

Appendix B

Functional Needs Analysis and Design

Appendix B contains several forms that can assist the Fund Administrator and Site Module users responsible for setting up the financial framework and associated site data in generating a strategy for the data they will initially establish. Appendix B also discusses how to approach a mid-year installation of FASTDATA.

Mid-Year Installation

As an FA, if you install FASTDATA for the first time other than at the beginning of a new fiscal year, you will need to make some decisions about how to set up your system. Your decisions also depend on how much of the current fiscal year remains.

For example, you may decide to have your sites enter one memorandum record per document type that is the total of all obligations to date for that document type. You may decide you want each site to enter a memorandum parallel with continued use of the paper-based system currently in place for the remainder of the fiscal year. You may decide to bring FASTDATA up to the correct funding status for the current quarter. These decisions will be based upon your individual circumstances.

When setting up and selecting the document types available for a site, you can configure the site so the application automatically assigns memorandum document numbers or users manually enter document numbers when establishing memorandum records. If you configure the site for manual entry, the document numbers users enter must be within the range of serial numbers assigned to the site for that type of document.

Because it is not possible to manually assign document numbers for source documents, using memorandum records may be a good choice for a mid-year installation. For a mid-year installation, it may be easier to initially configure the sites for manual document number entry, allowing the sites flexibility in catching up with current funding status. After the sites are caught up, you can reconfigure the sites for automatic assignment of memorandum record document numbers.

Fund Administrator Functional Needs Analysis

Complete the following form to assist you in determining the volume of the function workload and the number of users needed.

Function	Workload (High, Medium, or Low)	Number of Users Needed
Establish sites		
Administer funds		
Create job orders		
Perform site exports		
Perform site imports		
Produce reports		
Run utilities		

Functional Fund Administrator User Analysis

Complete the user information form to design user access according to function.

User's Name	User ID	Function
1. FA Backup/Emergency		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Financial Framework Example

Fund Administrator: Lucy Carson
Location: Roosevelt Roads, P.R.
Responsibility Center: RR
Total Funds: \$2,320,500

SITE	OPTAR	AUTH	DESC	AMOUNT	SERIAL RANGE
10	AC	0001	Fuel	140,000	G001-G099 W001-W009 0001-0099
		0002	Maint	3,000	
		0003	AVDLR	7,500	
		0004	IMRL	35,000	
				<u>185,500</u>	
	AM	0005	ADMN	25,000	0100-0199
		00L5	Labor	175,000	
				<u>\$200,000</u>	
	CT	0006	Compt	114,500	0200-0299
		00L6	Labor	500	
				<u>\$115,000</u>	
10			Direct	\$500,500	A0001-A9999
20	PB	0007	MRP	535,000	0300-0399
		0008	UTL	975,000	
		0009	Other	165,000	
				<u>\$1,675,000</u>	
	RB	0R10	Housing	125,000	0400-0499
		0R11	Hospital	5,000	
		0R12	CG	5,000	
		0R13	Dutch Ships	10,000	
				<u>\$145,000</u>	
20			Direct	\$1,675,000	P0001-P9999
			Reimb	145,000	
	RR		Total Labor	\$175,500	
			Total Other	\$2,000,000	
			Total Reimb	145,000	

Site Functional Needs Analysis

Complete the following form to assist you in determining the volume of the function workload and the number of users needed.

Function	Workload (High, Medium, or Low)	Number of Users Needed
Document entry		
Source documents		
Memorandum records		
Document changes		
Receipt, expenditure processing		
Export, import capabilities		
System utilities		
Reports, inquiries		
Document printing		

Site Functional User Analysis

Complete the user information form to design user access according to function.

User's Name	User ID	Function
1. Site Backup/emergency		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		