

Federal Highway Administration – US DOT

CURRENT BILL Modernization Requirements



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Document Control

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Name	Position

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<http://fhqwsmoss/sites/Apps/default.aspx>

Introduction

The functional requirements document outlines all functions of the New CURRENT BILL that have been requested by the System Owner. The Office of the Chief Financial Officer provided these requirements during a series of meetings with ITD new CURRENT BILL Team Lead, David Gold, CURRENT BILL Contractor Technical Lead Sunil Patil and Financial Applications System Member, Aravinth Kaliappan. The original requirements phase began on September 10th, 2012 and completed on October 1st, 2012.

System Name

Current Bill System (CURRENT BILL).

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Audience

The intended audiences of this document are ITD Points of Contact and developers for CURRENT BILL, the Database Team, and the Security Team.

The document content format is a high-level description format without any pseudo code. It is designed with non-technical audiences in mind.

Outstanding Issues and Items addressed

#	Resp	Description	Resolution
1.	Phil	A suitable alternative for the term “State” or “Organization” needs to be found, which adequately represents States as well as direct grantees such as Port Authority NY/NJ	The term ‘Payment Recipient’ has been used to replace all references to State or State DOT wherever applicable throughout the document.
2.	Phil	Need to decide whether to take Stop payment functionality out for HQ user and provide disapproval functionality to override an existing approval from State DOT, FHWA Division office.	All references to new requirements of override of disapprovals were removed and the Stop Payment function description was re-instated as needed.

Summary of Current Bill Requirements Changes for new system

#	Proposed change	Reason
1.	The transmitted data, which represents a current bill, will be submitted by the states in a new file type that will no longer follow a fixed file format.	This change will allow users to simply the file format which is outdated system from COBOL style. New File format requirements will be discussed through separate web sessions with states and then finalized.
2.	Existing email table will be changed to notification list	Simplifies email notification
3.	Federal Lands Division Office users would have access to and approval rights to all state data that belong to their Federal Lands Region.	This change is currently under process for federal land batches and will be supported by new FMIS.
4.	<u>SPECIAL CASE:</u> The Headquarters Administrator with payment rights and the Headquarters Payment User will both have the capability to defer individual detail lines on a CURRENT BILL batch (invoices) for payment in Delphi. They will have the ability transmit these deferred lines/invoices under a different batch id at a later date and time. <u>NOTE:</u> However, this ability would be an exception and exercised ONLY due to the unique occurrence of a payment shortfall, where HQ would work with the Divisions to move invoice lines, if necessary.	This change will help when decision is made to pay only detail lines based on new legislation such as ARRA. This change will also help in deferring the invoices that has errors and cannot be corrected without making significant changes. This will prevent the systems (CURRENT BILL, Delphi and FMIS) from being out of sync in terms of the payment date and end of month balances.

#	Proposed change	Reason
5.	Batches shall be separated into categories. Current categories are Federal Lands, ARRA, and Federal Aid.	When a file is uploaded that contains data from different categories, transactions shall be segregated into separate batches based on category, so that approving officials for each category can approve it.
6.	Batch numbers shall be assigned on a fiscal-year basis as opposed to a monthly basis and shall be a four digit number.	This will allow users to view more information without playing with filtering option. Currently Action items screen is displaying batches only for past 30 days.
7.	Batch numbers for a given Category and organization shall be numbered sequentially, starting with number 1 for the first batch of the fiscal year.	This option will remove any limitation on batch numbers. Current limit for NON ARRA batches is up to 499 and ARRA is up to 400 and Fed land is up to 99 batches.
8.	The FMIS Program Code Table and the CURRENT BILL FH1 ('Approp_Table_Delphi') Table are to be combined into one table to have better control of validations against expenditures and obligations in terms of the program code related to the detail transaction being sent to Delphi.	FMIS Program code and FH1 table will not be combined as the responsibility to maintain these two tables relies on different entities.
9.	Improve business rules for identifying duplicate batches. Currently duplicate batch is identified on an exact match on the requested payment amount and state of the incoming batch against a batch that has been approved by the FHWA Division Office from the past 90 days	This feature will be enhanced for one to one comparison of all the detail lines (state/payment recipient's FIPS code, program code, project number, organization, demo ID and project expenditure amount) between the two batches to determine if the incoming batch is a true duplicate.
10.	Make the 'PROJECT NUMBER' field/column title consistent across FMIS and CURRENT BILL functions. Currently RASPS identifies project number as project agreement with 8 characters as compared to project number with 7 characters in FMIS.	This will allow reconciliation of current bill and FMIS to be consistent

Background and General Description

Description of the System

The Current Bill System is the primary method used to reimburse states and other state localities for their Federal share of highway construction and highway related projects. This system is a key component in the interface with the State Highway Agencies (SHA) and other state localities as it serves as a tool to collect project expenditure data from the states and transmit that data to the Department of Transportation (DOT) DELPHI Accounting System. CURRENT BILL disburses over \$40 billion dollars annually and processes over 70 Federal-aid payment transactions weekly.

The system allows a SHA and other state localities (payment recipients) to submit claims electronically with a future payment date to ensure adequate time to process payments and provides a vehicle for monitoring compliance with the requirements of the Cash Management Improvement Act for same day payments. FHWA and SHA/other state localities have access to this system. All states and other payment recipients use this system to upload their project expenditure data. All states, other state localities and FHWA Division offices use the interchange features to review the status of currently pending and outstanding payments and use electronic signatures to approve payment requests.

The expenditure data on the received bill is validated to ensure funds are available, before the bill can be approved for payment processing. This is done by comparing the amount being billed on each individual CURRENT BILL line item to the unexpended balance for the program code (and demo ID if applicable) on the corresponding project. Users are notified when expenditures would exceed the amount of funds obligated for a project. CURRENT BILL also automatically updates project expenditure balances 1) after the FHWA Division has approved the bill and 2) once the payment has been processed.

Once data is transmitted and electronically approved by the State and FHWA Division Offices, it is processed by FHWA Headquarters; project expenditure data is extracted from CURRENT BILL and transmitted to the DOT DELPHI Accounting System. As the data is extracted for transmission, it is validated against the FHWA's version of the DELPHI Tables stored on the DIMS database. This is normally done twice a day. (See investment number FHWAX041 DIMS Exhibit 300 for more information on DIMS). The Federal Reserve Bank (FRB), Department of the Treasury and DOT monitor these funds. Treasury's Financial Management Service (FMS) will see the activity in the CASHLINK system, which is reported to them by the FRB. The CASHLINK data is compared to the Agency's monthly reporting (collections/disbursements) through FMS's GOALS II application "SF-224 Statement of Transactions". The SF-224 data is generated from disbursements and collections documents entered into DELPHI based on the accomplished date. The SF-224 is reported by FAA to Treasury through bulk data. The Office of the Chief Financial Officer, General Ledger Branch and FAA monitor the FHWA CASHLINK activity. There are also written procedures for reconciling CURRENT BILL/FMIS to DELPHI transactions. CURRENT BILL keeps an audit trail, so that changes made or access to critical tables within the application containing sensitive data are tracked. The system also provides for regular audit trail reviews and

identifies security measures to be taken when inappropriate or unusual activity occurs. CURRENT BILL allows transmissions and allows the approval and payment processing of all 51 states of the United States of America, the Territory of Puerto Rico and other state localities.

CURRENT BILL users access the application through the User Profile and Access Control System (UPACS), which is FHWA front-end security system. UPACS restricts access to the application to registered users only and applies the appropriate rights.

Business Functions Supported

Data Transmission

Payment recipients (State DOTs and other state localities) will have the option to transmit data via the HTTPS protocol for on-line transmissions or the SFTP protocol for batch transmissions. On-line transmissions will be handled through the payment recipient user's web client (i.e. Internet Explorer) located on their work station. The payment recipient's mainframe, file server, or work station may be used to transmit data to the FHWA SFTP Server (FHAWAR1) for batch processing using an SFTP client.

1. The transmitted data, which represents a current bill, will be submitted by the payment recipients in a new file type that will no longer follow a fixed file format. This new file type will allow for future new fields with the least impact for the Payment Recipient and the Current Bill application. The file will still be loaded as a batch and each batch will still contain detail lines having the following payment information:
 - Payment Recipient Name (State DOT or other state locality)
 - Project Number
 - program code
 - project amount
 - demo id (demo program codes)
2. All data will be validated. A status message of 'Fatal' will prevent a file with errors from loading. The errors will return an "unsuccessful transmission" message with a list of errors found in the transmission data. Please refer to Appendix A for list of all errors that will prevent the file from being loaded as a batch onto the database.
3. If the transmission was successful, the system will automatically assign a batch number for each batch contained in the transmission. If the transmission contains multiple batches, all batches must pass validations to qualify as a successful transmission. In these cases, a "successful transmission" message will be returned with the assigned batch numbers given to the transaction batches. On-line payment recipient users will receive the messages at their work station and payment recipients using batch transmissions will have their messages returned to the FHWA SFTP server for later retrieval by the payment recipient.
4. Validations and error messages are passed back to CURRENT BILL

Validations performed:

- The program code must exist within the FMIS program code and the FH1 table.
- Validations which contain a Demo ID.
 - (a) The Demo ID provided in the CURRENT BILL flat file must match the Demo ID present for a particular FMIS Project Number and Demo Program Code in FMIS.
 - (b) There must be a Demo ID present in the CURRENT BILL Payment recipient Flat File for a particular FMIS Project Number and Demo Program Code combination which has more than one Demo IDs in FMIS.

Error Situations:

- The project is NOT in error when the project status is withdrawn pending expenditures and the current FMIS expenditures are negative, the requested expenditures are positive and the sum of the requested expenditures and the current FMIS expenditures will be less than zero.
- The project is in error when requested expenditures are negative and the resulting project expenditure balance is negative.
- If the Cost Center is in a federal lands region ('15','16','17') and the program code is a demo program code, there cannot be more than one fund summary record with distinct 'demo_id'
- If the Cost Center is not in a federal lands region, the following validations are performed sequentially and exclusively:
 - a - The requested organization and project must exist on the FMIS project summary table.
 - b - The project is in error when the project status is closed.
 - c - The project is in error when the project status is withdrawn.
 - d - The following rule applies to 'Withdrawn Pending Expenditure' projects:
 1. The project is in error when the project status is withdrawn pending expenditures and the current FMIS expenditures are positive and the sum of the requested expenditures and the current FMIS expenditures will be greater than zero.
 2. The project is NOT in error when the project status is withdrawn pending expenditures and the current FMIS expenditures are positive and the sum of the requested expenditures and the current FMIS expenditures are zero.
 3. The project is NOT in error when the project status is withdrawn pending expenditures and the current FMIS expenditures are negative

and the sum of the requested expenditures and the current FMIS expenditures are zero.

4. The project status will change to Withdrawn from Withdrawn Pending Expenditures when expenditures and pending expenditures are applied to bring current FMIS expenditures down to zero for that project.

e - The project is in error when there are no obligations for the program code in FMIS.

- The active project is NOT in error when the requested expenditures are greater than zero and not greater than the FMIS Unexpended Balance. An unexpended balance is defined as the difference between money obligated in FMIS and money expended in FMIS.
- The project status will change to Closed when expenditures are applied to a project with status of Closed Pending Expenditures and Expenditures = obligations for all program codes within that project.
- The active project is in error when the requested expenditures exceed the FMIS unexpended balance. An unexpended balance is defined as the difference between money obligated in FMIS and money expended in FMIS.

5. Rules for applying expenditures and pending expenditures to project expenditure and pending expenditure balances:

- Add to Pending: The requested CURRENT BILL expenditures are added to existing FMIS pending expenditures when the FHWA Division Approving Official approves and signs the CURRENT BILL batch containing the detail amount specified above.
- Remove from Pending: The requested CURRENT BILL amount is removed from the existing FMIS pending expenditures when a 'stop payment' is issued on a CURRENT BILL batch containing the amount specified above.
- Remove from Pending and at the same time add to Expenditure: FMIS updates the pending expenditures by removing the requested CURRENT BILL amount from the pending expenditures and at the same time adding the (same) CURRENT BILL amount to the existing FMIS expenditures when a CURRENT BILL batch containing the requested amount is marked as 'paid'.
- Adds to Expenditure: FMIS updates the expenditures by adding the CURRENT BILL amounts to FMIS but does not update the pending expenditures when the requested expenditure was not previously recorded as pending.

6. Rules that are specific to Federal Lands

- a. Federal lands transactions are identified based on organization code (positions 1 and 2 are '15', '16', or '17').
- b. Must be a valid Federal Lands organization code.
- c. Over-expenditure checks against obligations are not performed. (Since obligations information related to Federal Lands are not available in FMIS)
- d. Pending amounts are never updated for Federal Lands transactions.
- e. Individual projects are not impacted, therefore a transaction shall increment the expenditure balance based on organization code and program code.
- f. Transactions that involve Demo program codes are given the same treatment as non-demo transactions. The expenditure balance is incremented based on organization code and program code, without any Demo ID.
- g. Program code must be valid.
- h. If requested amount is negative and the resulting expenditure balance is also negative, then an error message is produced.

DRAFT

General System Requirements (Across the entire new financial application)

1. The system shall comply with all software standards in force at FHWA in regard to accessibility, security, documentation, and software development methodology.
2. Unless otherwise stated elsewhere in the application requirements documentation, any delete action taken on the online application shall result in a warning message that requires the user to confirm deletion before the system performs the delete.
3. Copy and paste capability shall be available on all data items, even those that are protected from update.
4. All user screens shall be printable. When printed, both visible content as well as scrollable content that are not visible shall be included.
5. Any screen data which is in tabular format shall be exportable to MS Excel.
6. All system supplied dates shall include date and time.
7. All user supplied dates shall be date only, and not include the time stamp unless otherwise stated elsewhere in the application requirements documentation.
8. Display format for dates shall be date without time, unless otherwise stated elsewhere in the application requirements documentation.
9. Enterable character Fields - Valid characters are 0-9, A-Z, a-z, space, '“? () . , - / . Specific elements may have additional rules, which are described where the element is defined in this document.
10. Toolbar names have to be clearly described. All project area fields are to have a help item to describe the proper usage of the field.
11. Deleted data items – Any FMIS-4, RASPS, or DIMS data items that shall be discontinued in the new application will be preserved as part of the conversion process, even though they will not be visible to end-users. Example: Discontinued items such as Estimated Construction Date shall be retained in an archive data base so that they can be recovered along with the identifying project data (payment recipient FIPS code, project number, suffix, and version), in the event of some unanticipated need for the data.
12. Division and Payment Recipient (State DOTs and other state localities) users shall default to their home cost center on all application screens. Such users can change from their home cost center as needed.
13. Enterable character Fields - Valid characters are 0-9, A-Z, a-z, space, '“? () . , - / . Specific elements may have additional rules, which are described where the element is defined in this document.

On-line Functions

Payment Recipient Functions

1. Payment recipient users are responsible for reviewing batches for their state or state locality. If any validation errors have occurred, the payment recipient must correct these errors using the CURRENT BILL functions (ASR3 – FMIS Errors Function & ASR4 – batch Correction Function); explained further below.
2. They can also make these corrections to their batch file and re-submit as another batch.
3. These corrections are necessary for the batch to be further processed. When there are no FMIS errors, the payment recipient user can enter relevant payment information (please see 'Inputs' section under ASR1.2 – Batch Approval Function) and the payment recipient approving official electronically signs the batch to certify that the batch is ready for payment. The details of the payment information needed and applying the electronic signature are covered under ASR2 – batch Approval Function under Application Specific Requirements section. At any point before the batch has been signed, the payment recipient approving official can disapprove the batch and remove it from further processing.

Multiple Demo IDs per Project – States and other state localities will be able to obligate funds to multiple Demo IDs within the same Program Code on a single project. In instances where this occurs it becomes necessary to qualify CURRENT BILL expenditures with Demo ID so that they can be recorded against the proper Demo ID within FMIS.

Other state localities – CURRENT BILL also allows other state localities like the Port Authority of New York and New Jersey to be able to transmit their own expenditure data and perform all other payment recipient functions.

Division Functions

Division users review batches for their given state or other state locality but are not allowed to make any changes to the data. After the payment recipient approving official has approved the batch, the division-approving official electronically signs the batch either approving or disapproving the batch for payment. All batches that are division approved have a permanent electronic signature record created. At this time, the expenditure data is updated in the FMIS pending fields on the FMIS database. CURRENT BILL can allow certain FHWA Division Users to approve their respective state locality data as well. Example, New York FHWA Division Approving Official can approve their SHA data and their other state locality, 'Port Authority of New York and New Jersey's data. Also Federal Lands Division Offices are allowed to approve their data separate from FHWA data on a successful load of the data.

Headquarter Payment Functions

Only the payment function of assigning a schedule number to a batch waiting to be paid should be currently done through CURRENT BILL. This has to be an automated process which should then call the existing transmission process which sends these batches to Delphi.

In the case of this automated process failing or being unavailable, Headquarter Payment users should be able to retain their current capability of manually selecting batches that have been signed by the payment recipient approving official, assign schedule numbers and then transmit them to Delphi and update FMIS expenditure balances.

Headquarter Administrative Functions

Headquarter administrators maintain the various tables that are used throughout CURRENT BILL. The tables that the administrator can modify are Bank, Federal Holiday Schedule, Delphi Accounting String Data (FH1), Payment recipient TIN (FH4) and Notification List (replaces the old Email table). Reports can be generated that will contain information from any of these tables. Access must be granted in UPACS for administrators to modify or view the FH1 & FH4 tables. Being an Administrative user type does not automatically give you access to these tables.

Administrators can also perform the various functions (see section GSR2.6) for the other user types as needed. Approval functions must be granted through UPACS before they are available to the administrative user. When administrators perform the signature process for the payment recipient user, justification must be provided. If the administrative user has been granted lockout access within UPACS, the administrative user can lock the system for field users (payment recipient and division), for headquarter users (payment recipient, division, headquarter view only), and for all users except ITD administrators.

In addition to normal administrative functions, ITD administrators are the only ones that have the ability to modify the Update User Table within the Current Bill application to simulate other user types.

General System (Existing) Requirements (GSR)

GSR1 - Access Control Levels

GSR1.1 Each User shall be assigned an access control level (see next section – System Access Rights) within CURRENT BILL System Rights function in UPACS.

GSR1.2 Rights shall be based on the 9 different user types for CURRENT BILL and be established and approved by the UPACS Administrator, Sponsors and System Owners. The user type shall control signature authority, update or view only rights.

GSR2 - System Access Rights

GSR2.1 CURRENT BILL users shall be broken down into nine types: Payment recipient Technician, Payment recipient Approving Official, Division Technician, Division Approving Official (FHWA & Federal Lands), Headquarter Payment User, Headquarter Administrator, and Headquarter view only user.

GSR2.2 Payment recipient and division users shall be limited to information related to their given state/other state locality while headquarter user shall be granted access to all states and state localities.

GSR2.3 The exception of the above stated requirement would be the New York FHWA division user who would have access and approval rights to both New York State data and Port Authority of New York and New Jersey (PY) data. Also, another exception would be that Federal Lands Division Office users would have access to and approval rights to all state data that belong to their Federal Lands Region.

GSR2.4 Headquarter payment users shall process bills that have been signed and approved by both the payment recipient and the division approving officials which are due to be paid.

GSR2.5 Headquarter administrators shall maintain various tables within CURRENT BILL.

GSR2.6 User types shall be granted access levels within CURRENT BILL. The access level shall further define how user can access the system.

Payment Recipient

- View Only – User can only review information for their state or other state locality.
- Elsig – User has signature authority for their state office
- FMIS Error – User can correct FMIS Errors.
- Batch Adjustments – User can change, delete or add new detail lines to a batch.
- Pay Info – User can enter the payment information for the bill.

Division

- View Only – User can only review information for their state or other state locality.

- (Elsig – User has signature authority for their division office.
- Voucher Info – User can enter division voucher information onto their payment recipient’s bill.
- Virgin Island - Puerto Rico division user is granted access to Virgin Island information.
- New York – New York division user will be granted access to Port Authority of New York and New Jersey data in addition to their own state data.
- Federal Lands Division User will only see Federal Lands data and will have the ability to review and approve Federal Lands data for states that come under their respective region.

Headquarter Payment

- This process should be able to:
 - a. Assign schedule numbers to these batches.
 - b. Mark these batches to be processed for payments.
 - c. Reformat these batches to Delphi format.
 - d. Transmit these batches to Delphi.
- In the event of this automated process failing to run successfully, the CURRENT BILL payment users should still be able to retain their current capability of being able to assign schedule numbers and transmit these batches to Delphi.

Headquarter Administrator

- System Lockout – User can prevent other user types (except ITD Staff) from utilizing the CURRENT BILL function while maintenance is being performed.
- Team Leader – User can perform the team leader function to override a batch that has been flagged with FMIS errors. This will allow the batch to be further processed for payment without correcting the errors identified during transmission. (Note: User needs to test this functionality to see what the implications are of not correcting these errors.)
- Approval – User is granted authority to approve a bill for the payment recipient approving official when that person is not available to sign the bill, and proper justification (This is a comments field on the Approval function) has been provided to the Office of Chief Financial Officer in Washington, D.C.
- Pay Function – User is granted access to perform the headquarter payment functions.
- Certifying Officer – The user has been assigned as a certifying officer and can be selected during the payment process.
- User Table Update – only available to those administrators whose office is 8340. This option allows the user to simulate other user types for production support and troubleshooting issues.

- Table Maintenance – The user will have the ability to maintain tables containing Delphi accounting information.(FH1 & FH4 tables)

DRAFT

GSR3 - Logical Access Control Procedures

GSR3.1 There is a critical file within the CURRENT BILL system, which contains bank file information required to transfer payments to the payment recipient's bank. As this is critical information that requires a high level of security clearance, a logical access control procedure is necessary. The access rights for users who have authorization to view and update this file shall be regulated through UPACS.

GSR4 - Transaction Logs Creation and Review

GSR4.1 The system shall provide a transmission log, which identifies what batch numbers have been assigned in a given month and what user id and cost center transmitted the batch.

GSR4.2 The system shall provide a log, which captures the status of the batches transmitted to Delphi along with the corresponding Delphi batch ids. This log shall be used to generate Delphi Transmission Report.

GSR5 – Special User Types

GSR5.1 Headquarter Developer User

- View Only – User can only review information

In addition to view only rights, the developer user should also have access to administrative functions to include the Program Code Update, Update Schedule Numbers, Process Payments, FMIS Errors and Report Status. This access will be for the purpose of trouble shooting of errors and to review any error information from the billing process.

- In addition to regular functions accessible to a HQ user, the developer user will also have access to the following administrative functions with view only rights:
 - a. FH1 Table Update - In order to view program codes in the FH1 table.
 - b. FMIS Errors - To review what type of FMIS errors a bill is generating in order to assist a payment recipient in discerning the FMIS errors they are getting. This is for viewing only.
 - c. Report Status function - To review any errors from the billing process.
- This access is to allow a HQ Developer User to provide good customer service for Payment Recipient, Division and HQ users in a production environment.

GSR6 - Direct Grants to Non-State Organizations

GSR6.1 State and Cost Center name shall be replaced with the term “Payment Recipient” throughout the application. In addition, State FIPS code or Cost Center shall be replaced with the term “Payment Recipient Code”.

Reason:

- a. Direct grants to organizations that are neither States nor internal FHWA cost centers are expected to become common in the future. Port authority of New York New Jersey (PANYNJ) is an example of such an organization.

- b. The Region/State approach to defining organization code which is in use by RASPS and FMIS4 shall be replaced by a single six-character org code. This will allow a naming scheme to be developed to generate new org codes as new grantees are identified. This scheme is outside the scope of FMIS and shall not be described in this document.
- c. No special direct grant requirements have been defined. Assuming that the requirements are identical to PANYNJ, the Current Bill, Projects, and Fund Control areas shall be able to accommodate new grantees and direct grants with minor changes.

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Application Specific (Existing) Requirements (ASR)

Data Transmission Requirements

There are two methods available for transmitting batches to FHWA. Both methods involve user initiated transfers of formatted files to an FHWA server "holding" area. One method is using Secure File Transfer Protocol (SFTP) software that the user controls. The other method is using secure hyper-text transfer protocol (https) in which the user accesses the CURRENT BILL application by logging into UPACS and transfers a batch file through an internet browser application window.

Record Format and Processing Details

The file format will be a flexible format (XML or delimited) for the CURRENT BILL application.

All data will be validated. Fatal errors will return an 'unsuccessful transmission' message with a list of errors found in the transmission data. If the transmission was successful, the system will automatically assign a batch number for each batch contained in the transmission. If the transmission contains multiple batches, each batch is validated and processed individually. For multiple batches transmission, each batch passes or fails system validations independently. In any case, on-line Payment Recipient Users will receive the messages at their PC and Payment Recipients using batch transmissions will have their messages returned to the FHWA SFTP server.

Data Transmission

Front-End Processing

The CURRENT BILL **Batch Transmission** function has a selection field with a 'Browse' function and once a file has been located and selected, an 'Upload' function to initiate the loading of the batch and calling of the Front End process to validate the file.

Payment recipients will have the option to transmit data over the data communications network via the secure hyper-text transfer protocol (https) for on-line transmissions or the SFTP protocol for batch transmissions. On-line transmissions will be handled through the Payment Recipient Users' web client (Internet Explorer) located on their PC. The Payment Recipient's mainframe, file server, or PC may be used to transmit data to the FHWA SFTP server for batch processing using a SFTP client. Please refer to the current Payment Recipient User Manual document for details of messages generated for a successful upload of a batch/es and fatal errors in the case of an unsuccessful load due to data issues.

SFTP

An SFTP message file for a successfully uploaded batch has:

- (a) A banner heading saying US Department of Transportation, Federal Highway Administration and the name of the application.
- (b) Date field
- (c) Time field
- (d) A statement indicating that the following batch numbers have been assigned.
- (e) A batch category label and the corresponding batch number.

An SFTP message file for an aborted batch upload due to fatal errors has:

- (a) A banner heading saying US Department of Transportation, Federal Highway Administration and the name of the application.
- (b) Date field
- (c) Time field
- (d) A statement indicating that fatal errors in transmission are generated and has the detailed error message.
- (e) This can be presented in a tabular form indicating transmission month, batch sequence number, record (line) sequence number and the error message.

FMIS/CURRENT BILL Edits and Processing

Provide a way for Payment Recipients to update the same project in back-to-back bills without waiting for the actual payment to be made.

Verify that the project number is valid in FMIS.

When the bill is paid, CURRENT BILL shall initiate action to subtract the project amount from the pending record on FMIS. If the remaining amount is zero, delete the pending record.

Delimited file formats – a Delphi file is built with a separator between data elements. A ‘|’ (pipe symbol) delimited file would contain the character ‘|’ between each data element. The absence of a value for a data element should be denoted with a delimiter.

Format for money amounts includes digits, decimal points and credit amounts include a minus sign in front of the amount.

Date format is DD-MON-YYYY.

The Requested payment date carried on the incoming file should not fall on Federal Government Holidays as determined by CURRENT BILL System Owner and updated on the CURRENT BILL Holiday Table and should also not fall on a weekend day (Saturday and Sunday).

Batch ID consists of 99 (default) + 4 byte of Calendar Year + Julian Date + CURRENT BILL Batch Number. Example: 992002115280. Now the example would be 9920021150280. (Since the batch number is being expanded to a four digit number).

Format for the Document Id:

Byte 1-2	27
Byte 3-4	XX
Byte 5-6	Payment recipient Code
Byte 7-13	Project Number
Byte 14-17	Program Code

Convert CURRENT BILL data to produce a FHWA and Federal Lands files according to the AP ADI Layouts.

The FTP file name convention is interface_type_interface_key_filename_date_time.dat.

Use a four-digit year in the INVOICE_DATE, INVOICE_RECEIVED_DATE and GL_DATE (fields 4, 77, and 78, respectively, of the AP API Invoice Header record).

CURRENT BILL Interface format:

HEADER RECORD

1. INVOICE NUMBER = CURRENT BILL Control Number_Sequence Number of each distribution

Example: 0142104_0001

For each CURRENT BILL Control Number the sequence will start from 0001

2. PO_NUMBER = 27XX Byte 1-4 (Default*)

Byte 5-6 (Payment recipient Code)

Byte 7-13 (Project Number)

Byte 14-17 (4 byte Program Code)

Example- 27XX218707021Q230

3. INVOICE_AMOUNT = Total Amount of each PO

The Amount format is 1000.75 or -700.54 (for Credit/Negatives).

It should be ≤ 0 , If it is Zero, do not pass the record to Delphi,

With each CURRENT BILL Control Number, only 1 PO can be transmitted/recorded.

4. DESCRIPTION = CURRENT BILL INTERFACE

DETAIL RECORD

1. LINE_NUMBER = 1 (Constant)

2. AMOUNT = Amount on each record (PO), this must be the same as Invoice Amount.

The Amount format is 1000.75 or -700.54 (for Credit/Negatives)

Application Specific (Deleted) Requirements (ASR)

1. Manual payments are no longer to be disbursed through CURRENT BILL and hence all manual payments related functions, processes and reports need to be eliminated.
2. All duplicate batch functions such 'Review Duplicate Batch', 'Review Duplicate Detail' have been eliminated as the functionality of these functions have been replaced by the modified front-end process which checks and reviews duplicates for the Payment Recipient.
3. The Batch List function has been eliminated based on the new prototype design of the Action Items function. Functions and displays which mirror the Action Items Function will be combined into one function with different looks based on functionality.
4. The CURRENT BILL and FMIS Restore Recovery Functions can be eliminated for two main reasons:
 - (a) These functions have not been executed for a disaster recovery situation in over 10 years.
 - (b) The loss of data and a discrepancy in the processing of the data in two different applications is reduced if not completely eliminated as both the CURRENT BILL and FMIS application data would be stored under a single schema on the database.
5. The CURRENT BILL Control Table Update Function would no longer be needed due to the same two reasons stated above under as (a) and (b) under item 4.
6. The Disaster Recovery Sub-Menu options of either (a) Run the 'CURRENT BILL Transaction Summary Report' and (b) 'Retransmit CURRENT BILL batches' can also be eliminated for the same two reasons stated above under as (a) and (b) under item 4.
7. Payment Tracking Report & Print Signature Document Report can both be generated using the re-designed Action Items Function and hence the Payment Tracking function and the Print Signature Document function have both been eliminated.
8. Federal Lands Expenditures will no longer be tracked by Demo ID for Demo program codes. The current application allows only one Demo ID per Federal Lands organization code and program code, therefore Demo ID plays no useful role.
9. The transmitted data which represents a current bill consists of 80-character records grouped by batches in ASCII format. Each batch will be made up of three record types: Batch Control, Batch Detail, and Batch Trailer. Each trailer record will contain the number of transactions, including the batch control record. The system will verify that the

number of records received equals the number of records transmitted. The above requirement of ASCII and fixed file format are being removed completely.

10. The Program Code Update function will no longer carry the FMIS Indicator as the data element; 'FMIS_IND' is to be removed from the FH1 table.

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Application Specific (New) Requirements (ASR)

1. The Headquarters Administrator with payment rights and the Headquarters Payment User will both have the capability to defer individual detail lines on a CURRENT BILL batch (invoices) for payment in Delphi. They will have the ability transmit these deferred lines/invoices under a different batch id at a later date and time.
2. During the end of the month, because the marking of expenditures as 'paid' on the FHWA database from CURRENT BILL is manual, there have been cases where the payments have been processed in Delphi at the end of one month while the marking of the expenditures as 'paid' and recording of the latest payment date happens during the beginning of the next month. The Daily Transaction Files (DTFs) are to overwrite the payment date in FMIS if it's different from that which is carried on DTF. This will prevent the systems (CURRENT BILL, Delphi and FMIS) from being out of sync in terms of the payment date and end of month balances.
3. Expenditures sent to Delphi shall be marked as received if they are returned on the PO extract with the same amount that was sent over. This same process is already in place for obligations. The amount returned by Delphi needs to be clearly labeled so that its purpose is understood.
4. An error condition shall exist if a transaction sent over is never returned, or if the amount returned by Delphi does not match the amount originally sent.

Batch Category

5. Batches shall be separated into categories. Current categories are Federal Lands, ARRA, and Federal Aid. When a file is uploaded that contains data from different categories, transactions shall be segregated into separate batches based on category, so that approving officials for each category can approve it.
6. The application shall provide the capability to add new batch categories as needed.

Batch numbers

7. Batch numbers shall be assigned on a fiscal-year basis as opposed to a monthly basis and shall be a four digit number.
8. Batch numbers for a given Category and organization shall be numbered sequentially, starting with number 1 for the first batch of the fiscal year.
9. The business rules for identifying a duplicate batch are:
 - (a) An exact match on the requested payment amount and payment recipient of the incoming batch against a batch that has been approved by the FHWA Division Office from the past 90 days.
 - (b) In the event of such a match, a one to one comparison of all the detail lines (payment recipient code, program code, project number, organization, demo ID and project

expenditure amount) between the two batches to determine if the incoming batch is a true duplicate.

10. Such a batch identified as a duplicate will then be indicated to the user through a warning message when he or she accesses the batch through the batch approval function. The Payment recipient Approving Official will then be prompted to either approve the batch (accepting the duplicate batch as valid) or disapprove the batch (rejecting the duplicate from being processed for payment).
11. The FMIS Program Code Table and the CURRENT BILL FH1 ('Approp_Table_Delphi') are to be combined into one table to have better control of validations against expenditures and obligations in terms of the program code related to the detail transaction being sent to Delphi.
12. The planned capability for Action Items function allowing a default view of one year and the capacity to increase that view to the entire CURRENT BILL database, the Batch Review function will be needed.
13. Reports submitted by batch processes need to be made available by a new 'Pre-published Reports' function similar but separate from Report Status function.
14. Make the 'PROJECT NUMBER' field/column title consistent across FMIS and CURRENT BILL functions.

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ASR1 - Payment Recipient User (Payment Recipient Technician and Payment Recipient Approving Official)

ASR1.1 – Action Items Function

Purpose

The Action Items Function is the first function that is displayed when CURRENT BILL is accessed, and is the central navigational function in the system. From this function you branch to all other functions in the system.

When you enter this function, all payments for the default period of one year are displayed in the default sort order (described in ‘Inputs’ section below). The Action Items will have a ‘From’ and ‘To’ date entry fields and a display function just like the DIMS transmission date to allow the user to display data more than or less than the default period of one year prior to the current system date.

You can review detail information for each batch by clicking on the batch number in the (BAT) field. There is a description on how to navigate to various portions of the system in the ‘Information displayed’ section below. If a batch has been disapproved by the Payment Recipient Approving Official within the last one year, it will not be displayed on this function. To view a disapproved batch with in the past year, the user needs to use the Batch Search function.

Access Rights

Every user has access to this function though the display slight changes in terms of sort order and/or data depending on the user type.

Inputs

Data Element	Description	Business Rules
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The Action Items function will continue to have the existing sort and filter capabilities and some additional ones as well. These will however be re-designed with more advanced .Net technology of being able to select displayed columns to have an automatic sort by the column selected.

The “Sort By” drop down will therefore be replaced as .Net will allow you to directly click on the individual headers to sort the data, etc.

Similarly filtering the data by the batch status will be handled by a different design than requiring the user to click on a pop-up function as being used now.

When the user clicks a specific batch status, only data pertinent to that sort is displayed.

Information Displayed

Data Element	Description	Business Rules
ERR	An error indicator is displayed next to a batch when there is a corresponding Alert Action message. Example: ‘CURRENT BILL Project Expenditure Data not updated in FMIS’.	<u>NOTE</u> : All data elements described in this ‘Information Displayed’ are all view-only.
PAYMENT RECIPIENT	State Postal Abbreviation or Other State Locality Postal Abbreviation	
MTH	Batch Month corresponding to the month on the requested payment date.	
PAYMENT RECIPIENT VOUCH NUM	Payment Recipient Voucher Number entered by the payment recipient.	
BATCH STATUS	Information regarding the status of the batch with respect to validations against FMIS, approval status and payment status. All these batch statuses are explained under ‘BATCH STATUS’ in ‘Additional Information’*.	
BATCH AMT	The requested payment amount for the entire batch.	
SCHEM NUM	The schedule number for payment assigned by the HQ payment user after the batch has been approved for payment by the FHWA or Federal Lands Division Office.	
STATE APPROVE DATE	The date on which the Payment Recipient Approving Official approves the batch by applying their signature using their UPACS pin.	
DIV APPROVE DATE	The date on which Division Approving Official approves the batch by applying their signature using their UPACS pin.	
REQ PMT DATE	The date on which the Payment Recipient has requested payment for their batch.	

ACTUAL PMT DATE	The date on which the batch was paid in Delphi.
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Functions

Function	Description	Business Rules
Alert Action & Message List	<p>The “Alert Action” function will allow the user to act on that error if an action is possible. Alert Messages are displayed here and represents processing that needs to be acted upon.</p> <p>When messages are displayed, all the batches associated with that message are highlighted. If the user selects another message, the message line and the associated batch number lines (displayed in the Text Area) are highlighted for that message.</p> <p>The message window is disabled when there are only one or no messages. Ability to filter the batches based on the Alert Messages (error types) without colors or highlighting.</p>	
Text and Functions	<p>This area contains CURRENT BILL batches that are less than one year except batches that have been disapproved by the Payment Recipient. From and To Display Date fields, batch statuses, requested payment date and payment recipient are some of the elements on which the data can be sorted and/or filtered.</p>	

Additional Information

*** BATCH STATUSES:**

FMIS Errors - A bill that contains project(s) that were rejected by the FMIS edits.

Wait To Be Paid - A bill that has both the Payment Recipient and FHWA Division Approving Signatures and is awaiting payment. Expenditure data for projects in the bill have been updated in the FMIS pending expenditure records and will be used for editing purposes on subsequent bills.

Paid - Bills which have been paid and expenditure data for these bills have been updated in FMIS. (Data has been moved from the pending expenditure record to the Actual Expenditure field in FMIS).

Bill Loaded - The bill has been transmitted successfully without FMIS errors but has not had the payment information entered. This data is required prior to the Payment recipient’s approval.

Div FMIS Errors - A bill that contains project(s) that passed the FMIS edits during the initial load but was flagged by the FMIS edits during division approval.

Wait Payment Recipient Sign - A bill that has had the payment information entered but has not been approved by the Payment Recipient Approving Official.

Wait Div Approval - A bill that has been approved by the Payment Recipient but has not been approved by the FHWA or Federal Lands Division Approving Official.

Div Disapproval - A bill that was disapproved by the FHWA or Federal Lands Division Approving Official after it had been approved by the Payment Recipient Approving Official.

Stop Payment - A bill that the Administrative user has stopped payment of the bill.

Sent to Delphi – A bill has been sent to Delphi for payment, but not yet paid via treasury

DRAFT

ASR1.2 – Batch Approval Function

Purpose

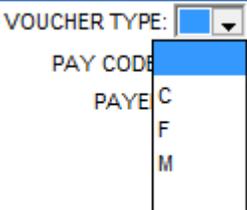
The Batch Approval Information Function (or the ‘signing’ process) allows the user to update or review the approval information for a specific batch. If the batch has been marked as modified, a message is displayed on the message line. This function is accessed when the user clicks a batch number located in the ‘BAT’ column of the Action Items function for any batch having a batch status other than ‘FMIS Errors’ or ‘Div FMIS Errors’. A User Friendly message can be put out there for the Payment Recipient and Division users when they sign a batch that is due to be paid on the very same day after the ESC cut-off time stating that the batch having missed the cut off time will only be paid the next business day.

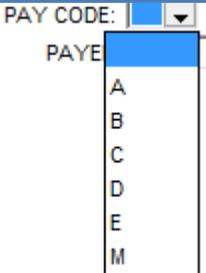
Access Rights

Every user has access to this function through the ‘Sign’ function. Batch approval function and the ‘Save’ function are either enabled or displayed based on the user type or batch status of the batch being displayed.

Inputs

The fields below are called ‘Payment Information’ that the payment recipient keys in and is referenced in sections above:

Data Element	Description	Business Rules
STATE VOUCHER NUMBER	Payment Recipient Voucher Number entered by the payment recipient.	Is a required field and can be alpha numeric.
VOUCHER FROM DATE	This is a date field entered by the state.	The voucher from date has to be equal to or less than the requested payment date.
VOUCHER TO DATE	This is a date field entered by the payment recipient.	The voucher to date has to be equal to or less than the requested payment date and should greater than the voucher from date.
VOUCHER TYPE	 <p>This is a drop-down showing the codes to indicate the type of voucher.</p>	Valid codes are C - Current, M - MCSAP, F - Final. M to be removed as its FMCSA and will be view only for historical data.

PAY CODE		<p>Valid payment codes are A, B, C, D, E, and M.</p> <p>Payment Recipient or Headquarter User selects this information from a drop-down menu.</p> <p>Pay Code field would still be required but the database 'BANK' table in CURRENT BILL could be removed if Delphi could maintain this BANK information and provide a means for the Payment Recipient to update that table.</p> <p>Also, the payment recipients should inform OCFO if they are comfortable doing this.</p>
PAYEE	<p>The name of the Payment Recipient Agency or Department, who will receive the payment.</p>	<p>It should contain a descriptive title populated with a default value of the Organization Name' from the Cost Center.</p> <p>The payment recipient technician or Approving Official can override this value by keying in a custom Payee Name.</p>

Information Displayed

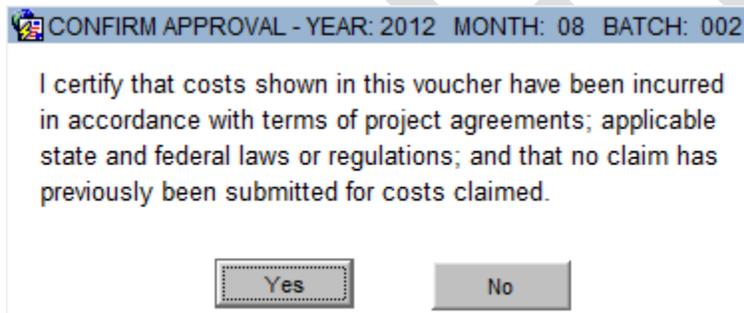
Data Element	Description	Business Rules
YEAR	Batch Year	Year on Requested payment date.
MONTH	Batch Month	Month on requested payment date.
BATCH	Batch Number	View only field – 4 digit field.
FMIS APPRV	FMIS Approval Indicator	Passed all validations against FMIS – 'Approved'.
PAYMENT RECIPIENT APPRV	Payment Recipient Approval Indicator	'Approved' – signature applied.
PAYMENT RECIPIENT APPRV DATE	Payment Recipient Approval Date	Date when Payment Recipient Approving Official applies signature.
PAYMENT	Payment Recipient Approving Officials Name	Captured upon

RECIPIENT APPROVING OFFICER		successful application of signature.
CONTROL NUMBER	This is a 7 digit unique number assigned automatically when the bill is approved by the Payment Recipient Approving Official for batches transmitted from the payment recipients.	
DIVISION APPRV	Division Approval Indicator	'Approved' – signature applied.
DIVISION APPRV DATE	Division Approval Date	Date when Division Approving Official applies signature.
DIVISION APPROVING OFFICER	Division Approving Officials Name	Captured upon successful application of signature.
BILL LOADED DATE	Date of upload.	View Only field. The Date of Upload is to be captured by the system and is displayed on this field.
REQ PMT DATE	The date on which the Payment Recipient has requested payment for their batch.	View Only field.
AMT SUBMITTED	Batch Amount from the CURRENT BILL Flat File after Batch Corrections and Batch Adjustments.	View Only field.
AMT APPROVED	Batch Amount approved after application of Payment Recipient Signature.	View Only field.

Functions

Function	Description	Business Rules
Functions	<p>These functions are essentially:</p> <ul style="list-style-type: none"> a. Entering Payment Information as described above. b. Reviewing Payment Information. c. Signing the batch. 	<p>Sign - The ‘Sign’ function will display a window where the user will confirm the approval action. Once confirmed, the approval process will be initiated and the batch status will be changed to ‘Wait Div Approval’. This function is disabled if the batch status is not ‘Waiting Payment Recipient Sign’ or the user does not have signature authority.</p> <p>NOTE: PINS shall be required by the system for signing the batch certifying that the batch is ready for payment. If the PIN is entered incorrectly more than 3 times, the user shall be forced to exit CURRENT BILL; the PIN becomes invalid and must be reset within UPACS.</p>

Additional Information



If the user clicks the ‘**No**’ function, from the Confirmation Approval Window, no action will be performed and the user is returned to the **Batch Approval Information** function. If the user clicks ‘**Yes**’ the user must enter their PIN and upon accurate verification of the PIN, the date and time, control number, and name of the Payment Recipient Approving Official are all affixed to the database. The batch status then changes to ‘**Wait Division Approval**’.

Disapprove – The ‘**Disapprove**’ function prompts the user to confirm the disapproval action. Once confirmed, the user is prompted to enter their PIN (as described in the ‘signing’ process above) and the disapproval process is initiated. The batch status is changed to ‘**Payment Recipient Disapproval**’ (note - this batch is no longer shown on the **Action Items** function). This function is disabled if the batch status is not ‘Waiting Payment Recipient Sign’ or the user does not have signature authority.

Program Summary - This function transfers control to the **Batch Review - Program Code Summary** function.

Program Detail - This function transfer control to the **Batch Review - Program Code Detail** function.

Print Signature - The '**Print Signature**' function will produce a hard copy of the electronic signature document for the displayed batch. When a batch is in the '**Wait Div Approval**' status, this function is disabled, and will not be enabled until after the Division Approving Official signs the batch. The electronic signature document is created at the time the division approval signature is affixed.

DRAFT

ASR1.3 – FMIS Errors Function

Purpose

The FMIS Errors function provides a list of all projects in a batch found to be in error with FMIS. This screen is accessed from the Action Items screen when the user clicks on a batch number that has ‘FMIS Errors’ or ‘Div FMIS Errors’ in the ‘Batch Status’ field.

Access Rights

All users except ‘view-only’ (General) users have access to this function. Only for Payment Recipient Users the project agreement codes are displayed as hypertext allowing access to the Batch Corrections function. All other users will be taken to the Project Information function instead.

Inputs

Data Element	Description	Business Rules
PROJECT NUMBER	Federal Highway Project Number assigned in FMIS or Federal Lands Project Number sent in by Payment Recipient.	Only for Payment Recipient Users the project numbers display as hypertext allowing access to the Batch Corrections function. All other users will be taken to the Project Information function instead.

Information Displayed

Data Element	Description	Business Rules
YEAR	Batch Year	All field described under ‘Information Displayed’ are view only.
BATCH NUMBER	Batch Number	
REQ PMT DATE	The date on which the Payment Recipient has requested payment for their batch.	
MONTH	Batch Month	
BATCH DATE	This is the date the batch was received.	
PAYMENT AMOUNT	The requested payment amount by payment recipient.	

Functions

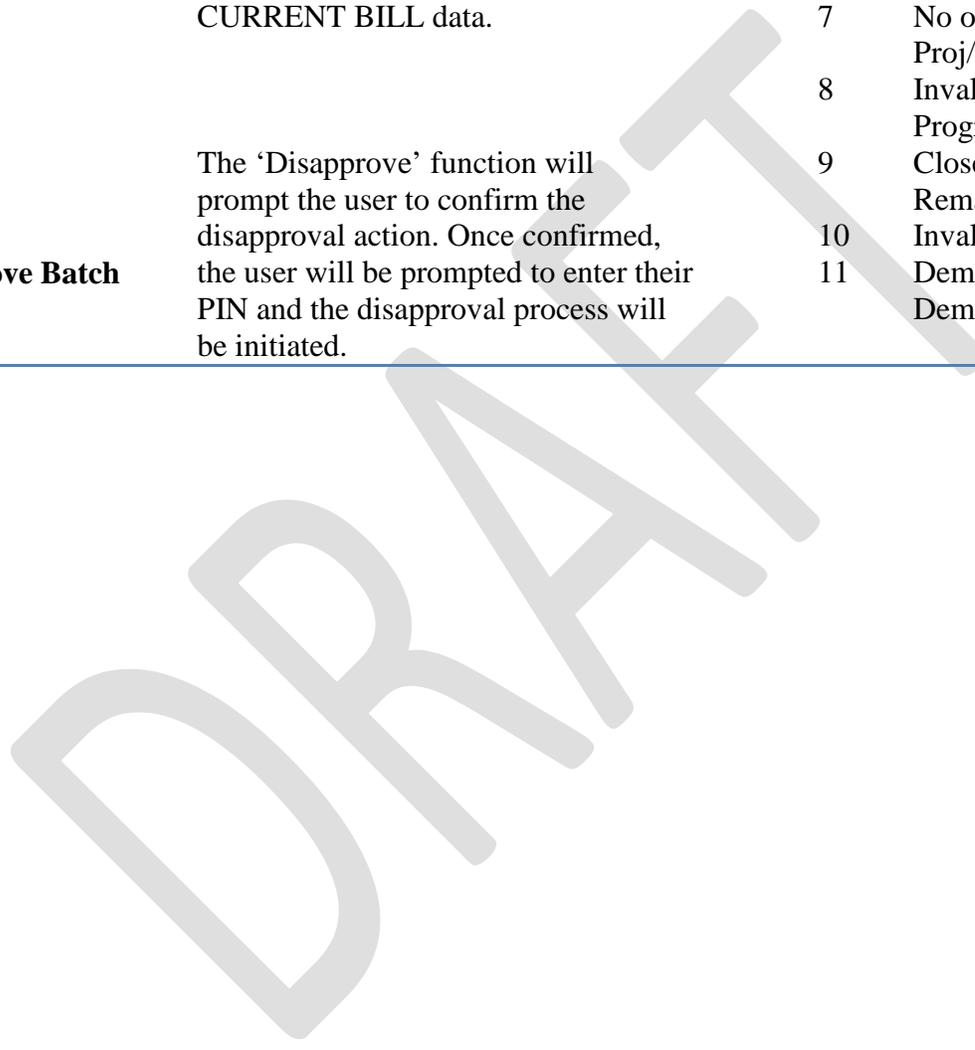
Function	Description	Business Rules
View FMIS Errors	Information about the batch is displayed and then all projects that have FMIS errors are listed with their	Labels 1 FMIS Project Closed

error message. The cursor is positioned in the first project number field. To review the detail data for a specific project number, the user can click on the desired project number in the 'Project Number' field. The system will transfer the user to the Batch Modifications function where he or she can make corrections to the CURRENT BILL data.

The 'Disapprove' function will prompt the user to confirm the disapproval action. Once confirmed, the user will be prompted to enter their PIN and the disapproval process will be initiated.

Disapprove Batch

- 2 FMIS Project
- Withdrawn
- 3 Project not in FMIS
- 4 Exceeds FMIS Project Amount
- 5 Withdrawn Project-Expn Remaining
- 6 Invalid FMIS program code
- 7 No oblg for this Proj/Program Code
- 8 Invalid Federal-Land Program Code
- 9 Closed Project-Expn Remaining
- 10 Invalid Demo ID
- 11 Demo required for Demo Program Code



ASR1.4 – Batch Modifications function

Purpose

The Batch Modifications function will display the detail data for a specific batch. It is accessed by clicking on a project number on the FMIS Errors or Division FMIS Errors function or on the Batch Modifications link on the Batch Approval function. When the data is initially displayed it will start with the first line in the batch containing the project number selected. All fields are protected until a specific line item is selected for modification.

Access Rights

Only the Payment Recipient user with correction/modification rights will have access to this function.

Inputs

Data Element	Description	Business Rules
DEMO ID	This field holds the Demo ID value. This field will also be a drop down field if the FMIS project number and program code has more than one Demo ID associated with it.	The function will also allow the user to add, change or delete a demo id just like the project number and detail amount for each row. If the user were to enter a Demo ID for a non-demo program code, the detail line will be flagged with a ‘No Obligations’ FMIS Error when they validate the change against program code and demo ID on the FHWA database.
PROJ NUMBER	Federal Highway Project Number as defined in FMIS and Federal Lands Project Number as sent in by Payment Recipients.	This field must be valid when the changes are saved.
DETAIL AMOUNT	The amount the payment recipient is requesting to be paid for this project. Data is taken from the Detail Record received from the Payment Recipient during batch transmission.	This field must be valid when the changes are saved. The changes are verified against the Project Expenditure Balances.

Information Displayed

Data Element	Description	Business Rules
YEAR	Batch Year	All fields here are view only.
BATCH NUMBER	Batch Number	
REQ PMT DATE	The date on which the Payment Recipient has requested payment for their batch.	
MONTH	Batch Month	

BATCH DATE	This is the date the batch was received.
PAYMENT AMOUNT	The requested payment amount by payment recipient.

Functions

Function	Description	Business Rules
Validate Changes	After making all changes, executing this function will recalculate the batch amount and validate the project data against obligations stored on the database.	
Add	This function will transfer control to the Add Project function to allow additional records to be added to the batch.	
Change	On selecting a detail line, the 'Organization', 'Project Number' and 'Detail Amount' fields can be changed using this function.	
Delete	After selecting a detail line, this function can be used to delete an entire detail line.	

DRAFT

ASR1.5 – Add Project Function

Purpose

The Add Project Record function adds additional records to a specific batch. This function is accessed from FMIS Errors function, Division FMIS Errors function or the Batch Modifications function.

Access Rights

Only the Payment Recipient user with batch modification rights will have access to this function.

Inputs

Data Element	Description	Business Rules
ORGANIZATION	Drop down field which determines whether the organization is FHWA or Federal Lands.	Must be valid for payments to Payment Recipient, Payment Recipient Federal Lands and Port Authority of New York/New Jersey. A FHWA organization code could be changed to a Federal Lands organization code but the opposite is not true.
TRANSACTION TYPE	Drop down which determines the transaction type. This is the code that identifies the transaction.	Valid values are 10, 20 and 93.
PROGRAM CODE	Key-in entry field for the appropriation/program code value.	Four-digit code, which identifies the appropriation that authorized the obligations and expenditures of funds and must be present on a FHWA or Federal Lands project number. This field is updated from the 'Program Code' field on the Detail record transmitted by the Payment Recipient.
DEMO ID	Key-in and drop down field which holds the Demo ID value.	The CURRENT BILL Expenditure will be applied to FMIS by program code, project number and demo ID. If the user were to enter a Demo ID for adding a detail line containing a non-demo program code, the detail line will be flagged with a 'No Obligations' FMIS Error when they click on 'Verify FMIS' after they make the change.
OBJECT CLASS	Drop down field which provides the valid	The code, which identifies the

	object class codes: 4100, 4105, 5450	nature of services, articles, and other items for which obligations are incurred.
TRANSACTION AMOUNT	The amount the payment recipient is requesting to be paid for this project.	
PROJECT NUMBER	Federal Highway Project Number as defined in FMIS and Federal Lands Project Number as sent in by Payment Recipients.	

Information Displayed

Data Element	Description	Business Rules
YEAR	Batch Year	All these fields under information displayed are view only fields.
BATCH NUMBER	Batch Number	
REQ PMT DATE	The date on which the Payment Recipient has requested payment for their batch.	
MONTH	Batch Month	
ACTIVITY	This is the activity code which is a two digit alphanumeric code.	Valid codes are '2M' or '50'.
PAYMENT AMOUNT	The requested payment amount by payment recipient.	

Functions

Function	Description	Business Rules
Validate new data	After auto-saving all added projects, initiates validation of the new project data against obligations.	The user is required to enter all data entry fields on the function.

ASR1.6 – Reports Status Function

Purpose

This function displays the reports that are either submitted by the user or generated automatically during certain functions performed within CURRENT BILL (i.e. Daily Payment Reports). This function is accessed by clicking on ‘Reports Status’ from the ‘Reports’ main menu that appears on every function. It also allows the user to monitor the status of jobs submitted. This function is accessible to the users only when they submit reports to be created. In addition to the ‘Complete’, ‘Submitted’ categories of the report ‘Status’, another status which indicates more details of the error/issue on why the report did not get completed and is not available for viewing needs to be included.

Access Rights

All users with have access to this function except HQ General Users (View-Only).

Information Displayed

Data Element	Description	Business Rules
REPORT NAME	Name of the report which was submitted by the system.	Example: ‘Control Record Report’ submitted by the payment process.
RUN DATE	Date on which the report was submitted	Includes the time stamp as well.
STATUS	C – Completed S – Submitted E – Error	

Functions

Function	Description	Business Rules
Sort	The columns or field names described above provide the flexibility for the user to sort the data by just clicking on those respective fields	Default sort order is by run date and time.
Display	This function allows a user to display a completed report.	

ASR2 - FHWA Division User (Division Technician and Division Approving Official)

ASR2.1 – Action Items Function

Purpose

Same as ASR1.1 (ASR1.1 relates to Payment Recipient Tech and Payment Recipient Approving official)

Access Rights

Same as ASR1.1

Inputs

Data Element	Description	Business Rules
	Same as ASR1.1	

Information Displayed

Data Element	Description	Business Rules
	Same as ASR1.1	

Functions

Function	Description	Business Rules
Alert Action & Message List	Same as ASR1.1	
Functions	Same as ASR1.1	

Additional Information

Same as ASR1.1

ASR2.2 – Batch Approval Function

Purpose

Same as ASR1.2

Access Rights

Same as ASR1.2

Inputs

Data Element	Description	Business Rules
FHWA VOUCHER NUMBER	FHWA Voucher Number entered by the payment recipient.	Is not a required field and can be alpha numeric.

Information Displayed

Data Element	Description	Business Rules
	Same as ASR1.2	

Functions

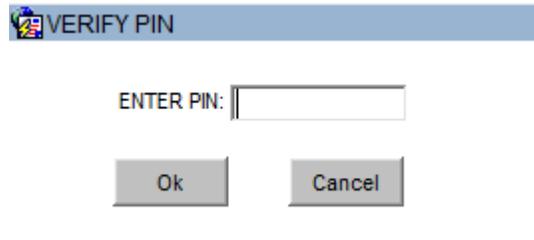
Function	Description	Business Rules
Functions	<p>These functions are essentially:</p> <ol style="list-style-type: none"> Entering FHWA voucher number. Reviewing Payment Information. Signing the batch. 	<p>Sign - The ‘Sign’ function will display a window where the user will confirm the approval action. Once confirmed, the approval process will be initiated and the batch status will be changed to ‘Wait To Be Paid’. This function is disabled if the batch status is not ‘Waiting Division Approval’ or the user does not have signature authority.</p> <p>NOTE: PINS shall be required by the system for signing the batch certifying that the batch is ready for payment. If the PIN is entered incorrectly more than 3 times, the user shall be forced to exit CURRENT BILL; the PIN becomes invalid and must be reset within UPACS.</p>

Additional Information

 CONFIRM APPROVAL - YEAR: 2012 MONTH: 08 BATCH: 002

I certify that costs shown in this voucher have been incurred in accordance with terms of project agreements; applicable state and federal laws or regulations; and that no claim has previously been submitted for costs claimed.

If the user clicks the ‘**No**’ function, from the Confirmation Approval Window, no action will be performed and the user is returned to the **Batch Approval Information** function. If the user clicks ‘**Yes**’ the user must enter their PIN (in the Verify PIN function), as described below.



The image shows a software dialog box titled "VERIFY PIN". It contains a text input field with the label "ENTER PIN:" to its left. Below the input field are two buttons: "Ok" on the left and "Cancel" on the right.

If the user clicks the ‘**Cancel**’ function, no action is performed and the user is returned to the **Batch Approval Information** function. If the user clicks the ‘**OK**’ function, the PIN is verified. If the user’s PIN is has expired or has been violated (more than 3 incorrect entry attempts), the user should contact the **UPACS Administrator** to have their PIN reset. If the user’s PIN is entered correctly, and the PIN has not expired or has not been violated (more than 3 incorrect entry attempts), the batch will have the approval status, the date and time, control number, and name of the FHWA Division Approving Official affixed to the database. The batch status then changes to ‘**Wait To Be Paid**’.

Disapprove – The ‘**Disapprove**’ function prompts the user to confirm the disapproval action. Once confirmed, the user is prompted to enter their PIN (as described in the ‘signing’ process above) and the disapproval process is initiated. The batch status is changed to ‘**Div Disapproval**’. This function is disabled if the batch status is not ‘Waiting Division Approval’ or the user does not have signature authority.

Program Summary - This function transfers control to the **Batch Review - Program Code Summary** function.

Program Detail - This function transfer control to the **Batch Review - Program Code Detail** function.

Print Signature - The ‘**Print Signature**’ function will produce a hard copy of the electronic signature document for the displayed batch. When a batch is in the ‘**Wait Div Approval**’ status, this function is disabled, and will not be enabled until after the Division Approving Official signs the batch. The electronic signature document is created at the time the division approval signature is affixed.

ASR2.3 – Reports Status Function

Purpose

Same as ASR1.3

Access Rights

Same as ASR1.3

Inputs

Data Element	Description	Business Rules
	Same as ASR1.3	

Information Displayed

Data Element	Description	Business Rules
	Same as ASR1.3	

Functions

Function	Description	Business Rules
	Same as ASR1.3	

DRAFT

ASR3 - FHWA Headquarters Payment User

ASR3.1 – Action Items Function

The common tool bar and menu are different for a HQ payment user.

The 'Paid' status should be displayed for the HQ payment user type and the ability to filter batches based on also this batch status should be made available.

The 'Duplicate Batches Detected – Review Duplicate Batches' Alert Action message should no longer be displayed for HQ Payment Users.

The 'CURRENT BILL Expenditure Data not updated in FMIS' message needs to have an alert action associated with it.

Purpose

Same as description above under ASR1.1

Access Rights

Same as described above under ASR1.1

Inputs

Function	Description	Business Rules
Transmit Payments	When the 'Transmit Payments' function is selected, all rows selected will be transmitted to DELPHI. A confirmation window will appear to confirm transmit.	The Actual Payment Date will be updated at this time for all batches selected. If "No" is selected on the confirmation function, the user will return to the 'Process Payments' function.

Information Displayed

Same as described under ASR1.1.

Functions

Same as described under ASR1.1.

Additional Information

Same as described under ASR1.1.

ASR3.2 - Payment Selection Pop-up Function (To Update Schedule Numbers)

Purpose

The Payment users 'PAYMENT SELECTION' pop-up window will 1.) Identify what day's payments are being processed (default is TODAY'S PAYMENT) as described above, and 2.) Select a Certifying Officer. The Certifying Officer Icon name list comes from the Federal Highway Administration's User Profile and Access Control System (UPACS). In the event of assigning a Schedule Number and choosing a certifying officer functions not being needed, this pop-up function may be eliminated.

If the 'Next Day Payment' option is selected for processing, a 'Reason' will be required, which will justify why the bills are being processed early, except, when the next day is the day before the last day of the business month.

Access Rights

Only HQ Payment Users and HQ Administrator Users with Payment Rights have access to this function through the 'Update Schedule' function on the common toolbar (for payment user) or 'Update Schedule Numbers' sub-menu under the 'Batch Action' menu (for HQ Admin User with payment rights).

Inputs

Data Element	Description	Business Rules
TODAY'S PAYMENT	This is a radio function when checked will pull up all CURRENT BILL batches with a 'Waiting To Be Paid' status with a requested payment date less than or equal to system date.	N/A
NEXT DAY PAYMENT	This is a radio function when checked will pull up all CURRENT BILL batches with a 'Waiting To Be Paid' status with a requested payment date greater than system date by one day.	
ALL PAYMENTS	This is a radio function when checked will pull up all CURRENT BILL batches with a 'Waiting To Be Paid' status with a requested payment date greater than system date by more than one day.	
CERTIFYING OFFICER	This is a drop-down showing the authorized certifying officers from the Office of The Chief Financial Officer.	

Information Displayed

None

Functions

Function	Description	Business Rules
Ok	Selecting 'Ok' function will set the options selected, as described above and transfer the user to the 'Update Schedule Number' function.	N/A
Cancel	If this function is selected, no action will be taken. The pop-up window will disappear and the user will be still located on the function from which this process was initiated.	
Help	This function will display the current information about the function of the 'Headquarters Approval SELECT BATCH' pop-up window and how it is used.	

ASR3.3 – Update Schedule Numbers Function

Purpose

The Update Schedule Number function will allow the payment user to assign a schedule number(s) to batches. This function is accessed by clicking the ‘OK’ function that is located on the ‘PAYMENT SELECTION’ pop-up window that is described in the previous section. If the assigning schedule number and certifying officer is being duplicated in Delphi and the schedule number and certifying officer in CURRENT BILL is not being used, this function and its functionality can be completely eliminated.

Access Rights

Only HQ Payment Users and HQ Administrator Users with Payment Rights have access to this function through the ‘Update Schedule’ function on the common toolbar (for payment user) or ‘Update Schedule Numbers’ sub-menu under the ‘Batch Action’ menu (for HQ Admin User with payment rights).

Inputs

Data Element	Description	Business Rules
Starting Sched No	Starting Sched No field will display the next available number to be assigned. To change it, type the correct number over the old.	This will be the first number used when the system automatically assigns the schedule numbers. Note: the new number must be greater than the number shown.

Information Displayed

Data Element	Description	Business Rules
Starting Sched No	Starting Sched No field will display the next available number to be assigned as a default.	This will be the first number used when the system automatically assigns the schedule numbers. Note: the new number must be greater than the number shown.
Last Number Used	Last Schedule Number assigned.	
Payment Date	The date on which the Payment Recipient has requested payment for their batch.	
YEAR	Batch Year	
MTH	Batch Month	
BATCH	Batch Number	
PAYMENT RECIPIENT	Payment Recipient Postal Abbreviation	

DIV APPROVE DATE	FHWA Division Approval Date
REQ PMT DATE	The date on which the Payment Recipient has requested payment for their batch.
PAYMENT AMOUNT	Payment recipient approved requested payment amount
ACTUAL PMT DATE	This would be null since the batch has not been transmitted for payment yet.
SCHED NUM	Schedule Number assigned
SCHED NUM ORG	User id of payment user assigning the Schedule Number.

Functions

Function	Description	Business Rules
Update Function	On clicking this function, a sequentially incremented Schedule Number will be assigned to each marked batch, beginning with the number entered in the 'Starting Sched No' field.	The function will be refreshed with the new schedule numbers assigned. 'Daily Reports' will be generated automatically and a confirmation message will be displayed. Eliminate the payments reports being submitted when the 'Update' on this function is clicked.

ASR3.4 – Process Payments function

Purpose

The purpose of the ‘Process Payment’ function is to allow the payment user to select batches to be transmitted to DELPHI. All records will be selected when this function is displayed. The user will use the ‘SEL’ function for batches that will not be transmitted to DELPHI. Batch Category is currently being sent to Delphi. Once this batch category is expanded to including funding source in addition to agency, would this batch category need to be sent to Delphi? If the CURRENT BILL batch number field is expanded to include 4 or 5 digit numbers, Delphi will need to be changed to accommodate this change. We can’t do anything that requires us to change Delphi. If you know for sure that Delphi can’t accommodate more than 3 chars, then we have to stick with 3 chars.

Access Rights

Only HQ Payment Users and HQ Administrator Users with Payment Rights have access to this function.

Inputs

Data Element	Description	Business Rules
SEL	Function to select a batch which needs to be transmitted to Delphi for payment.	

Information Displayed

Data Element	Description	Business Rules
SCHED NO	Schedule Number assigned	
SCHED NO ORIGIN	User id of payment user assigning the Schedule Number.	
YEAR	Batch Year	Year on requested payment date.
MTH	Batch Month	Month on requested payment date.
BATCH	Batch Number	
PAYMENT RECIPIENT	Payment Recipient Postal Abbreviation	
PAYMENT DATE	The date on which the Payment Recipient has requested payment for their batch.	
PAYMENT AMT	The requested payment amount by payment recipient.	

Functions

Function	Description	Business Rules
Transmit Payments	Transmit Payments - When the 'Transmit Payments' function is selected, all rows selected will be transmitted to DELPHI. A confirmation window will appear to confirm transmit.	The Actual Payment Date will be updated at this time for all batches selected. If "No" is selected on the confirmation pop-up window, the user will return to the 'Process Payments' function.

DRAFT

ASR3.5 – Payments Made Function

Purpose

The Payments Made function will be available from the Action Items function to allow the payment user to update all batch expenditure data that has been paid to project expenditures on the FHWA database.

Access Rights

Only HQ Payment Users and HQ Administrator Users with Payment Rights have access to this function.

Inputs

Data Element	Description	Business Rules
ACTUAL PMT DATE	The Actual Payment Date for a batch can be changed from the default of system date if the payment user chooses to do so.	

Information Displayed

Data Element	Description	Business Rules
ORGANIZATION	Payment Recipient Postal Abbreviation	All fields under information displayed will be view only.
PAYMENT AMT	Requested/Actual Payment Amount	
REQ PMT DATE	The date on which the Payment Recipient has requested payment for their batch.	
TRANSMIT DATE	Date the payment was transmitted to Delphi.	
ACTUAL PMT DATE	Date that the payment was actually disbursed through Delphi.	

Functions

Function	Description	Business Rules
Change	If a payment for a batch was made on a day other than the one shown in the ‘ Actual Payment Date ’ field, the new date can be typed over the old date displayed and the ‘ Change ’ function can be used to apply the change.	The new date cannot be earlier than the original date displayed or greater than the current date. All other fields are protected. A confirmation message will be displayed.
Update Projects	On selecting this function, the expenditure data for the all batches that have been paid in Delphi which have not had the expenditures updated will now be updated. A confirmation message will be displayed.	

ASR4 - FHWA Headquarters Administrator User

ASR4.1 – Action Items Function

The common tool bar functions and menu are different for a HQ administrator user with payment rights.

Purpose

Same as description above under ASR1.1

Access Rights

Same as description above under ASR1.1

Inputs

Data Element	Description	Business Rules
Sort By	This function enables the user to display the batch data in a different sort sequence. The default sort sequence for administrator users is: FMIS Errors Div FMIS Errors Wait Payment Recipient Signature Wait Div Approval Wait To Be Paid Paid Division Disapproval Bill Loaded Sent to Delphi Stop Payment	

Information Displayed

Please see below for the Alert Messages available to the HQ Administrator User:

End of Fiscal Year - Holiday Schedule Update Required. This is to inform the user that the Holiday Schedule Table will need to be updated soon. This message is sent in October.

Urgent - Yearly Holiday Schedule Update Required. This is to inform the user that the Holiday Schedule Table will need to be updated soon. This message is sent in November.

FMIS Errors Detected During The Division Approval Process - This is an informational alert message to indicate any or all batches that have been found to be in error during the Division Approval Process signing.

Functions

Same as description above under ASR1.1

Additional Information

Same as description above under ASR1.1

ASR4.2 – Bank File Update Function

Purpose

The purpose of the Bank File Update is to allow the user to update or review the payment recipient's bank file information that is required to transfer payments to the payment recipient's bank. CURRENT BILL System Manager is to confirm with Delphi on whether this function would still be needed in CURRENT BILL.

Access Rights

Only HQ Administrator Users with Bank file update privileges through UPACS have access to this function. This function can be accessed by clicking the 'Maintenance' option located on the menu line and selecting the 'Bank File Update' option.

Inputs

Data Element	Description	Business Rules
PAYMENT RECIPIENT	Drop down list of postal abbreviations to either display data already on the Bank table or add a new entry for a payment recipient.	
PAY CODE	The default payment code is "A".	If the Payment Recipient credits its funds to more than one bank or financial institution, a separate "Payment Information Form, Treasury Financial Communications System" for each financial institution must be completed. Valid values are "A", "B", "D", "E", and "M".
REC TYPE	Identifies the type of electronic transfer.	Valid values are FEDWIRE, ACH.
WIRE NO	This is the number where the payment is wired.	
VENDOR ID	This field contains the vendor's tax id number.	
CONTACT	This field is the name of the payment recipient contact.	
PHONE NUMBER	This is the payment recipient contact's phone number.	
ADDRESS	This is the payment recipient's address.	
DIVISION CONTACT	This is the division contact's name.	
PHONE NUMBER	This is the division contact's phone number.	

Information Displayed

None

Functions

Function	Description	Business Rules
Function Functions	<p>Display - Clicking this function will display the bank information for the user selected (payment recipient, pay code, and record type).</p> <p>Add - Clicking this function will add the bank information entered.</p> <p>Change - Clicking this function will change the current bank file information to the values changed within the function.</p> <p>Delete - Clicking this function will delete the currently shown bank information.</p> <p>Reset - Clicking this function will clear the bank file fields so that new information can be added.</p> <p>Add Both - Clicking this function will add the information entered into the bank information fields for both ACH and FEDWIRE record types.</p> <p>Change Both - Clicking this function will change the information entered into the bank information fields for both ACH and FEDWIRE record types.</p> <p>Delete Both - Clicking this function will delete the information shown on the bank information fields for both ACH and FEDWIRE record types.</p> <p>Print - Produces a hard copy report for all data stored in the Bank record. Since this report contains sensitive data, the guidelines in Additional Information should be followed.</p>	

Additional Information

Media control for CURRENT BILL sensitive data

There are two areas within CURRENT BILL where sensitive data is handled:

- **SF1166 Report:** This report is produced during the payments being processed. It can only be generated and reviewed by either a CURRENT BILL Payment Users or a CURRENT BILL Administrative Users with payment functions. The electronic version of this SF1166 report contains bank information and is used in Oklahoma City, when they prepare the payments. They are generated by a FHWA HQ users here as the backup option for Oklahoma City users to confirm payments to be made by treasury.
- **Bank File:** The Bank File is a critical table within CURRENT BILL, which contains bank file information which is required to transfer payments to the payment recipient's bank. The 'Bank File Update' option provides access to this function through which an authorized user can view and update data and print Bank File Report.

NOTE: Currently, this financial institution data for the payment recipients provided on this CURRENT BILL Bank table is no longer used to disburse payments through the FOX payment system. Instead, it is used by the new State Payment System (SPS) for actual disbursements to the payment recipient's financial institutions.

ASR4.3 – Current Bill Lockout Function

Purpose

The System Lockout Pop-up Window will allow the FHWA Administrative user the option of unlocking or locking access to the CURRENT BILL process. The Current Bill Lockout function is a popup window that will be displayed when the user clicks the Current Bill Lockout option that is accessed from the Maintenance Menu option at the top of any function. There are three drop down icon options located at the top of the window. The status of the database Lock indicator field will be shown initially when the window is displayed.

Access Rights

Only HQ Administrator Users with System Lockout rights have access to this function through the ‘Maintenance’ menu.

Inputs

Data Element	Description	Business Rules
LOCKOUT STATUS	The user can use the arrow key or click the Icon down arrow to select the available options on the list.	

Information Displayed

None

Functions

Function	Description	Business Rules
UNLOCK	Selecting this option will unlock the system to allow users to access the online system and transmit current bill data.	
FIELD OFFICE LOCKOUT	Selecting this option will prevent the users in the Payment recipient and Division Offices from accessing the online system and prevent data from being transmitted from the Payment recipients. Field lockout will also prohibit the Division approving officials from approving bills and/or run reports.	
OCFO AND FIELD LOCKOUT	Selecting this option will prevent all users from accessing the system except Headquarters Administrative and ITD users.	

ASR4.4 – Program Code Update function

Purpose

The Program Code Update Function will be used by CURRENT BILL administrative users to maintain the FH1 program code table. The FH1 table is part of the CURRENT BILL database, which contains a list of the valid program codes that are used throughout CURRENT BILL and as part of the ‘Front End Process’ edits and validations. This function will provide a way of adding, changing, or deleting program codes in the FH1 database table. This function is to be modified to have two tabs. One tab will be available for the OCFO CURRENT BILL Team to update the Delphi Accounting String fields that correspond to the current FH1 static table. The second tab will be available for the OCFO FMIS Team to update the FMIS Program Code Table. In essence both these separate tables will be one physical table in the new database with the program code being the common value. CURRENT BILL System Manager would discuss this with OCFO FMIS team and confirm the feasibility of this design solution based on their roles and functions involving their current updates to the FH1 table and FMIS Program Code table.

Access Rights

Only HQ Administrator Users with ‘Table Maintenance’ Rights have access to this function through the ‘Maintenance’ menu on CURRENT BILL main menu bar which is common to all functions.

Inputs

Data Element	Description	Business Rules
Enter Program Code	Data Entry field requiring Program Code or Appropriation.	A four-digit code which identifies the appropriation that authorized the obligation and expenditure of funds.
Agency Id	Drop down list showing FHWA.	Federal Highway Agency.
Fund	Data Entry field.	A 10 Byte Alpha Numeric field that includes Appropriation or Program Code, part of the Delphi accounting string
Obl. TC	Drop down list.	Transaction Code to be used when creating Obligation records.
Budget Yr	4-digit Data Entry Field.	The year of the appropriation.
Pymt TC	Drop down list.	Transaction Code to be used when creating Payment records.
BPAC	Data Entry field.	A part of the Delphi accounting string includes Program Element.
FY Expired	4-digit Data Entry Field.	This field contains the fiscal year that the appropriation expires.
Obj Class	Drop down list showing ‘41050’ Object	The code identifies the nature of

	Class.	services, articles, and other items for which obligations are incurred.
CURRENT BILL Ind	Drop down list.	Payment to payment recipients indicator must be 'Y' or 'N'.
SGL	Drop down list showing '61006600' and '14106600'.	Standard General Ledger Account.
FMIS Ind	Drop down list.	FMIS indicator must be 'Y' or 'N'.

Information Displayed

None

Functions

Function	Description	Business Rules
Display	After typing the desired program code, click the ' Display ' function to display data for an existing program code. If the program code does not exist in the database, an appropriate error message will be displayed.	
Add	After all of the data has been entered, click the ' Add ' function to add the new program code entry.	
Change	To make a correction to an existing program entry.	
Delete	To delete a specific program code entry.	

ASR4.5 – Federal Holiday Schedule Function

Purpose

The Federal Holiday Schedule Function will display the dates that have been identified as Federal Holidays (as observed in Washington, DC) for the year requested. Requested Payment Dates should not coincide with any date displayed on this function.

Access Rights

Only HQ Administrator Users with 'Table Maintenance' Rights have access to this function through the 'Maintenance' common menu.

Inputs

Data Element	Description	Business Rules
YEAR	This field is a list item listing all years available for review.	
SEL	Function to select a day for the year displayed to either change or delete that particular line item (holiday).	

Information Displayed

Data Element	Description	Business Rules
MONTH	The month from the Holiday Date	
DAY	The day from the Holiday Date	
HOLIDAY NAME	This field gives the name of the holiday observed.	

Functions

Function	Description	Business Rules
Function Functions	<p>Display - When this function is displayed, the cursor will be positioned in the 'Year' field which has a drop-down menu. After the desired year has been selected, click the 'Display' function and the holidays for that year are displayed.</p> <p>Reset - This function will clear the function. A confirmation function will be displayed. This function will be used to cancel 'adds' or 'changes'.</p> <p>Add Line- This function is available to add a new line. The user can select the holiday date from a calendar display.</p> <p>Change - This function is available to change a line. The user can select the holiday date from a calendar display.</p> <p>Delete - This function is available to select a line to be deleted. The user will press the 'Delete' function and a confirmation function will</p>	

be displayed.

Add Year- This function will allow the users to enter a year. If the year does not exist in the database, then the user will be asked to confirm the list of holidays. If the year already exists in the database, the user will see a function stating that the year is already saved.

Delete Year - This function will delete the prior year's holidays. Once pressed, there will be a function where the user can select a year to delete. The user will be asked to confirm the deletion.

DRAFT

ASR4.6 – Notification List Function

Purpose

The purpose of the Notification List function is to allow the Administrative user to add or delete names from email notifications. These functions are accessed from the Maintenance option that is found at the top of every function, which is part of the main menu. When clicked, the user will have the option of either viewing/maintaining the \$50 Million Batches or Bank Notification list of names. The \$50 Million list contains names of people who will receive an email when a bill has been approved by the Division approving official for payment amounts equal to or greater than \$50 million dollars. The Bank Notification contains a list of people who will receive an email whenever there is a change/update made to bank information on the Bank File Update Function.

Access Rights

Only HQ Administrator Users with ‘Table Maintenance’ Rights have access to this function through the ‘Maintenance’ common menu.

Inputs

Data Element	Description	Business Rules

Information Displayed

Data Element	Description	Business Rules
NAME	The name of the user to whom the email should be sent.	
USER ID	The UPACS User ID of the user to whom the email should be sent to	

Functions

Function	Description	Business Rules
Select	To select a new UPACS user and add to the notification list.	Must be a valid UPACS user with access to Current Bill.
Delete	To delete a name and user id from the existing notification list.	

ASR4.7 – Payment Recipient TIN Update Function

Purpose

The Payment Recipient TIN Update Function will be used by CURRENT BILL administrative users to maintain the FH4 program code table. The FH4 table is maintained in the CURRENT BILL database, and contains a list of the identification numbers that are used in CURRENT BILL and FMIS edits. This function will provide a way of adding, changing, or deleting program codes in the FH4 database table.

Access Rights

Only HQ Administrator Users with ‘Table Maintenance’ Rights have access to this function through the ‘Maintenance’ common menu.

Inputs

Data Element	Description	Business Rules
Enter Payment Recipient Code	Drop down list which is populated with all the Payment Recipient Postal Abbreviations.	
Region Code	These are ‘00’ for FHWA and ‘15’, ‘16’ & ‘17’ for Federal Lands.	
Organization Code	Organization code assigned to each payment recipient and region.	
Payment Recipient (Vendor) TIN	Data Entry Field	Payment Recipient/Region Tax Identification Number.

Information Displayed

Data Element	Description	Business Rules
Organization (Vendor) Name	CURRENT BILL State of <Name of State>	
Organization (Vendor) Site	“CURRENT BILL” (default) + Payment Recipient Abbreviation.	

Functions

Function	Description	Business Rules
Display	After selecting the desired organization code, click the ‘ Display ’ function to display data for an existing TIN id. If the TIN does not exist in the data base, an appropriate error message will be displayed.	
Add	To add the new TIN identification data.	Must be validated for accuracy.
Change	To make a correction to an existing TIN entry.	Must be validated for accuracy.

Delete	To delete a specific entry from the TIN table
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ASR4.8 – Select Batch for Delete Function

Purpose

The SELECT BATCH FOR DELETE Pop-up Window will allow the FHWA Administrative user to select a specific batch in CURRENT BILL for deletion. The batch deletion function is a popup window that will be displayed when the user clicks the Delete Batch option that is accessed from the main menu or common toolbar.

Access Rights

Only HQ Administrator Users have access to this function through the ‘Batch Action’ common menu.

Inputs

Data Element	Description	Business Rules
YEAR	Batch Year for the batch that needs to be deleted from the database.	
MONTH	Batch Month for the batch that needs to be deleted from the database.	
BATCH	Batch Number for the batch that needs to be deleted from the database.	

Information Displayed

None

Functions

Function	Description	Business Rules
OK Function	To delete the selected batch from the CURRENT BILL database. An edit will be performed to determine that the selected batch will be deleted from the database. A confirmation message will be displayed asking if the user wants to delete this batch.	

ASR4.9 – Program Code Summary Function

Purpose

The **Batch Review - Program Code Summary Function** will display project data for one batch that has been summarized at the Program Code level.

Access Rights

All users have access to this function.

Inputs

None

Information Displayed

Data Element	Description	Business Rules
YEAR	Batch Year	All of the 'Information Displayed' are view only.
MONTH	Batch Month	
BATCH	Batch Number	
ST	Payment Recipient Postal Abbreviation	
FMIS APPROVE	FMIS Approval Indicator	
PAYMENT RECIPIENT APPROVE	Payment Recipient Approval Indicator	
DIV APPROVE	Division Approval Indicator	
PAYMENT AMOUNT	Requested Payment Amount	
EXPENDITURE AMT	The total amount of all of the expenditure data	This amount is carried on the expenditure file transmitted in by the Payment Recipients. This amount should be the total of all the detail records with transaction type 10 or 20 included in the batch. It is also updated when the Payment Recipient Approving Official makes corrections to the batch.
NON-BUDGET AMT	Non-budget applies when the payment recipient is requesting an advance from the Right-of-Way Revolving fund	This amount is also carried on the expenditure file transmitted in by the Payment Recipients. It is the sum of the detail records with transaction type 93 which corresponds to program code '1020' only. It is also updated when the Payment Recipient Approving Official makes corrections to the batch.
REQ PMT DATE	Date on which the Payment Recipient has requested	

	payment for their batch
BATCH DATE	Date on which the batch was generated
PAYMENT RECIPIENT VOUCHER NUM	Payment Recipient Voucher Number
ORGANIZATION	2-digit region '00' for FHWA and '15', '16' or '17' for Federal Lands.
PAYMENT RECIPIENT	Payment Recipient Code
PROGRAM CODE	4-digit Appropriation or Program Code
AMOUNT	CURRENT BILL Expenditure Amount for the corresponding program code.

Functions

Function	Description	Business Rules
Program Detail Function	To drill down to the detail transactions (program code, demo ID and project number and corresponding detail amount) for the batch selected.	

ASR4.10 – Program Code Detail Function

Purpose

The Program Code Detail Function will display the project detail data for a batch which corresponds to the program code, demo ID, project number combinations and the corresponding detail lines as carried on the file transmitted in by the Payment Recipients. This function is accessed from the Program Code Summary and Batch Approval functions.

Access Rights

All users have access to this function.

Inputs

None

Information Displayed

Data Element	Description	Business Rules
YEAR	Batch Year	All of the 'Information Displayed' are view only.
MONTH	Batch Month	
BATCH	Batch Number	
ST	Payment Recipient Postal Abbreviation	
FMIS APPROVE	FMIS Approval Indicator	
PAYMENT RECIPIENT APPROVE	Payment Recipient Approval Indicator	
DIV APPROVE	Division Approval Indicator	
PAYMENT AMOUNT	Requested Payment Amount	
EXPENDITURE AMT	The total amount of all of the expenditure data	This amount is carried on the expenditure file transmitted in by the Payment Recipients. This amount should be the total of all the detail records with transaction type 10 or 20 included in the batch. It is also updated when the Payment Recipient Approving Official makes corrections to the batch.
NON-BUDGET AMT	Non-budget applies when the payment recipient is requesting an advance from the Right-of-Way Revolving fund	This amount is also carried on the expenditure file transmitted in by the Payment Recipient DOTs. It is the sum of the detail records with transaction type 93 which corresponds to program code '1020' only. It is also updated when the Payment Recipient Approving Official makes corrections to the batch.
REQ PMT DATE	Date on which the Payment Recipient has requested payment	

	for their batch	
BATCH DATE	Date on which the batch was generated	
PAYMENT RECIPIENT VOUCHER NUM	Payment Recipient Voucher Number	
OBCL	Object Class (The code, which identifies the nature of services, articles, and other items for which obligations are incurred.)	
ACT	Activity Code (This is a two digit alphanumeric code, which is taken from the Detail Record transmitted by the Payment Recipient.)	Valid codes are '2M' or '50'.
PROGRAM CODE	4-digit Appropriation or Program Code	
DEMO ID	This field holds the Demo ID value.	
ORG CODE	Region and Payment Recipient Code concatenated.	
DETAIL AMT	The amount the payment recipient is requesting to be paid for this project.	Data is taken from the Detail Record received from the Payment Recipient during batch transmission.
PROJECT NUMBER	Federal Highway Project Number as defined in FMIS and Federal Lands Project Number as sent in by Payment Recipients.	This field populated from 'Proj' field on the Detail records during Batch Transmission to CURRENT BILL.
TRANSACTION TYPE	Transaction Type	This is the code that identifies the transaction. This field is updated during batch transmission. Valid values are 10, 20 and 93.

Functions

Function	Description	Business Rules
Program Summary Function	To see the summary transactions for the batch being displayed on the Program Code Detail function.	

ASR4.11 – Select Batch Function (for HQ Approval)

Purpose

This function will allow the HQ user to either choose to perform a Payment Recipient Approval/Disapproval or a Division Approval/Disapproval.

Access Rights

Only HQ Administrator Users have access to this function through the ‘Batch Action’ common menu.

Inputs

Data Element	Description	Business Rules
YEAR	Batch Year for the batch that needs to have an approval or disapproval performed by the HQ Administrator.	
MONTH	Batch Month for the batch that needs to have an approval or disapproval performed by the HQ Administrator.	
BATCH	Batch Number for the batch that needs to have an approval or disapproval performed by the HQ Administrator.	
APPROVAL TYPE	Radio functions - Payment Recipient Approval/Disapproval or Division Approval/Disapproval.	

Information Displayed

None

Functions

Function	Description	Business Rules
OK	This function will allow the Administrator to either navigate to the ‘Headquarters Approval for Payment Recipient’ function, or ‘Headquarters Approval for Division’ function.	

ASR4.12 – Headquarters Approval for Payment Recipient Function

Purpose

This function will allow the administrative user to complete the process of setting a selected batch to the status of being approved by the payment recipient office.

Access Rights

Only HQ Administrator Users with Approval Rights have access to this function through the ‘Headquarters Approval’ sub-menu under the ‘Batch Action’ main menu via the Select Batch pop-up explained in the previous section.

Inputs

Note: All input fields are the same as explained for the Batch Approval function under the Payment Recipient User except for the ones explained below:

Data Element	Description	Business Rules
HQ APPROVAL REASON	Drop down list showing standard list of reasons codes for performing a payment recipient approval on behalf of the Payment Recipient.	REASON: <input type="text"/> APPROVAL: <input type="text"/> Approving official not available Computer related problems Division/State office closed Adverse weather
PERSON REQUESTING APPROVAL	Data entry field to document the Payment recipient user requesting an approval on their behalf.	
COMMENTS	Any custom specifics about the HQ approval that need to be documented.	

Information Displayed

Data Element	Description	Business Rules
YEAR	Batch Year	View only
MONTH	Batch Month	View only
BATCH	Batch Number	View only
FMIS APPRV	FMIS Approval Indicator	Passed all validations against FMIS – ‘Approved’.
PAYMENT RECIPIENT APPRV	Payment Recipient Approval Indicator	‘Approved’ – signature applied.
PAYMENT RECIPIENT APPRV DATE	Payment Recipient Approval Date	Date when Payment Recipient Approving Official applies

		signature.
PAYMENT RECIPIENT OFFICER	Payment Recipient Approving Officials Name	Captured upon successful application of signature.
CONTROL NUMBER	This is a 7 digit unique number assigned automatically when the bill is approved by the Payment Recipient Approving Official for batches transmitted from the payment recipients.	
DIVISION APPRV	Division Approval Indicator	'Approved' – signature applied.
DIVISION APPRV DATE	Payment Recipient Approval Date	Date when Division Approving Official applies signature.
DIVISION OFFICER	Division Approving Officials Name	Captured upon successful application of signature.
REQ PMT DATE	The date on which the Payment Recipient has requested payment for their batch.	View only
AMT SUBMITTED	Batch Amount from the CURRENT BILL Flat File after Batch Corrections and Batch Adjustments.	
AMT APPROVED	Batch Amount approved after application of Payment Recipient Signature.	
CURRENT BILL DATE	This date is also the same as the batch date.	
VOUCHER REC DATE	This is the date the batch was received. Data is taken from BATCH_DATE database field which in the date on trailer record of the flat file sent by the payment recipient.	

Functions

Function	Description	Business Rules
Sign	When this function is clicked the signature of the headquarters approving official will be affixed to the batch control data, and the batch will be marked as 'Wait Div. Approval' status.	

Additional Information

CONFIRM APPROVAL - YEAR: 2012 MONTH: 08 BATCH: 002

I certify that costs shown in this voucher have been incurred in accordance with terms of project agreements; applicable state and federal laws or regulations; and that no claim has previously been submitted for costs claimed.

Yes No

If the user clicks the 'No' function, from the Confirmation Approval Window, no action will be performed and the user is returned to the **Headquarters Approval for Payment Recipient** function. If the user clicks 'Yes' the user must enter their PIN.

ASR4.13 – Headquarters Approval for Division Function

Purpose

Same as ASR4.12

Access Rights

Same as ASR4.12

Inputs

Data Element	Description	Business Rules
FHWA VOUCHER NUMBER	FHWA Division Officer Voucher Number	Not a required field.

Information Displayed

Data Element	Description	Business Rules
	Same as ASR4.12	

Functions

Function	Description	Business Rules
	Same as ASR4.12	

Additional Information

Same as ASR4.12

ASR4.14 – Headquarters Approval for Payment Recipient Function

Purpose

This function will allow the administrative user to complete the process of setting a selected batch to the status of stop payment.

Access Rights

Only HQ Administrator Users with Approval Rights have access to this function through the ‘Headquarters Approval’ sub-menu under the ‘Batch Action’ main menu via the Select Batch pop-up explained in the previous section.

Inputs

Data Element	Description	Business Rules
REASON	Drop down list showing standard list of reasons codes for performing a stop payment.	REASON: <input type="text"/> APPROVAL: <input type="text"/> Approving official not available Computer related problems Division/State office closed Adverse weather
PERSON REQUESTING STOP PAYMENT	Data entry field to document the Payment recipient user or FHWA or Federal Lands Division user requesting a stop payment.	
COMMENTS	Any custom specifics about the stop payment that need to be documented.	

Information Displayed

Data Element	Description	Business Rules
YEAR	Batch Year	Year on Requested payment date.
MONTH	Batch Month	Month on requested payment date.
BATCH	Batch Number	Sequential Number reset every month/year.

Functions

Function	Description	Business Rules
Save	When this function is clicked the batch will be marked with a ‘Stop Payment’ status.	

ASR5 - FHWA Headquarters Administrator User with User Table Update Function

ASR5.1 - User Table Update Function

Purpose

The purpose of the ‘**Update CURRENT BILL User Record**’ function is to allow the ITD user to temporarily change their user profile and access rights on the CURRENT BILL database. This **does not** change any information on the user profile stored in UPACS nor does it allow the ITD user to have access to the Bank File. This function will enable the user to simulate other CURRENT BILL user types in the resolution of production problems. It will also provide basic information about other CURRENT BILL users (location and user id).

Access Rights

Only HQ Administrator Users who belong to organization group ‘8340’ have access to this function through the toolbar which is only available to their user type.

Inputs

Data Element	Description	Business Rules
User Type	This is the field where the ITD user can pick the user type he or she would like to be in CURRENT BILL. He or she can choose any one of the 20 user types described in sections GSR 2.6 and GSR 5	Payment Recipient, Division and HQ User Access Options are as defined in sections GSR 2.6 and GSR 5.
Payment Recipient	This field is a list of all the valid payment recipients in CURRENT BILL.	

Functions

Change - To temporarily change access rights, the ITD user needs to select the desired user type, R, access options and then initiate the ‘Change’ function. A confirmation message is used to transfer the user to the Action Items function with the access rights restored to the way it appears in UPACS.

Reset - To reset your access rights to the way it is stored in UPACS, then the ‘Reset’ function needs to be initiated. A confirmation message is used to transfer the user to the Action Items function with the access rights restored to the way it appears in UPACS.

Search - To search for a CURRENT BILL user, initiate the ‘Search’ function. This will bring up the UPACS User function window. For detailed instructions, refer to section ASR 5.1.1 UPACS USER function.

Display - To display information about your access rights after viewing other users, initiate on the ‘Current User’ function.

ASR 5.1.1 UPACS USER function

Purpose

The 'UPACS USER' **function** will allow the user to search for another CURRENT BILL user and display access rights for that user. **This function is accessed by using the 'Search' function** found on the 'Update CURRENT BILL Users Record' function described in the previous section.

Access Rights

Only HQ Administrator Users who belong to organization group '8340' have access to this function.

Inputs

Data Element	Description	Business Rules
Find Name	This is the field where the ITD user can key in the UPACS user name that he or she would like to find.	

Information Displayed

When this function is accessed the default information displayed will be a list of all valid CURRENT BILL users sorted by last name.

Functions

Find – This function is used to search for a particular user, by entering the person's last name in the 'Find Name' field. If the record exists, it will be retrieved and displayed. If no record is found with that person's name, an error message will be displayed.

Payment Recipient Sort - To sort the list by payment recipient, the 'Payment Recipient Sort' function is used. The data will then be re-displayed in payment recipient sequence.

Display - To display access information for a user, the person's name is selected and then the display function is executed. The user will be transferred to the 'Update CURRENT BILL Users Record' function where additional access rights for that user will be displayed.

APPENDIX A

Fatal Errors (Errors that disallow a file from being loaded to the CURRENT BILL database as a batch):

DATA DOESN'T MATCH YOUR USER PROFILE

INVALID ACTIVITY

INVALID AMOUNT ON DETAIL RECORD

INVALID CONTROL RECORD DATE

INVALID EXPENDITURE AMOUNT

INVALID NON-BUDGET AMOUNT

INVALID PAYMENT AMOUNT

INVALID PAYMENT DATE

INVALID PROGRAM CODE ON DETAIL RECORD

INVALID PROJECT-AGREEMENT

INVALID RECORD COUNT ON TRAILER

INVALID STATE CODE ON DETAIL RECORD

PROGRAM CODE NOT FOUND ON APPROP TABLE

REQUESTED PAYMENT AMOUNT LESS THAN \$10,000