

3.0 Appendix B – Project Aspire Enhancement Functional Design

ADML ID	131
ADML Description	P-Card Sub-Vendors
ADML Tech#	127

3.1 Background

3.1.1 Functional Requirement

Currently, in the State’s P-Card system, users can capture the sub-vendor (either employee or sub-vendors) information on each P-Card transaction. This functionality is usually required for travel expenses specifically.

3.1.2 Delivered Functionality

In Aspire, we don’t have the capability to capture multiple sub-vendors for each transaction, but we can split the transaction and use different distribution information for each line. However, the requirement is not splitting the transaction into multiple distribution lines; it is capturing multiple levels of sub-vendors for each transaction, especially for employee travel and expenses.

3.1.3 Gap Description

Provide ability to capture multiple sub-vendors for each P-Card transaction (Employee travel and expenses).

3.2 Description of New Functionality

Once we develop the enhancement in Aspire, the P-Card users will be able to record multiple sub-vendors for each transaction. Also, the sub-vendor information will be required for all transactions that contain travel-related and other designated values in the “Account” chartfield.

3.3 Navigation path

Purchasing > Procurement Cards > Reconcile > Reconcile Statement – Account Distribution

3.4 Set Up/Control Data

NA

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

When setting up the “Account” chartfield a configurable attribute entitled “sub-vendor required” needs to be added. This will provide a means to validate that sub-vendor data has been recorded on all travel related P-Card transactions.

A hyperlink, “Sub-Vendor Info,” also needs to be created on the “Reconcile Statement – Account Distribution (CC_TRANS_DIST)” page which will capture sub-vendor information. The link should transfer the user to this new sub-page / secondary page, where the user can capture/record the related sub-vendor information for the transaction. The page should include “Sub-Vendor1”, “Sub-Vendor Name” (Display Only), “Employee”, “Employee Name” (Display Only), and “Transaction Amount”. Logic should be built for Transaction Amount on this page so that it is equal to the P-Card transaction distribution amount.

Employee information needs to be required if the account selected on the distribution page has an attribute set to “sub-vendor information required.” If the data is not present, an error message “sub-vendor information is required” should be displayed and the page should not be saved. The employee information should be captured for all the Travel, Moving, or other State designated expenses.

A new record needs to be created to capture this information, along with other required key fields. We need to develop the report based on this table and VOUCHER_CC_XREF table. By using this, the user can capture/record three levels of sub-vendors including merchant, vendor, and employee. In case the merchant is the same as the vendor, then the user can capture two levels of detail. Sub-Vendor1 should have a prompt view built on the vendor records where vendor type is not equal to Employee. Employee should have a prompt record built on the vendor records where the vendor type is equal to Employee.

3.6 Unit Test Considerations

- Verify the reconciler can capture the sub vendor information for each transaction.
- Verify the Vendor prompt record only displays the vendor records.
- Verify the Employee prompt record only displays the employee vendor records.
- Verify that an account flagged as “sub-vendor information required” cannot be saved without this data populated.

- Verify that an account not flagged as “sub-vendor information required” does not require this data to be populated.

3.7 Miscellaneous

- The sub-vendor information captured on the P-Card Reconcile statement page will not be carried over to voucher pages, as this information is required only for reporting. These reports should be generated based on the new custom table, CC_TRANS_LINE, CC_TRANS_DIST, and VOUCHER_CC_XREF (and any other required tables).

3.8 Assumptions

- The sub-vendor information captured on the P-Card Reconcile statement page will not be carried over to voucher pages.
- Account chart-field should be set-up to capture the sub-vendor information required (Y/N).

Document Version Control

Version Number	Release Date	Version Number Description	Description of Changes
QA1	08/10/04	Baseline	
QA2	08/12/04	QA Walkthrough	Updates per QA walkthrough comments.