

2.0 Appendix A – Project Aspire Conversion/Interface Functional Design

ADML ID	1426
ADML Description	Batch Load of PO's
ADML Tech #	

2.1 Description Functionality

Aspire will need to be able to load and edit Purchase Orders from agency systems and create encumbrances associated with these orders. This will be a one-way, inbound interface into Aspire's PO tables (PO_HDR, PO_LINE, PO_LINE_SHIP, and PO_LINE_DISTRIB). These Purchase Orders will be loaded in an Approved status (PO_HDR.PO_STATUS = A). They will then be budget checked to create an encumbrance, and set to a status of Dispatched in order to allow for vouchering. This interface will also need to be able to Update and/or Cancel Purchase Orders from agency systems and update encumbrances associated with these orders based on PO_STATUS. If PO_STATUS is "A" then we need process Creating new PO or Updates to existing PO. If PO_STATUS is 'X' we need to process PO Cancellation. This functionality will need to be aligned closely with the Voucher interface, defined in ADML 95, so that the encumbrance can be released when the associated expenditure is created.

In order to use this standardized interface, agencies will need to provide their purchase order data in a format that adheres to the Aspire fields and field lengths. See the attached spreadsheet in the Record Layout section below for these field-level details. Each agency that intends to use this interface will need to set up their Purchasing business unit(s) as well as the required standard default values that are unique to the agency. These values include Origin, Operator ID, Buyer, Requestor, Ship to Location and (Deliver To) Location. The Origin will be used to identify the source (i.e. agency) of the Purchase Order.

All required ChartField information for the purchase order will need to be mapped to the current Aspire ChartFields on the PO_LINE_DISTRIB record. In addition, the commitment control budget information will need to be loaded into Aspire for all applicable business units. In order to properly liquidate the encumbrance balance, each agency has two options – (1) Create a Voucher online by using the Copy PO functionality, or (2) Interface the Voucher information to Aspire as defined in ADML 95. If option (2) is chosen, the agency must ensure that the Voucher information contains the key fields required to associate the PO to the voucher (PO_HDR, PO_LINE, PO_LINE_SHIP, PO_LINE_DISTRIB).

Each agency business system will need to translate vendor data between their legacy vendor id's and those converted into Aspire. Vendors will need to be cross-referenced against the appropriate Aspire vendor tables (VENDOR and VENDOR_LOC) to ensure that all vendor default information is used.

Invalid values, including vendors and ChartFields, on the PO tables will generate errors during the PO load process. In addition, this interface will need to identify all transaction lines that do not have the minimum information necessary to save to the PO tables. An Output Logfile will need to be generated for all the Purchase Orders processed and include the status of each PO. If there are any edit errors they will need to be corrected in the source system and resent before the PO can be saved in Aspire.

Once the PO is successfully loaded to Aspire's PO tables, the budget processor should be kicked off for this group of PO's. Any budget checking errors that occur will need to be fixed online in Aspire or agencies can send Update to the PO through this interface in the next run. Once Budget Status is Valid for PO, PO should be set to Dispatched status (PO_HDR.PO_STATUS = D) so that a voucher can be created against it. If users choose to change PO in ASPIRE (online) there will be no method for resending data for these PO's once the budget check is successful (PO_HDR.BUDGET_HDR_STATUS = V) to agency systems and also these PO's status will change to "Dispatched" only after the PO dispatch batch process ran successfully.

For canceling PO's, if the PO is partially vouchered then need to generate an error message (in output file) that PO Cannot be cancelled as this has partially vouchered. If the PO Cancel is received along with changes to the same PO, then we process only cancel irrespective of other changes.

2.2 Scheduling

This will be nightly batch process (M-F).

2.3 Run Control Parameters

Provide a description of any Interface/Conversion input run control parameters (e.g., business unit, Bank ID, etc.) used to determine the output of the program.

Interface / Conversion Parameters	
<i>Parameters (Required)</i>	<i>Possible Values (Prompt Table)</i>

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

2.4 Unit Test Considerations

- Test a PO with multiple lines, schedules, and distributions.
- Ensure the online change order functionality works correctly based on the agency change order rules.
- Test scenarios should be created to include: invalid Business Unit, invalid ChartFields, invalid vendors, invalid dates, and duplicate PO IDs.
- Verify the Operator ID/User ID Chart fields security works as expected.
- Verify PO Changes Processed correctly and Change Order created
- Verify PO Cancellations Processed Correctly
- Verify PO Cannot cancelled when vouchers created against the PO.

2.5 Miscellaneous

- The files being received from agencies need to header control totals for record count. The format will be defined in Tech spec, per Aspire Standards. A potential layout is as follows.

Proposed Header record

FIELD DESCRIPTION

HEADER RECORD ID
 Number of PO's
 DATE

This is required for each record type, i.e. Header (HDR), Line (LIN), Ship (SHP) and Distribution (DST) Records

2.6 Assumptions

- All required Aspire PO fields will be provided by the agency in the appropriate format.

- All business systems will provide their Agency Document Number to assign the Purchase Order ID in Aspire. This ID will uniquely identify a Purchase Order in Aspire when used with the Purchasing business unit.
- The Purchasing business unit will be set up appropriately in Aspire before any PO's are loaded using this interface.
- All standard default values will be defined by the agency and set up in Aspire before any PO's are loaded using this interface.
- Budget Date should be defaulted to Accounting Date.
- Encumbrances tied to PO's created from this interface will be liquidated by creating vouchers that reference the applicable PO's or be manually liquidated by changing or canceling the respective PO's.
- Any deviation to the once nightly batch schedule will require Aspire project management approval.
- Accounting Date on PO_HDR will default to System Date.
- PO Change Order should not be processed across two budget years, i.e. If the Budget date in new distribution lines is different from original PO, then need to generate error message that PO Cannot be processed as it crossed budget years.
- OPRID_ENTERED_BY, OPRID_APPROVED_BY and OPRID_MODIFIED_BY all will default to generic user ID which is used to run interfaces.

2.7 Record Layout



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