

eBusiness
Monthly APC Review Tool
(Formerly Semi-Annual Review)
Release 1.0
Application Definition Document

Version 2.0
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Document History

Version	Date	Author	Comment	Authorization
1.0	06/16/03	Jeff Carter, Stephen Stire	Semi-Annual Review Overhaul Monthly APC Review Tool Initial Release 1.0	

1 Introduction

The semi-annual review process has traditionally required significant effort on the part of the DON eBusiness Purchase Card Program Management Office and the Agency Program Coordinators. Often, the questions were redundant in nature and it took long periods of time to gather information and collect responses. The results were not timely and rarely offered much new information.

Driven by heightened sensitivity around transaction reviews and the recognized need for a more standardized, automated process, the DON eBusiness Purchase Card Program Management Office has initiated an effort to overhaul the Semi-Annual Review Process. The goal of the new process is to enable a timely and efficient review of the card program in each Activity by its Level 5 APC and each Major Claimant by its Level 3 APC.

In order to facilitate this revised process, the DON eBusiness Purchase Card Program Management Office, Oe5, and The Iridium Group will develop a web-based tool that integrates known data to provide maximum information to the APCs that participate in the review process. In addition, the APCs will be required to submit responses that are minimal in nature, as the questions will target only key areas of interest.

It is anticipated that the monthly review process functionality will be consistent with the Web-based Purchase Card Automated Review Transaction Tool (PCARTT) that is presently being developed by the DON eBusiness Office and The Iridium Group. Future plans call for integration between the two applications to further streamline the data collection and audit processes.

2 Application Overview

2.1 Monthly APC Review Application Overview

The DON eBusiness Purchase Card Program Management Office, Oe5, and The Iridium Group will develop a Monthly APC review system that provides for the review of key metrics (or report card) and requires input on various goings-on that are of interest to the program. Data compilation and the review process will be synchronized with the monthly cycle. Level 5 APCs will be responsible for review and input of data. Level 3 APCs will be responsible for review of the information. Level 3's may need to follow-up as a result of any out of control conditions. The information will be also used by the DON eBusiness Purchase Card Program Management Office to administer the program. Reports will be generated from the application for that purpose. The dashboard data will be obtained from Citibank through the Ad-hoc reporting tool or from flat file feeds. Basic functionality will be developed in phase I and the system will be able to distribute the information to APCs throughout DON.

Following the initial rollout, the future direction regarding the DON Monthly APC review tool and its integration with PCARTT will be determined. The specifications for the Monthly Review Application have been designed with PCARTT integration in mind. However, any post-Phase I deployment will require additional requirements review.

2.1.1 Monthly APC Review Release 1.0

Release 1.0 will provide the following functionality:

- Capability for the data to be received/retrieved from Citibank's Ad-Hoc reporting system or from flat files and support processes that are run to generate the key metrics for each activity within three days after the cycle.
- Oracle Portal will be used for access to the application; Login will be with PKI Certifications and Users will maintain their own account information. An Administrator, as designated by the DON eBusiness Purchase Card Program Management Office, will grant approval to use the application.
- Capabilities for the Level 5 APCs to review and submit key metrics associated with their activity and provide responses to a short list of questions that are primarily aimed at maintaining proper oversight of the program.
- Capability for the Level 3 APCs to then review the dashboard information and approve the responses provided by the Level 5 APCs.
- Capability for the DON eBusiness Purchase Card Program Management Office to review the data and the responses for appropriateness.

3 Business Processes/Workflows

3.1 High Level Overview of Monthly APC Review Tool Functions and Features

The DON eBusiness Purchase Card Program Management Office and Oe5 will develop a Web-based Monthly APC Review Tool (MART). This tool will be used to streamline the program review process by delivering key metrics to and obtaining responses on a targeted list of questions from APCs responsible for the purchase card program. The web-based MART Application will consist of three major functions: 1) Level 5 APCs review report card on activity and submit responses to areas of interest to Program Management 2) Level 3 APCs review and approve summarized information submitted by their Level 5 APCs; details are available to the Level 3 APCs by way of drill-downs. 3) Purchase Card Program Management Office Official capability to review the data submitted by the APCs.

3.2 Users/Roles

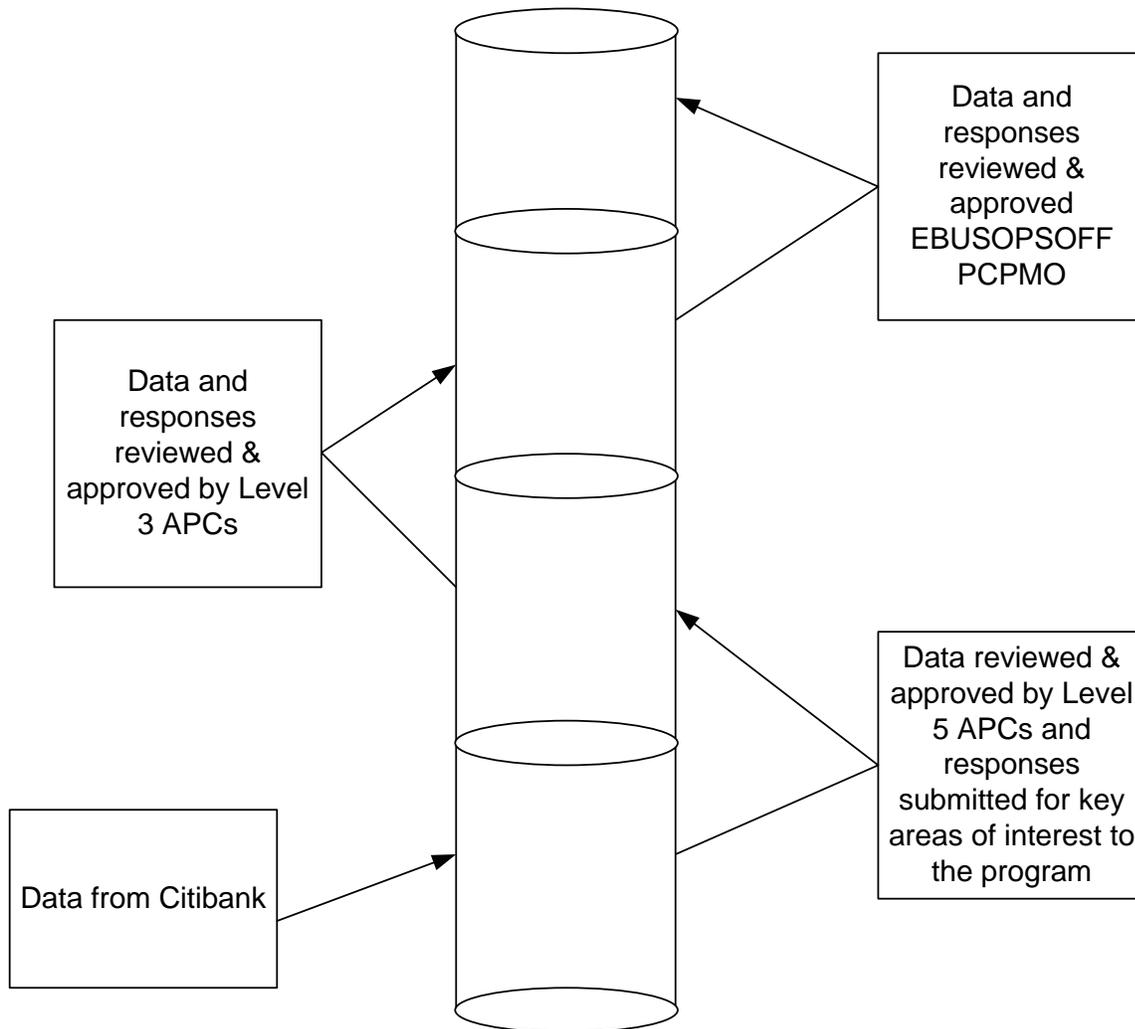
- Level 5 APCs (APCs) – Review Report Card for the Activity and report on areas of interest to the PMO.
- Level 3 APCs (APCs) – Review responses of the Level 5 APCs within their claimancy and submitted to PCPMO.
- Purchase Card Program Management Office Official (PCPMO Official)– Can review the information submitted by the Level 3 APCs and query the data as needed.

3.3 Locations

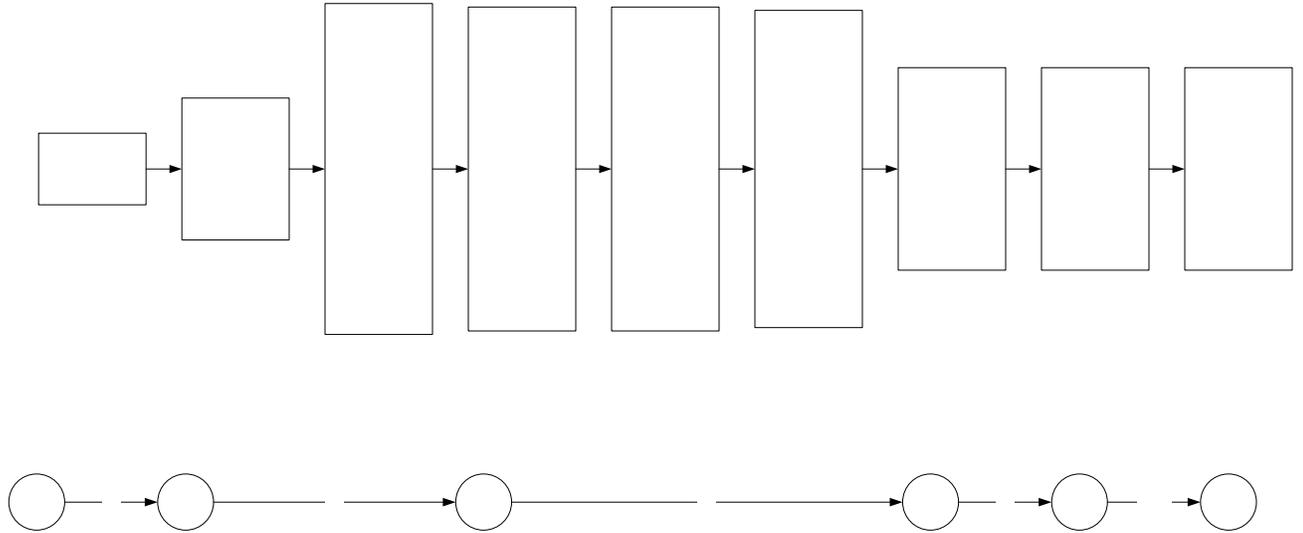
- DON eBusiness Office, Mechanicsburg, Pennsylvania
- DON-wide

3.4 High Level Context

Monthly APC Review Tool

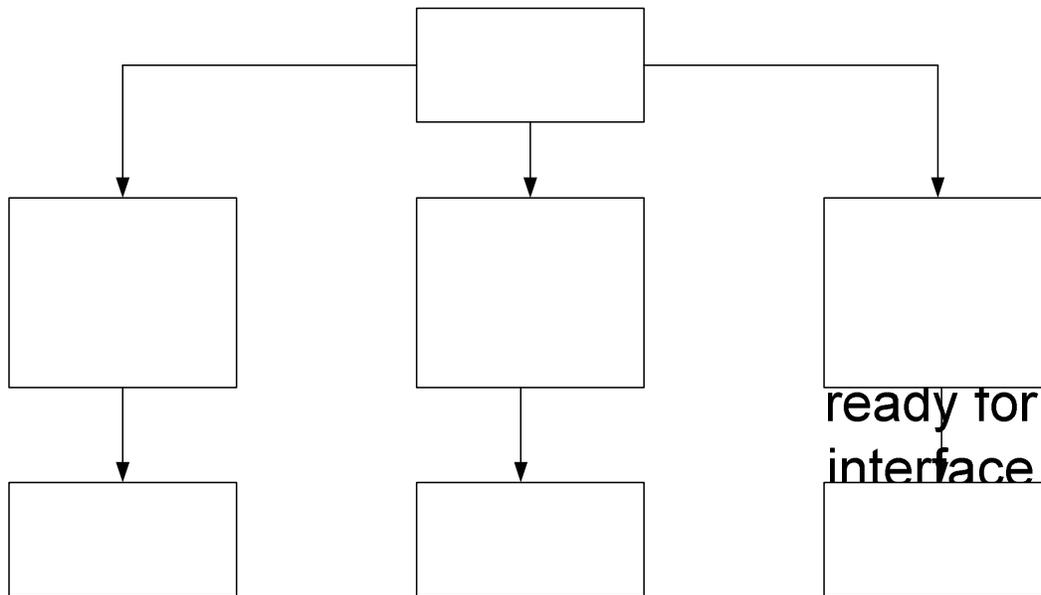


3.4.1 MART Basic Process Flow with Number of Days



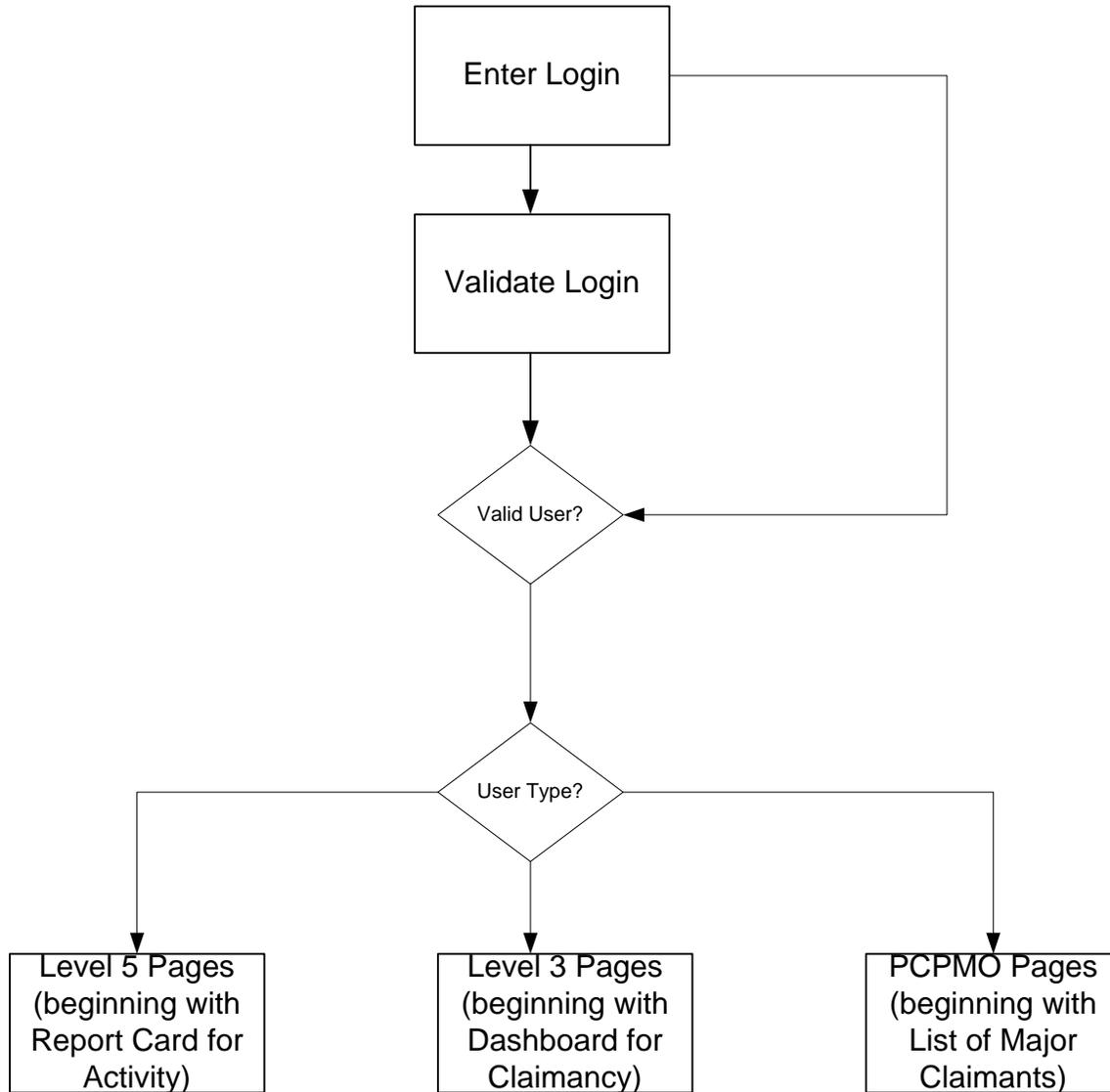
3.5 Workflows

3.5.1 MART Basic Workflow

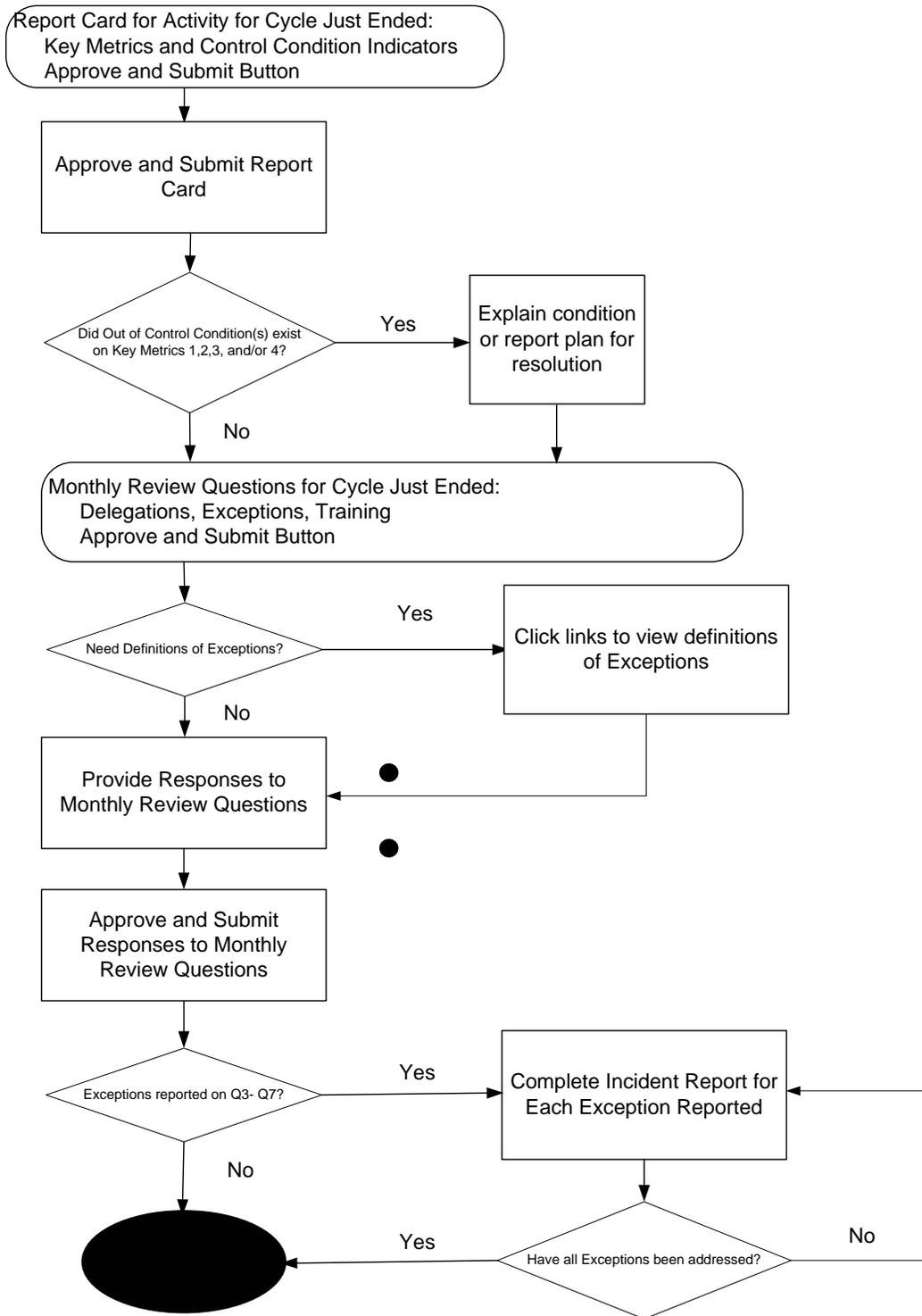


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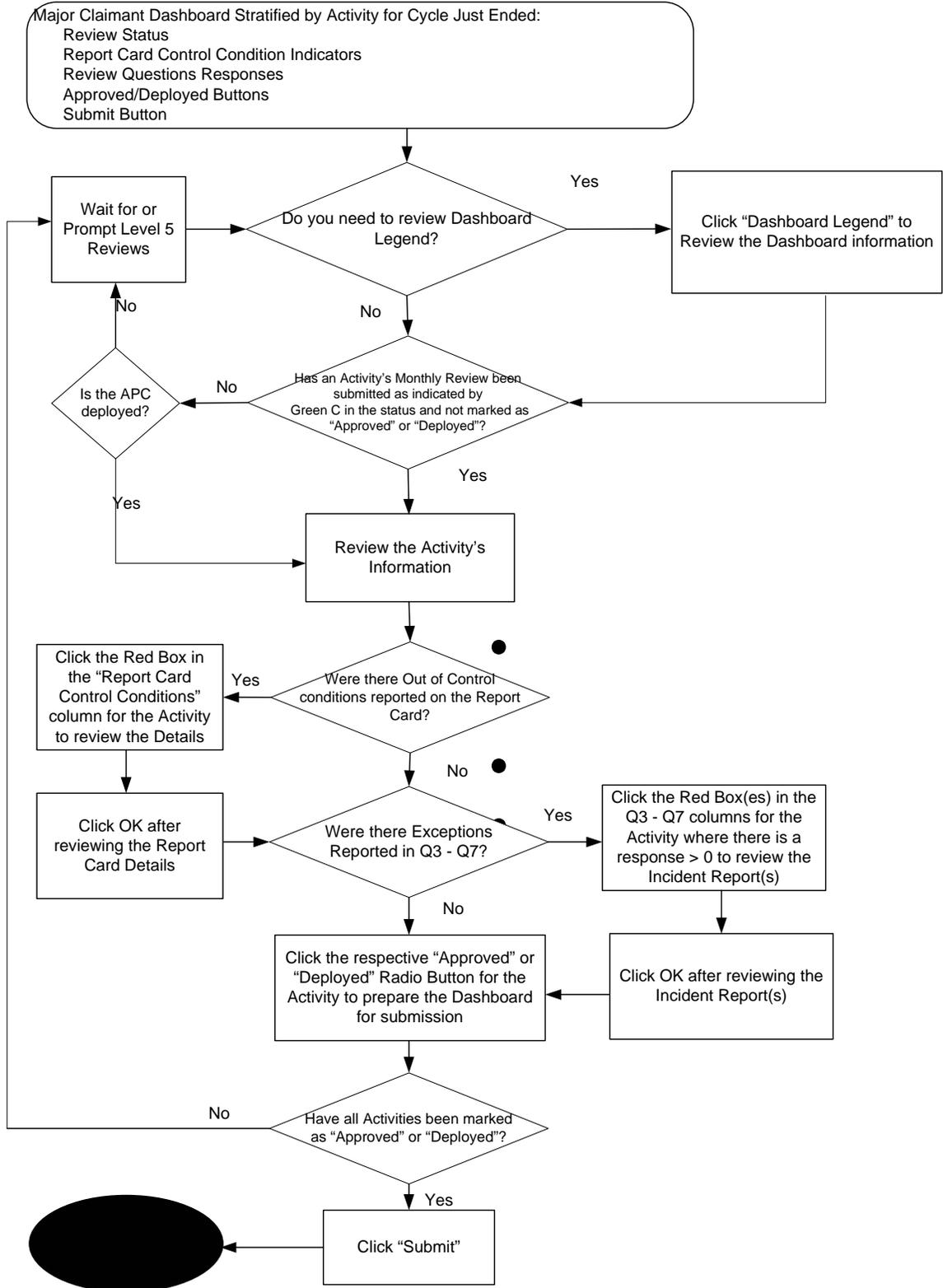
3.5.2 Login Flow



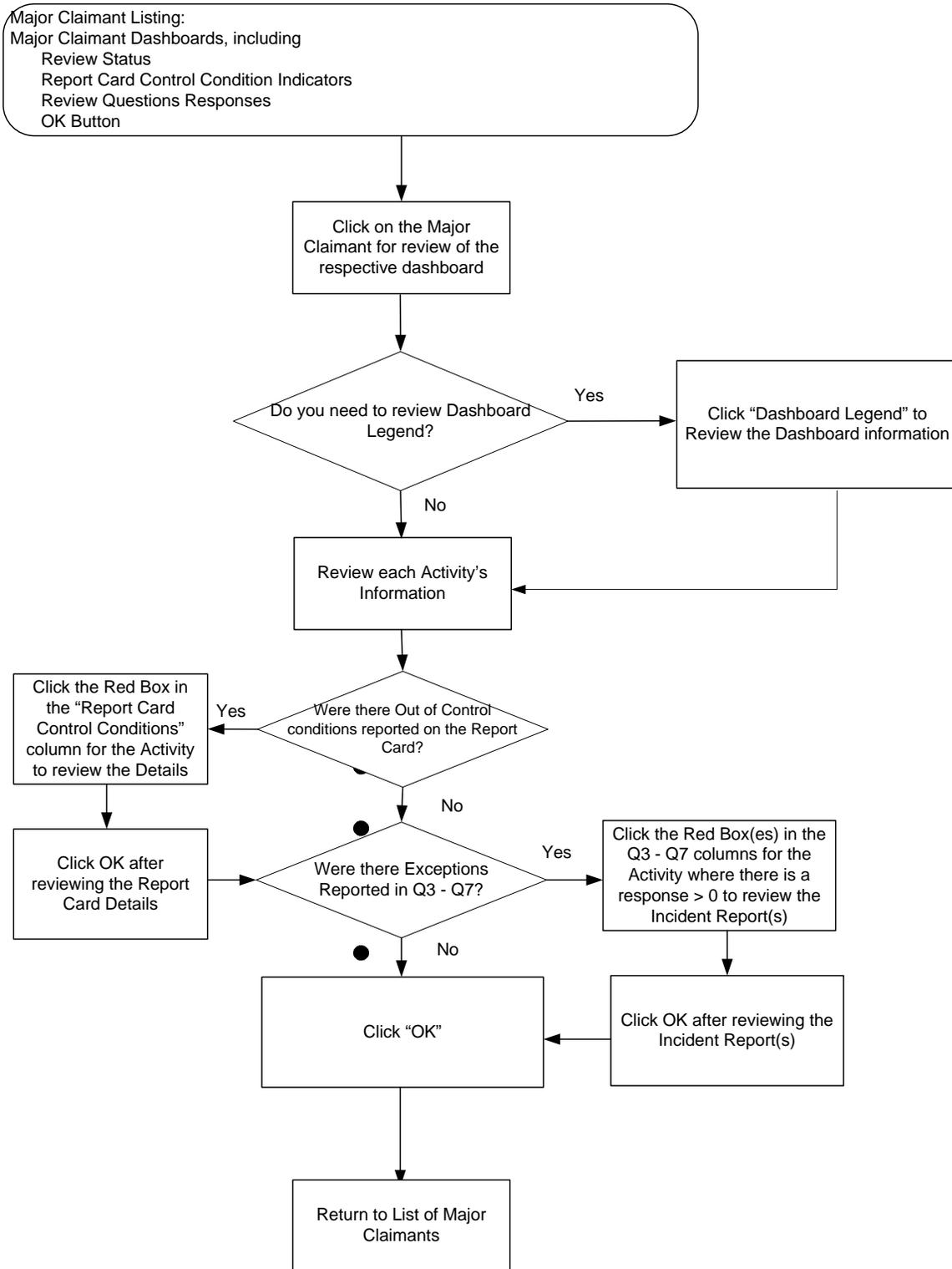
3.5.3 Level 5 APC Pages (Report Card, Monthly Review Questions, and Incident Reports)



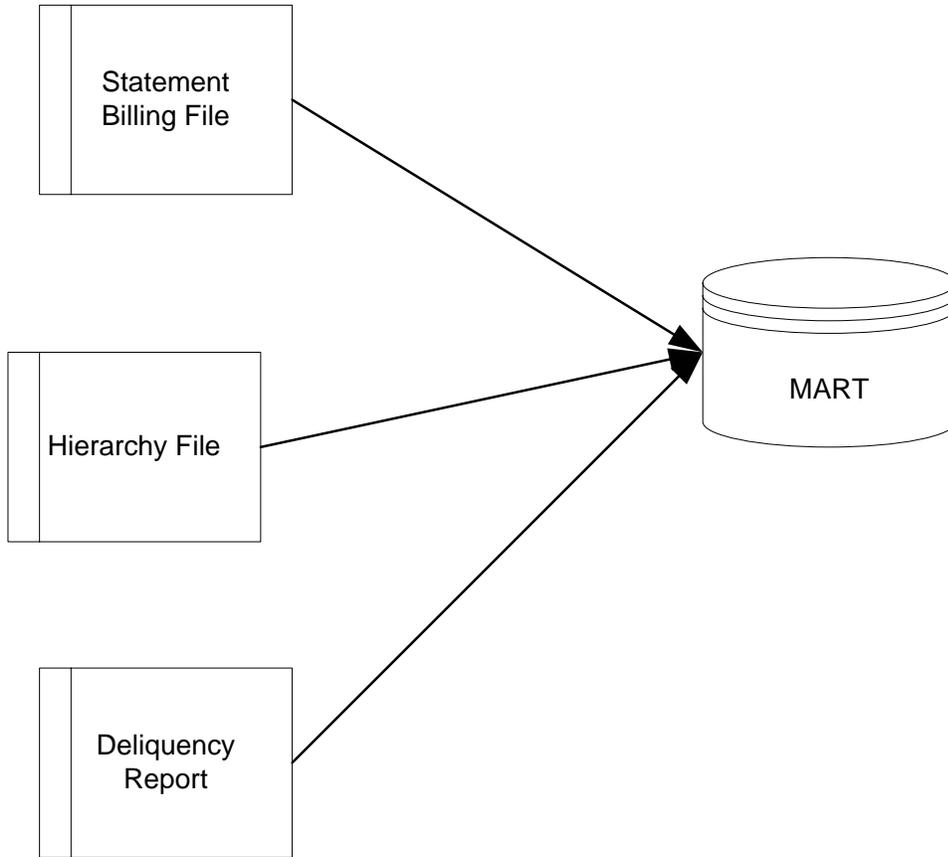
3.5.4 Level 3 APC Pages (Major Claimant Dashboard, Drill-down details)



3.5.5 PCPMO Official



3.5.6 Perform Load



4 Use Cases

4.1 Use Cases Overview

Use cases detail particular interactions with a system and are used to describe the outwardly visible requirements of that system. There are two main types of uses cases, Human and System, which will be discussed throughout the Define and Design phases. Both types of use cases are derived from the workflow of a system that diagrams and describes the system as a whole. It is important to break down the workflows into individual interactions with the system to understand the detailed requirements. Each use case must indicate details about what has to be DONE to accomplish the functionality of the use case. The use cases depict the following: a brief description, actors, assumptions, preconditions, post conditions, flow of events, alternative flows, exceptions, business rules and notes. The following describes the functionality of the interactive and batch components that will be provided by the Monthly APC Review Tool (MART).

4.2 Release 1.0 Use Cases

4.2.1.1 Interactive Use Cases

PC-1 User Login

PC-2 Level 5 APC Pages (Review/Complete/Submit Report Card and Monthly Review Questions)

PC-3 Level 3 APC Pages (Review/Submit Dashboard, Report Card Details, and Incident Reports)

PC-4 PCPMO Official Pages (Review Dashboards, Report Card Details, and Incident Reports)

4.2.1.2 System (Batch) Use Cases

PCB-1 Perform Load

4.2.2 PC-1 User Login

Brief Description

This use case describes the process for a user to login to the MART Application.

Actors

1. User Type 1 – Level 5 APC
2. User Type 2 – Level 3 APC
3. User Type 3 – PCPMO Official

Assumptions

1. This is the first point of entry for users to enter the MART Login Page.

Pre Conditions

1. User Type 1 has linked to the MART Login page through URL on a browser.
2. User Type 2 has linked to the MART Login page through URL in a browser.
3. User Type 3 has linked to the MART Login page through URL in a browser.

Post Conditions

1. User Type 1 successfully logs in to the MART Application.
-OR-
User Type 2 successfully logs in to the MART Application.
-OR-
User Type 3 successfully logs in to the MART Application

Flow of Events

1. This use case starts when the login page is presented to the user in a Web browser.
2. System presents login page. Page contains a User ID field (default blank values) and Password field (default blank values). Below the Password text box is a “Login” button. Below the “Login” button, will be today’s date and the number of days remaining to complete the review for Level 5 APCs and Level 3 APCs.
3. User enters their User ID and Password and selects the "Login" button.
4. System validates User ID and Password. (See Exceptions). If User ID and Password entries pass validation, continue to Step 5. If User ID and/or Password entries do not pass validation, system returns user to Step 2 displaying error message with user’s User ID entry, password field will be blank.
5. System accepts user login request.
6. System presents user with the Home Page.
 - If User Type 1 (User_Type_Identifier of User_Profiles table = “Level 5 APC”, system presents user with Level 5 APC Activity Report Card. (See PC-2 Level 5 APC Home Page).
 - If User Type 2 (User_Type_Identifier of User_Profiles table = “Level 3 APC”, system presents user with Level 3 APC Major Claimant Dashboard. (See PC-3 Level 3 APC Home Page).

- If User Type 3 (User_Type_Identifier of User_Profiles table = “PCPMO Official”, system presents user PCPMO Official Home Page. (See PC-4 PCPMO Official Home Page).

Alternative Flows

N/A

Business Rules

1. The initial “APC” user profiles will be loaded into the database by the Development Team (User’s name, PKI Authentication requirements).
2. The PCPMO Officials profiles will be loaded into the database by the Development Team. (User’s name, PKI Authentication requirements).
3. The DON logo will appear in the header of all web pages on the left hand side, the eBusiness Operations Office logo will appear on the right side of the header bar. The MART application logo will appear in the center of the header bar.
4. All users must know to log in and perform functions related to monthly review. There will not be any automated notifications.
5. Users may contact the PCPMO for assistance with MART.

Exceptions

1. If User ID and/or password is blank, system displays the following error message at the top of the page: “**Your User ID and/or Password are invalid. Please Enter User ID and Password.**” A red asterisk will be placed in front of the field(s) left blank.
2. If the User ID is found on the database, but the entered password is incorrect, system displays the following error message at the top of the page: “**Your User ID and/or Password are invalid. Please Enter User ID and Password.**”
3. If the User ID is NOT found on the database, system displays the following error message at the top of the page: “**Your User ID and/or Password are invalid. Please Enter User ID and Password.**”

Notes

1. The Level 5 APC and Level 3 APC information will be provided by the Hierarchy File and the eBusiness Operations Office Purchase Card PMO. User Names and Passwords will align with the PKI Authentication Requirements.
2. The PCPMO Official information will be provided by the eBusiness Operations Office Purchase Card PMO. User Names and Passwords will align with the PKI Authentication Requirements.

Issues

N/A

4.2.3 PC-2 Level 5 APC Home Page (Review/Complete/Submit Report Card and Monthly Review Questions)

Brief Description

This use case describes the MART Application Report Card that is presented to the Level 5 APC once they have successfully logged in. This use case also describes the process for a Level 5 APC to review out of control conditions and complete and submit monthly review questions about their Activity within the MART Application.

Actors

1. User – Level 5 APC
2. System – MART Application

Assumptions

1. User is a valid Level 5 APC. (User_Type_Identifier of User_Profiles table = “Level 5 APC”).

Pre Conditions

1. User is logged into the MART Application as a Level 5 APC user (User_Type_Identifier = “Level_5_APC”)

Post Conditions

1. User receives acknowledgement for completing the Monthly Review.
2. User successfully reviews report card and submits responses for Monthly Review questions.

Flow of Events

1. This use case starts when the Level 5 APC’s Activity Report Card is presented to the user.
 - Page contains identification of Level 3, Level 4 (if applicable), and Level 5 Hierarchy points, and the cycle ending date.
 - Below the Hierarchy Information are the key metrics – span of control exceptions (CH to AO and CH to APC), >2% Delinquencies on AO Billing Accounts, Number of Inactive/Never used cards, Monthly Spend, Credit Limit, and Spend to Credit limit ratio.
 - Out of control conditions exist:
 - If any CH to AO ratio > 7:1 in the Activity exists
 - If there are > 300 CH’s per the Level 5 APC
 - If there is an AO billing account with >2% Delinquencies
 - If there are any inactive or never used cards. Inactive is defined as no transactions for at least six months and one day and the card was initially issued more than 6 months and 1 day ago.
 - To the right of the Key Metrics are two columns. The first column shows the metrics from the previous billing cycle. The second column shows the metrics for the current billing cycle.
 - To the right of the reported metrics #1 - #4 for the current cycle, are control indicators. Conditions that fall outside the policies or guidelines will be denoted with a red graphic. Conditions that fall within the policies or guidelines will be denoted with a green graphic.
 - In the lower right-hand corner of the page will be an ‘Submit and Proceed’ button.

An example is shown below:



FOR ILLUSTRATIVE PURPOSES ONLY

**MONTHLY REVIEW - LEVEL 5
Activity Report Card**



Level 3

Level 4

Level 5

Cycle Ending

Activity Report Card

Key Metrics

	Previous Cycle	Current Cycle	Indicator
1. Span of Control Policy Exceptions: Cardholders to AO (7:1 policy)	<input type="text" value="0"/>	<input type="text" value="1"/>	
2. Span of Control Policy Exceptions: Cardholders to APCs (300:1 policy)	<input type="text" value="0"/>	<input type="text" value="0"/>	
3. Number of AO Billing Accounts with 30Day + Delinquencies Over 2%	<input type="text" value="0"/>	<input type="text" value="1"/>	
4. Number of Inactive/Never Used Cards	<input type="text" value="0"/>	<input type="text" value="0"/>	
5. Sum of the Monthly Spend for the Activity	<input type="text" value="\$797,844"/>	<input type="text" value="\$805,367"/>	
6. Sum of the Credit Limit for the Activity	<input type="text" value="\$1,200,000"/>	<input type="text" value="\$1,200,000"/>	
7. Spending Ratio	<input type="text" value="0.66"/>	<input type="text" value="0.67"/>	

Submit and Proceed

2. User reviews information on the report card and clicks “Submit and Proceed.”
3. System determines if any out of control conditions exist on Metrics 1, 2, 3, or 4. If no out of control conditions exist, go to Step 8. If out of control conditions exist, continue to Step 4.
4. System produces a Control Issue Resolution page that requires responses for those key metrics that are out of control.
 - Page contains identification of Level 3, Level 4 (if applicable), and Level 5 Hierarchy points, cycle ending date,
 - Below the Hierarchy are the response requirement areas for each reported condition. The System will present questions for only those metrics with out-of-control ranges. The response area for those metrics not requiring an explanation or plan of resolution will not be displayed.
 - For the CH:AO ratio, the following are allowable responses:
 - Close Accounts
 - Move CH to an existing AO
 - Move CH to a new AO
 - Other
 - Provides a text box for further explanations
 - For the CH:APC ratio, the following are allowable responses:
 - Close Accounts
 - Move CH to an existing APC
 - Move CH to a new APC (requires setup of a new hierarchy)
 - Other
 - Provides a text box for further explanations
 - For the AO billing accounts with 30 Day Plus Delinquencies > 2%, the following are allowable responses:
 - STARS/SABRES (exception reports)
 - Process revision
 - DFAS
 - Citibank Help Desk
 - Other
 - Provides a text box for further explanations
 - For the Inactive/Never Used Cards, the following are allowable responses:
 - Close Account
 - Contingency Card/Deployed
 - Other
 - Provides a text box for further explanations

An example is shown below:

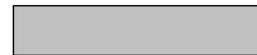


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	○ ○ ○ ○	Level 3
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	○ ○ ○	Level 4 Level 5
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Cycle Ending

5. User provides required response(s).
6. User clicks 'Submit and Proceed'.
7. System validates the entry. If entry passes validation, continue to Step 7. If entry does NOT pass validation, system returns user to Step 2 displaying error message.

1. ⁴⁻¹Your CH:AO ratio exceeded

8. System presents Monthly Review Questions page. Page consists of hierarchy information, cycle ending date, and eight questions:
- The first two questions, #1 and #2, relate to contracting authority (OMB Requirements):
 - How many Cardholders have a Transaction Limit >\$2,500 with Contracting Officer Warrants?
 - How many Cardholders have a Transaction Limit >\$2,500 with delegations other than Contracting Officer Warrants?
 - Questions #3 - #7 relate to exceptions in the program:
 - How many transactions exceeded minimum need?
 - How many incidents of personal use were identified?
 - How many split purchases were identified?
 - How many transactions exceeded authorized limits?
 - How many prohibited items were purchased?
 - Definitions of the underlined key terms may be obtained by clicking on them.

▪ **Exceeded Minimum Need:**

A purchase exceeds the Government's minimum needs when it is excessive in terms of quality, quantity or otherwise exceeds the minimum requirements to satisfy and support the Government in a particular instance. Purchases of authorized goods or services, at terms (e.g., price, quantity) that are excessive, or are for a questionable government need, or both, are considered abusive. Examples of such transactions include purchases of items such as \$300 day planners, \$350 bedside radios, purchases of designer leather goods, and year-end and/or other bulk purchases of computer and electronic equipment for a questionable government need, merely to expend the funds (i.e., using what is commonly referred to as sweep up money).

In other words, don't purchase the Cadillac when the Chevy will satisfy the government's minimum need, don't purchase a dozen hammers just because you get a better unit price when one will do the job.

Example: There is a valid need for a hammer. The vendor sells the hammer for \$18.95 each, however, if you purchase a quantity of six or more, the vendor will only charge you \$12.95 each. Buying six hammers at \$12.95 each when buying the required quantity of one at \$18.95 each will satisfy the requirement is exceeding the minimum need. Yes, you are getting a better unit price, however, you are expending funds for five additional hammers that may end up collecting dust on a shelf somewhere because there was not a valid, documented need for them.

▪ **Personal Use:**

Use of the purchase card to acquire goods or services that are unauthorized and intended for personal use or gain constitute fraud against the government. The purchase card shall be used to purchase supplies and services for official government business, ONLY. A cardholder's unauthorized purchase of power tools for his/her home, repairs to his/her privately owned vehicle, groceries, clothing, jewelry and flowers are examples of fraudulent activity committed by Government purchase cardholders that have been uncovered in the past. Plainly speaking, any use of the card to pay for personal expenses is a fraudulent act against the U.S. Government.

DO NOT use the Government purchase card to pay for flowers for your wife or for your administrative assistant on Secretary's Day. Purchasing lumber to build a deck onto your house is not official government business, nor is purchasing jewelry for your girlfriend or a stereo system for your son's dorm room or buying an airline ticket to go visit your mother.

- **Split Purchases:**

Cardholders shall not split requirements over the micro-purchase threshold to avoid the competition requirements or break down requirements to circumvent single purchase limits. Splitting requirements in that manner is a prohibited use of the purchase card and may be violating statutory requirements for small business participation, competition, Service Contract Act (SCA) or Davis Bacon Act requirements. The "requirement" is the quantity known at the time of the buy. If an individual purchases as he/she becomes aware of a requirement, the requirement is each. If the requirements are consolidated and purchases are made once a day, the requirement becomes what was received during the day. If an individual has historically purchased as things became known to them, even if they have the same thing ordered twice in one day from the same vendor, that does not have to be splitting. Splitting is the "intentional" breaking down of a known requirement to stay within a threshold (i.e. the \$2,500 micro-purchase threshold) or to avoid having to send the requirement to the contracting officer.

- **Exceeded Authorized Limits:**

The single purchase limit is the dollar limit established for each cardholder account for a single transaction. For example, a cardholder may have a single purchase limit of \$500.00. If that cardholder makes a purchase valued at \$575.00, the cardholder has exceeded his/her authorized limit. Additionally, the cardholder is assigned a billing cycle purchase limit, an authorization control that limits the card account's cumulative spending for purchases in a given billing cycle. This limit is used to ensure cardholders do not exceed reserved funding (positive funds control). Any purchase limit may be assigned in increments of \$100 up to \$9,999,900. For example, a cardholder account may have a billing cycle purchase limit of \$10,000.00. If the cardholder makes purchases during a billing cycle totaling \$10,500.00, the cardholder has exceeded his/her authorized limit.

It must be noted that despite the fact that these limits are established for the card account in the CitiDirect card management system, it is not a foolproof system. The business rules established by the MasterCard association will allow transactions to process over the established limits if the vendor does not obtain pre-authorization prior to submitting the transaction to Citibank or if the vendor is using the manual process of swiping the card to emboss the account information on a paper form.

- **Prohibited Items:**

The EBUSOPSOFFINST 4200.1, DEPARTMENT OF NAVY POLICIES AND PROCEDURES FOR THE OPERATION AND MANAGEMENT OF THE GOVERNMENT COMMERCIAL PURCHASE CARD PROGRAM, contains a list of prohibited and special attention items related to purchase card buys. Some items on the list are strictly prohibited by law, regulation or statute from procurement via the Government purchase card. Other items require special approvals. Some may be procured using traditional purchase methods (e.g. purchase orders, BPA calls, etc) issued by a contracting officer and paid for using the purchase card as a method of payment.

Because these items are either strictly prohibited or require special approvals or contract terms and conditions, use of the procurement by the purchase card is restricted to ensure that the appropriate level of scrutiny and approval authority is applied to these procurements. Cardholders, approving officials and agency program coordinators need to be familiar with the items on this list and ensure that the appropriate measures are taken to avoid violating policy or procedures regarding the acquisition of these types of items. When in doubt, seek guidance through the next level of your purchase card hierarchy, your contracting office or the purchase card helpdesk at: purchase_card@navsup.navy.mil.

- Question #8 addresses training:
 - What percent of Cardholders have met training requirements and have the fulfillment of those requirements documented?

An example of the form is shown below:



Level 3

Level 4

9. The User provides a response to each of the questions.
10. User clicks 'Submit and Proceed'.
11. System validates the entries.
 - If entries pass validation, continue to step 12. If entries do NOT pass validation, system returns user to Step 9 displaying error message.
12. System stores the response information in a MART database table.
13. System determines if any exceptions (i.e. responses greater than 0) were reported on Questions #3 through #7. If no exceptions were reported, go to Step 19. If exceptions were reported continue to Step 14.
14. The system produces an 'Incident Report' page for each reported exception in Questions #3 - #7. The system will keep track of the type and number of incidents to produce the appropriate number of pages for the User.
 - The incident report is consistent for all types of exceptions.
 - There are three questions. Question 1 requires text and numerical responses. Questions 2 and 3 require radio button selections.
 - The first question addresses the cost of the transaction. User enters item(s) description, quantity, and cost per unit. A subtotal is automatically calculated. Any Shipping and Handling or Tax is also required to be entered by the User. A total will be automatically calculated.
 - The second question addresses the how the purchase was discovered. A radio button is used by the User to indicate the selection.
 - Cardholder reported
 - Co-worker Identified
 - AO Identified
 - Level 5 APC Identified
 - Level 4 APC Identified
 - Level 3 APC Identified
 - Other Reviewer Identified
 - The third question addresses the administrative/management action that was taken or that is planned. Taken, Planned, or N/A must be selected for each type of administrative/management action. Radio buttons are used by the User to indicate the selections.
 - Verbal Counseling
 - Admonishment
 - Re-training
 - Elevate to investigative agency
 - Elevate through Chain of Command
 - Card Suspended
 - Card Cancelled
 - Cardholder Reimbursement to the Program
 - Reverse the Transaction with Vendor Credit

An example Incident Report is shown below:



MONTHLY REVIEW - LEVEL 5 Incident Report



Level 3

Level 4

Level 5

Cycle Ending

Followup Details - Incident of [exceeding minimum need, personal use, split purchases, exceeding authorized limits, prohibited items]

You reported _____ incident(s) of [exceeding minimum need, personal use, split purchases, exceeding authorized limits, prohibited items].
We would like some additional details for each transaction.

Transaction #1:

1. Please Describe the Item(s) Purchased.

Description:			
Quantity:			
Price each unit:			
Subtotal:			

Shipping and Handling:	
Tax:	
Total:	

2. How was the purchase discovered?

Cardholder Reported	<input type="radio"/>
Co-worker Reported	<input type="radio"/>
AO Identified	<input type="radio"/>
Level 5 APC Identified	<input type="radio"/>
Level 4 APC Identified	<input type="radio"/>
Level 3 APC Identified	<input type="radio"/>
Other Reviewer Identified	<input type="radio"/>

3. What administrative/management action was taken or is planned?

	Taken	Planned	N/A
Verbal counseling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Admonishment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Re-training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Elevate to investigative agency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Elevate through chain of command	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Card suspended	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Card cancelled	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cardholder reimbursement to program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reverse the transaction with vendor credit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Approve and Submit

15. The User provides a response to each of the questions.
16. User clicks 'Approve and Submit'.
17. System validates the entry. If entry passes validation, continue to step 18. If entry does NOT pass validation, system returns user to Step 15 displaying error message and user's entry.

18. System stores the response information in a MART database table
19. If there are more incidents to report, System takes User to 15 again with a new Incident Report. Otherwise, System takes User to Step 20.
20. User has fulfilled Monthly Review Requirements and system displays acknowledgement of completion of review, “**THANK YOU for completing the Monthly Review!**”

Alternative Flows

N/A

Business Rules

1. The hierarchy information and the cycle ending date will be pre-populated by the system on all forms.
2. The ability to view a Level 5 Report Card will be restricted by hierarchy point (i.e. A Level 5 APC can only view the report card for his/her activity.) The hierarchy point in MART will be maintained by a combination of the Hierarchy File and Username cross check.
3. Alternate Level 5 APCs may complete the review if the primary Level 5 APC is not available. Eligibility will be determined by the Hierarchy File and the PCPMO. Coordination is the responsibility of the Level 5 APC and the Level 5 Alternate APC.
4. Control Indicators maintain their color coding for the cycle even after an explanation or resolution is submitted.
5. If a Level 5 APC disagrees with any data provided on the report card, he/she should contact the PCPMO to resolve the concern, but the Review Process should not be delayed.
6. After the “**THANK YOU for completing the Monthly Review!**” is displayed, changes to the Level 5 submission for the cycle will not be allowed due to timing of the process.

Exceptions

1. **Control Issue Resolution Form:** If a selection is not made on the radio buttons for an out of control condition, system returns the following warning message above the question, “**Responses are required. Please make a selection from the list.**” and the unanswered questions are presented with red text.
2. **Monthly Review Questions:** If the value entered is blank or not numeric, system returns the following error message at the top of the page “**Incomplete form! Items in red must be corrected**”. Display the following error next to the question “**Please enter numeric value**”.
3. **Incident Report:** The following fields will be made mandatory: Description, Quantity, and Price of each unit. The Sub total field will be an auto-calculation cell. If Description, Quantity, or Price is not entered for at least one item, system returns the following error message at the top of the page “**Incomplete form! Items in red must be corrected**”. Display the following error next to the question “**Please answer Description, Quantity, and/or Price each Unit for each item identified on the transaction**”.
4. **Incident Report:** If a selection is not made on the radio buttons for question #2 or #3 for an out of control condition, system returns the following warning message above the question,

“Responses are required. Please make a selection from the list.” and the unanswered questions are presented with red text.

Notes

N/A

Issues

N/A

4.2.4 PC-3 Level 3 APC Pages (Review/Submit Dashboard, Report Card Details, and Incident Reports)

Brief Description

This use case describes the MART Application Dashboard that is presented to the Level 3 APCs once they have successfully logged in. This use case also describes the process for Level 3 APC to view the details of the report cards, monthly review question responses, and the incident reports submitted by each Level 5 APC within the claimancy.

Actors

1. User – Level 3 APC
2. System – MART Application

Assumptions

1. User is a valid Level 3 APC. (User_Type_Identifier of User_Profiles table = “Level 3 APC”).

Pre Conditions

1. User Type is logged into the MART Application, as Level 3 APC User (User_Type_Identifier = “Level_3_APC”).

Post Conditions

1. User receives acknowledgement for completing the Monthly Review.
2. User successfully reviews dashboard and details of the report cards, Monthly Review questions, and incident reports as necessary.

Flow of Events

1. This use case starts when the Level 3 APC Dashboard Home Page is presented to the user.
 - Page contains the Level 3 hierarchy information and billing cycle end date.
 - Below the hierarchy information are rows and columns that summarize the information from the Report Cards and the Monthly Review Questions for all Activities within the Claimancy, including:
 - Level 4 Hierarchy Point(s), if applicable
 - Level 5 Hierarchy Points
 - Names of the Level 5 APCs
 - Status of the Review for each Activity
 - A green C (for Complete) is displayed for those activities that have successfully completed the monthly review.
 - A red NR (for Not Reviewed) is displayed for those activities that have not yet completed the review.
 - Report Card Control Conditions
 - If any report card condition that falls outside the policies or guidelines, it will be denoted with a red graphic. If all conditions fall within the policies or guidelines will be denoted with a green graphic.
 - .Responses to Questions #1 - #8 as reported by the Level 5 APCs.
 - Q1 and Q2 are labeled as “Delegation.”

- Q3 through Q7 are labeled as “Exceptions.”
 - The system generates a red graphic to indicate any response greater than zero.
- Q8 is labeled as “Training.”
- Totals of the numeric responses for each question are summarized and displayed at the bottom of the page.
- Approved and Deployed Radio Buttons
 - There is a button to link to the Dashboard Legend in the lower left hand corner.
 - There is a “Submit” button located in the lower right hand corner.

An example of the dashboard is shown below.



Major Claimant Monthly Review Dashboard



FOR ILLUSTRATIVE PURPOSES ONLY

Level 3 Cycle Ending

Level 4	Level 5 Activity	APC	Status of Review	Report Card Control Conditions	Delegation		Exceptions					Training	Approved	Deployed
					Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8		
<input type="text"/>	<input type="text" value="00019"/>	<input type="text" value="Tom Jones"/>	<input type="text" value="C"/>	<input type="text"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="100"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>	<input type="text" value="00032"/>	<input type="text" value="Sally Smith"/>	<input type="text" value="C"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="100"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>	<input type="text" value="00421"/>	<input type="text" value="Fran Santos"/>	<input type="text" value="C"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="100"/>	<input type="radio"/>	<input type="radio"/>				
<input type="text"/>	<input type="text" value="00429"/>	<input type="text" value="Amir Hamad"/>	<input type="text" value="C"/>	<input type="text"/>	<input type="text" value="4"/>	<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="100"/>	<input type="radio"/>	<input type="radio"/>				
<input type="text"/>	<input type="text" value="01339"/>	<input type="text" value="Ed Murga"/>	<input type="text" value="C"/>	<input type="text"/>	<input type="text" value="8"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="100"/>	<input type="radio"/>	<input type="radio"/>				
<input type="text"/>	<input type="text" value="02846"/>	<input type="text" value="Maya Alzar"/>	<input type="text" value="C"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="100"/>	<input type="radio"/>	<input type="radio"/>				
<input type="text"/>	<input type="text" value="09539"/>	<input type="text" value="Craig Azama"/>	<input type="text" value="NR"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
TOTALS					<input type="text" value="21"/>	<input type="text" value="21"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			

Dashboard Legend

Submit

2. User reviews the dashboard information Activity by Activity.
 - See Alternate Flows 2a– User clicks “Dashboard Legend” button.
 - See Alternate Flows 2b – User clicks on green or red “Report Card Control Conditions” Graphic.
 - See Alternate Flows 2c – User clicks on red graphic in “Q3 – Q7 Exceptions” section.
3. User selects “Approved” or “Deployed” for each activity in the claimancy. An example of a dashboard that is ready for submission is shown below.



Major Claimant Monthly Review Dashboard



FOR ILLUSTRATIVE PURPOSES ONLY

Level 3 00019 - Naval Air Systems

Cycle Ending 10/21/03

Level 4	Level 5 Activity	APC	Status of Review	Report Card Control Conditions	Delegation			Exceptions				Training	Approved	Deployed
					Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8		
	00019	Tom Jones	C	Red	4	5	0	1	0	0	0	100	<input checked="" type="radio"/>	<input type="radio"/>
	00032	Sally Smith	C	Green	1	0	0	0	0	0	0	100	<input checked="" type="radio"/>	<input type="radio"/>
	00421	Fran Santos	C	Green	2	2	0	0	0	0	0	100	<input checked="" type="radio"/>	<input type="radio"/>
	00429	Amir Hamad	C	Red	4	10	0	0	0	0	0	100	<input checked="" type="radio"/>	<input type="radio"/>
	01339	Ed Murga	C	Green	8	2	0	0	0	0	0	100	<input checked="" type="radio"/>	<input type="radio"/>
	02846	Maya Alzar	C	Green	2	2	0	0	0	0	0	100	<input checked="" type="radio"/>	<input type="radio"/>
	09539	Craig Azama	NR	Green									<input type="radio"/>	<input checked="" type="radio"/>
TOTALS					21	21	0	1	0	0	0			

Dashboard Legend

Submit

4. When all Activities have been reviewed and marked appropriately, User clicks “Submit.”
5. System validates the entry. If entry passes validation, continue to step 6. If entry does NOT pass validation, system returns user to Step 3 displaying error message and user’s entry.
6. System stores the response information in a MART database table
7. User has fulfilled Monthly Review Requirements and system displays acknowledgement of completion of review, “**THANK YOU for completing the Monthly Review!**”

Alternative Flows

2a – User clicks “Dashboard Legend” button

1. User clicks “Dashboard Legend” button.
2. User reviews Dashboard legend. An example of the Dashboard Legend is shown below.

Level 3 Monthly Review Dashboard Legend

Status of Review

-  : Review Completed by Level 5 APC
-  : Not Reviewed Yet by Level 5 APC

Report Card Control Conditions

-  : All key metrics were within allowable ranges.
-  : At least one key metric was reported outside the allowable range. Click on the box to see the Report Card details.

Q3 - Q7 Exceptions

-  : No incidents were reported.
-  : At least one incident was reported
The number of Exceptions reported will be displayed.

Approved/Deployed

Approved: Indicates Level 3 Approval of the Level 5 Submission

Deployed: Level 3 Indication that the Level 5 Report is not available for this billing cycle (maximum is 3 contiguous cycles)

Monthly Review Questions

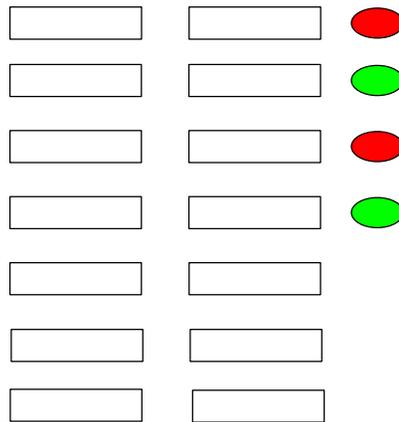
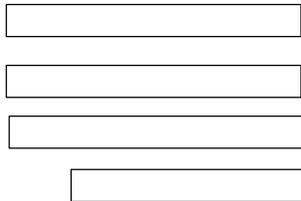
- Q1. How many Cardholders have a Transaction Limit >\$2,500 with Contracting Officer Warrants?
- Q2. How many Cardholders have a Transaction Limit >\$2,500 with delegations other than Contracting Officer Warrants?
- Q3. How many transactions exceeded minimum need?
- Q4. How many incidents of personal use were identified?
- Q5. How many split purchases were identified?
- Q6. How many transactions exceeded authorized limits?
- Q7. How many prohibited items were purchased?
- Q8. What percent of Cardholders have met training requirements and have the fulfillment of those requirements documented?

OK

3. User clicks “OK.”
4. Return to Basic Flow of Events Step 2.

2b – User clicks on green or red “Report Card Control Conditions” Graphic

1. User clicks on “Report Card Control Conditions” graphic for a particular Activity.
2. System produces report card for claimancy with any issue resolutions that were added by the Level 5 APC.
3. User reviews report card information. An example of the report card is shown below.



**LEVEL 3 Drill Down
FOR ILLUSTRATION**

Level 3

00019 - Naval Air Systems

Level 4

4-33

Level 5

00019

4. User clicks “OK.”
5. Return to Basic Flow of Events Step 2.

2c – User clicks on red graphic in “Q3 – Q7 Exceptions” section

1. User clicks the red graphic.
2. System returns incident report for the first exception reported for the Exception Type.
3. User reviews incident report. An example of the incident report details is shown below.

Level 3

Level 4

Level 5

Cycle Ending

FOR ILLUSTRATIVE PURPOSES ONLY

Followup Details - Incident of Personal Use

There was 1 incident(s) of Personal Use reported.
Here are some additional details for each transaction.

Transaction #1:

1. Please Describe the Item(s) Purchased.

Description:	Mountain Bike	Riding Helmet	
Quantity:	1	1	
Price each unit:	\$297.99	\$31.99	
Subtotal:	\$297.99	\$31.99	

Shipping and Handling:	\$20.00
Tax:	\$21.00
Total:	\$370.98

2. How was the purchase discovered?

Cardholder Reported	<input type="radio"/>
Co-worker Reported	<input type="radio"/>
AO Identified	<input checked="" type="radio"/>
Level 5 APC Identified	<input type="radio"/>
Level 3 APC Identified	<input type="radio"/>

3. What administrative/management action was taken or is planned?

	Taken	Planned	N/A
Verbal counseling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Admonishment	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Re-training	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Elevate to investigative agency	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Elevate through chain of command	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Card suspended	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Card cancelled	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Cardholder reimbursement to program	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reverse the transaction with vendor credit	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

NEXT

PREVIOUS

OK

4. If there is more than one exception for the Exception Type, user may click “Next” or “Previous” buttons to scroll through the incident reports.
5. When incident report(s) review is completed, User clicks “OK.”
6. Return to Basic Flow of Events Step 2.

Business Rules

1. The ability to view a Level 3 Dashboard and drill down to the associated report card will be restricted by hierarchy point (i.e. A Level 3 APC can only view the dashboard information for his/her claimancy.) The hierarchy point in MART will be maintained by a combination of the Hierarchy File and Username cross check.
2. “Deployed” is a viable option for up to three contiguous cycles for APCs that are deployed. An alternate Level 5 APC or the Level 3 APC must conduct the review for an activity if the deployment of the primary Level 5 APC exceeds three billing cycles.

Exceptions

1. On submission of the dashboard, if User did not select “Approved” or “Deployed”, system returns the following error message, **“Dashboard Review Incomplete. Please select either “Approved” or “Deployed” for all Activities before submitting the dashboard.”**.
2. On submission of the dashboard, if “Deployed” has been selected for the same Activity for three consecutive cycles, System displays the following error message, **“A review must be completed by the Level 5 APC or a designated alternate at the Activity level.”**

Notes

N/A

Issues

N/A

4.2.5 PC-4 PCPMO Official (Review Dashboards)

Brief Description

This use case describes the MART Application Home Page that is presented to the PCPMO Official once they have successfully logged in. This use case also describes the process for a PCPMO Official to view the dashboards submitted by the APCs.

Actors

1. User 1 Type PCPMO Official
2. System – MART Application

Assumptions

1. User is a valid PCPMO Official. (User_Type_Identifier of User_Profiles table = “PCPMO_Official”).

Pre Conditions

1. User Type is logged into the MART Application, as a valid PCPMO Official. (User_Type_Identifier of User_Profiles table = “PCPMO_Official”).

Post Conditions

1. PCPMO Home Page is presented to the user.
2. User successfully views dashboards as completed by the APCs.

Flow of Events

1. This use case starts when the PCPMO Official Home Page is presented to the user.
 - Page contains a list of the major claimants and their respective Level 3 Hierarchy reference name.
 - The names of the major claimants serve as links to the respective dashboard for each claimancy.

An example of the page is shown below.

**PCPMO Official
Monthly APC Review Tool**

ClaimantName	HIER3
FSA	00011
UNSECNAV	00012
CNR	00014
ONI	00015
BUMED	00018
NAVAIR	00019
BUPERS	00022
NAVSUP	00023
NAVSEA	00024
NAVFAC	00025
HQUSMC	00027
MSC	00033
SPAWAR	00039
NAVSYSMGMTACT	00041
CLF	00060
NAVEUR	00061
NETC	00062
NAVCOMTEL	00063
NAVMETOCOM	00065
SECGRU	00069
CPF	00070
CNRF	00072

2. User selects the major claimant.
3. System produces the selected Level 3 Dashboard.
4. User reviews the dashboard information Activity by Activity.
 - See Alternate Flows 3a– User clicks “Dashboard Legend” button.
 - See Alternate Flows 3b – User clicks on green or red “Report Card Control Conditions” Graphic.
 - See Alternate Flows 3c – User clicks on red graphic in “Q3 – Q7 Exceptions” section.
5. User clicks “OK” when he or she has completed the review of the dashboard.
6. System produces the PCPMO Home Page.

Alternative Flows

3a – User clicks “Dashboard Legend” button

1. User clicks “Dashboard Legend” button.
2. User reviews Dashboard legend. An example of the Dashboard Legend is shown below.
3. User clicks “OK.”
4. Return to Basic Flow of Events Step 3.

3b – User clicks on green or red “Report Card Control Conditions” Graphic

1. User clicks on “Report Card Control Conditions” graphic for a particular Activity.
2. System produces report card for claimancy with any issue resolutions that were added by the Level 5 APC.
3. User reviews report card information. An example of the report card is shown below.
4. User clicks “OK.”
5. Return to Basic Flow of Events Step 3.

3c – User clicks on red graphic in “Q3 – Q7 Exceptions” section

1. User clicks the red graphic.
2. System returns incident report for the first exception reported for the Exception Type.
3. User reviews incident report. An example of the incident report details is shown below.
4. If there is more than one exception for the Exception Type, user may click “Next” or “Previous” buttons to scroll through the incident reports.
5. When incident report(s) review is completed, User clicks “OK.”
6. Return to Basic Flow of Events Step 3.

Business Rules

1. User_Type_Identifier “PCPMO_Official” will have view access to all dashboards and drill down information that is available in MART.
- 2.

Exceptions

N/A

Notes

N/A

Issues

N/A

4.2.6 PCB -1 Perform Load

Brief Description

This use case describes the process for Informatica to upload the Hierarchy file, Statement Billing File, and Delinquency Report File date to the corresponding MART Application tables.

Actors

1. Database Analyst (DBA)
 - a. Statement Billing File (SBF)
 - b. Hierarchy file
 - c. Delinquency Report file
2. System – MART Application

Assumptions

1. All the data files will contain the data elements need to populate MART tables.
2. Process will start on cycle end date.
3. DBA received information from the eBusiness Operations Office.

Pre Conditions

1. This job is scheduled to run on each billing cycle load date.

-OR-

2. DBA received necessary information as it becomes available.

Post Conditions

1. Informatica successfully loads transaction data from SBF, Hierarchy, and Delinquency Report files.
2. DBA successfully loads data into the SBF_table, Hierarchy_table, Delinquency_Table.

Flow of Events

1. This use case starts when the scheduled date is the current date, which triggers this scheduled process.
 - See Alternate Flows 1a – This use case starts as soon as data is received from eBusiness Operations Office.
2. Informatica selects transaction date from the SBF and loads it into the MART SBF_table. (Mapping structure of SBF to MART tables TBD)
 - **COMPANY HEADER RECORD (TYPE 1)**
 - **RECORD TYPE ID**
 - **AGENT**
 - **COMPANY ID**
 - **STATEMENT DATE**
(Processing Date)

- *COMPANY ACCOUNT #*
- *BILLING TYPE*
- *CYCLE DAY*
- *FILLER / INTERNAL USE*
- *FREQUENCY INDICATOR*

- ***ACCOUNT HEADER RECORD (TYPE 2)***

- *RECORD TYPE CODE*
- *ACCOUNT #*
- *PAYMENT DUE DATE*
- *SOCIAL SECURITY #*
- *NAME LINE 1*
- *ADDRESS LINE - 1*
- *ADDRESS LINE - 2*
- *CITY*
- *STATE*
- *ZIP CODE*
- *WORK PHONE*
- *AUTHORIZED USER*
- *EXPANSION AREA*
- *TAX FLAG*
- *CREDIT RATING*
- *CUSTOMER DEFINED CODE*
- *NAME LINE 2*
- *ACCOUNT TYPE*

- ***ACCOUNT TRANSACTION-DETAIL RECORD (TYPE 3-A1)***

- *RECORD TYPE ID*
- *IDENTIFIER*
- *ACCOUNT #*
- *M-ACCT-CODE*
- *FILLER*

- ***ACCOUNT TRANSACTION-DETAIL RECORD (TYPE 3-A2)***

- *RECORD TYPE ID*
- *IDENTIFIER*
- *ACCOUNT #*
- *FILLER*

- ***ACCOUNT TRANSACTION-DETAIL RECORD (TYPE 4-A1)***
- *RECORD TYPE ID*
- *IDENTIFIER*
- *ACCOUNT #*
- *FILLER*

- ***ACCOUNT TRANSACTION-DETAIL RECORD (TYPE 5)***
- *RECORD TYPE ID*
- *ACCOUNT #*
- *POSTING DATE*
- *TRANSACTION DATE*
- *MERCHANT DESCRIPTION*
- *SOURCE CURRENCY CODE*
- *BILLING CURRENCY CODE*
- *FOREIGN CURRENCY AMOUNT*
- *REFERENCE NUMBER*
- *MCC/SIC CODE*
- *TRANSACTION AMOUNT*
- *TRANSACTION CODE*
- *MERCHANT CITY*
- *MERCHANT STATE*
- *MERCHANT ICA CODE*
- *MERCHANT COUNTRY*
- *INTERNAL USE/FILLER*
- *TICKET NUMBER*
- *MERCHANT ZIP CODE*
- *SALES TAX*
- *USER DATA*
- *MEMO FLAG*
- *MERCHANT IDENTIFIER (M/C)*
or CARD ACCEPTOR ID (VISA)
- *MERCHANT TYPE CODE*
- *AUTHORIZATION CODE*

- ***ACCOUNT TRANSACTION-DETAIL RECORD (TYPE 6) - Optional***
- *RECORD TYPE ID*
- *ACCOUNT #*
- *ADDENDUM-DETAIL RECORD TYPE*
- *AIRLINE CARRIER CODE*
- *AIRLINE SERVICE CLASS*

- *AIRLINE STOP OVER*
- *DESTINATION*
- *TRAVEL AGENCY CODE*
- *TRAVEL AGENCY NAME*
- *PASSENGER NAME*
- *DEPARTURE DATE*
- *ORINATION CODE*
- *REFERENCE NUMBER*
- *FILLER*

- ***ACCOUNT TRAILER RECORD (TYPE 7)***
- *RECORD TYPE ID*
- *ACCOUNT #*
- *TOTAL DEBITS*
- *TOTAL CREDITS*
- *TOTAL PAYMENTS*
- *CLOSING DATE*
- *PREVIOUS BALANCE*
- *CURRENT BALANCE*
- *CREDIT LIMIT*
- *CURRENT PAYMENT DUE*
- *NUMBER PAYMENTS PAST DUE*
- *HIGHEST DEGREE DELINQUENCY*
- *AMOUNT PAST DUE*
- *CHARGE-OFF AMOUNT*
- *DISPUTED AMOUNT*
- ***ACCOUNT TRAILER RECORD (TYPE 7) CONT***
- *NUMBER OF CARDS*
- *ACCOUNT IN DISPUTE FLAG*
- *TBR REPORTING LEVEL 1*
- *TBR REPORTING LEVEL 2*
- *TBR REPORTING LEVEL 3*
- *TBR REPORTING LEVEL 4*
- *TBR REPORTING LEVEL 5*
- *TBR REPORTING LEVEL 6*
- *TBR REPORTING LEVEL 7*
- *INTERNAL USE/FILLER*

- ***COMPANY TRAILER RECORD (TYPE 8)***
- *RECORD TYPE ID*
- *AGENT*
- *COMPANY ID*

- *TOTAL ACCOUNTS FOR COMPANY*
- *TOTAL CREDIT LIMIT*
- *TOTAL CURRENT PAYMENTS DUE*
- *TOTAL # ACCOUNTS PAST DUE*
- *TOTAL AMOUNT PAST DUE*
- *TOTAL CHARGE-OFF AMOUNT*
- *TOTAL DISPUTED AMOUNT*
- *TOTAL # CARDS OUTSTANDING*
- *NAME LINE 1*
- *ADDRESS LINE 2*
- *INTERNAL USE/FILLER*
- *USER DATA 3*
- *CITY*
- *STATE*
- *ZIP CODE*
- *PAYMENT DUE DATE*
- *INTERNAL USE/FILLER*

3. Informatica selects the hierarchy data from the Hierarchy file to update the current hierarchy file with previous cycle modifications. (Mapping structure of Hierarchy File to MART tables TBD)
 - Level 2
 - Level 3
 - Level 4
 - Level 5
 - Level 6
 - Cardholder

4. Informatica selects the delinquency data from the delinquency file and appends the previous cycle data to the Delinquency_table. (Mapping structure of Delinquency file to MART tables TBD)
 - ClaimantName
 - Level_3
 - Level_4
 - Level_5
 - Level_6
 - Level_6_Name
 - Past_Due_Amount
 - Past_Due_1_30
 - Past_Due_31_60
 - Past_Due_61_90
 - Past_Due_91_120

- Past_Due_121_150
- Past_Due_151_180
- Past_Due_180_plus
- Current_Balance
- Total_60_plus
- Total_30_plus
- Date

Alternative Flows

1a – This use case starts as soon as data is received from eBusiness Operations Office

1. Database modeler receives data from customer to manually enter into the MART database tables.
2. Data modeler will load the received the SBF and into the MART SBF_table. (Mapping structure of SBF to MART tables TBD)
3. Data modeler will load the received the Hierarchy file and update the current hierarchy file with last cycle modifications. (Mapping structure of Hierarchy File to MART tables TBD)
4. Data modeler will load the received the delinquency file and append the previous cycle data to the Delinquency_table. (Mapping structure of Delinquency file to MART tables TBD)

Business Rules

1. Data analyst will be responsible for working with the Informatica POC to map the data from source files to the corresponding MART Application database tables.
2. The MART data will be provided by the eBusiness Operations Office at the beginning of each billing cycle.
3. Data analyst and the Informatica POC will compare the source file input manual count to the TOAD select query count after the load is complete to ensure data integrity.
4. Informatica will be performing data cleansing for the MART Application.

Exceptions

1. Informatica will log file errors to a cumulative Log File.

Notes

1. Source files and structures are still being determined and defined.

Issues

N/A

4.3 Features/Use Cases For Future Releases

The following descriptions describe the functionality that will be provided by the MART Application future releases. Any post-demonstration deployment will require additional requirements review.

- Review Reports for DON eBusiness Purchase Card Program Management Office.
- Alerts for patterns on the control indicators. For example, 3 consecutive months of an out of control condition, will automatically provide notification to the PCPMO Officials.
- Ability for a Level 3 APC to submit a dashboard with a partial list of the Activities marked as either Approved or Deployed, retaining the ability to log back in to the application and review newly submitted Level 5 data as they are completed.

5 Major Data Flows (System Interfaces)

There are no automated external system interfaces planned for Monthly APC Review Tool (MART), Release 1.0.

6 Reports

Within the MARTT Application, the PCPMO Officials will have the capability to review major claimant dashboards and associated drill down information as completed by the Level 3 and Level 5 APCs.

Oe5 will provide a data extract of the MART application data. The eBusiness Operations Office may use Microsoft Access to generate ad-hoc reports.

7 Architecture

7.1 Hardware and Software

7.1.1 Execution Platform

Desktop Platform Requirements

Processor	Pentium III/IV 333MHz to 1.2 GHz
Memory	256MB-512MB
Monitor & Video Drivers	SVGA 800x600 pixels
Mouse & mouse driver	standard
Operating System	Windows NT/Windows 2000
Web Browser	Internet Explorer 5.5 or higher , Netscape 4.76 or higher
TCP/IP Communications	standard

Functionality/Data Platform Requirements

Processor	Server-class processors (Intel XEON)
Memory	1GB
Disk	100GB
OS	UNIX
RDBMS	ORACLE
JDBC Driver	standard
ODBC Driver	standard
Tape Drive	N/A
Printer	Laser printer
Inter-process communications	standard
TCP/IP Communications	standard
Networking	Ethernet 100Mhz
Monitor	SVGA 800x600 pixels
Keyboard	standard
Mouse	standard

7.1.2 Development Tools

General purpose programming	JAVA/JDeveloper 9i
Database Access	ORACLE SQL /Business Components for Java, BC4J
JDBC Driver	J2EE compliant
ODBC Driver	ORACLE JDBC

Object Request Broker	CORBA compliant
User Interface	DreamWeaver, Adobe Photoshop, Adobe Image Ready

7.2 Executables and Run-time Environment

The following diagrams are run-time “snapshots” of the processes that constitute Monthly APC Review Tool Release 1.0 and illustrates the communication paths and protocols between them.

7.2.1 Initial Development Environment

7.2.2 IST Customer Acceptance and Prototype

7.3 Performance Requirements

The architecture for the Monthly APC Review Tool Release 1.0 is designed to meet performance targets in the following areas:

- Response Time
- Scalability
- Availability and Recoverability
- Session Recovery
- Manageability
- Support for multiple platforms
- Security
- Resource Utilization

7.3.1 Response Times

The system has been designed to allow maximum throughput of transactions based on the anticipated volume of transactions and number of users. Network connections have been optimized within the local domain, but user connectivity will still rely on public internet segments which are outside our range of control.

7.3.2 Scalability

The application architecture allows for deployment of multiple web servers to provide the necessary scalability. Load balancing hardware will distribute client sessions between available web servers using a simple algorithm provided by the load balancer.

The connection to the Internet must be of sufficient bandwidth to support the target number of users.

7.3.3 Support for Multiple Client Platforms

In order to support as many client configurations as possible, the Monthly APC Review Tool Release 1.0 will be HTML-based. The target is to support Netscape version 4.7, and IE version 5.5.

7.3.4 Availability and Recoverability

The target is for the application to be available during regular business hours. Where possible failed processes will be restarted automatically. In the event of a failure, no data should be corrupted and a log file should provide a transaction history so that consistency between user transaction requests and the database is maintained.

7.3.5 Network Failure

A network failure including the Internet connection, firewalls or routers will result in the application not being available.

7.3.6 Client Failure

If the hardware failure is specific to only one desktop (one user), then only that user will be affected and other users can continue to use the application. The user who is affected has to resolve the issues surrounding their hardware failure before they can run the application again.

7.3.7 Session Recovery

A major percentage of user access will be limited to read only access. Stateful sessions will be maintained between the client and web application server via stateful beans. If session connectivity is lost during an active session the application server and database server have built-in recovery mechanisms to synchronize the session.

7.3.8 Security

Application data will be protected by using Secure Socket Level algorithms to encrypt information exchanged between the user and web server. The server will be physically located in a secure computer room with access limited to administrative personnel.

7.3.9 Application-Level Security

All users will be required to register a user profile within the application and have an account established in a user database.

7.3.10 Network-Level Security

All communication between the client and the Web Server takes place through an SSL connection (see process diagram above). Firewalls currently being used by the hosting facility will be used.

7.3.11 Data-Level Security

The server process connects to the Host using a username and password obtained from a configuration file stored on the web server host machine.

7.3.12 Resource Utilization

Hardware and software have been sized to accommodate expected user volume and will be adjusted to keep resource utilization within acceptable tolerance levels. Any changes to parameters that will optimize memory and disk utilization under load conditions will be handled by system administration personnel.

8 Database Reference

8.1 *Purchase Card Automated Review Transaction Tool Application Database Overview*

8.1.1 Logical Data Model

8.1.2 Logical Data Model Glossary

8.2 *File Formats*