

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

<b>ADML ID</b>	<b>020</b>
<b>ADML Description</b>	<b>Moving Expenses Interface</b>
<b>ADML Tech #</b>	<b>020</b>

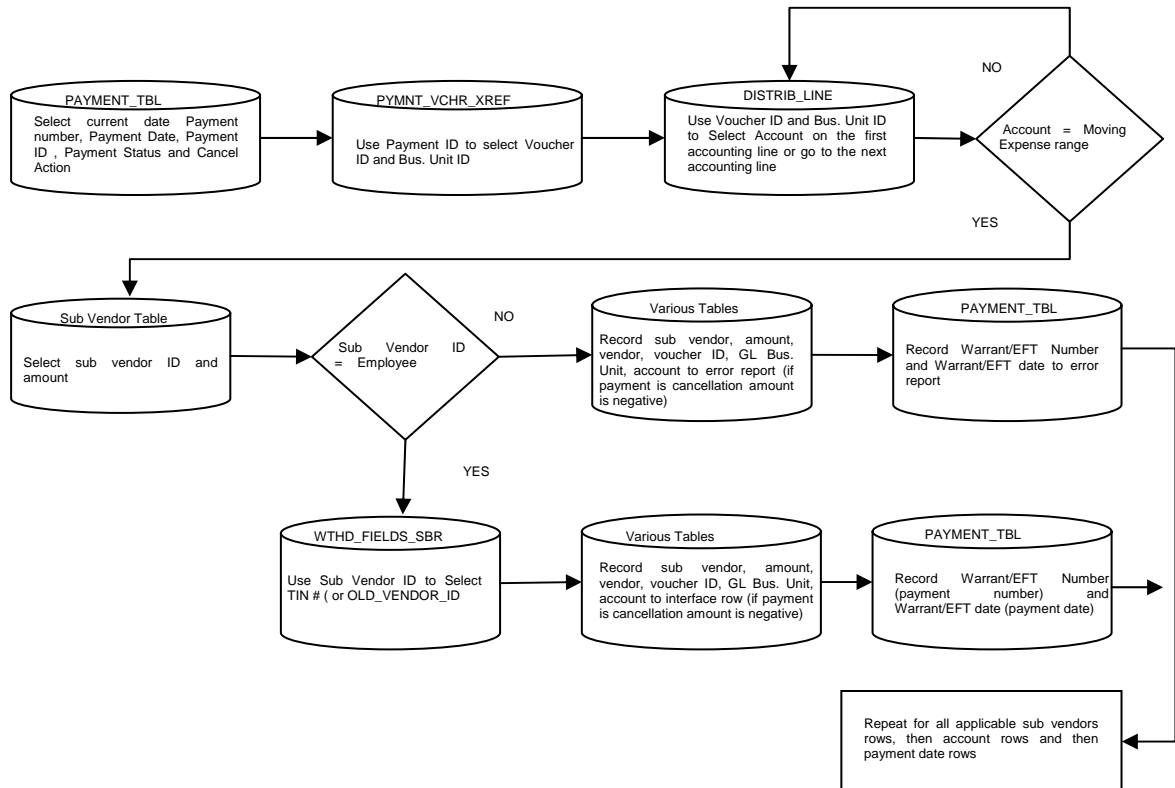
### 2.1 Description Functionality

Moving Expenses are disbursed from FLAIR either to an employee or to a vendor on behalf of the employee. A custom program extracts the employee details and payment information to a payroll adjustment record. The information is subsequently loaded into the payroll system to update the employee year to date records for tax purposes. It is a requirement of this interface (outbound from Aspire) to maintain the exact layout of the file (payroll adjustment) currently being sent from FLAIR to the BOSP (Bureau of State Payrolls).

This document is a design of the interface that will transfer moving expenses from Aspire to Payroll. Moving Expenses will be disbursed out of Aspire but the moving expenses that apply to individual employees need to be sent to payroll adjustment specific records. The information that is required for the payroll adjustment record is the the employee TIN # (SSN), the vendor ID who performed the moving, the vendor TIN #, the vendor name, the payment amount to the vendor for the moving expense, the Agency that is making the payment, the account/alt account, the Warrant/EFT # and the Warrant/EFT date.

This interface will perform the following tasks, i) Extract voucher information from the payment table based on the current date and check for payment cancellation, ii) The accounting distribution lines for payment date and voucher id are selected based on specific account/alt account numbers and specific voucher conditions, iii) Determine if the accounting distribution lines are linked to an employee sub vendor, iv) Extract data from the employee sub vendor table, v) Use the sub vendor data to obtain data from the Vendor table, vi) use the payment data to record warrant/EFT number and date to the interface. The interface will generate a report. The report that will be run daily will list the individual line activity sent with the interface. The report will identify any of the data rows that have non – employee sub vendor or a blank value in key fields (errors). An additional report (developed by EPM) will list the monthly activity being sent over through the interface. The flow chart below will provide an overview of the interface selection criteria.

This interface will run nightly.



**Detailed Functionality**

Part i) On a nightly basis the interface program will identify every warrant/EFT number (PYMNT\_ID\_REF) with a warrant/EFT date (PYMNT\_DT) equal to the current day's date on the payment table (PAYMENT\_TBL). The interface program will select the payment cancellation status (CANCEL\_ACTION and PYMNT\_STATUS) value for this row. The payment cancellation status will be used to determine if the payment row is a payment or a payment cancellation. (Cancellations will require output to the error report and a negative adjustment to the \$ amount). The interface program will use the payment ID (PYMNT\_ID) corresponding to the warrant/EFT number and date to reference the voucher ID (VOUCHER\_ID) and business unit (BUSINESS\_UNIT) value on the payment X reference table, (PYMNT\_VCHR\_XREF).

Part ii) Based on the voucher ID and business unit the interface program will search the corresponding accounting line rows on the distribution line (DISTRIB\_LINE) table for specific account/alt account numbers that identify moving expenses (In FLAIR, the

current system object code values are identified as 281000,282000,283000,284000. The corresponding Aspire account/alt account values identified are 10454000, 10457000, 10460000, 66454000 and 10463000 respectively. See table below:

Account	Eff Date	Descr	BOSP/FLAIR Object Code
10454000		Moving - Qualified Pymnt to 3rd Part~EC	281000
10457000		Moving - Qualified Pymnt to Emplpyee~EC	282000
10460000		Moving - Nonqual Pymnt to 3rd Party~EC	283000
10463000		Moving - Non-qualified Pymnt-Employee~EC	284000
66454000		Moving - Qualified Pymnt to 3 <sup>rd</sup> Part~BS	281000

Note: These account/alt account values are subject to change due to the chartfield redesign (data values). The only Aspire accounts that will be flagged as sub vendor required will be 10454000, 10460000 and 66454000 (Qualified/Nonqual Pymnt 3<sup>rd</sup> Party). The other accounts will be used for moving expenses paid directly to the employee. However, these accounts will be still included in the interface and monthly report. Also, these expense accounts for moving in Aspire should not have 1099 attributes that will allow a 1099 to be issued using the subvendor employee number. The employee is the recipient of the service not the service provider. The 1099 is issued to the service provider. We don't want to send an employee a 1099 when appropriate adjustments to an employee's W-2 will be made in payroll. If the accounts do not correspond to the search criteria, the interface program will continue onto the next payment row with a current date.

Part iii) For each distribution line that is identified from part ii), the interface program will identify the sub vendors (field name and table defined in ADML #131) linked to this distribution line. For each sub vendor that is attached to the accounting distribution line, the interface program will determine if this is an employee based on the FL\_SUBVNDR\_EMP in the FL\_SUBVNDR\_TBL table. If the sub vendor employee id is blank or the tax id is blank then the entire set of data will be written to the error section of the report.

Part iv) The interface program will extract the sub vendor number, the \$ amount, (fields name and table defined in ADML #131) and then will continue to part v).

Part v) For the sub vendor number, extract the Social Security number (TIN number from the WTHD\_FIELDS\_SBR table *or* OLD\_VENDOR\_NAME from the VENDOR

table). The Vendor number (VENDOR\_ID) will be used to extract the tax identification number (TIN number from the WTHD\_FIELDS\_SBR table). The sub vendor number, sub vendor SSN, vendor ID and vendor TIN are required for both the interface and reports.

Part vi) Using the previous selection of the warrant/EFT date (PYMNT\_DT), payment cancellation action (CANCEL\_ACTION and PYMNT\_STATUS) from the payment table (PAYMENT\_TBL) and vendor number (VENDOR\_ID) from the voucher table (VOUCHER\_TBL), record the warrant/EFT number (PYMNT\_ID\_REF) and warrant/EFT date (PYMNT\_DT) to the interface. In addition the interface will require the account/alt account, vendor name, sub vendor name, business unit ID and the voucher ID. If the payment is a cancellation, the data will be written to the payroll adjustment section of the report and the \$ amount will be converted to a negative amount. If the payment is reissued then another adjustment entry will show up on the report when the payment occurs. If the sub-vendor is an employee the interface will include this data with the interface, if the sub vendor is a non-employee the interface program will write this data to the error report. The interface program will convert the account/alt account value from the Aspire value to the corresponding FLAIR object value for the interface data being sent to payroll. In addition the OLO and the BE will be converted from the GL BU in Aspire. The interface program will continue until all of the current date rows for the payment dates have been checked.

The interface program will also keep a total of the number of records captured by the interface and the total \$ amount captured by the interface. This data will be forwarded to the same destination as the interface to be used as control numbers.

Note: The following scenario can occur and may have an impact on the reporting of taxable expenses to an employee. The voucher is disbursed and the disbursement is cancelled and the voucher un-posted in the next calendar year. This will create a payroll adjustment in two calendar years. A manual adjustment will have to be made in payroll in order to correct this.

Below is a listing of tables that will be read by the interface program:

- DISTRIB\_LINE
- VENDOR
- WTHD\_FIELDS\_SBR
- {SUB VENDOR RECORD – FL\_SUBVNDR\_TBL}
- VOUCHER
- PYMNT\_VHCR\_XREF

- PAYMENT\_TBL

If the field for Employee Vendor is left blank on the FL\_SUBVNDR\_TBL then an error report will be generated that will have the following columns:

- Sub Vendor ID (employee ID or Vendor ID on the sub vendor record)
- Sub Vendor Name
- Sub Vendor Amount (\$ amount for each row on the sub vendor record)
- Sub Vendor Tax ID (employee Social Security number or Vendor TIN)
- Vendor ID ( employee ID or Vendor ID in the vendor record or the voucher record)
- Vendor Name
- Vendor Tax ID (employee Social Security number or Vendor TIN)
- Voucher ID (voucher number)
- Business Unit (the AP business unit originating the voucher)
- Remit Vendor
- Payment Reference Number (Warrant/EFT number)
- Payment Date (Warrant/EFT Date)
- Account Number
- Object Code
- Payment Status
- Message – Reason for Adjustment

The report will also show the number of records rejected.

**2.2 Scheduling**

The interface will be run on daily basis.

**2.3 Run Control Parameters**

<b>Interface / Conversion Parameters</b>	
<i>Parameters (Required)</i>	<i>Possible Values (Prompt Table)</i>
<i>Parameters (Optional)</i>	<i>Possible Values</i>
Process Frequency	Always
Business Unit	All available business units
Ledger Group	Only the ledger group “Actuals” Ledger
As of Date	Current Date

**2.4 Unit Test Considerations**

- After the daily interface run, sum up the dollar values relating to the moving accounts/alt account as they relate to a specified employee.
- Compare the value calculated to what has been entered as moving expenses for the pertinent employee in the payroll system.
- Ensure that an error is present in the application and present on the error log.
- Ensure all of the values on the interface are the same as within the Aspire application for specific distribution lines.
- Ensure that a distribution line with multiple Sub Vendor rows, has the same number of rows in the interface as sub vendor rows that are Employees.
- Ensure that a sub vendor, that is not an employee, does not have a row on the interface.
- Ensure that the \$ amounts on the sub vendor row is the same as the amount the interface row.

- Ensure that the \$ amounts on interface or error report is negative if the payment action is a cancellation.
- Ensure that all current payment date rows have been selected.
- Ensure that only current payment date rows have been selected even when a future dated payment row has been entered to the payment table.
- Ensure that the reports are correct and capture all of the data required

## 2.5 Miscellaneous

- The person responsible for development of the technical specs for this ADML will need to work with the BOSP to determine the exact mapping of values required for the interface file layout.
- Error reports will be developed as part of the interface program.
- Report listing the interface data will be developed as part of the interface program
- The interface will translate Account/Alt Account values to FLAIR object values for the interface data.

## 2.6 Assumptions

- Any errors on the message log will be processed manually.
- Data that was not sent as a result of an error will be resolved by BOSP manually.
- All errors will be captured on a report accessible by BOSP.
- The interface will send the data for any rows that do not have errors.
- The interface will not send the data for any rows with an error.
- The interface will build the required report for the interface data sent and interface error data (daily).. The monthly report is to be handled by the EPM team (Reporting). This could be accomplished through a query.
- Any distribute line that has an Aspire account value corresponding to a moving expense value will be required to have a sub-vendor ID populated on the sub-vendor page ( requirement from P2P team for ADML 131 and 138)
- A mapping strategy will be developed to ensure that OLO can be mapped to BUs.

- DFS policies will require electronic attachments to be provided on moving expenditure entries. DFS will be able to drill back to the voucher in order to analyze the attachments.
- These attachments will be subject to DFS auditing.

## **2.7 Record Layout**

Below is a table of fields in Aspire that are required the interface file layout.

Conversion/Interface Requirements						
Sourcesys.table.field	Field Format / Length	Selection Criteria	Processing Rules	Comments	Targetsys.table .field	Field Format / Length
ASPIRE.PAYMENT_TBL.PYMNT_DT	Date	Warrant/EFT Date	Format the date to YYYYMMDD	WARRANT ISSUE DATE	TR1WDT-2K	8N / 181 - 189
ASPIRE.PAYMENT_TBL.PYMNT_ID_REF	Char/20	Warrant/EFT Number	Pick the last 7 digits of PYMNT_ID_REF. Fill in the rest of the positions with zero's (preceding)	WARRANT NUMBER	TR1WNO	7N / 174 - 180
ASPIRE.FL_SUBVNDR_TBL.FL_SUBVND_EMP	Char/ 10		If the Object Code = 2810 or 2830 then TRIVNO = TIN. Fill in from positions 2 to 10. Fill in rest of the positions	SUB VENDOR ID NUMBER	TRISVID	16A / 220 - 235

Conversion/Interface Requirements						
			<i>with zero's (preceding and trailing)</i>			
ASPIRE.PAYMENT_TBL.CANCEL.ACTION and PYMNT_STATUS	CHAR/1	<i>Use to determine if the payment is a cancellation</i>				
ASPIRE.DISTRIB_LINE.VOUCHER_ID	Char/ 8		<i>Pick position 2 - 8. Do not treat as an error because MFMP voucher id has eight characters.</i>	AGENCY DOCUMENT NUMBER	TRIADN	7A / 314 - 320
ASPIRE.DISTRIB_LINE.VOUCHER_ID	Char/ 8		<i>Voucher id. Preceding with a 'C' and zero's</i>	STATEWIDE DOCUMENT NUMBER	TRISWDN	15A / 321 - 335
ASPIRE.VOUCHER.VENDOR_ID	Char/ 10					

Conversion/Interface Requirements						
ASPIRE.PYMNT_VCHR_X REF.BUSINESS_UNIT	Char/ 5					
ASPIRE.DISTRIB_LINE.BU SINESS_UNIT_GL	Char/ 5	<i>Accounting entry business unit</i>	<i>Pick the first 5 characters of BU + 14 zero's + Payment id ref (10)</i>	<i>ACCOUNT CODE</i>	<i>TR1ACCT</i>	<i>29/A 2 - 30</i>
ASPIRE.DISTRIB_LINE.BU SINESS_UNIT_GL	Char/ 5	<i>Accounting entry business unit</i>	<i>Pick the first 4 characters of BU. Fill in the rest of the position with zero's (trailing)</i>	<i>OPERATING LEVEL ORGANIZATION (OLO)</i>	<i>TR1OLO</i>	<i>6N / 31 - 36</i>
ASPIRE.DISTRIB_LINE.AC COUNT	Char/ 8	<i>Used to determine the applicable lines</i>	<i>Need to translate to FLAIR Object code for interface data</i>	<i>OBJECT CODE</i>	<i>TR1OBJ</i>	<i>4N / 40 - 43</i>

Conversion/Interface Requirements						
ASPIRE.DISTRIB_LINE.AL TACCOUNT	Char/ 8	<i>Used to determine the applicable lines</i>	<i>Need to translate to FLAIR GL Code for interface data</i>	GL CODE	TRIGL	4N / 40 - 43
ASPIRE.VENDOR.VENDOR_TBL.	Char/ 10		<i>If the Object Code = 2820 or 2840 then TRIVNO = TIN. Fill in from positions 2 to 10. Fill in rest of the positions with zero's (preceding and trailing)</i>	VENDOR IDENTIFICATION NUMBER	TRIVNO	21A / 57 - 77
ASPIRE.VENDOR.VENDOR_CLASS	CHAR/1	<i>Used to determine if sub vendor is "employee".</i>	VENDOR_CLASS = E			

Conversion/Interface Requirements						
ASPIRE.VENDOR_WTHD.TIN (or VENDOR.OLD_VENDOR_ID)	Char/ 20	<i>Select if sub vendor is "employee".</i>				
ASPIRE.FL_SUBVNDR_TBL.AMOUNT	SIGN/ 23.3		<i>Canceled Payments will be recorded as negative values on the error report</i>	TRANSACTION AMOUNT	TR1AMT	11.2N / 44 - 5
ASPIRE.VENDOR.NAME1	Char/ 40					
ASPIRE.DISTRIB_LINE.VOUCHER_ID	Char/ 8			<i>Combination of Bus_unit(5), ASPIRE voucher_id (8) and 2 spaces (2) would form a unique ID for the Statewide document number.</i>	TR1SWDN	
ASPIRE.DISTRIB_LINE.BUSINESS_UNIT_GL	Char/ 5			<i>Combination of ASPIRE voucher_id &amp; Bus_unit would form a unique ID for</i>		

Conversion/Interface Requirements						
				<i>the state wide document number(SWDN).</i>		