FLORIDA DEPARTMENT OF FINANCIAL SERVICES

aspire

State of Florida
Project Aspire

Revised Detail Design Specification
Cured v2
(A007a)
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1.0 Introduction

The A007a Revised Detailed Design Specification consists of the Functional Specifications, Business Process Design Documents, and White Papers which address, in total, the complete Design for Aspire for requirements and open design issues identified on or before February 2, 2006. As of March 27, 2006, there are no known open design issues logged in the Aspire project control database.

1.1 Purpose

This document contains, either directly or by reference, a complete description of all of the known components required for the complete Aspire design. The sections describe both the business process design as well as the functional software design of the known enhancements, interfaces, and conversions. As such, completion of this document constitutes "Design Freeze" for Project Aspire, a critical milestone for delivering a complete solution.

The initial A007 Detail Design Specification was Accepted and addressed the needs of the State as understood at that time. However, as the design was developed and System Tested, numerous design changes were identified. These design changes were initiated at the same time as the initial design was being developed and System Tested. Eventually this phase of "continuous redesign" was halted and a top to bottom design review was initiated. During this review, the project team took a "step back" and confirmed all of the business requirements against the design, identified design issues, and then developed solutions to those issues. This Revised Detail Design Specification is the result of this review.

The Revised Detail Design Specification does not include the following items. Each item is followed by a brief explanation as to why it should not impact the Aspire Design Freeze.

- **Functional Specifications for Reports –** Reports are, by definition, extracts from the system that are sorted, accumulated, adjusted, and formatted. They use the available data and don't impact the system design.
- **Functional Specifications for specific LAS/PBS Interfaces**
    a. ADML 22: LAS/PBS History File – This outbound interface extracts data from Aspire and sends it to LAS/PBS. The data required exists in the current system design. This outbound interface does not impact the system design.
    b. ADML 1136: Transmit Monthly Expenditure Data to LAS/PBS – This outbound interface extracts data from Aspire and sends it to LAS/PBS. The data required exists in the current system design. This outbound interface does not impact the system design.

c. ADML 1137: Reconciliation Download to LAS/PBS – This outbound interface extracts data from Aspire and sends it to LAS/PBS. The data required exists in the current system design. This outbound interface does not impact the system design.

d. ADML 1138: Fund Balance Extract to LAS/PBS – This outbound interface extracts data from Aspire and sends it to LAS/PBS. The data required exists in the current system design. This outbound interface does not impact the system design.

- **Functional Specification for the General Ledger Bridge (ADML 17)** – This ADML converts FLAIR account values into Aspire account values. It is used to support interfaces into Aspire and conversions only. The mapping is done outside the system so that interfaces that haven't yet been revised to use the Aspire account code strings can still function. This tool does not impact the Aspire design; its deferral is so that all the account code values can be defined and mapped before the tool is developed.
- **Functional Specification for Certified Forward (ADML 11)** – The Certified Forward process is still being finalized, with legislation pending this year. It does not need to be implemented until the fiscal year after go-live (currently July, 2008). Based upon our understanding of the intended process, the Certified Forward Design should not require fundamental system changes.

Deliverable A007a does include the approved Functional Specification for ADML 1425: General Appropriations Act (GAA) ("Budget Load"). This specification was reviewed several times within the project team and with LAS/PBS staff; however, due to conflicts with time commitments, the Capital Stakeholders had not approved the final summary prior to the Aspire walk-through occurring. Therefore, this Functional Specification is final pending that approval.

The remainder of this document consists of the following sections:

- 2**.0 Designs of Scope Increases Identified Prior to June 2005** – This Section includes the list of approved Functional Specifications specific to the Scope Increases Identified Prior to June 2005.
- **3.0 MyFloridaMarketPlace and PeopleFirst Interfaces** – This Section includes the lists of approved Functional Specifications specific to the MyFloridaMarketPlace and PeopleFirst Interfaces.
- **4.0 Payroll Salary Detail** – This Section includes the list of approved Functional Specifications specific to the Payroll Salary Detail interface from Bureau of State Payroll (BOSP).
- **5.0 Business Process Design Revisions** – This Section includes a brief description of the business process areas including the Overall Business Process Flow. An

explanation for the obsolescence of the Summary of Roles is also included. The updated Glossary of Terms section is referenced to Appendix D.

- **6.0 System Design Freeze** – This Section confirms that the completion of this Deliverable A007a Revised Detail Design Specification constitutes Design Freeze for Project Aspire.
- **7.0 Functional Specifications** – This Section describes the Project Aspire Conversion/Interfaces Functional Design template and describes the components of a conversion or interface ADML. It also includes a Project Aspire Enhancement Functional Design template and describes the components of an enhancement ADML.
- **8.0 White Papers** – This Section references previously existing White Papers and the new White Papers for Month / Year End Close and CAFR Reporting. It includes a disposition for all previously existing White Papers and an explanation for any which are no longer required.
- **9.0 Agency Technical Integration Guide (ATIG)** – This Section includes an explanation of how and why the ATIG has been superceded by the Interface Operations Guide (IOG).
- **10.0 Appendix A – Functional Specification Approval Forms** –Appendix A includes a list of the final and approved Functional Specifications followed by the signed Approval forms for each listed Functional Specification.
- **11.0 Appendix B – Business Process Design Document Approval Forms** – Appendix B includes a list of the final and approved Business Process Designs followed by the signed Approval forms for each listed Business Process.
- **12.0 Appendix C – White Paper Approval Forms** – Appendix C includes a list of the final and approved White Papers followed by the signed Approval forms for each White Paper.
- **13.0 Appendix D – Glossary of Terms** – This section includes an updated version of the Glossary of Terms from the original Business Process Design Document.

1.2 Audience

In general this document contains a reference to the design documents on the Aspire web-site. The intended audience for the referenced materials includes all project team members, project sponsors, future Aspire users, and any agency IT staff involved in either developing agency interfaces or remediating agency systems. The intended audience for the body of this document itself is primarily Aspire project team members to validate that the required components have been properly identified, categorized, and published on the web-site.

1.3 Approach

As described above, A007a is a compilation of the components that, in total, describe the Aspire system. The development of A007a was a team effort that included project team members, DFS leadership and staff, and future agency users. The approach was the same for all items in each of the major components of A007a and is described below by major component:

- **Functional Specifications** – The Functional Specifications were the result of the Design Review and subsequent analysis and solution design. This was a multi-step process involving Aspire Project Team resources advised by external subject matter experts (SMEs) as required. The primary activities leading to the approved Functional Specifications were:
    e. Review the Design (performed by State Functional Leads and Agency Advocates with the assistance of the Consulting Functional Team members)
        i. Walk through the “configured” module
        ii. Review the existing ADMLs
        iii. Review the ITN requirements
    f. Identify Design Issues – issues were logged in the Project Control database
    g. Identify Solutions for Design Issues – functional team members brainstormed solutions at a conceptual level, and tested alternatives for configuration-based solutions
    h. Create Change Requests – functional team members needing software development to resolve an open design issue created a change request explaining the change; the effort to implement the change was estimated, and the functional team leads and solution architects reviewed and approved all changes
    i. Write the Functional Specification – functional team members created a functional specification for the change, engaging external SMEs as required; each Functional Specification was reviewed and approved by a broader team including Aspire technical team members; agency advocates were also included in functional specification review sessions
- **Business Process Designs (BPDs)** – The Aspire BPDs were initially reviewed and approved in August, 2004. Since then they have been reviewed and revised multiple times, incorporating comments from agency advocates and functional team members. The revised BPDs were reviewed by each State Process Lead and changes identified. Once these changes were confirmed, the State Process Lead approved the BPDs for publication. It is the project expectation that the BPDs will continue to be refined

throughout the remainder of the project as nuances regarding the business processes are identified.

- **White Papers** – The White Papers consist of two sub-components:

  j. Original White Papers – The original set of White Papers were reviewed and a decision was made for each. In most cases the White Paper was obsolete and a more detailed description of the planned design was incorporated into one or more approved Functional Specifications. In other cases the White Paper was revised, and finally, there are one or two cases where the contents of the White Paper will be clarified in a planned deliverable that is not yet created. In this last case, the system design will not be impacted by the documentation to be delivered.

  k. New White Papers – Two new White Papers were requested. For each of these White Papers, a group of project team members was assigned the task of defining the approach. Then a Consultant documented the approach in a DRAFT White Paper that was reviewed, revised, and approved by the appropriate Functional Lead and the group managers for the Functional Team.

1.4 Assumptions

1.4.1 General

This section includes a list of assumptions that affect the Aspire design as a whole. Specific, process-related assumptions are listed in the subsequent sections.

- Delivered PeopleSoft functionality will be used. Modifications have been developed for those cases where the State's business processes cannot be changed or function without the modification.

- All subsystem journals use Accounting Entry Templates. The Accounting Entry Templates will be approved and / or provided by the responsible accounting team. This ensures that all subsystem journals generated to the GL are correct.
- The MyFloridaMarketPlace (MFMP) interface will have a Projects Business Unit (BU), Project ID, and Activity ID chartfields on all Projects and Grant transactions. MFMP, in addition to the above, will also include source type, category and sub-category. PeopleFirst, however, will only include Time Reporting Codes.
- Error correction of module entries will be made in the source module where possible and not by entries made directly to the General Ledger.
- Swim lanes found in the Business Process Flows identifying "Aspire", "Other Systems", and "Batch Processes" indicate processes that are back-end executed and require no human interaction. These swim lanes do not have corresponding roles identified in the "Roles" section of each of the process flows.

1.4.2 Record to Report

This section includes a list of assumptions that affect the State's Record to Report processes.

- Enterprise Commitment Control Analyst generally represents DFS (A&A), LAS / PBS and / or OPB staff.
- Enterprise Financial Analyst and Enterprise System Administrator generally represent the Division of Accounting and Auditing.
- Management Budgets will be tracked and maintained at the agency-level.
- Statewide Appropriations will be controlled at the enterprise-level.
- Enterprise System Administrators will retain the authority to make changes to enterprise-level chartfields.

- Chartfield values for Org (Agency / OLO / Organization Code), Account / ALT Account and Fund (State Fund + Fund Identifier (FID)) meaning and use will not significantly change throughout the implementation period.
- Enterprise-level trees will be built to reflect the organizational, accounting and fund structures.
- Tree maintenance activity will be concurrent with chartfield maintenance.
- There will be a monthly calendar for GL processing, an annual calendar for Commitment Control, and a daily calendar for Average Daily Balances (ADB).
- The month-end close process will utilize the "soft close" strategy, meaning that no balance rollforwards will occur. Instead, users will be prevented from recording entries in prior periods by designating those periods as closed. The Enterprise Reporting Analyst will have the necessary security privileges to open and close accounting periods for all agencies – an action which is expected to occur on the "lights out" date.
- Budget Override authority will be restricted to key individuals to ensure legislative and policy compliance.
- The enterprise will set up combination edit rules; each combination edit rule will contain no more than three chartfields. This will ensure the system does not suffer performance degradation during transaction edits.
- The process steps for allocations will be kept to a minimum. Agencies may require several simple allocations executed in a series to achieve their desired results. An allocation is defined as a single set of Pool, Basis, Target, and Offset definitions.
- Batch journal inputs may have many headers, with each header containing one or more lines. If any line under a header fails an edit or budget/cash checking, then the header and all lines under header will also fail and not be posted. Agencies may want to examine how batch input lines are grouped under headers to lessen the impact of edit or budget/cash checking failures.

1.4.3 Procure to Pay

This section includes a list of assumptions that affect the State's Procure to Pay processes.

- Only the MFMP Vendor Registration website will be interfaced to the Aspire Vendor Master. Temporary interface will be created and maintained for the Vendor file of the State Purchasing Subsystem (SPURS) and the Florida Information Resource (FLAIR) subsystem. Vendor files will be converted as applicable agencies come onto Aspire.
- The State will not use the delivered AR refund functionality. Refund recipients will be entered as Vendors. A Voucher will be entered and a Warrant or EFT will be issued out of AP.
- All non-payroll payees will be maintained in Aspire except for DFS approved Agency confidential business system payees like Unemployment Compensation and Public Assistance.
- There will be no conversion of any Purchasing Item Master file.
- Travel will be processed with a combination of P-Card and Voucher reimbursements.
- Payroll and retirement payments will be processed through the current printing system. Payroll and retirement data will be interfaced to Aspire GL and the Warrants Reconciliation process will be performed in Aspire Treasury / AP.
- SpeedChart Maintenance within the Procure to Pay functional area will use the same process as RR23 (SpeedType Maintenance).

1.4.4 Treasury

This section includes a list of assumptions that affect the State's Treasury processes.

- Treasury personnel will be responsible for configuration and maintenance of Banking for State Treasury Accounts.
- The Interest Allocation process for all of the State Treasury investment activities will be executed in GL.
- Customer Initiated Payments (CIP), the CD Program, agency revolving Accounts, agency clearing Accounts, agency cash position trees, and agency cash forecast trees are out of scope (except for manual entries for agency revolving and clearing Accounts as described in the "Local, Revolving, and Clearing Funds Accounting" White Paper). Agency cash position and activity will be provided by reports from GL.

- There may be limited data conversion for the Treasury modules. Open Investment Deals will be entered manually; outstanding AP and AR Items that are Bank related are the responsibility of those respective modules.
- The Treasury will have the ability to record to the Treasury Ledger, transactions containing fund and budget entity chartfields for all Business Units.
- All Treasury subsystem journals use Accounting Templates. The Accounting Templates will be approved and / or provided by the responsible accounting team. This ensures that all subsystem journals generated to GL are correct.

1.4.5 AR / Billing

This section includes a list of assumptions that affect the State's AR and Billing processes.

- For funds to be held in the Treasury, all agencies will record receipts in Aspire for verification by Treasury.
- Limited AR and Billing functionality will be implemented at agencies that will use the Projects/Grants module.
- Limited AR functionality will be implemented at all agencies to process receipts for funds held in the Treasury.
- AR and Billing will be implemented for the following agencies to manage billings and receivables:
    1. Department of Management Services (DMS)
    2. Department of Financial Services (DFS)
    3. Department of Agriculture and Consumer Services (DACS)
    4. Department of Environmental Protection (DEP)
    5. Department of Legal Affairs (FDLA)
    6. Department of State (DOS)
    7. Department of Transportation (DOT)
    8. Department of Corrections (DOC)
    9. Department of Law Enforcement (FDLE)
    10. Fish and Wildlife Conservation Commission (FWCC)
- Until such time as an agency implements Aspire AR and Billing functionality, the agency will record as journal entries the financial events (e.g. returned Items) for which Aspire functionality is not available.

- Bi-Lateral Netting (AP to AR) functionality will not be implemented.
- Consolidated invoicing functionality will not be implemented.

1.4.6 Projects / Grants

This section includes a list of assumptions that affect the State's Projects and Grants processes.

- The agencies will have their own Grantor / Customer files under a separate SetID.
- The creation of Integration Templates will be centrally controlled as a result of row-level security for BU and SetID.
- Fixed Capital Outlay and Grants will require a Project ID.
- The Contracts module will manage revenue recognition. As a result, Revenue Plans will need to be created.
- All State agencies will use the Revenue Contract / Award set-up to define grants for statewide reporting requirements, regardless of the agencies' use of Aspire for activities such as billing.
- To provide a consistent Project structure, the Activity ID will represent Funding Source for all Projects / Grants related items.
- Indirect cost base trees and rates will be centrally defined and controlled.
- All pre-encumbrance and encumbrance information will be reported against the Project / Grant Commitment Control Ledgers. These transactions will not be interfaced into Projects to limit the size of the PROJ_RESOURCE table.
- On July 1 of the fiscal year following the date that all agencies are using Aspire, the agency initially receiving a new or renewed federal grant award (the "prime agency") and an agency receiving any of those award funds from the prime agency in a pass-through transaction (the "sub-recipient agency") will both use the same Project ID, referred to as a "shared" project, to record all financial transactions pertaining to the award.
- In the pre-Aspire period, which is that time period before the date on which all state agencies are using Aspire, agencies with federal grant awards will not be required to share a Project ID for pass-through federal financial assistance transactions with other state agencies.
- The State will use Budgetary Control at the Project and Activity ID level.
- Assets created from Construction Projects will be defined in the Projects module.
- Asset Retirements will be done in the AM module, not the Projects module. Proceeds and removal costs will not be sent from Projects to AM.

- State agencies will maintain the Institution Profile and Indirect Cost Rate information.
- Agencies that do not use PeopleFirst for time tracking will perform Labor Distribution outside of Aspire.
- Employee data will be interfaced and updated with Aspire in a timely and continual manner.
- Project ID will be required for all FCO expenditures recorded to categories 08 or 14.

1.4.7 Asset Management

This section includes a list of assumptions that affect the State's Asset Management processes.

- Asset information will not be capitalized or interfaced to the AM module when received in Purchasing or when the Requisition is made. Assets are only interfaced to the AM module (from Purchasing / AP) when the AP Voucher is posted.
- Agency AP personnel will be responsible for posting transactions to the Pre-Interface table.
- For inter-agency Asset transactions, neither a bill nor a payable is set up for either BU. Instead, an Inter-unit Asset transfer will be performed in AM and an Inter-unit cash transfer will be performed using ADML #128.
- The Asset ID will be the same number as the tag number.
- The physical inventory process will include capital as well as non-capital Assets.

1.5 Issues and Risks

This Deliverable is the culmination of an extremely thorough and inclusive process. As a result of this process, the project team's confidence in the soundness of the overall design is high. Based upon what is known today, the expectation is that this design can be implemented successfully across the State of Florida.

However, it is also reasonable to presume that there are going to have to be changes in the design prior to it being implemented. The reality that statute changes could impact the design between now and go-live makes it inappropriate to believe that everything will be implemented as currently represented. The contributing factors that are likely to cause changes to the design include:

- New legislation or policies

- Agency leadership mandates departures from the approved statewide solution
- Deployment gets extended thereby requiring it to span multiple fiscal years
- Failure to cleanse data properly in legacy systems invalidates design assumptions
- System or User Acceptance Test results reveal additional necessary design changes
- Design validation / SAW review activities uncover new design issues
- Technical implementation reveals impractical design components

Project Aspire has a documented, formal Change Control Process to ensure that any proposed change is scrutinized to ensure it is essential, that it has been properly scoped, and that the schedule impact has been determined. As the project proceeds, the hurdle required for a change to be approved will increase, and at some point all changes will have to be deferred until a subsequent release (or the deployment schedule will be adjusted).

The Deliverable A007a Revised Detail Design Specification serves the same contractual purpose as and is a replacement for the previous Deliverable A007 Detailed Design Specification. Deliverable A007a Revised Detailed Design Specification is prepared pursuant to and in accordance with EOG B2006-0315 approved by the Legislative Budget Commission on February 16, 2006.

2.0 Designs of Scope Increases Identified Prior to June 2005

An official copy of all of the approved Functional Specifications can be found on the official Aspire web site at http://aspire.dfs.state.fl.us/index.asp. Appendix A contains a copy of the Group Manager Approval forms for all approved Functional Specifications. Here is a list of those approved Functional Specifications specific to the Designs of Scope Increases Identified Prior to June 2005:

ADML	Process	Title
8	R2R	Department of Commerce Interface
57	Treasury	BOA - Bank Statements
62	Treasury	Wachovia - Bank Statement
73	Treasury	Call schedule
91	P2P	DCF - Public Assistance Payments
93	P2P	AWI - Unemployment Comp Payments
96	P2P	P-Card User Profile Upload
97	P2P	P-card Charges
100	P2P	Vendor / Payee EFT Data Updates
106	P2P	Wachovia - EFT Payments
110	P2P	Detail Warrants and Summary EFT for Payroll and Retirement (BOSP)
112	P2P	Banking Vendor Data
113	P2P	Vendor / Payee Conversion
118	P2P	Purchase Orders
124	P2P	Cash checking during PayCycle
132	P2P	Payment Hold
134	P2P	P-Card Requests and Changes to Card Provider
136	P2P	Voucher Audit
138	P2P	Voucher Sub-Vendors
144	AM	Fixed Assets
147	AM	Tiered Capitalization Policy
154	Proj/Grant	Grants Master File
155	Proj/Grant	Grants Master File
156	Proj/Grant	Grant Definition
157	Proj/Grant	LTD Expenditures
159	Proj/Grant	Project Definition

ADML	Process	Title
164	Proj/Grant	Cash basis billing
170	AR/Billing	BOA - Receipts information
173	AR/Billing	Billing Interface
176	AR/Billing	Customers (including Grantors)
182	AR/Billing	Bar code on invoice generation
740	Treasury	Receiving, merging, formatting, and identifying bank data
745	R2R	AR enhancement for Treasury GL
749	P2P	Available to Agencies - Vendor Client Add
765	Proj/Grant	Projects Master File - Inbound Interface
778	Treasury	Generate monthly bank statements for the State's Consolidated Revolving Account (CRA).
1284	P2P	Taxpayer Identification Number Entry
1285	P2P	MFMP Vendor Conversion
1286	P2P	Available to Agencies - One Time Payment
1287	P2P	SpeedChart Load
1288	AM	Location Conversion
1289	AM	Asset Custodians and Assignees
1291	AM	Asset Profile / Class Load
1292	AM	XLAT Values for Asset Status, Acquisition Code, and Disposal Code
1295	Proj/Grant	Indirect Costs
1297	AR/Billing	Pending Item Interface
1298	AR/Billing	Remit To Enhancement
1393	Proj/Grant	Funded Amount
1394	P2P	1099 Reportable Flag on Voucher
1395	P2P	Three Stamp Date on Voucher
1396	P2P	P-Card Approvers
1397	P2P	Automatic Escheatment
1398	Treasury	Identify Agency Location Tied to a Bank Transaction
1399	Treasury	BONY Deal Confirmation Outbound Interface
1400	Proj/Grant	Standard Activities (by Project Type)
1403	AM	Asset ID=Tag Number
1404	AM	Missing/On-Loan Date
1405	AM	Reference on Disposal Worksheet

ADML	Process	Title
1406	P2P	FLAIR Payments to Aspire
1409	P2P	FLAIR Warrant Cancellations
1411	P2P	FLAIR Escheatments
1417	Proj/Grant	Record recipient type at the PO line level
1420	Treasury	Interface CRA Transactions to GL
1426	P2P	Batch load of Purchase Orders
1705	P2P	SPURS Vendor add/update
1707	Treasury	Issuer and Broker
1720	P2P	MFMP Encumbrances
1724	P2P	Security on vendor location page to control update access to EFT information
1726	P2P	MFMP - Voucher Audit Denials
1727	P2P	P Card Open Charges
1729	AM	MFMP – Assigning Asset Tag
1730	Treasury	Change a record view to allow bank reconciliation
1733	R2R	Shadow Accounting Entries in Treasury
1737	R2R	Securing Specific account values for interunit transactions
1757	Multiple	Configured Workflow
1758	Multiple	Customization related to contract renewal expiration notice
1759	Multiple	Customization related to online viewing of workflow events
1760	Treasury	Security to control updates to bank date/amount
1763	R2R	Journal Source
1773	P2P	Upload Speedcharts with Multiple Distribution Lines
1775	Treasury	Trust Fund Interest Earned and Admin Fee - Outbound
1783	AR/Billing	DFS Customer Interface
1786	P2P	Display Txn No. on P-Card Page

Some Functional Specifications associated with Designs of Scope Increases Identified Prior to June 2005 were approved, completed, and then subsequently deleted or overtaken by events. Here is a list of these Functional Specifications, along with an explanation of the disposition of each:

ADML	Process	Title	Explanation
55	R2R	FSI chartfield population	FSI chartfield eliminated as part of the COA redesign.
153	Proj/Grant	Valid CSFA Codes	CSFA codes will be maintained online instead of via an interface.
167	Proj/Grant	Refunds and Program income for Grants	Business process was changed. Refunds and program income will be recorded using Journal Entries.
1296	R2R	Modify Drop Down List for Appropriation and Budget Detail	New COA redesign does not require this modification.
1410	P2P	Aspire Warrant Status to FLAIR	Required functionality incorporated into ADML 111.
1419	R2R	Making account to alt-account allow many-to-many relationship	New COA redesign does not require this modification.
1423	Multiple	Look and Feel	Project management decided that development can proceed without a Functional Specification for this object.
1424	Multiple	Derivation Engine run-time integration	Project management decided that development can proceed without a Functional Specification for this object.
1708	Proj/Grant	Add some fields to the temporary tables to support back-end matching	Redesign of the allocation eliminated the need for a custom record.
1761	Treasury	Cash Position Worksheet manual entry page	Decision made to use delivered page due to change in strategy.
1762	R2R	JE allowing changes to FSI (with limited access)	FSI chartfield eliminated as part of the COA redesign.
1818	Multiple	Report Loader	Project management decided that development can proceed without a Functional Specification for this object.

3.0 MyFloridaMarketPlace and PeopleFirst Interfaces

An official copy of all of the approved Functional Specifications can be found on the official Aspire web site at http://aspire.dfs.state.fl.us/index.asp. Appendix A contains a copy of the Group Manager Approval forms for all approved Functional Specifications. Here is a list of those Functional Specifications specific to the MyFloridaMarketPlace (MFMP) and PeopleFirst Interfaces:

MFMP Interfaces:

ADML	Process	Title
21	R2R	Valid Chart of Account Values Interface to MFMP
23	R2R	Speedchart Interface to MFMP
81	P2P	MFMP - Req Budget Check / Pre-encumbrance
83	P2P	MFMP - Purchase Requisition Data
85	P2P	MFMP - Purchase Order Data
87	P2P	MFMP - PO Changes & Cancellations
88	P2P	MFMP - Contracts Data
90	P2P	MFMP - Payment information (voucher related)
99	P2P	Vendor Registration Website
100	P2P	Vendor / Payee EFT Data Updates
104	P2P	MFMP - Encumbrance Data
107	P2P	MFMP - Payment information
108	P2P	MFMP - Voucher - Budget Check
130	P2P	Minority vendor codes
1285	P2P	MFMP Vendor Conversion
1720	P2P	MFMP Encumbrances
1726	P2P	MFMP - Voucher Audit Denials
1729	AM	MFMP – Assigning Asset Tag
1940	P2P	MFMP/Aspire PO Roll Forward

PeopleFirst Interfaces:

ADML	Process	Title
151	Proj/Grant	Labor Distributions
1728	Proj/Grant	PeopleFirst - TRC Codes
1764	R2R	Payroll Upload to PeopleFirst
1765	R2R	Position Download from PeopleFirst
1768	Proj/Grant	Upload TRC definitions to Aspire

4.0 Payroll Salary Detail

An official copy of all of the approved Functional Specifications can be found on the official Aspire web site at http://aspire.dfs.state.fl.us/index.asp. Appendix A contains a copy of the Group Manager Approval forms for all approved Functional Specifications. Here is a list of those Functional Specifications specific to Payroll Salary Detail:

ADML	Process	Title
31	R2R	Salary Detail File

5.0 Business Process Design Revisions

An official copy of the Business Process Designs (BPDs) for each process area can be found on the official Aspire web site at http://aspire.dfs.state.fl.us/index.asp. Appendix B contains a copy of the Process Lead Approval forms for all approved Business Process Designs, which incorporate the approved BPD revisions made during the multiple review cycles held in 2005 and 2006.

5.1 Overview

To create this document, the Project Team conducted a series of discovery sessions to determine which business process flows required further elaboration. Using the process flows included in the Conceptual Design Specification (A001) in conjunction with State team member input as a basis, detailed or updated business process flows and supporting narratives were created. Development of this document was an iterative process, consisting of numerous quality reviews with State and consultant process leads, their teams, Agency Advocates, and OCM team members.

During the development of the Business Process Design document, care was taken to consider the impact of potential future implementations of additional PeopleSoft modules (e.g., Travel / Expense, Human Resources, Payroll, eProcurement, and Inventory). Based upon the analysis performed to date and the knowledge of these modules of the current Aspire team members, there are no known barriers to implementing these modules implicit in this Business Process Design. [This comment is explicitly applicable to all approved Business Process Designs.]

5.2 Business Process Description

The processes discussed in this document include:

- **Record to Report—**The Record to Report processes cover activities performed within the General Ledger (GL) and Commitment Control (KK) Ledger, including creating journal entries, performing closing activities, and reporting financial results.
- **Procure to Pay—**The Procure to Pay processes covers Purchasing and Accounts Payable (AP) activities, including managing Vendor information, creating and liquidating encumbrances, using requisitions, purchase orders, contracts, and vouchers, and processing payments. In addition, the Procure to Pay processes are linked to MyFloridaMarketPlace (MFMP) through interfaces for encumbering and payment of procured goods and services.
- **Treasury—**The Treasury processes cover banking, cash management, and deal management activities, including managing bank account information, performing

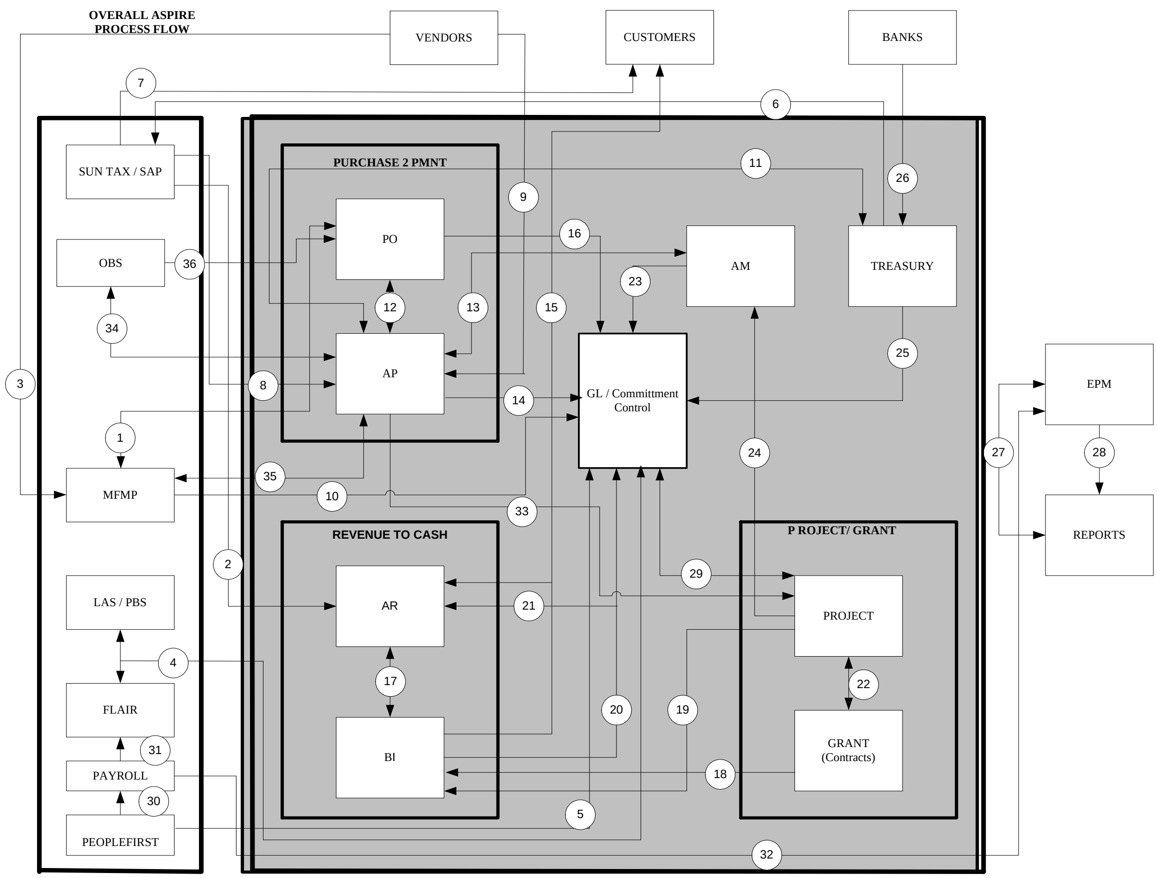
bank reconciliations, capturing deal information, and performing Treasury Accounting.

- **AR / Billing—**The AR / Billing processes cover Accounts Receivable (AR) and Billing activities, including generating invoices, performing online billing, processing payments, and collecting non-payments.
- **Projects / Grants—**The Projects / Grants processes cover activities such as creating Awards, Projects, and Subgrants; applying payments; and reviewing Project / Grant information.
- **Asset Management—**The Asset Management (AM) processes cover activities such as managing Asset information, performing physical inventory, and retiring Assets.

5.3 Overall Business Process Flow

This chapter defines the future state financial management business processes. The level zero (enterprise-level) Aspire flow below presents the relationship between individual Aspire modules to each other as well as to external systems.

NOTE: "OBS" on this graphic refers to other business systems.



Legend for the illustration above

SUN TAX / SAP	This tax revenue collection system feeds the Aspire AR module.
OBS	Other Business Systems
MFMP	MyFloridaMarketPlace—the State's eProcurement system.
LAS / PBS	The State budget preparation system that feeds final appropriations to FLAIR.
FLAIR	The existing financial system comprising a centrally operated component and a component that is used only by the agencies. The two components are synchronized periodically.
PEOPLEFIRST	Human Resources system that feeds the Aspire Projects module.
PAYROLL	Custom payroll system that feeds the Aspire General Ledger and Projects modules.
PO	Aspire Purchase Order module
AP	Aspire Accounts Payable module
GL	Aspire General Ledger module
AM	Aspire Asset Management module
TREASURY	Aspire Treasury module
AR	Aspire Accounts Receivable module
BI	Aspire Billing module
PROJECTS	Aspire Project Management module
GRANTS	Aspire Grants Management module
EPM	Aspire Enterprise Performance Management module that acts as the reporting data warehouse for Aspire.
VENDOR	External Vendors
CUSTOMER	External Customers
BANK	Federal Depository Organizations

Connecting Arrows for illustration above

1	Connects MFMP to PO
2	Connects SUNTAX / SAP to Accounts Receivable
3	Connects Vendors to MFMP
4	Connects LAS / PBS and FLAIR to General Ledger
5	Connects PeopleFirst (Labor Hours) to General Ledger
6	Connects Treasury to SUNTAX / SAP
7	Connects Customers to SUNTAX / SAP
8	Connects SUNTAX / SAP to Accounts Payable
9	Connects Vendors to Accounts Payable
10	Connects MFMP to General Ledger
11	Connects Accounts Payable to Treasury
12	Connects PO to Accounts Payable
13	Connects Accounts Payable to Asset Management
14	Connects Accounts Payable to General Ledger
15	Connects Billing to Customers
16	Connects PO to General Ledger for Commitment Control
17	Connects Billing to Accounts Receivable
18	Connects Grants to Billing
19	Connects Projects to Billing
20	Connects Billing to General Ledger
21	Connects Accounts Receivable to General Ledger
22	Connects Projects to Grants
23	Connects Asset Management to General Ledger
24	Connects Projects to Asset Management
25	Connects Treasury to General Ledger
26	Connects Banks to Treasury
27	Connects Aspire Modules to EPM and Reporting
28	Connects EPM to Other Reporting
29	Connects Projects to General Ledger
30	Connects PeopleFirst to Payroll
31	Connects Payroll to FLAIR
32	Connects Payroll to EPM
33	Connects Accounts Payable to Projects
34	Connects Other Business Systems to Accounts Payable

35	Connects MFMP and Accounts Payable
36	Connects Other Business Systems to PO

5.4 Business Processes

This chapter defines the Aspire modules and their related processes and sub processes. [Note: The actual Business Process Designs are posted on the Aspire web-site.] The table to the right illustrates the functional areas of Aspire and their corresponding codes that are used throughout this document. In some cases, processes are synonymous with Aspire modules.

RR	Record to Report
PP	Procure to Pay
TR	Treasury
AB	AR / Billing
PG	Projects / Grants
AM	Asset Management

The sections within this chapter present level 1 through level 5 business process flows depending on the level of detail necessary to adequately describe the business process. Each section begins with an illustration of the process area level 1 flow. Subsequently, level 2 through level 5 flows are presented. Level 2 flows naming convention includes the functional area 2 letter code plus a number (e.g., RR01). Levels 3 through 5 naming convention are the same as level 2 with the addition of an alpha (e.g., RR01A). See section 1.1 above for a description of each level.

At the beginning of each section (functional area) there is a table defining all of the “control points” for the sub processes that follow. Each control point represents one of three types of information: 1) inputs to the process, 2) outputs from the process, or 3) additional information pertaining to the process.

The control points are followed by the details about each sub process in the functional area, including: process flowcharts, process narratives, frequencies and dependencies, applicable process changes, assumptions related to the sub processes, descriptions of the roles related to the sub processes, and additional comments for the sub processes (if necessary).

- Each process flowchart is designed to illustrate the role(s) associated with the process, the function(s) that the people in the roles will perform, and the steps in the process. The roles are identified on the left side of each flowchart. The functions are identified on the top. Tasks for each process are in the body of the flowcharts.
- The process narratives are a written summary of the process flowcharts.
- Frequencies represent how often the processes take place. Dependencies represent other processes that must be completed before a process will commence.

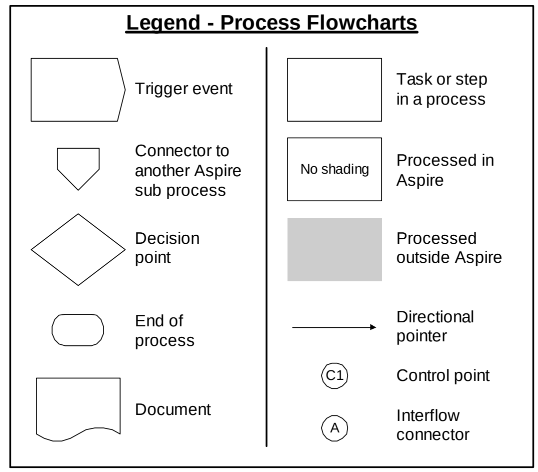
- The Process Changes section represents substantive changes in the way the State and its Agencies conduct their business.
- Assumptions include situations that the Project Team assumes will / must exist to perform the processes.
- Role descriptions illustrate the main tasks that the people in the roles will perform.
- The Comments section includes any additional information related to the process.

One of the most important elements of the Business Process Design is the addition of "function" to the process flowcharts. The functions in the following flowcharts represent a substantive step in the development of training, which will ultimately affect every end-user. The functions will also be the first step in the development of security protocols within Aspire.

The following table defines the functions used in the flowcharts.

Function	**Definition**
Analyze	Making decisions – often preceded by "Review"
Approve	Determining whether to proceed with a process
Inventory	Conducting the physical count of Assets
Manage	Overseeing business processes
Notify / Transmit	Distributing messages related to a process, including reports, approvals, and denials
Prepare	Setting up files, transactions, or Accounts to begin or continue a process
Process	Running defined processes in Aspire or conducting agencies' internal processes
Reconcile	Checking Accounts or transactions for accuracy
Request	Asking for information or approval
Resolve	Clarifying issues related to Accounts or transactions
Review	Examining documents, reports, or other outputs of processes – does not include decision-making
Update	Entering or editing data in Aspire

The chart to the right is a legend that illustrates the shapes and shading used in the sub process flowcharts.



5.5 Summary of Roles

The Summary of Roles section has been deleted because it is obsolete. The section was originally intended to summarize the Aspire roles in a concise manner because no other document existed to capture Aspire role information. Since then, Deliverable O007 Role Requirements has been created, Presented, and Accepted. This deliverable captures each role, by functional area, including the following details:

- Role Definition
- Tasks performed by the role
- BPD linkages per role
- Required knowledge and skills per role
- Role conflicts

The Deliverable O007, Role Requirements, will be reviewed, and, if required, revised and republished after Design Freeze to confirm it is consistent with the approved design.

5.6 Glossary of Terms

Please see Appendix D – Glossary of Terms.

6.0 System Design Freeze

Completion of this Deliverable A007a Revised Detail Design Specification constitutes Design Freeze for the Aspire System.

7.0 Functional Specifications

An official copy of the approved Functional Specifications can be found on the official Aspire web site at http://aspire.dfs.state.fl.us/index.asp. Appendix A contains a copy of the Group Manager Approval forms for all approved Functional Specifications.

The Functional Specification document explains in functional detail how all enhancements, interfaces, and conversions should be addressed.

As a result of the Design process, required interfaces and conversions have been identified. Interfaces exist where information needs to be exchanged between Aspire and another system. Functional Specifications were created for each identified interface and include a description of the interface, scheduling, and mapping of the data from the source system to the target system. Conversions include the loading of data from existing systems into Aspire. Functional Specifications were created for each identified conversion and include identifying the data that must be brought into Aspire, mapping the data to the appropriate PeopleSoft fields, translating data, and loading data.

Throughout the Design process, gaps have been identified where a process or requirement could not be addressed with an unmodified PeopleSoft application software solution. In those cases where gaps could not be resolved using configuration options or process changes, a Functional Specification was created to describe in detail how the software would be enhanced.

For each Functional Specification there will be a corresponding Technical Specification (in some rare cases there will be more than one Technical Specification for a single Functional Specification). The Technical Specifications will describe which tools, tables, pages, and code should be developed to meet the functional requirements as described in the Functional Specifications.

The templates for Functional Specifications are described in the next two sections.

7.1 Project Aspire Conversion/Interface Functional Design

ADML ID	
ADML Description	

7.1.1 Description Functionality

Use this section to describe the functionality required by this conversion or interface. For interfaces, it should describe the source and the target and if it is inbound or outbound or both. For conversions, it should describe the Legacy systems storing the data to be converted and the target files in Aspire the conversion will populate.

Describe at high level any data transformation that may be required (missing data elements that need to be programmatically created, mapping rules, at the data element level, etc.).

Describe the level of detail (e.g., whether we are converting summary information or transaction default)

Describe any data cleansing type transformations to be done if relevant.

For conversions describe any additional reconciliation/validation tools (programs, reports, procedures) that may be required.

7.1.2 Scheduling

Describe how often the program is executed – i.e. on demand, real time, batch nightly, month-end, daily, etc. (Only applies to interfaces.)

7.1.3 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.

Interface / Conversion Parameters	
Parameters (Required)	*Possible Values (Prompt Table)*
Parameters (Optional)	*Possible Values*

7.1.4 Unit Test Considerations

Where applicable, provide a description of functional areas that should be covered during unit testing. In particular identify any complex or out of the ordinary circumstances test cases that need to be addressed.

7.1.5 Miscellaneous

Use this section to provide any miscellaneous information that may be helpful to the developer, or others reviewing the design. This may include approaches considered or areas of particular concern. Describe any special error-handling procedures.

7.1.6 Assumptions

List the assumptions on which this conversion/interface is based.

7.1.7 Record Layout

Describe either the required fields for an interface or the data mapping for a conversion.

Conversion/Interface Requirements						
Sourcesys.table.field	**Field Format / Length**	**Selection Criteria**	**Processing Rules**	**Comments**	**Targetsys.table.field**	**Field Format / Length**
State	*CHAR / 2*					*CHAR / 2*

7.2 Project Aspire Enhancement Functional Design

ADML ID	
ADML Description	

7.2.1 Background

7.2.2 Functional Requirement

Extract the exact wording of the applicable requirements traceability matrix requirement(s) that is applicable.

Add any relevant and essential augmentation of the stated requirement that has been made clear during the design process.

7.2.3 Delivered Functionality

Document the high-level delivered PeopleSoft functionality, as it exists prior to making any modifications. **This is the existing PeopleSoft functionality not the legacy functionality.**

7.2.4 Gap Description

Extract the description of the gap from the Conceptual Design (not the options and recommendations).

Add any relevant and essential augmentation of the gap description that has been made clear during the design process.

7.2.5 Description of New Functionality

Use this section to document the functionality requested by the State and to describe the new functionality introduced as a result of this enhancement. This section should describe the functional effects of the technical changes described in the next section. Provide a reference to applicable level two process flows as follows; “See process flow XXXX”.

7.2.6 Navigation path

Provide the menu, and path to the menu, that the program should reside under.

7.2.7 Set Up/Control Data

Provide a description of any Set Up/Control Data that must be defined/populated as part of this enhancement.

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

Provide a description of modifications to be made to the application. Include exhibits where possible.

7.2.9 Unit Test Considerations

Where applicable, provide a description of functional areas that should be covered during unit testing. In particular identify any complex or out of the ordinary circumstances test cases that need to be addressed.

7.2.10 Miscellaneous

Miscellaneous information.

7.2.11 Assumptions

List all-important assumptions on which this modification is based.

7.2.12 Document Version Control

Version Number	Release Date	Version Number Description	Description of Changes
1	11/3/2003	Baseline	
2	6/15/04	Correct/Appendix	Correct process flows and add functional specs to Appendix A
3	6/21/04	QA	Refine during QA process
4	7/07/2004	Revised	Based on QA process

8.0 White Papers

An official copy of all revised White Papers and the new White Papers for Month / Year End Closing and CAFR Reporting can be found at http://aspire.dfs.state.fl.us/index.asp. Appendix C contains a copy of the Group Manager Approval forms for all updated and new White Papers.

The following table lists each previously existing White Paper and its approved disposition.

White Paper	Disposition	Explanation
Vendor Conversion and Related Issues	Obsolete	The final design for the Vendor Conversion is described in the approved Functional Specifications: ▪ ADML 113: Vendor / Payee Conversion ▪ ADML 1285: MFMP Vendor Conversion ▪ ADML 1829: SPURS Vendor Conversion
Local, Revolving, and Clearing Funds Accounting	Revised	Posted to http://aspire.dfs.state.fl.us/index.asp. Please see Appendix C for Approval form.
Inter-unit Accounting	Obsolete	The final design for Inter-unit Accounting is described in the approved Functional Specification for ADML 128.
Mapping and the Black Box	Deferred	The final design for mapping FLAIR to Aspire chartfield values cannot be documented until the enterprise and agency rules for all chartfield values have been defined and approved. The final design for “Mapping and the Black Box” will be incorporated into the Functional Specification for ADML 17 – DAC – General Ledger Bridge, which should be written and approved in June, 2006.

White Paper	Disposition	Explanation
General Revenue Fund Accounting	Revised	This White Paper has been renamed because it supercedes a portion of the original "General Revenue Fund and Cash Accounting" White Paper. The "Cash Accounting" component is addressed by the approved Functional Specification for ADML 1853: Create Cash Ledger. The "General Revenue Fund" portion has been posted to http://aspire.dfs.state.fl.us/index.asp. Please see Appendix C for Approval form.
Special Purpose Investment Accounts (SPIA) – Project Aspire Interface	Obsolete	The final design for integrating Aspire with the SPIA subsystem is documented in the approved Functional Specifications: ▪ ADML 788: SPIA Interface – Outbound to SPIA ▪ ADML 1127: SPIA – Inbound to Aspire, EFT Request
Business Unit / Set IDs	Obsolete	The final conceptual design to Business Unit and Set ID is documented in the COA Solution document. The final values will be documented in Deliverable A019, Configuration Documentation – DFS Only.

9.0 Agency Technical Integration Guide (ATIG)

The Agency Technical Integration Guide (ATIG) is obsolete and has been replaced with a more detailed set of instructions to the agencies in the form of the Interface Operations Guide (IOG).

When A007 was initially created, the approach to documenting the interfaces to the agencies was embodied in the ATIG. Subsequent to the ATIG's development and publication however, feedback from the agencies identified several areas where additional information was required and/or the information being made available was restructured to enhance agency understanding. The Aspire project, in response to this feedback, created the template for and began producing the IOG. The IOG is a flexible template that has been further enhanced over time in response to additional feedback. At this time in the project, the IOG is the preferred method for communicating interface requirements to the agencies and will be part of Deliverable T012: Interface Processing Guide.

10.0 Appendix A – Functional Specification Approval Forms

Appendix A includes the Functional Specification Group Manager Approval forms. The complete list of approved Functional Specifications (excluding those noted in Section 1.0) follows:

ADML	Process	Title
7	R2R	Journal Entries for Agency Use
8	R2R	Department of Commerce Interface
20	R2R	Moving Expenses Interface
21	R2R	Valid Chart of Account Values Interface to MFMP
23	R2R	Speedchart Interface to MFMP
25	R2R	LAS/PBS Title Interface
30	R2R	SpeedType Batch Load
31	R2R	Salary Detail File
32	R2R	Budget Journal Interface
33	R2R	Employees
38	R2R	Ledger Balance
40	R2R	Chartfield Value Conversions
45	R2R	Department Level Security
47	R2R	Journal Line Reference Field - Delivered
49	R2R	Provide a Fund AvailabilityInquiry - Delivered
50	R2R	Provide a Budget Authority Inquiry - Delivered
51	R2R	Online Transaction Detail Drill Capability - Delivered
52	R2R	Graphs for Reports - Delivered
53	R2R	Link File to InterUnit Journal Header (Dependent on ADML 128)
54	R2R	Chartfield Audit Trail
57	Treasury	BOA - Bank Statements
59	Treasury	BONY - Bank Statements
62	Treasury	Wachovia - Bank Statement
64	Treasury	Capital City - Paid Item Bank Statement File
67	Treasury	BONY - EFT and Bank Transfer – Outbound
70	Treasury	Processing of electronic returns
72	Treasury	CUSIP Check Digit Validation
73	Treasury	Call schedule
78	Treasury	Cash –Position Worksheet – Treasury Enterprise Level
81	P2P	MFMP - Req Budget Check / Pre-encumbrance
83	P2P	MFMP - Purchase Requisition Data

ADML	Process	Title
85	P2P	MFMP - Purchase Order Data
87	P2P	MFMP - PO Changes & Cancellations
88	P2P	MFMP - Contracts Data
90	P2P	MFMP - Payment information (voucher related)
91	P2P	DCF - Public Assistance Payments
92	P2P	Batch Cancellations
93	P2P	AWI - Unemployment Comp Payments
95	P2P	Available to Agencies - Expense Payments
96	P2P	P-Card User Profile Upload
97	P2P	P-card Charges
99	P2P	Vendor Registration Website
100	P2P	Vendor / Payee EFT Data Updates
104	P2P	MFMP - Encumbrance Data
105	P2P	Capital City Bank - Positive Pay
106	P2P	Wachovia - EFT Payments
107	P2P	MFMP - Payment information
108	P2P	MFMP - Voucher - Budget Check
110	P2P	Detail Warrants and Summary EFT for Payroll and Retirement (BOSP)
111	P2P	Reconciliation status of Payroll / Retirement warrants
112	P2P	Banking Vendor Data
113	P2P	Vendor / Payee Conversion
118	P2P	Purchase Orders
121	P2P	Contracts
122	P2P	Procurement card
124	P2P	Cash checking during PayCycle
125	P2P	Contract Historical Information
128	R2R	Interunit Processing
129	P2P	Link Scanned Warrants to Vouchers
130	P2P	Minority vendor codes
131	P2P	Multiple sub-vendors
132	P2P	Payment Hold
133	P2P	Payment status and history
134	P2P	P-Card Requests and Changes to Card Provider
135	P2P	Merchant Category Code Groups
136	P2P	Voucher Audit

ADML	Process	Title
138	P2P	Voucher Sub-Vendors
139	P2P	Recycled Content
140	P2P	Required contract fields
141	P2P	Scanned/electronic procurement documents
142	P2P	Suspended Vendors
144	AM	Fixed Assets
147	AM	Tiered Capitalization Policy
150	AM	Tracking asset condition
151	Proj/Grant	Labor Distributions
154	Proj/Grant	Agency Grants Master File – inbound (linked to 156)
155	Proj/Grant	Agency Grants Master File – outbound
156	Proj/Grant	Agency Grant Definition (linked to 154)
157	Proj/Grant	Agency LTD Expenditures
159	Proj/Grant	Agency Project Definition (linked to 765)
162	Proj/Grant	CFDA Verification
163	Proj/Grant	CSFA Verification
164	Proj/Grant	Cash basis billing
165	Proj/Grant	Project-ID prefix numbering
168	Proj/Grant	Row-level security and Inter-agency grants
169	Proj/Grant	Labor distribution
170	AR/Billing	BOA - Receipts information
173	AR/Billing	Billing Interface
176	AR/Billing	Customers (including Grantors)
177	AR/Billing	Open Receivables
181	AR/Billing	Security deposit customers
182	AR/Billing	Bar code on invoice generation
183	AR/Billing	Add Customer / Voucher Fields to Direct Journal
184	AR/Billing	Reconcile payments by Treasury online
740	Treasury	Receiving, merging, formatting, and identifying bank data
741	P2P	SPURS Commodity Code to Aspire Category Code
745	R2R	AR enhancement for Treasury GL Note: ADML 745 has two Functional Specifications, labeled 745A and 745B. There is no Functional Specification
749	P2P	Available to Agencies - Vendor Client Add
765	Proj/Grant	Agency Projects Master File – inbound (linked to 159)
770	Proj/Grant	Agency Projects Master File – outbound

ADML	Process	Title
778	Treasury	Generate monthly bank statements for the State's Consolidated Revolving Account (CRA).
788	Treasury	SPIA Interface - Outbound to SPIA
802	R2R	Component Interface for Agency Chartfield Values
806	R2R	Component Interface for Enterprise Chartfield Values
810	AM	Outbound Physical Inventory Flat File
814	AM	Inbound Physical Inventory Flat File
1126	Treasury	Collateral Management – Outbound Interface to CAP
1127	Treasury	SPIA – Inbound to Aspire, EFT Request
1139	P2P	Outstanding Warrants
1140	P2P	DOR Hold Table
1141	P2P	P-Card MCCs and MCCGs
1142	P2P	PayCycle output to FLAIR print file
1143	P2P	Return data for Agency Expense payments
1284	P2P	Taxpayer Identification Number Entry
1285	P2P	MFMP Vendor Conversion
1286	P2P	Available to Agencies - One Time Payment
1287	P2P	SpeedChart Load
1288	AM	Location Conversion
1289	AM	Asset Custodians and Assignees
1291	AM	Asset Profile / Class Load
1292	AM	XLAT Values for Asset Status, Acquisition Code, and Disposal Code
1295	Proj/Grant	Indirect Costs
1297	AR/Billing	Pending Item Interface
1298	AR/Billing	Remit To Enhancement
1393	Proj/Grant	Funded Amount
1394	P2P	1099 Reportable Flag on Voucher
1395	P2P	Three Stamp Date on Voucher
1396	P2P	P-Card Approvers
1397	P2P	Automatic Escheatment
1398	Treasury	Identify Agency Location Tied to a Bank Transaction
1399	Treasury	BONY Deal Confirmation Outbound Interface
1400	Proj/Grant	Standard Activities (by Project Type)
1403	AM	Asset ID=Tag Number
1404	AM	Missing/On-Loan Date

ADML	Process	Title
1405	AM	Reference on Disposal Worksheet
1406	P2P	FLAIR Payments to Aspire
1409	P2P	FLAIR Warrant Cancellations
1411	P2P	FLAIR Escheatments
1415	AM	Asset Transfer Workflow Integration
1417	Proj/Grant	Record recipient type at the PO line level
1418	R2R	Adding Checkbox indicators to account setup
1420	Treasury	Interface CRA Transactions to GL
1425	R2R	Budget Load
1426	P2P	Batch load of Purchase Orders
1705	P2P	SPURS Vendor add/update
1707	Treasury	Issuer and Broker
1720	P2P	MFMP Encumbrances
1721	R2R	Updating Cash Balances Between Aspire and FLAIR during Transition
1724	P2P	Security on vendor location page to control update access to EFT information
1726	P2P	MFMP – Voucher Audit Denials
1727	P2P	P Card Open Charges
1728	Proj/Grant	PeopleFirst – TRC Codes
1729	AM	MFMP – Assigning Asset Tag
1730	Treasury	Change a record view to allow bank reconciliation
1733	R2R	Shadow Accounting Entries in Treasury
1737	R2R	Securing Specific account values for interunit transactions
1757	Multiple	Configured Workflow
1758	Multiple	Customization related to contract renewal expiration notice
1759	Multiple	Customization related to online viewing of workflow events
1760	Treasury	Limit Update to Bank Date and Amount Fields
1763	R2R	Journal Source
1764	R2R	Payroll Upload to PeopleFirst
1765	R2R	Position Download from PeopleFirst
1768	Proj/Grant	Upload TRC definitions to Aspire
1773	P2P	Upload Speedcharts with Multiple Distribution Lines
1775	Treasury	Trust Fund Interest Earned and Admin Fee - Outbound
1781	P2P	batch load of adjustment vouchers
1783	AR/Billing	DFS Customer Interface

ADML	Process	Title
1784	P2P	Automate Creation of Late Payment Interest Voucher
1786	P2P	Display Txn No. on P-Card Page
1789	P2P	Prior Year Warrant Cancellations
1790	R2R	GL Cash Checking
1791	R2R	Trust Fund Analysis Reporting
1792	R2R	Provide Effective Status for Speed Types
1793	P2P	Loading 1099s from FLAIR
1795	Multiple	Develop TR1/TR2 Repository
1815	P2P	1099 Account Code Process
1816	P2P	1099 Print Process
1829	P2P	SPURS Vendor Conversion
1830	Proj/Grant	Allow Agencies to link new/existing projects to existing revenue contracts/grants
1831	AR/Billing	Correct bank data on deposit interface
1832	P2P	Patriot Act
1833	P2P	P-Card Approval Proxies
1834	Treasury	Treasury Interest Allocation View
1838	R2R	Dedicated Custom Online Inquiry Functionality for Cash and Investment Balances
1839	R2R	Budget Activity Line (Budget Detail)
1840	Treasury	Prompt View and PeopleCode Changes
1841	Treasury	Custom App Engine job to perform On-to-Many Bank Reconciliation
1842	Treasury	Translate Values for RECON_TRANS_CODE Field
1843	Treasury	EFT Template Field Required
1844	Treasury	Creation of Cash Worksheet Forecast Structure
1845	P2P	Reversal Voucher
1846	AM	Allow only straight line depreciation and actual month convention
1849	R2R	Handle investment/disinvestment Txns as GL journals
1850	P2P	Make origin display only
1852	P2P	Record Category ID on un-encumbered vouchers
1853	R2R	Create Cash Ledger
1854	Multiple	Batch Update of Run Controls
1917	AR/Billing	Deactivate Next Functionality for Deposit ID
1918	R2R	Hide SSN

ADML	Process	Title
1919	Proj/Grant	Req. Projects for Enter
1920	P2P	Fix acct. dist. On P-Card Vouchers
1921	P2P	Track 2 B Notices
1929	AM	Modify accounting entry templates to point to three different accounts
1930	P2P	Cancel converted warrants
1931	AR/Billing	Returned Item Invoice
1933	R2R	Display Alt Account description on Journal Entry page
1934	P2P	Record EFT payments
1937	P2P	DOH Encumbrances Generic Vendor Contract
1938	R2R	View FUND across multiple SETIDs
1939	P2P	Budget Override for Batch Transaction
1940	P2P	MFMP/Aspire PO Roll Forward
1941	R2R	Long Description for Chartfields
1942	Treasury	Bank Adjustment Interface
1944	R2R	Wave 1 Cash Balance
1945	Proj/Grant	Agency Record Control Groups
1947	AR/Billing	AR Limit Users to Revenue Categories and Select Accounts
1948	P2P	P2P Limit Users to Expenditure Categories and Select Accounts

11.0 Appendix B – Business Process Design Document Approval Forms

Appendix B includes the Business Process Design Document Process Lead Approval forms for each of the following processes:

Business Process Design
Record to Report
Procure to Pay
Treasury
AR / Billing
Projects Grants
Asset Management

12.0 Appendix C – White Paper Approval Forms

Appendix C includes the Group Manager Approval forms for the revised and new White Papers.

White Paper
CAFR Reporting
Month / Year End Close
General Revenue Fund Accounting
Local, Revolving, and Clearing Funds Accounting

13.0 Appendix D – Glossary of Terms