2.0 Appendix A – Project Aspire Conversion/Interface Functional Design

ADML ID	**092**
ADML Description	**Batch Warrant Payment Cancellations**
ADML Tech #	

2.1 Description Functionality

Aspire will need to accept batch warrant cancellation files for non MyFloridaMarketPlace payment interfaces. These include such batch interfaces as Unemployment Compensation (UC) payments from the Agency for Workforce Innovation (AWI) and Public Assistance (PA) payments from the Department of Children and Families (DCF). A custom application engine (AE) process will need to be created to handle this requirement. Currently, Aspire does not provide an interface or an entry point for processing payment cancellations in batch. Therefore, the new AE process will have to read a flat file and then use program (i.e. component interface (CI)) PeopleCode to process each cancellation using the delivered payment cancellation page (PYMNT_CANCEL) and component (PYMNT_CANCEL) in Aspire.

Component interfaces can be used to integrate Aspire with legacy business systems. CI's execute the business logic built into the component and as a result, they provide a higher level of data validation than a simple SQL insert.

For these cancellations, the source files from the respective agencies will have to provide all required information needed to map, populate and successfully save the data from within the component interface logic. This information includes all required keys to access a single disbursement transaction (AP BU, payment id reference) along with the cancel date. The cancel date will default to the current date, the cancel action will be 'Void' for unencumbered disbursements, and Void and reissue for an encumbered disbursement. (Reissue is to re-establish the encumbrance.)

This interface will also have to create an output file or some other acceptable medium to identify those cancellations that were not able to be processed by the component interface. This would include but not be limited to errors for invalid warrant number, and an invalid warrant type (when appiciable). All errors generated by this interface will need to be corrected and resent or manually resolved in Aspire.

This interface should read and verify both the control record count and the total tape amount on the input file's header record. All errors or discrepancies with the control numbers in the header record should be output to the program's error or log file.

This interface also includes implementing process for canceling payments for vouchers created from a purchase order i.e. canceling encumbered disbursements. As mentioned earlier "do not reissue the payment and close the outstanding liability" is not a valid action for encumbered warrants. For Encumbered warrants the Valid cancel actions are "Re-Open Vouchers/Re-issue".

To Process/Cancel an encumbered warrant, we need to create a reversal voucher for each voucher associated with the warrant being cancelled. To find out all the vouchers associated with warrant we need to query the PYMNT_VCHR_XREF table where Payment ID equals to Warrant number and Payment Method equals "CHK". For these voucher id's we also need to select AP business unit, voucher id, vendor id and invoice id as these will be required to create the reversal vouchers.

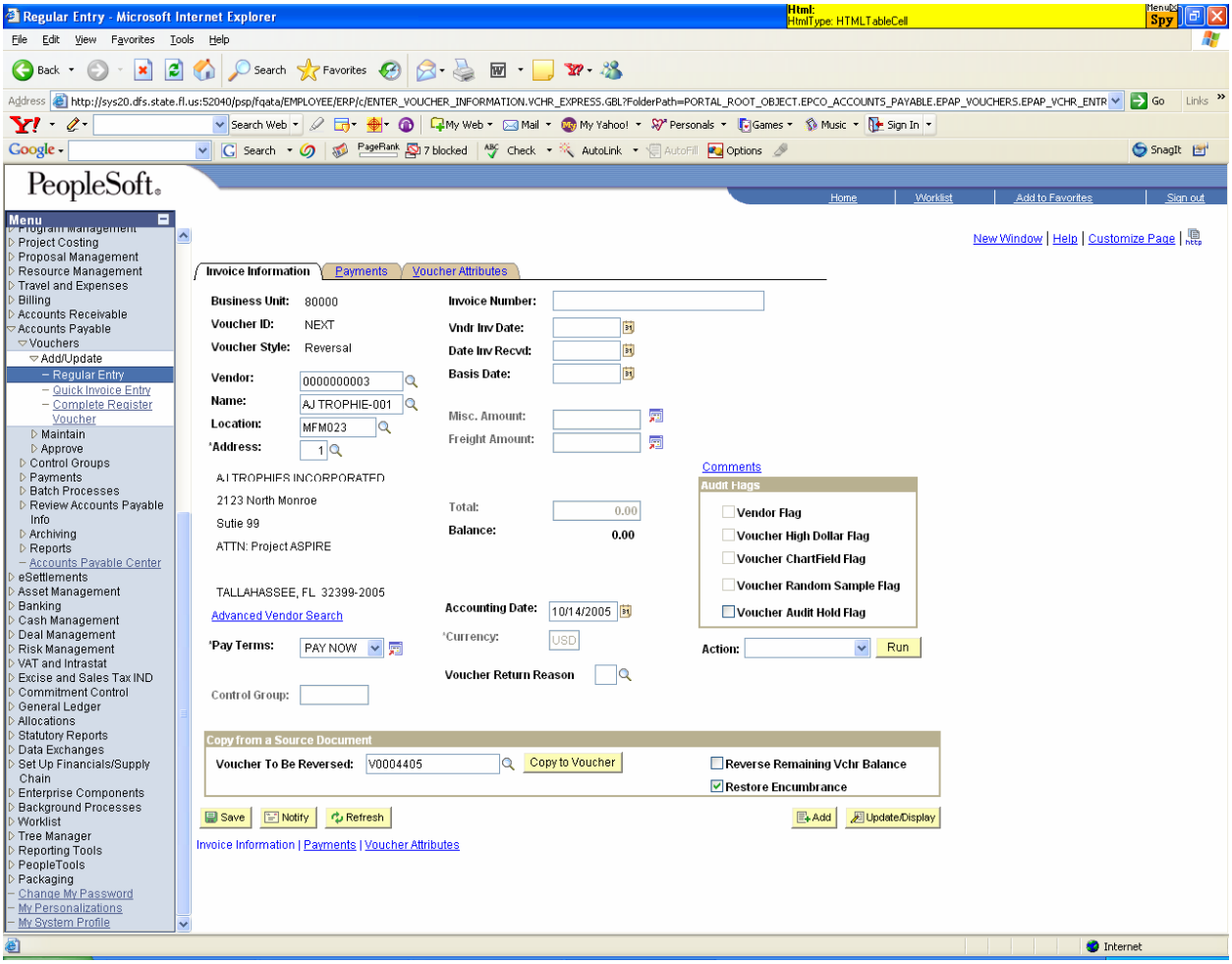
However the reversal voucher should only be created after the "Void" action has been posted (i.e. Payment post run) to identify if the Payment post was successful we can validate against the PAYMENT_TBL the POST_STATUS_AP = 'P'

To create a reversal voucher we need to develop a custom component interface which should be able to create a reversal voucher for each voucher identified in the previous step by copying the original voucher information. Invoice ID on the reversal voucher should be the original invoice ID prefixed with 'R' to identify it as reversal voucher. All the date fields (Vndr Inv Date, Date Inv Recd and Basis Date) should defaults to current date.

The values for the reversal voucher can be created from the function "Copy to Voucher" (VCHR_CORR_CPY_PB) button.

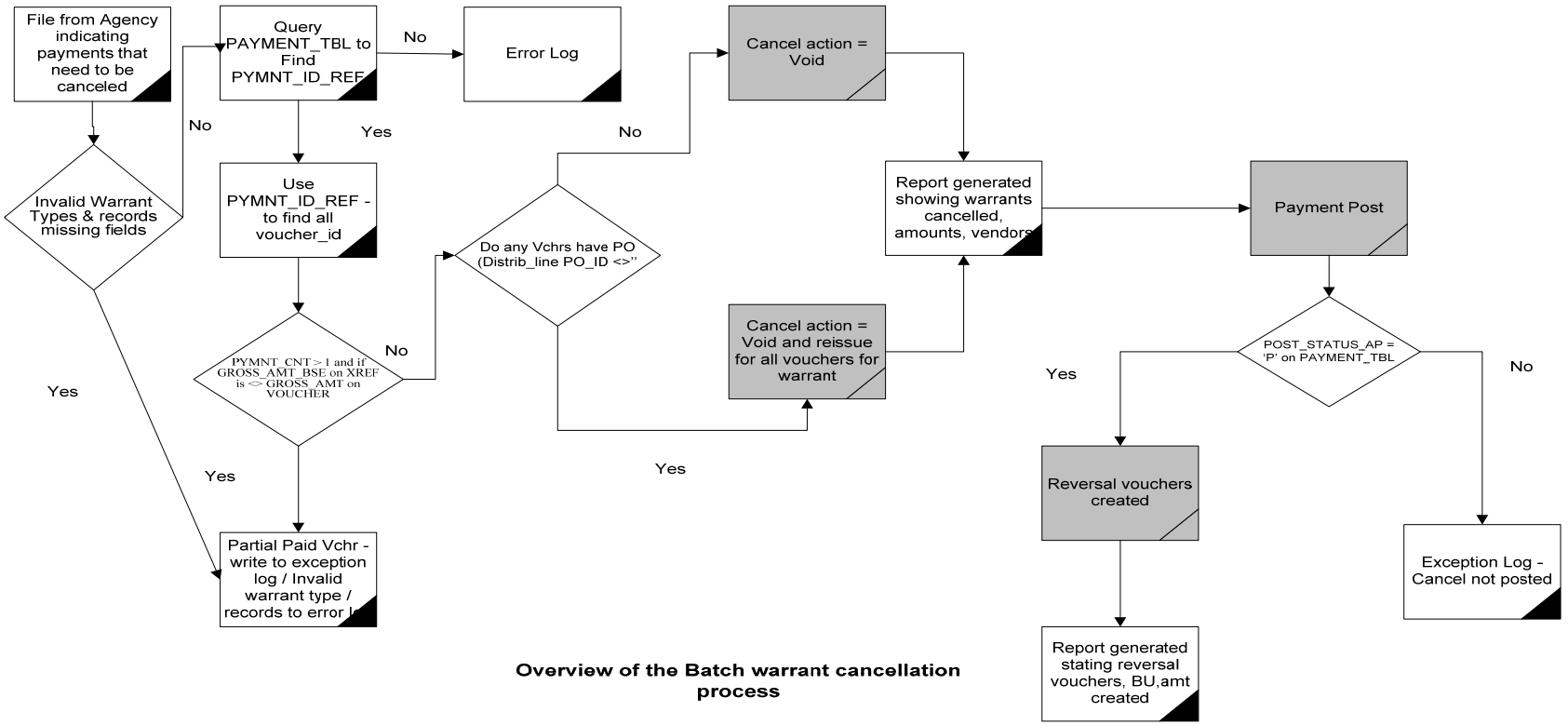
See below Screen Shot

Navigation path to Reversal page: Menu > Accounts Payable >Vouchers >Add Update > Regular Vouchers > Voucher Style Reversal



If a user online enters the Vendor ID and enters the voucher to be reversed when they push the button "Copy to Voucher", the line and distributions are automatically copied in with appropriate signs (reversal signs).

Also note that the Restore encumbrance option will need to checked on for reversal vouchers created in this interface. (Reverse remaining voucher balance – will not be used by this interface).



Overview of the Batch warrant cancellation process

Above is process flow on how the processes developed by this ADML should coordinate with delivered processes and how we would identify PO vouchers, Partial vouchers.

2.2 Scheduling

This Interface will have 2 distinct processes scheduled one process after paycycle but prior to Payment Post (AP_PSTPYMNT) and one process after Payment post (Creation of Reversal Voucher).

Scheduling of 2 processes from ADML 92

This ADML will have essentially 2 Processes (The reversal voucher process and payment void process

This ADML should be scheduled nightly in the batch process.

This process will pick up all online voids to create reversal vouchers when necessary as well as process data from the incoming files from agencies .

2.3 Run Control Parameters

The run control parameters should be in compliance and be able to handle Aspire multi file processing requirements.

This ADML should be scheduled nightly in the batch process

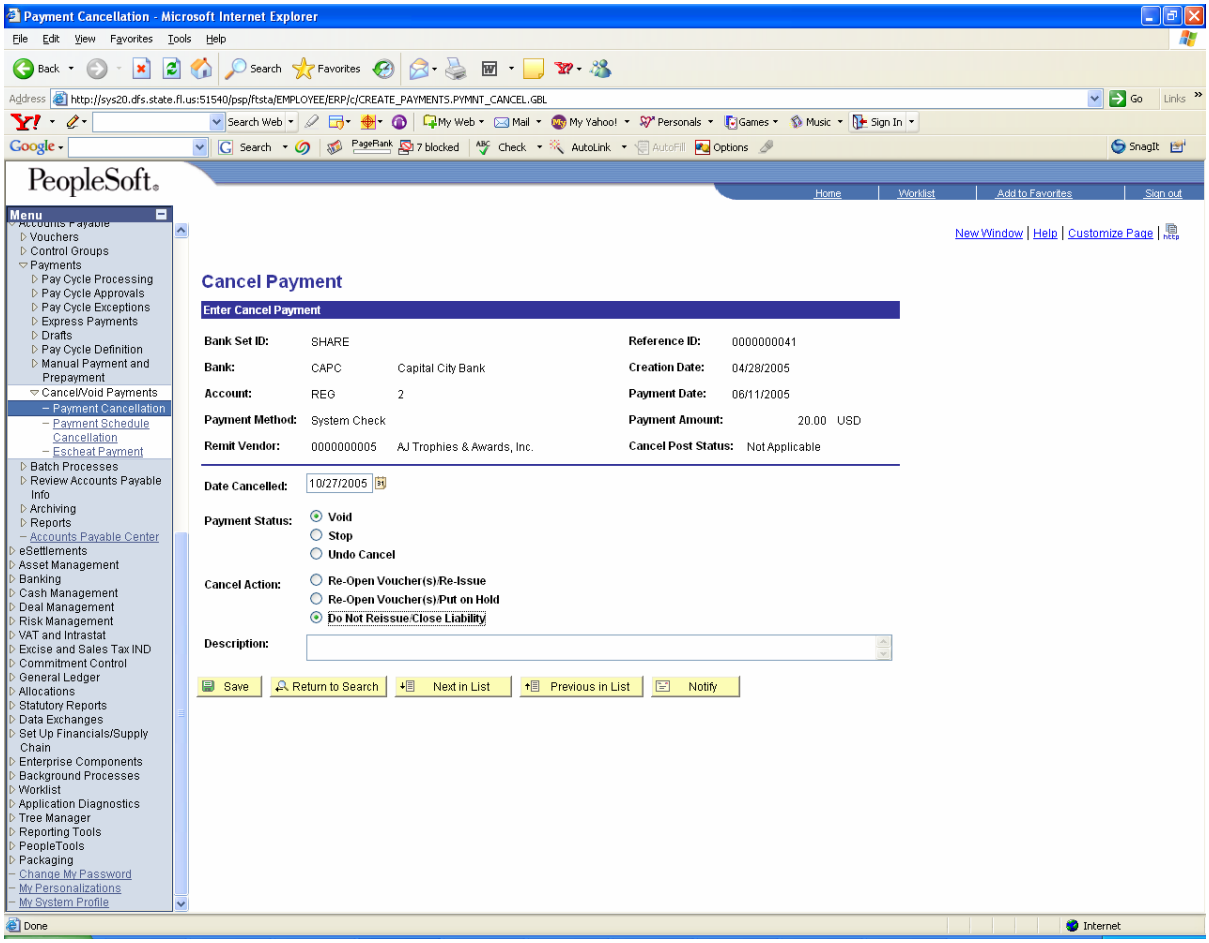
Interface / Conversion Parameters	
Parameters (Required)	*Possible Values (Prompt Table)*
GLBU	
Parameters (Optional)	*Possible Values*

2.4 Unit Test Considerations

- Test server run location. Process should be run on UNIX only.
- Test processing a blank or empty source file.
- Test processing a file where the header summary counts do not equal the detail records (either the number of records or summary amount total).
- Test processing an invalid warrant number.
- Test processing a warrant number that has already cleared the bank.
- Test processing an invalid payment method.
- Test Processing of file containing only unencumbered Payments (i.e. no PO associated with them).
- Test processing of file containing only encumbered Payments (i.e. with PO associated with vouchers).
- Test Processing of file contain both unencumbered Payments (i.e. no PO associated with them) and encumbered payments (i.e. with PO associated with vouchers).
- Test Canceling of "Warrants which have both PO and non PO vouchers associated with them. (Reversal vouchers should be created for the PO vouchers and non Po vouchers)
- Test Canceling a warrant which has 2 schedules (Partially Paid) – Void Process should not run nor reversal voucher be created – Partial payments should go to Exception log stating BU, Payment_ID, Amount and Vendor, "Voucher(s) and Payments to be cancelled do not equal check if items are Partial Payments"
- Test a condition when the input files amounts and dates don't match up with what is stored in the Payment_tbl – These items should be written to a error log file

2.5 Miscellaneous

- Navigation path to payment cancellation page: Menu > Accounts Payable > Payments > Cancel/Void Payments >Payment Cancellation



For non PO voucher action will be Void and “Do not reissue Close liability”

For PO vouchers action will be Void and “Re-Open Vouchers – Reissue”

- Navigation path to Reversal page: Menu > Accounts Payable >Vouchers >Add Update > Regular Vouchers > Voucher Style Reversal
- The error file should contain the following: GL BU, WARRANT NUMBER, CANCEL ACTION, WARRANT AMOUNT, PAYMENT STATUS
- Reports / Logs need to be generated at the end of each of the processes, i.e. once warrants cancelled process as completed a report indicating which warrants, amounts, vendors and the cancel action were processed needs to be produced. (a detailed and a summary section). Also once the reversal vouchers have been

created a report / log needs to be produced indicating new vouchers id (reversal vchr id) amounts, vendors and AP BU (a detailed and a summary section).

- For a cancellation to be done via this ADML The PYMNT_ID_REF, PYMNT_AMT and PYMNT_DT Should match if we are to process the void– if they do not we write these rows to an error file.

- The only warrant cancellations that are to be processed by this ADML are 1,2,4 when applicable. (This edit is only applied when warrant type field is populated)

- For Aspire warrants the warrant type field is not applicable (i.e. Aspire does not use the concept of Warrant types) and thus will not be passed by the agency

2.6 Assumptions

- This interface will only be used for "Warrant" cancellation – and will not be used for any other payment methods.

- If agency sends cancellation of "Partial Paid Vouchers", These vouchers will not be processed, they will be written to a log file and a business process will have to be designed to deal with these exceptions. To identify these payments we need to look at the PYMNT_VCHR_XREF to see if PYMNT_CNT > 1 and if GROSS_AMT_BSE on XREF is <> GROSS_AMT on VOUCHER. If this is the case then these are partial payments.

- Payments that have PO vouchers and non PO vouchers tied to them will be treated with cancel action of void and reissue and all associated vouchers with that warrant will be reversed (i.e. reversal vouchers created).

- This interface is based on the fact that if an agency wants to "reissue" a payment, then the agency will have to send a new voucher. This interface only voids payments (reissue for PO vouchers – which has same effects as a void).

- If there is a PO voucher associated with the warrant that is being cancelled then the encumbrances will be restored back to the original PO(i.e. restore encumbrance back to PO will be only option available).

- Disbursement cancellations in Aspire are processed using bank account, payment method, and warrant information. The AP BU, along with the full payment reference id, warrant type (when applicable), will need to be provided from the source business systems to uniquely identify each disbursement. The bank cd and bank acct key will be sent in the incoming data file from agency and will be used to identify the specfic bank account (Bank account number will not be passed in file)

- The payment reference ID's used to capture the warrant number in Aspire should match the first ten digits of the warrant number. The warrant numbers captured during disbursement processing will need to be the exact same payment reference ID's that are interfaced over to cancel the warrant.

- The source cancellation file will be provided in a specified UNIX directory.

- The reversal vouchers created by this process should be exempt from Audit. To accomplish this we need to ensure the Reversal vouchers are created with origin = CANL – The creation of this "origin" is a configuration (Voucher Audit will need to be configured to exclude origin "CANL" from A&A.)

- Only Warrants that have not cleared the bank can be void through this ADML (i.e. RECON_STATUS = "UNR').

- All sub-systems feeding Aspire with batch warrant cancellations will use the same inbound format. Separate layouts will not be created for each agency or business system.

- If sub vendor is on the original voucher that is associated with the payment that is being cancelled, then if a reversal voucher is being created via this adml that reversal voucher needs to also have the sub vendor information.

- If a different vendor id is passed at the voucher line level – That vendor id needs to be passed to the reversal voucher at the line level as well (This is to ensure that 1099 report remains in sync for cancelled payments)

- The reversal voucher created should at least have the required chartfields, these chartfields are as follows:

  (1) GL_BU - Required

  (2) Fund code -Required

  (3) Budget Entity (Operating unit) - Conditional

  (4) Account - Required

  (5) Alt Account – Required

  (6) Org (Deptid) – Conditional

  (7) Approp Year (Program code) – Conditional

  (8) Program Component (Chatfield 3) – Conditional)

(9) Category (Product) - Conditional

If Project ID is populated the PC_BU and Activity are also required.

Thus prior to creating the reversal voucher a check needs to run to ensure that the original voucher contains the above required fields. If the above chartfields are not present then a error needs to be written to log file stating that “Original Voucher (Voucher ID) does not contain “fields”, therefore reversal voucher cannot be created, please correct original voucher.

2.7 Record Layout

Warrant Cancellation Layout (NPCANFL)

The layout below is the current legacy layout. Several modifications will be required for this process to function with Aspire.

HEADER RECORD

FIELD NAME		LENGTH	START	END	
HEADER RECORD IDENTIFIER	REQUIRED	1A	1	1	VALUE = '*'
RECORD COUNT	REQUIRED	6N	2	7	# OF INPUT RECORDS REQUIRED ON ONE RECORD.
TOTAL TAPE AMOUNT	REQUIRED	13.2N	8	22	SUMMARY OF AMOUNTS ON INPUT RECORDS REQUIRED ON ONE RECORD.
TAPE DATE (CCYYMMDD)	REQUIRED	8N	23	30	CCYYMMDD FORMAT
OLO	REQUIRED	6N	31	36	FOR OLO AND SUBSYSTEM COMBINATION SEE BELOW
SITE	REQUIRED	2A	37	38	MUST BE VALID FOR OLO ON THE SAMAS TITLE FILE, DTLF01.
SUB (SUBSYSTEM CODE)	REQUIRED	1A	39	39	SEE VALID CODES BELOW
FILLER		86N	40	125	

WARRANT DETAIL RECORD

FIELD NAME			LENGTH	START	END	
WARRANT TYPE	Used to determine Bank info	OPTIONAL	1A	1	1	EDIT FOR WARRANT TYPE, WHEN POPULATED
WARRANT NUMBER	Maps to PYMNT_ID_REF	REQUIRED	7N	2	8	MUST AGREE WITH WARRANT RECON FILE
WARRANT ISSUE DATE	Maps to PYMNT_DT	REQUIRED	8N	9	16	(CCYYMMDD) MUST AGREE WITH WARRANT RECONCILIATION FILE
WARRANT AMOUNT	Maps to PYMNT_AMT	REQUIRED	8.2N	53	62	MUST BE GREATER THAN ZERO, MUST AGREE WITH WARRANT RECON FILE

Proposed New Header Record for Use with Aspire

FIELD NAME	LENGTH	FIELD PLACEMENT	TO
HEADER RECORD IDENTIFIER	1A	1	1
RECORD COUNT	6N	2	7
TOTAL TAPE AMOUNT	13.2N	8	22
TAPE DATE (CCYYMMDD)	8N	23	30