Appendix 6 – Functional Requirements: Accounts Payable

See the RFP Section 1.2 and Task Order, Section 1.2 for a complete list of all abbreviations and acronyms.

All requirements contain the word "shall" which may be part of the sentence containing the requirement or precede a list of requirements.

For requirements that include a lettered list, the lettered list is considered to be part of the requirement.

For requirements that contain a bulleted list, the bulleted list is provided for clarification, interpretation, reference, definition or example.

For requirements that contain the phrase "provided the ability", the function or capability shall be provided in a manner that allows it to be exercised at the discretion of an authorized user.

1. Overview

The Accounts Payable (AP) operations of the MVA uses the Legacy DIWS scan, store, retrieve and workflow functionality. With DIWS 2, AP operations will use the functionality described herein that is built on the underlying ECM functionality described in Appendix 5 Toolbox. The **DIWS 2 System shall support all AP-related imaging activities for the following areas**:

a. Scan, Index and Verify –When invoices arrive at AP, they are considered to be unapproved invoices. Unapproved invoices are scanned, indexed, and verified by AP. This activity also associates an Approver Branch/Department Group with the invoice.

b. Receiving Email Notification – After an unapproved invoice has been verified by AP, an Approval Requested First Notification email is sent to all the users (approvers) in the approver branch/department group associated with the invoice.

c. Retrieving Documents – All the documents related to AP can be retrieved for viewing.

d. Invoice Approval – The approver enters the required fields (e.g., PO) and approves it for payment.

e. Invoice Rejection – The approver enters the reason for rejection in the comment field and sends the unapproved/rejected invoice back to the AP division.

f. Invoice Reissue – Some invoices are reissued by the AP staff who selects a different branch/department. The system sends the notification email to all users in the approver list.

g. Invoice Partially Approved – For partially approved invoices the approver puts the comment and enters the reason for partial approval in the comments field.

There are two fundamental requirements when migrating the MVA's legacy AP content management application:

a. **No loss of functionality** –Although the application may need to undergo changes to accommodate the underlying ECM COTS product, all existing HR capability shall be available in DIWS 2.

b. **No loss of business information** – All unstructured HR content shall be migrated from the Legacy DIWS to DIWS 2. All structured HR content shall be migrated from the Legacy DIWS to DIWS 2, undergoing change necessary to work with the functionality built on the DIWS 2 COTS product.

2. General Information – Accounts Payable

DIWS provides imaging capabilities to support the MVA AP process. These capabilities convert all invoices into electronic images upon receipt at the MVA. The images are indexed and verified then routed to a Branch/Department for approval.

The Branch/Department may approve the invoice, partially approve the invoice, or reject the invoice.

The AP area obtains a voucher number for all approved and partially approved invoices. For rejected invoices, the AP area looks at the reason for the rejection. If the rejection is due to the invoice being misrouted, the invoice is rerouted to the correct Branch/Department.

Each day, all invoices that have been assigned a voucher number are burned to a CD and sent to the Comptroller's office for review and payment.

The expectation is for the Offeror to conduct a requirements definition and review session leveraging the existing DIWS AP application and learning about the needs of the business. These requirements will be used as the basis for the AP application to be built on the DIWS 2 platform. Unstructured content (e.g., images) and structured data (i.e., database data) currently stored in DIWS shall be migrated to the DIWS 2 environment. No loss of functionality shall be permitted and some enhancements are expected, as defined in Section 3 Capability New to DIWS 2.

Known enhancements include support for smart devices, the addition of one or more pieces of captured information, possible modifications to the workflow, and the ability to automatically capture electronic invoices (e.g., fax or e-mail).

2.1 Current Process

The AP business process uses DIWS to scan, store, retrieve, approve and reject the invoice documents. The AP division runs the daily WRS invoice reports based on the archive number generated from the invoice report. The reports are then copied to a CD and the CD is sent to the Comptroller's office where the reports are reviewed, approved and audited.

Figure 1 High-level AP Process Flow describes the high-level flow for the AP division of DIWS.
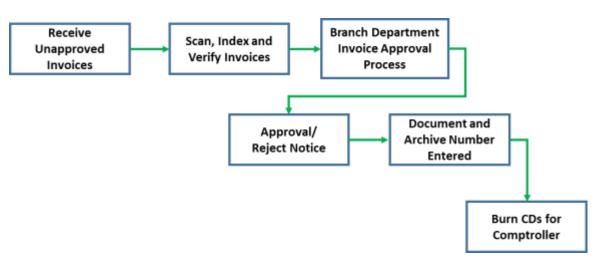
Figure 1 High-level AP Process Flow

2.1.1 Receive Unapproved Invoice

Table 1 Receive Unapproved Invoice describes the current business process (except where noted) for capturing the unapproved invoices that arrive at the MVA.

Table 1 Receive Unapproved Invoice

1.	AP scans the unapproved invoice into DIWS at the Accounts Payable office in Glen Burnie, MD.	
2.	AP indexes the unapproved invoice by entering values for the following required fields:	
	a.	Case type (existing field)
	b.	Document type (existing field)
	c.	Receipt date (existing field, auto-populated)
	d.	Federal ID # (existing field)
	e.	Invoice # (new field)
	f.	Invoice amount (existing field)
	g.	Approve branch/department (dropdown list of index and title)
3.	AP verifies the unapproved invoice by inspecting the index values and reentering the following three fields:	
	a.	Federal ID
	b.	Invoice #
	c.	Invoice amount

2.1.2 First Verification Notice of Unapproved Invoice

Table 2 describes the current business process for sending the verification notices to those responsible for approving the invoices. This process is performed by a user in the AP area.

Table 2 First Verification Notice

1.	The system forwards the invoice out of the DIWS verify queue.
2.	The system sends an Approval Requested First Notification e-mail to each user in the Approver/Branch department group. The Approver/Branch was entered as part of indexing and the e-mail addresses are looked up in a table. The notification e-mail contains the invoice number and invoice amount, invoice date and vendor name.
3.	The system sets an Approval Requested Second Notification check with a check date that is three business days after the Approval Requested First Notification email was sent.

2.1.3 Branch/Department Approval Process

This workflow is used if the approver branch/department approves or rejects the unapproved invoice before the approval requested second notification check date.

Table 3 Branch/Department Approval Process describes the current business process for verifying the unapproved invoices that have been scanned and indexed. All invoices are manually verified. This process is performed by a user in the branch/department area.

Table 3 Branch/Department Approval Process

1.			Staff in the Approver Branch/Department receive the Approval Requested First Notification email.
2.			The approver logs into WRS and retrieves the unapproved invoice, based on invoice number. Figure 4 illustrates the AP retrieval screen.
3.			The approver views the image of the unapproved invoice.
4.			The approver opens the AP approval screen and approves or rejects the invoice:
	a.		To Approve the invoice:
		i.	Accounting information is entered, saved and Approved.

		ii.	System auto populates the user name, full name, date, and time.
		iii.	The approver selects the Approve button.
		iv.	System removes the Approval requested Second Notification check.
		v.	System sends a Reject email to the AP email group or approve the invoice and email.
	b.		To Partially Approve the invoice:
		i.	Partial amount is added along with the comm.
		ii.	Name and email address is entered for the signature.
		iii.	The invoice is emailed to the AP Staff.

2.1.4   Approval Notice or Rejected Notice Email

Table 4 Approval/Rejected Notice Email describes the current business process for sending the approval and rejection notification email to respective user/group. This process is performed by a user in the AP area.

Table 4 Approval/Rejected Notice Email

1.	AP user logs onto WRS and retrieves the Unapproved Invoice.		
2.	AP user opens the AP Approval screen.		
3.	AP user views the Invoice and Branch/Department Approver information.		
4.	AP user approves, reissues, or rejects the Invoice:		
	a.	To approve the invoice:	
		i.	AP user obtains the voucher number from FMIS and enters it on the Approval screen.
		ii.	AP user enters the archive number or document number on the Approval screen.
		iii.	System auto-populates user name, full name, date, and time.
		iv.	AP user selects the Approve button.
		v.	System automatically reclassifies the document as Document Type Invoice.
	b.	To reissue the invoice:	
		i.	AP user selects a different Branch/Department from the dropdown list.

		ii.	System auto-populates user name, full name, date, and time.
		iii.	AP user selects the Reissue button.
		iv.	System sends an Approval Requested First Notification email to each user in the newly selected Approver/Branch Department group.
		v.	System sets an Approval Requested Second Notification check with a check date that is three business days after the Approval Requested First Notification email was sent.
	c.	To reject the invoice:	
		i.	AP user enters text explaining the reason for rejection in the comments field.
		ii.	System auto-populates user name, full name, date, and time.
		iii.	AP user selects the Reject button.
		iv.	System automatically reclassifies the document as Document Type Rejected Invoice.
		v.	AP user scans the revised unapproved invoice and starts the process over.

2.1.5 Second Verification Notice of Unapproved Invoice

Workflow if the Approver Branch/Department Does Not Approve or Reject the Unapproved Invoice before the Approval Requested Second Notification Check Date.

Table 5 describes the current business process for sending the verification notices to those responsible for approving the invoices. This process is performed by a user in the AP area.

Table 5 Second Verification Notice

1.	System sends an Approval Requested Second Notification email to each user in the Approver/Branch Department group when the Approval Requested Second Notification check is processed.	
2.	System sets an Approval Not Received check with a check date that is three business days after the date the Approval Requested Second Notification email was sent.	
3.	If the Approver Branch/Department Approves or Rejects Unapproved Invoice before Approval Not Received check date	
	a.	System removes the Approval Not Received check.

	b.	System sends an Approval Notice or Reject Notice email to the AP user group.
	c.	AP user Approves, Rejects, or Reissues the invoice (following the same steps as in i).
4.	If Branch/Department does not Approve or Reject Unapproved Invoice before Approval Not Received check date:	
	a.	System sends an Approval Not Received email to each user in the AP group when the Approval Not Received check is processed.

2.1.6 Burn CD for Comptroller

Table 6 Creating CD for Comptroller describes the business process where the reports are copied to the CD and is sent to the comptroller's office, where the reports are reviewed, approved and audited. This process is performed by a user in the AP area.

Table 6 Creating CD for Comptroller

1.	AP user matches the original invoice amount to the amount obtained while running the invoice reports in WRS.
2.	If the amount does not match, AP user goes to the DIWS client and enter the invoice number and change the amount and then hit the save button.
3.	AP user then saves the WRS report into the local drive in desktop.
4.	AP user then Burns the CD by the Archive Number.
5.	Burned CDs are taken to room 200 and from there it is sent to the Comptroller's office of MD.

2.1.7 Business Process diagram

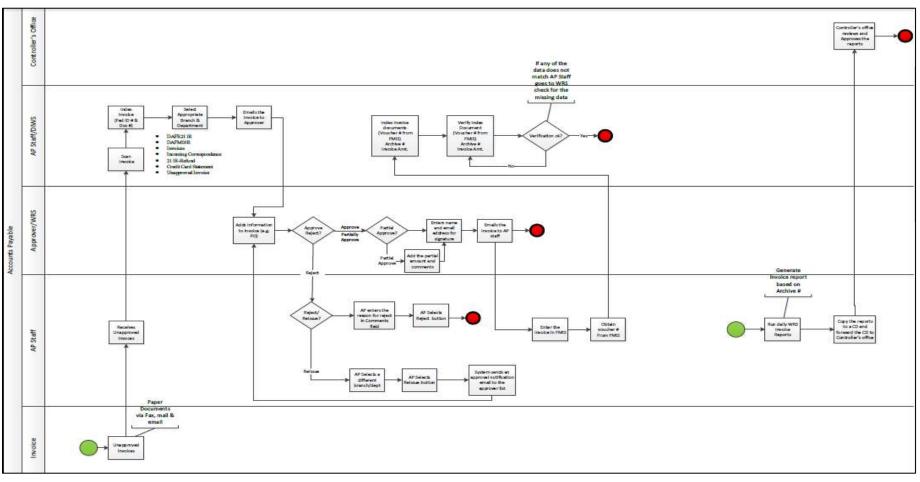**Figure 2 AP Workflow** is the business process diagram for the current AP business process flow.

Figure 2 AP Workflow

In addressing the business process requirements for AP, **the Contractor shall:**

1. Work with the business areas to identify and capture all business process requirements.

2. Review the existing business process requirements to capture all existing business process requirements.

3. Advise the MVA on recommended changes and clarifications to the business process requirements.

4. Capture all recommended changes along with the reasons for implementing or not implementing the recommended changes to the business process requirements.

5. Implement all existing business process requirements unless said existing requirements are explicitly identified in the requirements documentation as being changed or removed.

NOTE: The current business process may change during the requirements verification activities and design activities. Additional business process steps and flows may be added as a result of the requirements verification activities and design activities. There are known enhancements identified in Section 3 Capability New to DIWS 2 that may also impact the business process.

The Contractor's scope of responsibility under the fixed price Offer shall include all necessary requirements decomposition and refinement of the processes named in Section 2.1 Current Process and Section 3 Capability New to DIWS 2. Additional process requirements and details that are not related to the processes named in Section 2.1 Current Process and Section 3 Capability New to DIWS 2 may be incorporated via change order or Work Order in the future.

2.2   Accounts Payable Detailed Requirements

Table 7 AP Detailed Requirements provides additional details on the requirements stated in Section **2.1 Current Process**.

In addressing the detailed requirements for AP, **the Contractor shall**:

1. Work with the business areas to identify and capture all detailed requirements.

2. Review the existing detailed requirements to capture all existing detailed requirements.

3. Advise the MVA on recommended changes and clarifications to the detailed requirements.

4. Capture all recommended changes along with the reasons for implementing or not implementing the recommended changes to the detailed requirements.

5. Implement all existing detailed requirements unless said existing requirements are explicitly identified in the requirements documentation as being changed or removed.

Table 7 AP Detailed Requirements

Req. #	Requirement
AP Index and Verify	
APIV.1	The field **Approver Branch/Department** shall be added to the **AP Batch Index** screen.
APIV.2	The **Approver Branch/Department** field shall provide a dropdown list of Approver Branch/Department (Index and Title).
APIV.3	The field **Invoice #** shall be added to the **AP Batch Index** screen.
APIV.4	The field **Invoice Date** shall be added to the **AP Batch Index** screen.
APIV.5	The Document Type **Unapproved Invoice** shall be added to AP Batch Index **Case Type Accounts Payable**.
APIV.6	Required **Index** fields for Document Type **Unapproved Invoice** shall be: Case Type (existing field) Document Type (existing field) Receipt Date (existing field, auto populated with current date) Federal ID # (existing field) Invoice # (new field) Invoice Amount (existing field) Invoice Date (new field) Approver Branch/Department – Index and Title (new field)
APIV.7	**Verify** fields for Document Type **Unapproved Invoice** shall be: Federal ID # Invoice # Invoice Amount
APIV.8	The field **Approver Branch/Department** shall be added to the **AP Verify** screen.

Req. #	Requirement
APIV.9	The field **Invoice #** shall be added to the **AP Verify** screen.
APIV.10	The field **Invoice Date** shall be added to the **AP Verify** screen.
APIV.11	The field **Invoice #** shall be added to the **AP Verify Reindex** screen.
APIV.12	The field **Approver Branch/Department** shall be added to the **AP Verify Reindex** screen.
APIV.13	The field **Invoice Date** shall be added to the **AP Verify Reindex** screen.
APIV.14	The Document Type **Unapproved Invoice** shall be added to Document Type dropdown list in AP Verify Reindex for Case **Type Accounts Payable**.
APIV.15	The field Invoice # shall be made a required index field for the existing document type Invoices.
Vendor Management Interface	
APVMI.1	A **Vendor Management** screen shall be available through WRS.
APVMI.2	Users with appropriate permissions shall have the ability to access the Vendor Management screen.
APVMI.3	The Vendor Management screen shall include the fields: **Vendor Name** **Federal ID #** **Active/Inactive indicator**
APVMI.4	**Vendor Name** shall be a text field.
APVMI.5	**Federal ID #** shall be a ten (10) character field with the format V#########.
APVMI.6	Users with appropriate permissions shall have the ability **add a vendor** through the Vendor Management screen.
APVMI.7	**Vendor Name** and **Federal ID #** shall be required fields to add a vendor.
APVMI.8	Users with appropriate permissions shall have the ability to **edit the Vendor Name** through the Vendor Management screen.
APVMI.9	Users with appropriate permissions shall have the ability to **mark a vendor Active or Inactive**.
Approver Branch/Department Management Interface	
APAI.1	An **Approver Branch/Department Management** screen shall be available through WRS.

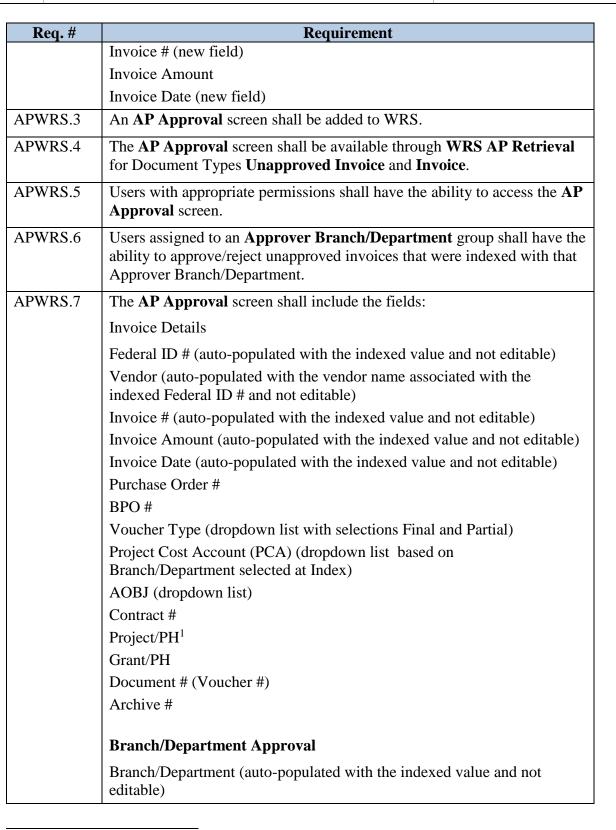| Req. #	Requirement
APAI.2	Users with appropriate permissions shall have the ability to access the **Approver Branch/Department Management** screen.
APAI.3	Users with appropriate permissions shall have the ability to assign users to an **Approver Branch/Department** group.
APAI.4	**Accounts Payable** shall be included as an Approver Branch/Department group.
APAI.5	A user shall not be permitted to be assigned to more than one Approver Branch/Department group.
APAI.6	An **Email Address** field shall be added to the WRS User Manager screen.
Emails and Checks	
APEM.1	When an **Unapproved Invoice** workitem is successfully **verified**, DIWS shall forward the workitem to the end.
APEM.2	When an **Unapproved Invoice** workitem is successfully **verified**, DIWS shall send an **Approval Requested First Notification email** to the email address associated with each user assigned to the **Approver Branch/Department** selected at index.
APEM.3	The **Approval Requested First Notification email** shall include: Invoice # Invoice Amount
APEM.4	When DIWS sends an Approval Requested First Notification email, DIWS shall set an **Approval Requested Second Notification** check with a check date that is **3 business days** after the date the Approval Requested First Notification email was sent.
APEM.5	If the **Branch/Department Approves or Rejects the invoice** before the **Approval Requested Second Notification** check date, the **Approval Requested Second Notification** check shall be removed.
APEM.6	If the **Branch/Department does not Approve or Reject** the invoice before the **Approval Requested Second Notification** check date, the **Approval Requested Second Notification** check shall be processed.
APEM.7	When the **Approval Requested Second Notification** check is processed DIWS shall send an **Approval Requested Second Notification email** to the email address associated with each user assigned to the Approver **Branch/Department** selected at index.
APEM.8	The Approval Requested Second Notification email shall include: **Invoice #** **Invoice Amount**

Req. #	Requirement
APEM.9	When DIWS sends an Approval Requested Second Notification email, DIWS shall set an **Approval Not Received** check with a check date that is **3 business days** after the date the Approval Requested Second Notification email was sent.
APEM.10	If the Branch/**Department Approves or Rejects** the invoice before the **Approval Not Received** check date, the **Approval Not Received** check shall be removed.
APEM.12	If the Branch/Department does not Approve or Reject the invoice before the Approval Not Received check date, the Approval Not Received check shall be processed.
APEM.13	When the Approval Not Received check is processed DIWS shall send an Approval Not Received email to the email address associated with each user assigned to the Accounts Payable group.
APEM.14	The **Approval Not Received email** shall include: Invoice # Invoice Amount Approver Branch/Department
APEM.15	If the **Branch/Department Approves** the invoice, the system shall send an **Approval Notice email** to the email address associated with each user assigned to the **Accounts Payable** group.
APEM.16	If the **Branch/Department Rejects** the invoice, the system shall send a **Rejected Notice email** to the email address associated with each user assigned to the **Accounts Payable** group.
APEM.17	The Approval Notice email and the Rejected Notice email shall include: Invoice # Invoice Amount Approver Branch/Department
WRS Retrieval and Approval Screen	
APWRS.1	**AP Retrieval** shall be added to WRS.
APWRS.2	The WRS AP Retrieval screen shall include the fields: Case Type Document Type Receipt Date Federal ID # Document # (Voucher #) Archive #

Req. #	Requirement
	Invoice # (new field)
	Invoice Amount
	Invoice Date (new field)
APWRS.3	An **AP Approval** screen shall be added to WRS.
APWRS.4	The **AP Approval** screen shall be available through **WRS AP Retrieval** for Document Types **Unapproved Invoice** and **Invoice**.
APWRS.5	Users with appropriate permissions shall have the ability to access the **AP Approval** screen.
APWRS.6	Users assigned to an **Approver Branch/Department** group shall have the ability to approve/reject unapproved invoices that were indexed with that Approver Branch/Department.
APWRS.7	The **AP Approval** screen shall include the fields:
	Invoice Details
	Federal ID # (auto-populated with the indexed value and not editable)
	Vendor (auto-populated with the vendor name associated with the indexed Federal ID # and not editable)
	Invoice # (auto-populated with the indexed value and not editable)
	Invoice Amount (auto-populated with the indexed value and not editable)
	Invoice Date (auto-populated with the indexed value and not editable)
	Purchase Order #
	BPO #
	Voucher Type (dropdown list with selections Final and Partial)
	Project Cost Account (PCA) (dropdown list based on Branch/Department selected at Index)
	AOBJ (dropdown list)
	Contract #
	Project/PH[1]
	Grant/PH
	Document # (Voucher #)
	Archive #
	Branch/Department Approval
	Branch/Department (auto-populated with the indexed value and not editable)

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[1] PH -- Phase, as in project phase used in accounts payable.

Req. #	Requirement
	Status (auto-populated with the current status, Approved or Rejected, and not editable)
	Username
	Full Name
	Date/Time
	Comments
	Approve button
	Reject button
	Final Approval
	Status (auto-populated with the current status, Approved, Rejected, or Reissued and not editable)
	Username
	Full Name
	Date/Time
	Approve button
	Reissue button
	Reject button
	Comments
APWRS.8	Users with **Branch/Department Approver** permissions shall have the ability to enter **Purchase Order #.**
APWRS.9	**Purchase Order #** shall be an eight (8) to ten (10) alphanumeric character field.
APWRS.10	Users with **Branch/Department Approver** permissions shall have the ability to enter **BPO #.**
APWRS.11	**BPO #** shall be a four (4) to sixteen (16) alphanumeric character field.
APWRS.12	Users with **Branch/Department Approver** permissions shall have the ability to select a **PCA.**
APWRS.13	The dropdown list of available **PCA** values shall be based on the Branch/Department selected at Index
APWRS.14	Users with **Branch/Department Approver** permissions shall have the ability to select an **AOBJ** value**.**
APWRS.15	DIWS shall provide a dropdown list of **AOBJ** values and their **associated description.**
APWRS.16	Users with **Branch/Department Approver** permissions shall have the ability to enter **Contract #.**

Functional Requirements: Accounts Payable

| Appendix #: | **6** |
| Subject: | **Functional Requirements: Accounts Payable** |

Req. #	Requirement
APWRS.17	**Contract #** shall be an eight (8) alphanumeric characters field without a set format.
APWRS.18	Users with **Branch/Department Approver** permissions shall have the ability to enter **Project/PH.**
APWRS.19	**Project/PH** shall be an eight (8) alphanumeric character field with the format AAAAAA-AA.
APWRS.20	Users with **Branch/Department Approver** permissions shall have the ability to enter **Grant/PH.**
APWRS.21	**Grant/PH** shall be an eight (8) alphanumeric character field with the format AAAAAA-AA.
APWRS.22	**Comments** shall be a text field.
APWRS.23	Users with **Branch/Department Approver** permissions shall have the ability to select the **Branch/Department Approve** button.
APWRS.24	**Purchase Order # or BPO #** shall be a required field for the **Branch/Department Approve** button to be selected.
APWRS.25	If **BPO#** is entered, **PCA** shall be a required field for the **Branch/Department Approve** button to be selected.
APWRS.26	If **BPO#** is entered, **AOBJ** shall be a required field for the **Branch/Department Approve** button to be selected.
APWRS.27	If **BPO#** is entered, **Voucher Type** shall be a required field for the **Branch/Department Approve** button to be selected.
APWRS.28	If **BPO#** is entered, **Contract #** shall be an optional field,
APWRS.29	If **BPO#** is entered, **Project/PH** shall be an optional field,
APWRS.30	If **BPO#** is entered, **Grant/PH** shall be an optional field,
APWRS.31	If Purchase Order # is entered the following fields shall be disabled: Final or Partial PCA AOBJ Contract # Project/PH Grant/PH
APWRS.32	When the **Branch/Department Approve** button is selected the system shall auto-populate the **Approver Username** with the WRS user name.
APWRS.33	When the **Branch/Department Approve** button is selected the system shall auto-populate the **Approver Full Name** with the full name associated with the WRS user ID.

Req. #	Requirement
APWRS.34	When the **Branch/Department Approve** button is selected the system shall auto-populate the **Approved Date/Time** with the current date and time.
APWRS.35	Users with **Branch/Department Approver** permissions shall have the ability to select the Branch/Department **Reject** button.
APWRS.36	**Branch/Department Comments** shall be a required field for the **Branch/Department Reject** button to be selected.
APWRS.37	When the **Branch/Department Reject** button is selected the system shall auto-populate the **Approver Username** with the WRS user name.
APWRS.38	When the **Branch/Department Reject** button is selected the system shall auto-populate the **Approver Full Name** with the full name associated with the WRS user ID.
APWRS.39	When the **Branch/Department Reject** button is selected the system shall auto-populate the **Approved Date/Time** with the current date and time.
APWRS.40	When the **Final Approval Reject** button is selected the system shall automatically change the **Document Type** from **Unapproved Invoice** to **Rejected Invoice**.
APWRS.41	Users with **Final Approval** permission shall have the ability to enter **Document #.**
APWRS.42	Users with **Final Approval** permissions shall have the ability to enter **Archive #.**
APWRS.43	Users with **Final Approval** permissions shall have the ability to select the **Final Approval Approve** button.
APWRS.44	**Document #** shall be a required field for the **Final Approval Approve** button to be selected.
APWRS.45	**Archive #** shall be a required field for the **Final Approval Approve** button to be selected.
APWRS.46	When the **Final Approval Approve** button is selected the system shall auto-populate the **Final Approval Username** with the WRS user name.
APWRS.47	When the **Final Approval Approve** button is selected the system shall auto-populate the **Final Approval Full Name** with the full name associated with the WRS user ID.
APWRS.48	When the **Final Approval Approve** button is selected the system shall auto-populate the **Final Approval Date/Time** with the current date and time.

Req. #	Requirement
APWRS.49	When the **Final Approval Approve** button is selected the system shall automatically change the **Document Type** from **Unapproved Invoice** to **Invoice**.
APWRS.50	Users with **Final Approval** permissions shall have the ability to select the **Final Approval Reissue** button.
APWRS.51	If **Branch/Department Approve** was selected, the **Final Approval Reissue** button shall be **disabled.**
APWRS.52	Users with **Final Approval** permissions shall have the ability to select a different **Approver Branch/Department** and reissue the unapproved invoice.
APWRS.53	When an Invoice is reissued, DIWS shall send an **Approval Requested First Notification email** to the email address associated with each user assigned to the **Approver Branch/Department** selected on the AP Approval screen.
APWRS.54	When an Invoice is reissued, DIWS shall set an **Approval Requested Second Notification** check with a check date that is **3 business days** after the date the Approval Requested First Notification email was sent.
APWRS.55	When the **Final Approval Reissue** button is selected the system shall clear all Branch/Department Approver fields.
APWRS.56	Users with **Final Approval** permissions shall have the ability to select the **Final Approval Reject** button.
APWRS.57	**Final Approval Comments** shall be a required field for the **Final Approval Reject** button to be selected.
APWRS.58	Case Notes shall be available through WRS for the Document Types **Unapproved Invoice** and **Invoice**.
APWRS.59	Case Notes shall be based on **Invoice #** and **Federal ID #.**
APWRS.60	The Document Type **Rejected Invoice** shall be included in the dropdown Document Type list on the **AP WRS Retrieval** screen.
DIWS Retrieval	
APDR.1	Case Notes shall be available through DIWS retrieval for Document Types **Unapproved Invoice** and **Invoice**.
APDR.2	The field **Invoice #** shall be added to the **AP DIWS Retrieval** screen.
APDR.3	The field **Invoice Date** shall be added to the **AP DIWS Retrieval** screen.
APDR.4	The Document Type **Unapproved Invoice** shall be added to dropdown Document Type list on the **AP DIWS Retrieval** screen.

Req. #	Requirement
APDR.5	The Document Type **Rejected Invoice** shall be added to dropdown Document Type list on the **AP DIWS Retrieval** screen.
APDR.6	The field **Invoice #** shall be added to the **AP Edit Index** screen.
APDR.7	The field **Invoice Date** shall be added to the **AP Edit Index** screen.
APDR.8	The Document Type **Unapproved Invoice** shall be added to dropdown Document Type list on the AP DIWS **Edit Index** screen.
APDR.9	Users shall not have the ability to change the Document Type from another document type to **Unapproved Invoice** on the Edit Index screen.
APDR.10	Users shall not have the ability to change the Document Type from **Unapproved Invoice** to another document type on the Edit Index screen.
APDR.11	The Document Type **Rejected Invoice** shall be added to dropdown Document Type list on the AP DIWS **Edit Index** screen.
APDR.12	Users shall not have the ability to change the Document Type from another document type to **Rejected Invoice** on the Edit Index screen.
APDR.13	Users shall not have the ability to change the Document Type from **Rejected Invoice** to another document type on the Edit Index screen.
Unapproved Invoice Report	
APRPT.1	A new report **Unapproved Invoices** shall be added to WRS AP Reports.
APRPT.1.1	The Unapproved Invoice Report shall include the following information on Unapproved Invoices where the Branch/Department Approve or Reject button has not been saved on the Approval screen: Invoice # Invoice Amount Federal ID # Approver Branch/Department Number of days from the date the Unapproved Invoice was successfully verified to the current date.
APRPT.1.2	The **Unapproved Invoice Report** shall include the following information on Unapproved Invoices where the **Branch/Department Approve or Reject** button **has been** selected and the **Final Approval Approve, Reject, or Reissue** button **has not been** selected on the Approval screen: Invoice # Invoice Amount Federal ID # Approver Branch/Department

Req. #	Requirement
	Number of days from the date the Unapproved Invoice was successfully verified to the current date
	Number of days from the date the Approved checkbox was saved on the Approval screen to the current date.
Invoice Report	
APIV.2	The existing Invoice Report shall be revised to include a cover page for each invoice in the report.
APIV.2.1	The first page for each invoice in the report shall include: Federal ID # Document # (Voucher #) Invoice Amount

NOTE: The current requirements may change during the requirements verification activities and design activities. Additional business requirements are expected to be added as a result of the requirements verification activities and design activities. There are known enhancements identified in Section 3 Capability New to DIWS that may also impact the business requirements.

The Contractor's scope of responsibility under the fixed price Offer shall include all necessary requirements decomposition and refinement for the detailed requirements named in Section 2.2 Accounts Payable Detailed Requirements and Section 3 Capability New to DIWS. Additional requirements and details that are not related to the requirements named in Section 2.2 Accounts Payable Detailed Requirements and Section 3 Capability New to DIWS may be incorporated via change order or Work Order in the future.

2.3   Document Types

Table 8 Existing AP Document Types identifies the current document types and the associated index fields used for the DIWS AP application.

In addressing the document types for AP, **the Contractor shall**:

1.   Work with the business areas to identify and capture all document type requirements.

2.   Review the existing document types to capture all document type existing requirements.

3.   Advise the MVA on recommended changes to the document types.

4. Capture all recommended changes along with the reasons for implementing or not implementing the recommended changes to the document types.

5. Implement all existing document type requirements unless said existing requirements are explicitly identified in the requirements documentation as being changed or removed.

6. Provide up to five additional document types, and up to eight index fields each, that may be identified during the requirements gathering and design activities.

Table 8 Existing AP Document Types

Document Type	Receipt Date	Federal ID	Document #	Archive #	Branch/ Department	Invoice #	Invoice Date	Invoice Amount
DAFR211R	M	NA	NA	M	NA	NA	NA	NA
DAFM03R	M	NA	NA	M	NA	NA	NA	NA
Invoices	M	M	M	M	NA	M	NA	M
Incoming Correspondence	M	M	M	M	NA	NA	NA	NA
211R-Refund	M	NA	NA	M	NA	NA	NA	NA
Credit Card Statement	M	NA	NA	M	NA	NA	NA	NA
Unapproved Invoice	M	M	NA	NA	M	M	M	M

NOTE: The current document types and index fields may change during the requirements verification activities and design activities.

The Contractor's scope of responsibility under the fixed price Offer shall include all necessary requirements decomposition and refinement for the document types named in Section 2.3 Document Types and Section 3. Additional user document type requirements and details that are not related to the requirements named in Section 2.3 Document Types and Section 3 Capability New to DIWS 2 may be incorporated via change order or Work Order in the future.

2.4   User Interfaces

This section describes the user interface in the existing DIWS AP application. The business uses these screens for invoice approval, retrieval and report generation.

In addressing the user interface needs for AP, **the Contractor shall**:

1. Work with the business areas to identify and capture user interface requirements.

2. Review the existing user interfaces to capture all existing user interface requirements.

3. Advise the MVA on recommended changes to the user interfaces.

4. Capture all recommended changes along with the reasons for implementing or not implementing the recommended changes to the user interfaces.

5. Create a uniform, cross-platform user interface for all supported device types, a list of which can be found in Appendix 5 Toolbox, Section 6.5 Devices.

6. Implement all existing user interface requirements unless said existing requirements are explicitly identified in the requirements documentation as being changed or removed.

7. Provide a consistent look-and-feel across all DIWS 2 user interfaces.

NOTE: The screens are provided to understand existing capabilities. They are not expected to be the design for the future system. The user interface is expected to evolve during the requirements verification activities and design activities. Additional user interfaces may be added as a result of the requirements verification activities and design activities.

The Contractor's scope of responsibility under the fixed price Offer shall include all necessary requirements decomposition and refinement for the user interfaces named in Section 2.2 Accounts Payable Detailed Requirements, Section 2.4 User Interfaces and Section 3 Capability New to DIWS 2. Additional user interface requirements and details that are not related to the requirements named in Section 2.2 Accounts Payable Detailed Requirements, Section 2.4 User Interfaces and Section 3 Capability New to DIWS 2 may be incorporated via change order or Work Order in the future.

2.4.1 Accounts Payable Index Screen

Figure 3 AP Index Screen describes the initial process when the details regarding the invoice are entered in the DIWS index screen. Information like case type, document type and Invoice information are entered.

Figure 3 AP Index Screen

2.4.2 Receive Email Notification

Figure 4 Email Notification describes the process when an unapproved invoice is scanned, indexed and verified by AP, an Approval Requested First Notification email is sent to all user in the selected approved Branch/Department group.

Figure 4 Email Notification

2.4.3 Accounts Payable Retrieval Screen

Figure 5 AP Retrieval Screen describes the process after receiving an approval requested First notification email an how to retrieve a specific case document from WRS.

Figure 5 AP Retrieval Screen

2.4.4 WRS Accounts Payable Approval Screen

Figure 6 WRS AP Approval Screen describes the screenshot of the approved invoice, detailing out the invoice details, branch/department approval, and the final approval fields.

Figure 6 WRS AP Approval Screen

Table 9 Approval Screen Fields provides data structure information about the fields as they are currently used on the DIWS approval screen. This is for information purposes

only. The DIWS user interface is expected to change to support enhancements for both smart devices and laptop/desktop devices.

Table 9 Approval Screen Fields

Field	Description	Branch/Department Approval	Final Approval
Invoice Information			
Vendor	Auto-populated with name associated with indexed Federal ID from the Vendor Management interface.	Not editable	Not editable
Federal ID #	Auto-populated with indexed value	Not editable	Not editable
Invoice #	Auto-populated with indexed value	Not editable	Not editable
Invoice Amount	Auto-populated with indexed value	Not editable	Not editable
Invoice Date	Auto-populated with indexed value	Not editable	Not editable
Purchase Order #	8-10 alphanumeric characters	PO # **or** BPO # required to Approve	Not editable
BPO #	4-16 alphanumeric characters	PO # **or** BPO # required to Approve	Not editable
Voucher Type	Dropdown list: ▪ Final ▪ Partial	Required to Approve if BPO # entered Disabled if PO # entered	Not editable
Project Cost Account (PCA)	Dropdown list, available values based on Branch/Department selected at index	Required to Approve if BPO # entered Disabled if PO # entered	Not editable
AOBJ	Dropdown list of values and descriptions (e.g., 0301 – Postage)	Required to Approve if BPO # entered Disabled if PO # entered	Not editable
Contract #	8 alphanumeric characters	Optional if BPO # entered Disabled if PO # entered	Not editable
Project/PH	8 alphanumeric characters with format AAAAAA-AA	Optional if BPO # entered Disabled if PO # entered	Not editable
Grant/PH	8 alphanumeric characters with format AAAAAA-AA	Optional if BPO # entered Disabled if PO # entered	Not editable
Document #	8 alphanumeric characters	Disabled	Required to Approve
Archive #	8 alphanumeric characters	Disabled	Required to Approve
Branch/Department Approver Section			

Field	Description	Branch/Department Approval	Final Approval
Branch/Department	Auto-populated with indexed value	Not editable	Able to reselect if **Reissue** is selected
Status	Auto-populated with the current status (Approved or Rejected)	Not editable	Not editable
Username	Auto-populated with user name	Auto-populated with user name	Not editable
Full Name	Auto-populated with user full name	Auto-populated with user full name	Not editable
Date/Time	Auto-populated with Date/Time Accept or Reject button selected	Auto-populated with Date/Time Accept or Reject button selected	Not editable
Comments	Text field	Required to Reject	Not editable
Approve button	Approves the invoice	System sends an Approval Notice email to the AP user group	NA
Reject button	Rejects the invoice	System sends an Rejected Notice email to the AP user group	NA
Final Approval Section			
Status	Auto-populated with the current status (Approved or Rejected)	Not editable	Not editable
Username	Auto-populated with user name	Not editable	Auto-populated with user name
Full Name	Auto-populated with user full name	Not editable	Auto-populated with user full name
Date/Time	Auto-populated with Date/Time Accept or Reject button selected	Not editable	Auto-populated with Date/Time Accept or Reject button selected
Comments	Text field	NA	Required to Reject
Approve button	Approves the invoice	NA	Doc Type changed to Invoice
Reissue button	Allows invoice to be reassigned to another Branch/Department	NA	System sends an Approval Requested First Notification email

Field	Description	Branch/Department Approval	Final Approval
Reject button	Rejects the invoice	NA	Doc Type changed to Rejected Invoice

2.5   Reports

The DIWS collects data that various individuals, offices and agencies use for evaluation and forecasting. **Table 10 AP WRS Reports** identifies the various reports used by the AP division and provides a brief description of the reports.

These reports are currently written in Visual Basic 6.0 and utilize Crystal Reports 8.5.

In addressing the reporting needs for AP, **the Contractor shall**:

1. Provide the reports identified in **Table 10 AP WRS Reports**.

2. Work with the business areas to identify and capture all reporting requirements.

3. Review the existing reports and reporting requirements to capture all existing reporting requirements.

4. Advise the MVA on recommended changes and clarifications to the reports and reporting requirements.

5. Capture all recommended changes along with the reasons for implementing or not implementing the recommended changes to the reports.

6. Make changes to the reports identified in **Table 10 AP WRS Reports** that may be identified during the requirements gathering and design activities.

7. Provide up to three additional reports that may be identified during the requirements gathering and design activities.

Table 10 AP WRS Reports

Report	Description
Operator Activity	Keeps the statistics of everyone using DWIS and your progress and you can keep track of their performance.
Workflow Performance	Tracks the flow of work that is still sitting in the queues.

Report	Description
Invoice & Refund	This is where we check the balances with the 211R's and save as a PDF to prep for the CD burning.
Unapproved Invoice	This is the report for invoices that are not processed in FMIS for payment yet. Once processed we go in and put the Document# and Archive# then it becomes an invoice for the 211R process.

2.5.1   WRS Sample AP Invoice Report:

Invoice Report
Accounts Payable
Archive #: JERB4343
Print Date: 07-14-2014 07:20:58

Line	Voucher #	Invoice Amount
1	AJ002839	281392.15
2	AJ002840	16639.00
	Total Amount:	298031.15

Figure 7 WRS Sample AP Invoice Report

NOTE: The current reports and information contained in the reports may change during the requirements verification activities and design activities.

The Contractor's scope of responsibility under the fixed price Offer shall include all necessary requirements decomposition and refinement for the reports named in Section 2.5 Reports and Section 3 Capability New to DIWS 2. Additional report requirements and details that are not related to the requirements named in Section 2.5 Reports and Section 3 Capability New to DIWS 2 may be incorporated via change order or Work Order in the future.

2.6 External Interfaces

Fax, email and mail are the external interfaces that are used to send invoices to the AP division of the MVA. Currently, invoices that are sent electronically by vendors are printed. The paper invoices are scanned into DIWS, indexed, and then verified.

Once verified, the invoice number is sent to Financial Management Information System (FMIS), which returns a voucher number or archive number. The voucher number or archive number is stored in DIWS.

In the future the invoices that are received electronically are expected to be captured by DIWS 2 without printing and scanning. (See Section 3 Capability New to DIWS, Requirements 2 and 3.) The exchange of the invoice number and voucher number (or archive number) with FMIS shall be automated as part of DIWS 2. (See Section 3 Capability New to DIWS 2.)

Figure 8 AP External Interfaces

In addressing the external interfaces for AP, **the Contractor shall**:

1. Provide the ability to scan paper invoices and supporting documents.

2. Provide the ability to index all captured invoices and supporting documents.

3. Provide the ability to verify all captured invoices and supporting documents.

4. Provide the ability to verify the FMIS number against the FMIS database.

5. Provide the ability to request a voucher number from FMIS.

6. Provide the ability to store and associate the voucher number with the invoices and supporting documents.

7. Review the existing external interfaces to capture all existing requirements.

8. Advise the MVA on recommended changes to the external interfaces.

9. Capture all recommended changes along with the reasons for implementing or not implementing the recommended changes to the external interfaces.

10. Implement all existing external interface requirements unless said existing requirements are explicitly identified in the requirements documentation as being changed or removed.

NOTE: The current interfaces and information exchanged across the interfaces may change during the requirements verification activities and design activities. Additional interfaces and information exchange may be added as a result of the requirements verification activities and design activities.

The Contractor's scope of responsibility under the fixed price Offer shall include all necessary requirements decomposition and refinement for the external interfaces named in Section 2.6 External Interfaces, Section 3 Capability New to DIWS 2, or Appendix 5 Toolbox. Additional requirements and details that are not related to the interfaces named in Section 2.6 External Interfaces, Section 3 Capability New to DIWS 2, or Appendix 5 Toolbox may be incorporated via change order or Work Order in the future.

2.7   Current Data Model and Content Volumes

The current data model for AP provides the definition and format relationship between the data used in the current AP application. A detailed view is also explained in the form of an ERD diagram referenced in Figure 9 AP ERD**.**

Structured data and Journal tables are used here for auditing the daily transactions of AP data. The journal table also provides the historical data. All the structured data (e.g. database data) and unstructured data (e.g. content, images) shall be migrated to the new DIWS 2 system as part of the migration process.

Information is also provided about the unstructured (e.g., image) information stored in DIWS in Section 2.7.4 Accounts Payable Unstructured Data. Section 2.7.5 Migration discusses the requirements for migrating data from the current HR application.

The data model information is provided to assist in understanding the current capabilities that are expected to be provided when DIWS 2 is implemented. It is not intended to be prescriptive.

2.7.1 Accounts Payable ERD

Figure 9 AP ERD describes the HighVIEW tables used by the AP division.

Functional Requirements: Accounts Payable

Appendix #:	**6**	
Subject:	**Functional Requirements: Accounts Payable**	MVA Motor Vehicle Administration

Figure 9 AP ERD

> NOTE: The current data model may change during the requirements verification activities and design activities. Additional data model elements may be added as a result of the requirements verification activities and design activities.
>
> The Contractor's scope of responsibility under the fixed price Offer shall include all necessary requirements decomposition and refinement for the data, data model, document types and content named in Section 2.7 Current Data Model and Content Volumes and Section 3 Capability New to DIWS 2. Additional requirements and details that are not related to data, data model, document types and content named in Section 2.7 Current Data Model and Content Volumes and Section 3 Capability New to DIWS 2 may be incorporated via change order or Work Order in the future.

2.7.2   Structured Data

AP structured data is the AP application data that is stored in database tables. Currently, Oracle 12C is the database used for DIWS.

In addressing the structured data for AP, **the Contractor shall**:

1. Work with the business areas to identify and capture all structured data requirements.

2. Review the existing structured data and structured data requirements to capture all existing structured data requirements.

3. Advise the MVA on recommended changes and clarifications to the structured data.

4. Capture all recommended changes along with the reasons for implementing or not implementing the recommended changes to the structured data.

5. Obtain approval from the MVA Project Manager for all recommended changes to the structured data.

6. Implement all existing structured data requirements unless said existing requirements are explicitly identified in the requirements documentation as being changed or removed.

7. Implement all approved changes to structured data requirements.

2.7.2.1 APBD_RAPPCA

M:M join allowing for branch cost data to be associated with one or more invoices.

Table 11 APBD_RAPPCA columns

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
1	ID	P		Y	NUMERIC (22)	LT				
2	INS_DT			Y	Date (7)	LT		SYSDATE		
3	INS_USR			Y	VARCHAR (30 BYTE)	LT				
4	MOD_DT			Y	Date (7)	LT		SYSDATE		
5	MOD_USR			Y	VARCHAR (30 BYTE)	LT				
6	APBD_ID		F	Y	NUMERIC (22)	LT				
7	RAPPCA_ID		F	Y	NUMERIC (22)	LT				

Foreign Keys (referring to)

Name	Referring To	Mandatory	Transferable	In Arc	Column Name
APBDRAPPCA_RAPPCA_FK	REF_AP_PCA	Y	Y		ID
APBDRAPPCA_APBD_FK	AP_BRANCH_DEPT	Y	Y		ID

Foreign Keys (referred from)

Name	Referred From	Mandatory	Transferable	In Arc	Column Name
APINVCDTL_APBDRAPPCA_FK	AP_INVC_DETAILS		Y		ID

2.7.2.2 AP_BD_WUSR

M:M joins branch with one or more users and visa-versa

Table 12 AP_BD_WUSR columns

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
1	ID	P		Y	NUMERIC (22)	LT				
2	INS_DT			Y	Date (7)	LT		SYSDATE		
3	INS_USR			Y	VARCHAR (30 BYTE)	LT				
4	MOD_DT			Y	Date (7)	LT		SYSDATE		
5	MOD_USR			Y	VARCHAR (30 BYTE)	LT				

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
6	APBD_ID		F	Y	NUMERIC (22)	LT				
7	WEB_USR_ID		F	Y	NUMERIC (9)	LT				

Foreign Keys (referring to)

Name	Referring To	Mandatory	Transferable	In Arc	Column Name
APBDWUSR_APBD_FK	AP_BRANCH_DEPT	Y	Y		ID
APBDWUSR_WUSR_FK	DIWS_WEB_USERS	Y	Y		USER_ID

2.7.2.3 AP_BRANCH_DEPT

Accounts payable branch

Table 13 AP_BRANCH_DEPT columns

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
1	ID	P		Y	NUMERIC (22)	LT				
2	INS_DT			Y	Date (7)	LT		SYSDATE		
3	INS_USR			Y	VARCHAR (30 BYTE)	LT				
4	MOD_DT			Y	Date (7)	LT		SYSDATE		
5	MOD_USR			Y	VARCHAR (30 BYTE)	LT				
6	NAME			Y	VARCHAR (50 BYTE)	LT				
7	INDEX_NUM			Y	NUMERIC (22)	LT				
8	DESCR			Y	VARCHAR (250 BYTE)	LT				

Foreign Keys (referred from)

Name	Referred From	Mandatory	Transferable	In Arc	Column Name
APBDRAPPCA_APBD_FK	APBD_RAPPCA	Y	Y		ID
APBDWUSR_APBD_FK	AP_BD_WUSR	Y	Y		ID
APINVCDTL_APBD_FK	AP_INVC_DETAILS	Y	Y		ID

2.7.2.4 AP_INVC_APPR_CHECK_QUEUE

WF queue.

Table 14 AP_INVC_APPR_CHECK_QUEUE columns

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
1	ID	P		Y	NUMERIC (22)	LT				
2	INS_DT			Y	Date (7)	LT		SYSDATE		
3	INS_USR			Y	VARCHAR (30 BYTE)	LT				
4	MOD_DT			Y	Date (7)	LT		SYSDATE		
5	MOD_USR			Y	VARCHAR (30 BYTE)	LT				
6	APINVCDTL_ID		F	Y	NUMERIC (22)	LT				
7	RINVCAPPRCHK_ID		F	Y	NUMERIC (22)	LT				
8	CHECK_BASIS_DT			Y	Date (7)	LT				
9	FIRST_CHECK_DT			Y	Date (7)	LT				
10	NEXT_CHECK_DT			Y	Date (7)	LT				
11	DT_LAST_CHECKED				Date (7)	LT				

Foreign Keys (referring to)

Name	Referring To	Mandatory	Transferable	In Arc	Column Name
APINVCAPPRCHKQ_APINVCDTL_FK	AP_INVC_DETAILS	Y	Y		ID
RINVCAPPRCHK_APINVCAPPRCHKQ_FK	REF_INVC_APPR_CHECK	Y	Y		ID

2.7.2.5 AP_INVC_DETAILS

Accounts Payable invoice image processing. The received image invoice will be approved or rejected.

Table 15 AP_INVC_DETAILS columns

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
1	ID	P		Y	NUMERIC (22)	LT				
2	INS_DT			Y	Date (7)	LT		SYSDATE		
3	INS_USR			Y	VARCHAR (30 BYTE)	LT				
4	MOD_DT			Y	Date (7)	LT		SYSDATE		
5	MOD_USR			Y	VARCHAR (30 BYTE)	LT				
6	RAPAOBJ_ID		F		NUMERIC (22)	LT				
7	APBD_ID		F	Y	NUMERIC (22)	LT				
8	APINVC_ID		F	Y	NUMERIC (22)	LT				
9	INVC_SEC_ID			Y	NUMERIC (22)	LT				
10	RAPV_ID		F	Y	NUMERIC (22)	LT				
11	APBDRAPPCA_ID		F		NUMERIC (22)	LT				
12	INITIATION_DT				Date (7)	LT				
13	INVC_AMT				NUMERIC (18,2)	LT				
14	INVC_DT				Date (7)	LT				
15	PO_NUM				VARCHAR (10 BYTE)	LT				
16	BPO_NUM				VARCHAR (16 BYTE)	LT				
17	CONTRACT_NUM				VARCHAR (8 BYTE)	LT				
18	PROJECT_PH				VARCHAR (9 BYTE)	LT				
19	GRANT_PH				VARCHAR (9 BYTE)	LT				
20	CMNT				VARCHAR (2000 BYTE)	LT				

Columns Comments

No	Column Name	Description	Notes
12	INITIATION_DT	Date that this invoice image began internal processing	
13	INVC_AMT	Total amount listed within this invoice	
15	PO_NUM	Purchase order number from the MVA	
20	CMNT	User comments	

Foreign Keys (referring to)

Name	Referring To	Mandatory	Transferable	In Arc	Column Name
APINVCDTL_APBDRAPPCA_FK	APBD_RAPPCA		Y		ID
APINVCDTL_APINVC_FK	AP_INVOICES	Y	Y		ID
APINVCDTL_RAPV_FK	REF_AP_VOUCHER	Y	Y		ID
APINVCDTL_APBD_FK	AP_BRANCH_DEPT	Y	Y		ID
APINVCDTL_RAPOBJ_FK	REF_AP_AOBJ		Y		ID

Foreign Keys (referred from)

Name	Referred From	Mandatory	Transferable	In Arc	Column Name
APINVCAPPRCHKQ_APINVCDTL_FK	AP_INVC_APPR_CHECK_QUEUE	Y	Y		ID
APINVCRVW_APINVCDTL_FK	AP_INVC_REVIEWS	Y	Y		ID
HVUSER7_APINVCDTL_FK	HVUSER7		Y		ID

2.7.2.6 AP_INVC_REVIEWS

Accounts payable invoice review outcomes; approved or rejected. The ins_usr will contain the username for who has conducted the review.

Table 16 AP_INVC_REVIEWS columns

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
1	ID	P		Y	NUMERIC (22)	LT				
2	INS_DT			Y	Date (7)	LT		sysdate		
3	INS_USR			Y	VARCHAR (30 BYTE)	LT				
4	MOD_DT			Y	Date (7)	LT		sysdate		
5	MOD_USR			Y	VARCHAR (30 BYTE)	LT				
6	RAPPRSTAT_ID		F	Y	NUMERIC (22)	LT				
7	RAPPRSTG_ID		F	Y	NUMERIC (22)	LT				
8	APINVCDTL_ID		F	Y	NUMERIC (22)	LT				
9	CMNT				VARCHAR (1000 BYTE)	LT				

Columns Comments

No	Column Name	Description	Notes
6	RAPPRSTAT_ID	Approved or Rejected	
7	RAPPRSTG_ID	Stage of this review	
9	CMNT	General user comments	

Foreign Keys (referring to)

Name	Referring To	Mandatory	Transferable	In Arc	Column Name
APINVCRVW_RAPPRSTG_FK	REF_APPR_STAGE	Y	Y		ID
APINVCRVW_RAPPRSTAT_FK	REF_APPR_STATUS	Y	Y		ID
APINVCRVW_APINVCDTL_FK	AP_INVC_DETAILS	Y	Y		ID

2.7.2.7 AP_INVOICES

Table 17 AP_INVOICES columns

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
1	ID	P		Y	NUMERIC (22)	LT				
2	INS_DT			Y	Date (7)	LT		SYSDATE		
3	INS_USR			Y	VARCHAR (30 BYTE)	LT				
4	MOD_DT			Y	Date (7)	LT		SYSDATE		
5	MOD_USR			Y	VARCHAR (30 BYTE)	LT				
6	APVNDR_ID		F	Y	NUMERIC (22)	LT				
7	CASE_ID				NUMERIC (22)	LT				
8	INVC_NUM				VARCHAR (20 BYTE)	LT				

Columns Comments

No	Column Name	Description	Notes
7	CASE_ID	Relates to HV table	
8	INVC_NUM	Vendor invoice number	

Foreign Keys (referring to)

Name	Referring To	Mandatory	Transferable	In Arc	Column Name
APINVC_APVNDR_FK	AP_VENDORS	Y	Y		ID

Foreign Keys (referred from)

Name	Referred From	Mandatory	Transferable	In Arc	Column Name
APINVCDTL_APINVC_FK	AP_INVC_DETAILS	Y	Y		ID

2.7.2.8 AP_REPORT1

Table 18 AP_REPORT1 columns

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
1	DOCID				NUMERIC (9)	LT				
2	SCAN_USERID				VARCHAR (20 BYTE)	LT				
3	SCAN_DATE				Date (7)	LT				
4	PAGES				NUMERIC (9)	LT				
5	INDEX_USERID				VARCHAR (20 BYTE)	LT				
6	INDEX_DATE				Date (7)	LT				
7	VERIFY_USERID				VARCHAR (20 BYTE)	LT				
8	VERIFY_DATE				Date (7)	LT				
9	VERIFY_STATUS				CHAR (1 BYTE)	LT				
10	REINDEX_USERID				VARCHAR (20 BYTE)	LT				
11	REINDEX_DATE				Date (7)	LT				
12	RESCAN_USERID				VARCHAR (20 BYTE)	LT				
13	RESCAN_DATE				Date (7)	LT				
14	RESCAN_PAGES				NUMERIC (9)	LT				
15	SECID				NUMERIC (9)	LT				

Columns Comments

No	Column Name	Description	Notes
1	DOCID	MVA Document Identification number	
2	SCAN_USERID	Scanner's user ID	
3	SCAN_DATE	Date document was scanned	
4	PAGES	Number of pages in the document	
5	INDEX_USERID	Indexer's user ID	
6	INDEX_DATE	Date document was indexed	
7	VERIFY_USERID	Verifier's user ID	
8	VERIFY_DATE	Date document was verified	
9	VERIFY_STATUS	Indicator identifying whether the document ever failed Verify.	
10	REINDEX_USERID	Reindexer's user ID	
11	REINDEX_DATE	Date document was reindexed	
12	RESCAN_USERID	Rescan operator's user ID	

No	Column Name	Description	Notes
13	RESCAN_DATE	Date document was rescanned	
14	RESCAN_PAGES	Number of pages rescanned	
15	SECID	MVA Section Identification number	

2.7.2.9 AP_VENDORS

Accounts payable vendors

Table 19 AP_VENDORS columns

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
1	ID	P		Y	NUMERIC (22)	LT				
2	INS_DT			Y	Date (7)	LT		SYSDATE		
3	INS_USR			Y	VARCHAR (30 BYTE)	LT				
4	MOD_DT			Y	Date (7)	LT		SYSDATE		
5	MOD_USR			Y	VARCHAR (30 BYTE)	LT				
6	NAME			Y	VARCHAR (100 BYTE)	LT				
7	FEDERAL_ID_NUM			Y	VARCHAR (10 BYTE)	LT				
8	ACTIVE_IND				CHAR (1 BYTE)	LT				

Foreign Keys (referred from)

Name	Referred From	Mandatory	Transferable	In Arc	Column Name
APINVC_APVNDR_FK	AP_INVOICES	Y	Y		ID
HVUSER7_APVNDR_FK	HVUSER7		Y		ID

2.7.2.10 REF_APPR_STAGE

Reference value: accounts payable stage of approval.

Table 20 REF_APPR_STAGE columns

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
1	ID	P		Y	NUMERIC (22)	LT				
2	NAME			Y	VARCHAR (50 BYTE)	LT				
3	DESCR			Y	VARCHAR (250 BYTE)	LT				

Foreign Keys (referred from)

Name	Referred From	Mandatory	Transferable	In Arc	Column Name
APINVCRVW_RAPPRSTG_FK	AP_INVC_REVIEWS	Y	Y		ID

2.7.2.11 REF_APPR_STATUS

Reference value: accounts payable approval status.

Table 21 REF_APPR_STATUS columns

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
1	ID	P		Y	NUMERIC (22)	LT				
2	NAME			Y	VARCHAR (50 BYTE)	LT				
3	DESCR			Y	VARCHAR (250 BYTE)	LT				

Foreign Keys (referred from)

Name	Referred From	Mandatory	Transferable	In Arc	Column Name
APINVCRVW_RAPPRSTAT_FK	AP_INVC_REVIEWS	Y	Y		ID

2.7.2.12 REF_AP_AOBJ

Stores agency object information (AOBJ).

Table 22 REF_AP_AOBJ columns

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
1	ID	P		Y	NUMERIC (22)	LT				
2	INS_DT			Y	Date (7)	LT		SYSDATE		
3	INS_USR			Y	VARCHAR (30 BYTE)	LT				
4	MOD_DT			Y	Date (7)	LT		SYSDATE		
5	MOD_USR			Y	VARCHAR (30 BYTE)	LT				
6	NAME			Y	VARCHAR (50 BYTE)	LT				
7	CODE				CHAR (4 BYTE)	LT				
8	DESCR			Y	VARCHAR (250 BYTE)	LT				

Foreign Keys (referred from)

Name	Referred From	Mandatory	Transferable	In Arc	Column Name
APINVCDTL_RAPOBJ_FK	AP_INVC_DETAILS		Y		ID

2.7.2.13 REF_AP_PCA

Reference value: Stores project cost account data.

Table 23 REF_AP_PCA columns

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
1	ID	P		Y	NUMERIC (22)	LT				
2	NAME			Y	VARCHAR (50 BYTE)	LT				
3	CODE				CHAR (5 BYTE)	LT				
4	DESCR			Y	VARCHAR (250 BYTE)	LT				

Foreign Keys (referred from)

Name	Referred From	Mandatory	Transferable	In Arc	Column Name
APBDRAPPCA_RAPPCA_FK	APBD_RAPPCA	Y	Y		ID

2.7.2.14 REF_AP_VOUCHER

Reference value: types of accounts payable vouchers.

Columns
Table 24 REF_AP_VOUCHER column

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
1	ID	P		Y	NUMERIC (22)	LT				
2	NAME			Y	VARCHAR (50 BYTE)	LT				
3	DESCR			Y	VARCHAR (250 BYTE)	LT				

Foreign Keys (referred from)

Name	Referred From	Mandatory	Transferable	In Arc	Column Name
APINVCDTL_RAPV_FK	AP_INVC_DETAILS	Y	Y		ID

2.7.3   Structured Data Journal Entries

Journal tables are used for auditing the daily transactions performed by AP. The journal tables are images of the operational tables with the constraints removed and three fields added (an identification, insert date and insert user). This journal tables provide a historical record.

The journal tables have a suffix of _JN and are populated using triggers on the operational tables. The journal tables are populated using before triggers (e.g., before update or before delete) on the operational tables when a modification occurs.

2.7.3.1 APBD_RAPPCA_JN

Table 25 APBD_RAPPCA_JN columns is the journal table for the table described in section **APBD_RAPPCA**.

Journal table used to store the complete history of updates and deletes on the base table.

Table 25 APBD_RAPPCA_JN columns

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
1	JN_OPER				CHAR (3 BYTE)	LT				

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
2	JN_INS_DT				Date (7)	LT				
3	ID				NUMERIC (22)	LT				
4	INS_DT				Date (7)	LT		SYSDATE		
5	INS_USR				VARCHAR (30 BYTE)	LT				
6	MOD_DT				Date (7)	LT		SYSDATE		
7	MOD_USR				VARCHAR (30 BYTE)	LT				
8	APBD_ID				NUMERIC (22)	LT				
9	RAPPCA_ID				NUMERIC (22)	LT				

2.7.3.2 AP_BD_WUSR_JN

Table 26 AP_BD_WUSR_JN columns is the journal table for the table described in section **AP_BD_WUSR**.

Journal table used to store the complete history of updates and deletes on the base table

Table 26 AP_BD_WUSR_JN columns

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
1	JN_OPER				CHAR (3 BYTE)	LT				
2	JN_INS_DT				Date (7)	LT				
3	ID				NUMERIC (22)	LT				
4	INS_DT				Date (7)	LT		SYSDATE		
5	INS_USR				VARCHAR (30 BYTE)	LT				
6	MOD_DT				Date (7)	LT		SYSDATE		
7	MOD_USR				VARCHAR (30 BYTE)	LT				
8	APBD_ID				NUMERIC (22)	LT				
9	WEB_USR_ID				NUMERIC (22)	LT				

2.7.3.3 AP_BRANCH_DEPT_JN

Table 27 AP_BRANCH_DEPT_JN columns is the journal table for the table described in section **AP_BRANCH_DEPT**.

Journal table used to store the complete history of updates and deletes on the base table

Table 27 AP_BRANCH_DEPT_JN columns

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
1	JN_OPER				CHAR (3 BYTE)	LT				
2	JN_INS_DT				Date (7)	LT				
3	ID				NUMERIC (22)	LT				
4	INS_DT				Date (7)	LT		SYSDATE		
5	INS_USR				VARCHAR (30 BYTE)	LT				
6	MOD_DT				Date (7)	LT		SYSDATE		
7	MOD_USR				VARCHAR (30 BYTE)	LT				
8	NAME				VARCHAR (50 BYTE)	LT				
9	INDEX_NUM				NUMERIC (22)	LT				
10	DESCR				VARCHAR (250 BYTE)	LT				

2.7.3.4 AP_INVC_APPR_CHECK_QUEUE_JN

Table 28 AP_INVC_APPR_CHECK_QUEUE_JN columns is the journal table for the table described in section **AP_INVC_APPR_CHECK_QUEUE**.

Journal table used to store the complete history of updates and deletes on the base table

Table 28 AP_INVC_APPR_CHECK_QUEUE_JN columns

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
1	JN_OPER				CHAR (3 BYTE)	LT				
2	JN_INS_DT				Date (7)	LT				
3	ID				NUMERIC (22)	LT				
4	INS_DT				Date (7)	LT		SYSDATE		
5	INS_USR				VARCHAR (30 BYTE)	LT				

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
6	MOD_DT				Date (7)	LT		SYSDATE		
7	MOD_USR				VARCHAR (30 BYTE)	LT				
8	APINVCDTL_ID				NUMERIC (22)	LT				
9	RINVCAPPRCHK_ID				NUMERIC (22)	LT				
10	CHECK_BASIS_DT				Date (7)	LT				
11	FIRST_CHECK_DT				Date (7)	LT				
12	NEXT_CHECK_DT				Date (7)	LT				
13	DT_LAST_CHECKED				Date (7)	LT				

2.7.3.5 AP_INVC_DETAILS_JN

Table 29 AP_INVC_DETAILS_JN columns is the journal table for the table described in section **AP_INVC_DETAILS**.

Journal table used to store the complete history of updates and deletes on the base table

Table 29 AP_INVC_DETAILS_JN columns

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
1	JN_OPER				CHAR (3 BYTE)	LT				
2	JN_INS_DT				Date (7)	LT				
3	ID				NUMERIC (22)	LT				
4	INS_DT				Date (7)	LT		SYSDATE		
5	INS_USR				VARCHAR (30 BYTE)	LT				
6	MOD_DT				Date (7)	LT		SYSDATE		
7	MOD_USR				VARCHAR (30 BYTE)	LT				
8	RAPAOBJ_ID				NUMERIC (22)	LT				
9	APBD_ID				NUMERIC (22)	LT				
10	APINVC_ID				NUMERIC (22)	LT				
11	INVC_SEC_ID				NUMERIC (22)	LT				
12	RAPV_ID				NUMERIC (22)	LT				
13	APBDRAPPCA_ID				NUMERIC (22)	LT				
14	INITIATION_DT				Date (7)	LT				
15	INVC_AMT				NUMERIC (18,2)	LT				
16	INVC_DT				Date (7)	LT				
17	PO_NUM				VARCHAR (10 BYTE)	LT				
18	BPO_NUM				VARCHAR (16 BYTE)	LT				
19	CONTRACT_NUM				VARCHAR (8 BYTE)	LT				
20	PROJECT_PH				VARCHAR (9 BYTE)	LT				
21	GRANT_PH				VARCHAR (9 BYTE)	LT				
22	CMNT				VARCHAR (2000 BYTE)	LT				

Columns Comments

No	Column Name	Description	Notes
14	INITIATION_DT	Date that this invoice image began internal processing	
17	PO_NUM	Purchase order number from the MVA	

2.7.3.6 AP_INVC_REVIEWS_JN

Table 29 AP_INVC_DETAILS_JN columns is the journal table for the table described in section **AP_INVC_REVIEWS**.

Journal table used to store the complete history of updates and deletes on the base table.

Table 30 AP_INVC_REVIEWS_JN columns

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
1	JN_OPER				CHAR (3 BYTE)	LT				
2	JN_INS_DT				Date (7)	LT				
3	ID				NUMERIC (22)	LT				
4	INS_DT				Date (7)	LT		sysdate		
5	INS_USR				VARCHAR (30 BYTE)	LT				
6	MOD_DT				Date (7)	LT		SYSDATE		
7	MOD_USR				VARCHAR (30 BYTE)	LT				
8	RAPPRSTAT_ID				NUMERIC (22)	LT				
9	RAPPRSTG_ID				NUMERIC (22)	LT				
10	APINVCDTL_ID				NUMERIC (22)	LT				
11	CMNT				VARCHAR (1000 BYTE)	LT				

Columns Comments

No	Column Name	Description	Notes
8	RAPPRSTAT_ID	Approved or Rejected	
9	RAPPRSTG_ID	Stage of this review	
11	CMNT	General user comments	

2.7.3.7 AP_INVOICES_JN

Table 31 AP_INVOICES_JN columns is the journal table for the table described in section **AP_INVOICES**.

Journal table used to store the complete history of updates and deletes on the base table.

Table 31 AP_INVOICES_JN columns

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
1	JN_OPER				CHAR (3 BYTE)	LT				
2	JN_INS_DT				Date (7)	LT				
3	ID				NUMERIC (22)	LT				
4	INS_DT				Date (7)	LT		SYSDATE		
5	INS_USR				VARCHAR (30 BYTE)	LT				
6	MOD_DT				Date (7)	LT		SYSDATE		
7	MOD_USR				VARCHAR (30 BYTE)	LT				
8	APVNDR_ID				NUMERIC (22)	LT				
9	CASE_ID				NUMERIC (22)	LT				
10	INVC_NUM				VARCHAR (20 BYTE)	LT				

Columns Comments

No	Column Name	Description	Notes
9	CASE_ID	Relates to HV table	
10	INVC_NUM	Vendor invoice number	

2.7.3.8 AP_VENDORS_JN

Table 32 AP_VENDORS_JN columns is the journal table for the table described in section **AP_VENDORS**.

Journal table used to store the complete history of updates and deletes on the base table.

Table 32 AP_VENDORS_JN columns

No	Column Name	PK	FK	M	Data Type	DT kind	Domain Name	Formula (Default Value)	Security	Abbreviation
1	JN_OPER				CHAR (3 BYTE)	LT				
2	JN_INS_DT				Date (7)	LT				
3	ID				NUMERIC (22)	LT				
4	INS_DT				Date (7)	LT		SYSDATE		
5	INS_USR				VARCHAR (30 BYTE)	LT				
6	MOD_DT				Date (7)	LT		SYSDATE		
7	MOD_USR				VARCHAR (30 BYTE)	LT				
8	NAME				VARCHAR (100 BYTE)	LT				
9	FEDERAL_ID_NUM				VARCHAR (10 BYTE)	LT				
10	ACTIVE_IND				CHAR (1 BYTE)	LT				

2.7.4 Accounts Payable Unstructured Data

AP unstructured content is predominantly image files that were scanned as single or multi-page TIFF format at 300 dots per inch and grayscale. For the foreseeable future TIFF is the format that is expected to be used for HR content that is scanned.

2.7.5 Migration

All structured data (e.g., database data) and unstructured data (e.g., content/images) in the Legacy DIWS AP application shall be migrated to the DIWS 2 AP application. During the requirements verification and design activities, some data or content may be excluded at the sole discretion of the MVA Project Manager or his/her designee.

In addressing the migration, **the Contractor shall**:

1. Perform AP migration requirements verification.

2. Perform AP migration design activities.

3. Perform data cleansing, if needed, at the direction of the designated business owners.

4. Use tools to automate the performance of data verification on 100% of the migrated structured content (data in the database) and unstructured content (documents and images).

5. Migrate audit trail information associated with all migrated content and retain any linkages between them.

6. Ensure all content is accessible and navigable using the DIWS 2:

   c. user interface
   d. external systems interface defined in DIWS 2 TO Appendix 10 DIWS External Systems Integration

7. Migrate the AP structured data.

   - Structured data includes, but is not limited to tables, views, columns, rows, data values, synonyms, triggers, indexes, keys, stored procedures, constraints, and other database elements and data necessary to provide and preserve the DIWS functionality in DIWS 2.

8. Migrate the AP unstructured content described in Section 2.7.6 Unstructured Content Volume.

NOTE: The quantity of structured and unstructured content is expected to increase due to normal operations activities.   There are known enhancements identified in Section 3 Capability New to DIWS 2 that may also impact the migration.

The Contractor's scope of responsibility under the fixed price Offer shall include all necessary migration of the content named in Sections 2.7 Current Data Model and Content Volumes and Section 3 Capability New to DIWS 2. Additional requirements and details that are not related to the migration described in Section 2.7 Current Data Model and Content Volumes and Section 3 Capability New to DIWS 2 may be incorporated via change order or Work Order in the future.

2.7.6   Unstructured Content Volume

The quantity of the legacy DIWS content subject to migration is approximated in **Table 33 Approximate content count by business division**.

Table 33 Approximate content count by business division

Division	Image Count
Accounts Payable	475,000
Revenue Reporting	1,570,000

Division	Image Count
Account Receivable	528,000

The quantity of the legacy DIWS content types subject to migration is approximated in **Table 34 Approximate number of document types by business division**.

Table 34 Approximate number of document types by business division

Division	Number of Content Types
Accounts Payable	7
Revenue Reporting	1
Account Receivable	1

The Contractor shall:

1. Migrate the content quantities identified in **Table 33 Approximate content count by business division**.

2. Migrate the additional AP content, if any, that exists in the legacy DIWS so that all AP content is migrated.

3. Migrate the number of document types identified in **Table 34 Approximate number of document types by business division**.

4. Migrate the additional AP document types, if any, that are defined in the legacy DIWS so that all AP content is migrated.

5. Migrate audit trail information associated with all migrated content.

6. Ensure all content is accessible and navigable using the DIWS 2:

    a. user interface
    b. external systems interface defined in DIWS 2 TO Appendix 10 DIWS External Systems Integration

7. Perform automated verification and validation on 100% of the migrated content to ensure the content was correctly and completely migrated.

    *   The validation and verification activities will verify many aspects of the migrated content. For example, a byte count, a checksum, a CRC, and other checks would be expected to be performed on the unstructured content. The associated metadata would be checked for the required number of fields, correct application of rules, correct data values, etc.

2.7.7   Content Types and Document Types

The definitions for the document types identified in Table 34 Approximate number of document types by business division. Are provided in

a. Table 35 Accounts Payable Document Types
b. Table 36 Accounts Receivable Document Types
c. Table 37 Revenue Reporting Document Types

Table 35 Accounts Payable Document Types

Document Type	Receipt Date	Federal ID	Document #	Archive #	Branch/Department	Invoice #	Invoice Date	Invoice Amount
DAFR211R	M	NA	NA	M	NA	NA	NA	NA
DAFM03R	M	NA	NA	M	NA	NA	NA	NA
Invoices	M	M	M	M	NA	M	NA	M
Incoming Correspondence	M	M	M	M	NA	NA	NA	NA
211R-Refund	M	NA	NA	M	NA	NA	NA	NA
Credit Card Statement	M	NA	NA	M	NA	NA	NA	NA
Unapproved Invoice	M	M	NA	NA	M	M	M	M

Table 36 Accounts Receivable Document Types

Document Type	Receipt Date	Case Number
Accounts Receivable	M	M

Table 37 Revenue Reporting Document Types

Document Type	Receipt Date	Close-Out Date	Branch Office	Cashier #
Reports Documentation	M	M	M	M

3. Capability New to DIWS 2

The following list of capabilities shall be included in the DIWS 2 AP application. **The Contractor shall:**

1. Provide the ability to allow the approver to enter a partial payment amount.

   - For example, $90 instead of $100.

2. Provide the ability to automatically ingest invoices sent via e-mail to a particular in-box, whether the invoice are included in the body of the e-mail or as an attachment.

   - The process should be automatic in that an incoming e-mail inbox is monitored and the e-mail is automatically captured from the inbox and information about the sender, send date/time, and subject are used for indexing the body of the e-mail and/or attachments.

3. Provide the ability to automatically ingest invoices sent via fax.

   - For example, capture the incoming fax document without requiring the fax document to be printed and scanned.

   - The process should be automatic in that an incoming fax line is monitored and the fax is automatically captured, and information about the sender, send date/time, page count, and subject are used for indexing the fax document.

4. Provide the ability to allow reversal of accidental approvals not yet sent to the Comptroller.

5. Provide the ability to allow comment on accidental approvals already sent to the Comptroller.

6. Provide the Annapolis Comptroller's Office with the ability to accept secure transfer such as FTP transfers in place of CDs.

7. Provide the ability to import Form 211Rs (that are produced by FMIS) automatically.

   a. The automatic import shall run nightly at a configurable time.
   b. The automatic import shall automatically re-run after a configurable delay if an error occurs on the prior automatic import.
   c. The ability to capture 211Rs that are signed with a wet ink signature shall be provided.
   d. The ability to allow 211Rs to be signed electronically shall be provided.
   e. Provide the ability to configure DIWS 2 print to a file on a share drive.

8. Automate the exchange of the invoice number and voucher number (or archive number) with FMIS. (See Appendix 5, Section 6.4 Integration.)

NOTE: The specific details for enhancements will be determined during requirements definition, requirements verification, and design activities. Additional requirements and details that are related to the enhancements named in Section 3 Capability New to DIWS 2 are considered to be part of the fixed price Offer. Additional requirements and details that are not related to the enhancements named in Section 3 Capability New to DIWS 2 may be incorporated via change order or Work Order in the future.

4. Response to Accounts Payable Requirements

The table below identifies the topics which the Offeror shall address in its Technical Proposal. Each topic in the response shall be identified with a heading corresponding to the table below. Responses should not be placed in the table.

Offeror shall refer to the referenced section of the Task Order to fully understand the State's requirements and expectations when preparing the response. The Offeror shall address the topics/questions identified in the table but is expected to elaborate or add additional information as appropriate to fully understand the Offeror's solution and approach.

The Offeror should provide a detailed description of the proposed solution but does not need to address every item or sentence in a particular section. The Offeror's response shall be construed to be inclusive of all requirements referenced by the table and shall bind the Offeror to all such requirements unless the Offeror specifically addresses partial or non-compliance in its response. Offerors shall describe requirements that cannot be met or that can only partially be met as part of the final question of the response table.

The Offeror shall adhere to any page limit for the topic.

In some topics below, the State has requested a sample of work from a previous project or a draft version of an artifact for this project (e.g. include a draft Project Plan for this project). These items are identified below and shall be included in [TAB O] and not inserted into the narrative. Such items are not included in page limits. If requested items are not available, briefly describe.

Response Requirements			
Appendix 6 Functional Requirements: Accounts Payable			
Appdx Ref	**Topic Title**	**Response Requirements**	**Page Limit**
2.1.7	Business Process diagram	Describe your approach to meeting the requirements in this section.	
2.2	Accounts Payable Detailed Requirements	Describe your approach to meeting the requirements in this section.	
2.3	Document Types	Describe your approach to meeting the requirements in this section.	
2.4	User Interfaces	Describe your approach to meeting the requirements in this section.	
2.5	Reports	Describe your approach to meeting the requirements in this section.	

Response Requirements			
Appendix 6 Functional Requirements: Accounts Payable			
Appdx Ref	**Topic Title**	**Response Requirements**	**Page Limit**
2.6	External Interfaces	Describe your approach to meeting the requirements in this section.	
2.7	Current Data Model and Content Volumes	Describe your approach to meeting the requirements in this section.	
2.7.2	Structured Data	Describe your approach to migrating the structured data (i.e., database data) that is used to support the application.	

Response Requirements			
Appendix 6 Functional Requirements: Accounts Payable			
Appdx Ref	**Topic Title**	**Response Requirements**	**Page Limit**
2.7.5	Migration	The responses in this section are expected to leverage functionality described in Appendix 5, Section 6.7 Migration and Appendix 9 Legacy Content Migration. However, it is not necessary to repeat responses provided in Appendix 5, Section 6.7 Migration and Appendix 9 Legacy Content Migration, but a reference to the appropriate section is encouraged. a. Provide the process you are proposing for migrating the legacy content to DIWS 2. Specifically identify key areas such as data cleansing, data mapping, and data validation. b. Identify the tools you propose to use for performing all aspects of the migration, why these tools were selected, what area they help automate, and how they help. c. Explain how you will handle the structured content that must be migrated. d. Explain how you will handle the unstructured content that must be migrated. e. Explain how you will migrate the audit trail associated with the legacy content. f. If you are proposing utilizing multiple copies of databases or repositories to allow 24-hour, around the clock migration, how do you envision synchronizing the copies with the master? g. Explain how you will balance the need for a recent copy of legacy content with the need to minimize impact on the legacy system(s) (e.g., taking three weekend snapshots of the legacy content; one snapshot at the beginning, one snapshot one month prior, and one snapshot on the weekend of the final migration to production.) h. Identify your approach for performing the migration cutover to the test environment and to the production environment.	

Response Requirements			
Appendix 6 Functional Requirements: Accounts Payable			
Appdx Ref	**Topic Title**	**Response Requirements**	**Page Limit**

2.7.5 (cont.)	Migration	i. Identify the tools and approach you will use to perform verification and validation that 100% of the migrated content is successfully migrated. In your response include a definition of "successfully migrated" and enumerate the elements that will verified and validated on 100% of the migrated content.
		j. Provide a proposed schedule for performing the migration, including milestones and dependencies. Include:
		   1. Begin and end dates for migrating all collections of content at a division level.
		   2. Include dependencies on when a migration environment must be available.
		   3. Include dependencies on MVA staff resources (e.g., to provide subject matter expertise required for data cleansing and document type mapping).
		   4. Include tasks for content/document type and attribute mapping.
		   5. Include tasks for data/content cleansing.
		   6. Include expected content snapshots taken from legacy systems.
		   7. Include the migration into the test environment after achieving 100% error free migration scripts.
		   8. Include the migration into the production environment after achieving an error free migration into the test environment.
		   9. Include tasks for making snapshots of migrated data/content available to external systems for use in development and testing.
		   10. Include verification and validation activities for confirming successful migration.
		k. Identify the MVA staff resources you require to provide information necessary for migration (e.g., data cleansing and mapping) and an estimate on the hours required.	

Response Requirements			
Appendix 6 Functional Requirements: Accounts Payable			
Appdx Ref	**Topic Title**	**Response Requirements**	**Page Limit**
2.7.5 (cont.)	Migration	l. Identify the hardware you require to perform the migrations. m. Estimate the number of days, nights and weekends required to perform the migrations. n. Identify any risks your perceive migrating this content and your recommendations for mitigating these risks.	
2.7.6	Unstructured Content Volume	a. Explain how you will handle the unstructured content that must be migrated. If you are proposing copies of databases or repositories to allow 24-hour, around the clock processing, how do you envision synchronizing the copies with the master? b. Identify the hardware you require to perform the migrations. c. Estimate the number of nights and weekends required to perform the migrations. d. Identify the tools and approach you will use to perform verification and validation that 100% of the migrated content was successfully migrated. In your response include a definition of "successfully migrated" and enumerate the elements that will verified and validated on 100% of the migrated content. e. Identify any risks your perceive migrating this content and your recommendations for mitigating these risks.	
3	Capability New to DIWS 2	Describe your approach to meeting the requirements in this section.	
	Requirements not Met	The State assumes that the Contractor will meet all requirements described in Appendix 6 of the Task Order. Identify any areas that cannot be met and why these areas cannot be met.	