

3.0 Appendix B – Project Aspire Enhancement Functional Design

ADML ID	164
ADML Description	Cash Basis Billing
ADML Tech #	158

3.1 Background

3.1.1 Functional Requirement

Provide the ability to generate a project billing based on transactions / documents / business events that have been disbursed instead of at the point that expenditure has been recorded.

3.1.2 Delivered Functionality

Delivered PeopleSoft Grants functionality requests LOC draw totals for cost reimbursable items on a modified accrual basis. The LOC draw process pulls expenditures that have been entered and posted as a voucher, regardless of when it is scheduled to be paid.

3.1.3 Gap Description

Grants functionality in Aspire requests LOC draw totals for cost reimbursable items on a modified accrual basis (the LOC draw process pulls expenditures that have been entered and posted as a voucher, regardless of being paid). While some agencies use this delivered method, other agencies are required to request the LOC draw on a cash basis. The process that takes Aspire AP information to the Project Resource table is the Project Costing Application Engine (PC_AP_TO_PC). As delivered, it selects the cost row from the voucher table and calls the Pricing Application Engine, which then creates a billing row from that cost. At the completion of Payables to Project Costing Application Engine process, the PROJ_RESOURCE table has two new rows: a row with an analysis type of ACT; and a row with an analysis type of BIL. Those rows that have BIL are then available for the LOC draw even if the voucher itself has yet to be paid.

Based on CMIA requirements and the State's position of limiting interest reimbursement to the federal government, it has been recommended that the Billing Process include the capability to draw funds based on the Payment Scheduled date as opposed to being based on Aspire voucher posted date.

3.2 Description of New Functionality

The “Process Billing” function (In contracts) will need to incorporate inclusion of “from and to” payment schedule dates as available entry fields and the “Billing Interface” process (CA_BI_INTFC) will need to include calculation and selection of billable rows based on the payment scheduled date. If the “from and to” payment scheduled dates are not specified by the end user, the “billing interface” process will run as delivered i.e. all expense rows that exist in PROJ_REOSURCE will be processed irrespective of their payment status.

3.3 Navigation path

N/A

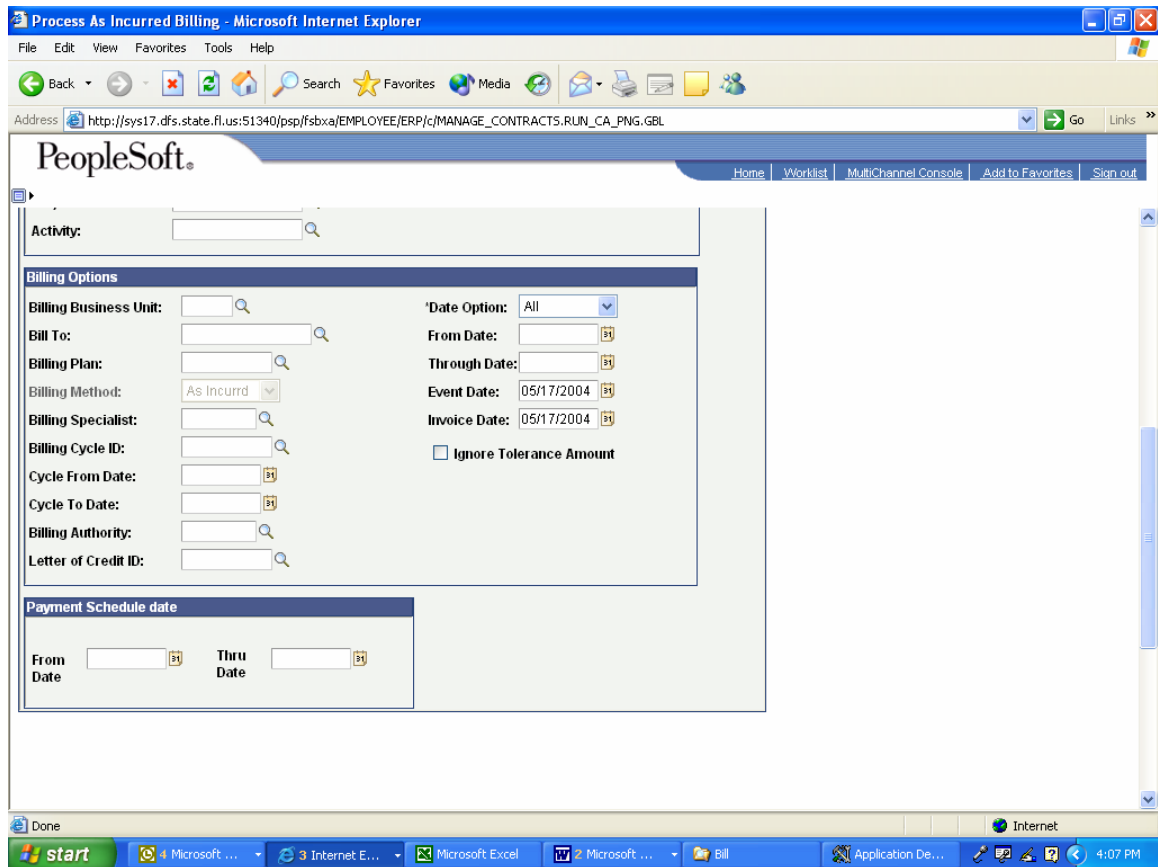
3.4 Set Up/Control Data

N/A

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

1. Create a new subpage incorporating “From and To” Payment scheduled date.
2. Include the subpage in RUN_CA_BI page.
3. Either BOTH fields should be entered or NONE of the fields should be entered.

Page should look similar to following snapshot. This is an approximate snapshot.



Processes

The application engine CA_BI_INTFC must be modified to:

1. Identify if the end user has entered the “From and To” payments scheduled date.
2. If the user has entered the payments schedule date ranges, the process should look up the corresponding voucher data (in AP) to determine if the voucher can be processed. For example:
 - a. User enters “From Payment Scheduled date” of 5/12/04 and “To Payment Scheduled date” of 5/15/04. If the voucher has a payment scheduled date that does not fall in the abovementioned range, the voucher will not be selected for payment processing and subsequently will not be billed.
 - b. **Note:** Voucher ID is stored on the cost row.
3. For expenses that do not have a voucher date (i.e. Direct Journal expenses), this logic must not be performed. Those expenses should always be processed if they satisfy other run control parameters for this process.

4. Vouchers that have multiple payment schedule dates should not be processed (i.e. not billed). The vouchers must be reported in an error report. Subsequent voucher correction and project transaction reversal is a training issue and it does not affect this customization.

The business process assumptions that drive this requirement are as follows:

- AP personnel will not enter multiple payments for a voucher.
- Some errors in voucher entry may happen and multiple payments for a voucher may be entered as there are no existing safeguards in the PeopleSoft system to prohibit such entry.
- The interface process will identify such vouchers and provide an error report. The identification will happen only when the contracts-to-billing interface process (CA_BI_INTFC) is run.
- Upon reviewing the error report, following business actions will need to be performed:
 - i. AP Administrator – Correct the voucher. Change the payment schedule to reflect a single payment or create multiple vouchers to reflect multiple payments. There will be one voucher per payment.
 - ii. Projects Administrator – Create a reversing entry using the same chartfield combination as the existing resource entry in PeopleSoft Projects tables. Other alternatives may be employed to nullify this entry.

Error Message

When vouchers have multiple schedule payment dates, an error message should be generated. An error message should state ‘Vouchers with 2 or more Schedule Payment Dates cannot be processed. See Error Report for further details.’

3.6 Unit Test Considerations

- Cash basis billing. All PROJ_RESOURCE lines must be processed irrespective of the payment scheduled date. This can be tested by not entering any information in the payment scheduled dates.
- Process vouchers for which the “Payment Scheduled date” falls between the specified “from and to” payment scheduled dates.
- Make sure that vouchers with a payment scheduled date not between the specified “from and to” payment scheduled dates are NOT processed.

- Common validations:
 - Both the dates (From and To) should be entered. Entry of one date is not allowed.
 - Perform reasonable date check on both the dates.
 - “To Payment Scheduled Date” should be greater than “From payment Scheduled Date”.

3.7 Miscellaneous

- AP_PO_TO_PC process must be run to populate PROJ_RESOURCE with the voucher ID.
- All expenses that are not coming through payables but have an accounting date that falls in specified run control parameters will always be processed.
- *Error Report* – The error report contains all the cost transactions (in Projects) that have a voucher ID corresponding to a multiple payment schedule. These cost transactions must not be processed. Following information should be provided:

Accounts Payable Information

- AP Business Unit
- Voucher ID
- Vendor ID and name
- Voucher entry date and status
- Payment Information (multiple lines)
 - Payment Date
 - Payment Amount

Projects Information

- Projects Business Unit
- Project ID
- Activity ID
- Resource ID

- Resource Amount
- Analysis Type

3.8 Assumptions

N/A