

ProCard Front End

Project Objective

1. Enable ProCard holders to change budget codes at the time of purchase without degrading user friendly attributes of the ProCard Program.
2. Enable identification of the requester and delivery location by Receiving to facilitate timely deliveries without degrading user friendly attributes of the ProCard Program.

Project Stakeholders and Customers

Lab ProCard Holders
Lab Budget Officers
All of business Services
Lab Budget Office

Project Deliverables

Software
License(s)
Training Plan
Procedures

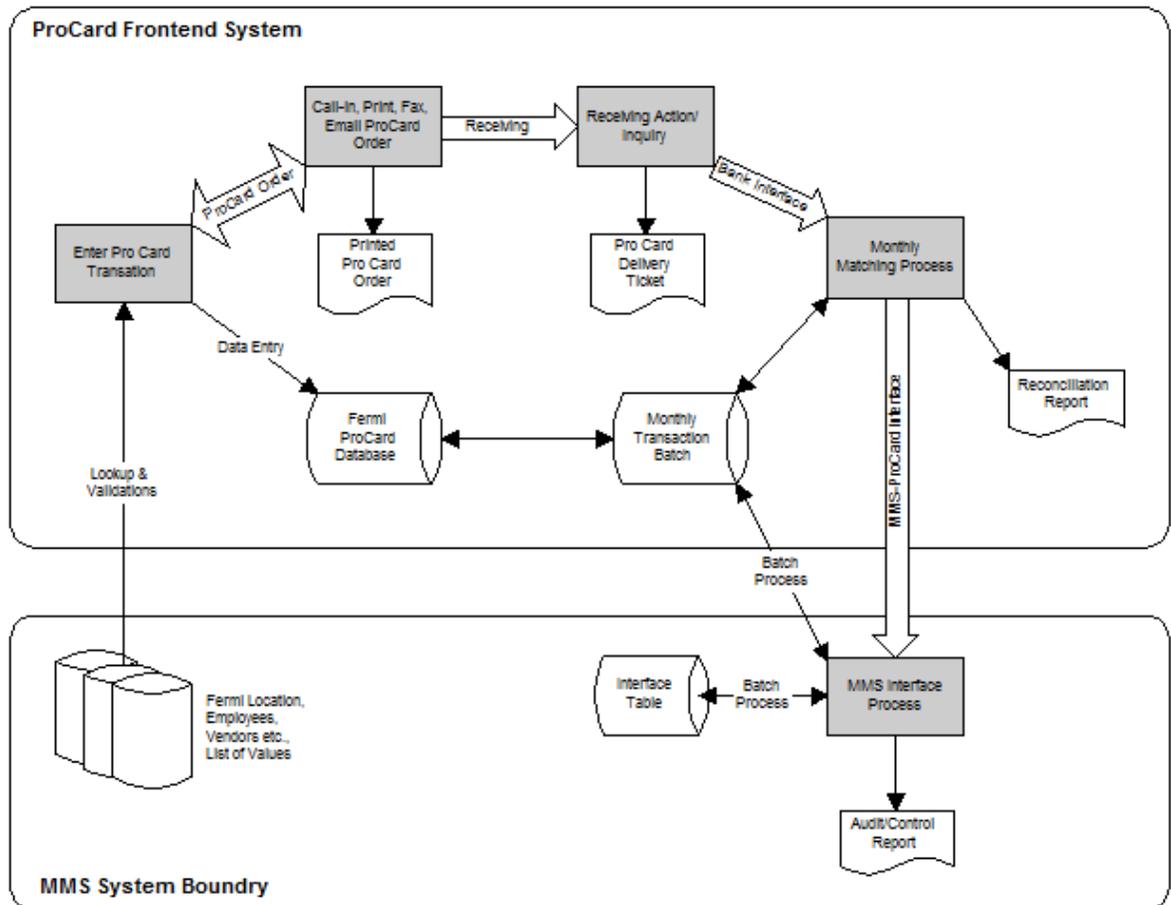
Project Goals

1. Provide the ProCard holder with the flexibility to use a budget code other than that assigned to the ProCard.
2. Reduce to the extent possible, the processing of ProCard cost transfers by the Accounting Department.
3. Provide a standardized and easily accessible web-based system.
4. Provide a fast and accurate way to identify requesters and on-site delivery locations.

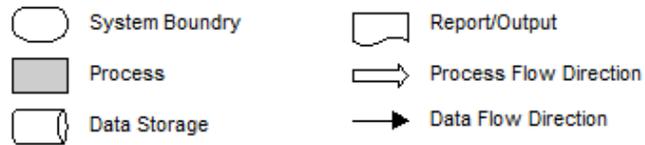
Project Justification

1. To reduce the number of credit cards in the field by eliminating the need to have ProCards for each budget code.
2. To Save the time and effort involved in manually effecting cost transfers that number 400-500 journal entry lines per month by the Accounting Department.
3. To see if a front end exists, that will allow Receiving to quickly identify ProCard shipments, without adding tasks or burden to the ProCard Holders.

Process Flow Diagram



LEGEND:



High Level Requirements Narrative

1. Transaction Entry Requirements

Pro-Card Users enter their Pro-Card purchases using the Pro-Card front-end system. A web enabled entry screen will be created for this purpose. Some features and limitations of this screen will be:

- 1.1 The transaction may be entered at:
 - the time of calling in the order to vendor OR
 - before calling in the order to the vendor orThough not enforced by the system the transactions should not be entered after placing the order with the merchants, since some critical information will be generated by the Pro-Card system should be communicated to the merchant at the time of placing the order. For the matching to occur and any cost transfers to take place the transactions should be entered before the monthly Pro-Card interface to Oracle GL is executed. This will prevent manual journal entries for cost transfers. A detailed policy and procedure should be established stating the exact process.
- 1.2 A system generated reference number ("ProCard Order Number") will be displayed on the transaction entry screen. This number should be passed on to the vendor for entering as a Fermilab specific reference number. This pro code will be used to automatically reconcile bank statements to the Pro-Card purchases made and entered in the Fermilab Pro-Card system.
- 1.3 No split coding of the order lines will be allowed. Multiple work packages (accounts) may still be used on the same order but each should use a different order line.
- 1.4 Entered transactions may be printed for mailing/faxing to the vendor or for the purpose of record keeping.
- 1.5 Users will be required to enter the work package (alias) and the cost element from which the full accounting flex-field (AFF) will be derived by the system. The aliases and the cost element will be validated from MMS GL.
- 1.6 Merchant/Vendor Lookups will be performed using merchant master table. A quick entry option will be allowed if the merchants do not exist. ProCard merchants will have no relationship with MMS vendors.
- 1.7 Various other lookups from MMS like employee, users, and delivery location may be performed as per the detailed requirements.

2. Transaction Inquiry and Update Requirements

Pro-Card users will utilize the transaction entry screen mentioned above to also query and update the transactions. Some of the additional features and limitations related to the inquiry and update functions for this screen are:

- 2.1 Users with the access to the screen may view orders entered by other user depending on their responsibility level. The user access level and hierarchy is discussed in section 6 or the requirements.
- 2.2 Insert, Update, Delete, Query will be permitted. Only the creator of the transaction is allowed update and cancellation of the transactions/orders.

- 2.3 The update to change or split coding the order to multiple work packages/aliases is allowed but the split percentage/dollars should always add up to 100% of the transaction amount. Split coding of line items is not allowed.
- 2.4 No other security check or super user type screen will be provided for generic updates/inserts.
- 2.5 Update can be performed up to the point when bank/Pro-Card transaction has been matched to the Fermilab entry; but not after the transaction has been transferred to the General Ledger.

3. Reporting Requirements

The following reports will be provided by this system. No hierarchical validation or security restriction will be imposed for these reports. In other words, any user access to the report may run the report for any work package (alias) or for any Pro-Card. The exact layout and content of the reports will be decided in consultation with the core-team and other users of the system.

- 3.1 Printed Pro-Card Order. This will allow for mailing/faxing or the order to the vendor if required, or for record keeping by the users. The report should be designed such that multiple orders for a vendor can be combined on a single report.
- 3.2 Transactions by work package/alias Report for a date range.
- 3.3 Transactions by Pro-Card Report for a date range.
- 3.4 Delivery Ticket Report as mentioned in the Receiving Requirements.
- 3.5 Bank Transaction Audit as mentioned in the Batch Processing Requirements.
- 3.6 Interface Audit Report as mentioned in the Batch Processing Requirements.

4. Receiving Requirements

- 4.1 Receiving will be provided with a special screen to enable them to receive or inquire any transaction entered by Fermilab Pro-Cardholders.
- 4.2 Receiving will have the ability to receive the orders with minimum data entry. Their function will be limited to finding the pro card order and the deliver to person/location for delivery purposes.
- 4.3 No corrections, adjustments, return transaction entry capabilities will be provided.
- 4.4 Receiving can print a "Packing Slip/Delivery Ticket" for items received (either same day or at a later date. These delivery tickets may be printed repeatedly on demand for the same item.
- 4.5 Delivery tickets may not be combined by person/location etc.

5. Batch Processing Requirements (Bank/Pro-Card Transactions Matching & GL Interface)

- 5.1 Bank transactions will be downloaded using the existing system at the current frequency. The matching will be performed once a month or as frequently as the user desires.
- 5.2 Receiving action is not required for items to be matched to the bank/Pro-Card feed received and subsequently to be transferred and posted to MMS GL or AP.

- 5.3 Bank Transaction Matching Audit Report will be provided to Show unmatched transactions (bank/Pro-Card transactions to Fermilab entries).
- 5.4 The existing Pro-Card interface to MMS GL will be re-written. The bank transaction will remain the primary source for transfer to MMS since the payment to the bank is automatically debited from Fermilab's bank account on a weekly basis. Appropriate indicators will be added to the transactions after successful transfer to the MMS GL so the manual matching or cost transfer can be eliminated to the extent possible.
- 5.5 Interface Audit Report will be provided to show audit, control and error messages from the batch interface to MMS.

6. User Level and Hierarchy Requirements

- 6.1 No formal approval process will be enforced by the system for the ProCard orders placed.
- 6.2 It is recognized that certain users ("Super users") will be required access to multiple card-holder transactions/orders. The access level and hierarchy will be determined in detail design discussions.

Procard Database Sizing Estimates

The following is a list of procard tables and transaction estimates to help plan the database sizing. Overhead for temporary and sort tables etc. are not included in this document.

Table Name	Record Size (in Bytes)	Estimated Xns/Year in FY2000	Comments
PRC_BANK_INTERFACE		25,000	Heavy growth expected. - over 25% on a year-to-year comparison.
PRC_BANK_ORG_XREF		100	Low growth over the life of the system (10% per year)
PRC_CARD_USERS		200	Low growth. 5% per year.
PRC_ERRORS		1,000	Non-growth table. Is purged periodically. Average number used.
PRC_MERCHANTS		7,000	After a year or two of growth the size of this table should stabilize to around 15,000 rows, with very little growth after that.
PRC_ORDER_HEADERS		25,000	Heavy growth expected - over 25% on a year-to-year comparison.
PRC_ORDER_LINES		100,000	Heavy growth expected - over 25% on a year-to-year comparison.
PRC_RECEIPT_HEADERS		20,000	Heavy growth expected - over 25% on a year-to-year comparison.
PRC_RECEIPT_LINES		10,000	Heavy growth expected - over 25% on a year-to-year comparison.
PRC_SITE_SETUPS		1	constant, no growth over the life of the system
PRC_UNIQUE_ID_CONTROL		2	constant, no growth over the life of the system

Procard Database Objects Design

The database objects required to implement the Procard the procard system are listed in this design document. The detailed column level information is not included in this document since the system is still under development. The script-files are listed, and may be reviewed for more detail.

Database Users

The following database users are required for Procard Implementation:

<u>DB Name</u>	<u>User Name</u>	<u>Purpose</u>
prcdev	PRC	Owns all procard objects
prcdev	PRCLOGIN	Used only by the login screen to initial access for validation of user accounts and responsibilities. This user will have read only access to the PRC_CARD_USERS and PRC_RESPONSIBILITIES table.
mmstst	PRC_ACCESS	User created on mms database specially for allowing table lookup access to the Procard systems. This user owns all the synonyms

Database Links to external systems

<u>DB Link Owner</u>	<u>DB Link Name</u>	<u>Host Name</u>	<u>User Name (on host)</u>
PRC	PRC_TO_MMSTST	mmstst.world	PRC_ACCESS

The link to mms production will be named differently before going live:

PRC	PRC_TO_PRD	prd.world	PRC_ACCESS
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Procard Front End Navigation/Users Guide

Navigation

Note: Please note that properly exiting the system is critical. A change has been made to the Procard System allowing only one session per user to be active. If a user does not exit properly from the system, the user will receive a message indicating that they already have a session open and that they will be unable to login to the database again until their account is reset. When exiting, follow the instructions for **Exiting the Procard System Properly** at the end of this document.

Logging On

Enter user name in User Name field

First initial of your first name then last name with no space between (8 letter maximum)

Enter your password in the Password field and choose the Connect button

The password for this class is Welcome

Femilab Procard System

Femilab Procard System

This is a Federal computer (and/or it is connected to a Femilab local network system) that is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site. Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning. Femilab policy and rules for computing, including appropriate use, may be found at <http://www.fnal.gov/cd/main/policy.html>

User Name

Password

After a successful log in the following screen will appear:



Available Pulldown Menus

Setup

Update Personal Profile (*Change Password or Deliver To Location*)

User Information

User Id: JFEDERWI Name: FEDERWITZ, JODY L Badge Number: 07722N

Change Password

Old Password:
 New Password:
 Confirm Password:

User Profile

Deliver To Location: WH 14X
 Deliver To Person: FEDERWITZ, JODY L
 Receiving Printer:

Project Information

Project: 40 - PPD
 Task: 40.5.1 - EE Gen Operating
 Exp. Type: MATERIAL PURCHASES
 Exp. Org: PPD - ELECTRICAL ENGINEERING DEPARTMENT

Save Profile

Note: By looking at the above screen, you would assume you can also change your default project information. However, the system will only accept a default project information change from a Systems Administrator.

Orders

Define Merchant (Create new merchants in the master list that do not already exist)
 Enter Orders (Create new Pro Card Orders - see "Entering Electronic Procard Orders")

Receiving

Only used by Receiving personnel.

Inquiry/Reports

- Order Report (View/Print Orders)
- Transactions by Project/Task Report (View/Print Transactions)
- Transactions by Order Number (View/Print Transactions)
- Delivery Ticket (Print Bar Coded Delivery Tickets)
- Cost Transfer Report (Transfers by PRN number)
- Bank Reconciliation Report w/Acc. Info (Status of order vs. bank statement)
- Bank Reconciliation Report w/out Acc. Info (Status of order vs. bank statement)
- Receipt Inquiry (Query receipt activity on orders)
- Order Inquiry (Query Orders)
- Organization Hierarchy (Report containing information relating to Division/Section Org. Codes)

Accounting

- Cost Transfer Screen (Form used to create online cost transfers)
- Manual Reconciliation (Manually reconcile to Bank Statement)

Help

Help (*This Feature is Under Development*)

Keys (*Display list of predefined quick keys*)

Display Error (*Display the last error*)

Debug

Procard Help

Exit

Exit (*Exit all windows*)

Window

Cascade (*Layer open windows*)

Tile Horizontally (*Arrange open windows side by side*)

Tile Vertically (*Arrange open windows above and below each other*)

Keyboard Shortcuts (not described in Toolbar Icons, Pull Down Menus and Quick Keys)

*Use **(Tab)** to navigate through fields in a window

*Use **(Return)** to activate the default button

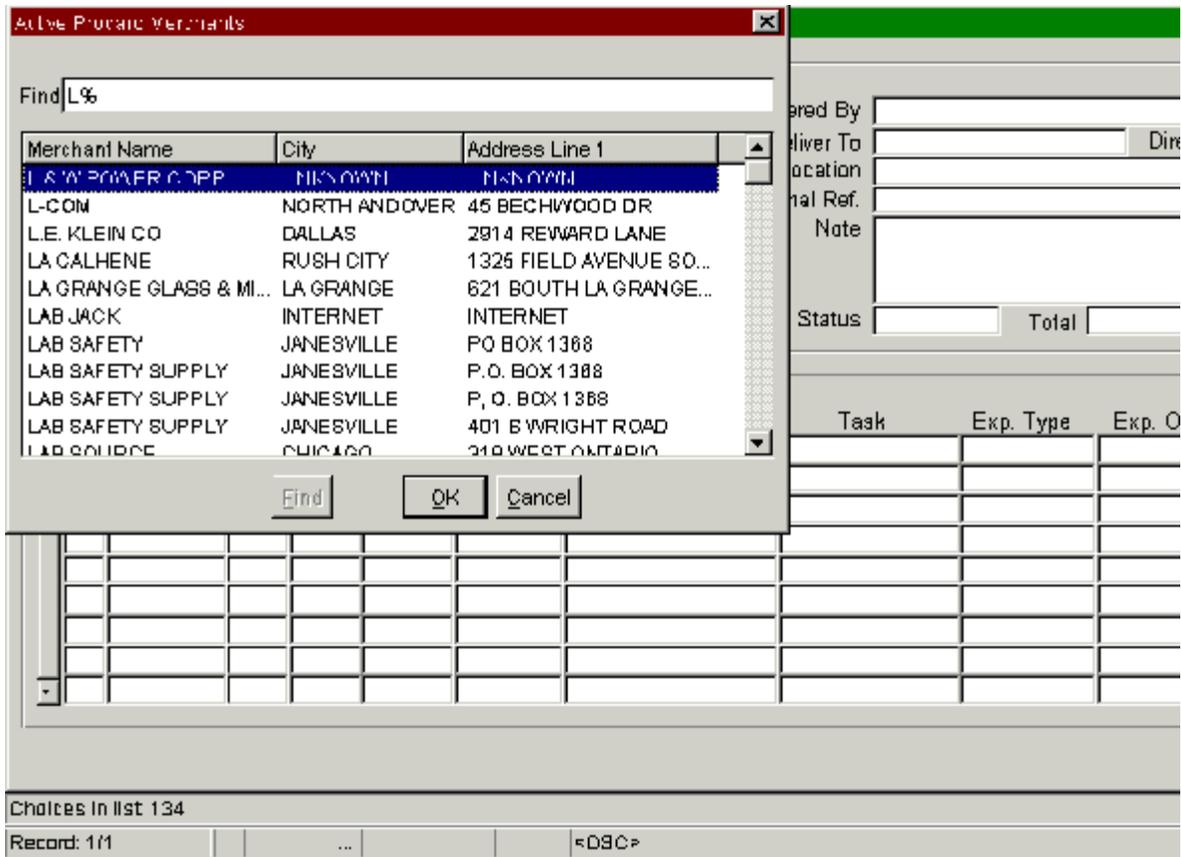
*Use **(Alt)** to invoke the menu, and then press the under-lined character of the menu item you want to invoke.

*Choose Help -> Keys to see a list of predefined shortcut (quick) keys.

*Message bar - The message bar is located at the bottom of each form, this is where you will get confirmation that an item has been saved or when you need to complete / conduct an activity w/in the field your cursor is in.

Using LOV (List of Values)

When a field is likely to contain many possible values you will see  lit up on the message bar located at the bottom of the form.



Here you would scroll through the names with your **(Down Arrow)** to select a value and choose **(Return)**. If you want to close the window without choosing a value, choose **Cancel**

Creating and Deleting Records

Choose  to insert a new record after the existing record.

Choose  to Delete a record (please note that if the record has been saved it cannot be deleted. The records status will change to "Cancelled")

Note: *These icons will work in both the Headers and the Lines blocks. If you are in the Lines block and insert a new record, you will get a new line. If you are in the Headers block and insert a new record, you will get a new, blank record.*

Likewise, if you are in the Lines block and choose to Delete a Record, you will only delete the current line. You must be in the Headers block to delete the entire order.

Exiting the Procard System Properly

When you have completed your transactions, it is critical to exit the Procard System properly. Not exiting the Procard system properly will prevent you from being able to log into the system again until a systems administrator resets the session. The proper way to log out and exit the Fermilab Procard System is as follows:

From the menu select Action >Exit



OR, From the menu select Action >Exit 

These actions will take you to the following screen where you can properly EXIT the system.

