient budget is saved and budget checked successfully, but no expenditure is recorded and the Budget Status becomes "Error".
- Validate that vouchers with invalid values, invalid chartfields, invalid combinations, and duplicate voucher ID's are not saved in Aspire.
- Validate that vouchers get flagged for audit when they meet the BU Audit Criteria and that the return message includes an indicator notifying MFMP of the audit flag.
- Validate that when a denied voucher is re-submitted, it is saved successfully and flagged for audit again.

- Validate that vouchers with a disputed line are saved with the correct amounts.
- Validate that a payment can be created against an MFMP voucher.
- Validate that cash checking, and its associated reports, work appropriately with MFMP vouchers.
- Validate that encumbered vouchers have budget dates that match the associated PO budget dates.
- Validate that un-encumbered vouchers have budget dates that equal the date of processing.
- Validate that a Voucher cannot be submitted against a Closed / Cancelled PO or MA.

2.5 Miscellaneous

The EXPRESS_VOUCHER Component Interface can be used to load the data to the Voucher tables – VOUCHER, VOUCHER_LINE, VOUCHER_ACCTG_LINE, etc.

ADML 136 includes an enhancement which ensures that only Auditors have access to update MFMP Vouchers, for purposes of Audit Denial. Other AP users will still have the ability to view them from the normal voucher pages, but will not be able to make any changes.

Additional enhancements will need to be made as part of this ADML to restrict online users from creating Aspire vouchers from MFMP purchase orders (PO Origin of MFM). MFMP purchase orders should not be selected using the following pages (with their component):

<u>Page</u>	<u>Component</u>
VCHR_EXPRESS1	VCHR_EXPRESS
VCHR_LINE_RECV_WRK	VCHR_EXPRESS
VCHR_LINE_PO_WRK	VCHR_EXPRESS
VCHR_HEADER_QV	VCHR_QUICK_PNL
VCHR_QVLN_PO_WRK	VCHR_QUICK_PNL
VCHR_QVLN_RECV_WRK	VCHR_QUICK_PNL

2.6 Assumptions

- MFMP will be expected to create a new or modify their existing voucher interface to Departmental FLAIR for expense disbursement items into Aspire using the record layouts in this design specification document.
- MFMP will route invoices for all standard workflow approvals prior to sending them to Aspire. Only workflow related to random sampling and auditing will be handled in Aspire.
- All required Aspire ChartField values will be provided by MFMP before the Voucher can be saved successfully. Aspire will send the COA values and required validation logic to MFMP in a nightly batch process via ADML 21.
- MFMP will allow the use of SpeedCharts on their transactions, using the data that comes from the file provided by Aspire in a nightly batch process via ADML 23.

- Single payment vendor functionality will not be allowed with this interface. All MFMP payments will need to reference a valid Aspire vendor.
- In Aspire, all MFMP Vouchers will have an Origin = “MFMP” and a Voucher ID with a prefix of “V”.
- The VOUCHER_ID will need to uniquely identify a voucher in Aspire when used with the voucher’s AP business unit.
- Invoice reconciliation (matching) will be performed in MFMP. Matching will not be performed in Aspire for MFMP vouchers interfaced into Aspire.
- Payment terms will be defaulted using Aspire’s delivered control hierarchy if a valid payment term is not interfaced from MFMP on each invoice. MFMP does not currently capture this data.
- Required commitment control budget information will be loaded into Aspire for all applicable business units.
- All required Aspire purchase order information will be referenced and passed with the rest of the invoice information from MFMP.
- Budget Checking occurs at the distribution level. Therefore if one distribution line fails budget checking and all the others are valid, the entire Voucher will fail budget.
- If MFMP implements their functionality for multiple schedule lines, this interface will need to be reviewed.

2.7 Record Layout

The following record layouts outline Aspire's voucher information.



Voucher Record
Layout for ADML 90