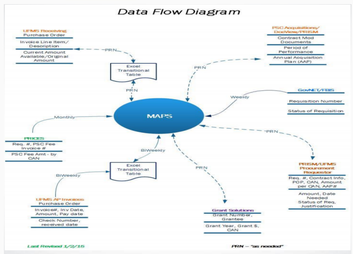
MAPS Inventory

Data Flow

Work done outside MAPS (manual processes)



These are all HHS-level systems

UFMS Receiving:
That's the invoice.
PO gets an invoice, they follow the invoicing process in MAPS

Dashboard:
Section 3 is when someone has entered an invoice but haven't allocated it
Section 4 is when a non-COR allocates it and it needs to be authorized
Section 5 is every invoice that has been authorized to be paid. That's the trigger for the budget staff. We go through everything in Section 5, create a transition table, and then go into UFMS and enter it in.
We then get a receipt number from UFMS, populate the transition table, then go into MAPS and populate that receipt info, the date gov't received it (for calculating interest payments), and eventually update the payment info when we get that.
When we get a receipt #, the invoice moves to Section 6.
We go into UFMS again and see they set up a payment date. That moves it to section 7.
When payment is made, it disappears off dashboard.

This way CORs don't have to go back and forth per individual invoice. Now we do it for them, in bulk.

Each COR has a copy of the transition table. They don't have to go into MAPS to get that info if they don't want to. That way they know they don't have to worry about alerts that get sent from UFMS (about X days since invoice entered).

Now, theoretically, PSC doesn't need the spreadsheet, because they have better updates, but they're not great with updates yet.

We do a spreadsheet for bulk processing, and also because Catherine is not a fed and can't process reqs. Now our administrative officer can take the spreadsheet and go into UFMS to update at once. Then Catherine will update MAPS.

This is a very manual process, but just impacts budget team.

Those fields are the ones that are needed for UFMS to know which line item to update.

Worried about automating because would loose flexibility when connect to another system.

But would be really nice if table could be automatically generated at least.

Allow copy/paste only, to remove potential errors of typing in

I like the idea of letting CORs enter info that we then need to approve before it officially gets added to MAPS.

Becoming responsible for more and more CANs, budget lines

PSC Acquisitions: now called WorkSmarter. PRISM still sort of exists underneath it.
It's what the contracting shop uses to generate contracts and acqs. They are the SOR for the contract docs.

Most of the time, the COR gets a copy of the contract, they send it to us, we put it into MAPS.

There's also an Acq Plan module (AAP) in WorkSmarter where we'll put in acqs that we're planning so they have a sense of what to anticipate. Only for PSC. Now that we're working with other procurement shops, we don't have to do that part. But the DC office still uses PRISM, just not the AAP part.

–> We create the AAP, but only for mods or contracts going through PSC shop.
<– We need the info about the contract, mod, PoP, and we pull that. We download the docs, put it into MAPS so CORs have access.

PRISM/ UFMS Procurement Requestor (AAP Module)

This is what we use to request Requisitions (create contracts and modify a contract and commit funds -- a purchase order).

The COR has to say there are these X budget rows I want to exercise in this year, these two now, these two later. They group the first 2 in one AAP, the other 2 in another AAP. Tells the budget team what they're planning to do. AAP # is what links req to PRISM contract info.

Just because it exists in MAPS doesn't mean you intend to do it. Grouping into an AAP says what's actually going to happen.
—
CORs create AAPs, budget team looks for AAPs that exist in MAPS and sees which don't yet exist in WorkSmarter. We log into WorkSmarter, go into Acq Planning module, and create AAP PSC then accepts all the AAPs and assigns them to COs.

Create Req, tell them the AAP it's associated with. That in theory tells them to push the Req to the same CO that's assigned to the CO.

Email gets sent to COR.

PRISM is kind of a module, a place where they store their contract docs. So the Req gets fed into PRISM somehow.

The budget team is then not involved anymore. COR starts to have coms with specialist, updates milestones in MAPS. Then submit final req. Do process again.

When it's awarded, COR gets copy of contract from CO. Forwards it to budget team to ask them to upload to MAPS. We do that so they don't upload interim copies.
—
They can create an initial invoice or a final invoice in MAPS, upload docs, submit it. That generates an email that gets sent to COR with attachments. They forward to div dir, who reviews and approves and send to req mailbox. Anything in that mailbox is a trigger to the budget team that they need to generate a req in UFMS. Has all that info (Req #, Contract info, CAN, etc). We then get the req number and update MAPS. Send email to PSC with that req #, AAP#, and other info, cc COR.

GovNet/FBIS

Not GovNet anymore, only FBIS.

We get a signed contract with a date, but that's only 1/2 of the contract being fully executed. $$ needs to also be obligated.

We go into FBIS, check the CANs, make sure the funding has moved from committed to obligated (based on PSC completing some final steps).

We've had many contracts where these final steps didn't happen.

We also run FBIS reports on a fairly regular basis. We go into MAPS and update the funds that have been obligated.

COR can't invoice unless they've got both the signed contract and the funds are obligated -- budget line has to be "Certified." We mark them as certified manually. Could help to have this automated, but still need ability to un-certify in case there's a type, or we decide to de-obligate the money.

We mark certified at the time we get the contract doc, assuming funds have been obligated. We don't chase after CORs to get us the docs.

Grants Solutions

We put the numbers into MAPS so we can run portfolio reports. Everything else is done in Grants Solutions.

If MAPS doesn't have the right info, I can't commit funding in Grants Solutions. I print a table from MAPS of the -- a grants spreadsheet. I go into Grants Solutions, if numbers don't match, I won't obligate.

UFMS AP Invoices

Querying for final invoices from MAPS by receipt number and total dollar amount. Create Excel transition spreadsheet. In UFMS, look up checks for when invoices paid. Enter into MAPS.

PRICES

All of our various administrative fees associated with working with PSC. I query MAPS, look in MAPS, enter info, pivot, then do a direct obligation to allocate fees to CANs.

If there's a moving fee, printing fee, a share of Grants Solutions, etc. that also shows up.

All gets put into MAPS under "OPRE" project to track these costs. Also includes travel, training, etc. All the office-wide costs and initiatives (inc IAAs, etc.)

Inventory

One screen at a time.

For each screen:
1. Name
2. Screen shot & URL
3. What things can you do (what functionality is available)
4. [Who can do each of those things (and if applicable, what would they be trying to accomplish)]
5. What happens in the background
6. Where can you go from this screen

Note that viewing downloaded files seems to be broken

Home page

See and access the projects that exist in MAPS (OPRE work or funded) and that they are assigned to (via "Project Assignments").

Takes you to the Project page

Don't have functionality to delete projects.

Don't have statuses on projects. Project names instead get annotated with "Z" to signify if they're old, done but not closed out, created but no data, on hold, etc.

Sys Admins can create new projects.

Pops up a modal, where you can enter just the name and division.

View dashboard.

Contains actions due / required. (See help doc for details)

Takes you to the entity page (contract, invoice, etc), but not the the individual item that requires action.

Have to hunt to figure out what item the dashboard is referencing

Doesn't direct you to what action you need to take, just takes you to the project/entity page

Breadcrumbs don't show you the current page

Breadcrumbs don't direct to where you expect (depends where you came from)

Select a project to turn the page into a project dashboard / page

Search for contracts

Can't search for anything other than contracts

Need to search because alerts only give you the contract #, which doesn't help you know which contract you need to go deal with

Project Page

See all the contracts, grants, IAAs, etc. associated with the project and that they are assigned to

Sys Admin can edit project.

Pops up modal with name and division

Sys admin can delete the project, only if there are no entities in it

Under Contracts, Sys Admins can click "Budget Line" to quickly add a budget line to a contract.

Under Outgoing IAA, Grants, and Direct Obligation, can click "Budget Line," similar to for Contracts

Never use this, because don't want to be creating in a vacuum (want to make sure the line hasn't already been created)

Budget Officer has buttons to Add New entity (contract, outgoing IAA, incoming IAA, grant, direct obligation)

Under Contracts, CORs can click Invoice.

Pops up Invoice modal to enter invoice info, upload file, etc.

Same pop up as if they go into Contract > Create Invoice (but that one is slightly wider)

Under Incoming IAA, can click "Funding Details" (probably only Budget Officer or Sys Admin).

Pops up modal to add a new item to the IAA. Similar to a budget line, but it's incoming money.

Don't know what this allows me to do, lol

In each section, can get taken to the entity.

If it's red, you can click it.

Reports Page

Designed to match reports in an Access database

Started with 3, added 2 more.

Didn't have Grid at the time

Export Contract Tables only available to Budget Officers.

The other 4 only available to Team Leaders and above.

They're awful and no one likes them

These were ridiculously expensive to develop.

CAN Budget Overview

Select the year, run the report

Can download as PDF

Can download as Excel file.

Excel file is useless, given how the data is downloaded

Future Year by CAN

Select the year, the CAN

Shows 5-year future

I cannot read this, I have to download it to read it and zoom in

POs don't like this report. It gives you all the budget lines without the PSC fee, but the totals at the bottom include the PSC fee.

The report indicates new vs existing contract "on the fly" but I don't have access to this field anywhere in MAPS. I need this in the grid to do my reporting; it's a huge time sink multiple times per year.

Project Budget by CAN

Select the year, the CAN

Same as Future Year, except only shows the fiscal year you selected

Project Summary Table

Select the year

Shows every entity for every project

Shows totals at the end, as runoff, so can't figure out which rows they belong to.

The totals are what we need.

Can't manipulate, can't play what if games, can't do anything.

Export Contract Tables

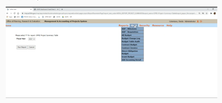
Creates huge Excel sheet.

Has a line item for every budget line in MAPS, which is a royal PITA.

You can get what you want, but you have to perform a bunch of actions on the data first

CORs, Non-CORs, and Vendors are presented as IDs, not names

Grid Page



Pull up a saved profile

Overwrite saved profile

Overwrite default profile

Delete profile

Save as new profile

Saved profiles are listed in some unknown order

Not sure who has permission to do what

Choose which table columns to include and order to display

Filters to add/remove criteria

Trigger search

Reset critera

Note non-standard UI to expand/collapse sections

Sort columns in either direction

Default sort order(s) (primary, secondary, etc)

Pagination

Export

All Budget

One line per budget line.

The only one that allows me to edit fields.

Only the Budget Officer gets this grid.

Used to update statuses in bulk (referencing an Excel spreadsheet)

Budget line = **$$**, date needed, and CAN, and entity

Double-click to edit a value.

Click out. Change is highlighted and "Update" becomes enabled.

Need to click "Update" or "Update All" to save the change(s). If click "Search," edits are lost

Not intuitive

Still have to edit one line at a time, even though it's the same update for each line

In Weekly Comms, want doc # (it will be a diff # depending on the entity)

Budget Change Log is the same, except not editable.

This is what team leads, etc get access to.

Choose to highlight changes in yellow

Choose date range for when changes made

Contract Budget is similar

One line per budget line for contracts only

Has a whole lot more info in the Contract Table than the Budget Table.

Joins the two tables together.

Budget Table Audit

Supposed to be the way to audit changes, in case there's a change we're wondering where it came from.

Only tracks changes to fields we had specified

Only avail to Budget Officer

This is very strange. Not sure what's being shown here.

Not seeing all the changes I know I made.

Choose to highlight changes in yellow

Choose date range for when changes made

Batch update selected records

Not sure what this does. Can't seem to select anything. Nothing happens when I click to expand.

Contract Invoice

One row per invoice line item.

Find all the invoices for a contract.

Use to check on invoice processing / payment, export to create transitional Excel spreadsheet to go back and forth between MAPS and UFMS.

Down and dirty way to find out which contracts are open and active (because we're invoicing against those).

Workload assessment (how many invoices do we receive, when)

Direct Obligation Budget

What does this give me?

Haven't done this since 2013.

I think we've moved this data into OPRE project

Grant Budget

All grants, one line per Grant line item (most grants funded by a single line, but we do have several that have multiple lines / CANs)

Budget Officer exports to create Grant Table to track actions in Grant Solutions

Grants Officer can also do her grant reporting

Batch update selected records

Not sure what this does. But it does look like I can select things in this one

IAA Incoming Detail

One row per Incoming IAA. They typically don't have multiple line items.

Can't get Outgoing, unless I run All Budget.

Don't know why these are two different tables.

Edit "Fully Signed" checkbox

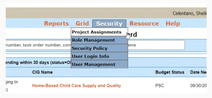
Not sure I use this

Edit "Amount in CAN" checkbox.

Indicates that we have a fully signed agreement.

Batch update selected records

Security



Project Assignments

Indicates who is assigned to each entity in each project

Can filter by first letter

Can search project name (open text)

Would be nice to search by other fields (e.g., Officer, so that when someone's role changes, you can find all the items that need to be updated)

When role changes, lose all the projects you were assigned to

Can filter by first letter

Can Edit to add/change users

Can't search for a user, but it is sorted alphabetically

Users don't get notified of changes, but the changes will be reflected in their Project List

Role Management

Select which features the various user types have access to

Does not allow admin to change assignment of grid access (that's in code)

Don't see reports on here, either

Can Edit per role, which makes checkboxes editable, and changes "Edit" to Save

Tough question: whether this is the appropriate amount of granularity. Seems appropriate for today's design and the limited number of roles we were able to develop, but ideally would like to be able to create more roles.

Could be good to group based on overall action (e.g., Create, Edit, Delete)

Security Policy

Specify period after which you'll disable inactive accounts

Had to do it for ATO

User Login Info

User Management

Can filter to Active Users Only or All users

Can search on Name

Can click on row to Edit any of the fields, then click Update to save that row's edits

Can create a user, which adds a blank row that's editable

Can't delete anyone, can only make inactive. I don't know why.

Resource

Lots of Sys Admin functions.

(We didn't capture details here)

Alerts trigger emails. I delete them all.

Nowhere to configure what the email says, what the trigger is, etc (hard-coded)

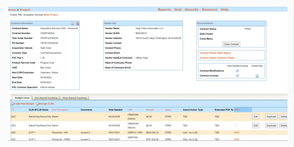
Inconsistent UI patterns (e.g., for editing)

Interesting UI choices

Several improvements on Sheila's wish list

Help

Contracts Page



Can't search for anything other than contracts

Contract Info section

Mostly for budget officer, to look up fields that are needed to reference the object in other systems.

There's a help doc to help map MAPS fields to other systems' fields

Edit Contract Info

Pops up modal.

Pre-populated with info from when contract initially set up.

Info doesn't really change

Can't specify all the people assigned to the project.

Can't see all the people with permission to see the project from this view.

Sometimes, stops being responsive. Clicking Save or Cancel doesn't do anything.

COR can change the specialist. That may be the only thing they can change once the contract is awarded.

On a new contract, once it's awarded, Budget Officer needs to enter data from contract order.

Delete Contract.

Can't do if there are any budget lines.

Vendor info section

Pre-populates based on Vendor selected in Contract Info section.

Vendor first had to be created in Create/Update Vendors List.

If the vendor we want to select doesn't exist, we have to stop what we're doing, go create the vendor, then come back here.

Users report not having all the info they need on the invoice list page

Documentation section

Close Contract

Have never done this but would like to.

Status Detail Report

Most people don't know this exists. Has the same problems as other reports.

Summary Report

Both these reports were created because they had them in Access. That's it.

Contract Mods: View/ Update Existing

Takes you to mods pop up

Mods pop up

Can download a mod.

Can also view AAP associated with the mod and go to the AAP.

Can also view AAPs that have been created but not associated with anything.

Sometimes the system just keeps returning errors and I have to log out and back in. Happens at weird times, can't duplicate it. (Seems to be inelastic demand issue)

Contract Invoices: View/ Update Existing

Takes you to Invoices page.

All the invoices that already exist.

Can open an individual invoice page

We have a huge checklist to make sure we enter all the contract info into MAPS appropriately.

There's so much to do. This is why we don't let CORs do it.

Contract Invoices: Add New

Takes you to Create New Invoice modal (wide version)

Budget Lines

One row per budget line, which is a single line on a requisition. A CLIN can have multiple budget lines because it's being paid for by multiple sources, or a single line. It's the unique combo of Line Description (service component), CAN, Amount, and Fiscal Year.

We put all in when we get the contract awarded

Line Description says we're exercising CLIN 3.2, but there is no 3.2 in the contract.

(Have to notice this manually.)

Manage CLINs

Should list every CLIN in the contract.

Can click on line that says "New CLIN," which makes it editable.

CORs manage this.

Every contract starts with AdminOnly and TBD.

Create New Budget

Pops up modal.

Allows creation of a new budget line.

Will often create multiple copies of one, and then edit the part that's different

Only budget officers can do

Duplicate

Alternative way to create new budget lines, and can then go and change the part that's different.

Pops up modal

Can't do if budget line part of AAP.

Delete

Pops up confirmation modal.

Can't do if part of AAP

Edit Budget Line

Pops up modal.

CORs can make edits. E.g., if they want to use one of the Admin lines

Won't realize they need to select an award action type to enable creation of AAP

Randomly didn't allow me to save, don't know why. That happens all the time.

Create AAP

Only if Award Action Type has been designated in budget line.

View AAP

Sort by FY, Line Description, CAN, Amount, Status, or AAP #.

People aren't getting things to sort together, because they're not providing Line Descriptions in a systematic way

Column widths can't be adjusted, so can't always see all the text

Create AAP

Select budget lines, click Group.

Pops up modal.

CORs do this, Budget Officers can fix

There are options for Type of Award that should not be allowed based on the Acquisition Vehicle specified.

Note that what data you can see when you click Edit is different depending on the Tab you're in (e.g., Post-Award vs Budget Line)

Pre-Award Tracking

Budget Lines where final Req submitted, but funds not obligated yet

These are also under Budget Line tab

They also show up on the Dashboard, so you can keep an eye on these without needing to go into each contract

Edit

To fix Amount in case someone did the math wrong, to have it match the contract.

Only Budget Officers

Delete

When we decide to cancel the Req (e.g., PSC decides we can't execute)

Only Budget Officers

Sort

Post-Award Tracking

Budget Lines that have been fully executed and funds obligated, ready to spend

Edit -- pops up modal

Typically to Uncertify, so I can edit other parts of the line.

Actually, I don't know why I'd edit this. Very rarely. Maybe if there was an old problem and we're trying to correct an issue (e.g., we put it on a wrong CAN).

Only Budget Officers

Close -- pops up modal

I don't know what this does. We'd do this when we close a contract. We don't do this.

Budget Officers

Hold

Pops up confirmation modal.

Takes it off COR's list so they can't invoice against it. E.g., if funds expire before being fully utilized.

If available balance is 0, it automatically won't show up in their list.

Budget Officers only.

Would be nice if Hold was automated

Had issues because dev calculated dates based on calendar rather than fiscal year

Sort

Click on Invoice to Date

View everything that's been invoiced against a budget line item.

Used to reconcile against a contract

From here, can click on Invoice number to go to Invoice page

Click on Invoice to Date

View everything that's been invoiced against a budget line item.

Used to reconcile against a contract

From here, can click on Invoice number to go to Invoice page

Can also access list of all invoices (across budget lines) from View/Update Existing Invoice, but that list doesn't indicate which budget line(s) the invoice is allocated to

(Many:Many)

From Invoice page, there's an option to Create Modification.

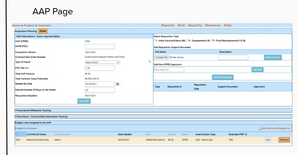
Budget Officer only.

When get notified that there was a billing error and need to make a correction; ICRVs.

Modifies invoice (not contract).

Necessary to upload paper trail.

AAP Page



Newer module, created in 2014, when PSC created an AAP system, and so we needed to support that.

For their workflow projections.

Now that we're doing less stuff with PSC, this is less important. Though much of it is something we'd need to track.

AAP Information

Budget Officer needs to add AAP# (PSC) (gets # from PSC system), then COR can proceed (not prohibited, but rec that they don't proceeed).

Other contracting shops don't need that #, but the system won't allow us to proceed without that.

Have created a doc to specify how to fill out fields based on which contracting shop is being used

Some fields are editable.

Click "Save AAP" to save changes

Changing PSC Fee does not show up in Budget Line, but changing the Need By Date does.

Requisition

Create the requisition associated with the AAP.

Enter data, upload file(s), click "Submit Requisition"

This then creates a Req record and sends email to user with AAP info, req info, and docs that were attached (some AAP info is in email header for some reason)

They forward to their div dir, who needs to forward to OPRE Requisitions with a note that says "Approve"

Budget Officers monitor inbox, save the file out (super redundant just in case anything happens to MAPS), go to UFMS and create req, puts req # in MAPS, which then gets routed to various approvers.

Once it comes back all signed, enter Date signed. This updates Req record, now COR knows the Req went to PSC.

Req record

Link to support document

Names of approvers

Options to Update, Resubmit, Delete

Final Req comes back, often with some changes.

Click Edit on Budget Line.

Whole 'nother req process, this time Final rather than Initial.

Once all done, funds get marked "Committed," which then adds budget line to Pre-Award Tracking

Milestone Tracking

We've created Milestone Charts for each contracting office and each Req Type

Post Award: Contract Mod Information Tracking