

3.0 Appendix B – Project Aspire Enhancement Functional Design

ADML ID	1940
ADML Description	Year-End Close
ADML Tech #	

3.1 Background

3.1.1 Functional Requirement

On June 30th, all incurred obligations (encumbrances and payables) will be considered certified-forward and allowed 90 days to issue payment. After the certified-forward deadline has passed on Sept 30th, all outstanding encumbrances from the prior fiscal year budget need to be fully released and vouchers fully paid so that the Total Available Budget reflects the true un-disbursed dollar amount. See the following attachment for the new policy:



Certified Forward
Policy Decisions.doc

3.1.2 Delivered Functionality

PeopleSoft has delivered batch processes to close Req's, Requisition Reconciliation (PO_REQRCON), and POs, PO Reconciliation (PO_RECON). These processes are designed to close the documents based on certain criteria, such as Due Date and Activity Date. When the Req or PO is closed, the delivered Budget Check process releases any associated pre-encumbrance or encumbrance.

Another way to close these documents is to use the Reconciliation Workbench functionality which allows users to select individual or groups of Reqs or POs to perform different actions on them at once, including closure. Once documents are selected and the action is chosen, the system will identify which documents actually qualify for that action. When the action is 'Close', the system uses similar criteria as found in the batch Reconciliation process to determine whether or not the document qualifies. At this point, users with the appropriate authorization have the ability to override those documents that are not qualified and close them regardless of the criteria. One exception to this override ability is if the PO has any related Vouchers that are not in Valid Budget Check or not in Approved status.

Vouchers are paid based on the Pay Terms selected on the Voucher. In order to include a voucher in the current day's pay cycle, Pay Terms equal to "Pay Now" should be selected. Pay Terms typically default from the Vendor or AP BU setup, but the default value can be changed on the Voucher. The Voucher Mass Maintenance page allows authorized users to change the Pay Terms on multiple vouchers at once.

3.1.3 Gap Description

The State requires that all pre-encumbrances are released on June 30th and all encumbrances are fully released after the 90-day deadline, but the delivered Requisition and PO Reconciliation batch processes may not close every document with outstanding pre-encumbrances and encumbrances due to the specific criteria utilized in the process.

In addition, the State allows encumbrances against Fixed Capital Outlay (FCO) and Carry-Forward Categories, as well as those for the Legislature to remain open longer than all other encumbrances. Therefore any documents for these types of Appropriations need to be excluded from this close process, and need to have the ability to close at a later date.

Another complication to the year-end close process results from the MFMP Contracts (Master Agreements). Since MFMP Contracts are interfaced to Aspire's PO tables (see ADML 88) and Contracts can span multiple fiscal years, Aspire must provide the ability to close at the line level to allow the lines referencing current year budget to remain open. The delivered close process already has the ability to close at the line level, however, we need to ensure that only the lines referencing prior fiscal year budget are closed. In case an MFMP Contract line references the current year budget and still meets all the close criteria, it should not be closed. Selecting documents by an Approp Year would allow us to accomplish this.

In order to keep MFMP and Aspire in sync, the year-end process will also need to include a way to update MFMP with the new statuses.

3.2 Description of New Functionality

Releasing all outstanding pre-encumbrances on June 30th

At fiscal year end, any outstanding pre-encumbrances must be released since they are not considered a true "obligation" according to State policy. Agencies should be aware of this and perform all possible clean-up activities prior to June 30th.

The following steps should be taken to release all outstanding pre-encumbrances:

- (1) Agencies should prepare for year-end by running the delivered "Requisition Budgetary Activity Report" (POS8002) to view all outstanding pre-encumbrances. In addition, agencies should review the Budget Exceptions pages to clean up any Req's in Error status.

- (2) All Requisitions must be taken off Hold so that they can be processed. A custom Run Control page should be developed in order to perform this across all Business Units and/or selected business units`
- (3) Run the custom process for releasing all outstanding prior-year pre-encumbrances.
- (4) Run the delivered “Requisition Budgetary Activity Report” (POS8002) to verify that there are no remaining pre-encumbrances.
- (5) All Requisitions for which Pre-encumbrances are released should be set to “Closed”

Enhancement Details for Releasing Outstanding Pre-Encumbrances

A new process needs to be created with the ability to release all outstanding prior-year pre-encumbrances and close the associated requisitions.

- The Run Control should be created with the following selection criteria:
 - Ability to select documents across one to many Purchasing BU’s to All Purchasing BU’s.
 - Ability to select by a Appropriation Year, (REQ_LN_DISTRIB.PROGRAM_CODE - (Include & Exclude for this field).
 - Ability to select by Chartfield Category (REQ_LN_DISTRIB.PRODUCT - (Include & Exclude ranges for this field)).
- The process should only select requisitions where the following is true:
 - Req Distribution Lines that have an outstanding pre-encumbrance on the KK Liquidation table, (KK_LIQUIDATION.MONETARY_AMOUNT > 0).
 - The Requisition Budget Check Status should equal Valid or Not Checked. (REQ_HDR.BUDGET_HDR_STATUS = ‘V’ or ‘N’ or ‘E’) for non MFMP.
 - Req’s with Budget Status in ‘Not Checked’ status could have a pre-encumbrance associated to them if there was a change made that routed it back through approval process.
 - Exclude Req’s that are in Closed status (REQ_HDR.STATUS = C).
 - Exclude Req Distribution lines with status of Complete, and Mass Liquidated (REQ_LN_DISTRIB.DISTRIB_LN_STATUS = ‘C’, or ‘M’).
 - Exclude Req Distribution lines where the Commitment Control Close flag is already selected, (REQ_LN_DISTRIB.KK_CLOSE_FLAG = ‘Y’).
- The following field updates should be made on the selected Requisition:
 - Set the REQ_HDR.REQ_STATUS = ‘C’
 - Set the REQ_LINE.CURR_STATUS = ‘C’
 - Set the REQ_LINE.SHIP.CURR_STATUS = ‘C’
 - Set the REQ_LN_DISTRIB.KK_CLOSE_FLAG to ‘Y’
 - Set the REQ_HDR.BUDGET_HDR_STATUS = ‘N’

- Set the OPRID_MODIFIED_BY = %OPRID
- Set the ACTIVITY_DT = SYSDATE
- Set the PROCESS_INSTANCE = %ProcessInstance
- After these field updates are made, the transaction should be available for budget checking and budget checking should be run against all these requisitions. This should result in the pre-encumbrances being released and the KK_LIQUIDATION.MONETARY_AMOUNT will automatically be set to 0.
- Note that if a Requisition references multiple budget periods, it will still need to be closed in this process as long as any one of the distribution lines is included in the Approp Year entered on the Run Control.
- Note that any requisition that failed to close will have to be dealt with through a manual process on a case by case basis.
- An error log will be created to identify any pre-encumbrance amounts that could not be released. This error log should also identify any requisition distribution lines that had to be closed outside of the selected budget date range.
- Also this custom process should have appropriate success and statistical log stating requisitions that it closed, failed to close and records reads as well as the detail of req closed – i.e. the Report / log should be such as below (i.e. in txt format) and should be separated by PO Business Unit and grouped by GL BU

GL BU

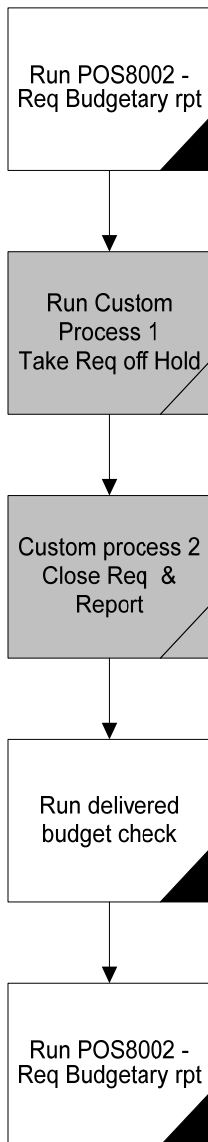
PO BU	Req ID	Amount

Records Read

Records Closed

Records failed to close

Total Records



Process flow for closing Requisitions

Other Processing notes – not part of this ADMLCommitment Control Activities for June 30th/July 1st

Once the pre-encumbrances have been released, the Total Available budget balance for the prior budget period will be reduced to zero. As part of ADML 011, Aspire will send LAS/PBS a file containing prior budget period available balances by LAS/PBS Fund/ BE/ CAT/APPROP YEAR. OPB will review and LAS/PBS may send back the reversions through ADML 1425 (the actual business process is still to be determined). This will post budget journals (negative budget amounts to the APPROVED account and corresponding positive amounts to the REVRSION account) to the APPROP and RELEASE budget ledger groups. This will have the effect of reducing all prior budget period available balances to zero, with the exception of the FCO, Carry-forward, and Legislature budgets which will be closed at a later date.

Agency Clean-Up Prior to September 30th

Users should be guided to perform as much clean-up as possible prior to the actual hard-close of the documents. The following steps should be taken by the agencies prior to the 90-day deadline to help ensure a smooth transition on Sept. 30th:

VOUCHER CLEAN-UP:

- 1) Clean-up all open vouchers that reference prior-year budget. One of the criteria that cannot be overridden is as follows – ‘All vouchers associated to the PO must be in Approved and Valid Budget Check status in order to close the PO’. Agencies should be aware of this requirement and plan on cleaning up the encumbered vouchers (those that are tied to a PO) so that they are ready for the close process prior to the 90-day deadline.

The Voucher Maintenance Search page can be used by authorized users to identify all the vouchers needing clean-up by selecting all vouchers where Budget Date is in the prior fiscal year that have Budget Check status <> Valid, and/or Approval Status <> Approved. Note that P-Card, Journal, and Template vouchers can be excluded.

Any vouchers referring to prior fiscal year budget (with the exception of P-card, Journal, and Template vouchers) that are not Approved and Budget Checked successfully prior to the deadline will be deleted by DFS via the Voucher Mass Maintenance page at the 90-day deadline. In addition, a report and a outbound file for MFMP will be created with all the Vouchers that are deleted. This report should be grouped by GL BU and Page break by AP BU.



C:\Endacott\Design
Specs\1940\Voucher_

The outbound file for MFMP will be in a pipe delimited format and will contain the below fields

Field	Type & Size
RECORD_ID	I Char – Value = D (Detail)
BUSINESS_UNIT_GL	Char /5
BUSINESS_UNIT_AP	Char /5
VOUCHER_ID	Char / 8
VENDOR_SETID	Char / 5
VENDOR	Char / 10
INVOICE_ID	Char / 30
GROSS_AMT	5 Nbr
INVOICE_DT	Date /10
FILLER50	CHAR/50

- 2) Set the Pay Terms for all Vouchers referencing prior-year budget to “Pay Now”. To ensure that all cash checking errors are handled and warrants are issued by Sept. 30th, it is recommended that agencies guide their users to set the Pay Terms to “Pay Now” for all vouchers against prior-year budget that are created near the end of the 90 days. Near the Sept 30th deadline, this field will be replaced at the enterprise level through the Voucher Mass Maintenance page to ensure warrants are issued against all prior-year vouchers. It is important to note that the Pay Terms are set at the Header level, so all scheduled payments will be updated with the current date.

- 3) For all the Vouchers with payments on Hold, Either should be updated to reflect new appropriation year or delete and/or close these vouchers and create new vouchers in new appropriation year.

PURCHASE ORDER CLEAN-UP:

- 4) Review the Budget Exceptions pages and fix or cancel the PO's in Error status.
- 5) Clean up all PO's/MA's to create new PO's/MA's and/or lines for FCO categories included in the report and cancel existing lines
- 6) All Purchase Orders must be taken off Hold so that they can be processed. A custom Run Control page should be developed in order to perform this across all Business Units and/or selected business units and to include/exclude Master Agreements (Master Agreements are the PO's starts with 'C')

UPDATE PS_PO_HDR SET HOLD_STATUS = 'N'

- 7) Run the custom PO close batch process for PO that have a Budget Hdr Status of error or not checked to allow the system to close as many PO's as possible based on the criteria of budget hdr status .
- 8) Run the PO Budget Check process to release the encumbrances associated with any PO's that were closed in Step 7
- 9) Run the delivered "Procurement Budgetary Activity Report" (POS8001) at any time to view all outstanding encumbrances and repeat clean-up activities if necessary.
- 10) Run custom program to put all MFMP PO's and MA's back on Hold i.e. from step 6.
- 11) Run output files to send to MFMP on PO & MA (contracts) that where closed

Note:

Master Agreements - On June 30th, All available lines only should be closed, i.e. lines for non-FCO category or mixed with FCO and Non-FCO category in distributions and doesn't have any open encumbrances.

Master Agreements - On September 30th, All available lines should be closed, i.e. lines for non-FCO category or mixed with FCO and Non-FCO category in distributions with open encumbrances.

At any time Master Agreements should not be closed at header level as these are multi-year contracts in MFMP.

Separate files will be created for PO and MA in pipe delimited format

Header record should contain file counts for PO records and MA Records

Field	Type & Size
RECORD_ID	I Char – Value = D (Detail)
BUSINESS_UNIT	Char /5
PO_ID /MA ID	Char /10
ORIGIN	Char / 3
ACCOUNTING_DT	10 Date
PO_REF	30 Char
LINE_NBR	5 Nbr
FILLER50	CHAR/50

Run a custom report which shows all PO/MA that have open encumbrance on them and has FCO category and non FCO category on the same PO line/MA Line. See attachment for format.



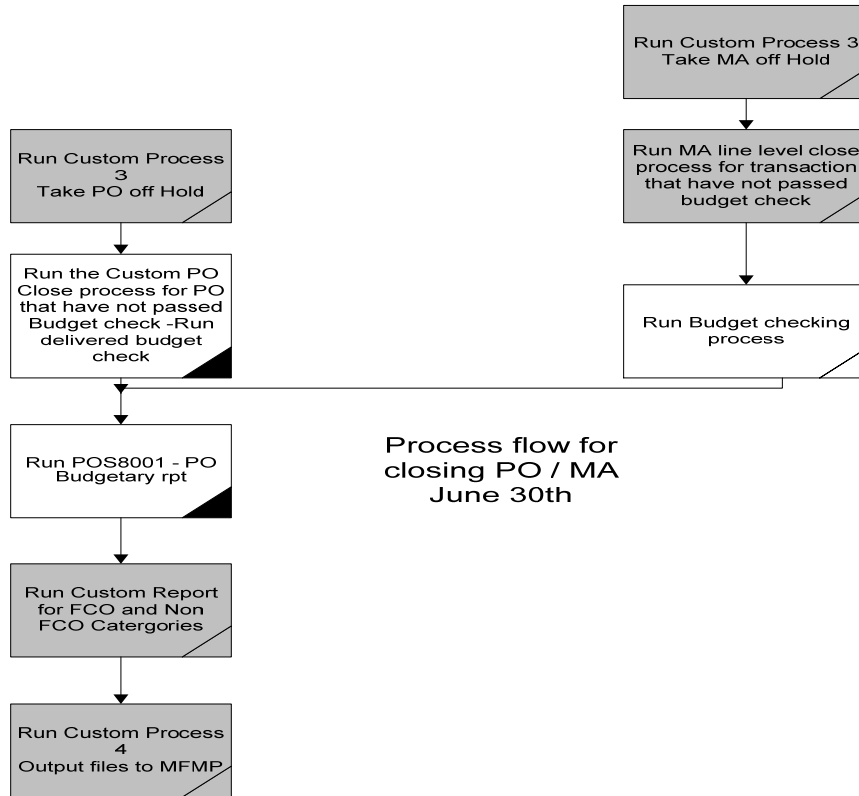
1940 Control rpt

This report will have a page break by PO BU and will be distributed to Agencies for manual corrections (i.e. cancel lines and new ones if needed for FCO category items)

REQUISITION CLEAN-UP:

Review the Budget Exceptions pages and fix or cancel the Req’s in Error status.

Run the delivered “Requisition Budgetary Activity Report” (POS8002) at any time to view all outstanding pre-encumbrances and repeat clean-up activities if necessary.



During this 90-day period, no new Req’s or PO’s should be entered against prior-year budget. However, approved changes can be made within the budget amount set on June 30th. All changes to the original encumbrances will be monitored via a report, “Payables/Encumbrance Report – Certification Forward Monitoring.”

Hard-Close of All Outstanding Prior-Year Encumbrances

After close of business on September 30th, all remaining encumbrances must be released with the exception of those containing FCO and Carry-Forward Category values. Therefore, a “hard-close” will be performed at the enterprise level across all business units:

- 1) Run the Voucher Budget Check for all BU’s to clean out any remaining Vouchers..

- 2) Use the Voucher Mass Maintenance page to change the Pay Terms to “Pay Now” for all Vouchers referencing prior fiscal year budget. A report will need to be produced at this time of all the Vouchers that were set to “Pay Now”.
- 3) Use the Voucher Mass Maintenance page to identify and delete all outstanding Unposted Vouchers referencing prior fiscal year budget, excluding P-Card, Journal, and Template vouchers. Once the vouchers are identified, a report will need to be produced prior to the deletion process to identify the Vouchers getting deleted. An Excel document can be created instantly from the Voucher Mass Maintenance page with this information.
- 4) Run the custom program to take all the MFMP and Aspire POs off Hold so that they can be processed (see details in Section 3.5).
- 5) The delivered PO Reconciliation processes (Should not include MA’s) will be run one final time across all BU’s and budget check will run to release any encumbrance
- 6) Run the custom program to take all the MFMP Contracts off Hold so that they can be processed. (Note: This is the only time MFMP Contracts should be taken off Hold. We do not want to include MFMP Contracts in any of the delivered Reconciliation processes since they may meet the delivered close criteria and we do not want to close them unless they are referencing prior fiscal year budget).
- 7) Run the custom program to perform the “hard-close” of all PO’s with outstanding encumbrances. On the new Run Control, the following selections will be made by an authorized user:
 - a. Select all desired BU’s.
 - b. Select the flag for Open Encumbrances.
 - c. Enter a range of Budget Dates for the prior fiscal year.
 - d. Exclude all FCO and Carry-Forward Categories.
 - e. PO & MA option (i.e. PO stating with C and Origin of MFM)

This process will close all eligible PO’s at the line level

PS_PO_HDR.PO_STATUS = ‘C’ (Except MA’s), if all the PO Lines are closed.

PS_PO_HDR.BUDGET_HDR_STATUS = 'N',

PS_PO_LINE SET CANCEL_STATUS = 'C'

PS_PO_LINE_SHIP.CANCEL_STATUS = 'C'

PS_PO_LINE_DISTRIB.BUDGET_LINE_STATUS ='N'

KK_CLOSE_FLAG = 'Y',DISTRIB_LN_STATUS ='C'

PC_DISTRIB_STATUS = 'N'

OPRID_MODIFIED_BY = %OPRID

ACTIVITY_DT = SYSDATE

PROCESS_INSTANCE = %ProcessInstance

(Note MA will only be closed at line level)

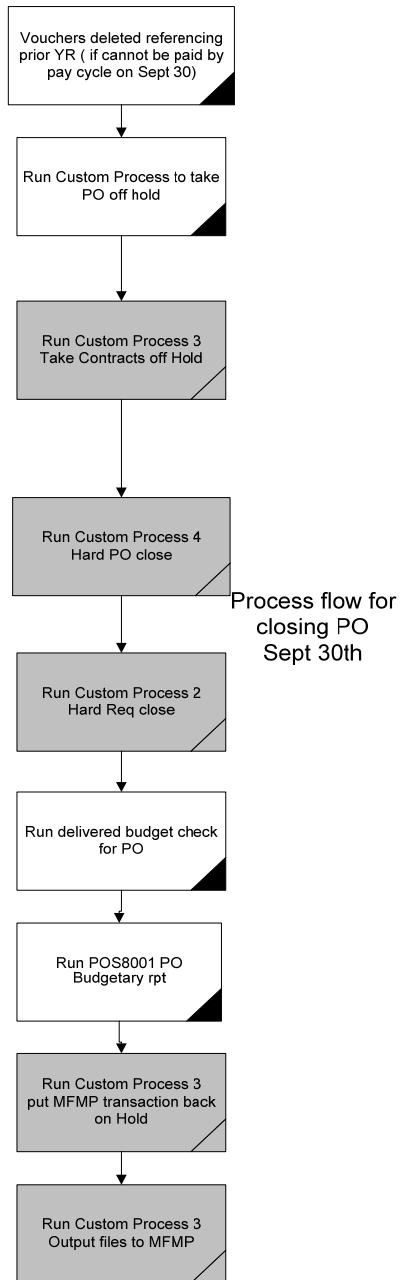
Run PO Budget Checking to release the encumbrances.

- 8) Run custom report showing all PO that where closed by this process, see below for attached format. Page break needs to be done by PO BU and a group by GL BU

PO BU	PO ID	PO Line Nbr	PO Line Distrib	Category (PRODUCT)	Approp Year (PROGRAM_CODE)	Amount
<hr/>						
<hr/>						

- 9) Run the custom program to perform the “hard-close” of all Req’s with outstanding pre-encumbrances (see technical details below). On the new Run Control, the following selections will be made by an authorized user:
 - a. Select all desired BU’s.
 - b. Select the flag for Open Pre-Encumbrances.
 - c. Enter a range of Budget Dates for the prior fiscal year.
- 10) Run Requisition Budget Checking to release the pre-encumbrances.
- 11) Run the “Requisition Budgetary Activity Report” (POS8002) and “Procurement Budgetary Activity Report” (POS8001) to ensure that there are no inappropriate outstanding pre-encumbrances and encumbrances at this time.
- 12) Run the custom program to set all MFMP Reqs, PO’s, and Contracts back on Hold. (This ensures that the MFMP interfaces work correctly).

At this point, the encumbrance balances (not including FCO & Carry-Forward Categories or Legislature BU’s) should be zero, and the total budget should reflect the true un-disbursed amounts. If a document was unable to close for some reason, this should be documented in one of the process error logs and handled manually.



Final Reversion and Budget Close

Once all the prior-year encumbrances are released, two activities must take place in Commitment Control:

- 1) The Total Available budget balance for the prior budget period will be reduced to zero. As part of ADML 011, Aspire will send LAS/PBS a file containing prior budget period available balances by LAS/PBS Fund/ BE/ CAT/APPROP YEAR. OPB will review and LAS/PBS may send back the reversions through ADML 1425 (the actual business process is still to be determined). This will post budget journals (negative budget amounts to the APPROVED account and corresponding positive amounts to the REVRSION account) to the APPROP and RELEASE budget ledger groups. This will have the effect of reducing all prior budget period available balances to zero, with the exception of the FCO, Carry-Forward, and Legislature budgets that will be closed at a later date.
- 2) The Budget Period will be closed for all prior-year budgets with the exception of the FCO, Carry-Forward, and Legislature budgets.

Enhancement Details for running PO Year End Close

The Run Controls need to provide the ability to select documents based on specific criteria. By adding these criteria to the Run Controls, all the appropriate documents can be selected and processed at once for closure. In addition, by adding the Category chart field to the selection criteria, the documents related to FCO, Carry-Forward, and Legislature Appropriations can be closed at a later date based on the State policies.

REQUISITION RUN CONTROL:

- Ability to select documents across one to many BU's.
- Ability to select by a range of Approp Year (PROGRAM_CODE).
- Ability to select all Open Pre-enc.'s (REQ_RC_WB.PO_OPEN_ENC_FLAG)
- Ability to select by the Category chart field (PRODUCT) by including or excluding one to many Category values.

PURCHASE ORDER RUN CONTROL:

- Ability to select documents across one to many BU's.
- Ability to select by a range of Approp Year (PROGRAM_CODE).
- Ability to select by the Category chart field (PRODUCT) by including or excluding one to many Category values.
- Ability to select transaction by budget hdr status <> or =
- The Use Current Date Option (RUN_CNTL_PO_AE.USE_CURRENT_DT) should be available on Run Control and should always be selected and grayed out.

This will ensure that the 'Accounting Date for the Action' is always set to the current date. This date will be applied to the document as it would in the delivered process, and will be used in selection criteria for MFMP flat file.

- Include/Exclude Master Agreements, When include is selected we need to make sure we don't process MA's through delivered PO Recon process.

Update MFMP with Closed PO's and Master Agreement Lines

The final step in the year-end process will be to update MFMP with the newly closed PO's, and MA's so that the two systems can stay in sync. In order to accomplish this, a batch process needs to be developed to produce 2 flat file with all PO Lines that were closed (PO_LINE.CANCEL_STATUS = C). The fields that should be included on flat files are as follows:

WHERE PO_HDR.ORIGIN = MFM and PO_HDR.ACCOUNTING_DT = XX/XX/XXXX*

- BU (PO_HDR.BUSINESS_UNIT)
- PO ID (PO_HDR.PO_ID)
- PO Reference (PO_HDR.PO_REF)
- PO Header Status (PO_HDR.PO_STATUS)
- PO Line Number (PO_LINE.LINE_NBR)
- PO Line Status (PO_LINE.CANCEL_STATUS)

See earlier for format of the 2 files

In order to ensure that the file does not send the same information twice, the Run Control should include the PO Accounting Date as selection criteria. Since the Accounting Date automatically gets updated with the date the PO is closed, this date should be entered on the Run Control so that the process only selects PO's that were closed in the most recent close process.

It is assumed that all MFMP Requisitions are fully sourced, and therefore, will not require a file from Aspire with the Requisition close information. MFMP will be able to identify which Vouchers are deleted on Sept 30th based on the status, and therefore, will not require a file from Aspire with this information. MFMP can choose to update these documents however they deem necessary. If one of these closed documents is re-submitted to Aspire for any reason, it will not be accepted and Aspire will send an error message back to MFMP through the real-time interface.

3.3 Navigation path

The Voucher inquiry and reporting for agency-level users to prepare for year-end can be found on the following delivered page:

Accounts Payable > Vouchers > Maintain > Voucher Maintenance Search

The Voucher field replacement and deletion processes for enterprise-level users can be performed through the following delivered page:

Accounts Payable > Vouchers > Maintain > Voucher Mass Maintenance

The delivered Budgetary Reports can be found under both of these navigation paths:

Purchasing > Requisitions > Reports > Req and PO Budgetary Activity

Purchasing > Purchase Orders > Reports > Req and PO Budgetary Activity

The delivered Reconciliation processes can be found under the following navigation:

Purchasing > Requisitions > Reconcile Requisitions > Close PO's

Purchasing > Purchase Orders > Reconcile PO's > Close Requisitions

The new Run Controls for the Hold Process should be found under these navigation paths:

Purchasing > Requisitions > Reconcile Requisitions > "Update Hold Status"

Purchasing > Purchase Orders > Reconcile PO's > "Update Hold Status"

The new Run Controls for the 'Hard-Close' should be found under the following navigation:

Purchasing > Purchase Orders > Reconcile PO's > "Year End Close"

Purchasing > Requisitions > Reconcile Requisitions > "Year End Close"

The new Run Controls for Releasing Pre-Encumbrances should be found under this path:

Purchasing > Requisitions > Reconcile Requisitions > "Release Outstanding Pre-Encumbrances"

The batch interface to MFMP should be found under the following navigation:

Purchasing > Purchase Orders > Reconcile PO's > "MFMP PO Close Information"

3.4 Set Up/Control Data

- The Close and Cancel Days are setup on the PO BU Definition. These values are used in the calculations for PO_REQRCON and PO_RECON.
- The Installation Options configuration setting for Default Budget Date should be set to “Predecessor Doc Date Default”.
- The Accounting Date Indicator will be set to “Current Date” on the Payables Options for each AP BU.

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

- A Run Control needs to be developed to release all outstanding pre-encumbrances as described above.
- A Run Control needs to be developed for the PO Year End Close as described above.
- A Run Control needs to be developed for the Requisition Year End Close as described above.
- The Voucher Approval Status (VOUCHER.APPR_STATUS) needs to be added as selection criteria on the Voucher Mass Maintenance page, (VCHR_MASS_MAINT).
- The Voucher Budget Status (VOUCHER.BUDGET_HDR_STATUS) and From/To Budget Dates need to be added as selection criteria on the Voucher Maintenance Search page (VCHR_CRRCTSRCH_PG).
- A Run Control needs to be developed for the program to set the Hold Status of Requisitions. The Run Control should contain the following selection criteria and actions available:
 - Select to run for all Purchasing Business Units or by one Business Unit. If one Business Unit is chosen, a prompt field should open up to enter BU value.
 - Ability to turn Hold flag On (If selected, Set PO_HDR.HOLD_STATUS = Y). Only allow this radio button to be selected if an MFMP option is chosen. Gray this field out if Aspire Reqs are selected.
 - Ability to turn Hold flag Off (If selected, Set PO_HDR.HOLD_STATUS = N)
- A Run Control needs to be developed for the program to set the Hold Status of PO's. The Run Control should contain the following selection criteria and actions available:

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- Select to run for all Purchasing Business Units or by one Business Unit. If one Business Unit is chosen, a prompt field should open up to enter BU value.
 - Select MFMP MA's only (On PO_HDR record, ORIGIN = MFM and PO_ID begins with 'C')
 - Select both MFMP PO's and MA's (PO_HDR.ORIGIN = MFM)
 - Ability to turn Hold flag On (If selected, Set PO_HDR.HOLD_STATUS = Y). Only allow this radio button to be selected if an MFMP option is chosen. Gray this field out if Aspire PO's are selected.
 - Ability to turn Hold flag Off (If selected, Set PO_HDR.HOLD_STATUS = N)
 - A batch interface needs to be developed to send a flat file to MFMP with all the newly closed PO's. (Could be PO's or Master Agreements). This should run during year-end close. Details described above.
 - In synopsis – Custom Processes needed
 - (1) Custom Hold process for Req
 - (2) Custom Hold process for PO/MA
 - (3) Custom Close Req process
 - (4) Custom Close PO process
 - (5) Custom Process to close MA at line level
 - In synopsis – Custom reports / Output files needed
 - (1) Req Closed
 - (2) PO Closed
 - (3) PO Category Control Report
 - (4) Vouchers Deleted Report & File
 - (5) Outbound files to MFMP

3.6 Unit Test Considerations

- Verify that the un-sourced and partially sourced Requisitions are set to Closed and the associated pre-encumbrances are released in the following scenarios:
 - Header Status = Approved, Budget Status = Valid
 - Header Status = Pending, Budget Status = Not Checked
 - Header Status = Denied, Budget Status = Not Checked
- Verify that the fully sourced Requisitions are not affected by the new process.
- Verify that PO's (including MFMP MA's) are closed with the custom "hard-close" process and the associated encumbrances are released during budget check process in the following scenarios:
 - Header Status = Approved, Budget Status = Valid
 - Header Status = Pending, Budget Status = Not Checked
 - Header Status = Denied, Budget Status = Not Checked
- Verify that Req's are closed with the custom "hard-close" process and the associated pre-encumbrances are released during the budget check process, in the following scenarios:
 - Header Status = Approved, Budget Status = Valid
 - Header Status = Pending, Budget Status = Not Checked
 - Header Status = Denied, Budget Status = Error
- Verify that Reqs and PO's not qualified for closure can be overridden and closed with custom "hard-close" programs.
- Verify that the Voucher Mass Maintenance page selects and deletes the appropriate vouchers.
- Verify that the Voucher Mass Maintenance page correctly changes the Payment Terms on the selected vouchers.
- Verify that the appropriate documents are taken off and on Hold with the new programs.
- Verify that the flat file for MFMP documents produces the expected results.

3.7 Miscellaneous

Notes on Security and User Preferences

- Budget date will be secured all year long to authorized users only. This will limit the entry of new Requisitions, Purchase Orders and Vouchers against a budget period outside of the current period. Only authorized users will have the ability to book transactions against the future or prior budget periods. It is recommended to give this authority to the final approvers within each agency. If a transaction needs to be booked outside of the current budget period, the initial Buyer or AP Clerk can enter the transaction and then request that the final approver changes the budget date so that the transaction will go against the correct budget period.
- Security for closing and canceling purchasing documents is defined on the User Preference pages.
- No users will have access to the Reconciliation Workbenches.
- The new Run Control pages and Voucher Mass Maintenance pages should only be accessible to the appropriate Enterprise-level authorized users.
- Agency-level users should have access to the Voucher Maintenance Search page.
- When you perform a voucher mass maintenance operation, the system logs your User ID, the Request ID and description you entered on the Voucher Mass Maintenance operation page, the date, and the time that you requested the operation. To view this audit information, run a query on the VCHR_MMT_RQS_HT table.

Notes on Budget processing

- All Budgets will be setup at the GL BU level.
- The Budget Date entered on the distribution line of P2P transactions determines which Budget Period the transaction is booked against.
- On brand-new documents, the Budget Date will default from the Accounting Date, even when using the Copy functionality.
- On documents being created from a “Predecessor” document (i.e. A PO being created from a Req), the Budget Date will default from the Predecessor document.
- The Budget Period must be in Open status in order to successfully book a transaction against it.
- All P-card transactions will be booked against the current budget period based on what day the transaction is created.

- Any Reqs / POs left in 'Not Budget Checked' status will not be included in the Sept 30th processing and will remain in system.
- Any Reqs / POs left in 'Error' status will need to be handled manually by each agency to release any associated pre-encumbrance or encumbrance.

Notes related to MFMP

- MFMP Interfaces (83, 85, 87, 88, 90, and 1726) will need to be updated with some year-end specific validations including the following:
 - Ensure that Vouchers are not submitted against closed POs/MAs.
 - Ensure that Change Orders are not submitted against closed Reqs/POs/MAs.
 - Ensure that only the authorized users are able to override budget date on Reqs, POs, and Change Orders.
 - In the Voucher return message, tell MFMP if the Voucher was flagged for audit.
 - Send MFMP a message when Vouchers are approved by Audit.
 - All files that will be sent to MFMP will be in Pipe delimited format.
- MFMP will add validation on their side relating to ADML 107, Payment Information, so that the encumbrance will not be restored for reversals when the related PO is in closed status.
- For the Hard close the sequence of events should be as follows
 - (1) Day before – Run Category Control rpt
 - (2) Day before Use Voucher Mass Maintenance Page to set Pay terms to Pay now for all available prior year vouchers.
 - (3) Day before – run Paycycle with Pay through dates of Sept 30th
 - (4) Run cash checking reports
 - (5) Correct Cash / budget errors
 - (6) Run Paycycle to pay remaining vouchers
 - (7) Delete vouchers using mass maintenance
 - (8) Unpost vouchers and set amount to zero for vouchers that cannot be deleted.

(9) Run custom process to take PO and MA off hold

(10) Run custom PO / MA Close Process regardless of budget hdr status

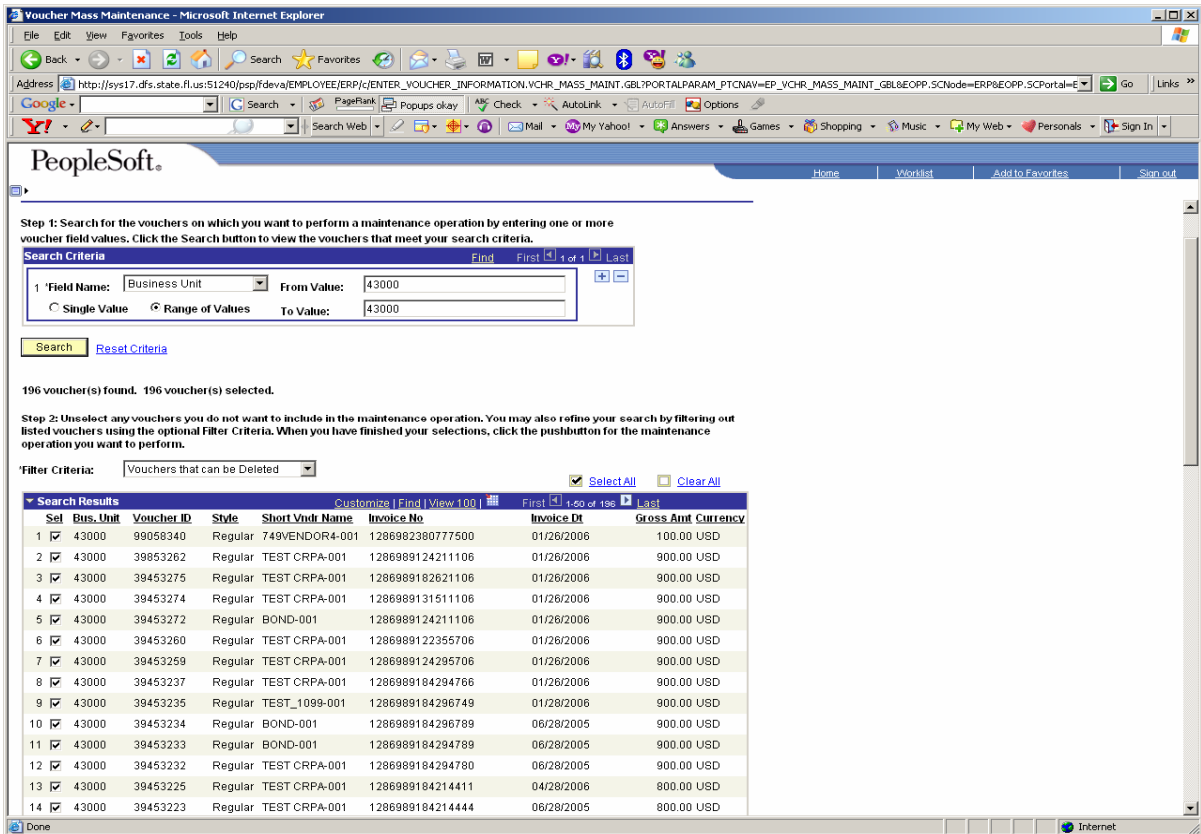
(11) Run the custom Hold Process

(12) Run the outbound files to MFMP

(13) Run custom FCO report

(14) Run Budget Check

- The voucher maintenance page allows the Enterprise user responsible for deleting the vouchers to do a search by a range of BU and then further refine the search results to only display the vouchers that are eligible for deletion, see below screen shot



Note vouchers that cannot be deleted because they have accounting entries associated with them - they will have to be unposted and amounts set to zero – Agency will have to query this data (this will not be no vouchers deleted report)

3.8 Assumptions

Assumptions on State Policy

- The State certified-forward policy allows encumbrances (“obligations”) that were booked prior to year-end, to remain open for 90 days in order to be paid out of prior-year budget.
- The State policy no longer requires approval to keep prior-year encumbrances open for 90 days.
- State policy requires that all vouchers referencing prior-year budget are fully paid by Sept 30th.
- Legislature, FCO, and Carry-Forward related appropriations are exempt from the normal closing dates.
- A policy should be in place stating that Reqs and POs should not be created against multiple budget periods. (Note: If a Req contains references to both the prior budget period and current budget period, it still must be closed on June 30th if it meets the requirements mentioned above).
- A policy should be in place stating that Vouchers should not be created against multiple budget periods. (Note: If a voucher contains references to both the prior budget period and current budget period, it still must be deleted Sept 30th if it meets the requirements mentioned above.)
- Policy states that all P-Card vouchers should be processed within 10 days from the transaction date.

Assumptions about the Accounting and Budget Periods

- The AP Accounting periods will be closed at the end of every month, including June 30th. However, the GL Accounting periods may remain open for adjustments.
- The prior fiscal year budget period will remain open for 90 days after year-end (June 30th).
- The prior fiscal year budgets will be fully closed on Oct 1st, with the exception of FCO, Carry-Forward, and Legislature budgets.

Other

- Prior to running the YE close process on Requisitions all requisitions need to be in Budget hdr status of Valid or Error for MFMP (i.e. Req should NOT be in BUDGET_HDR_STATUS = 'N' for MFMP).
- This ADML does not include functionality to handle year-end processing of inter-unit, intra-unit, or any manually encumbered transactions.
- FCO and Carry-Forward related transactions can be closed via this same process on the dates specified by LAS/PBS.
- The Legislature's budget and transactions can be closed via this same process on the dates are determined for their closing.
- Aspire will not be using Prepaid, Third Party, or Register vouchers.
- Template, Journal, and P-card vouchers will not be deleted for year-end processing.
- FCO Category values begin with '08' or '14'; Carry-Forward Category values begin with '13'.
- Policy will need to be in place instructing agencies not to mix FCO and NON FCO categories on the same PO Line, otherwise these PO lines will be closed no later than Sept 30th even if encumbrances amounts are still available on those (mixed) lines