

2.0 Appendix A – Project Aspire Conversion/Interface Functional Design

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| ADML ID | 1286 |
| ADML Description | Available to Agencies - Single Payment Disbursement Interface |
| ADML Tech # | 1286 |

2.1 Description Functionality

Aspire will need to be able to load and edit voucher details, create paper warrant disbursements (Not EFT currently), and create all necessary accounting entries for all agency interfaces requiring disbursements to vendors/payees that are not maintained on the Aspire vendor master table. This interface is different than ADML #095, which will process payments for vendors/payees that are maintained on the Aspire vendor table. Since these payees are not maintained in the vendor master, all of the vendor's name and address information must be provided with the disbursement details.

All Single Payment disbursements will be interfaced from various legacy business systems and loaded into Aspire. Voucher and disbursement data will be mapped to the following tables: the delivered quick voucher tables and the custom FL voucher table (VCHR_HDR_QV, VCHR_LINE_QV and FL_VCHR_INTFC) and the two single payment vendor tables (VCHR_VNDR_INFO and VCHR_VNDR_BANK) with a VOUCHER.VCHR_SRC = 'SGLP'. After these tables are loaded by the interface, Aspire's voucher build program (AP_VCHRBLD) will create vouchers for all interfaced transactions.

This design assumes that one or more voucher lines with distribution record will be provided for each voucher. This should not be a problem because FLAIR currently only passes a single voucher line and a single distribution line. All required ChartField information for the invoice will be mapped to current Aspire ChartFields on the VCHR_LINE_QV record and the delivered voucher build program will create the DISTRIB_LINE record for the voucher.

All invoices using this interface will need to be loaded into Aspire with no matching required (MATCH_ACTION = 'N' and MATCH_STATUS_VCHR = 'N') and in a valid postable status (POST_VOUCHER = 'D'). They should have a specific source code (VCHR_SRC) to identify that they were submitted through this interface as well as a unique Origin (VOUCHER_ORIGIN) to identify which sub-system the data is coming from. The standard voucher workflow approvals, budget checking, and pre-audit functions will be performed for these interfaced disbursements in Aspire. These

vouchers will be loaded as pending approval and will be eligible for the random selection and other pre-audit functions.

The disbursements created using this interface will utilize the single payment voucher functionality in Aspire. This will enable the legacy business system to pass individual payee name and address information along with the disbursement and accounting information without having to set up a vendor prior to saving the voucher.

All vouchers using this interface will use the same Aspire single payment vendor id. Unique vendor information for a disbursement will be saved in the single payment vendor information table (VCHR_VNDR_INFO). The single payment vendor banking information table (VCHR_VNDR_BANK) record will need to be created for each voucher with only default values. No bank account or routing information should be included because EFT payments are not being created currently. This table needs to be included to mimic the functionality that creates this record when a single payment voucher is created online. The information in these two tables will be reunited with the rest of the core voucher record information after the voucher build process has created the records in the other core voucher tables. To accomplish this, the voucher id can be system generated by Aspire i.e. the literal value of "NEXT" can be sent in the data file and the next voucher id available for the BU will be assigned or instead the voucher id can be sent on the data file with the disbursement information from the source business system.

Voucher header and line information will be mapped to Aspire's quick invoice tables (VCHR_HDR_QV and VCHR_LINE_QV). A valid single payment vendor id and location will be required for all single payment vouchers (This vendor id and location will be configured in Aspire and will not be required on the data file from the Agencies). Each disbursement will be interfaced with a unique voucher id originating from the legacy business system or assigned by Aspire (i.e. Next Voucher id). The Aspire voucher id will need to be unique when combined with its Payables business unit. The legacy agency document id will be used to map to the Aspire voucher id.

It is important that all "agency-specific" validations and edits be conducted before the voucher information is brought into Aspire. These include all non-standard voucher edits currently not performed in Aspire's delivered product. This will ensure that processing incomplete or erroneous information in Aspire is kept to a minimum. Pre-edit errors will need to be corrected in the delivered Quick Invoice component. Pre-edit errors prohibit the transaction from being processed by the voucher edit process, which is the second part of the voucher build program. The following general conditions result in pre-edit errors: invalid business unit, invalid, blank invoice ID, no invoice date, invalid voucher origin, no voucher line information, and no association of purchase order lines with voucher lines, and distribution information is absent.

Vouchers with no pre-edit errors will pass the voucher edit sub-process of the voucher build program. The voucher edit sub-process marks vouchers that fail as Recycled. The

edits performed by the voucher edit process are essentially the same as those performed by the online voucher component (line/header balancing, valid ChartFields and combinations, other field validations, etc). There can be five different types of errors in the voucher edit process that will result in a ‘Recycled’ voucher; they are the following: voucher header level errors, line level errors, distribution line level errors, miscellaneous charge errors, and scheduled payments errors. Recycled vouchers will need to be corrected in Aspire before a warrant can be created.

All legacy business systems will need to provide at least the minimum amount of information necessary to process a single payment voucher. These required fields are identified as such within the record layouts in section 2.9 of this document.

This interface will not update or correct vouchers previously sent to Aspire. Any changes to the data on the voucher and/or payment after the initial interface will need to be done in Aspire. All payment cancellations and disbursement reissues will be entered and processed in Aspire either via the online component or through the available batch cancellation interface (see ADML #092).

After the interfaced disbursement information is loaded into Aspire’s quick voucher tables, the voucher batch program will be run to load and edit the voucher data information. . All single payment vouchers will need their VOUCHER_STYLE updated to ‘SGLP’ from ‘REG’ on the VOUCHER record. These vouchers will then be eligible for Pay Cycle selection, cash checking, and warrant creation.

2.2 Scheduling

This is suggested to be a nightly batch process (M-F).

This interface should be developed with the ability to perform multi-file processing.

2.3 Run Control Parameters

| Interface / Conversion Parameters | |
|--|--|
| <i>Parameters (Required)</i> | <i>Possible Values (Prompt Table)</i> |
| BUSINESS_UNIT | SP_BUS_AP_CLSVW (All valid Payables Business Units.) |
| FILE_PATH_NAME | None |

| <i>Parameters (Optional)</i> | <i>Possible Values</i> |
|------------------------------|------------------------|
|------------------------------|------------------------|

2.4 Unit Test Considerations

- Test run control page. The run control must have a valid payables business unit (prompt table should return only valid values) and a valid UNIX file and file path - (Positive condition)
- Test single payment vendor functionality and the corresponding records created for single payment voucher functionality - (Positive condition)
- Run the single payment interface thru paycycle to ensure the print file contains the correct payee name and address – (Positive condition)
- Run interface where the header file does not match batch totals - (Negative condition)
- Run interface using 1099 accounts - (Negative condition)
- Run interface using Asset accounts - (Negative condition)
- Run interface using sub- vendor accounts - (Negative condition)
- Run interface passing date invoiced received is greater than invoice date - (Negative condition)
- Run interface passing an invalid Category (Commodity Code) code (i.e. category does not exist on ITM_CAT_TBL) - (Negative condition)
- Correct data on reprocessable file and resubmit the file and ensure that the vouchers get created successfully. - (Positive Condition)
- Run interface for EFT and Check as payment methods (Negative condition)
- Run a complete Pay Cycle, voucher posting and payment posting for all interfaced disbursements. - (Positive condition)
- Send an invalid Category (i.e. category that does not exist on tree) – Negative condition
- Send an invalid Account (i.e. Account that does not exist on tree) – Negative condition
- Send an valid Account (i.e. Account that does exist on tree) – Positive Condition

- Send an valid Category (i.e. Category that does exist on tree) – Positive Condition
- Test processing a blank or empty source file. - (Negative condition)

2.5 Pre Edit Checking

- Chartfields edit needs to be in place so that all the required chartfields are on the data file and that the values being passed are ‘valid values’ in Aspire (values exist and are Active). Required chartfields are Business Unit, Fund, Account, Alt Account, and Org (DEPTID – Org is required in Payables for workflow), Budget Entity, Category Appropriation Year and Program Component.
- If a project chartfields is populated (i.e. Project_Id, Project BU, Activity) then ensure all 3 fields are populated. If all 3 fields are not populated then do not process that entire voucher, Instead write this to error file, stating that this voucher id on line ## and Distrib ## used a project and a required project field is missing (stating which field).
- Need to ensure NO interest bearing accounts are being submitted through this interface. (FL_35DAY_INT_IND = ‘Y’ on record GL_ACCOUNT_TBLFL_40 or DAY_INT_IND = ‘Y’ on record GL_ACCOUNT_TBL – then reject voucher)
- To identify if the account that is being sent on a data file is a 1099 account, the CF_ATTRIB_TBL needs to be interrogated where CF_ATTRIBUTE = ‘1099’ If on any of the voucher lines the account being transmitted is a 1099 account - the entire voucher needs to be rejected and written to a log file.
- Currently this design cannot accommodate sub-vendor information being passed by agency. Therefore an edit needs to be in place that if account being used is an account marked as sub- vendor account do not process this voucher – Instead write this to error file, stating that this voucher id on line ## and Distrib ## used an account requiring sub-vendor. To see if an account requires Sub-Vendor do a select on GL_ACCOUNT_TBL WHERE FL_SUBVEND_IND = Y
- The interfaces should validate that the account and category being transmitted in the data file are valid value on FL_ACCT_TREE’ and FL_CAT_TREE’ under the following nodes.

| Chartfields | Tree | Node |
|---------------------|--------------|------|
| Account | FL_ACCT_TREE | P2P |
| Category (Product) | FL_CAT_TREE | P2P |

For example, if the Account or category in the data file does not exist on the P2P node that vouchers needs be written to an error log and the next transaction processed.

- Add new PeopleCode Edits on the VCHR_HDR_QV records. This code should ensure the INVOICE_DT is greater than INV_RECPT_DT.
- Agency can choose to send us the optional field Category Code (Commodity code) in their files. If so, this will be mapped to. CATEGORY_ID on VCHR_LINE_QV via ITM_CAT_TBL (Set ID will always be “SHARE”). If the value does not exist on ITM_CAT_TBL then the transaction will be written to an error log stating that Category (Commodity Code) Code does not exist”.

2.6 Error Messages

Below are the Error messages associated with the Pre edit error checks – Theses message need to be written to an error log:

Error Message 1 – Header totals & counts on the file (Values) do not match the file count & amount (Values)

Error Message 2 – Required Chartfields (Chartfield label) are missing for BU (Value) and voucher ID (Value)

Error Message 3 – 1099 Account is used for BU (Value) and voucher ID (Value) – this interface does not support 1099 accounts

Error Message 4 – Sub - vendor Account is used for BU (Value) and voucher ID (Value) – this interface does not support Sub vendor accounts

Error Message 5 – “For Business unit ##### Voucher ##### has invalid P2P Account #####”

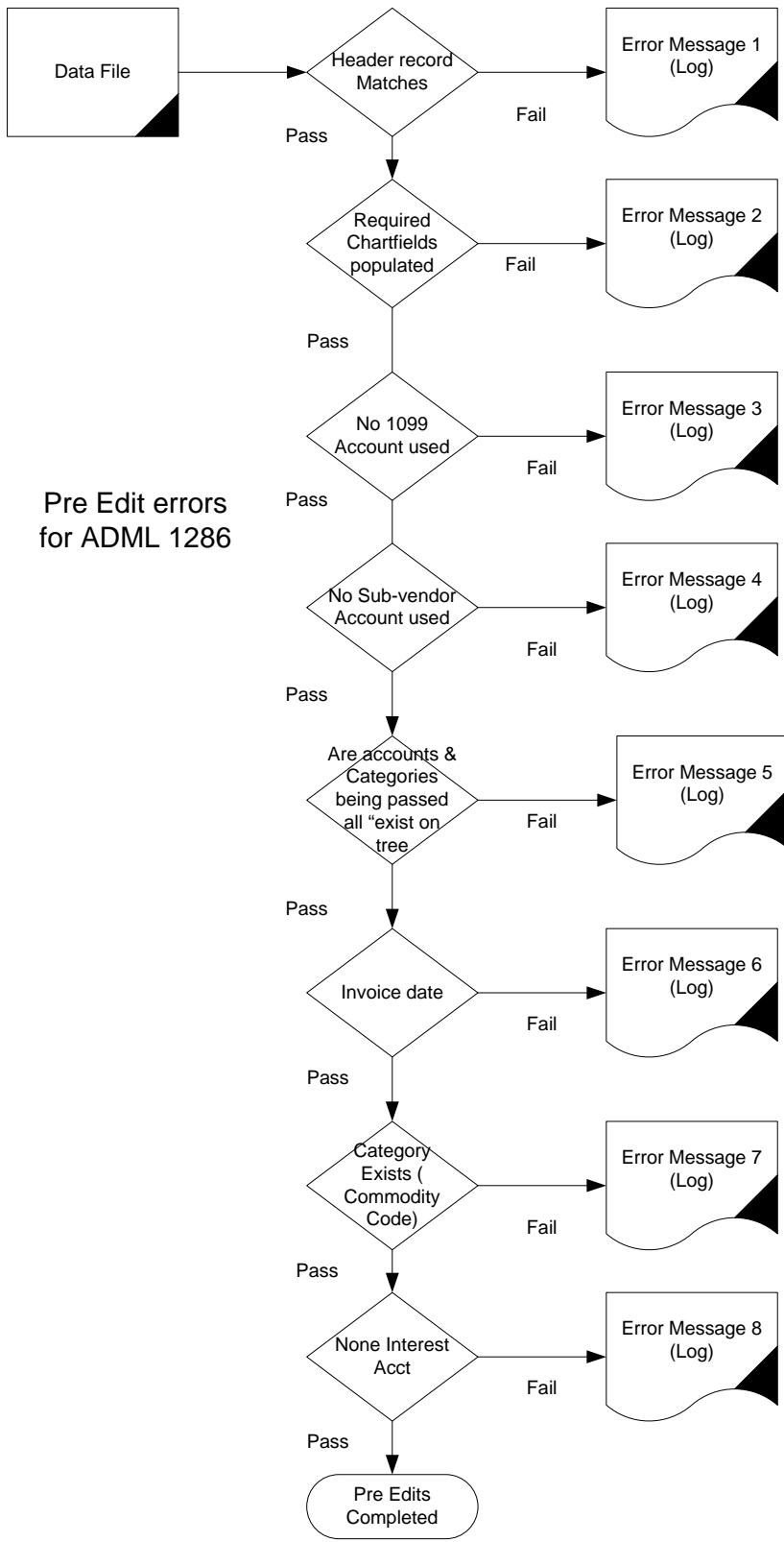
Or

“For Business unit ##### Voucher ##### has invalid P2P Category #####”

Error Message 6 – Invoice date for BU (Value) and voucher ID (Value) needs to be greater than Date invoiced received

Error Message 7 - Category (Commodity Code) for BU (Value) and voucher ID (Value) does not exist in Aspire

Error Message 8 – This Voucher style (voucher id value) cannot use accounts which are applicable to prompt payment statue.



Pre Edit errors
for ADML 1286

2.7 Miscellaneous

- A new single payment vendor for single payment vouchers will need to be created.
- The header record for this ADML will be similar to header record for ADML 93 This will have record count, and batch totals – these should match the file content, if they do not the file in its entirety will be rejected

File Header Record:

| Field Name | Field Description | Format, Type & Length | Start | End | Required/Optional | Valid Values | Avail for Agency Use Y/N |
|-----------------|--|-----------------------|-------|-----|-------------------|-----------------------|--------------------------|
| Record_id | Record ID. Identifies the type of record being sent | Char/3 | 1 | 3 | Required | VHD for Disbursements | N |
| BANK_SETID | Bank Set ID | Char/5 | 4 | 8 | Required | | N |
| BANK_CD | Bank Code | Char/5 | 9 | 13 | Required | | N |
| BANK_ACCT_KEY | Bank Acct key | Char/4 | 14 | 17 | Required | | N |
| PYMNT_METHOD | Payment Method | Char/3 | 18 | 20 | Required | CHK | N |
| TTL_GROSS_AMT | Total disbursement amounts of all vouchers in the file | NUM/28 (SIGN/23.3) | 21 | 48 | Required | | N |
| TTL_CHK | Total counts of all vouchers in the file | Num/6 | 49 | 54 | Required | | N |
| FISCAL_YEAR_IND | Fiscal Year indicator | Num/1 | 55 | 56 | Required | Fiscal Year indicator | N |

- The accounting date can be sent from Agency. If it’s not sent from Agency then we default it to current date. An edit needs to be in place that the accounting date corresponds to an open period in Aspire
- If quick vouchers are created and they are in error status agency will correct these through the quick voucher pages. If the vouchers are created and they are in recycle status that means that the voucher failed voucher edit. Theses vouchers will be corrected through the regular voucher pages or through the mass maintenance pages.

- Accounts which can have interest applicable to them (if they are not paid in a timely manner) are being restricted on the load process. Agencies should only use this interface on transactions that will be paid relatively quickly and do not have 1099 implications.
- In addition, the invalid records should be written to an output file that once corrected can be reprocessed by our custom load process and voucher build. Thus this output error file will be a reprocessible file.
- After the vouchers have been created and all the necessary updates done, a log / report file needs to be generated per the below format indicating vouchers which got created successfully.



1286_log.xls

2.8 Assumptions

- All legacy business systems will be expected to create/modify their own outbound interface of disbursement data into Aspire using the record layouts in this design specification document.
- This interface will need to map the State's current legacy layout to Aspire's record layouts in section 2.9 of this document.
- Each legacy system will need to pass a unique "Origin" (See the attached spreadsheet for mapping) to differentiate their transactions from others using this interface.
- All necessary Aspire ChartFields must be provided by the legacy business system. This includes all ChartFields that are mapped to fields currently not sent to Central FLAIR.
- Single payment voucher functionality will be used.
- All legacy business systems will use their current Agency Document Number as the VOUCHER_ID in Aspire or will need to send the Literal value of "Next" which will allow Aspire to assign the next voucher id available for that BU. The VOUCHER_ID, when used with the Payables business unit, will uniquely identify each voucher in Aspire.

- Matching will not be performed for these single payment vouchers interfaced into Aspire.
- Paper warrants will be created for all disbursements; EFT's will not be created currently.
- Both recycled vouchers and vouchers in error will need to be corrected in Aspire before a warrant can be created.
- Interest will not be automatically calculated on this voucher style via ADML 1784. Therefore, this interface will not load any vouchers which have prompt payment applicable accounts.
- Due to single pay vendor not being permanent vendor on the vendor file, the vouchers created by this process will not be subject to 1099 reporting. To prevent agency from sending information that is 1099 reportable an edit will be in place to ensure 1099 acct are reject in the load process.
- Only payments to vendors not maintained in Aspire will be included in this interface. No regular vendors will be interfaced into Aspire using this program.
- Vouchers submitted through this interface will be subject to pre-audit rules. If the voucher gets denied by an auditor, the appropriate changes will need to be made online in Aspire.
- A&A will control which agency can use the F'EXC' voucher origin (Exclude from audit). If an agency is allowed to use this voucher origin, those transactions passed with that origin will be exempt from audit.

2.9 Record Layout

The spreadsheet below contains the Aspire record layouts for all agency business systems.



interface table
layouts.xls

Need to ensure that FL_VCHR_INTFC is populated during this interface. Additionally, two fields will need to be added to this custom table - FL_VCHR_INTFC. The fields are TIN and TIN_TYPE. These fields will be required on the data file from agency using this Adml (This is to facilitate Patriot Act compliance i.e. LexisNexis).

The field TIN will store the SSN or TIN provided agency.