

3.0 Appendix B – Project Aspire Enhancement Functional Design

ADML ID	132
ADML Description	Vendor on hold reason code / vendor hold resolution
ADML Tech#	

3.1 Background

3.1.1 Functional Requirement

FPP – 005 System must hold payment to vendors that have outstanding liabilities to the State due to unresolved contractual problems; due to court-ordered garnishments; or for other reasons as dictated by State law (e.g. failure to pay child support). Payment "hold" (Vendor flag edits) should be at the front end of the process with a mechanism for identifying to the paying agency that there is a payment "hold" and the reason for the "hold" with online instructions (help) on procedures or who to contact for resolving the "hold".

3.1.2 Delivered Functionality

ASPIRE is delivered with the functionality to place a Vendor's Location on payment hold, located on the VENDOR_PAY record, PYMNT_HOLD field. Once this field is checked, vouchers created for this vendor and location that is on "Hold" will not be processed until the vendor location is taken off "Hold".

3.1.3 Gap Description

Aspire does not provide the ability to record a "Reason Code" to describe why the vendor is on hold or provide an online instructions on procedures or contacts to resolve the vendor hold.

3.2 Description of New Functionality

On the VNDR_ID1 page, VENDOR record, create a hyperlink labeled “Vendor Flag” (to the right of the “Open for Ordering” label). Once this hyperlink is clicked (FieldChange), execute PeopleCode to display a new page, FL_VNDR_FLAG, which gives the user the ability to choose a reason code for the flag. This custom page’s record, FL_VNDR_FLAG, will need to be a child record of the VENDOR table. This table will have three key fields: SETID, VENDOR_ID, and FL_HOLD_REASON. Only authorized users should have access to this page (FL_VNDR_FLAG). Valid reason codes for FL_HOLD_REASON are as follows:

Code:	Description:
DOR	Department of Revenue
IRS	Internal Revenue Service
W9	W9 Required
OTH	Other (Includes Investigations, Request by Agency Heads and other reasons)

(Code field = 3 Characters, Description field = 30 Characters)

The code field values, in the table above, represent the valid translate values for the FL_HOLD_REASON field.

When saving the vendor, custom SaveEdit PeopleCode should check the FL_HOLD_REASON field to see if a value has been specified. If the vendor has been flagged, the code should scroll through each vendor location and update the VENDOR_PAY record so that each active location’s PYMNT_HOLD field is set to “Y”. If a new vendor location is added, this same process should be invoked at save time.

When a user creates a voucher that corresponds to a Flagged Vendor, upon saving the Voucher, custom SaveEdit PeopleCode should create a message box displaying the following message: “Voucher saved has a pending vendor hold flag. Contact the Bureau of Auditing for resolution.” In addition, PeopleCode should also update two fields on the voucher’s PYMNT_VCHR_XREF record. The PYMNT_HOLD field should be set to ‘Y’ and the PYMNT_HOLD_REASON should be populated with a new custom translate value (FLG) corresponding with “Flagged Vendor”.

In order to remove the flag, the Bureau of Auditing user will click the Vendor Flag hyperlink on the VNDR_ID1 page, which will display the custom FL_VNDR_FLAG secondary page. The user will then need to clear the Reason Code field (FL_HOLD_REASON) and click ‘OK’ to leave the secondary page. After saving the vendor, PeopleCode (SaveEdit) should execute, scroll through all active vendor locations on the VENDOR_PAY record and update the PYMNT_HOLD field to “N”.

3.3 Navigation path

Menu Paths:

Vendors > Vendor Information > Add/Update > Vendor – Identifying Information

Vendors > Vendor Information > Add/Update > Vendor – Location – Payables Options – Additional Payables Options – Payment Control

Accounts Payable > Vouchers > Add/Update > Regular Entry – Payments

3.4 Set Up/Control Data

N/A

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

New Translate values:

PYMNT_VCHR_XREF.PYMNT_HOLD_REASON 'FLG'

FL_VNDR_FLAG.FL_HOLD_REASON 'DOR', 'IRS', 'OTH'

New custom Secondary Page:

FL_VNDR_FLAG

New custom Record:

FL_VNDR_FLAG

New custom Field:

FL_HOLD_REASON

3.6 Unit Test Considerations

- Create sample Vendor. Flag a vendor. Create and Save voucher for same Vendor. Verify warning message box.
- Run Budget Check, Voucher Post, and Pay Cycle, verifying that the voucher is not selected for payment.
- Change Vendor status, removing Vendor Flag.
- Add a new voucher using the same vendor. Verify that warning message box does not appear.
- Run Budget Check, Voucher Post, Pay Cycle and Payment Post verifying that the voucher is selected in each process.

3.7 Miscellaneous

N/A

3.8 Assumptions

N/A