

3.0 Appendix B – Project Aspire Enhancement Functional Design

ADML ID	129
ADML Description	Link Scanned Warrants to Vouchers
ADML Tech#	125

3.1 Background

Whereas ADML 133 allows vendors/payees to view payment history with a link to the actual payment form document, this ADML responds specifically to allowing end users' the ability to view images of the canceled warrants. Most times, the vendor or payee is satisfied to view the actual payment form (check/warrant, EFT confirmation and remittance advice). However, at other times the vendor or payee may need to view the actual image of the cleared warrant. This generally occurs when the requests are received (e.g., vendors, payees, other agencies such as judicial or legal) through the help desk.

Currently, the bank provides images of all cleared warrants from the Capital City Bank account. The bank provides two identical CDs, which are distributed one each to the Audit and Treasury departments. The software to view the images is propriety to the bank. Typically, the request for images is by warrant numbers. However, additional data retrieval filtering is initiated via a query-based tool, with input of specific filtering criteria (account, serial, warrant, amount, sequence and date). The eleven-digit number (which is the seven digit warrant number embedded with a series of other pre-defined digits) is used as a serial number for indexing each image.

3.1.1 Functional Requirement

CWC-002

Record, store, and link electronic images of paid warrants to the payable transaction that generated the warrant within the Aspire application so that inquiry functionality will include the retrieval and viewing of the cleared warrant image.

3.1.2 Delivered Functionality

In Aspire, payment information can be viewed via the payment inquiry pages. Additionally, the end user can access the payment inquiry pages using the 'Payment Information' icon on the Voucher Details section of the Voucher Inquiry page.

Users can input search criteria in either of the delivered inquiry pages to assess the payment information. The more fields entered as search criteria, the more specific the results returned for review. All information is displayed in the lower portion of the page. Specific data details are provided for the users such as payment reference ID, amount, source, payment method, creation date, payment date, payment status, recon status, reconcile date.

A copy of the generated payment form is maintained in a reports repository. However, there is no link from the payment inquiry pages to this repository.

3.1.3 Gap Description

As delivered, Aspire does not contain a link from the payment inquiry pages to stored images of the cleared warrants.

3.2 Description of New Functionality

Refer to process flow PP12 in conceptual design.

The Payment Inquiry page needs to be modified to add [Cleared Warrant Image - Front](#) and [Cleared Warrant Image - Back](#) hyperlinks to allow viewing of the scanned warrants. These documents are png¹ extensions, and viewing of png images is supported by Aspire.

The warrant images will be provided by the bank via FTP over VPN onto a State server and directory for access to the document link. The images will arrive in a single .IMG file with a corresponding .XML file. The .XML file will contain the location of each image within the .IMG file. The .XML file will also contain all the necessary information required to extract and rename each individual image. A UNIX script will need to be written to automate the entire process. Once the images have been extracted in their .TIF format, they will be converted to .PNG images.

The image file name will be indexed by Account #_Warrant #_Indicator_Sequence# and can be used to derive the payment reference number in Aspire. For example:

¹ Portable Network Graphic - an extensible file format for the lossless, portable, well-compressed storage of raster images. PNG provides a patent-free replacement for GIF and can also replace many common uses of TIFF. Indexed-color, grayscale, and truecolor images are supported.

2106726901_1234567890_F_9876546421354 where F = Front and 2106726901_1234567890_B_9876546421354 where B = Back. This provides a direct link from the Aspire payment reference number to the imaged (cleared) warrant. This match would allow Aspire to derive and link the image of the cleared warrant to the payment inquiry record. All of the (imaged) warrants need to be uploaded from the VPN line onto a server/directory path for viewing.

The cleared warrant file (in executable format) should be placed onto a directory path for direct access by the payment inquiry record. Hyperlinks on the payment inquiry page should direct the specific payment reference number to match against the warrant number (field) on the imaged warrant file. It will be necessary to cross reference the payment reference number (PYMNT_ID_REF field in Aspire) to the warrant number on the imaged warrants. When a match is found, the imaged warrant will be visible on a separate (new) web page. Printing of the cleared warrant will be available on the web via Navigation: File > Print > OK, or through the printer icon.

3.3 Navigation path

Main Menu > Accounts Payable > Review Accounts Payable Info > Payments > Payment

Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Vouchers – Voucher Details – Payment Information icon.

3.4 Set Up/Control Data

The images for the warrants (cleared) are obtained daily from the bank on CDs.

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

MENUS	COMPONENT /PAGE	RECORD
CREATE_PAYMENTS	PYMNT-INQ-SRCH	PYMNT_SRCH_WRK



C:\Documents and Settings\Sherry\My D

3.6 Unit Test Considerations

- For test samples, inquiry through both navigational pages (Voucher inquiry and Payment inquiry). Make sure the search criteria pulls in the requested data and the tied payment link to view the scanned warrant.
- Ensure that the query that populates pages is updated with dynamic data.
- Identify any data indexing issues as a result of a PAYMENT_ID or PAYMENT_REF_ID being duplicated.
- Test the different methods (pages) of retrieving warrants to ensure duplicate warrants are not being retrieved or viewed in the information request.
- Test vendor records and payment records that are visible to ensure only the appropriate data is being viewed. This would ensure that only the specific payee/vendor and the specific warrant are being viewed.
- Test the 7777777 MICR code failure file. 777 warrant numbers are used by the bank to indicate a misread MICR code of the warrant during bank processing. Test to ensure that these warrants are directed to a bad warrant folder on the server. Treasury would then access the folder, open the images, make corrections to the file name, which would then be pushed to the correct folder on the server.

3.7 Miscellaneous

- The delivered queries have much of the information to be made available to the vendor for payment history. As such it may be more feasible to clone those queries and make the necessary field adjustments, sort sequencing, etc. to accomplish the same results with less time and effort.
- The current bank CD of cleared warrants will still be required for off-site storage purposes.

3.8 Assumptions

- The cleared warrants file will only be for Aspire generated payments.
- The cleared warrants file will be updated in the same timeframe and similar method each night.
- Images will be FTP'd, extracted, renamed, and reformatted to .PNG image files within a nightly batch process.
- The bank will provide the image files and an indexing schema that includes the account number, warrant number, front and back indicator, and sequence number, as

a way to mitigate duplication of cleared warrants. Additionally, as a part of creating this new schema, the sequence number should be considered an indexing alternative. The batch process will be responsible for extracting each image, and renaming the files to match the corresponding indexing schema.

- The payment reference number will be used to link to the cleared warrant images (front and back).
- The web page displaying the imaged warrants will be a new page and not an existing inactive browser page.
- There will be a mapping between the Aspire payment reference number and the combination of AP BU and the bank serial number.
- To facilitate proper matching of the cleared warrant to the vendor/payee record in Aspire, the payment reference number must be identical to the check (warrant) number. Additionally, the bank would provide an image of the warrants that are indexed by the warrant number. This warrant number would translate to the Aspire system's payment reference number. (PAYMENT_ID__REF field).
- The bank will be able to accommodate the necessary change requests for the indexing of the warrant numbers, etc.