

2.0 Appendix A – Project Aspire Conversion/Interface Functional Design

ADML ID	1727
ADML Description	P-Card Transactions
ADML Tech #	

2.1 Description Functionality

Current System Description

The State currently processes procurement card transactions in FLAIR’s Procurement Card Module. Each transaction can have up to 8 levels of approval. Once a transaction has been fully approved, the transaction status is set to “Fully Approved” and the information gets loaded to Departmental FLAIR in a nightly batch process. The next day, the information gets loaded to Central FLAIR. Then the payment is made and the transaction status in the P-Card module gets updated to “Paid”.

Conversion Description

As each agency goes live, the open P-Card transactions will need to be moved to Aspire for processing. Each agency should approve and pay as many transactions as possible prior to a pre-determined cutoff point, probably a few days before the conversion. This will be determined as part of the Cutover Strategy. In order to maintain the appropriate GL balances during the cutover, there should not be any P-Card transactions left in Departmental or Central FLAIR at the time of conversion. Therefore, at the defined cut-off point no more P-Card transactions should be approved. All remaining transactions in Central FLAIR should be cancelled and unapproved in order to push them back to the P-Card Module prior to executing this conversion.

After taking these measures, all of the “Unapproved” transactions in the P-Card module will be brought into Aspire’s procurement card transaction tables. The transactions will then need to be approved and paid through Aspire. FLAIR P-Card transactions in “Paid” status will not be converted.

2.2 Scheduling

This conversion should occur one time for each agency at the time of the agency’s go-live.

2.3 Run Control Parameters

N/A

2.4 Unit Test Considerations

- Verify that all unapproved transactions are converted.
- Verify that no approved transactions are converted.
- Verify the converted transactions are displayed with the correct data and the P-Card transaction tables are correctly populated.
- Verify that converted transactions can be successfully approved.
- Verify that converted transactions can be successfully paid.

2.5 Miscellaneous

- The Cardholder/Card Information must be converted successfully before this conversion takes place. See ADML 122 for more details.
- An error report should be generated for records that do not get loaded to Aspire successfully.
- As per Chart of Accounts design Chart fields needs to be populated.
- Error Files should be separated by Agency.

2.6 Assumptions

- As Chart of Accounts go through the Chartfield mapping, new chart fields should be populated as required
- All Open Charges should be loaded to ASPIRE and should generate appropriate error messages in case of any missing data/in-correct data.

2.7 Record Layout

Please refer to the attachments below for more detailed information.



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