



USAID Financial Systems Integration Project

USAID/W Migration Requirements Document

Prepared for
U.S. Agency for International
Development

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Final

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Document Control

The following revisions have been made to the USAID Financial System Integration (FSI) Migration Requirements Document:

Revision Number	Summary of Revisions	Revision Date
Draft Final	N/A	05/10/2000
Final	Resolution of open issues, DRT review comments, and new information from A&A interface.	05/26/2000

1

Executive Summary

The U.S. Agency for International Development (USAID) is in the process of replacing its core financial management system with Momentum[®] Financials (Momentum), a Commercial Off-the-Shelf (COTS) financial system that is JFMIP compliant. The objectives of the overall implementation are to:

- ◆ Meet USAID and JFMIP Federal financial management system requirements
- ◆ Provide access to timely, accurate financial information needed by USAID managers and other users
- ◆ Utilize COTS software thus minimize system development costs and risks

Migration Objectives

One of the many tasks within the overall implementation of Momentum at USAID is to migrate data from USAID's legacy systems to the new core financial system. The High Level Migration Strategy document dated March 31, 2000 was developed as a roadmap for this effort. It outlined the following specific objectives of USAID's data migration:

- ◆ Conduct USAID/W fiscal year 2001 core financial processing in Momentum as the Agency's financial system of record
- ◆ Ensure that migrated legacy data is accurate and verifiable
- ◆ Migrate legacy data necessary to perform core financial management functions
- ◆ Maintain the integrity of an award (e.g., USAID contract, grant, or cooperative agreement) by migrating an award in its entirety
- ◆ Establish an audit trail to the system of original entry to comply with JFMIP requirements

Purpose of Migration Requirements Document

The Migration Requirements Document expands on the data migration methodologies presented in the High Level Migration Strategy. The purpose of this document is to define the specific requirements for migrating data from USAID's legacy financial systems to Momentum. It identifies the data that

must be extracted from legacy systems as well as data required for processing migrated data in Momentum. Where programs are required, the requirements are used as a basis for writing migration program design documents. Where manual migrations occur, the requirements document will identify the data that must be captured through manual processes. These processes will be defined in the Migration Implementation Plan scheduled to be delivered July 28, 2000.

Types of Data to be Migrated

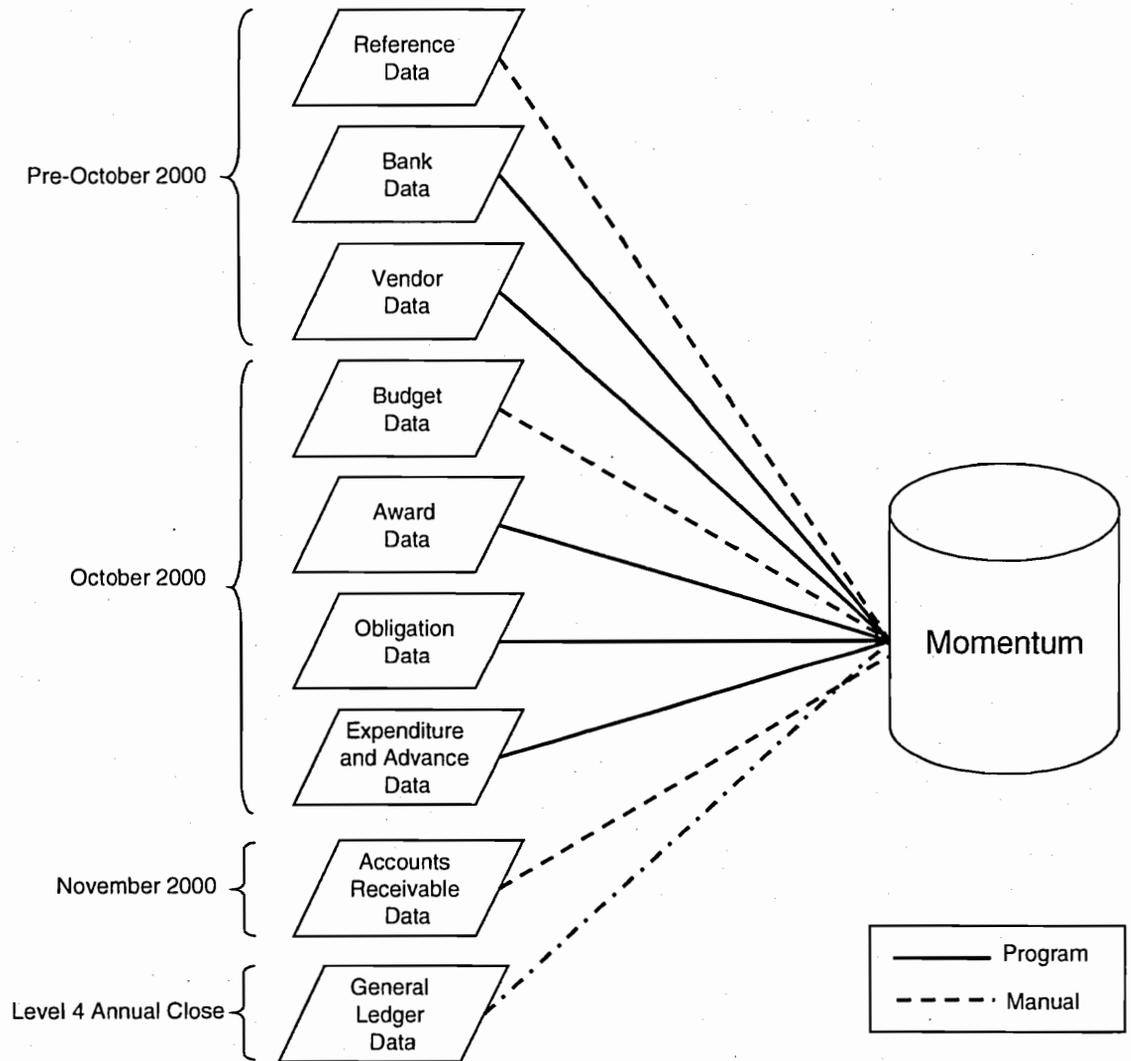
The types of data that will be migrated from legacy systems into Momentum represent a significant segment of the migration strategy. Each data type listed below must be migrated in order to enable the processing of new financial transactions in Momentum against prior year events. Listed in the order in which the data must be populated in Momentum, the Migration Requirements Document specifically addresses the following types of data:

- ◆ **Reference data**—to validate transactions against correct fund accounts, operating units, strategic objectives, resource category codes, etc.
- ◆ **Bank data**—to provide a listing of all banks with their associated ABA routing number
- ◆ **Vendor data**—to ensure that future transactions reference valid vendors and their bank accounts
- ◆ **Budgetary data**—to provide budgetary funds control
- ◆ **Award data**—to capture transaction history by contract, grant, cooperative agreement, etc.
- ◆ **Obligation data**—to accomplish future payments against prior year obligating authority
- ◆ **Expenditure and Advance data**—to record cumulative historic payments and advances
- ◆ **Accounts Receivable data**—to capture open receivable items at the time of migration
- ◆ **General Ledger data**—to obtain a complete picture of the agency's account balances for reporting purposes

The following figure depicts how this data will be migrated into Momentum. The figure identifies each type of data, the process in which it will be migrated, and the approximate timeframe in which it will be migrated.

Figure 1-1

Overview of Types of Data to be Migrated



**Process of
Defining
Requirements**

For each type of data, the requirements document will provide the following:

- ◆ Overview of the data and the proposed migration process
- ◆ Flow diagrams describing how the migration process will occur
- ◆ Data that must be extracted from USAID's legacy system
- ◆ Screen captures and data mapping of the Momentum form or table
- ◆ Process for importing the form or table into Momentum
- ◆ Open issues to be resolved before the migration design documents are written

2

Overview

This section describes the purpose of the migration requirements document, the types of data to be migrated, the requirements definition, and any open issues.

2.1 Purpose of this Document

The Migration Requirements Document expands on the data migration methodologies presented in the High Level Migration Strategy. The purpose of this document is to define the specific requirements for migrating data from USAID's legacy financial systems to Momentum. It identifies the data that must be extracted from legacy systems as well as data required for processing migrated data in Momentum. Where programs are required, the requirements are used as a basis for writing migration program design documents. Where manual migrations occur, the requirements document will identify the data that must be captured through manual processes. These processes will be defined in the Migration Implementation Plan scheduled to be delivered in final on July 28, 2000.

2.2 Types of Data to be Migrated

The types of data that will be migrated from legacy systems into Momentum represent a significant segment of the migration strategy. Each data type listed below must be migrated in order to enable the processing of new financial transactions against prior year events. Listed in the order in which the data must be populated in Momentum, the Migration Requirements Document addresses the following types of data:

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- ◆ **Budgetary data**—to provide budgetary funds control
- ◆ **Award data**—to capture transaction history by contract, grant, cooperative agreement, etc.
- ◆ **Obligation data**—to accomplish future payments against prior year obligating authority
- ◆ **Expenditure and Advance data**—to record cumulative historic payments and advances
- ◆ **Accounts Receivable data**—to capture open receivable items at the time of migration
- ◆ **General Ledger data**—to obtain a complete picture of the agency's account balances for reporting purposes

For each type of data, the following table highlights the key aspects of the Migration Requirements Document. It discussed the data to be migrated, timeframe in which migration will occur, approximate volume of records, source(s) of migrated data, process for importing data, and dependencies on other data that must already be in Momentum.

Figure 2-1

Requirements Overview for All Data to be Migrated

Data Type	Data to be Migrated	Timeframe	Approx. Volume	Source(s)	Import Process	Dependencies
Reference	None, will be populated in Momentum by the Functional Team	Pre-October 2000	2000	Based on data currently in NMS	Manual	None
Bank	Bank information including bank name, address and ABA number	Pre-October 2000	30,000	Financial Organization Master File (FOMF) supplied by Department of Treasury's Financial Management Services	Program	Reference data

Data Type	Data to be Migrated	Timeframe	Approx. Volume	Source(s)	Import Process	Dependencies
Vendor	Vendors associated with obligations	Pre-October 2000	15,000	Access Cleanup Database and NMS	Program	Reference data
	OSDBU and Source List vendors	December 2000	3000	Access Cleanup Database and NMS	Program	Reference data
Budget	Obligation-based budgets	October 2000	150	Momentum obligations	Program	Reference data, migrated obligations
	Carryover data	After Level 3 Annual Close	150	NMS	Manual	Reference data, obligation-based budgets
Award	Contracts, grants and agreements originating in NMS/A&A	October 2000	9700	NMS	Program	Vendor data
Obligation	All NMS obligations summarized by funding source and line item	October 2000	55,000	NMS and lower level activity cleanup database	Program	Reference data, Vendor data
Expenditures and Advances	Expenditures referencing migrated obligations	October 2000	83,000	NMS and Momentum PO documents	Program	Obligation data
	Advances referencing migrated obligations	October 2000	3000	NMS and Momentum PO documents	Program	Obligation data
Accounts Receivable	Open receivables at the time of migration	November 2000	20	Records maintained outside of NMS	Manual	Reference data
	Collections posted to suspense accounts	November 2000	500	NMS	Manual	Reference data
General Ledger	AWACS and Loan FY2000 ending General Ledger balances	After Level 4 Annual Close	300	NMS and reconciliation spreadsheet	Manual	Reference data

2.3 Migration Requirements Definition

For each type of data, the requirements document will provide the following:

- ◆ Overview of the data and the proposed migration process
- ◆ Flow diagrams describing how the migration process will occur
- ◆ Data that must be extracted from USAID's legacy system
- ◆ Screen captures and data mapping of the Momentum form or table
- ◆ Process for importing the form or table into Momentum
- ◆ Open issues to be resolved before the migration design documents are written

2.4 Assumptions

The following overall assumptions were made in the development of the Migration Requirements Document:

- ◆ This document contains requirements defined for only the migration of USAID/ Washington data to Momentum. All Mission migration requirements will be defined in a separate document.
- ◆ For each type of data, the extract process sections of the document define the "handshake" point for migrating data from USAID's legacy systems to Momentum. The "handshake" identifies the data that is needed out of the legacy system for which a design will be written by the PRIME contractor. The "handshake" will also serve as the starting point for the Momentum design documents that will be written by American Management Systems.
- ◆ The Functional Configuration Team will be responsible for populating all reference data, except banks and vendors, that will be used for USAID's Momentum implementation. Any reference data where values originate in NMS (such as operating unit, strategic objective and resource category code) will be mapped to valid values in the corresponding Momentum reference table. This translation will be maintained as part of crosswalk logic stored in the Momentum application.

- ◆ General ledger posting models, associated with each migration document type/ transaction type combination, will be determined and populated in Momentum by the Functional Configuration Team.

2.5 Open Issues

The following table describes all open issues associated with the Migration Requirements Document. It contains both overall issues that apply to all or most types of data and data-specific issues that have been identified in each chapter. For each issue discussed, responsible parties and resolution dates have been specified.

Figure 2-2

Migration Requirements Open Issues

Outstanding Issue	Responsible Party	Resolve By Date
Momentum security organizations must be defined for migrated obligation, expenditure, advance, accounts receivable and general ledger transactions	Security expert and Migration Team	June 16, 2000
Document numbering schemes must be defined for migrated budget, accounts receivable and general ledger transactions	Functional Configuration Team and Migration Team	June 30, 2000
Transaction types and general ledger posting models must be defined for all migrated transactions	General Ledger expert and Migration Team	June 16, 2000
Vendor code structure, vendor address structure and vendor address name structure must be finalized	Functional Configuration Team	June 30, 2000
Outstanding bills and collections in suspense accounts must be further explored in order to determine if a manual migration is the best approach	Functional Configuration Team and Migration Team	June 30, 2000

3

Reference Data & Crosswalks

This section describes the Momentum reference tables necessary for the data migration from USAID's New Management Systems (NMS) to Momentum. This section also defines several crosswalk tables required to bridge the gap between data stored in NMS and data needed for Momentum.

3.1 Reference Data Migration Overview

In Momentum, reference data is used to define the set of codes and data elements that are valid and available for use when processing financial transactions. Examples of reference data include budget object codes, operating units, and fund accounts. Prior to processing transactions in Momentum, reference data must be loaded into the appropriate maintenance tables.

Figure 3.1 describes the set of maintenance tables that must be populated in order to proceed with the NMS to Momentum migration. This figure includes a document section number which references where each table is discussed, a list of the Momentum maintenance table names, the NMS tables used as the basis for the data, and whether a crosswalk is required to translate NMS codes to valid Momentum codes.

These reference tables are necessary to process all transactions (i.e., budget, obligation, expenditure, accounts receivable, and general ledger) that are described in later sections of this document. Each of these tables will be populated by the Functional Configuration Team before the migration process begins, and are shown below in the order in which they will be loaded. For example, the Treasury Symbol Maintenance Table must be populated prior to populating the Fund Maintenance Table.

Figure 3-1

Maintenance Tables Required For Migration

Section	Momentum Maintenance Table	NMS Table(s)	Crosswalk
3.2	Treasury Symbol	Fund Account, Fund	No
3.3	Fund	Fund Account, Fund	Yes
3.4	Division Category (Bureau)	Bureau, Activity	No
3.5	Division Code (Operating Unit)	Operating Unit, Activity	Yes
3.6	Organization (Team/Division)	Team/Division, Organization	No
3.7	Program (Objective)	Strategic Objective, Activity	Yes
3.8	Activity (Distribution)	Lower Level Activity, Activity	No
3.9	User Defined 2 (Operating Unit Defined)	Lower Level Activity, Activity	No
3.10	Project (Management)	Lower Level Activity, Activity	No
3.11	Sub Project (Sub-management)	Lower Level Activity, Activity	No
3.12	User Defined 1 (Benefiting Geographic Area)	Country Master	Yes
3.13	Agency Location Code	Agency Location Type	No
3.14	Disbursing Office	Disbursing Office	No
3.15	General Ledger Account	General Ledger	No
3.16	Budget Object Code	Resource Category Code	Yes

The following sections provide descriptions of each Momentum reference table. If a crosswalk table is required to map an NMS data element to a Momentum data element, a description of the crosswalk is provided along with the reference table description. Each of the required crosswalk tables must be maintained as part of the Momentum configuration and will be used not only for migration but also for interfaces after Momentum is in production at USAID. For example a crosswalk developed to map valid fund codes in Momentum to values in NMS will also be needed by the A&A Interface.

3.2 Treasury Symbol Maintenance Table

The Treasury Symbol Maintenance Table will be used to define all valid treasury symbols for use in agency activities. This table will also allow USAID to specify pertinent information about each treasury symbol. The Functional Configuration Team will manually load this reference table based on valid treasury symbols from the USAID Lookup Table of Established Codes Fiscal Year 2000 report prepared by M/FM.

A crosswalk table is not required for treasury symbol codes because the treasury symbol is not entered directly on Momentum forms. The treasury symbol for a transaction is derived from the Fund Code, which will be included on Momentum transactions.

3.3 Fund Maintenance Table

In Momentum, the starting point for budgeting is the fund, which represents budgetary resources set aside for a particular purpose. Funds may be established to track congressional appropriations, or may be used for other purposes, such as deposit and receipt funds.

Each fund has its own budget structure, allowing resources to be tracked at different levels of detail for different funds. Budgetary and spending controls are also specified separately for each fund, allowing the management controls of each fund to be tailored to specific needs.

A fund is required on almost all Momentum transactions because a fund specifies where funding can be drawn from or where collections should be recorded. The Fund Maintenance Table defines all valid USAID funds and specifies pertinent information about each fund.

The Functional Configuration Team will populate this maintenance table. For migration purposes, the funds control settings for migrated transactions (Fiscal Year 2000 and prior) will be turned off. Turning the spending controls off will help ensure that all migrated transactions are accepted into Momentum. After the migration takes place, spending controls will be manually turned back on to ensure that future spending against a migrated fund is properly controlled.

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3.3.1 Fund Crosswalk Table

In NMS the fund code associated with a transaction is a sequentially generated number, while in Momentum the Fund information required for a transaction is the combination of a beginning budget fiscal year, ending budget fiscal year, and 10 character descriptive fund label. The Fund Crosswalk Table will be a new table defined for migration that will translate an NMS fund code to a valid Momentum Beginning Budget Fiscal Year, Ending Budget Fiscal Year, and Fund Code combination.

The figure below depicts the logical representation of the crosswalk needed. The physical crosswalk table definition will be included in the Migration Design document and may contain additional fields not shown here.

This crosswalk is needed in order to populate the fund-related data elements on budget, obligation, expenditure, advance, and general ledger transactions.

The Functional Configuration Team will populate this crosswalk table prior to the start of the data migration.

Figure 3-2

Fund Crosswalk Table

NMS		Momentum		
<u>Fund_Account_Id</u>	Approp_Code	BBFY (Beginning Budget Fiscal Year)	EBFY (Ending Budget Fiscal Year)	Fund Code

3.4 Division Category Maintenance Table

The Division Category Maintenance Table will be used to define all valid USAID bureaus. This table will also allow USAID to specify pertinent information about each bureau. The Functional Configuration Team will populate this maintenance table.

A crosswalk table is not required for bureau codes because they will not be entered directly on Momentum forms. The bureau for a transaction will be derived from the operating unit, which will be coded on Momentum transactions.

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3.5 Division Maintenance Table

The Division Maintenance Table is used to define all valid USAID operating units. This table will also allow USAID to specify pertinent information for each operating unit. The Functional Configuration Team will populate this maintenance table.

3.5.1 Operating Unit Crosswalk Table

In NMS, the lowest level activity is coded on each obligation and expenditure transaction. From the lowest level activity, the NMS OPS module can be used to derive the operating unit.

The figure below depicts the logical representation of the crosswalk needed to map the NMS operating unit to the Momentum operating unit. The physical crosswalk table definition will be included in the Migration Design document and may contain additional fields not shown here. In addition the physical table may use the NMS lowest level activity rather than the NMS Operating Unit Level Activity as the basis for the Operating Unit crosswalk.

The Functional Configuration Team will be responsible for populating this crosswalk table.

Figure 3-3

Operating Unit Crosswalk Table

NMS	Momentum
Activity (Operating Unit Level)	Division Code (Operating Unit)

The Operating Unit Crosswalk table will be required for migrating budget, obligation, expenditure, advance, and accounts receivable transactions.

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3.6 Organization Maintenance Table

The Organization Maintenance Table will be used to define all valid USAID team/division codes. This table will also allow USAID to specify pertinent information about each team/division. The Functional Configuration Team will populate this maintenance table.

A crosswalk table is not required for organization codes because team/division codes will not be entered directly into Momentum forms for migration purposes. The team/division code will be used after migration for future Operating Expense transactions.

3.7 Program Maintenance Table

The Program Maintenance Table will be used by USAID to define all valid agency objectives, including strategic objectives and special support objectives. This table will also allow USAID to specify pertinent information about each objective. The Functional Configuration Team will populate this maintenance table.

3.7.1 Objective Crosswalk Table

In NMS, the objective is not coded directly on obligation or expenditure transactions, but can be derived from the NMS OPS system based on the NMS lowest level activity.

Figure 3-4 below depicts the logical representation of the crosswalk needed to translate NMS activity codes to Momentum objective codes. The physical crosswalk table definition will be included in the Migration Design document and may contain additional fields not shown here.

In addition, NMS objectives may be updated in a Microsoft Access staging database during the manual cleanup and re-parenting effort that is scheduled to take place prior to the actual data migration. The following table will be used in conjunction with the Microsoft Access database to derive the appropriate objectives.

The Functional Configuration Team will be responsible for populating this crosswalk table.

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Re-parenting

Figure 3-4

Objective Crosswalk Table

NMS		Momentum
Activity_Id	Activity_Name	Program (Objective) Code

The Objective Crosswalk Table will be used during for migrating budgets, obligations, expenditures, and advances.

3.8 Activity Maintenance Table

The Activity Maintenance Table will be used to identify a further distribution of budgets below the strategic objective level. Distribution information will be based on the lower level activity codes in the NMS activity table. The Functional Configuration Team will populate this maintenance table from the lower level activity clean up database.

No special crosswalk table will be developed for distribution because this optional code will be manually populated during the data cleanup effort. A determination will be made for each individual obligation whether a lower level activity code will be included and what the code will be.

3.9 User Defined 2 Maintenance Table

User Defined 2 Maintenance Table will be used to identify activities as defined by the operating unit. Operating unit-defined activity information will be based on the lower level activity codes in the NMS activity table. The Functional Configuration Team will populate this maintenance table from the lower level activity clean up database.

No special crosswalk table will be developed for operating unit-defined activities because this optional code will be manually populated during the data cleanup effort. A determination will be made for each individual obligation whether a lower level activity code will be included and what the code will be.

3.10 Project Maintenance Table

The Project Maintenance Table will be used to define all valid USAID management codes as determined by USAID bureaus. This table will also allow USAID to specify pertinent information for each code. Management codes will be based on the lower level activity codes in the NMS activity table. The Functional Configuration Team will populate this maintenance table.

No special crosswalk table will be developed for the management code because this optional code will be manually populated during the data cleanup effort. A determination will be made for each individual obligation whether a project code will be included and what the code will be.

3.11 Sub Project Maintenance Table

A sub project is a more detailed classification of the project. The Sub Project Maintenance Table will be used to define all USAID sub projects as determined by USAID bureaus. This table will also allow USAID to specify pertinent information for each. Sub project codes will be based on the lower level activity codes in the NMS activity table. The Functional Configuration Team will populate this maintenance table.

No special crosswalk table will be developed for sub project code because this optional code will be manually populated during the data cleanup effort. A determination will be made for each individual obligation whether a sub project code will be included and what the code will be.

3.12 User Defined 1 Maintenance Table

User Defined 1 Maintenance Table will be used to define all USAID benefiting geographic area codes as verified by USAID bureaus. This table will also allow USAID to specify pertinent information for each benefiting geographic area. The Functional Configuration Team will populate this maintenance table.

3.12.1 Benefiting Geographic Area Code Crosswalk Table

In NMS, benefiting geographic area codes are associated with lower level activities on the NMS activity table. The benefiting geographic area crosswalk is needed in order to map valid codes in Momentum to NMS benefiting geographic area codes.

Figure 3-5 below depicts the logical representation of the crosswalk needed. The physical crosswalk table definition will be included in the Migration Design document and may contain additional fields not shown here.

The Functional Configuration Team will be responsible for populating this crosswalk.

Figure 3-5

Benefiting Geographic Area Code Crosswalk Table

NMS	Momentum
Benefiting Geo Code	User Defined 1 Code

3.13 Agency Location Code Maintenance Table

The Agency Location Code Maintenance Table will be used to store all valid USAID agency location codes. This table will also allow USAID to specify pertinent information for each Agency Location Code. The Functional Configuration Team will populate this maintenance table.

No special crosswalk table will be developed for Agency Location Code because this code is not required on Momentum migration transactions.

3.14 Disbursing Office Maintenance Table

The Disbursing Office Maintenance Table is used to define valid Treasury disbursing offices. This table will also allow USAID to specify pertinent information for each disbursing office. The Functional Configuration Team will populate this Maintenance Table.

No special crosswalk table will be developed for disbursing office because this code is used in Momentum for payments, and the migration will not be generating any payments.

3.15 General Ledger Account Maintenance Table

The General Ledger Account Maintenance Table is used to store all valid USAID general ledger account codes. This table will also specify pertinent information about each account code. The Functional Configuration Team will populate this maintenance table.

A crosswalk table will be required to translate NMS general ledger accounts to Momentum general ledger accounts. This crosswalk will be described in the General Ledger section of this document.

3.16 Object Maintenance Table

The Object Maintenance Table is used to define all valid USAID Budget Object Codes. This table will also allow USAID to specify pertinent information for each Budget Object Code. Budget Object codes represent classifications of goods or services for which the agency spends funds. The Functional Configuration Team will populate this maintenance table.

3.16.1 Budget Object Code Crosswalk Table

In NMS, transactions include a field called Resource Category Code that is similar in usage to the Momentum Budget Object Code. In order to include the Budget Object Code on Momentum expenditure transactions, a crosswalk

is required to map the NMS Resource Category Code to the Momentum Budget Object Code.

Figure 3-6 below depicts the logical representation of the crosswalk needed. The physical crosswalk table definition will be included in the Migration Design document and may contain additional fields not shown here. The Functional Configuration Team will be responsible for populating this crosswalk.

Figure 3-6

Object Code Crosswalk Table

NMS	Momentum
Resource Category Code	Budget Object Code

The Object Maintenance Table crosswalk will be required for migrating obligation, expenditure, advance, and accounts receivable transactions.

4

Bank Data

This section describes the requirements for the migration of bank information from the Department of Treasury, Financial Management Services (FMS), Financial Organization Master File (FOMF) into Momentum. The bank data will be extracted from the FOMF file and then be used to populate the Bank Maintenance Table in Momentum.

4.1 Bank Migration Overview

Every month The Department of Treasury, Financial Management Services (FMS), issues the Financial Organization Master File (FOMF). The FOMF file contains a listing of all valid banks with their associated ABA number, bank name and address fields. This file will be the source of the data to populate the Momentum Bank table. A program will be written to extract the data out of the FOMF file and to load it into the Momentum Bank Maintenance Table.

The following table provides a summary of the bank data to be migrated.

Figure 4-1

Bank Data to be Migrated

Bank Data Overview	
Data to be Migrated	Bank information including bank name, address and ABA number
Timeframe	Pre-October 2000
Volume of Records	Approximately 30,000 records
Source of Migrated Data	Financial Organization Master File (FOMF) supplied by Department of Treasury's

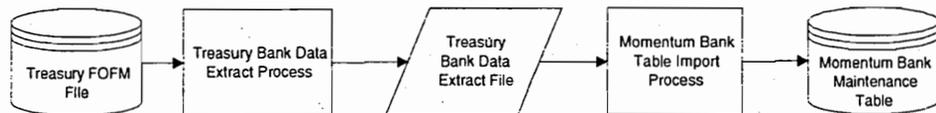
	Financial Management Services
Import Process	Program
Dependencies	State Table, Country Table, Security Organization Table, Payment Type Table

4.2 Bank Data Migration Flow Diagram

The following figure represents the flow of bank data into Momentum.

Figure 4-2

Bank Data Migration Flow Diagram



4.3 Bank Data Extract Process

Bank data will be extracted from the FOMF file with the use of a custom program.

4.4 Bank Data Maintenance Table

In Momentum, the Bank Maintenance Table is used to establish valid bank data for vendors. It provides information such as the Bank Name, Address and ABA Number.

4.4.1 Bank Maintenance Table Screen Captures & Data Mapping

The figure below displays the fields on the Bank Maintenance Table. It also provides the Bank Maintenance Table data elements, FOMF data elements mappings, data source, and default values where appropriate.

The following figure provides a legend for the Bank Maintenance data mapping table.

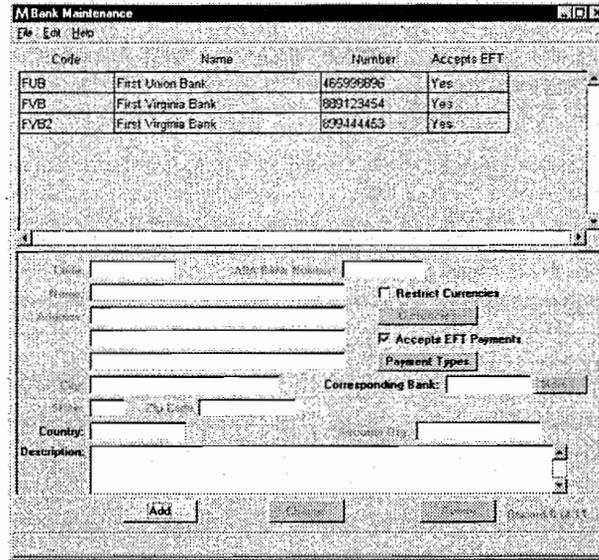
Figure 4-3

Data Mapping Legend

Data Mapping Legend	
FOFM	Item will be populated directly from the FOFM File
Crosswalk	Item will be populated from a crosswalk table that maps a value in NMS to a valid value in Momentum
Logic	Field will be populated using programming logic
Default	Value will be defaulted with a specific value for each record
System Generated	Value will be generated by Momentum
Not Populated	Momentum data element will not be populated
	Shaded area means intentionally left blank
""	Words in quotations in the Default Value/Comments column are the actual Momentum default values
TBD	To be determined at a later date

Figure 4-4

Bank Maintenance Table Screen Captures



Momentum Functional Element	Required (Yes/No)	Momentum Data Type & Length	Data Source	Default Value/ Comments	FOMF Field Name	FOMF Field Length
Code	Yes	VARCHAR2(10)	FOMF		RTN	VARCHAR2(9)
ABA Bank Number	Yes	VARCHAR2(9)	FOMF		RTN	VARCHAR2(9)
Name	Yes	VARCHAR2(60)	FOMF		Name	TBD
Address Line 1	Yes	VARCHAR2(30)	FOMF		Address	VARCHAR2(36)
Address Line 2	No	VARCHAR2(30)	FOMF		Address	VARCHAR2(36)
Address Line 3	No	VARCHAR2(30)	FOMF		Address	VARCHAR2(36)
City	Yes	VARCHAR2(30)	FOMF		City	VARCHAR2(36)
State	Yes	VARCHAR2(2)	FOMF		State	VARCHAR2(2)
Zip Code	Yes	VARCHAR2(10)	FOMF		Zip Code, Zip+4	VARCHAR2(9)
Country	No	VARCHAR2(30)	Default	"USA"		

Momentum Functional Element	Required (Yes/No)	Momentum Data Type & Length	Data Source	Default Value/ Comments	FOMF Field Name	FOMF Field Length
Restrict Currencies	No	CHAR(1)	Default	FALSE		
Currencies Button	No	CHAR(1)	Not Populated			
Accepts EFT Payments	No	CHAR(1)	Logic	0 does not accept EFT payments, 1 does accept EFT payments	Payment Media Indicator	VARCHAR2(1)
Corresponding Bank	Yes, if accepts EFT payment box is not checked	VARCHAR2(10)	Logic	TBD		
Security Organization	Yes	VARCHAR2(10)	Default	"USAID"		
Description	No	VARCHAR2(255)	FOMF			

4.5 Load Momentum Bank Table

A program will be designed and run to load the bank information into Momentum. The results of the program will be stored in the database for verification and analysis.

4.6 Open Issues

Currently, no open issues related to bank data have been identified.

6

Budget Data

This section describes the requirements for creating prior year budget data in Momentum to support prior year obligations and expenditures that will be migrated to Momentum. This section also addresses requirements to record carryover budget amounts for FY 2001.

6.1 Budget Data Overview

In order to migrate NMS obligations and expenditures to Momentum, budgets must be established in the Momentum database. The migration process will create prior year budgets based upon the obligations that will be migrated.

Also, in order for USAID to process new obligation activity against prior year carryover funds, carryover funds will be migrated from AWACS as soon as they become available after level three of the NMS annual close process. Budget carryover amounts will be derived during the NMS annual close process.

The following table provides a summary of the budget data to be migrated.

Figure 6-1

Budget Overview Table

Budget Forms	
Data To Be Migrated	<ul style="list-style-type: none">◆ Budget Data to support migrated obligations◆ Budget Carryover Amounts
Timeframe	<ul style="list-style-type: none">◆ October 2000◆ After AWACS Level Three Annual Close
Anticipated Number of Budget Entry	<ul style="list-style-type: none">◆ 150

Forms	<ul style="list-style-type: none"> ◆ 150
Source of Migrated Data	<ul style="list-style-type: none"> ◆ Momentum Obligations ◆ NMS
Import Process	<ul style="list-style-type: none"> ◆ Program ◆ Manual
Dependencies	Document Type Table, Transaction Definition Table, Fund Table, Division Table, Division Category Table, Program Table, Migrated obligations

6.2 Budget Data to Support Migrated Obligations

Budget data will be created in Momentum in order to support the obligations migrated from AWACS to Momentum.

Budgets will be system generated based upon the migrated obligations. Initially, a zero dollar appropriation will be set up for each fund account associated with migrated obligations. All spending controls will be turned off for each fund account. By turning off the spending controls when the budgets are system generated, a negative amount will be created at each budget level to reflect the spending authority at that level. The budget amounts will remain as negative amounts.

For program funds, budgets will be available for each fund account down to the strategic objective level and distribution level where it is applicable based upon the obligation cleanup effort. For operating expense funds, budgets will be available for each fund account down to the operating unit level.

6.3 Process Budget Data To Record Carryover Amounts

In order to obligate against carryover funds from no-year and multi-year appropriations, carryover amounts will need to be posted to Momentum. Carryover amounts will be posted at the Budget Fiscal Year/Fund level. In order to obligate against the carryover funds, the funds must be distributed to the lower budget levels by USAID.

Estimated carryover amounts become available after level three of the AWACS annual close process, usually in the middle of October. Final carryover amounts are not available until after level four of the AWACS annual close process. USAID must post both estimated and actual carryover amounts.

6.3.1 Budget Carryover Overview

The following five steps will be taken to post appropriation documents in Momentum for budget carryover amounts:

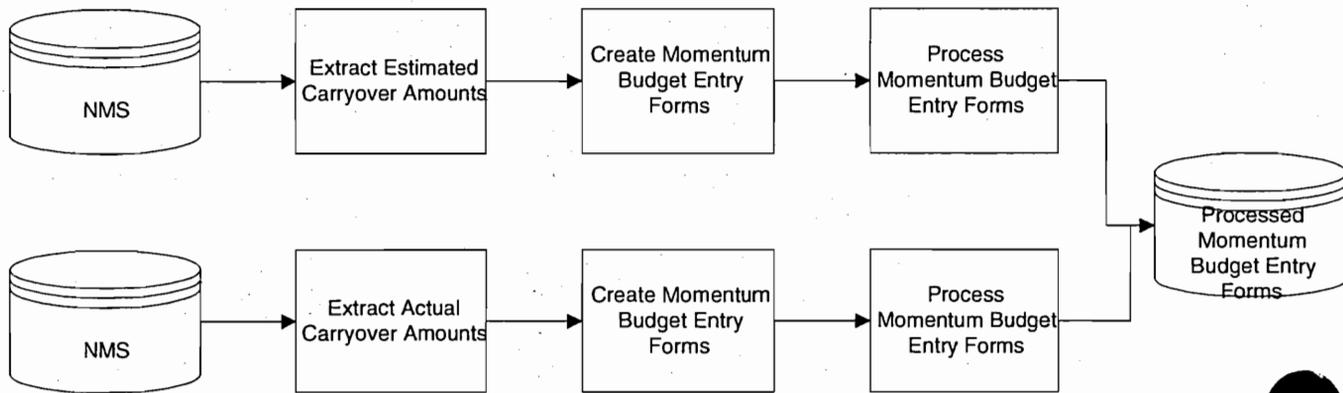
1. Extract AWACS estimated carryover amounts
2. Create budget entry forms to record estimated carryover amounts
3. Process budget forms with estimated amounts
4. Create budget entry forms to record actual carryover amounts
5. Process budget forms with actual amounts

6.3.2 Budget Carryover Flow Diagram

The following diagram depicts the process for migrating carryover amounts from AWACS to Momentum.

Figure 6-2

Budget Carryover Flow Diagram



6.3.3 Extract Estimated Carryover Amounts

After level three of the AWACS annual close process, a report/spreadsheet will be generated with estimated carryover amounts for each Budget Fiscal Year/Fund combination. This data will then be supplied to the Migration Team as the basis for the Momentum budget forms. Carryover amounts will be posted to Momentum at the appropriation level and will be distinguished as carryover funds.

Carryover Spreadsheet

The carryover spreadsheet template provided to the migration team will need to contain the following data.

Figure 6-3

Carryover Template

Fund Account ID	Appropriation Code	Estimated Carryover Amount	Actual Carryover Amount	Actual Minus Estimated Carryover Amount
1111112	OEX	200,000.00		
1111113	DAX	150,000.00		

6.3.4 Create Momentum Budget Entry Forms

A process will be developed to extract carryover data from the spreadsheet and create Momentum budget entry forms. One form will be created for each BFY/Fund. The fund crosswalk table, located in Section 3.3, will be used to derive the correct Momentum BFY/Fund associated with the corresponding NMS fund account ID.

The following are screen captures and detailed data mapping for the for the budget entry forms:

Figure 6-4

Data Mapping Legend

Data Mapping Legend	
Spreadsheet	Item will be populated directly from the spreadsheet

Crosswalk	Item will be populated from a crosswalk table that maps a value in NMS to a valid value in Momentum
Logic	Field will be populated using programming logic
Default	Value will be defaulted with a specific value for each record
System Generated	Value will be generated by Momentum
Not Populated	Momentum data element will not be populated
	Shaded area means intentionally left blank
""	Words in quotations in the Default Value/Comments column are the actual Momentum default values
TBD	To be determined at a later date

Figure 6-5

Create A New Form

Momentum Functional Element	Required (Yes/No)	Momentum Data Type & Length	Data Source	Default Value/ Comments	Spread sheet Data Element	Spread sheet Element Length
Document Type	Yes	CHAR(2)	Default	"AA"		
Document Number	Yes	VARCHAR2(20)	Logic	TBD		

Figure 6-6

Budget Entry Form Header Screen Captures

Appropriation Document: AA JRTEST2 Status: New Action: Create

Action View Help

Header Appropriation

Title: _____ Date: _____

Budgeted By: _____ Acctg Period: _____

BFYs: 2000 Reporting Acctg Period: _____

Fund: JRFUND Currency Code: USD Batch Number: _____

Description: _____ Document Classification: _____

Security Org: DEFAULTORG

Appropriation

Name	Active	Total Budgeted

Document Type: AA - Appropriation Do

Set Up Child >>

Verify Schedule Process Hold Refresh

The fund for this budget

Momentum Functional Element	Required (Yes/No)	Momentum Data Type & Length	Data Source	Default Value/ Comments	Spreadsheet Data Element	Spreadsheet Element Length
Document Status	No	VARCHAR2(255)	System Generated			
Title	No	VARCHAR2(30)	Default	"Momentum Migration"		
Budgeted By	No	VARCHAR2(10)	Not Populated			
Beginning Budget Fiscal Year	Yes	CHAR(1)	Crosswalk			
Ending Budget Fiscal Year	Yes	VARCHAR2(10)	Crosswalk			
Fund Code	Yes	VARCHAR2(30)	Crosswalk			
Currency Code	No	VARCHAR2(6)	Default	"USD"		
Document Date	No	VARCHAR2(20)	Default	"10/01/2001"		
Accounting Period	Yes	VARCHAR2(7)	Default	"01/2001"		
Reporting Accounting Period	No	VARCHAR2(10)	Not Populated			
Batch Number	No	CHAR(4)	Not Populated			
Document Classification	No	VARCHAR2(20)	Not Populated			
Security Organization	No	CHAR(1)	Default	"USAID"		
Description	No	CHAR(255)	Not Populated			

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Figure 6-7

Budget Entry Document Appropriation Line

Appropriation Document: AA JRTEST2 Status: New Action: Create

Action View Help

Header **Appropriation**

Appropriation

BFYs: 2000 Fund: JRFUND Currency Code: USD

Name: Migration Test

Public Law #:

Active Baseline

Other Resources: Controls... Description...

Limitations... Supervisors...

Budgeted Current: \$0.00 Increment: \$0.00 Trans Type: PN

Posted Current: \$0.00 Increment: \$0.00 Trans Type: 01 Funds Availability Z: 100.000

FTEs Current: 0.0 Increment: 0.0

Appropriation

Name	Active	Operating Unit	Power Tr	Document Type:
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	AD - Apportionment D

Child Options... Set the Field

Verify Schedule Process Hold Refresh

Momentum Functional Element	Required (Yes/No)	Momentum Element Type & Length	Data Source	Default Value/ Comments	Spread-sheet Data Element	Spread-sheet Element Length
Beginning Budget Fiscal Year	No	CHAR(4)	Crosswalk			

Momentum Functional Element	Required (Yes/No)	Momentum Element Type & Length	Data Source	Default Value/ Comments	Spread-sheet Data Element	Spread-sheet Element Length
Ending Budget Fiscal Year	No	CHAR(4)	Crosswalk			
Fund	No	VARCHAR2(10)	Crosswalk			
Currency Code	No	CHAR(19)	Default	"USD"		
Name	Yes	VARCHAR2(60)	Default	"Momentum Migration"		
Public Law Number	No	VARCHAR2(60)				
Active Flag	No	CHAR(1)	Default	"Active"		
Baseline Flag	No	CHAR(1)				
Total Budgeted Amount	No	CHAR(20)	Default	"0.00"		
Budgeted Trans Type	No	CHAR(4)	Default	TBD		
Total Posted Amount	No	CHAR(20)	Default	"0.00"		
Posted Trans Type	No	CHAR(4)	Default	TBD		
Child Document Type	No	CHAR(2)	Default	"AO"		
Child Level Use Flag	No	CHAR(1)	Default	"True"		

Figure 6-8

Appropriation Document Other Resources

M Other Resources [X]

Statutory Reserve Amount

Current:

Increment:

Trans Type:

Carryover In Amount

Current:

Increment:

Total Reimbursements Amount

Current:

Increment:

Trans Type:

Reim. Option: **No Reimbursements** ▼

Total Recoveries Amount

Current:

Increment:

Trans Type:

OK Cancel

Momentum Functional Element	Required (Yes/No)	Momentum Element Type & Length	Data Source	Default Value/ Comments	Spread-sheet Data Element	Spread-sheet Element Length
Statutory Reserve Amount	No	NUMBER(19,4)	Not Populated			
Statutory Reserve Transaction type	No	CHAR(4)	Not Populated			
Total Reimbursement	No	NUMBER(19,4)	Not Populated			

Momentum Functional Element	Required (Yes/No)	Momentum Element Type & Length	Data Source	Default Value/ Comments	Spread-sheet Data Element	Spread-sheet Element Length
Total Reimbursement Trans Type	No	CHAR(4)	Not Populated			
Reimbursable Option	No	CHAR(1)	Not Populated			
Carryover In Amount	No	NUMBER(19,4)	Spread-sheet		Carryover Amount	20
Total Recoveries Amount	No	NUMBER(19,4)	Not Populated			
Total Recoveries Transaction type	No	CHAR(4)	Not Populated			

6.3.5 Process Momentum Budget Entry Forms

Once the budget entry forms have been loaded into Momentum, a batch process will be executed to process the forms. The results, including the number of documents processed, accepted, and rejected, will be stored in the Momentum database for verification and analysis. Any rejected documents will be analyzed, corrected, and reprocessed manually.

6.3.6 Extract Actual Carryover Amounts

After level four of the AWACS annual close process, a report/spreadsheet will be generated with actual carryover amounts for each Budget Fiscal Year and Fund Account combination. This data will then be supplied to the

Migration Team as the basis for the Momentum budget entry forms. The difference between the estimated carryover amount and the actual carryover amounts will be posted to Momentum, through a budget entry form as an amendment to the corresponding appropriation document that was processed for the estimated carryover amount.

Carryover Spreadsheet

The carryover spreadsheet template provided to the Migration Team will need to contain the following data.

Figure 6-9

Carryover Template

Fund Account ID	Appropriation Code	Estimated Carryover Amount	Actual Carryover Amount	Actual Minus Estimated Carryover Amount
1111112	OEX	200,000.00	450,000	250,000
1111113	DAX	150,000.00	200,000	50,000

6.3.7 Create Momentum Budget Entry Forms

A process will be developed to extract carryover data from the spreadsheet and create Momentum budget entry forms. One form will be created for each BFY/Fund. The fund crosswalk table, located in Section 3.3, will be used to derive the correct Momentum BFY/Fund associated with the corresponding NMS fund account ID. The incremental difference between the actual carryover amount and the estimated carryover amount will be posted to Momentum by modifying the "AA" document created above.

6.3.8 Process Momentum Budget Entry Forms

Once the Budget Entry Forms have been loaded into Momentum, a batch process will be executed to process the forms. The results, including the number of documents processed, accepted, and rejected, will be stored in the database for verification and analysis. Any rejected documents will be analyzed, corrected, and reprocessed manually.

6.4 Open Issues

The following are open issues associated with the migration of budget data:

Outstanding Issue	Responsible Party	Resolve By Date
Document numbering schemes must be defined for migrated budget transactions	Functional Configuration Team and Migration Team	June 30, 2000
Transaction types and general ledger posting models must be defined for migrated budget transactions	General Ledger expert and Migration Team	June 16, 2000

7

Award Data

This section describes the requirements for the migration of award information from USAID's New Management Systems (NMS) into Momentum. The award data will be extracted from two NMS tables as well as the Vendor Crosswalk Table. This data will then be used to populate the Contract Maintenance Table in Momentum.

7.1 Award Migration Overview

One of the objectives of the migration effort is to maintain the integrity of an award (e.g., USAID contract, grant, or cooperative agreement) by migrating an award in its entirety. In order to accomplish this, USAID's awards must be established in Momentum as reference data before transaction processing can occur. Further, relevant transactions must reference the correct award in order for obligations and expenditures to be recorded against it. USAID's award data will be maintained in the Momentum Contract Maintenance Table.

The following table provides a summary of the award data to be migrated.

Figure 7-1

Award Data to be Migrated

Award Data Overview	
Data to be Migrated	USAID contracts, grants, and agreements originating in NMS/A&A
Timeframe	October 2000
Volume of Records	Approximately 9700 Documents

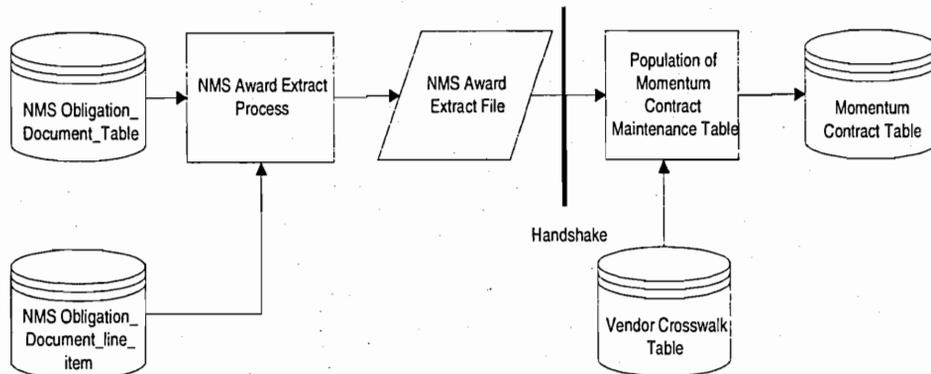
Source of Migrated Data	NMS/ AWACS
Import Process	Program
Dependencies	Vendor Data

7.2 Award Migration Flow Diagrams

The following figure represents the flow of NMS award data into Momentum.

Figure 7-2

Award Migration Flow Diagram



7.3 Award Extract Process

All award data will be extracted from one of two NMS tables:

- ◆ Obligation_document_line_item table
- ◆ Obligation_document table

The following lists the NMS extract elements that are needed to migrate award data.

- ◆ Key to Obligation_document_line_item table
- ◆ Key to Obligation_document table
- ◆ Obligation_nbr
- ◆ Effective_date
- ◆ Schedule_completion
- ◆ Total_value
- ◆ Claimant_id
- ◆ Address_id_nbr
- ◆ Obligation_name
- ◆ Obligation_line_item_nbr
- ◆ Award_amt
- ◆ Line_item_name
- ◆ Delivery order number
- ◆ Total estimated cost of delivery order
- ◆ Indicator to determine if award is active or inactive
- ◆ Indicator to determine if a CLIN is active or inactive

The majority of awards will be contained as a key element on the obligations being migrated from NMS. Logic must be built in the extract design process to only capture all awards originating from the A&A module of NMS.

7.4 Contract Maintenance Table

In Momentum, the Contract Maintenance Table is used to establish contract agreements with vendors. It provides information such as the contract start and end dates, authorized limits and contract line item numbers (CLINs). In

addition, this table allows a relationship to be established between delivery order information and a given contract.

The Vendor Crosswalk Table will be used in conjunction with the award extract process to populate the Contract Maintenance Table in Momentum. This will be the source for populating fields such as Vendor Code and Vendor Address Code, coming from the Vendor Crosswalk Table.

7.4.1 Contract Maintenance Screen Captures & Data Mapping

Figure 7-4 displays the fields on the Contract Maintenance Table. It also provides the Contract Maintenance Table data elements, NMS data elements mappings, data source, and default values where appropriate.

The following figure provides a legend for the Contract Maintenance data mapping table.

Figure 7-3

Data Mapping Legend

Data Mapping Legend	
NMS	Item will be populated directly from the NMS database
Crosswalk	Item will be populated from a crosswalk table that maps a value in NMS to a valid value in Momentum
Logic	Field will be populated using programming logic
Default	Value will be defaulted with a specific value for each record
System Generated	Value will be generated by Momentum
Not Populated	Momentum data element will not be populated
	Shaded area means intentionally left blank
" "	Words in quotations in the Default Value/Comments column are the actual Momentum default values
TBD	To be determined at a later date

Figure 7-4

Contract Maintenance Table

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Number	Yes	VARCHAR2(30)	NMS		OBLIGATION_NBR	VARCHAR2(30)
Active	Yes	CHAR(1)	Logic	See Section 7.5		
Effective Start Date	Yes	DATE	NMS		EFFECTIVE_DATE	DATE
Effective End Date	Yes	DATE	NMS		SCHEDULE_COMPLETION	DATE
Buyer	No	VARCHAR2(60)	Not Populated			
Authorized Limit	Yes	NUMBER(19,4)	NMS		TOTAL_VALUE	NUMBER(14)
Security Org	Yes	VARCHAR2(75)	Default	"USAID"		
Type	No	VARCHAR2(30)	Default	"Both"		

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Control Level	No	CHAR(1)	Default	"Reject"		
Control Commodities	No	CHAR(1)	Default	False		
Require CLIN	No	CHAR(1)	Default	False		
Vendor Code	Yes	VARCHAR2(10)	Crosswalk	See Section 7.5	CLAIMANT_ID	VARCHAR2(30)
Vendor Address Code	Yes	VARCHAR2(10)	Crosswalk	See Section 7.5	ADDRESS_ID_NBR	VARCHAR2
Vendor Name	No	VARCHAR2(60)	System Generated			
Assignee Vendor Code	No	VARCHAR2(10)	Not Populated			
Assignee Vendor Address Code	No	VARCHAR2(10)	Not Populated			
Assignee Vendor Name	No	VARCHAR2(60)	Not Populated			
Description	No	VARCHAR2(255)	NMS		OBLIGATION_NAME	VARCHAR2(50)
Currency Code	No	VARCHAR2(75)	Default	USD		
Authorized Limit (F)	No	NUMBER(21,5)	Default	\$0.00		
Control Level (F)	No	CHAR(1)	Default	"None"		

The following figure displays the fields under the Vendor More... button on the Contract Maintenance Table.

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Figure 7-5

Vendor Information

Vendor Information

Vendor Details

Code: BAXTER 1

Name: Baxter, International

Address: 444 Wall Street

City: New York

State: NY Zip Code: 55555

Country: US

Phone: (202) 555-9996

Fax: (202) 555-9998

Internet:

Contact:

OK

This information will be derived from the Vendor Maintenance Table based on the Vendor Address Code on the preceding screen capture.

The following figure displays the fields under the Commodities... button on the Contract Maintenance Table.

Figure 7-6

Contract Commodities

Contract Commodities

Code: Name: Add

Quantity Limit: Unit:

Unit Price Limit: Total Amount Limit: \$0.00

Limit By Quantity Limit By Unit Price Limit By Total Amount

Foreign: Total Amount Limit: EGPO.000

Limit By Unit Price Limit By Total Amount

Code	Name	Quantity	Unit Price	Unit
------	------	----------	------------	------

OK Cancel

Select the commodity line

No Commodities information will be migrated from NMS.

The following figure displays the fields under the CLIN... button on the Contract Maintenance Table.

Figure 7-7

Contract Line Items

The screenshot shows a window titled "Contract Line Items" with a table and a form below it. The table has columns for CLIN, Buyer, Active, Amount, Start Date, and End Date. Below the table is a form with fields for Contract (BPAZ), CLIN, Buyer, Authorized Limit (\$0.00), Security Org, Control Level (None), Description, Foreign Authorized Limit (EGPO.000), and Control Level (None). There are also checkboxes for Active and Require Sub-CLIN, and Effective Dates (Start and End). Buttons for OK and Cancel are at the bottom.

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
CLIN	Yes	VARCHAR2(4)	NMS		OBLIGATION_LINE_ITEM_NBR	VARCHAR2(6)
Active	No	CHAR(1)	Default	See Section 7.5		
Buyer	No	VARCHAR2(60)	Not Populated			
Authorized Limit	No	NUMBER(19,4)	NMS		AWARD_AMT	NUMBER(19,4)

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Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Security Org	Yes	VARCHAR2(75)	Default	"USAID"		
Control Level	No	CHAR(1)	Default	"Overrideable"		
Description	No	VARCHAR2(255)	NMS		LINE_ITEM_NAME	VARCHAR2(50)
Effective Start Date	Yes	DATE	NMS		EFFECTIVE_DATE	DATE
Effective End Date	Yes	DATE	NMS		SCHEDULE_COMPLETION	DATE
Require Sub-CLIN	No	CHAR(1)	Default	False		
Authorized Limit (F)	No	NUMBER(21,5)	Default	\$0.00		
Control Level (F)	No	CHAR(1)	Default	"None"		

The following figure displays the fields under the Delivery Orders... button on the Contract Maintenance Table.

Figure 7-8

Delivery Order Information

The screenshot shows a 'Delivery Orders' dialog box. At the top, there is a table with columns: Number, Buyer, Active, Amount, Start Date, End Date. Below the table are several input fields and checkboxes. The 'Contract' field is set to 'BPA2'. There are fields for 'Number', 'Buyer', 'Authorized Limit' (set to '\$0.00'), 'Security flag', 'Control Level' (set to 'None'), 'Assigned Vendor', 'Foreign Authorized Limit' (set to 'EGP0.000'), and 'Control Level' (set to 'None'). There are also checkboxes for 'Active' and 'Control Commodities'. The dialog has 'Add', 'OK', and 'Cancel' buttons.

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/ Length	Data Source	Default Value/ Comments	NMS Field Name	NMS Data Type/ Length
Number	Yes	VARCHAR2(60)	NMS	See Section 7.5	OBLIGATI ON_NBR	0)
Active	No	CHAR(1)	Logic	See Section 7.5		
Effective Start Date	Yes	DATE	NMS		EFFECTIV E_DATE	DATE
Effective End Date	No	DATE	NMS		SCHEDUL E_COMPL ETION	DATE
Buyer	Yes	VARCHAR2(60)	Not Populated			
Authorized Limit	Yes	NUMBER(19,4)	NMS		TOTAL_VA LUE	NUMBER(14)
Security Org	Yes	VARCHAR2(75)	Default	"USAID"		
Type	No	VARCHAR2(30)	Default	"Both"		
Control Level	No	CHAR(1)	Default	"Reject"		
Code	No	VARCHAR2(5)	Not Populated			
Address Code	No	VARCHAR2(10)	Not Populated			
Name	No	VARCHAR2(60)	Not Populated			
Authorized Limit (F)	No	NUMBER(21,5)	Default	\$0.00		
Control Level (F)	No	CHAR(1)	Default	"None"		
Description	Yes	VARCHAR2(255)	NMS		OBLIGATI ON_NAME	0)

Control Commodities	No	CHAR(1)	Default	FALSE		
------------------------	----	---------	---------	-------	--	--

The following figure displays the fields under the Commodities... button on the Delivery Orders Page.

Figure 7-9

Delivery Order Commodities

No Delivery Order Commodities information will be migrated.

7.5 Detailed Field Descriptions

This section provides a more detailed explanation of how the following fields, highlighted in the preceding data mapping section, will be populated:

- ◆ For the active flag fields on the Contract Maintenance Table Header, Contract Line Number Table, and Delivery Order Table, NMS logic must be utilized to indicate if an award is active as of October 1, 2000. This field may be populated based on a similar flag on an NMS table or based on the contract completion date, if accurate and validated.
- ◆ Specific Vendor Code and Vendor Address Code data from NMS will be mapped to the corresponding Momentum values as defined in a Vendor Crosswalk Table.
- ◆ Programming logic must be used to differentiate between award and delivery order numbers displayed in NMS in the same field. An indicator in the structure of the award number can be used to differentiate between awards and delivery orders.

7.6 Contract Maintenance Import Utility

The Momentum Reference Import Utility will be run to load the award information into Momentum. The results of the import will be stored in the database for verification and analysis.

7.7 Open Issues

Currently, no open issues related to award data have been identified.

8

Obligation Data

This section describes the requirements for migrating obligation information from USAID's New Management Systems (NMS) into Momentum. The obligation data will be extracted from the NMS Agency-Wide Accounting and Control System (AWACS) and will use multiple crosswalk tables to create Purchase Order forms in Momentum.

8.1 Obligation Overview

In order to preserve a complete history of obligations in NMS, the migration team determined that ALL obligations, summarized by line item and funding source will be migrated to Momentum. For example, an obligation with two incremental funding actions, using the same line item and funding source, will be summed and migrated as one obligation transaction. USAID's line item and funding source consist of the following accounting dimensions:

**Obligation Number/Contract Line Item Number/Fund
Account/Bureau/Activity/Resource Category Code**

The following table provides a summary of the obligation data to be migrated.

Figure 8-1

Obligation Data to be Migrated

Obligation Data Overview	
Data to be Migrated	All NMS obligations summarized by funding source and line item
Timeframe	October 2000
Anticipated Volume of Records	Approximately 55,000
Source of Migrated Data	NMS and lower level activity cleanup database
Import Process	Program
Dependencies	Reference data, Vendor data

For the purpose of migration, there will be two distinct categories of obligations. The first category is for Acquisitions & Assistance (A&A)-originated obligations and the second category is for AWACS-originated obligations. The primary source for migrating both categories of obligations will be the AWACS module of NMS since all obligations are ultimately recorded there.

As a general rule, A&A-originated obligations are made against program funds and cite a USAID contract, grant or agreement number as the obligation number. AWACS-originated obligations are generally made against operating expense or miscellaneous funds and cite a system-generated obligation number. However, hundreds of program fund obligations are also made in AWACS. For those program funded, AWACS-originated obligations a USAID award number will not be included in the migration process.

8.1.1 Migration of A&A-Originated Obligations

For A&A-originated obligations, the migration of USAID's line item and funding sources consist of the following accounting dimensions:

Obligation Number/Contract Line Item Number/Fund Account/Bureau/Activity/Resource Category Code

The following list details each of the accounting dimensions presented above:

Obligation Number—is based on a formal award negotiated by USAID's Office of Procurement. For A&A-originated obligations, there will often be numerous obligations migrated for each award because these instruments span multiple fiscal years and funding sources. For migration, this number will be identified on each obligation and obtained directly from NMS.

Contract Line Item Number (CLIN)—is not known at the time an A&A obligation is made and entered into the system. For migration, the CLIN will not be available to be identified on each obligation.

Fund Account—is coded on each obligation from one of many USAID budget fiscal year, program fund combinations. Multiple incremental funding actions will often be made against the same award and activity. Within that award and activity, the obligation line is summarized by BFY/Fund when an obligation is made under the same fund account. For migration, the NMS fund account on each obligation must be crosswalked to the valid fund account value in Momentum.

Bureau—is coded on each obligation line based on the USAID bureau originating the transaction. For migration, this value will not be coded on each obligation because it is derived from the value of the operating unit.

Activity—captures operating unit and strategic objective information as well as any number of lower level activities. These lower level activities have been defined independently by each operating unit. The guiding principle in NMS is that obligations must occur at least one level below the strategic objective. The migration strategy determined that the activity in NMS obligations be mapped at minimum to the Operating Unit and Strategic Objective dimensions in Momentum. For migration, the Operating Unit and Strategic Objective fields on each obligation must be crosswalked to the valid values in Momentum.

Working in collaboration with bureau and operating unit representatives, an effort will be undertaken as part of data cleanup to capture "activity" below the strategic objective. The effort will be labor intensive because each operating unit's activity structure is different in NMS. Also, operating units will have flexibility in Momentum to use different accounting dimensions to define their lower level activities as they see fit. For migration, the fields defined by operating units as part of data cleanup will be coded on obligations in the obligation cleanup database.

Resource Category Code (RCCs)—is required on all obligations originating from A&A. However, only a small number of RCCs relate to awards. For migration, RCCs will be identified on each obligation and obtained directly from NMS.

8.1.2 Migration of AWACS-Originated Obligations

Like A&A-originated obligations, the migration of USAID's AWACS-originated obligations consist of the following accounting dimensions:

Obligation Number/Contract Line Item Number/Fund Account/Bureau/Activity/Resource Category Code

The following list details each of the accounting dimensions presented above:

Obligation Number—is based on a system generated number. Unlike A&A-originated obligations, there will often be only one or two different lines migrated for each AWACS obligation number because these instruments are primarily used for one-time or small purchases. For migration, this system generated number will be identified as the obligation document number and will be obtained directly from NMS.

The obligation number may also serve another purpose in the migration process. For AWACS-originated obligations, obligation numbers are sometimes differentiated by obligation document type. For example, travel authorizations (TAs) can be identified by the first few characters of the obligation number (i.e. TA0001, where "TA" identifies a travel authorization). Section 8.6 provides more detail on the processing logic needed for determining obligation document types.

Contract Line Item Number (CLIN)—is known at the time an AWACS obligation is made. However, it will not be migrated for AWACS-originated obligations. This is based on a determination by the Functional Configuration Team that no CLINs will be recorded on Momentum *obligations*. CLINs will, however, be required on all *expenditures*.

Fund Account—is coded on each obligation. In general, there are fewer budget fiscal year, operating expense fund combinations that will be coded on AWACS obligations. For migration, the NMS fund account on each obligation must be crosswalked to the valid fund account value in Momentum.

Bureau—is coded on each obligation line based on the USAID bureau originating the transaction. For migration, this value will not be coded on each obligation because it is derived from the value of the operating unit.

Activity—captures operating unit and strategic objective information as well as any number of lower level activities that had been defined by the operating unit. The migration requirement defined for operating expense and other miscellaneous fund obligations is to migrate "activity" captured only to the operating unit level. The migration requirement defined for program funded obligations is to migrate at least to the strategic objective level. For migration,

the Operating Unit and Strategic Objective fields on each obligation must be crosswalked to the valid values in Momentum.

While data cleanup will be performed for operating expense and other miscellaneous funds in AWACS, it will not involve USAID staff outside of Management Bureau/Office of Financial Management.

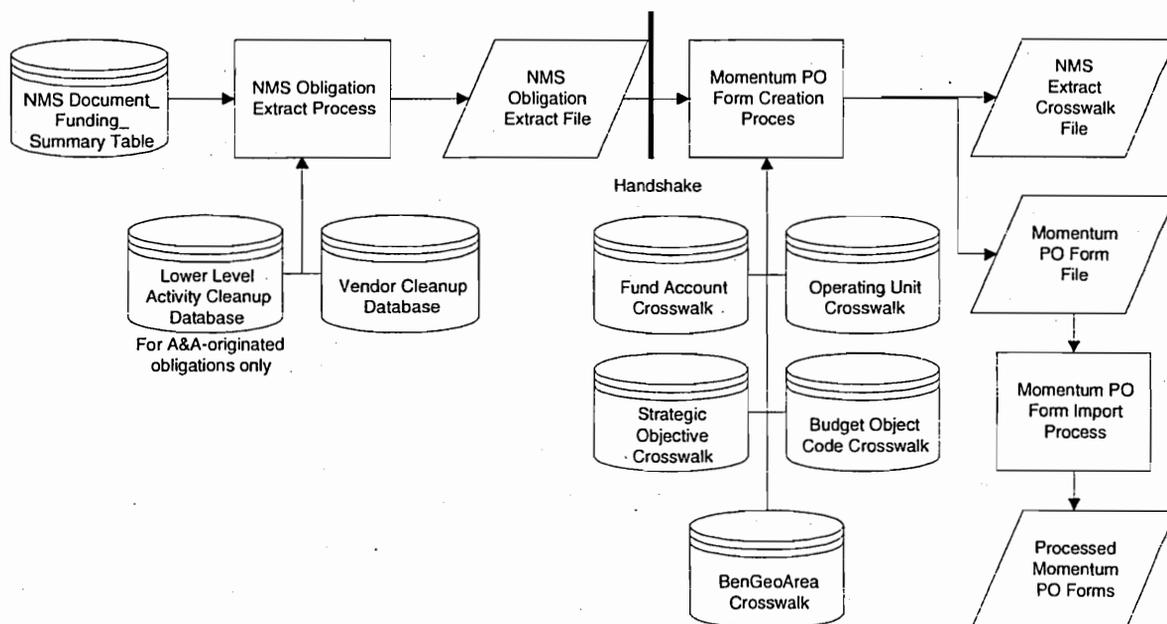
Resource Category Code (RCCs)—is required on all obligations originating from AWACS. One of the hundreds of RCCs relating to operating expense funds is identified with each AWACS-originated obligation. For migration, RCCs will be identified on each obligation and obtained directly from NMS.

8.2 Obligation Migration Flow Diagram

While there will be differences in the information contained in A&A vs. AWACS originated obligations, the processing of these obligations will be the same. Therefore, the remainder of the chapter will discuss obligations collectively and highlight differences where they occur. The following figure represents the flow of NMS obligation data into Momentum:

Figure 8-2

Obligation Migration Flow Diagram



8.3 Obligation Extract Process

All obligation data to be migrated will originate from the AWACS Document_funding_summary table, where records are maintained by AWACS summarized by funding source. Because of the extensive cleanup effort currently underway on NMS obligations, two external cleanup databases will also be used as sources of information required to populate Momentum forms. These cleanup databases are:

- ◆ **Vendor cleanup database**—to be used as the source for valid vendor code and vendor address code data. This crosswalk is required to map multiple instances of the same vendor in NMS to one valid vendor record in Momentum. This crosswalk database is being populated by USAID as part of the data cleanup of NMS vendor records.
- ◆ **Lower level activity obligation cleanup database**—to be used as the source for valid Momentum values for NMS lower level activities as defined by USAID operating units. This cleanup database contains information that will either be mapped to valid Momentum values or directly entered into Momentum reference tables. These are:
 - **Operating Unit (Division) Crosswalk**—mapped to valid Momentum values via crosswalk
 - **Strategic Objective (Program) Crosswalk**—mapped to valid Momentum values via crosswalk
 - **Distribution (Activity) Maintenance Table**—valid data entered directly into Momentum reference tables
 - **Benefiting Geographic Area (User Defined #1) Crosswalk**—mapped to valid Momentum values via crosswalk
 - **OpUnit Defined (User Defined #2) Maintenance Table**—valid data entered directly into Momentum reference tables
 - **Management (Project) Maintenance Table**—valid data entered directly into Momentum reference tables
 - **Sub-management (Subproject) Maintenance Table**—valid data entered directly into Momentum reference tables

The Functional Configuration Team is responsible for populating the operating unit, strategic objective, and benefiting geographic area crosswalk tables. As part of the data cleanup of lower level activities in NMS, USAID Bureaus will be responsible for identifying valid values in the Distribution (Activity), OpUnit Defined (User Defined #2), Management (Project) and Sub-management (Sub-project) tables.

The three sources of obligation data (NMS, lower level activity obligation cleanup database and vendor cleanup database) will be combined into one extract file. This file will be sorted by award and funding source structure.

Differentiation must be made between A&A-originated and AWACS-originated obligations in the extract process in order to accommodate the A&A interface. In addition, NMS obligation types will be provided and will be used as the basis for identifying Momentum obligation document types. Section 8.6 provides more detail on the logic for determining obligation document types.

The following lists the specific NMS elements that are required to migrate obligation data. The NMS extract design document will document the specific source(s) of this information.

- ◆ Record key
- ◆ AWACS or A&A originated indicator
- ◆ Claimant_id and associated Address_id_code
- ◆ Payee_id and associated Address_id_code
- ◆ Obligation_nbr
- ◆ Obligation document type
- ◆ Blanket Purchase Order Number
- ◆ Delivery Order Number
- ◆ Obligation Amount
- ◆ Fund Account
- ◆ Bureau
- ◆ Operating Unit
- ◆ Strategic Objective
- ◆ Distribution
- ◆ Operating Unit Defined
- ◆ Management
- ◆ Sub-management
- ◆ Benefiting Geographic Area
- ◆ Resource Category Code

These elements, from the Document_funding_summary table, Lower level activity obligation cleanup database or Vendor cleanup database, will result in

an NMS obligation extract file. The information contained in the extract file will be mapped to data in various crosswalk tables, discussed later in this section, in order to populate Momentum Purchase Order forms.

8.4 Purchase Order Form Creation Process

A Purchase Order form creation program will transform data from the extracted NMS obligation file and data from various crosswalk tables into a Momentum Purchase Order form. A table will store the mapping between NMS and Momentum obligation data. Because of the multiple migration obligation document types and the numerous crosswalks needed for migrated data, the Purchase Order Creation Program is anticipated to be the most complex USAID migration program.

One Purchase Order form will be created for every migrated obligation number. Because in NMS, an obligation number and an award number is one in the same, the obligation number will be used in Momentum as both the Purchase Order document number and contract number. The Purchase Order will have multiple accounting lines for each of the funding sources within an award.

As discussed in Chapter 3: Reference Data, numerous crosswalks are needed to translate current NMS values associated with obligations into valid values used in Momentum. The crosswalks needed to migrate obligation information are as follows:

- ◆ **Fund Account crosswalk**—This crosswalk is required to translate NMS BFY/Fund combinations to those that will be used in Momentum. The translation is necessary because functionally, Momentum will handle USAID's 511/517 authority funds differently from how they were handled in NMS. The Functional Configuration Team is populating this crosswalk table.
- ◆ **Budget Object Code crosswalk**—This crosswalk is required to translate NMS Resource Category Codes (RCCs) to Budget Object Codes (BOCs) in Momentum. The Functional Configuration Team is populating this crosswalk table.
- ◆ **Operating Unit crosswalk**—This crosswalk is required to map NMS Operating Units to those that will be used in Momentum. The Functional Configuration Team is populating this crosswalk table.
- ◆ **Strategic Objective crosswalk**—This crosswalk is required to map NMS Strategic Objectives to those that will be used in Momentum. The Functional Configuration Team is populating this crosswalk table.

- ◆ **Benefiting Geographic Area crosswalk**—This crosswalk is required to map NMS Operating Units to those that will be used in Momentum. The Functional Configuration Team is populating this crosswalk table.

8.5 Purchase Order Form

The Purchase Order form will be used to migrate all obligation transactions. In Momentum, a Purchase Order is used to obligate funds that will be used to acquire goods or services. Purchase Orders also reduce available budget and project amounts.

Purchase Order Screen Captures & Data Mapping

The following figure provides a legend for the Purchase Order data mapping table.

Figure 8-3

Data Mapping Legend

Data Mapping Legend	
NMS	Item will be populated directly from the NMS database
Crosswalk	Item will be populated from a crosswalk table that maps a value in NMS to a valid value in Momentum
Cleanup Database	Item will be populated from a cleanup database where the NMS values have been cleansed based on guidance provided
Logic	Field will be populated using programming logic
Default	Value will be defaulted with a specific value for each record
System Generated	Value will be generated by Momentum
Not Populated	Momentum data element will not be populated
	Shaded area means intentionally left blank

"	Words in quotations in the Default Value/Comments column are the actual Momentum default values
TBD	To be determined at a later date

The following figures display the fields on the Purchase Order Form.

Figure 8-4

Create a New Form

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Document Type	Yes	VARCHAR2(75)	Logic	See Section 8.6		
Document Number	Yes	VARCHAR2(20)	NMS		Obligation Number	VARCHAR

The following figure displays the fields under the Purchase Order Header Tab on the Purchase Order Table.

Figure 8-5

Purchase Order Header

M Purchase Order: PO 3264 Status: New Action: Create

Action View Help

Header Office Addresses Accounting Lines Summary

Title: _____

Ordered By: _____

Order Date: _____

Acctg Period: _____

Reporting Acctg Period: _____

Batch Number: _____

Document Classification: _____

Security Org: DEFAULTORG

Totals

Original Order: \$0.00

Applied Credit: \$0.00

Net Order: \$0.00

Procure Amount: \$0.00

Vendor

Code: _____

Name: _____

Business Address: _____

Alternate Payee

Code: _____

Name: _____

Designated Agent

Code: _____

Name: _____

Customer Account: _____

Suppress Printing Receipt Required

Fast Pay Invoice Required

Recurring

Business Classification

Emerging Small Description...

Minority-Owned Contract Info...

Woman-Owned Terms...

Credit Card Info...

Verify Schedule Process Hold Refresh

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Title	No	VARCHAR2(50)	Default	"Migrated Obligation"		
Ordered By	No	VARCHAR2(20)	Not Populated			
Order Date	No	VARCHAR2(20)	Default	"Today"		
Acctg Period	Yes	VARCHAR2(7)	Default	"00/2001"		
Reporting Acctg Period	No	VARCHAR2(7)	Default	"00/2001"		
Batch Number	No	VARCHAR2(6)	Not Populated			

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Document Classification	No	VARCHAR2(10)	Logic	See Section 8.7		
Security Org	Yes	VARCHAR2(10)	Default	TBD		
Original Order Total	No	CHAR(20)	System Generated			
Applied Credit Total	No	CHAR(20)	System Generated			
Net Order Total	No	CHAR(20)	System Generated			
Vendor Code	Yes	VARCHAR2(10)	Cleanup Database	See Section 8.7	CLAIMAN T_ID	VARCHAR2
Vendor Address Code	Yes	VARCHAR2(5)	Cleanup Database	See Section 8.7	ADDRES S_ID_CO DE	VARCHAR2
Vendor Name	No	VARCHAR2(60)	System Generated			
Alternate Payee Code	No	VARCHAR(10)	Cleanup Database	See Section 8.7	PAYEE_I D	VARCHAR3
Alternate Payee Address Code	No	VARCHAR(5)	Cleanup Database	See Section 8.7	ADDRES S_ID_CO DE	VARCHAR2
Alternate Payee Name	No	VARCHAR(60)	System Generated			
Designated Agent Code	No	VARCHAR2(10)	Not Populated			
Designated Agent Address Code	No	VARCHAR2(5)	Not Populated			
Designated Agent Name	No	VARCHAR2(60)	Not Populated			

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Customer Account Number	No	VARCHAR2(30)	Not Populated			
Suppress Printing	No	CHAR(1)	Default	True		
Fast Pay	No	CHAR(1)	Default	False		
Receipt Required	No	CHAR(1)	Default	False		
Invoice Required	No	CHAR(1)	Default	False		
Emerging Small	No	CHAR(1)	Default	False		
Minority-Owned	No	CHAR(1)	Default	False		
Woman-Owned	No	CHAR(1)	Default	False		

The following figure displays the fields under the Vendor More button on the Header Tab.

Figure 8-6

Vendor Information

The screenshot shows a dialog box titled "Vendor Information" with a close button in the top right corner. The main area is labeled "Vendor Details" and contains several text input fields. The fields are filled with the following information: Code: BAXTER, Name: Baxter International, Address: 444 Wall Street, City: New York, State: NY, Zip Code: 55555, Country: US, Phone: (202) 555-9996, Fax: (202) 555-9998, Internet: (empty), and Contact: (empty). At the bottom center of the dialog box is a button labeled "OK".

Code:	BAXTER
Name:	Baxter International
Address:	444 Wall Street
City:	New York
State:	NY
Zip Code:	55555
Country:	US
Phone:	(202) 555-9996
Fax:	(202) 555-9998
Internet:	
Contact:	

This information will be derived from the Vendor Maintenance Table based on the Vendor Address Code on the preceding screen capture.

The following figure displays the fields under the Contract Info button on the Header Tab.

Figure 8-7

Order Contract Information

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Blanket Agreement #	No	VARCHAR2(30)	NMS	See Section 8.7		
Contract Number	No	VARCHAR2(30)	NMS	See Section 8.7	OBLIGATI ON_NBR	VARCHAR2
Delivery Order Number	No	VARCHAR2(30)	NMS	See Section 8.7		
Contract Specialist	No	VARCHAR2(60)	Not Populated			
Priority	No	VARCHAR2(10)	Not Populated			
Priority Rating	No	VARCHAR2(2)	Not Populated			
Date Signed	No	CHAR(20)	Not			

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
			Populated			
Expiration Date	No	CHAR(20)	Not Populated			
Order Type	No	VARCHAR2(1)	Not Populated			
Type of Action	No	VARCHAR2(30)	Not Populated			

The following figure displays the fields under the Terms button on the Header Tab.

Figure 8-8

Terms

The screenshot shows a dialog box titled "Terms" with the following fields and controls:

- Tender Type: [Text Field]
- Estimated Holdback Percent: 0.0 %
- Estimated Holdback Amount: \$0.00
- Place Of Inspection: [Text Field]
- Negotiated Payment Days: 0
- Inspect/Accept Days: 0
- Discounts table:

Days	Percentage	Amount
0	0.0 %	\$0.00
0	0.0 %	\$0.00
0	0.0 %	\$0.00

At the bottom of the dialog are "OK" and "Cancel" buttons, and a footer note: "Enter inspect/accept days".

No Terms information will be migrated from NMS.

The following figure displays the fields under the Credit Card Info button on the Header Tab.

Figure 8-9

Credit Card Information

M Credit Card Information

Number:

Alias:

Cardholder Name:

Authorization Code:

Date of Charge:

OK Cancel

Enter the authorization code

No Credit Card Information will be migrated from NMS.

The following figure displays the fields under the Office Addresses Tab on the Purchase Order Table.

Figure 8-10

Office Addresses Page

Purchase Order: PO 345363 Status: New Action: Create

Action View Help

Header Office Addresses Accounting Lines Summary

Current Address: Admin By

Code:

Address Information

Name: City:

Address: State: Zip Code:

Country:

Contact: Phone:

Internet: Fax:

Admin COTR Issu Inv Order

Verify Schedule Process Hold Refresh Show

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No information from the office addresses page will be migrated from NMS.

The following figure displays the fields under the Accounting Lines Tab on the Purchase Order Table.

Figure 8-11 Accounting Lines Page

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Current Line #	No	NUMBER(10)	System Generated			

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Transaction Type	Yes	VARCHAR2(30)	Logic	TBD		
Original Line Amount	No	CHAR(20)	NMS	Required for migration	Obligation Amount	VARCHAR
Applied Credit Amount	No	CHAR(20)	Not Populated			
Net Line Amount	No	CHAR(20)	System Generated			
Template	No	VARCHAR2(75)	Not Populated			
BFYs	Yes	CHAR(4)	Crosswalk		APPROP_CODE	VARCHAR
Fund	Yes	VARCHAR2(75)	Crosswalk		APPROP_CODE	VARCHAR
Dvsn	No	VARCHAR2(75)	Crosswalk		OP_UNIT	VARCHAR
Org	No	VARCHAR2(75)	Not Populated			
Sub	No	VARCHAR2(75)	Not Populated			
Pgm	No	VARCHAR2(75)	Crosswalk		Objective	VARCHAR
Obj	Yes	VARCHAR2(75)	Crosswalk		RCC	VARCHAR
Sub	No	VARCHAR2(75)	Not Populated			
Cost Org	No	VARCHAR2(75)	Not Populated			
Sub	No	VARCHAR2(75)	Not Populated			
Proj	No	VARCHAR2(75)	Cleanup		Manage-	VARCHAR

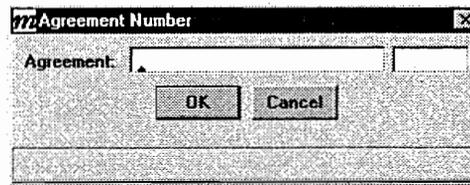
Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
			Database		ment	
Sub	No	VARCHAR2(75)	Cleanup Database		Sub-management	VARCHAR
Act	No	VARCHAR2(75)	Cleanup Database		Distribution	VARCHAR
User #1	No	VARCHAR2(75)	Crosswalk		Benefiting Geo Area	VARCHAR
User #2	No	VARCHAR2(75)	Cleanup Database		OpUnit Defined	VARCHAR
User #3	No	VARCHAR2(75)	Not Populated			
User #4	No	VARCHAR2(75)	Not Populated			
User #5	No	VARCHAR2(75)	Not Populated			
CBFYs	No	CHAR(4)	Not Populated			
Can Fund	No	VARCHAR2(75)	Not Populated			
Reference Document Type	No	VARCHAR2(75)	Not Populated			
Document Number	No	VARCHAR2(75)	Not Populated			
Document Accounting Line Number	No	VARCHAR2(75)	Not Populated			
Final	No	CHAR(1)	Not Populated			

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Miscellaneous	No	VARCHAR2(75)	Not Populated			

The following figure displays the fields under the Agreement button on the Accounting Lines Tab.

Figure 8-12

Agreement Number

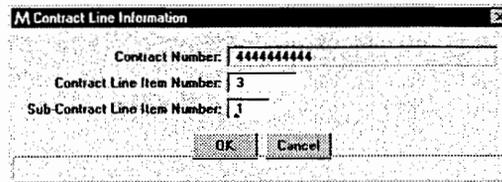


No information will be migrated from NMS for agreement number.

The following figure displays the fields under the Contract Line button on the Accounting Lines Tab.

Figure 8-13

Contract Line Information



Migrated obligations will not reference contract line information.

8.6 Obligation Document Types

The Purchase Order form is the basis of all obligations in Momentum. For implementation, the Functional Configuration Team has defined additional Purchase Order "clone" documents to be used when processing certain types of obligations. These clone documents are created when a transaction requires processing that may not be required for other documents. This processing includes required fields, funding tolerances, approval processes, general ledger postings and references to previously processed documents.

For migration purposes, the following table identifies the proposed Momentum obligation document types. In addition, it specifies the full Momentum document name, the transactions it represents, the processing logic needed and any special references needed.

Figure 8-14

Momentum Obligation Document Types

Momentum Document Types	Momentum Document Name	Purchasing Transactions	Processing Logic	References
CZ	Credit Card Order	Credit Card Purchases	NMS Code = "45"	None
DA	DoD Airlift Cable Order	DoD Airlift Cable	NMS Code = "28"	Blanket Agreement
DO	Delivery Order	Delivery Order Obligation	A&A- originated obligation where "00" is not in the 7 th and 8 th position of the obligation number	Contract and Delivery Order
HS	HSTA Order	Home Service Transfer Allowance	NMS Code = "31"	None
MO	MOD Order	MOD, ICASS, Medical Services, US Dispatch Agent, Disaster Cable, Taxi Services, Personal Property Claims and Tort Claims	AWACS- originated obligation where NMS Code is not equal to any of the NMS Codes identified in this table	None
PE	IPA Order	Intergovernmental Personnel Act (IPA) Order	NMS Code = "32"	None
PO	A&A Acquisition	Contracts, Grants, Cooperative	A&A- originated obligation where	Contract

Momentum Document Types	Momentum Document Name	Purchasing Transactions	Processing Logic	References
		Agreements, Cargo Booking Order and GBL's	"00" is in the 7 th and 8 th position of the obligation number	
TA	Travel Order	TDY Travel, Post Assignment Travel, Retirement Travel, Personal Services Contract (PCS) Travel, Donated Travel	NMS Code = "8"	None
TR	Training Order	Training	NMS Code = "24"	None
ZA	GSA Work Order	GSA Work Order	NMS Code = "30"	None
ZE	Entertainment Order	Entertainment	NMS Code = "26"	None

8.7 Detailed Field Descriptions

This section provides a more detailed explanation of how the following fields, highlighted in the data mapping section, will be populated:

- ◆ The document classification field will be populated for all A&A-originated obligations using the following processing logic:

Direct Contract— will have a "C" in the 5th position of the obligation number

Direct Grant— will have a "G" in the 5th position of the obligation number

Letter of Credit Contract— will be based on a list of 1500 DHHS managed contracts and grants

Letter of Credit Grant— will be based on a list of 1500 DHHS managed contracts and grants

- ◆ Specific Claimant ID and Address Code data from NMS will be mapped to the corresponding Momentum values as defined in the Vendor Cleanup Database.
- ◆ Specific Payee ID and Address Code data from NMS will also be mapped to the appropriate Momentum values as defined in the Vendor Cleanup Database.

- ◆ An award number is required for all A&A-originated obligations. No award number is required for AWACS-originated obligations.
- ◆ A blanket agreement number is required for only the document type "DA". It will be used for DoD Airlift Cable Orders .
- ◆ A delivery order number is required for the "DO" obligation document type.

8.8 Purchase Order Form Processing

A Momentum process will be executed to load the Momentum Purchase Order forms into Momentum with a status of SCHEDULED.

The forms will be processed and the results of the process will be stored in the database for verification and analysis. The results include the number of documents processed, accepted, and rejected. Any rejected forms will remain in the database and must be analyzed, corrected, and reprocessed manually.

8.9 Open Issues

The following open issue has been identified for obligation data:

Outstanding Issue	Responsible Party	Resolve By Date
Momentum security organizations must be defined for migrated obligation transactions	Security expert and Migration Team	June 16, 2000
Transaction types and general ledger posting models must be defined for migrated obligation transactions	General Ledger expert and Migration Team	June 16, 2000

9

Expenditure and Advance Data

This section describes the migration requirements for expenditures and advance information from USAID's New Management Systems (NMS) into Momentum. The NMS data will be extracted from two different NMS tables and will be used to create a Payment Authorization form in Momentum.

9.1 Expenditure and Advance Overview

This chapter is divided into two parts. Section 8.2 describes the process for migrating expenditure data, and Section 8.3 describes the process for migrating advance data.

The migration methodology for Agency-wide Accounting and Control System (AWACS) expenditures is to migrate all expenditures associated with obligations summarized by line item and funding source. For example, multiple payments (Voucher 1, \$150; Voucher 2, \$50) against the same line item and funding source (Oblig #5970/ CLIN 3/AFR/ Activity X/ RCC 1100) will be summed as one expenditure recorded in Momentum for \$200. Described in detail in Chapter 8: Obligation Data, USAID's line item and funding source consist of the following accounting dimensions:

**Obligation Number/Contract Line Item Number/Fund
Account/Bureau/Activity/Resource Category Code**

Advance data must also be migrated to Momentum in order to obtain a complete picture of the obligations and expenditures at the time of migration. For example, a vendor may have been given a \$300 advance against a \$500 obligation. Prior to migration, the vendor submitted an invoice for \$250. Therefore, at the time of migration, \$500 was obligated, \$250 was expended,

and \$50 remained as an outstanding advance. Only advances open as of September 30, 2000 will be migrated.

9.2 Expenditures

All migrated expenditures will reference migrated obligations in order to capture all disbursement activity to date. The following table provides a summary of the expenditure data to be migrated.

Figure 9-1

Expenditure Data to be Migrated

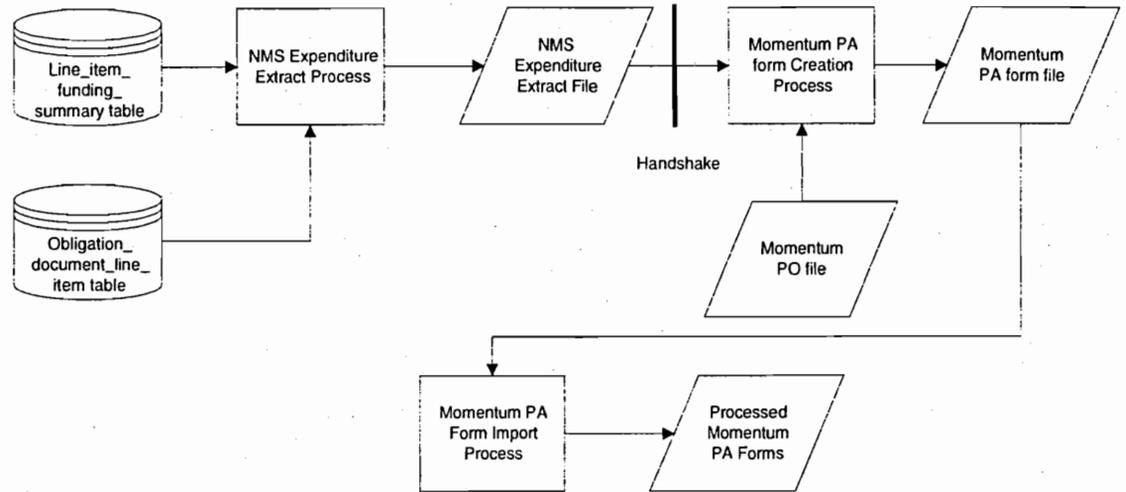
Expenditure Data Overview	
Data to be migrated	Expenditures referencing migrated obligations
Timeframe	October 2000
Volume of Records	Approximately 83,000
Source of Migrated Data	NMS and Momentum PO documents
Import Process	Program
Dependencies	Obligation data

9.2.1 Expenditure Migration Flow Diagram

The following figure represents the flow of NMS expenditure data into Momentum.

Figure 9-2

Expenditure Migration Flow Diagram



9.2.2 Expenditure Extract Process

Expenditure data will be extracted by funding source and line item from the following AWACS tables:

- ◆ Line_item_funding_summary
- ◆ Obligation_document_line_item

The following lists the NMS elements that are needed to migrate expenditure data.

- ◆ Key to line_item_funding_summary table
- ◆ Key to obligation_document_line_item table
- ◆ Obligation_nbr
- ◆ Obligation_line_item_nbr

- ◆ Expended amount by obligation_line_item_nbr

These elements will result in an NMS expenditure extract file that will be used to populate Momentum Payment Authorization forms.

9.2.3 Payment Authorization Form Creation Program

A Payment Authorization Form Creation Program will be needed to migrate the extracted NMS expenditure file into a format that can be loaded into Momentum. The expenditure extract data must reference the appropriate migrated Purchase Order form discussed in Chapter 8: Obligation Data.

9.2.4 Payment Authorization

A Payment Authorization form will be used to capture all migrated USAID expenditure information. While a payment authorization is generally used to authorize payments for invoices received, it will be the means for recording migrated accumulated expenditures.

9.2.5 Payment Authorization Screen Captures & Data Mapping

The following figure provides a legend for the Payment Authorization data mapping table.

Figure 9-3

Data Mapping Legend

Data Mapping Legend	
NMS	Item will be populated directly from the NMS database
Logic	Field will be populated using programming logic
Default	Value will be defaulted with a specific value for each record
System Generated	Value will be generated by Momentum
Not Populated	Momentum data element will not be populated
	Shaded area means intentionally left blank
" "	Words in quotations in the Default Value/ Comments column are the actual Momentum default values
TBD	To be determined at a later date

The following figures display the fields on the Payment Authorization form.

Figure 9-4

Create a New Form

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Document Type	Yes	VARCHAR2(75)	Default	"PA"		
Document Number	Yes	VARCHAR2(20)	NMS		Obligation Document Number	VARCHAR

The following figure displays the fields under the Header Tab on the Payment Authorization Table.

Figure 9-5

Payment Authorization Form

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Title	No	VARCHAR2(50)	Default	"Migrated Expenditure"		
Authorized By	No	VARCHAR2(50)	Not Populated			
Original Payment	No	CHAR(20)	System Generated			
Applied Credit	No	CHAR(20)	System Generated			
Net Payment	No	CHAR(20)	System Generated			
Applied Prepayments	No	CHAR(20)	System Generated			
Holdback Amount	No	CHAR(20)	System Generated			

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Payee Code	Yes	VARCHAR2(10)	System Generated			
Payee Address Code	Yes	VARCHAR2(5)	System Generated			
Payee Name	No	VARCHAR2(60)	System Generated			
Designated Agent Code	No	VARCHAR2(10)	Not Populated			
Designated Agent Address Code	No	VARCHAR2(5)	Not Populated			
Designated Agent Name	No	VARCHAR2(60)	Not Populated			
Authorization Date	No	DATE	Default	"Today"		
Acctg. Period	Yes	VARCHAR2(7)	Default	"00/2001"		
Reporting Acctg. Period	No	VARCHAR2(7)	Default	"00/2001"		
Batch Number	No	VARCHAR2(6)	Not Populated			
Document Classification	No	VARCHAR2(10)	Not Populated			
Security Org	Yes	VARCHAR2(10)	Default	TBD		
Additional Payee Name	No	VARCHAR2(60)	Not Populated			
Accomplished Date	No	CHAR(20)	Not Populated			
Suppress Printing	No	CHAR(1)	Default	True		

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Eligible for Offset	No	CHAR(1)	Default	False		

The following figure displays the fields under the Disbursing Information Tab on the Payment Authorization Table.

Figure 9-6

Disbursing Information Page

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Disbursing Method	Yes	CHAR(1)	Default	"No Check"		
Disbursing Office	No	VARCHAR2(10)	Not Populated			
Disbursed By	No	VARCHAR2(60)	Not			

			Populated			
Check/Disb #	No	VARCHAR2(20)	Not Populated			
Date	No	CHAR(6)	Not Populated			

The following figure displays the fields under the Accounting Lines Tab on the Payment Authorization Table.

Figure 9-7

Accounting Lines Page

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Line Number	No	NUMBER(10)	System Generated			
Line Type	Yes	CHAR(2)	Default	Normal		

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Holdback Amount	No	CHAR(20)	Not Populated			
Applied Prepayment	No	CHAR(20)	Not Populated			
Treasury Symbol	No		Not Populated			
To/From	No		Not Populated			
Transaction Type	Yes	CHAR(4)	Default	TBD		
Amount	No	NUMBER(19,4)	NMS	Required for Migration	Expended amount	VARCHAR
Applied Credit	No	NUMBER(19,4)	Not Populated			
Net Amount	No	NUMBER(19,4)	System Generated			
Template	No	VARCHAR2(75)	Not Populated			
BFYs	Yes	CHAR(4)	System Generated			
Fund	Yes	VARCHAR2(75)	System Generated			
Fast Pay Flag	No	CHAR(1)	Default	False		
Division	No	VARCHAR2(75)	System Generated			
Org	No	VARCHAR2(75)	Not Populated			
Sub Org	No	VANRCHAR2(75)	Not Populated			

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Program	No	VARCHAR2(75)	System Generated			
Obj	No	VARCHAR2(75)	System Generated			
Sub Obj	No	VARCHAR2(75)	Not Populated			
Rev Src	No	VARCHAR2(75)	Not Populated			
Sub Rev Src	No	VARCHAR2(75)	Not Populated			
Cost Org	No	VARCHAR2(75)	Not Populated			
Sub Cost Org	No	VARCHAR2(75)	Not Populated			
Proj	No	VARCHAR2(75)	System Generated			
Sub Proj	No	VARCHAR2(75)	System Generated			
Activity	No	VARCHAR2(75)	System Generated			
User #1	No	VARCHAR2(75)	System Generated			
User #2	No	VARCHAR2(75)	System Generated			
User #3	No	VARCHAR2(75)	Not Populated			
User #4	No	VARCHAR2(75)	Not Populated			
User #5	No	VARCHAR2(75)	Not			

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
			Populated			
Canceled BFYs	No	CHAR(4)	Not Populated			
Canceled Fund	No	VARCHAR2(75)	Not Populated			
Reimbursable Object Code	No	VARCHAR2(75)	Not Populated			
Reimbursable Sub Object Code	No	VARCHAR2(75)	Not Populated			
Reference Document Type	No	VARCHAR2(75)	Logic	See Section 9.2.6		
Reference Document Number	No	VARCHAR2(75)	Logic	See Section 9.2.6		
Reference Document Item Detail Line Number	No	VARCHAR	Not Populated			
Reference Document Accounting Line Number	No	VARCHAR	Logic	See Section 9.2.6		
Final Flag	No	CHAR(1)	Default	False		
Miscellaneous Flag	No	CHAR(1)	Default	False		
Prepayment/Holback Document Type	No	VARCHAR2(75)	Not Populated			
Prepayment/Holback Document	No	VARCHAR	Not Populated			

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Number						
Prepayment/Holdback Document Accounting Line Number	No	VARCHAR	Not Populated			
Vendor Invoice Type	No	VARCHAR	Not Populated			
Vendor Invoice Document Number	No	VARCHAR2(30)	Not Populated			
Item Detail Line Number	No	VARCHAR	Not Populated			
Vendor Invoice Acctg. Line Number	No	VARCHAR	Not Populated			
Final Flag	No	CHAR(1)	Not Populated			
Miscellaneous Flag	No	CHAR(1)	Not Populated			

The following figure displays the fields under the Contract button on the Accounting Lines Tab.

Figure 9-8

Payment Line Contract Information

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Blanket Agreement Number	No	VARCHAR2(30)	System Generated	If required on obligation		
Contract Number	No	VARCHAR2(30)	System Generated	If required on obligation		
Delivery Order Number	No	VARCHAR2(30)	System Generated	If required on obligation		
Contract Line Item Number	No	VARCHAR2(4)	NMS	Required for Migration	CLIN	VARCHAR
Sub-Contract Line Item Number	No	VARCHAR2(2)	Not Populated			
Priority	No	VARCHAR2(10)	Not Populated			
Priority Rating	No	VARCHAR2(2)	Not Populated			
Date Signed	No	DATE	Not Populated			

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Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Expiration Date	No	DATE	Not Populated			
Order Type	No	VARCHAR2(1)	Not Populated			
Contract Specialist	No	VARCHAR2(60)	Not Populated			
Type of Action	No	VARCHAR2(30)	Not Populated			
Customer Account	No	VARCHAR2(30)	Not Populated			

The following figure displays the fields under the Terms button on the Accounting Lines Tab.

Figure 9-9

Terms Information

Days	Percentage	Amount
5	1.0 %	\$10.00
0	1.0 %	\$10.00
0	1.0 %	\$10.00

OK Cancel

Accept discount terms

No terms information will be migrated from NMS.

The following figure displays the fields under the Payment button on the Accounting Lines Tab.

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Figure 9-10

Payment Information

Payment Information

Interest Reason:

Discount Lost Reason:

Credit Card Account #:

Cardholder:

GTR #:

Ticket #:

Backward Reference #:

Prompt Pay Type:

Quantity:

Accept/Delivery Date:

OK Cancel

No payment information will be migrated from NMS.

9.2.6 Detailed Field Descriptions

This section provides a more detailed explanation of how the following fields, highlighted in the preceding data mapping section, will be populated:

- ◆ Logic must be built into the expenditure design program to cite the correct Reference Document Type, Reference Document Number and Reference Document Accounting Line Number that was used to create the migrated obligation.
- ◆ Only one Contract Line Item Number (CLIN) can be cited per expenditure accounting line. Therefore, it may be necessary in writing the detailed design to create multiple expenditure accounting lines per obligation accounting line since CLINs are not recorded on obligations.

9.2.7 Payment Authorization Import Process

A Momentum process will be executed to load the Momentum Payment Authorization forms for expenditures into Momentum with a status of SCHEDULED.

The forms will be processed and the results of the process will be stored in the database for verification and analysis. The results include the number of documents processed, accepted, and rejected. Any rejected forms will remain in the database and must be analyzed, corrected, and reprocessed manually.

9.3 Advances

Migrated advances will reference migrated obligations in order to obtain a complete picture of the obligation history to date. The following table provides a summary of the advance data to be migrated.

Figure 9-11

Advance Data Overview

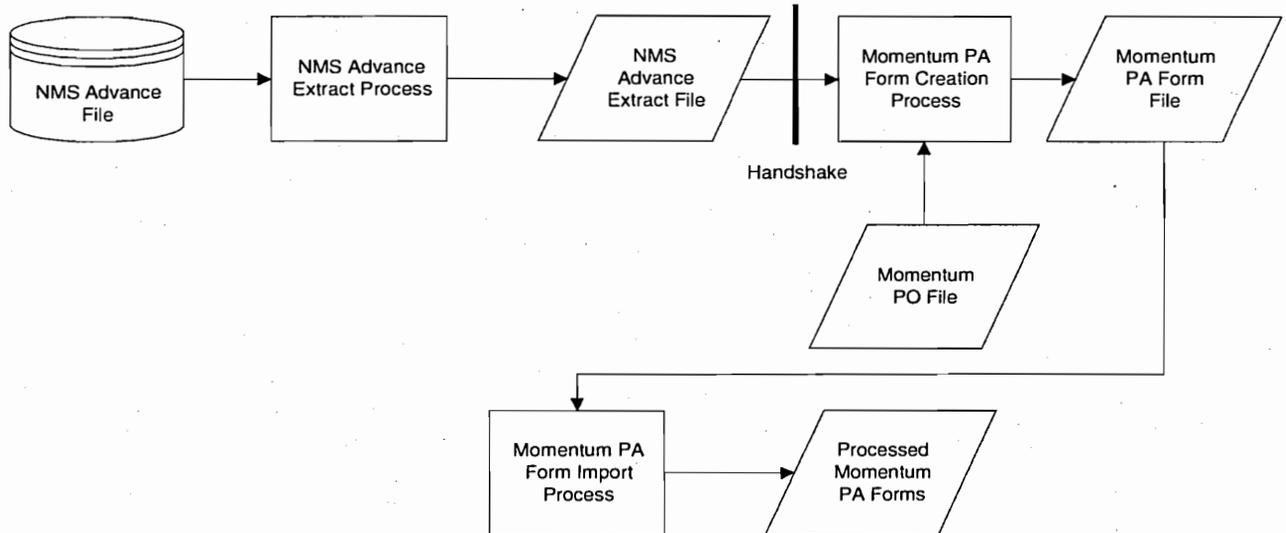
Advance Data Overview	
Data to be migrated	Advances referencing migrated obligations
Timeframe	October 2000
Volume of Records	Approximately 3,000
Source of Migrated Data	NMS and Momentum PO documents
Import Process	Program
Dependencies	Obligation data

9.3.1 Advance Migration Flow Diagram

The following figure represents the flow of NMS advance data into Momentum.

Figure 9-12

Advance Migration Flow Diagram



9.3.2 Advance Extract Process

Advance data will be extracted from the NMS table(s) containing this information. It must be determined when in the migration process advance information will be extracted in order to obtain the accurate amount of advance funding.

The following lists the NMS elements that are needed to migrate advance data.

- ◆ Key to advance table(s)
- ◆ Obligation_nbr
- ◆ Obligation_line_item_nbr

- ◆ Outstanding advance amount as of September 30, 2000

These elements will result in an NMS obligation extract file that will be used to populate Momentum forms.

9.3.3 Payment Authorization Form Creation Process

A Payment Authorization Form Creation Program will be needed to migrate the extracted NMS advance file into a format that can be loaded into Momentum. The advance extract data must reference the appropriate migrated Purchase Order form discussed in Chapter 8: Obligation Data.

9.3.4 Payment Authorization Form

Like expenditures described in Section 9.2, advances will be migrated using a Payment Authorization form. With the exception of three fields, advances will use the same data mapping as expenditures. These fields are Document Type which will be "AP"; Line Type which will be "Pre-payment"; and Amount on the Accounting Lines Page which will be based on the outstanding advance amount.

9.3.5 Payment Authorization Form Import Process

A Momentum process will be executed to load the Momentum Payment Authorization forms created for advances into Momentum with a status of SCHEDULED.

The forms will be processed and the results of the process will be stored in the database for verification and analysis. The results include the number of documents processed, accepted, and rejected. Any rejected forms will remain in the database and must be analyzed, corrected, and reprocessed manually.

9.4 Open Issues

The following open issues have been identified for expenditure and advance information:

Outstanding Issue	Responsible Party	Resolve By Date
Momentum security organizations must be defined for migrated expenditure and advance transactions	Security expert and Migration Team	June 16, 2000
Transaction types and general ledger posting models must be defined for migrated expenditure and advance transactions	General Ledger expert and Migration Team	June 16, 2000

10

Accounts Receivable

This section describes the requirements for migrating USAID's accounts receivable information to Momentum.

10.1 Accounts Receivable Migration Overview

Accounts receivable data is made up of two parts. The first part is individual receivables. The second part is collections posted to suspense accounts. These collections are cash receipts that USAID has received but has not identified which accounts receivable account to reference.

The manual migration of USAID accounts receivables into Momentum will consist of two parts. First, billing documents will be entered into Momentum to post the receivable. Second, cash receipt documents will be posted to Momentum to identify collections posted to the cash suspense account.

After the billing and cash receipt documents are posted to Momentum, a reconciliation of Momentum general ledger accounts receivable to AWACS general ledger accounts receivable and suspense collection accounts will be prepared for verification purposes. This reconciliation should be performed when the general ledger reconciliation is performed before level four of the AWACS annual close process. Any discrepancies found will be investigated and adjustments will be made. Refer to Section 11 for more detail on the general ledger reconciliation process.

The following table provides a summary of the accounts receivable data to be migrated:

Figure 10-1

Accounts Receivable Overview Table

Billing Document Forms	
Data To Be Migrated	Open receivables at the time of migration

Billing Document Forms	
Timeframe	November 2000.
Number of Billing Document Forms	20
Source of Migrated Data	Records maintained outside of NMS
Import Process	Manual
Dependencies	Document Type Table, Fund Maintenance Table, Vendor Table
Cash Receipt Forms	
Data To Be Migrated	Collections posted to suspense accounts
Timeframe	November 2000
Number of Cash Receipt Forms	500
Source of Migrated Data	NMS
Import Process	Manual
Dependencies	Document Type Table, Fund Maintenance Table, Vendor Table

10.2 Accounts Receivable Migration

The migration process for accounts receivable data will consist of three (3) steps.

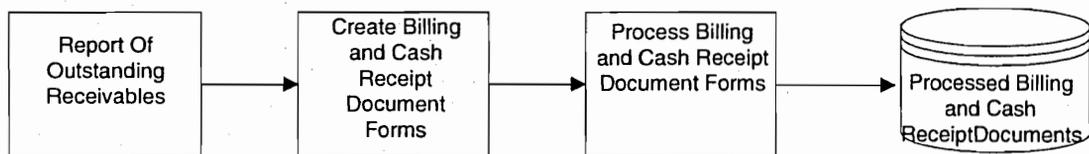
1. Receive report of outstanding receivables
2. Create Billing and Cash Receipt Document Forms
3. Process Billing and Cash Receipt Document Forms

10.3 Accounts Receivable Migration Workflow

The following diagram illustrates the sequence of events for the migration of the accounts receivable data to Momentum.

Figure 10-2

Accounts Receivable Flow Diagram



10.4 Report of Outstanding Receivables

Migration team will be supplied with a list of outstanding receivables, such as Receivable Report (WAR003), from M/FM. This data will be the primary input for accounts receivable data.

10.5 Create Billing Document Forms

Billing documents will be created manually based upon the following data mapping.

Figure 10-3

Data Mapping Legend

Data Mapping Legend	
NMS	Item will be populated directly from the NMS database
Crosswalk	Item will be populated from a crosswalk table that maps a value in NMS to a valid value in Momentum
Cleanup Database	Item will be populated from a cleanup database where the NMS values have been cleansed based on guidance provided
Logic	Field will be populated using programming logic
Default	Value will be defaulted with a specific value for each record
System Generated	Value will be generated by Momentum
Not Populated	Momentum data element will not be populated
	Shaded area means intentionally left blank
" "	Words in quotations in the Default Value/Comments column are the actual Momentum default values
TBD	To be determined at a later date

Figure 10-4

Create a New Form

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Document Type	Yes	VARCHAR2(75)	Default	"BD"		
Document Number	Yes	VARCHAR2(20)	System Generated	Numbering Scheme—TBD		

Figure 10-5

Billing Document Header Page Screen Capture and Data Mapping

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Title	No	VARCHAR2(50)	Not Populated			
Billed by	No	VARCHAR2(60)	Not Populated			
Bill Total	No	VARCHAR2(20)	System Generated			
Payer Code	Yes	VARCHAR2(10)	Manual	Vendor code from Momentum List		
Payer Name	No	VARCHAR2(60)	System Generated			

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Printing-Bill Print	No	VARCHAR2(10)	Manual	"NO"		
Printing Text Code	No	VARCHAR2(10)	Not Populated			
Dunning Print	No	CHAR(1)	Manual	Set to "True"		
Collection-Disbursing office	No	VARCHAR2(10)	Not populated			
Collection due date	No	CHAR(20)	Manual	From original bill document		
Collection overdue status	No	VARCHAR2(10)	Manual	From original bill document		
Use due date for calculating interest	No	CHAR(1)	Manual	Set to "True"		
Document date	No	VARCHAR2(20)	TBD			
Accounting Period	No	VARCHAR2(7)	Default	00/2001		
Reporting Accounting Period	No	VARCHAR2(7)	Default	00/2001		
Batch number	No	VARCHAR2(6)	Not populated			
Document Classification	No	VARCHAR2(10)	Not Populated			
Security Organization	No	VARCHAR2(Manual	"USAID"		
Inter-Agency Transfer	No	CHAR(1)	Manual	From billing Document		

Figure 10-6

Billing Document Accounting Lines Page Screen Capture and Data Mapping

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Current line Number	No	CHAR(5)	System Generated			
Principal amount	Yes	CHAR(20)	Manual	From Billing Document		
Transaction Type	Yes	CHAR(4)	Manual	Default to 01-Billing Document		
BFYs	Yes	CHAR(4)	Crosswalk			
Fund	Yes	VARCHAR2(10)	Crosswalk			
Operating Unit	No	VARCHAR2(10)	Crosswalk			

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Strategic Objective	No	VARCHAR2(10)	Not Populated			
Activity	No	VARCHAR2(10)	Not Populated			
Team/Division	No	VARCHAR2(10)	Not Populated			
Geographic Area	Yes	VARCHAR2(10)	Not Populated			
Element	No	VARCHAR2(10)	Not Populated			
Reference Type	No	CHAR(2)	Not Populated			
Reference Document	No	VARCHAR(20)	Not Populated			
Total line amounts-Interest	No	CHAR(20)	System Generated			
Total line amounts-Admin. Charges	No	CHAR(20)	System Generated			
Total line amounts-Penalty	No	CHAR(20)	System Generated			
Bill Line Total	No	CHAR(20)	System Generated			
Overpayment Cause	No	VARCHAR2(10)	Not Populated			
Overpayment Interest Rate	No	VARCHAR2(20)	Not Populated			
Transfer Agency Treasury Symbol	No	VARCHAR2(75)	Not Populated			
Transfer Agency To/From	No	VARCHAR2(20)	Not Populated			

10.6 Create Cash Receipt Forms

Cash Receipt documents will be created manually based upon the following data mapping:

Figure 10-7

Create a New Form

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Document Type	Yes	VARCHAR2(75)	Default	“CR”		
Document Number	Yes	VARCHAR2(20)	System Generated	Numbering Scheme—TBD		

Figure 10-8

Cash Receipt Header Page Screen Capture and Data Mapping

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Title	No	VARCHAR2(50)	Not Populated			
Received By	No	VARCHAR2(60)	Not Populated			
Deposit #	Yes	VARCHAR2(20)	Manual		Collect_voucher_nbr	NUMBER(10)
Debit Voucher Number	No	VARCHAR2(20)	Not Populated			
Receipt Total	No	CHAR(20)	Calculated		Collect_tot_amt	NUMBER(14)
Receipt Date	No	VARCHAR2(20)	Manual		Collect_date	DATE
Acctg. Period	No	VARCHAR2(7)	Manual	00/2001		
Reporting Acctg. Period	No	VARCHAR2(7)	Manual	00/2001		
Batch Number	No	VARCHAR2(6)	Not Populated			

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Document Classification	No	VARCHAR2(10)	Not Populated			
Sec Organization	No	VARCHAR2(10)	"USAID"			
Disbursing Office	No	VARCHAR2(10)	TBD			
Accomplished Date	No	CHAR(20)	NMS—TBD	Need this for 224		
Suppress Printing	No	CHAR(1)	Manual	Set to true		
Description	No	VARCHAR2(255)	Not Populated			

Figure 10-9

Cash Receipt Accounting Lines Page

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Line Number	No	CHAR(2)	System Generated			
Transaction Type	Yes	CHAR(4)	Default	"01-Cash Receipt"		
Principal Amount	Yes	CHAR(20)	Manual		COLLECT_TOT_AMT	NUMBER(14)
Total Collected Amount	No	CHAR(20)	System Generated			
Line Type	No	CHAR(2)	Default	"Normal"		
Template	No	VARCHAR2(60)	Not Populated			
BFYs	Yes	CHAR(4)	Crosswalk			
Fund	Yes	VARCHAR2(10)	Crosswalk			
Operating Unit	No	VARCHAR2(10)	Crosswalk			
Strategic Objective	No	VARCHAR2(10)	Crosswalk			
Activity	No	VARCHAR2(10)	Crosswalk			

Momentum Functional Element	Required (Yes/No)	Momentum Data Type/Length	Data Source	Default Value/Comments	NMS Field Name	NMS Data Type/Length
Team/Division	No	VARCHAR2(10)	Crosswalk			
Geographic Area	No	VARCHAR2(10)	Crosswalk			
Element	No	VARCHAR2(10)	Crosswalk			
Earmark	No	VARCHAR2(10)	Crosswalk			
Initiative	No	VARCHAR2(10)	Crosswalk			
Resource Category Code	No	VARCHAR2(10)	Crosswalk			
Revenue Source	Yes	VARCHAR2(10)	Manual	Suspense	Collect_Type_code	VARCHAR2
Reference Type	No	CHAR(10)	Not Populated			
Reference Document	No	VARCHAR2(10)	Not Populated			
Final	No	VARCHAR2(1)	False			
Vendor Code	Yes	VARCHAR2(10)	Manual		ACTOR_ID	VARCHAR2
Vendor Name	No	VARCHAR2(60)	System Generated			
Transfer Agency Treasury Symbol	No	VARCHAR2(75)	Not Populated			
Transfer Agency To/From	No	VARCHAR2(4)	Not Populated			
Calculate Charge Amounts	No	VARCHAR2(1)	False			
Confirmation Date	No	CHAR2(20)	Not Populated			

10.7 Process Billing and Cash Receipt Forms

Once the Momentum Billing and Cash Receipt Document Forms have been manually entered into Momentum, they will be processed. The results of the process, including the number of documents processed, accepted, and rejected, will be stored in the Momentum database for verification and analysis. Rejected documents will be analyzed, corrected, and reprocessed manually.

10.8 Open Issues

The following are open issues associated with the migration of accounts receivable data:

Outstanding Issue	Responsible Party	Resolve By Date
Outstanding bills and collections in suspense accounts must be further explored in order to determine if a manual migration is the best approach	Functional Configuration Team and Migration Team	June 30, 2000

11

General Ledger

This section describes the requirements for migrating general ledger data from USAID's Agency-Wide Accounting System (AWACS) and from the Loans Management Division spreadsheets into Momentum. The AWACS to Momentum general ledger migration will provide a means of transferring AWACS and Loans fiscal year 2000 ending account balances into the Momentum general ledger tables as fiscal year 2001 beginning balances.

11.1 General Ledger Migration Overview

The general ledger migration will be the last step in the AWACS to Momentum migration process. This step will take place after all obligations, expenditures, advances, and budgetary data have been migrated. Migration of obligations, expenditures, advances, and budgetary data will produce a general ledger in Momentum that is only partially complete. Certain balances, such as Unliquidated Obligation balances, that will be built based upon the Momentum's migration posting model, are anticipated to be equal to corresponding AWACS general ledger account. Other balances such as cash balances with Treasury, that are not built by the migrated transactions, must be updated directly from the AWACS general ledger.

Momentum balances that are created through the migration of financial transactions will be reconciled with AWACS fiscal year 2000 ending balances. If a discrepancy exists between the AWACS and Momentum balances a decision will be made whether to make an adjustment or not. If an adjustment is made it will be made as a prior period adjustment in Momentum. After the AWACS level four annual close process, fiscal year 2001 beginning balances in Momentum will be updated by Momentum Journal Vouchers to reflect AWACS fiscal year 2000 ending balances. It is also important to note that accrual amounts will not be migrated to Momentum.

For the Loan Management Division (Loans) general ledger balances, a partial set of records is stored in AWACS while a full set is maintained in a set of internal spreadsheets that the Loans prepares. The partial set of records that are stored in AWACS represent operating expenses for Loans where obligations and disbursements must be recorded. When obligations are migrated from AWACS, only this subset of the Loans obligations will be migrated. When the Loans general ledger balances are migrated in full from the loans internal spreadsheets, the general ledger balances created by the migrated Loans obligations will be factored in. Only the difference will be updated to Momentum Journal Vouchers.

The following table provides a summary of the general ledger data to be migrated:

Figure 11-1

General Ledger Overview Table

Journal Voucher Forms	
Data To Be Migrated	<ul style="list-style-type: none"> ◆ AWACS FY2000 Ending General Ledger Balances recorded in Momentum as Fiscal Year 2001 Beginning Balances ◆ Loans Division FY2000 Ending General Ledger Balances, recorded on internal spreadsheet, as Fiscal Year 2001 Beginning Balances ◆ Prior period adjustments based upon the Momentum to AWACS general ledger reconciliation
Timeframe	After level four of AWACS annual close.
Number of Journal Voucher Forms:	300
Source of Migrated Data	NMS/Reconciliation Spreadsheet
Import Process	Manual
Dependencies	Document Type Table, Fund Maintenance Table

11.2 General Ledger Migration

The migration process for general ledger data will consist of nine steps:

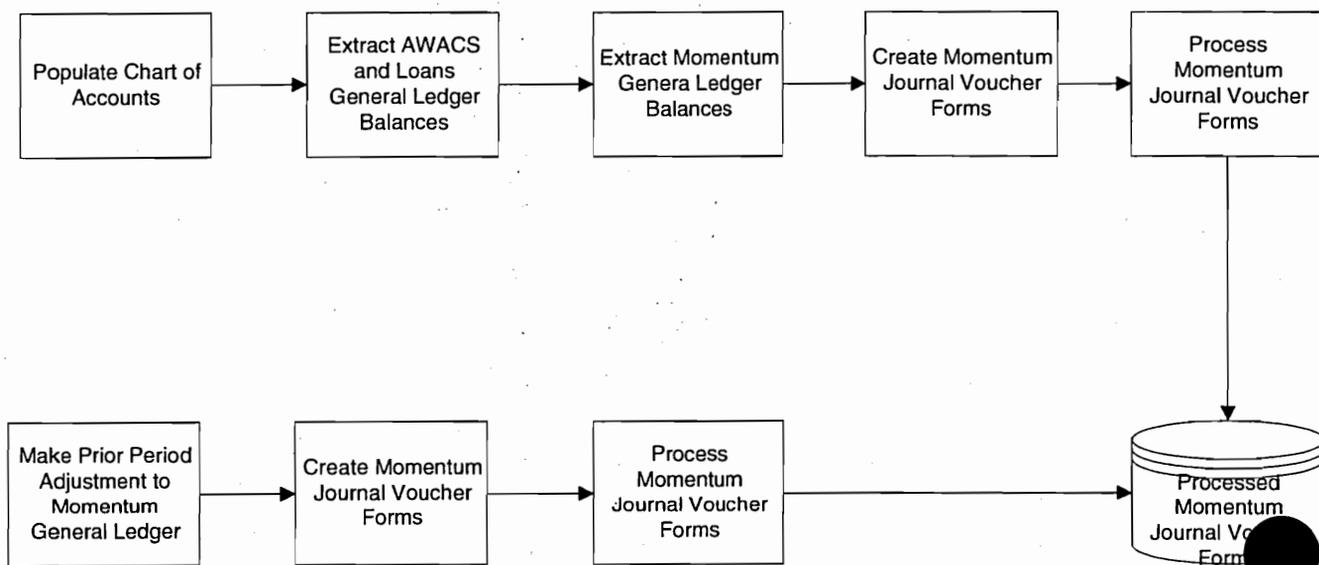
1. Populate Momentum Chart of Accounts
2. Process financial data migration transactions
3. Create trial balances for AWACS and Loans
4. Create trial balances for Momentum migration
5. Create Journal Voucher Forms to recreate AWACS Fiscal Year 2000 ending balances as Momentum Fiscal Year 2001 beginning balances
6. Process the Journal Voucher Forms in Momentum
7. Make prior period adjustment to the Momentum general ledger.
8. Create Journal Voucher Forms for prior period adjustments
9. Process the Journal Voucher Forms in Momentum

11.3 General Ledger Migration Workflow

The following diagram illustrates the sequence of events for the Migration of the NMS General Ledger data to Momentum.

Figure 11-2

General Ledger Flow Diagram



11.4 Populate Chart of Accounts

The Momentum chart of accounts will be manually entered into Momentum's General Ledger Account Maintenance table. Several crosswalk tables will need to be developed in order to verify that the new chart of accounts accommodates all of the postings from the NMS chart of accounts. These crosswalk tables will be used for reference purposes only and may not be used by any automated migration programs.

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The following are templates for the General Ledger Account Crosswalk Table and the Transaction Crosswalk Table:

Figure 11-3

General Ledger Account Crosswalk Table

NMS GL Account	Momentum GL Account
----------------	---------------------

Figure 11-4

Transaction Crosswalk Table

Type of Transaction	NMS Debit accounts	Momentum Debit accounts
	NMS Credit accounts	Momentum Credit Accounts

11.5 Process Financial Data Migration Transactions

The migration of budget, obligation, expenditure, and advance information, referred to as financial data transactions, will be processed into Momentum beginning when USAID is done entering obligations into NMS which will be approximately October 10, 2000 and continuing for approximately three weeks. Processing of these financial data transactions will create both a history of transactions and general ledger entries in Momentum. The general ledger entries created by the migration will be used as the beginning balances for the limited set of general ledger accounts impacted. All financial data migration transactions will be posted to Momentum in Fiscal Year 2001, with an accounting period of 00. This accounting period is reserved for beginning balances, including migrated data.

Once the Momentum system is live in production, all new data will be posted to Momentum in the correct accounting period (i.e., October transactions will be posted in fiscal year 2001, accounting period 01). This will ensure that the migrated data is kept separate and distinct from any new transactions.

11.6 Create Trial Balance for AWACS and Loans

Immediately prior to the AWACS level four annual close, trial balances will be generated from both AWACS and from the Loan Management division spreadsheets. These trial balance programs will show the data as depicted in the spreadsheet template in Figure 12.3. Since the AWACS general ledger is maintained at the Fund Account level, reconciliation with Momentum must occur at the Fund Account level and trial balances will be required at the fund account level.

Figure 11-5

AWACS and Loans Trial Balance Template

Fund ID Code	Appropriation Code	AWACS GL Account	Account Balance (credit balances in parentheses)
11111112	CD98X	4800	(1,000,000.00)
11111112	CD98X	4900	(1,000,000.00)
11111113	DA98X	1010	5,500,000.00
11111113	DA98X	3100	(5,500,000.00)

11.7 Create Trial Balance for Momentum Migration

The process of migrating budget, obligation, expenditure, and advance data will create general ledger balances in certain accounts for Fiscal Year 2001, accounting period 00, a period for migration and beginning balances.

After the processing of all of migration financial transactions is complete, existing trial balance reports will be executed in Momentum for each fund account for accounting period 00.

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11.8 Recreate AWACS Ending Balances

The trial balances from AWACS and from Momentum will be compared and the difference between the two trial balances will be updated into Momentum. The goal is to have the ending balances in AWACS for FY2000 match the fiscal year 2001 beginning balances in Momentum.

Trial balances created in the prior steps will be imported into the following spreadsheet template. The Momentum GL Account field will be populated based upon the general ledger crosswalk developed during the loading of the Momentum General Ledger Account Maintenance Table.

Figure 11-6

Reconciliation Spreadsheet Template

AWACS Fund Account DA98X					
AWACS GL Account Number	Momentum GL Account Number	AWACS GL Balance	Momentum GL Balance	AWACS and Momentum Difference	Momentum Journal Voucher Amount
1010.11	1010.00	15,000,000.00	0	0	15,000,000.00
3100.11	3100.00	(15,000,000.00)	0	0	(15,000,000.00)
4800.11	4800.00	1,500,000.00	1,500,750.00	(750.00)	(750.00)
4900.11	4900.00	(1,500,000.00)	(1,500,750.00)	750.00	750.00
	Totals	0	0	0	0

11.9 Create Momentum Journal Vouchers

A process will be developed to extract the data from the spreadsheet discussed in figure 11.6 and create Momentum Journal Voucher Forms. One Journal Voucher Form will be created for each BFY/Fund. Each Journal Voucher will be made up of a header and multiple credit and debit lines.

11.9.1 Screen Captures and Data Mapping

The following are screen captures and data mappings of the momentum Journal Voucher Form.

Figure 11-7

Data Mapping Legend

Data Mapping Legend	
Spreadsheet	Item will be populated directly from the reconciliation spreadsheet
Logic	Field will be populated using programming logic
Default	Value will be defaulted with a specific value for each record
Not Populated	Momentum data element will not be populated
	Shaded area means intentionally left blank
" "	Words in quotations in the Default Value/ Comments column are the actual Momentum default values
TBD	To be determined at a later date
System Maintained	Value is maintained by Momentum on another reference table
Crosswalk	Momentum value will be derived from a crosswalk table.

Figure 11-8

Create A New Form

Momentum Functional Element	Required (Yes/No)	Momentum Data Type & Length	Data Source	Default Value/ Comments	Spread sheet Data Element	Spread sheet Element Length
Document Type	Yes	CHAR(2)	Default	"JV"		
Document Number	Yes	VARCHAR2(20)	Logic	TBD		

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Figure 11-9

Journal Voucher Header Data

Journal Voucher: JV JVTEST1 Status: New Action: Create

Action View Help

Header Accounting Lines Summary

Title: _____

Document Date: _____

Reversal Options

Automatic Reversal

Reversal Acctg Period: _____

Reverse After Periods: _____

Recurring

Recurring voucher

Suppress Printing

Spending Override

Acctg Period: _____

Reporting Acctg Period: _____

Batch Number: _____

Document Classification: _____

Security Org: DEFAULTORG

Currency Code: _____

Amounts

Debit Total: _____ \$0.00

Credit Total: _____ \$0.00

Verify Schedule Process Hold Refresh Show

Momentum Functional Element	Required (Yes/No)	Momentum Data Type & Length	Data Source	Default Value/ Comments	Spreadsheet Data Element	Spreadsheet Element Length
Document Status	No	VARCHAR2(20)	Default	"New"		
Document Action	No	VARCHAR2(20)	Default	"Create"		
Title	No	VARCHAR2(50)	Default	"GL Balance Migration"		

Momentum Functional Element	Required (Yes/No)	Momentum Data Type & Length	Data Source	Default Value/ Comments	Spreadsheet Data Element	Spreadsheet Element Length
Automatic Reverse	No	CHAR(1)				
Reversal Accounting Period	No	VARCHAR2(7)				
Reverse After Periods	No	VARCHAR2(3)				
Recurring Voucher	No	CHAR(1)				
Suppress Printing	No	CHAR(1)				
Spending Override	No	CHAR(1)				
Document Date	No	VARCHAR2(20)				
Accounting Period	Yes	VARCHAR2(7)	Default	00/2001		
Reporting Accounting Period	No	VARCHAR2(7)	Default	00/2001		
Batch Number	No	VARCHAR2(6)				
Document Classification	No	VARCHAR2(10)				
Security Organization	No	VARCHAR2(10)	Default	"USAID"		
Currency Code	No	VARCHAR2(75)				
Debit Total	No	CHAR(20)	System Generated			
Credit Total	No	CHAR(20)	System Generated			

Figure 11-10

Journal Voucher Accounting Line Data

Momentum Functional Element	Required (Yes/No)	Momentum Data Type & Length	Data Source	Default Value/ Comments	Spreadsheet Data Element	Spreadsheet Element Length
Line Number	No	CHAR(5)	System Generated			

Momentum Functional Element	Required (Yes/No)	Momentum Data Type & Length	Data Source	Default Value/ Comments	Spreadsheet Data Element	Spreadsheet Element Length
GL Account	Yes	VARCHAR2(10)	Direct		Momentum GL Account	6
Sub-GL Account	No	VARCHAR2(5)				
Debit Credit indicator	No	VARCHAR2(6)	Logic	If amount is in parenthesis credit, if not debit.		
Dollar Amount	No	CHAR(20)	Direct		Debit/Credit Amount	20
GL Account Type	No	VARCHAR2(10)	System Generated			
Exchange Rate	No	CHAR(19)				
Perform Adjustments if Yes Field	No	CHAR(1)				
Journal	Yes	VARCHAR2(4)	Default	General		
Accounting Template	No	VARCHAR2(60)				
Beginning Budget Fiscal Year	Yes	CHAR(4)	Crosswalk	Fund Code Crosswalk		
Ending Budget Fiscal Year	Yes	CHAR(4)	Crosswalk	Fund Code Crosswalk		
Fund Code	Yes	VARCHAR2(10)	Crosswalk	Fund Code Crosswalk		
Division	No	VARCHAR2(10)				
Program	No	VARCHAR2(10)				

Momentum Functional Element	Required (Yes/No)	Momentum Data Type & Length	Data Source	Default Value/ Comments	Spreadsheet Data Element	Spreadsheet Element Length
Organization	No	VARCHAR2(10)				
Activity	No	VARCHAR2(10)				
Project	No	VARCHAR2(10)				
Sub-Project	No	VARCHAR2(10)				
Benefiting Geo Area	No	VARCHAR2(10)				
Earmark	No	VARCHAR2(10)				
Budget Object Code	No	VARCHAR2(10)				
Revenue Source	No	VARCHAR2(10)				
Cancelled Fund Beginning Budget Fiscal Year	No	CHAR(4)				
Cancelled Fund Beginning Budget Fiscal Year	No	CHAR(4)				
Cancelled Fund Code	No	VARCHAR2(10)				
Reference Document Type	No	CHAR(2)				
Reference Document Number	No	VARCHAR2(20)				
Reference Document Line Number	No	CHAR(5)				

Momentum Functional Element	Required (Yes/No)	Momentum Data Type & Length	Data Source	Default Value/ Comments	Spreadsheet Data Element	Spreadsheet Element Length
Description	No	VARCHAR2(255)	Default	"Balance from AWACS"		

11.10 Process Momentum Journal Voucher Forms

Once the Journal Voucher Forms have been manually loaded into Momentum, a batch process will be executed to process the vouchers. The results, including the number of documents processed, accepted, and rejected, will be stored in the Momentum database for verification and analysis. Any rejected documents will be analyzed, corrected, and reprocessed manually. New trial balances will be executed from AWACS and from Momentum and reconciled.

11.11 Make Prior Period Adjustment to Momentum

The trial balances from AWACS and the trial balance created by the detailed migration into Momentum will be compared and reconciled. Any reconcilable differences will be recorded in Momentum as a prior period adjustment. The goal of the reconciliation is to have the beginning balances for fiscal year 2001 in Momentum equal the detail that was migrated into Momentum.

Trial balances created in the prior steps will be imported into the following spreadsheet template. The Momentum GL Account field will be populated based upon the general ledger crosswalk developed during the loading of the Momentum General Ledger Account Maintenance Table.

Figure 11-11

Reconciliation Spreadsheet Template

AWACS Fund Account DA98X					
AWACS GL Account Number	Momentum GL Account Number	AWACS GL Balance	Momentum GL Balance	Difference	Prior Period Adjustment Amount
4800.11	4800.00	1,500,000.00	1,500,750.00	750.00	750.00
4900.11	4900.00	(1,500,000.00)	(1,500,750.00)	(750.00)	(750.00)
	Totals	0	0	0	0

11.12 Create Momentum Journal Vouchers

A process will be developed to extract the data from the spreadsheet template in figure 11.10 and create Momentum Journal Voucher Forms.

11.12.1 Screen Captures and Data Mapping

See section 11.9 for the Momentum Journal Voucher screen captures and the detailed data mapping.

11.13 Process Momentum Journal Voucher Forms

Once the Journal Voucher Forms have been manually loaded into Momentum, a batch process will be executed to process the vouchers. The results, including the number of documents processed, accepted, and rejected, will be stored in the Momentum database for verification and analysis. Any rejected documents will be analyzed, corrected, and reprocessed manually. New trial balances will be executed from AWACS and from Momentum and reconciled.

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11.14 Open Issues

The following are open issues associated with the migration of general ledger balances:

Outstanding Issue	Responsible Party	Resolve By Date
Document numbering schemes must be defined for migrated general ledger transactions	Functional Configuration Team and Migration Team	June 30, 2000
Transaction types and general ledger posting models must be defined for migrated general ledger transactions	General Ledger expert and Migration Team	June 16, 2000