

3.0 Appendix B – Project Aspire Enhancement Functional Design

ADML ID	124
ADML Description	PP-30 / Cash Checking during Pay Cycle process
ADML Tech#	120

3.1 Background

3.1.1 Functional Requirement

BBC-005

Edit / validate all transactions / documents / business events to ensure that appropriation, approved budget, releases and cash are available (at various levels) before posting the transaction.

BBC-009

Edit / validate transactions / documents / business events against available cash balance (cash in Treasury or cash in bank) and not include invested cash in the available cash balance.

Aspire will need to provide a cash checking mechanism for disbursements originating from within the Payables module and disbursements being interfaced into Aspire from other 3rd party sources. This includes all Pay Cycle disbursements (paper warrants and EFT's), Express Checks and manually recorded payments. Cash checking will ensure that sufficient funds are available for each voucher's distribution line at the GL business unit and Fund Code combination before the disbursement is created. All vouchers that do not pass the cash checking process will be excluded from the current Pay Cycle. These vouchers will need to be noted in Aspire as having failed cash checking so they can be researched and the problem resolved.

Aspire will also need to provide the ability to manually override vouchers that have been excluded from payment for insufficient funding. Two new fields on the voucher record will track the userid initiating the cash checking override and the date timestamp of the override.

3.1.2 Delivered Functionality

Aspire, as delivered, does not have any cash checking capability to ensure that the relevant fund code and GL business unit has available “verified” cash. Delivered functionality only gives the ability to do bank account replacement during the Pay Cycle.

3.1.3 Gap Description

PP-30 - Currently no Cash Checking functionality exists in Aspire.

3.2 Description of New Functionality

See process flow PP12 in conceptual design.

A custom application engine (AE) program will need to be created and placed within the main Pay Cycle program (AP_APY2015) to be run after the payment selection and before the payment creation. This custom program will be created separately and merely be called from within the main Pay Cycle program (AP_APY2015) to minimize modifications to this delivered process. This custom cash checking program will only process those vouchers already selected by the delivered payment selection process.

Some agency voucher transactions will go through cash checking using only the fund code; some will use the GL business unit and fund code. With this business requirement, the voucher’s fund code on the DISTRIB_LINE table will have to be used to determine how to cash check the distribution line.

Initially, the AE program will need to determine the cash checking node for each distinct fund code identified on all voucher distribution records for the vouchers selected by the Pay Cycle (see the Set Up/Control Data section to view an example of the cash checking tree and its node names). The program will need to populate a field representing the cash checking node for each fund code on a temporary table for future processing. To accomplish this, a Cash Control Fund Tree will be created with two nodes to identify each processing option. The first node (FUND_GLBUS) in the tree will contain fund codes that use both the general ledger business unit and fund code to roll up available verified cash balances. The second node (FUND) will only use the fund code and will ignore both the business unit on the voucher’s distribution line(s) to compute the verified cash balances. All funds will need to exist as either a detail leaf or within a specified range under one of the above nodes to be processed by the cash checking program..

After all cash checking nodes have been identified on the first temporary table (using the fund code on the applicable voucher distributions); the program will then summarize all

detail cash balances under each cash control node and store the results on a second temporary table. Depending on the tree node of the fund code or the absence of the fund code on the tree several different processing options will be required.

Normal trust funds will be entered onto the Cash Control Fund tree, Their computed available cash balance will simply be calculated using the GL business unit, Fund Code for that voucher distribution. For General Revenue funds, the computed cash balance will be calculated by using the sum of all detail funds under the FUND node on the Cash Control Fund Tree. A fund code residing under the FUND node will signify processing rules for General Revenue.

For General Revenue funds, the cash balance will be accumulated across all valid GL business units (excluding the treasury business unit 'TREAS') on the appropriate commitment control ledger (not just the GL business unit on the voucher distribution) to determine the total cash balance

After establishing the temporary table information, the program will then start processing all of the voucher distributions for each distinct GL business unit and fund code combination. For each unique combination, the voucher distribution lines will be grouped together and the total amount to be paid summarized to obtain the total required authorization amount for the entire grouping.

All cash checking combinations on the second temporary table will be processed in this manner before doing any individual voucher auditing on those combinations that did not pass the high-level cash checking. Performing this high-level check will ensure that set processing is used where possible. If the grouping's dollar amount is within the available cash funds stored on the second temporary table for that combination then the program will do the following. First, all voucher distributions within that particular group will be flagged as "cash checking complete" on the DISTRIB_LINE. Second, that combination's row on the second temporary table will be updated to signify that it has passed cash checking. Finally, the computed available balance on the second temporary table should be updated to reflect the new balance.

After the program has completed the initial high-level cash checking of all combinations and updated the high-level cash checking status it will then reprocess the combinations that failed, but this time at a voucher level. It is important to make sure that all the vouchers selected for row level processing within each group are sorted first by payment handling code and then by invoice date. This will guarantee that vouchers with special handling codes (i.e. high-dollar, employee, and/or emergency) will be cash checked first against the pool of available funds and then continue through the rest of the Pay Cycle. Only the voucher distribution rows that did not pass the initial high-level cash checking should be checked by this second sweep.

The program's logic will continue to individually check each applicable voucher distribution line within the group's first voucher. If the first distribution line of that voucher has sufficient funds available on the second temporary table then the program should update the cash checking status on the distribution line to "cash checking complete" and the distribution amount should be subtracted from the running total on the second temporary table. The program will then move to the next distribution line if there is one. If the next distribution amount is greater than the available cash on the second temporary table then it is marked as having failed cash checking at the distribution level. If this occurs, all of the distribution amounts for that voucher that had previously passed cash checking will need to add back their "reserved" cash to the second temporary table for potential use by other vouchers and the cash checking status on each of the distribution lines will need to be reset to "cash checking not complete". As soon as a voucher distribution fails cash checking all subsequent distributions lines for that voucher can be ignored because we will not partially pay voucher lines.

The program will then continue through all vouchers in the group until either a zero cash balance is achieved or the end of the group is reached. This will ensure that all vouchers are cash checked against any remaining funds in the group.

After all vouchers for all groups have been cash checked, the program will then determine if all distribution lines for each voucher have a "cash checking complete" status. If all distribution lines on a voucher have been successfully cash checked then the voucher's header record (VOUCHER) will be updated to "cash checking complete". If any voucher distribution lines fail cash checking then the entire voucher will be excluded from further payment processing and the VOUCHER record updated to "cash checking incomplete or in-process".

In addition to the AE process described above, an online cash checking capability will also need to be created to validate individual vouchers being paid via a manual check. The PeopleCode will have to closely mimic the functionality achieved by the cash checking AE process and be invoked at voucher save. For manual payments, this PeopleCode should be triggered from the PYMNT_VCHR_XREF.PYMNT_ACTION (FieldChange) event when the payment action is equal to 'R' (record a payment).

Cash checking will be done against the Commitment Control ledger (LEDGER_KK table) for available cash balances in the Cash KK ledger; therefore, all cash balances used by cash checking will only be able to reflect entries that have successfully posted to the Commitment Control Cash ledger prior to cash checking. Any deposits or disbursements not successfully budget checked will not be included while computing available cash balances.

One and only one row should be returned for each ChartField combination unless the fund is a General Revenue fund or the fund being used is at a lower level of detail than the cash control level. To ensure that only one row is returned, the program should sum all applicable

cash (POSTED_TOTAL_AMT) entries on the Cash KK ledger to arrive at the current available cash balance. Essentially, available cash will be computed by determining the sum of POSTED_TOTAL_AMT between the Cash Budget and the Cash Recognized ledgers.

Since the Cash KK Ledger will be established as a MULTI-PERIOD budget (essentially a perpetual ledger), the cash balance available should accurately reflect real-time values.

Cash balances for various Aspire funds will be determined by the appropriate Rule sets on the Commitment Control Cash Ledger definition. The GR funds will be cash-checked at the Fund level only; super funds and Trust funds will be cash-checked at the GL BU/Fund level, for available cash.

The cash balance used for cash checking is defined by a custom attribute on the GL_ACCOUNT_TABLE (FL_VER_CASH_IND). Cash balances will be specific on the Commitment Control Cash ledger by GL unit, Fund.

Four custom fields will need to be added to the VOUCHER. The first custom field on the VOUCHER record (FL_CASH_CHK_REQD) will be a one character Y/N field to signify whether or not cash checking will be bypassed during the next payment process for that voucher. This field will also be used by authorized Aspire user id's to override cash checking exceptions as needed. Vouchers will only be able to be overridden at the header level; individual voucher distributions will not be able to be overridden. The second custom field on the VOUCHER record (FL_CASH_CHK_STATUS) will maintain the overall voucher's cash checking status and will need the following translate values: 'C' (cash checking Complete, all DISTRIB_LINES have passed cash checking), 'P' (cash checking Partially complete, one or more distribution lines have exceptions), 'O' (cash checking was Overridden by user) and 'N' (Not cash checked). The third custom field on the VOUCHER record (FL_CASH_CHK_OPRID) will capture the Aspire userid that performs a cash checking override and the last field (FL_CASH_CHK_DTTM) will capture the date timestamp of the override.

A custom field (FL_AUTH_CASH_CHK) will need to be added to the OPR_DEF_TBL_AP to specify if a user has the ability to perform the cash checking override function. RowInit PeopleCode should look to this field to determine if the cash checking required field is editable or not. If the Aspire user does not have the authority to override the cash checking required field this page should be displayed with this field as display only.

A custom field for cash checking status will also be needed on the DISTRIB_LINE record (FL_CASHCHK_LN_STAT) to maintain the cash checking status for each voucher distribution. This field will maintain the voucher distribution's current cash checking status and will need the following translate values: 'C' (cash checking Complete, no exceptions exist), 'F' (cash checking Failed, no funds found for ChartField combination), 'E' (cash checking Exception exists, insufficient funds), and 'N' (Not cash checked).

For vouchers requiring cash checking, the FL_CASH_CHK_STATUS field on the VOUCHER record should default to 'N' and the FL_CASH_CHK_REQD should default to 'Y'. For vouchers that do not require cash checking, the FL_CASH_CHK_STATUS field should default to 'C' and the FL_CASH_CHK_REQD field should default to 'N'. The FL_CASHCHK_LN_STAT field on the DISTRIB_LINE table should always default to 'N' for vouchers that require cash checking and 'C' for vouchers that do not require cash checking.

Voucher distribution lines that fail cash checking for insufficient funds will be excluded from further Pay Cycle processing and their cash checking status (FL_CASHCHK_LN_STAT) will be set to 'E' (cash checking exception exists, insufficient funds). Voucher distributions that fail cash checking due to funds not existing will also be suspended from further payment processing, but their cash checking status will be set to 'F' (cash checking failed, no funds found for ChartField combination).

If one voucher distribution fails cash checking, the entire voucher will be excluded from further processing until the problem has been corrected. To exclude these vouchers from further processing, several records will need to be updated and/or deleted. All excluded vouchers will need to be deleted from the PYCYCL_DATA table and the following PYMNT_VCHR_XREF data updated to reset their values to spaces or zeros depending on their data type: pay_cycle, process_instance, pay_cycle_seq_num, paid_amt, paid_amt_bse, paid_amt_gross, paid_amt_dscnt, paid_amt_gross_bse, paid_amt_dscnt_bse, paid_amt_bnk_bse, pymnt_rate_mult, pymnt_rate_div, base_currency_bnk, cur_rt_type_bnk, bnk_rate_mult, bnk_rate_div, pymnt_id, late_chrg_amt, last_chrg_amt_bse, late_chrg_paid, late_chrg_paid_bse, late_chrg_dnie, late_chrg_dnie_bse, paid_rate_mult, paid_rate_div. Also, the pymnt_selct_status field will need to be set to 'N'.

Vouchers being paid via a Pay Cycle, which pass cash checking with sufficient funds, should be processed by the rest of the Pay Cycle processes to create the disbursement. For vouchers where a manual check is being recorded or an Express Check is being created, cash checking should be seamless to the user. Aspire will use an exception only rule when issuing a cash checking failure notice to streamline the process. This means an error message will be displayed to the user if there is a cash checking error; otherwise, processing will continue with no messages if there is no error.

Manual payments and express checks that fail the online cash checking edit will be issued a warning message indicating that the voucher's ChartFields do not have sufficient funds available and the voucher will be set to recycle mode (ENTRY_STATUS = 'R'). This will allow the voucher to be saved. The user could then override the cash checking or move money to the appropriate funds and reprocess the express check or manual check.

.....

3.3 Navigation path

Main Menu > Accounts Payable > Payments > Pay Cycle Manager.

3.4 Set Up/Control Data

A Cash Control Fund tree will need to be created to describe the relationships between funds. See illustration below.

Cash Control Fund Tree

The screenshot shows the 'Tree Manager' interface. At the top, it displays the following information:

- SetID:** SHARE **Last Audit:** Valid Tree
- Effective Date:** 07/01/2004 **Status:** Active
- Tree Name:** FL_CASH_CHK Florida Cash Checking Tree

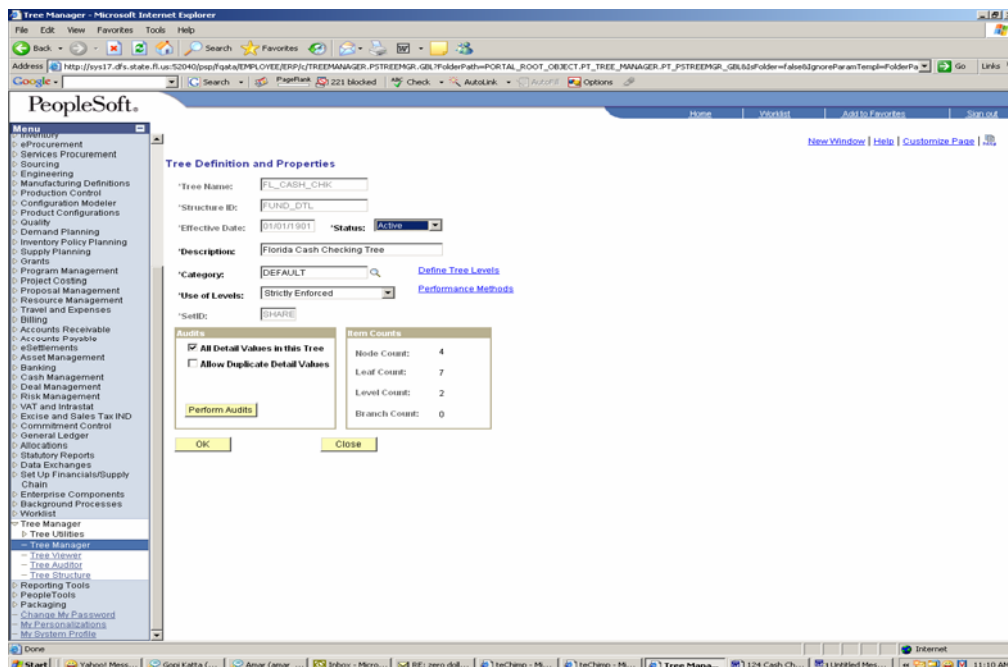
Below this information is a toolbar with the following options: [Save Draft](#) | [Save](#) | [Save As](#) | [Close](#) | [Tree Definition](#) | [Display Options](#) | [Print Format](#)

Below the toolbar is a navigation bar with the following options: [Collapse All](#) | [Expand All](#) | [Find](#) | First Page | 6 of 10 | Last Page

The main area displays a tree structure:

- ALL - ALL (with icons for expand, collapse, and refresh)
- FUND_GLB - Fund plus GLBU Node
 - [200077] - Inspection TF-Citrus
- FUND - Las/pbs
 - [100001] - General Revenue - Gen
 - [300001] - General Revenue - Captl

(Note: allow duplicate values option will not be checked on, therefore preventing the same fund being at more than one node level. (See below.)



3.5 Application Changes (e.g., Pages, Components, Menus, Records, App Engines, SQRs, etc.)

The VCHR_PAYMENT_PNL page will need to be modified to add the two cash checking custom fields (FL_CASH_CHK_STATUS and FL_CASH_CHK_REQD). The FL_CASH_CHK_STATUS field should be display-only at all times. The FL_CASH_CHK_REQD field should be display-only after the cash checking process is complete for vouchers originating in Aspire or for third-party vouchers that do not require cash checking. New RowInit PeopleCode will be required to accomplish this.

A change to the Voucher Build program (AP_VCHRBLD) may be required for 3rd party vouchers interfaced into Aspire that should not be cash checked (i.e. Public Assistance and Unemployment Compensation). This modification would need to update the custom cash checking fields appropriately on the VOUCHER record (CASH_CHK_STATUS = 'C' and FL_CASH_CHK_REQD = 'N') and the DISTRIB_LINE record (FL_CASHCHK_LN_STAT = 'N'). If this is not handled in the voucher build program, a simple, custom AE will need to be created to run in conjunction with the voucher build process. All Pay Cycles for vouchers not being cash checked will need to occur prior to other Pay Cycles in the batch schedule that are being cash checked. In addition, payment posting, journal generation, journal edit/posting and GL budget checking will need to be run for these Pay Cycles to ensure the correct verified cash balances are reflected on the Commitment Control Cash Ledger before cash checking is performed for the other Pay Cycles.

3.6 Cash Checking Reporting

3.6.1 Scheduling of Report Running

3.6.1.1 Report 1 - Cash Checking Pre Paycycle report

This report will be scheduled to run from production financials a few hrs prior to close of business. The timing will be determined by batch scheduling workshop and business process design.

3.6.1.2 Report 2 - Cash Checking Failures Paycycle Nightly report

This report will run immediately after paycycle has completed its nightly processing, and should be available for administrators following paycycle completion.

3.6.2 Objective of Reports

3.6.2.1 Report 1 - Cash Checking Pre Paycycle report

- (1) As multiple invoices per vendor will be consolidated in to one payment for a given paycycle run per AP BU we need to ensure that the total payment are not in excess of \$99,999,999.99 . Therefore if the payment exceeds this amount, these payments need to be identified so the 'administrator' can have the opportunity to mark some of the vouchers as separate payments or adjust the voucher amounts. Thus to ensure that the payment are in compliance of the 8.2 format (See diagram in report miscellaneous section)

- (2) Identify payments that would be selected for payment in that night's paycycle job which would potentially fail cash checking. These payments should be sorted and ordered by BU, Origin, and Voucher. In addition this reports need to
 - I. Identifying which node on the cash checking tree (FL_CASH_CHK) the vouchers would fail cash checking
 - II. Which Lines on the vouchers would fail cash checking (i.e. multiple lines could cause failure on a voucher)
 - III. The current balance on the cash checking tree for the nodes that would cause the failures.
 - IV. A summarized section to help make investment and disinvestment easily distinguishable.

Thus appropriate parties can make investment and disinvestment decision prior to the nightly batch (Paycycle job) running.

3.6.2.2 Report 2 - Cash Checking Post Paycycle report

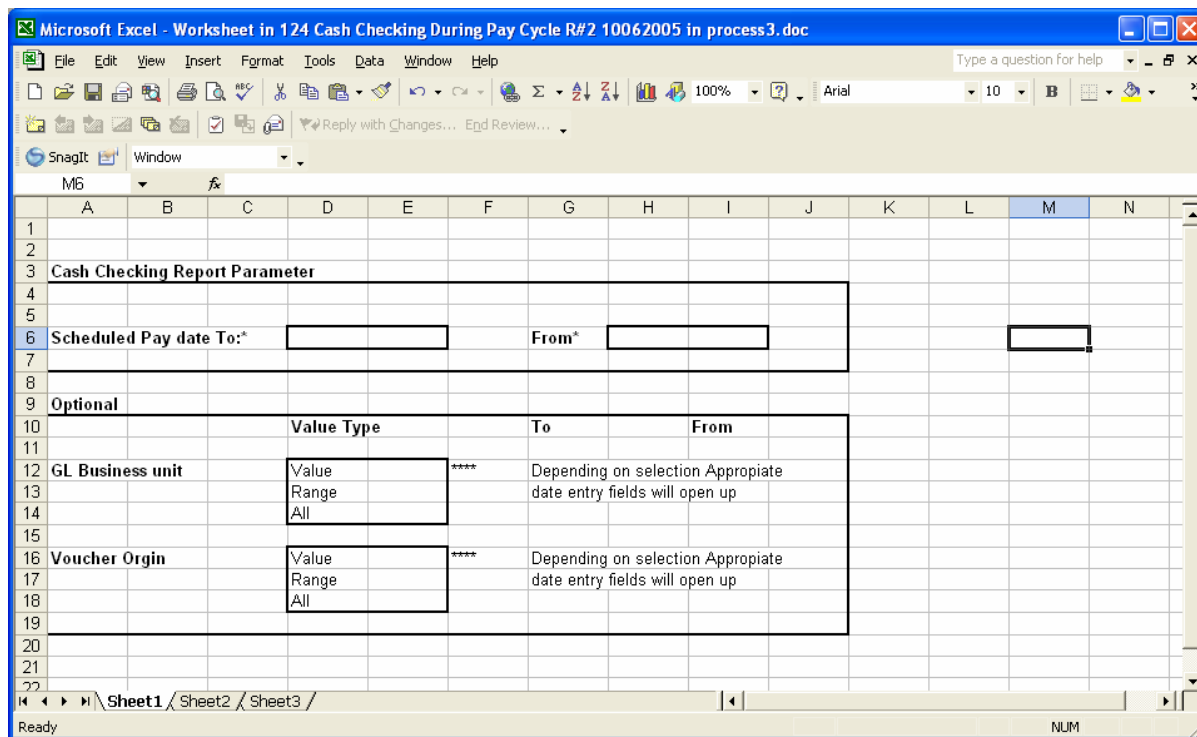
- (1) This report will identify any payments created in Aspire that were not compliant with the 8.2 format.
- (2) Identify all payments by AP BU , Origin, Voucher and voucher line that have failed cash checking i.e.
(FL_CASH_CHK_SBR.FL_CASH_CHK_STATUS = 'P' indicating the node on the cash checking tree (FL_CASH_CHK) that it failed and what the balance remaining at that level is.

3.6.3 Run Control Parameters for Pre and Post checking reports

Both the reports (Pre and Post Paycycle) will share a common run control page. The Parameters on the run control page will be as follows:

- (1) Scheduled date range (i.e. to and from schedule date fields (required entry parameter))– SCHEDULED_PAY_DT
- (2) GL Business unit –(optional entry parameter) BUSINESS_UNIT_GL
- (3) Origin – (optional entry parameter) ORIGIN

See attachment for run control page layout



Run Control Page

3.6.4 Report Design

3.6.4.1 Report 1 - Cash Checking Pre Paycycle report

Report Selection

The select criteria for this report should be the similar as AP_APY2015 (Paycycle selection criteria) – That includes the delivered AP selection process and the cash checking process per the parameters above. However only potential cash checking failures will output to this report and actual cash checking will not be performed.

3.6.4.2 Report 2 - Cash Checking Post Paycycle report

Report Selection

The select criteria for this report should be all vouchers that have failed cash checking FL_CASH_CHK_SBR.FL_CASH_CHK_STATUS = 'P' as well as the balances from the FL_CASH_CHK per node relevant to failed vouchers. In addition the 8.2 section will require a selection on payments and vouchers in the PYMNT_VCHR_XREF & PAYMENT_TBL where the PAID_AMT >99,999,999.99 for a given PYMNT_ID_REF per the run control parameters (i.e. schedule date , BU, origin)

3.6.5 Report format

3.6.5.1 Report 1 - Cash Checking Pre Paycycle report

The report should have principally 3 sections a summarized section and detailed cash checking section and 8.2 format compliance section.

The summarized section should give the potential cash checking failures by total for GL BU, Origin, Fund and cash checking node.

The detailed section should have cash checking errors indicating the voucher and voucher line that would fail cash checking and a difference section ie between the voucher and cash checking node that the voucher failed on (So the people using the report can make investment and disinvestment decisions easier)

The 8.2 section would show all vouchers that would be rolled into one payment in the nightly paycycle run that would not be in compliance with the 8.2 format.

9	A	B	C	D	E	F	G	H	I	J	K
9	LABEL	Business Unit (GL)	Voucher Count	Total	Difference						
10											
11		VOUCHER joined with DISTRIB_LINE to get FUND_CODE	VOUCHER.VOUCHER_ID (Count)	Sum Total	(Calc - E Total - Cash Chk node total) Difference						
12	LABEL	Fund	Voucher Count								
13											
14											
15		TREE_NODELVL_VW joined with TREE_NODE_TBL to get TREE_CODE	VOUCHER.VOUCHER_ID (count)	Sum Total	(Calc - E Total - Cash Chk node total) Difference						
16	LABEL	Cash Chk node	Voucher Count								
17											
18		VOUCHER.ORIGIN	VOUCHER.VOUCHER_ID	Sum Total	(Calc - E Total - Cash Chk node total) Difference						
19	LABEL	Origin	Vouchers count								
20											
21											
22		Detail Section for Per Paycycle Cash Checking report by AP BU									
23											
24		VOUCHER ORIGIN	VOUCHER VOUCHER_ID	VOUCHER_LINE DESCR	VOUCHER GROSS_AMT						
25		Origin	Voucher Id	Description	Voucher Amount						
26											
27		Label = cash checking node (Cash Checking Node Balance - Total of voucher related to cashchecking node)									
28											
29											
30											
31											
32											
33	Total										
34											
35		Detail Section 8.2 format by AP BU									
36		VOUCHER ORIGIN	VOUCHER VOUCHER_ID	VOUCHER GROSS_AMT	Calc field - Pymnt _vchr_xref						
37		Origin	Voucher Id	Voucher Amount	\$99,999,999.99 & Greater						
38											
39											
40											
41											
42											
43	Total										

3.6.5.2 Report 2 - Cash Checking Pre Paycycle report

This report format is the same as above except this reports output will be ACTUAL cash checking failures and Payments created that exceed the 8.2 format

See attachment for report page layout

Microsoft Excel - Worksheet in C:\Endacott Design Specs 0124 - Cash Checking COA 124 Cash Checking During Pay Cycle R#3 01242006 in process Name: BANK_ACCT_DEFN_BANK_ACCT_KEY\$0

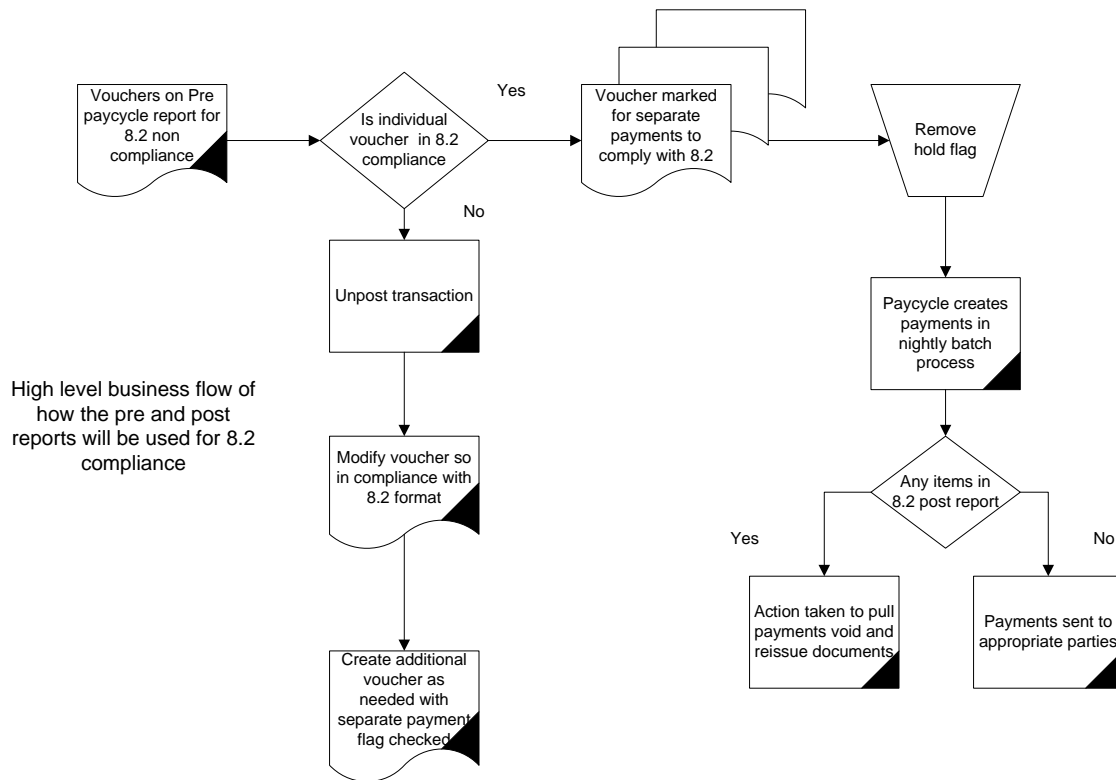
	A	B	C	E	F	G	H	I	J	K
12	LABEL	Fund	Voucher Count	Total	Difference					
13										
14										
15		TREE_NODELVL_VW joined with TREE_NODE_TBL to get TREE_NODE	VOUCHER.VOUCHER_ID (count)	Sum	(Calc - E Total - Cash Chk node total)					
16	LABEL	Cash Chk node	Voucher Count	Total	Difference					
17										
18		VOUCHER.ORIGIN	VOUCHER.VOUCHER_ID	Sum	(Calc - E Total - Cash Chk node total)					
19	LABEL	Origin	Vouchers count	Total	Difference					
20										
21		Note this report is the same format as the Pre paycycle report except this report shows ACTUAL cash checking failures and Actuals Payments not in compliance with 8.2 format								
22										
23										
24										
25										
26		Detail Section for Per Paycycle Cash Checking report by AP BU								
27										
28										
29		VOUCHER ORIGIN	VOUCHER VOUCHER_ID		VOUCHER GROSS_AMT					
30										
31		Origin	Voucher Id	VOUCHER_LINE DESCR	Voucher Amount					
32		Label = cash checking node (Cash Checking Node Balance - Total of voucher related to cashchecking node)								
33										
34										
35										
36										
37		Total								
38										
39		Detail Section 8.2 format by AP BU								
40										
41		VOUCHER ORIGIN	VOUCHER VOUCHER_ID	PYMNT_VCHR_XREF	PYMNT_VCHR_XREF	PAYMENT_TBL				
42		Origin	Voucher Id	PYMNT_MTHOD	PYMNT_MTHOD	PYMNT_ID_REF				
43				Payment Type	Bank	Check / EFT				



reports.xls

3.6.6 Miscellaneous Section for Cash Checking Reports

- Report Title should be Pre Paycycle Cash Checking Report for State of Florida and Post Paycycle Cash Checking Report for State of Florida
- A page break needs to be inserted after each AP BU detailed section, thus each APBU will be easily distinguishable.
- The header and footer should be in compliance with EPM standards for reports being delivered.
- Vouchers that appear in the 8.2 section Cash Checking Pre Paycycle report need to be automatically marked for payment hold (`PYMNT_VCHR_XREF.PYMNT_HOLD = 'Y' AND PYMNT_VCHR_XREF.PYMNT_HOLD_REASON = 'AMT'`).
- A business process needs to be developed on who takes the non compliant 8.2 vouchers off hold prior to nightly batch process being kicked off.
 1. The reason for the hold is that somebody will have to ensure that the voucher itself was not keyed in over the 8.2 format. If it was then the voucher accounting needs to be unwound and multiple vouchers in compliance of 8.2 format will have to be created
 2. If the vouchers are in compliance with the 8.2 format and the accumulation of the vouchers makes it not compliant with the 8.2 format, then the person responsible will mark the appropriate vouchers as separate payment (`PYMNT_VCHR_XREF.PYMNT_SEPERATE`) and take the voucher off hold payment.
- Additional business process needs to be developed on who this cash checking reports are distributed to.



3.7 Unit Test Considerations

- Overridden vouchers are paid regardless of their funds available.
- The voucher cash checking required override field must be available for only specific users (Bureau of Auditing personnel) and specific voucher batch uploads (i.e. Public Assistance, Unemployment Compensation).
- An entire group of vouchers passes cash checking without having to execute row-level processing if the funds for the entire grouping are available.
- Row-level processing is used by the program to cash check voucher by voucher if the entire grouping does not have sufficient funding.
- Only the vouchers that fail cash checking are excluded from the Pay Cycle.
- In the situation where a voucher has multiple distributions and some distributions have passed cash checking and others have not, the voucher is not paid.

- Cash balances are reinstated for those distribution lines reduced during Row-level processing if all distribution lines on the voucher do not pass cash checking.
- Handling codes and invoice dates are utilized to sort vouchers for cash checking.
- Manual warrants and Express check vouchers that fail cash checking are stopped from further processing unless more cash is deposited or the voucher is overridden from future cash checking.
- Ensure that Aspire captures the userid and date timestamp of the person manually overriding the cash checking required checkbox for Cash Checking Override report.
- Enter Vouchers over 8.2 format and see if them appear on report and check the payment hold flag. Then remove flag process payment and see if payment appears on post payment report
- Enter multiple vouchers to same vendor and AP BU over \$99,999,999.99 – see if it appears on pre paycycle report and hold flags are on vouchers, take the hold flag off process payment and see items appear on post paycycle report.
- Reduce cash balance for various cash checking combination and then enter vouchers for those combination and run the pre cash checking report to see if items appear on the pre cash checking report.
- Run paycycle with voucher that failed cash checking to see if correct data appears on post paycycle reports.

3.8 Miscellaneous

Manual warrants and express check warrants will need to be payment posted, journal generated, journal edited/posted and journal budget checked to the commitment control cash ledger after they are created to update the AP verified cash account. If these jobs are not run prior to the nightly batch Pay Cycle jobs, there would be the potential to clear warrants that might not clear otherwise because the outstanding warrant's balance is understated. Pay Cycle processing should not occur in the nightly batch until all other processes that affect the verified cash balance have completed and their results are posted to the commitment control cash ledger.

General Revenue funds will be grouped together on the 'FUND' node in the Cash Control Fund . All other "super funds", like the General Inspection Trust Fund, will have a hard-coded node ('FUND_GLB') on the tree. All fund codes must be entered in the cash control tree.

On-line cash checking errors for manual warrants, and express checks will be similar to the error handling options used for ChartField combination validation. Manual payments and express checks that fail the online cash checking edit will be issued an warning message indicating that the voucher's ChartFields do not have sufficient funds available and the voucher will be set to recycle mode (ENTRY_STATUS = 'R'). This will allow the voucher to be saved in a recycle mode. The authorized user id's could then override the cash checking or move money to the appropriate funds and reprocess the express check or manual check..

A business rule will need to be put in place to not allow creating multiple payment schedules for a single voucher that has multiple cash checking combinations on its distribution lines. Aspire has no way to tie partial voucher payments to the voucher's distribution lines for cash checking purposes. If the state needs to create more than one payment schedule for a voucher and that voucher has multiple unique cash checking ChartFields (GL business unit, and Fund Code) then the Payables user should enter separate vouchers.

A change may be required to the voucher build AE program or a new program may need to be developed for interfaced vouchers that do not require cash checking in order to populate these fields correctly on the VOUCHER and DISTRIB_LINE records (see page 6).

Reports

Several new reports will need to be developed in conjunction with this enhancement. First, a crystal report will need to be created to identify all vouchers that failed the cash checking process during the previous night's batch processing. A second crystal report will need to be created to identify and track vouchers where cash checking was manually overridden by a user. A third crystal report will need to be created to identify when payment amounts for public assistance and unemployment compensation transactions that will generate a negative balance. This report will be used to manually move cash in the treasury to cover these disbursements before they are released (i.e. file transmitted to bank or warrants distributed). A fourth report will need to compare the General Revenue cash available balance on the Commitment Control ledger (obtained using the Cash Control Fund tree) to all voucher distribution lines referencing General Revenue that are eligible for selection by the next Pay Cycle process (see Gap PP-73 GR Cash Balance Report). This report will need to be able to be run on-demand to determine if the treasury will need to borrow funds from pre-determined trust fund to cover the General Revenue short-fall. The specifications and requirements for these reports should be captured with separate report design specifications. A fifth report will need to monitor those vouchers with split payments to ensure no split distributions with unique GL BU/Fund Code exist.

3.9 Assumptions

- Aspire users should not create multiple payment schedules with a split distribution for one voucher in Aspire. Separate vouchers should be created for each GL business unit. Aspire will not prevent the user from creating a split payment schedule, multiple distribution voucher.
- A Cash Control Fund Tree will be created and maintained in Aspire's tree manager.
- A hard-coded 'FUND' node on the Cash Control Fund Tree will specifically denote each General Revenue fund under it as such. This hard-coded node will be used by the cash checking program to determine the correct cash control level and processing options for General Revenue funds.
- Payment handling codes will be used to sort and prioritize vouchers into processing groups.
- Any deposits or disbursements not posted to the commitment control cash ledger will not be included in the cash checking logic.
- Only regular and adjustment voucher styles are cash checked in P2P.
- Manual or Express Warrants created during the day will be manually payment posted, journal generated, edit/posted and journal budget checked prior to initiation of this cash checking program.
- There will not be any foreign currency Voucher transactions in Aspire.
- Cash Checking Override Vouchers still will go through the cash checking process, but they will not be stopped from payment processing even if they fail Cash checking.
- During the row by row cash checking process, cash checking override vouchers need to be processed first and then sorted by Payment handling codes and payment schedule date.
- Payables vouchers and Receivables items will not be netted against each other in Aspire.
- The cash checking required Flag will be set to "Yes" for all the Online and Batch created Vouchers except for the Voucher origins Public Assistance and Unemployment Compensation.
- For Batch created Vouchers, the cash checking required Flag can be initialized through the Voucher Audit Application Engine process by adding an additional step.

- The Cash checking process should work for all the source transactions even though some of the transaction sources (other than AP Vouchers) are not used at present.
- General Revenue funds will be identified under the node named “FUND” on the Cash Control Fund Tree.
- Vouchers that fail Cash Checking will be identified through a custom report.
- Consideration needs to be given on how particular funds will be cash checked when setting up these funds in the cash checking tree. If funds are under the Fund_GLBU or the Fund_Las/pbs node on the cash checking tree, those funds cannot be under GL BU, fund node.
- Trust funds will be Agency specific and therefore should not cross agency (GL_BU) and should be check at ether Fund_GL_BU nodes.
- GR funds that will be cash checked at the Fund_Las/pbs node.
- All Funds will be represented in the Cash Control tree under one of the two nodes (Fund_GL_BU or Fund_Las/pbs) .