

3.0 Appendix B – Project Aspire Enhancement Functional Design

ADML ID	1786
ADML Description	Display Fields on P-Card Reconcile Statement Page
ADML Tech#	

3.1 Background

3.1.1 Functional Requirement

Ability to reconcile PCard transactions efficiently.

3.1.2 Delivered Functionality

In the application currently the Pcard reconcile pages do not provide for date entered, transaction number, used in disputes communication with financial institutions, or business unit used in identifying and coding transactions. It does provide multicurrency functionality which is not applicable to Aspire, and credit card vendor and multiple amount fields which for Aspire are all equal.

Split line, (the ability to distribute break up charges between multiple lines) Distribution Template (Change accounting distributions for all of the selected lines at once) need to be excluded - Current State P card process does not encompass this functionality and is deemed unnecessary functionality to roll out in Aspire.

The delivered Dispute functionality in PeopleSoft is limited and the State will continue processing and maintaining disputed item as currently done – outside of Aspire.

3.1.3 Gap Description

The user interface delivered has redundant data and key components of data missing for Aspire business needs. In addition it has functionality that is not applicable to State of Florida business practices.

3.2 Description of New Functionality

This is a key component in Aspire that will be used by Pcards holders and their Approvers / reviewers, thus there is a need to enhance the user interface when the users going to reconcile statements component. There are fields that are redundant to Aspire that need to be hidden. See below:

Currency_CD, Txn_Currency_cd – Only one currency code applies USD – No multicurrency functionality needed for Aspire

Credit_card_vendor – There will only be one provider for Pcards that is Bank of America

Txn_Amount – This amount is the same as the billing amount, therefore redundant.

Merchant_ref – Not being populated by the 811

Billing Date – As we are displaying the transaction date, therefore this is redundant.

Credit_amt & Credit_collected – Dispute functionality not being used in Aspire

Links that need to be removed are Split_line & Distrubtion_template – Functionality not to be used in Aspire.

Additional fields that are needed to display are

Business_unit (Purchasing) to more easily identify transaction and charges

Transaction_nbr – Used in contacting the bank to resolve disputes with transactions.

Entered_dt – Used in determining when the transaction was loaded

For maintaining the ability to do 1099 reporting for P-Card transactions, we need to make the VENDOR_ID field required.

3.3 Navigation path

Purchasing > Procurement Cards > Reconcile > Reconcile Statement

3.4 Set Up/Control Data

NA

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

To meet the required functionality, we need to modify the following

Page: CC_RECON_WB

Component: CC_RECON_WB

Menu: MANAGE_PROCUREMENT_CARDS

On this page we need to hide (invisible) the following fields

Field	Record	Field use options	Level	ID (Page Order)
CREDIT_CARD_VENDOR	CC_TRANS_LINE	Invisible	1	12
MERCHANT_REF	CC_TRANS_LINE	Invisible	1	16
TXN_AMOUNT	CC_TRANS_LINE	Invisible	1	18
TXN_CURRENCY_CD	CC_TRANS_LINE	Invisible	1	19
CREDIT_AMT	CC_TRANS_LINE	Invisible	1	35
CREDIT_COLLECTED	CC_TRANS_LINE	Invisible	1	36
BILLING_DATE	CC_TRANS_LINE	Invisible	1	25

Need to ensure there is no peoplecode to inhibit making the Invisible option on the field properties

Hide the distribution template and split line links.

Display the following fields

Field	Table	Field options	use	Level	ID (Page Order)
BUSINESS_UNIT	CC_TRANS_LINE	Display Only		1	10
TRANS_NBR	CC_TRANS_LINE	Display Only		1	15
ENTERED_DT	CC_TRANS_LINE	Display Only		1	16

Need to ensure there is no peoplecode to inhibit the display only option on the field properties.

Page: CC_RECON_PO

Component: CC_RECON_WB

Menu: MANAGE_PROCUREMENT_CARDS

Ensure that the VENDOR_ID field is populated upon changing the transaction status. If the transaction status is changed with out vendor id being populated then an error message needs to be displayed and transaction status should not be changed, this should also generates an error message while the transaction(s) saved on the reconcile page when any of the transactions doesn't have the vendor id populated.

3.6 Unit Test Considerations

- 1) Ensure Page has the correct hidden fields
- 2) Ensure the page as the correct Display only fields
- 3) Ensure the newly added display only fields are not editable
- 4) Save Page without changing transaction status

- 5) Change status on transaction without entering Vendor ID
- 6) Enter Vendor ID and change status on a transaction and save page

3.7 Miscellaneous

- Transaction tab should have the fields in the order – Business Unit, Employee ID, Employee Name, Card number, Merchant, Status, Comments (icon), Distribution (icon), Chartfield Status, Redistrib, Voucher Error.
- Billing tab should have the fields in the order – Transaction Number, Transaction Date, Entered Date, Description, Billing Amount.

3.8 Assumptions

None.