

2.0 Appendix A – Project Aspire Conversion/Interface Functional Design

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|-------------------------|--|
| ADML ID | 157 |
| ADML Description | Convert Life To Date Expenditures/Amounts |
| ADML Tech # | 151 |

2.1 Description Functionality

The Grants/Projects Life to Date (LTD) Conversion will upload Life to Date balances for Projects that are active and open as of the go-live fiscal year. This conversion is necessary in order to facilitate complete project and grant reporting. The conversion will populate the PeopleSoft delivered interface table, INTF_PROJ_RES. The delivered application engine, PC_INTFEDIT, will load the LTD expenditure data into the PROJ_RESOURCE table.

Listed below are the transaction types that will be converted into Aspire:

- Spent to Date (Actual costs including payroll costs allocated to projects and grants) - REQUIRED
- Billed to Date - REQUIRED
- Indirect Cost to Date
- In-Kind to Date
- Program Income to Date

Remaining project budget balances will be entered manually or interfaced into Commitment Control (ADML 32). Open requisitions and vouchers will not be converted into Aspire. Open purchase orders will not be converted into Projects. They will be converted and budget checked in the Purchasing module.

There are significant database sizing considerations when bringing in the lowest level of detail for revenue/expenditures. The following rules apply to converting data:

- Data will be converted at a detailed level for the period during the go-live fiscal year.

- Data will be converted at a summary level for the period prior to the go-live fiscal year.
- Transactional data for Projects that are closed prior to the go-live year will not be converted. Historical information on closed projects will be available in FLAIR's Information Warehouse. Closed projects that are tied to assets that are not fully depreciated will be converted as part of the Project Conversion (ADML 159). Any assets created from these closed projects will be converted from the FLAIR Property Master file into the AM system with the Aspire Project ID.

The following reconciliations will need to be performed:

- YTD expense and revenue balances in General Ledger should reconcile with what is converted into Projects. The level of detail may be different between the two modules; however, at a high level the numbers between the two modules should match.
- Since, only YTD balances will be converted into the General Ledger, prior year expenditures and revenues converted into Projects will only be reconciled against the agency's incoming source file
- Prior to the go-live fiscal year, only open vouchers will be converted into Aspire (per the P2P team). This will effectively prohibit any reconciliation of converted grants expenditure to the AP module. Historical data will be available in FLAIR.
- All reconciliations will need to be verified against each agency's incoming source file.

2.2 Scheduling

N/A

2.3 Run Control Parameters

| Interface / Conversion Parameters | |
|--|---------------------------------------|
| <i>Parameters (Required)</i> | <i>Possible Values (Prompt Table)</i> |
| Path and File Name | |

2.4 Unit Test Considerations

- Review the converted data and compare to the input files that were used for the conversion.
- Review the PROJ_RESOURCE table for converted data and ensure that all mappings and defaults have been processed and data has been written correctly. This will specifically apply to all fields with table edits and translate edits.
- Review the error report and ensure that the errors have been identified. The error conditions may need to be simulated.

2.5 Miscellaneous

- A standard process report will be generated that lists the process information and all the conversion records that were processed (successfully or not) into INTF_PROJ_RES interface table.

2.6 Assumptions

- Project budgets will not be converted into the Projects module using this conversion program. Project Budgets will either be entered manually or interfaced into Commitment Control (See ADML 32 – Budget Import) .

- Project budgets for open projects will be entered with the remaining budget amounts at go-live. LTD expenditures converted into Projects will not be budget checked.
- No historical procurement information will be converted into Aspire.
- All converted expenditures will be billed prior to conversion; therefore, these expenditures will be converted into the PROJ_RESOURCE table with a flag that indicates that they have already been billed.
- CMIA reporting clearance patterns will not be calculated in Aspire until an agency has been on Aspire for a full fiscal year (July 1 – June 30). In the interim, the clearance pattern will be calculated in FLAIR.
- Current year revenue and expenditures converted into Projects will reconcile with balances converted into General Ledger.

2.7 Record Layout

The Conversion Requirements table below includes field information from INTFC_PROJ_RES table.

Below is a key of the terms contained within the Conversion Requirements Table:

- Sourcesys.table.field = State Agency
 - The source table may vary per State Agency. Agencies are responsible for mappings to the target fields.
- Sourcesys.table.field = N/A
 - Source table mapping not required.
- Selection Criteria = Required
 - The attribute is mandatory and is required to exist in the input file.
- Selection Criteria = Optional
 - The attribute is not required for this conversion. Since agencies may use these fields at their discretion, these fields are contained in the file layout.
- Selection Criteria = Not used in file layout
 - The attribute is being displayed in this functional spec for informational purposes, but this field is not contained in the technical team's conversion file layout.
- Selection Criteria = System Maintained
 - The attribute values are automatically generated by PeopleSoft. Agencies don't need to map to these fields.

| Conversion/Interface Requirements | | | | | | |
|-----------------------------------|--------------------------|-----------------------|------------------------------------|--|---|---|
| Sourcesys.tab le.field | Field Format / Length | Selection Criteria | Processing Rules | Comments | Targetsys.table.field | Field Format / Length |
| State Agency | | Required | LTD='Life to Date Conversion | | RECORD-ID | CHAR/3 |
| State Agency | | Required | | Use agencies BU+000. For example, DOH would be 64000. | FL_INTFC_PROJ_RES .INTFC_ID | Num / 8 Right Justified |
| State Agency | | Required | | Start with 1 and number sequentially Agency Business Unit | FL_INTFC_PROJ_RES .INTFC_LINE_NUM | Num / 8 Right Justified |
| State Agency | | Required | | | FL_INTFC_PROJ_RES .BUSINESS_UNIT | Char / 5 Alphanumeric Left Justified |
| State Agency | | Required | | Project that will accumulate costs and revenue. Normally when projects or grants are passed from one agency to another, the sub-recipient agency must use the prime agencies project. During the first year of go-live, agencies will not be required to share projects. | FL_INTFC_PROJ_RES .PROJECT_ID | Char / 15 Alphanumeric Left Justified |
| State Agency | | Required | | Funding Source; use valid value from Standard Activity table (FS_ACTIVITY_TBL) Agency Business Unit | FL_INTFC_PROJ_RES .ACTIVITY_ID | Char / 15 Alpha Left Justified |
| State Agency | | Required | | | FL_INTFC_PROJ_RES .BUSINESS_UNIT_GL | CHAR/5/Left Justified |
| State Agency | | Required | | Fiscal year of activity | FL_INTFC_PROJ_RES .FISCAL_YEAR | NBR/4/Right Justified |
| State Agency | | Required | | For the current fiscal year, use the accounting period prior to your go live period. For other fiscal years, use period 12. | FL_INTFC_PROJ_RES .ACCOUNTING_PERI OD | NBR/3/Right Justified |
| State Agency | | Optional | | Object, GL Code | FL_INTFC_PROJ_RES .ACCOUNT | CHAR/10/Left Justified |
| State Agency | | Optional | | Object, GL Code | FL_INTFC_PROJ_RES .ALTACCT | CHAR/10/Left Justified |

| Conversion/Interface Requirements | | | | | | |
|-----------------------------------|--------------------------|-----------------------|---------------------|---|--------------------------------------|---------------------------|
| Sourcesys.tab le.field | Field Format / Length | Selection Criteria | Processing Rules | Comments | Targetsys.table.field | Field Format / Length |
| State Agency | | Optional | | Organization/IBI | FL_INTFC_PROJ_RES .DEPTID | CHAR/10/Left Justified |
| State Agency | | Optional | | Budget Entity | FL_INTFC_PROJ_RES .OPERATING_UNIT | CHAR/8/Left Justified |
| State Agency | | Optional | | Program | FL_INTFC_PROJ_RES .CHARTFIELD3 | CHAR/10/Left Justified |
| State Agency | | Optional | | State Fund, Fund ID | FL_INTFC_PROJ_RES .FUND_CODE | CHAR/7/Left Justified |
| State Agency | | Optional | | Agency Unique | FL_INTFC_PROJ_RES .CHARTFIELD1 | CHAR/10/Left Justified |
| State Agency | | Optional | | Appropriation Year | FL_INTFC_PROJ_RES .PROGRAM_CODE | CHAR/5/Left Justified |
| State Agency | | Optional | | Category | FL_INTFC_PROJ_RES .PRODUCT | CHAR/6/Left Justified |
| State Agency | | Optional | | Location | FL_INTFC_PROJ_RES .CLASS_FLD | CHAR/5/Left Justified |
| State Agency | | Optional | | Agency Unique | FL_INTFC_PROJ_RES .CHARTFIELD2 | CHAR/10/Left Justified |
| State Agency | | Optional | | Activity Issue | FL_INTFC_PROJ_RES .BUDGET_REF | CHAR/8/Left Justified |
| State Agency | | Required | | Use valid value from Analysis Type table (PROJ_ANTYPE_TBL). At a minimum LTD expenditure and revenue balances (GLE and BLD analysis types) must be converted. By converting the minimum, complete grant related reports in Aspire may not be produced as the converted data may not be at the required level of detail. | FL_INTFC_PROJ_RES .ANALYSIS_TYPE | CHAR/3/Left Justified |
| State Agency | | Optional | | Optional: Enter if using this level of detail | FL_INTFC_PROJ_RES .RESOURCE_TYPE | CHAR/5/Left Justified |
| State Agency | | Optional | | Optional: Enter if using this level of detail | FL_INTFC_PROJ_RES .RESOURCE_CATEG | CHAR/5/Left Justified |

| Conversion/Interface Requirements | | | | | | |
|-----------------------------------|--------------------------|-----------------------|---------------------|---|---|--|
| Sourcesys.tab le.field | Field Format / Length | Selection Criteria | Processing Rules | Comments | Targetsys.table.field | Field Format / Length |
| | | | | | ORY | |
| State Agency | | Optional | | Optional: Enter if using this level of detail | FL_INTFC_PROJ_RES .RESOURCE_SUB_CA T | CHAR/5/Left Justified |
| State Agency | | Required | | For the current fiscal year, use the last day of the month prior to agency go live. For other fiscal years, use the last day of the fiscal year (06/30/YYYY). | FL_INTFC_PROJ_RES .TRANS_DT | Date / 10 Left JustifiedYYYY/MM/ DD |
| State Agency | | Optional | | Description of transaction, i.e, 'Converted actual exp 6/2006' | FL_INTFC_PROJ_RES .DESCR | CHAR/30/Left Justified |
| State Agency | | Optional | | Unit of Measure | FL_INTFC_PROJ_RES .UNIT_OF_MEASURE | CHAR/3/Left Justified |
| State Agency | | Required | | Only use 'N' and 'D' for records with analysis types that are part of asset costs. 'I' should be used for all other transactions. N: Cost is related to an asset but has not yet been applied I: Cost is not related to an asset D: Cost is related to an asset and has already been applied | FL_INTFC_PROJ_RES .AM_DISTRIB_STATU S | CHAR/1/Left Justified |
| State Agency | | Optional | | Quantity | FL_INTFC_PROJ_RES .RESOURCE_QUANTI TY | SIGN/12.2(16)/Righ t Justified |
| State Agency | | Optional | | Amount | FL_INTFC_PROJ_RES .RESOURCE_AMOUN T | SIGN/23.3(28)/Righ t Justified |

| Conversion/Interface Requirements | | | | | | |
|-----------------------------------|--------------------------|-----------------------|---------------------|---|--|---------------------------|
| Sourcesys.tab le.field | Field Format / Length | Selection Criteria | Processing Rules | Comments | Targetsys.table.field | Field Format / Length |
| State Agency | | Required | | Enter the agency Business Unit. The integration template defines what agencies have access to a project. An agency will have an integration template defined for itself and each state agency to which it passes projects or grants. The Integration Template naming convention will be Prime_Sub-Recipient. For example, if DCF (60000) has grant or project inter-agency relationships with DCA (52000) and DOE (48000), 3 integration templates will be configured for DCF: 60000_60000, 60000_52000, and 60000_48000. | FL_INTFC_PROJ_RES .INTEGRATION_TMPL | CHAR/15/Left Justified |