

2.0 Appendix A – Project Aspire Conversion/Interface Functional Design

ADML ID	1781
ADML Description	Available to Agencies – Batch Voucher Correction
ADML Tech #	

2.1 Description Functionality

Aspire will need to be able to load and process voucher corrections via batch. These corrections principally being Journal voucher and Adjustment voucher styles. This functionality will need to be available for agencies as they go live on Aspire.

Journal vouchers are used to adjust accounting entries for vouchers that have been posted and paid and for those vouchers whose payments have also been posted. Journal vouchers should always total zero dollars. Adjustment vouchers are used to adjust existing vouchers or to relate two vouchers to each other. This voucher style is typically used for debit and credit memos. The adjustment voucher can be created manually, or you can copy existing vouchers into the adjustment voucher style.

All batch voucher corrections will be interfaced from current legacy business systems into one layout. This will be a one-way, inbound interface into Aspire with a file / report being generated after the vouchers have been created and saved. Aspire’s delivered voucher build program does not support these voucher styles (JRNL, ADJ).

For Adjustment and Journal vouchers

To create an Adjustment or Journal voucher, we need to develop a custom component interfaces (or other appropriate programmatically approach) which should be able to create an Adjustment / Journal voucher for each voucher identified in the data file sent by the Agencies.

The data file expected from the Agency will contain the below table fields (see overleaf mapping)

Voucher ID (New voucher ID or “NEXT”) - Required

Field	Processing Rule	Adjustment Voucher Values	Journal Voucher Values
VOUCHER_STYLE	Required	ADJ	JRNL
BUSINESS_UNIT	Required	AP BU	AP BU
VOUCHER_ID	Required	New Voucher ID Or literal value of "NEXT"	New Voucher ID Or literal value of "NEXT"
VOUCHER_ID_RELATED	Required	Original voucher that is being adjusted up or down	Original voucher that is being corrected
GROSS_AMT	Required	Value Signed	Value Zero for journal vouchers
VOUCHER_LINE_NBR (voucher line)	Required	Value – Line to be adjusted	Value – Line to be corrected
LINE_NBR (Distrib line)	Required	Value – Distrib Line to be adjusted	Value–Distrib Line to be corrected
MERCHANDISE_AMT (Voucher line)	Required	Value – Line Amount to be adjusted (Signed)	Value – Line Amount to be corrected (Signed)
MERCHANDISE_AMOUNT (Distrib line)	Required	Value – Distrib Line Amount to be adjusted (Signed)	Value–Distrib Line Amount to be corrected (Signed)
All Chartfields values (Minimum – Fund code, Budget Entity, Account,	Required	Aspire Value	Aspire Value

Deptid (Org) & Project related C/F			
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To create the Adjustment / Journal voucher, the remaining data fields will be coming from the original voucher or default values assigned.

All the date fields (Vndr Inv Date, Date Inv Recd and Basis Date) should defaults to current date.

Journal Vouchers

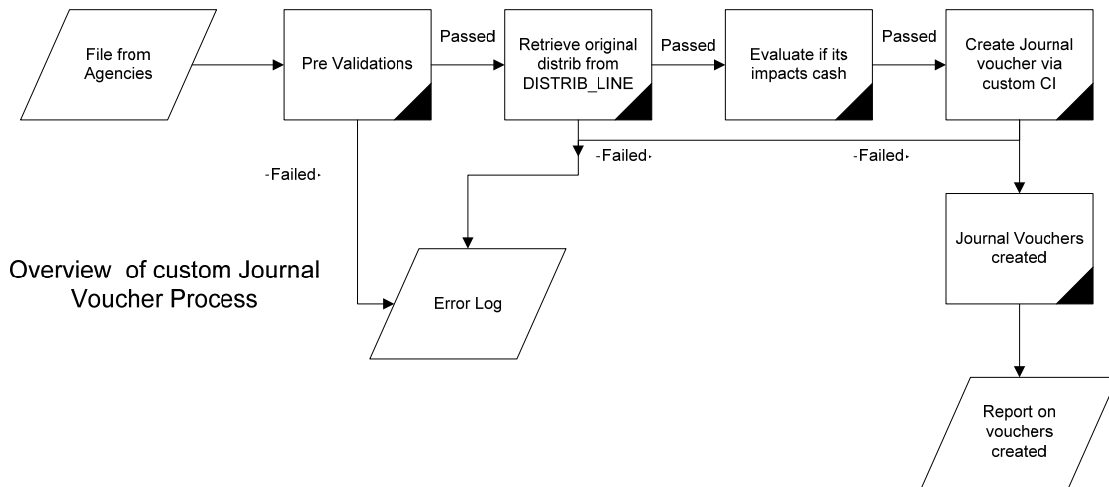
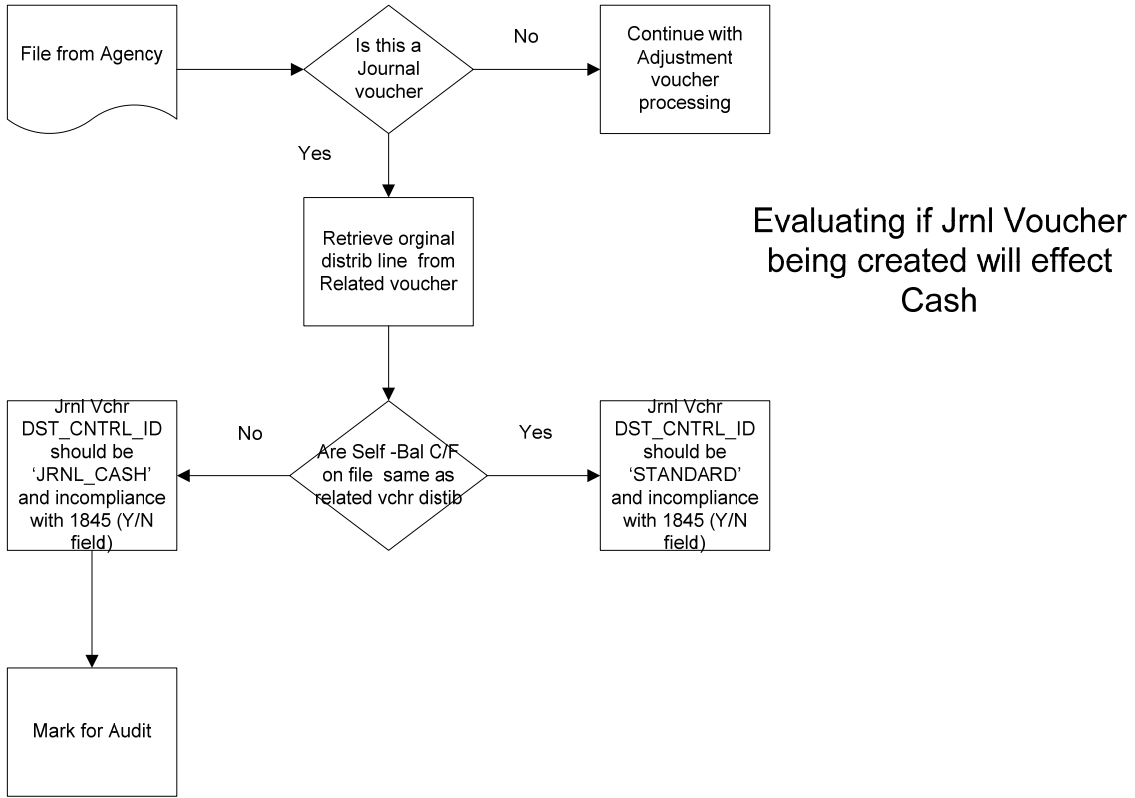
Mutiple chartfield distribution can be sent per journal voucher (to accommodate split funding after the original voucher is created). This data should represent ONLY the new values that we want the original distribution changed to. The original chartfields, that will be used in the offset line in journal voucher, should be retrieved programmatically from the DISTRIB_LINE for the related voucher with the reversed (negative if original transaction was positive (majority transactions) and visa –versa) sign on the MERCHANDISE_AMT. (Note the lines / distributions being reversed will be determined by the related voucher field. The responsibility of getting the related voucher field correct will be on the agency).New journal vouchers will be created with invoice id prefixed with “J”

In addition, we need to evaluate the reclassification if it affects cash. To accomplish this, we need to know if the new (reclassification) chartfields being sent on the file are self-balancing chartfields (Currently, these are Fund, Budget Entity, Project). This can be done by comparing the original distribution on the related voucher to the new distribution line being passed by agency and determining the change is related to self balancing chartfields or not.

If the Journal voucher is cash-impacting, (self-balancing) then on the VOUCHER record DST_CNTRL_ID = ‘JRNL_CASH’.

If this Journal voucher is NON cash-impacting , (self-balancing) then the voucher template on the VOUCHER record DST_CNTRL_ID = ‘STANDARD’.

ADML 1845 is a online customization which changes the accounting entry template depending on if cash effecting checkbox is checked on or not - Thus we need to ensure the development of this CI is done with coordination of 1845



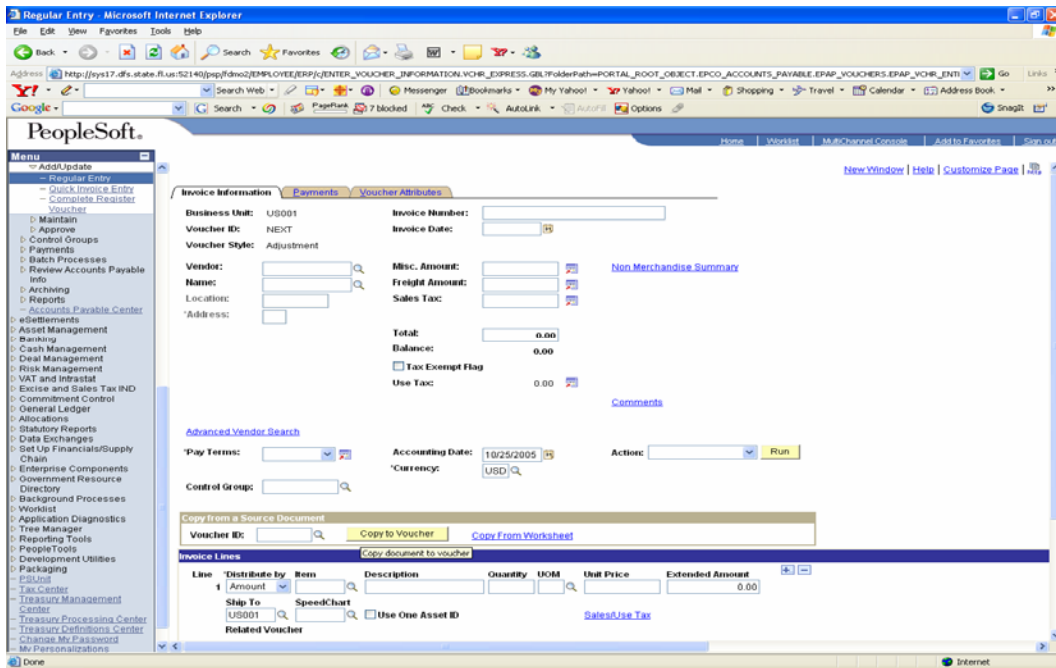
Adjustment Vouchers

The distribution to be used on the “new adjustment” voucher should be the same as the distribution on the original (related) voucher.

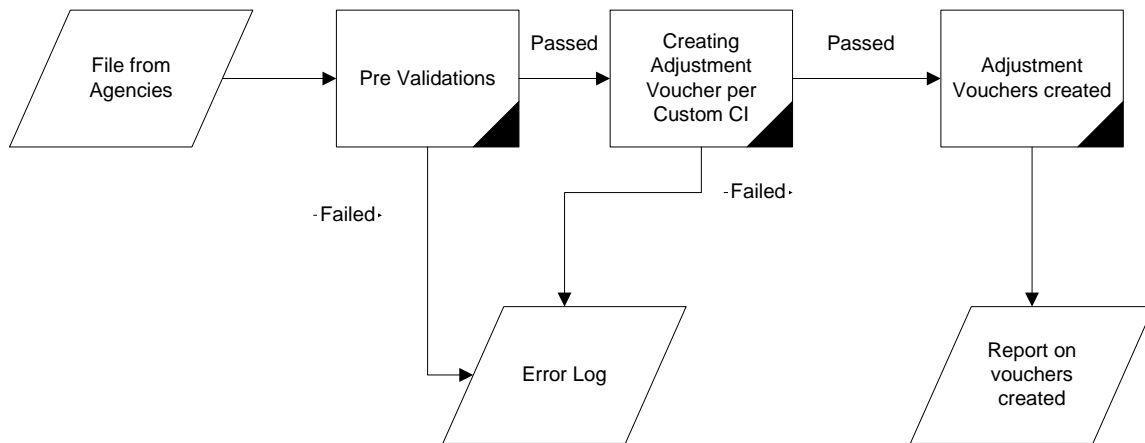
Thus agency will not need to send Aspire the chartfield information. Invoice ID on the Adjustment voucher should be the original invoice ID prefixed with ‘D’ if the amount being passed on the data file is positive amount to signify it’s a debit memo and ‘C’ to identify it as an credit memo if the amount on the file being sent is a negative amount .

The copy function on the voucher component, “Copy to Voucher” (VCHR_CORR_CPY_PB) button, together with the data values passed by the agency, will result in Aspire having all the necessary values to create the Adjustment voucher.

Navigation path to Reversal page: Menu > Accounts Payable >Vouchers >Add Update > Regular Vouchers > Voucher Style Adjustment



Overview of custom Adjustment Voucher Process



Overview of custom Adjustment Voucher Process

For both Journal and Adjustment voucher, the following pre - validations need to be performed:

1. Ensure Vendor exists and is active (Via VENDOR record)
2. Ensure file contains only one voucher style – otherwise reject file
3. Ensure header records total and count are correct – otherwise reject file.
4. Ensure that the related voucher passed on the data file is a voucher for that BU and Vendor.
5. Ensure the line number passed by the agency are values that existed on the original voucher (Related Voucher via VCHR_LINE DISTRB_LINE).
6. Ensure the Credit Amount sent on the data file is not greater than amounts on original voucher for Adjustment vouchers only. (i.e. GROSS_AMT & MONETARY_AMT on data file should not exceed corresponding “amounts” on original vouchers.)

- 7. GROSS_AMT should be zero for Journal vouchers.
- 8. Ensure all the required fields are populated per voucher style.
- 9. Journal vouchers – If multiple distributions are sent for the same voucher line an edit needs to be in place so that the total of the split distribution on the journal vouchers equal to the total for the original distrib line for the related voucher.
- 10. Below is an example of a voucher that has split distribution

For Example – Voucher created with 1 distribution now has to be split between 3 Org

Original Voucher line

1 Distrib

Fund	Account	Budget Enty	Org	Amount
100001	7XXXXXX	8000001	200001	\$1000

Data sent in file from Agency

100001	7XXXXXX	8000001	200002	\$700
100001	7XXXXXX	8000001	200003	\$200

New Journal Vchr line to be created by ADML (Data to be send in data file by agency)

4 Distrib

Fund	Account	Budget Enty	Org	Amount
100001	7XXXXXX	8000001	200001	\$100
100001	7XXXXXX	8000001	200002	\$700
100001	7XXXXXX	8000001	200003	\$200
100001	7XXXXXX	8000001	200001	\$-1000

Sum = \$1000

Amount fields on new Journal voucher sum to original distrib total

11. Per Journal voucher an edit needs to be in place to ensure that the new journal lines are only correcting either balancing & non balancing or non balancing chartfields only. Agency will not be able to adjust both on separate distrib lines. (i.e. only one voucher template can be associated per voucher – hence Journal vouchers cannot be mixed and per type of chartfields for correction.)
12. Related vouchers for Adjustment vouchers should not be paid
13. Related vouchers for Journal vouchers should be paid and posted (payment and voucher post)

All voucher workflow approvals, budget checking (this will be a batch process and not called as part of this ADML), and pre-audit functions will need to be performed in Aspire before the voucher can be posted.

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 the correct vendor and vendor address for payments and invoicing are being used. A cross-reference table will need to be maintained where the agency can send Aspire the correct Vendor Id and Location codes. This cross-reference (vendor) table will be used by the agencies to find the correct vendor and vendor locations that will be used to enter on the data file. The cross-referenced table is not covered via this ADML and is consistent with the approach in ADML 95.

2.2 Scheduling

This will be nightly batch process (M-F) and after ADML 095 interface.

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. This Process should be able to accommodate Multi file process

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

2.4 Unit Test Considerations

- Test run control page. Must provide a valid payables business unit. Prompt table should return only valid values. (ERROR CONDITION)
- Test scenarios should be created to include:, invalid vendors, duplicate voucher id . (ERROR CONDITION)
- Test processing a blank or empty source file. . (ERROR CONDITION)
- Test Adjustment / Journal Vouchers with multiple voucher lines.(POSTIVE CONDITION)
- Test Adjustment / Journal Vouchers with multiple distribution lines to Multiple voucher lines. .(POSTIVE CONDITION)
- Test Adjustment voucher where the Gross_amt on the adjustment voucher is greater than Gross_amt on Related voucher. (ERROR CONDITION)
- Test Adjustment / Journal voucher where the Monetary_amt on the adjustment voucher is greater than Monetary Amt on Related voucher. (ERROR CONDITION)
- Test journal vouchers where the gross-amt is <> zero(ERROR CONDITION)
- Test Voucher where the distrib line nbr and Line nbr do not exist on related voucher(ERROR CONDITION)
- Test file contain both adjustment vouchers and journal vouchers (ERROR CONDITION)
- Test file for adjustment vouchers where the header records totals do not match voucher totals. (ERROR CONDITION)

- Test file for journal voucher where header total for gross_amt <> 0 (ERROR CONDITION)
- Test Journal voucher when the related voucher is not valid for that AP BU (ERROR CONDITION)

2.5 Miscellaneous

- Aspire's delivered voucher build program does not support these voucher styles (JRNL, ADJ) hence different approach than ADML 95.
- Chartfield validations and combo edits will need to take place in Aspire via the component interface. Only valid values and combos will be accepted in Aspire. And all Required chartfields must be included in the file. Currently Fund, Budget Entity, Account, Alt Account and Org (DEPTID – Org is required in Payables for workflow). If the required values are not there or are not valid, the voucher should be sent to an error report.
- If other non required chartfields are populated then the same edit as above should be applied (i.e. must be a valid and active value in Aspire).
- Reclassification from one Business unit to another will not be handled through this ADML.
- A&A will do a post audit on cash effecting journal vouchers.
- Prior to Agency being authorized to use voucher origin of 'EXM' for Journal voucher, they will have to get A&A approval. (Business process)
- Header records need to be included in the file which should contain a count of records, total of gross amount. Thus first pre edit should be that the file content matches the header record.
- The log file generated by this process should be as attached.



1781_1.xls

- The report generated should include AP BU, Voucher ID, Vendor ID, Vendor Name, Invoice ID and Gross Amount.

- Agency should be able to Pass the literal Value of “NEXT” and Aspire will Assign the next available voucher id available for that BU.
- The error message should return the related voucher id as well as the new voucher id

2.6 Assumptions

- All of the legacy business systems will be expected to create/modify their own outbound interface of expense disbursement items into Aspire using the record layouts in this design specification document.
- This interface will only update or correct vouchers previously saved in to Aspire
- Agency will pass Aspire the Vendor ID and Location for invoicing and payment via a cross-reference table. The cross-reference table needs to be addressed in another ADML and is not covered in this ADML.
- There will be no payment messages sent for Adjustment vouchers
- Agency will need to send 2 separate files, one file for adjustment vouchers, one file for journal vouchers.
- Adjustment vouchers are for adjusting up and down existing vouchers amounts, thus these vouchers will have the same distribution as original related voucher (line / distrib)
- For cash effecting chartfields (Self Balancing) A&A will audit theses vouchers on a post audit basis, as done currently in Flair.
- If a sub vendor is on the original voucher that is being related to a Adjustment voucher then the sub vendor information needs to be on the new adjustment voucher that is being created via this Adml. (Journal vouchers will not copy sub vendor information via this ADML)
- For Adjustment vouchers the amounts for sub vendors will be prorated at the same percentages as on the original vouchers sub vendors amounts
- Any rounding related issues will be resolved by the difference going to the 1st sub vendor Voucher should not fail to save due to rounding issue caused by the prorate.

For Example Original voucher is created for \$ 100 and a new adjustment voucher needs to be created for \$50

Original Voucher Line \$100

Sub Vendor 1 \$50

Sub Vendor 2 \$30

Sub Vendor 3 \$20

New Adjustment voucher created for \$50

Sub Vendor 1 \$25

Sub Vendor 2 \$15

Sub Vendor 3 \$10

- If a different vendor id is passed at the voucher line level – That vendor id needs to be passed to the Journal / Adjustment voucher at the line level as well (This is to ensure that 1099 report remains in sync for cancelled payments)
- When an Journal voucher is being created for a balancing chartfields, the interface should allow for any or all chartfields to be updated .i.e. Non balancing and balancing chartfields should be allowed to be updated
- When Project chartfields need to be changed on a Journal voucher then all the Project related Chartfields need to be sent in the data file (ie BUSINESS_UNIT_PC / PROJECT_ID / ACTIVITY_ID / RESOURCE_TYPE / RESOURCE_CATEGORY / RESOURCE_SUB_CAT

Files from agency will need to have header records that include total and counts for records being transmitted.

2.7 Record Layout

Adjustment Vouchers – CI Mapping

Record Name : VOUCHER									
Action (Add, Mod, Exists)	Field Name	Type	Length	Descr	Key (KAL S)	Reqd (Y/N)	Prompt Table	Default Value	Asc/ Desc
A	BUSINESS_UNIT	Char	5	Business Unit	K	Y			
A	VOUCHER_ID	Char	30	Voucher ID	K	Y			
A	VOUCHER_STYLE	Char	4	Voucher style		Y		'ADJ'	
A	INVOICE_ID	Char	30	Invoice id	ALT				
A	INVOICE_DT	Date	10	Invoice date					
A	VENDOR_ID	Char	30	Vendor id	ALT	Y			
A	VNDR_LOC	Char	10	Vendor location		Y			

Record Name : VOUCHER									
Action (Add, Mod, Exists)	Field Name	Type	Length	Descr	Key (KALS)	Reqd (Y/N)	Prompt Table	Default Value	Asc/ Desc
A	ADDRESS_SEQ_NUM	Num	3	Address sequence number		Y			
A	ACCOUNTING_DT	Date	10	Accounting date					
A	DSCNT_AMT	Sign	23.3	Discount amount					
A	USETAX_AMT	Sign	23.3	Use tax amount					
A	SALETX_AMT	Sign	23.3	Sales tax amount					
A	FRIEGHT_AMT	Sign	23.3	Freight amount					
A	MISC_AMT	Sign	23.3	Miscellaneous amount					
A	INV_RECPT_DT	Date	10	Invoice receipt date					
A	RECIEPT_DT	Date	10	Received date					

A	MERCHANDISE_AMT	Sign	23.3	Merchandise amount					
A	MATCH_STATUS_VCHR	Char	1	Match Status					
A	PYMNT_TERMS_CD	Char	5	Payment terms					
A	POST_VOUCHER	Char	1	Post Voucher Now					

Record Name : VOUCHER_LINE

<i>Action (Add, Mod, Exists)</i>	<i>Field Name</i>	<i>Type</i>	<i>Length</i>	<i>Descr</i>	<i>Key (KALS)</i>	<i>Reqd (Y/N)</i>	<i>Prompt Table</i>	<i>Default Value</i>	<i>Asc/ Desc</i>
A	BUSINESS_UNIT	Char	5	Business Unit	K	Y			
A	VOUCHER_ID	Char	30	Voucher ID	K	Y			
A	VOUCHER_LINE_NUM	Num	5	Voucher line number	K	Y			
A	MERCHANDISE_AMT	Sign	23.3	Merchandise amount					
A	QTY_VCHR	Sign	11.4	Quantity vouchered					
A	UNIT_PRICE	Sign	10.5	Unit price					
A	CNTRCT_ID	Char	25	Contract id					
A	CNTRCT_LINE_NBR	Num	5	Contract line number					
A	RELEASE_NBR	Num	5	Release number					
A	BUSINESS_UNIT_PO	Char	5	PO Business Unit					

Record Name : VOUCHER_LINE									
Action (Add, Mod, Exists)	Field Name	Type	Length	Descr	Key (KALS)	Reqd (Y/N)	Prompt Table	Default Value	Asc/ Desc
A	PO_ID	Char	30	Purchase order ID		Y			
A	LINE_NBR	Num	5	Purchase order line number					
A	SCHED_NBR	Num	3	Po Schedule number					
A	CATEGORY_CD	Char	18	Category Code					
A	UNIT_OF_MEASURE	Char	3	Unit of measure		Y			
A	DESCR	Char	30	Descr					

Record Name : DISTRIB_LINE									
Action (Add, Mod, Exists)	Field Name	Type	Length	Descr	Key (KALS)	Reqd (Y/N)	Prompt Table	Default Value	Asc/ Desc
A	BUSINESS_UNIT	Char	5	Business Unit	K	Y			
A	VOUCHER_ID	Char	30	Voucher ID	K	Y			
A	VOUCHER_LINE_NUM	Num	5	Voucher line number	K	Y			
A	DISTRIB_LINE_NUM	Num	5						
A	MERCHANDISE_AMT	Sign	23.3	Merchandise amount					
A	BUSINESS_UNIT_PO	Char	5	PO Business Unit					
A	PO_ID	Char	30	Purchase order ID		Y			
A	LINE_NBR	Num	5	Purchase order line number					
A	SCHED_NBR	Num	3	Po Schedule number					
A	PO_DIST_LINE_NUM	Num	5	Po Distrib line number					
A	BUSINESS_UNIT_PC	Char	5	Pc Business Unit					
A	PROJECT_ID	Char	15	Project					
A	ACTIVITY_ID	Char	15	Activity					
A	RESOURCE_TYPE	Char	5	Source type					

Record Name : DISTRIB_LINE									
Action (Add, Mod, Exists)	Field Name	Type	Length	Descr	Key (KALS)	Reqd (Y/N)	Prompt Table	Default Value	Asc/ Desc
A	RESOURCE_CATEGORY	Char	5	Category					
A	RESOURCE_SUB_CAT	Char	5	Subcategory					
A	ANALYSIS_TYPE	Char	5	Analysis type					
A	DEPTID	Char	7	Organization					
A	OPERATING_UNIT	Char	8	Budget Entity					
A	PRODUCT	Char	6	Catergy					
A	FUND_CODE	Char	5	Fund code					
A	CLASS_FLD	Char	5	Location					
A	PROGRAM_CODE	Char	4	Approp Year					
A	BUDGET_REF	Char	7	Activity Issue					
A	AFFLIATE	Char	5	Affiliate					
A	AFFLIATE_INTRA1	Char	10	Affiliate intra					

Record Name : DISTRIB_LINE									
Action (Add, Mod, Exists)	Field Name	Type	Length	Descr	Key (KALS)	Reqd (Y/N)	Prompt Table	Default Value	Asc/ Desc
A	AFFLIATE_INTRA2	Char	10	Affiliate intra2					
A	CHARTFIELD1	Char	10	Chart field 1					
A	CHARTFIELD2	Char	10	Chartfield2					
A	CHARTFIELD3	Char	10	Program Component					
A	STATISTICS_CODE	Char	3	Statistics code					

II. Journal Vouchers – CI Mapping

Record Name : VOUCHER									
Action (Add, Mod, Exists)	Field Name	Type	Length	Descr	Key (KAL S)	Reqd (Y/N)	Prompt Table	Default Value	Asc/ Desc
A	BUSINESS_UNIT	Char	5	Business Unit	K	Y			
A	VOUCHER_ID	Char	30	Voucher ID	K	Y			
A	VOUCHER_STYLE	Char	4	Voucher style		Y		'JRNL'	
A	INVOICE_ID	Char	30	Invoice id	ALT				
A	INVOICE_DT	Date	10	Invoice date					
A	VENDOR_ID	Char	30	Vendor id	ALT	Y			
A	VNDR_LOC	Char	10	Vendor location		Y			
A	ADDRESS_SEQ_NUM	Num	3	Address sequence number		Y			
A	ACCOUNTING_DT	Date	10	Accounting date					
A	INV_RECPT_DT	Date	10	Invoice receipt date					
A	RECIEPT_DT	Date	10	Received date					

Record Name : VOUCHER									
Action (Add, Mod, Exists)	Field Name	Type	Length	Descr	Key (KALS)	Reqd (Y/N)	Prompt Table	Default Value	Asc/ Desc
A	MATCH_STATUS_VCHR	Char	1	Match Status					
A	POST_VOUCHER	Char	1	Post Voucher Now					

Record Name : VOUCHER_LINE									
Action (Add, Mod, Exists)	Field Name	Type	Length	Descr	Key (KALS)	Reqd (Y/N)	Prompt Table	Default Value	Asc/ Desc
A	BUSINESS_UNIT	Char	5	Business Unit	K	Y			
A	VOUCHER_ID	Char	30	Voucher ID	K	Y			
A	VOUCHER_LINE_NUM	Num	5	Voucher line number	K	Y			
A	MERCHANDISE_AMT	Sign	23.3	Merchandise amount					
A	DESCR	Char	30	Descr					

Record Name : DISTRIB_LINE									
Action (Add, Mod, Exists)	Field Name	Type	Length	Descr	Key (KALS)	Reqd (Y/N)	Prompt Table	Default Value	Asc/ Desc
A	BUSINESS_UNIT	Char	5	Business Unit	K	Y			
A	VOUCHER_ID	Char	30	Voucher ID	K	Y			
A	VOUCHER_LINE_NUM	Num	5	Voucher line number	K	Y			
A	DISTRIB_LINE_NUM	Num	5	Distribution Line	K	Y			
A	MERCHANDISE_AMT	Sign	23.3	Merchandise amount					
A	BUSINESS_UNIT_PC	Char	5	Pc Business Unit					
A	PROJECT_ID	Char	15	Project					
A	ACTIVITY_ID	Char	15	Activity					
A	RESOURCE_TYPE	Char	5	Source type					
A	RESOURCE_CATEGORY	Char	5	Category					
A	RESOURCE_SUB_CAT	Char	5	Subcategory					
A	ANALYSIS_TYPE	Char	5	Analysis type					

Record Name : DISTRIB_LINE									
Action (Add, Mod, Exists)	Field Name	Type	Length	Descr	Key (KALS)	Reqd (Y/N)	Prompt Table	Default Value	Asc/ Desc
A	DEPTID	Char	7	Organization					
A	OPERATING_UNIT	Char	8	Budget Entity					
A	PRODUCT	Char	6	Cateryory					
A	FUND_CODE	Char	5	Fund code					
A	CLASS_FLD	Char	5	Location					
A	PROGRAM_CODE	Char	4	Approp Year					
A	BUDGET_REF	Char	7	Activity Issue					
A	AFFLIATE	Char	5	Affiliate					
A	AFFLIATE_INTRA1	Char	10	Affiliate intra					
A	AFFLIATE_INTRA2	Char	10	Affiliate intra2					
A	CHARTFIELD1	Char	10	Chart field 1					
A	CHARTFIELD2	Char	10	Chartfield2					

Record Name : DISTRIB_LINE									
Action (Add, Mod, Exists)	Field Name	Type	Length	Descr	Key (KALS)	Reqd (Y/N)	Prompt Table	Default Value	Asc/ Desc
A	CHARTFIELD3	Char	10	Program Component					
A	STATISTICS_CODE	Char	3	Statistics code					
A	ACCOUNT	Char	8	ACCOUNT					
A	ALT ACCOUNT	Char	8	FS CODE					