

Specification No. XXXXX	Title: Type the title here	
Date of Request:	05/25/2004	
Requested by:	Functional Author of spec	
Developer:	Genny Afech	
Project:	Name given this project by Technical Lead	
Priority:	<input checked="" type="checkbox"/> Critical <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Low	
Functional Area: Replace <input type="checkbox"/> with <input checked="" type="checkbox"/> where applicable	<input type="checkbox"/> CRM <input type="checkbox"/> AD <input type="checkbox"/> AF <input type="checkbox"/> AU <input type="checkbox"/> CC <input type="checkbox"/> CS <input type="checkbox"/> FS <input type="checkbox"/> MK <input type="checkbox"/> MO <input type="checkbox"/> MU <input type="checkbox"/> QM <input type="checkbox"/> SL <input type="checkbox"/> SV <input type="checkbox"/> HRMS <input type="checkbox"/> HR <input type="checkbox"/> BN <input type="checkbox"/> PA <input type="checkbox"/> PY <input type="checkbox"/> TL <input checked="" type="checkbox"/> Financials <input type="checkbox"/> AP <input type="checkbox"/> AR <input type="checkbox"/> GL <input type="checkbox"/> AM <input checked="" type="checkbox"/> PO <input type="checkbox"/> Student Admin <input type="checkbox"/> AA <input type="checkbox"/> AD <input type="checkbox"/> CC <input type="checkbox"/> CR <input type="checkbox"/> FA <input type="checkbox"/> SF <input type="checkbox"/> SR <input type="checkbox"/> Supply Chain <input type="checkbox"/> BI <input type="checkbox"/> EN <input type="checkbox"/> FL <input type="checkbox"/> IN <input type="checkbox"/> OM <input type="checkbox"/> PM <input type="checkbox"/> PU <input type="checkbox"/> QA <input type="checkbox"/> Portal <input type="checkbox"/> Technical	
Development Type:	<input checked="" type="checkbox"/> Online <input type="checkbox"/> Batch Process <input type="checkbox"/> Report <input type="checkbox"/> Interface <input type="checkbox"/> Other <input type="checkbox"/> PeopleSoft Maintenance	
Modification Class:	<input type="checkbox"/> Functional Change <input checked="" type="checkbox"/> Functional Enhancement <input type="checkbox"/> Cosmetic <input type="checkbox"/> PeopleSoft Originated <input type="checkbox"/> Technical/Infrastructure	
Upgrade Impact:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
Technical Development Estimate:	Time Estimated:	Revised/Initials:
Functional Testing Estimate:	Time Estimated:	Revised/Initials:
Development Completed:	Date:	Migrated By:

FUNCTIONAL SPECIFICATION SECTION

Gap Description

PeopleSoft delivered PO workflow in eprocurement for requisition approval only set up for amount approval through 3 levels of approval. We need to add additional rules for Category and ChartField related routing, as well as more levels of approval.

Justification/Business Case

PO workflow is necessary to ensure that requisitions are approved by the appropriate parties before they get to the buyer. There will be 4 levels of approvals for just the amount, plus the following additional approval levels: Radioactive Material, Biohazardous Material, Medicine Major Equipment, University Budget and Equipment Accounting. The requisition must be budget checked by the originator (unless their role falls in the category of someone who can never self-approve any requisition of any amount).

Description of the Modification:

Upgrade Impact Description:

To be completed by the Cedar Technical Lead.

Approvals for Development:

Client Functional Lead

Date

Cedar Functional Lead

Date

Client Project Manager

Date

Cedar Project Manager

Date

Your signature on this functional specification indicates:

1. You have read the document and understand it.
2. You agree that it's complete and accurate.
3. You agree with the information (functional need and approach to providing it).
4. You accept accountability; that is, the information is as correct as it can be at that point in time.

Technical Specification Section (To be completed by Technical Lead/Developer):

Specification No. [000]: Title

Author

Genny Afech

Functional Contact

Someone else

Technical Lead

Someone else

Description

All of the steps in eprocurement workflow are performed using PeopleSoft pages rather than underlying PeopleCode. We used the workflow builder to design custom workflow rules, steps, criteria, values, and workflow rule assignments.

A buyer must approve the change request before a change order is dispatched to the vendor. To set up the approval workflow, we had to define the following three criteria:

1. Assign a supervisor for each requester by accessing the User Profile – Workflow page and entering a value for the Supervisor User ID field. (Note that even though the description has the word “supervisor”, but in the workflow context it is designated to the next approval level for a specific User ID). Users who are at the top of the approval chain do not have a supervisor user ID.
2. Assign roles to the different approvers.
3. Define buyers by accessing the User Profile – Roles page and entering the workflow role for each buyer by category. This is a user list role, not a query role.

Requisition approval workflow is automatically initialized when you save and submit a requisition on the Requisition Summary page. No process or manual intervention is required. When a requisition is created one or all of the following rules get triggered based on the Amount, Category and ChartField criteria selected:

1. ReqAmtAppr: this rule is triggered if the requisition’s criteria are only based on Amount.
2. ReqRadioact: this rule is triggered if the category selected is a Radioactive Material.
3. ReqBiohazard: this rule is triggered if the category selected is a Biohardous Material.
4. ReqEquipAcct: this rule is triggered if the category selected is an Equipment Accounting Material.

Each one of the above rules includes routing for Medicine Major Equipment and University Budget Approval.

The first role on the every rule is CW_PO_Employee, which is assigned for people who can only originate

a requisition but cannot approve any amount. The last approver on each rule is the buyer. Note that buyers routing is based on category. Appropriate approvers will be notified that they have a requisition to process by two means: Email and Worklist. If a requisition gets denied, an email will be sent to the requisition originator to notify them of the denial.

Note that Category_ID field was used to route categories rather than Category_CD (description), for maintenance purposes. The Category_ID's and associated Category_CD's are defined on the ITM_CAT_VW view.

The following table describes the records and fields used to set up step criteria on a requisition:

<u>Field Name</u>	<u>Record</u>	<u>Record Description</u>
MERCH_AMT_BSE	REQ_LINE_VW	View of requisition Line
CATEGORY_ID	PV_REQ_LINE_VW	View of requisition Line
ACCOUNT	PV_REQ_LN_DT_VW	View of requisition distribution Line
DEPTID	PV_REQ_LN_DT_VW	View of requisition distribution Line
PROJECT_ID	PV_REQ_LN_DT_VW	View of requisition distribution Line
PRIMARY_BUYER	ITM_CAT_tbl	

Project

NY000_YOU_Client

Fields

<u>Field Name</u> (Label Name)	<u>Type</u>	<u>Len</u>	<u>Format</u>	<u>Short Name</u>	<u>Long Name</u>

Database Records

Table Name: Table Description (New/Previously Added/Modify)

Table Type	Table / View / Derived / Work / Subrecord / Dynamic View / Query View / Stored Procedure / Temporary Table
Table Purpose	<text>
Parent Table	None / No Change / <table name>
Query Security	None / No Change / <table name>
Audit Table	None / No Change / <table name>

<u>A/C</u>	<u>Field Name</u>	<u>Key</u>	<u>List Box</u>	<u>Aud</u>	<u>Def Val</u>	<u>Req</u>	<u>Edit/Xlat</u>	<u>Edit / Prompt</u>

Pages

Page Name: *Page Description (New/Previously Added/Modify)*

Page Type	Page / Subpage / Secondary Page
Page Purpose	<text>

Screen image:

Fieldname	Object Type	Source Table	Source Field	Notes

Components

Component Name: *PV_Requisitions.GBL*

Search Record	<Record name>
Add Search Record	<Optional>
Detail Page	<Optional>
Actions	Add / Update / Update-Display / Correction
Default Search Action	Update / Update-Display / Correction
Default Lookup Type	Basic / Advanced
Toolbar Actions	Save / Return To List / Next In List / Previous / Next Page / Previous Page / Add / Update / Update-Display / Correction
Other Properties	<Optional>

P o s	Page Name	Item Name	Item Label	Folder Tab Label	H i d	D e f

Menus

Menu Name: *(New/Previously Added/Modify)*

Bar Name	Item Name	Menu Label	Type	Component	Location

Translate Table Values

Field Name

<u>Field Value</u>	<u>Date</u>	<u>XLATLONGNAME</u>	<u>XLATSHORTNAME</u>	<u>Inactive?</u>

PeopleCode

Object / Object Name / Program Type

<u>Purpose</u>

Miscellaneous Database Objects

Access Groups

<u>Access Group</u>	<u>Description / Notes</u>

Activity Names

<u>Activity Name</u>	<u>Description / Notes</u>
PV_WF_APPROVAL	

Application Engine Programs

<u>AE Program Name</u>	<u>Description / Notes</u>

Application Engine Section

<u>AE Program Name</u>	<u>AE Section Name</u>	<u>Description / Notes</u>

Approval Rule Sets

<u>Rule Name</u>	<u>Effective Date</u>	<u>Description / Notes</u>

<u>Rule Name</u>	<u>Effective Date</u>	<u>Description / Notes</u>

Business Interlink

<u>Business Interlink Name</u>	<u>Description / Notes</u>

Business Process Names

<u>Business Process Name</u>	<u>Description / Notes</u>
PV_WF_REQ_APPROVAL	

Color Names

<u>Color Name</u>	<u>Operator ID</u>	<u>Description / Notes</u>

Cube Definitions

<u>Cube Definition ID</u>	<u>Description / Notes</u>

Cube Instances

<u>Cube Instance ID</u>	<u>Description / Notes</u>

Dimensions

<u>Dimension</u>	<u>Type</u>	<u>Description / Notes</u>

File Layout Definitions

<u>File Layout Name</u>	<u>Description / Notes</u>

File References

<u>File Name</u>	<u>Path</u>	<u>Description / Notes</u>

HTML

<u>HTML</u>	<u>Description / Notes</u>

Image

<u>Image Name</u>	<u>Description / Notes</u>

Index Ids

<u>Record Name</u>	<u>Index ID</u>	<u>Description / Notes</u>

Job Definitions

<u>Job Name</u>	<u>Description / Notes</u>

Message Catalog Entries

<u>Message Set</u>	<u>Message Number</u>	<u>Description / Notes</u>

Message Channels

<u>Message Channel</u>	<u>Description / Notes</u>

Message Definition

<u>Message Channel</u>	<u>Description / Notes</u>

Message Nodes

<u>Message Nodes</u>	<u>Description / Notes</u>

Permission List

<u>Permission List</u>	<u>Description / Notes</u>

Portal Registry Definition

<u>Portal Name</u>	<u>Description / Notes</u>

Portal Registry Structure

<u>Portal Name</u>	<u>Type</u>	<u>Object Name</u>	<u>Description / Notes</u>

Process Definitions

<u>Process Type</u>	<u>Process Name</u>	<u>Description / Notes</u>

Process Type Definitions

Process Type	OS	DB Type	Description / Notes

Queries

Operator ID	Query Name	Description / Notes

Recurrence Definitions

Recurrent Definitions	Description / Notes

Roles

Role Name	Description / Notes
CW_PO_Employee	Query Role: role with no self-approval amount value
CW_PO_Approver1	Query Role: First level approval role with self-approval value of 4999.99
CW_PO_Approver2	Query Role: Second level approval role with self-approval value of 19999.99
CW_PO_Approver3	Query Role: Third level approval role with self-approval value of 99999.99
CW_PO_Approver4	Query Role: Fourth level approval role with self-approval value of 999999999.99
CW_PO_Radioactive	User List Role: Radioactive Material approval role
CW_PO_Biohazard	User List Role: Biohazardous Material approval role
CW_PO_MajorEquip	User List Role: Major Equipment approval role
CW_PO_UnivBudget	User List Role: University Budget approval role
CW_PO_EquipAcct	User List Role: Equipment Accounting Material approval role

Server Definitions

Server Definitions	Description / Notes

SQL

SQL	SQL Type	Description / Notes

Style Names

<u>Style Name</u>	<u>Description / Notes</u>

Style Sheets

<u>Style Sheet Name</u>	<u>Description / Notes</u>

Tree Structures

<u>Tree Structure ID</u>	<u>Description / Notes</u>

Tree Names

<u>Set ID</u>	<u>Tree Name</u>	<u>Effective Date</u>	<u>Description / Notes</u>

URL Definitions

<u>URL ID</u>	<u>Description / Notes</u>

Source Modules

[Module Name] / [Module Type]: [Module Title] (New/Previously Added/Modify)

- **Program Purpose:**
- **Expected Frequency and Schedule:**
- **Program Output:**
- **Run Time Parameters**
- **Restart / Recovery**
- **Processing Steps**

Approvals for Development:

Client Functional Lead **Date**

Cedar Functional Lead **Date**

Client Technical Lead **Date**

Cedar Technical Lead **Date**

Client Project Manager **Date**

Cedar Project Manager **Date**

Your signature on this technical specification indicates:

5. You have read the document and understand it.
6. You agree that it's complete and accurate.
7. You agree with the information (technical need and approach to providing it).
8. You accept accountability; that is, the information is as correct as it can be at that point in time.