

## 2.0 Appendix A – Project Aspire Conversion/Interface Functional Design

|                         |  |
|-------------------------|--|
| <b>ADML ID</b>          | <b>1937</b>  |
| <b>ADML Description</b> | <b>Generic Encumbrances and Specific Vendor Expenses</b> |
| <b>ADML Tech #</b>      | <b>1937</b>  |

### 2.1 Description Functionality

Aspire should be able to release Generic Encumbrance and record Specific Vendor Expenses to meet agency requirements.

For example DOH has 4 major sub-systems, Children Medical Services, Food and Nutrition, Office of Disability Determination, and Grants for Spinal Cord injuries. All these require funds to be encumbered and expenses to be created. However, while creating an encumbrance, actual vendors in most cases are unknown. The actual vendor is only available at the time of invoice (voucher). Additional consideration is that some of these vendor’s will be 1099 reportable.

To meet this requirement an agency will need to create a PO Contract in Aspire (online) for an estimated amount of expenditure using a “Generic” Vendor and then create multiple PO releases from this Contract on a periodic schedule(Quarterly / Half Yearly / Yearly) to establish encumbrances in Aspire.

To release these encumbrances and to pay the voucher the agency will need to create a file in compliance with ADML 095 format. This in turn will create vouchers using the voucher build process. The file should also include PO information created in Aspire to release the encumbrances. As the Vendor on voucher (actual vendor ID) is different from the Vendor on PO (Generic Vendor), we need to create vouchers without PO information first (bypassing all Vendor related edits between PO and Voucher) using ADML 095 and plug-in required PO information before running budget check process to release associated encumbrances using SQL statements. VOUCHER, VOUCHER\_LINE and DISTRIB\_LINE tables needs to be updated.

### 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.

| <b>Interface / Conversion Parameters</b> |                                       |
|--|---------------------------------------|
| <i>Parameters (Required)</i>             | <i>Possible Values (Prompt Table)</i> |
| <i>Parameters (Optional)</i>             | <i>Possible Values</i>                |
|  |                                       |

**2.4 Unit Test Considerations**

- Verify Voucher created includes required PO information.
- Verify appropriate encumbrances are released and expenses created after voucher budget check ran successfully.

**2.5 Miscellaneous**

- ADML 095 will be used to create original vouchers.
- This ADML will update PO information onto VOUCHER, VOUCHER\_LINE and DISTRIB\_LINE tables before Voucher budget check process. This is required to release associated encumbrances and create expenses.

**2.6 Assumptions**

- Agencies will generate voucher file in compliance with ADML095 and data should be in a different file.
- Vendor ID on the Voucher should not be generic Vendor ID used on Purchase Order.
- A Generic Vendor ID should be set-up in Aspire.

**2.7 Record Layout**