

3.0 Appendix B – Project Aspire Enhancement Functional Design

ADML ID	1833
ADML Description	Limit Proxies(Approvers) List by Agency to Agency Administrators
ADML Tech#	

3.1 Background

3.1.1 Functional Requirement

Ability to restrict proxies (Approvers: Cardholder Approver Level 1, Approver Level 2, and Fiscal Approver Level 3) list by Agency, Agency Administrators should only be able to select a subset of approvers for each card. These approver's are valid for a agency.

3.1.2 Delivered Functionality

In Aspire, currently the P-Card Proxies page does not limit proxies (approvers: Cardholder Approver Level 1, Approver Level 2, and Fiscal Approver Level 3) to agency specific users, it lists all the users that have P-Card approver roles regardless of which agency the approver belongs to.

3.1.3 Gap Description

Delivered Proxies page doesn't restrict the proxies (search view) based on their business unit, organization or agency security. Agency administrators should be able to assign/select valid users as approvers for each card for efficient transaction approval processing i.e. those associated to an agency.

3.2 Description of New Functionality

Proxies page in Aspire will be used by administrators to assign proxies / approvers to individual cards, thus there is a need to enhance the user interface when the administrators enter the proxies page.

A restriction needs to be in place to limit Proxies search results to display only the users that have business unit security for that given business unit. This functionality will limit the Agency administrators in selecting incorrect approvers for the card. Also a further restriction should be in place that the cardholder should not be the approver for their own card thus preventing self approving transactions. However, a cardholder can be assigned as the Cardholder Approver Level 1 for their card record but not an Approver Level 2 or Fiscal Approver Level 3 for that card record. In addition, no other person can be assigned as the Cardholder Approver Level 1 except for the cardholder. Lastly, each card record is required to have at least one Approver Level 2 and Fiscal Approver Level 3 assigned to the card record. The assigned Approver Level 2 should not be the same person as the Fiscal Approver Level 3.

3.3 Navigation path

Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Purchasing > P Card Administration

3.4 Set Up/Control Data

NA

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

On FL_CC_CARD_DATA4 search results for User ID should be limited by business unit in addition to the P Card approver roles.

3.6 Unit Test Considerations

- Make sure the users are displayed by business unit security
- Make sure the user can be selected as approver, in case the user has access to multiple business units.

3.7 Miscellaneous

- In Addition to the above, make sure the cardholder can't approve their own transactions. However, a cardholder can be assigned as the Cardholder Approver Level 1 for their card record but not an Approver Level 2 or Fiscal Approver Level 3 for that card record. In addition, no other person can be assigned as the Cardholder Approver Level 1 except for the cardholder.
- Agency administrators should not be able to add/delete enterprise administrators or Agency Administrators as proxies to the proxies list.
- Make sure at-least one Approver Level 2 and Fiscal approver Level 3 is added to proxies list. The assigned Approver Level 2 should not be the same person as the Fiscal Approver Level 3.

3.8 Assumptions

Maintenance of approver changes and agency administrator's changes is not part of this ADML.