



Business Applications Solution (BAS) Program Common Solution Kick Off

**UNITED STATES DEPARTMENT OF COMMERCE
OFFICE OF FINANCIAL MANAGEMENT**

OCTOBER 1, 2020



**THE PURPOSE OF THE
COMMON SOLUTION KICKOFF
IS TO PROVIDE THE
DEPARTMENT OF COMMERCE
BAS PARTICIPANTS WITH THE
PROJECT OBJECTIVES,
TIMELINE, ROLES AND
RESPONSIBILITIES OF THE
UPCOMING SPRINT SESSIONS
AS WE PREPARE FOR THE BAS
DEPLOYMENT.**

Expected
Structure.
Unexpected
Flexibility.



GLOBAL DESIGN TAKEAWAYS

GD ARTIFACTS TO SERVE AS THE BASELINE FOR CS



The Global Design Workshops supported the following key takeaways to prepare for Common Solution Sprints

KEY DESIGN DECISIONS

- Confirmed KDDs by workstream
- Identified differences among bureaus as part of workshops
- KDDs will drive CS business process recommendations

REQUIREMENTS

- Used as baseline for Workshops
- Reviewed post-workshop to prepare for Common Solution
- Small subset identified as requiring additional confirmation as part of CS

BACKLOG

- From workshops, list of items to review during Common Solution
- Tracked non-functional requirements (technical, reporting)

EXIT CRITERIA

- Review of workshop exit criteria by bureau stakeholders
- Identified additional CS topics
- Initial list of data calls to support demos



GD IS GONE – CS IS HERE!

WHAT IS COMMON SOLUTION AND WHAT DOES THAT MEAN?

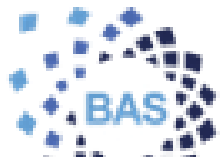


What's coming?

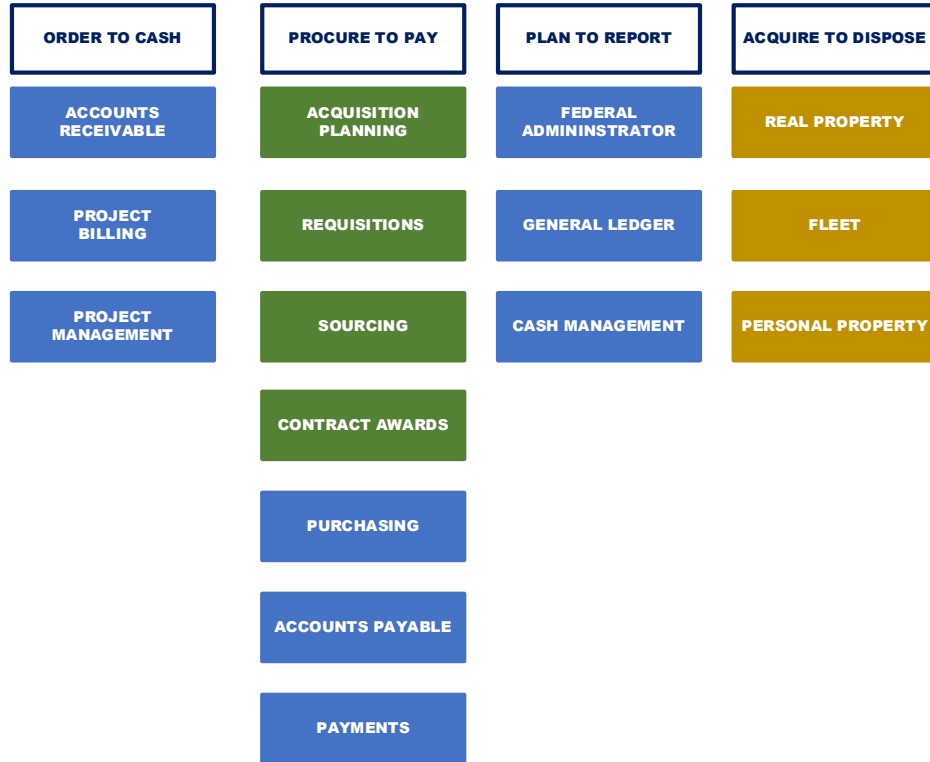
- Deep Dive Sessions
 - CS will review the BAS requirements, configurations, and future capabilities in iterative sprints
 - Three CS sprints will build upon each other with functionality reviewed each quarter throughout the year
- Attend CS sessions – invites will be sent shortly
 - CS activities will take place from October 2020 to the end of FY2021
- Data Calls – enhance the Sprints
 - Respond to data calls to provide DOC-specific data for our demonstrations



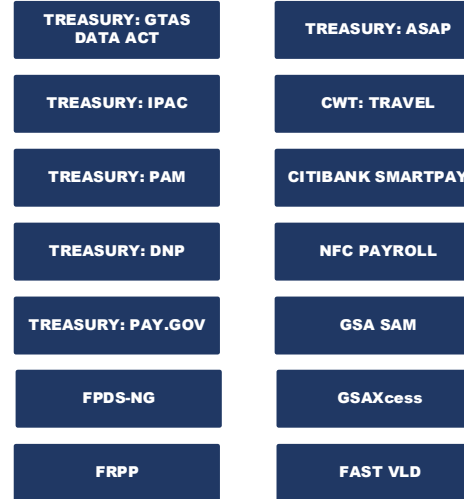
BAS SOLUTION OVERVIEW



CORE APPLICATION: FINANCE, ACQUISITION, ASSET MANAGEMENT



EXTERNAL INTEGRATION*



INTERNAL INTEGRATION*



REPORTING ENVIRONMENT



At a high level, the BAS Solution is comprised of the following:

- Core Applications
- Reporting Environment
- External and Internal Interfaces

CGI Sunflower

Unison PRISM

Oracle EBS



BUSINESS APPLICATIONS SOLUTION
One Commerce

EXPECTED STRUCTURE. UNEXPECTED FLEXIBILITY.



THINGS TO KEEP IN MIND

TRANSITIONING FROM GD TO CS



A FEW REMINDERS AS WE PIVOT TO THE CS FRAMEWORK

1

Be open and accepting of standardization

2

Opportunity to make financial, acquisition, and asset management operations and processes very robust

3

Please keep an open mind and forward-thinking perspective throughout Common Solution and during the future Sprint Sessions

4

Think about the future – our discussions and decisions during CS will shape the to-be BAS experience

5

Before we begin rolling out the system in fall 2022 (and beyond), we will provide training and communications to help your staff understand BAS and become comfortable with the system



DRIVING TOWARDS BAS BENEFITS

BAS WILL IMPROVE DEPARTMENT OF COMMERCE'S FINANCIAL, ACQUISITION, AND ASSET MANAGEMENT, OPERATIONS, AND COMPLIANCE



MANAGEMENT INSIGHT	OPERATIONAL EXCELLENCE	CONTROL & COMPLIANCE
<ul style="list-style-type: none">• Enhances financial management reporting• Improves access to and availability of more detailed financial, acquisition, and asset information• Improves the quality of Program related financial data	<ul style="list-style-type: none">• Simplifies and standardizes business processes• Increases automation of business processes• Integrates data and processes• Enterprise-wide reporting	<ul style="list-style-type: none">• Enables greater transparency• Enhances ability to comply with reporting regulations• Automates internal controls



BAS PROJECT TEAM

A TEAM EFFORT INVOLVING BROAD PARTICIPATION



GOVERNANCE

- Senior Executive Committee
- Co-Executive Leads
- Change Control Board
- Executive Council

DOC BAS PMO

- DOC BAS Team
- System Implementation Team (contractors)

CS PARTICIPANTS

- Review configurations and requirements via Configuration Demonstration Sessions
- Review business process flows

DECISION MAKING FORUM

- Nominated by Leadership
- SMEs in financial, procurement, and acquisition processes and systems
- Change Champions from across DOC to foster communications with staff



ROLES AND RESPONSIBILITIES

COMMON SOLUTION EXPECTATIONS



ROLE	RESPONSIBILITY	DEEP DIVE	DATA CALL	CONFIG DEMO SESSIONS	CS DECISIONS
DECISION MAKING FORUM	<ul style="list-style-type: none"> Represent the requirements of the User Community Identify changes to policy and procedures Participate in the deep dive discussions to align configurations and business process to DOC policy requirements Coordinate data calls for Configuration Demonstration Sessions Identify potential issues/gaps vs. the current process Identify process improvements and potential workarounds Work with business community members to resolve Sprint Sessions parking lot items Review recommended business processes during Configuration Demonstration Sessions 	X	X	X	X
CS PARTICIPANTS	<ul style="list-style-type: none"> Review existing business processes within respective organization and understand similarities and differences between other functional areas Review recommended business processes during Configuration Demonstration Sessions 			X	
DOC BAS PMO	<ul style="list-style-type: none"> Introduces the day's agenda, ground rules, and attendees in the CS sessions Serve as DOC BAS functional POC Coordinate issue tracking and management as well as backlog closeout 	X		X	X
BAS CORE APPS TEAM	<ul style="list-style-type: none"> Lead Deep Dive process discussions Lead the execution of the Configuration Demonstration Sessions Respond and/or follow-up on Sprint Sessions questions Captures the requirement changes, issues, parking lot items and gaps 	X	X	X	



BAS DEPLOYMENT TIMELINE

BY PHASE



OUTCOMES

FY20 Q3 – Q4

Global Design

- ✓ Key Design Decisions, System Configuration Catalog Matrix Recommendation

FY21 Q1 – Q4

Common Solution

- ✓ Baseline Configurations
- ✓ System Demonstration to validate business process and configurations
- ✓ Reports – Interface – Conversion – Extension – Workflow (RICEW) Development of Common Solution
- ✓ Identify above & beyond requirements

Sunflower | RP, Fleet, PP

- ✓ FY21Q1 – Q3 Real Property Sprint
- ✓ FY21Q2– Q3 Fleet Sprint

FY22 Q1 – Q4

NOAA

- ✓ NOAA Conversion
- ✓ NOAA User Acceptance Test
- ✓ Personal Property Standardization Sprint
- ✓ NOAA Training
- ✓ FY22Q4 NOAA Deployment

FY23 Q1 – Q4

NIST

- ✓ NIST Conversion
- ✓ NIST User Acceptance Test
- ✓ NIST Training
- ✓ FY23 Q4 NIST Deployment

FY24 Q1 – Q4

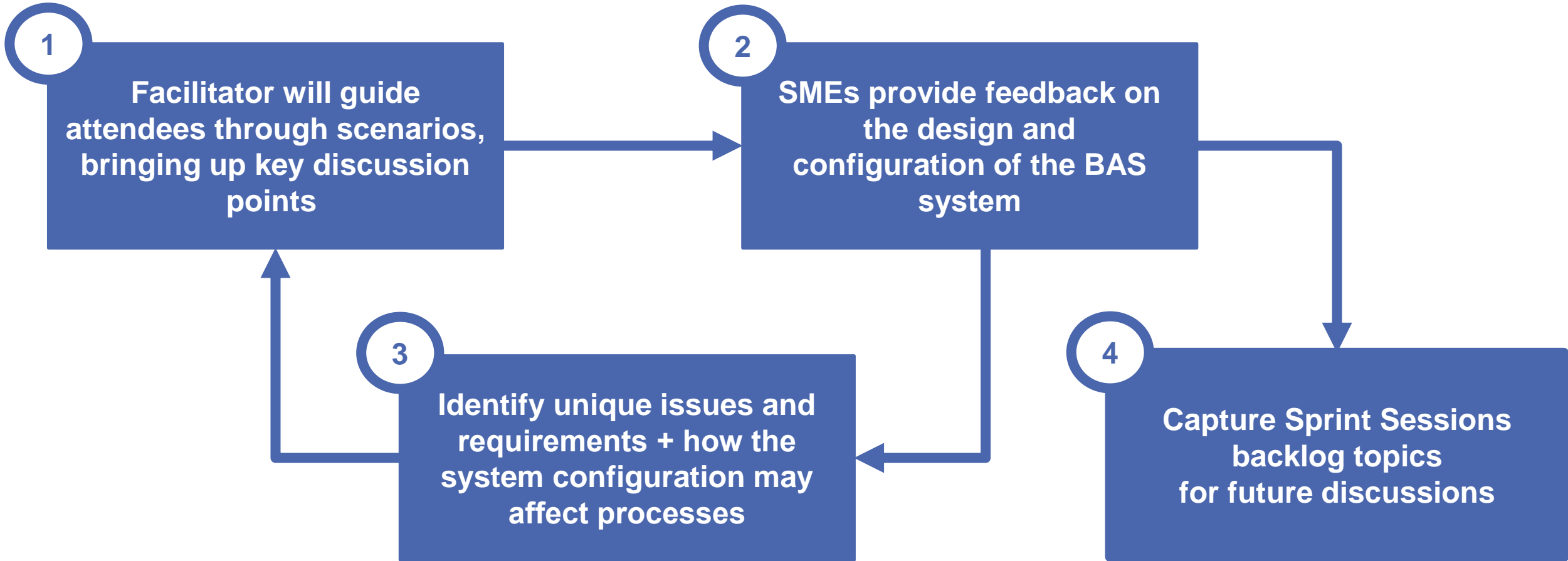
CENSUS

- ✓ Census Conversion
- ✓ Census User Acceptance Test
- ✓ Census Training
- ✓ FY24 Q4 Census Deployment



SPRINT SESSIONS

HOW WILL THE SPRINT SESSIONS SESSION WORK?



SME FEEDBACK WILL HELP FURTHER VALIDATE THE DOC BUSINESS REQUIREMENT BASELINES AND WILL SERVE AS WILL SERVE AS INPUT FOR REMAINING DESIGN PHASE ACTIVITIES



CS SPRINT CADENCE

BREAKDOWN BY SPRINT



Each Sprint aligns to a 3-month duration which repeats throughout the Common Solution phase

COMMON SOLUTION SPRINTS

MONTH 1 | DEEP DIVE SESSIONS

Based on GD KDDs and exit criteria, dedicated workshops will review policy and DOC requirements to confirm CS configurations before Sprint Sessions / demos (1 – 2 hours; sessions scheduled for Month 1).

MONTH 2 | DATA CALL

Specific data asks to prepare business process scenarios for demonstration purposes to mimic real business cases (Request via email; no meeting required). During Month 2, the Core App Team will digest the details to prepare for Sprint Sessions.

MONTH 3 | CONFIGURATION DEMONSTRATION SESSIONS

Functional application demonstrations based on CS configurations and confirmed business process flows as reviewed in GD and CS Deep Dive sessions (2 – 4 hours; sessions scheduled for Month 3 per topic).

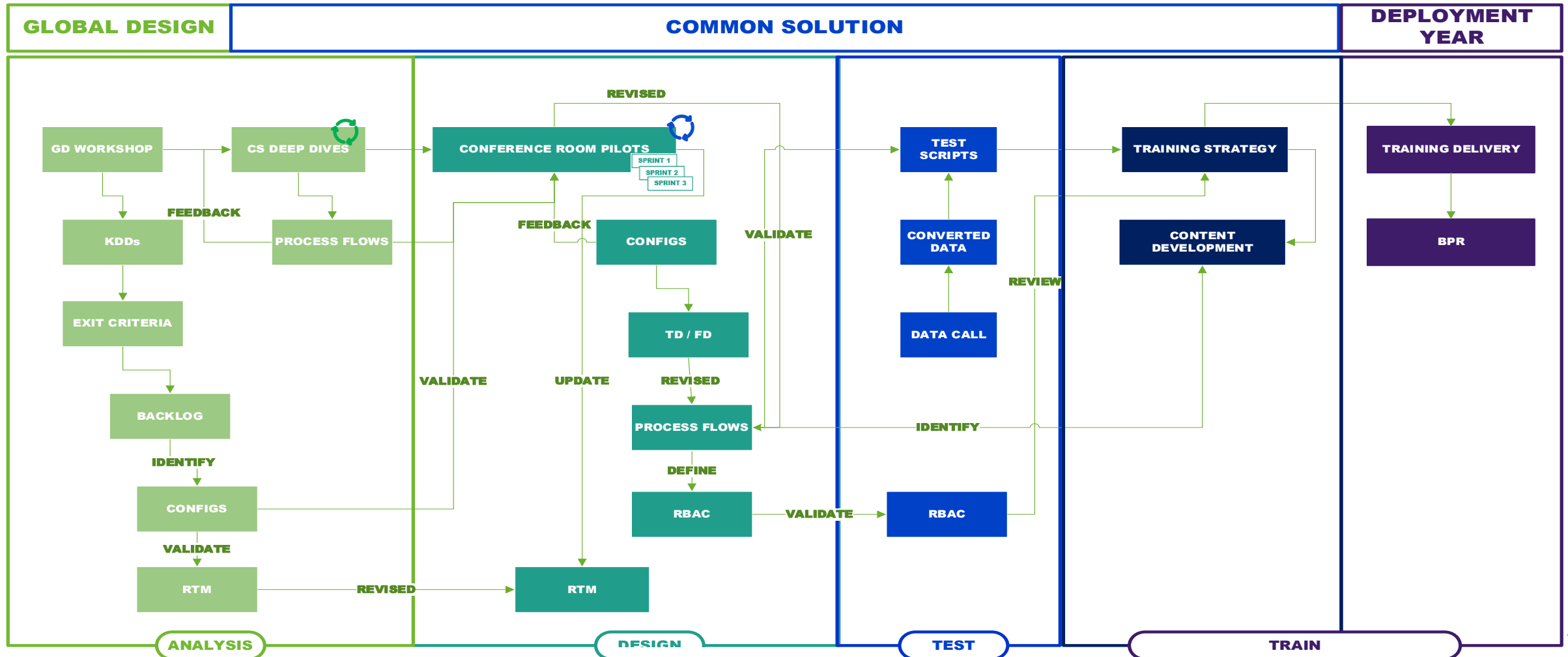


CS APPROACH

GLOBAL DESIGN ARTIFACTS TO DRIVE CS KEY ACTIVITIES



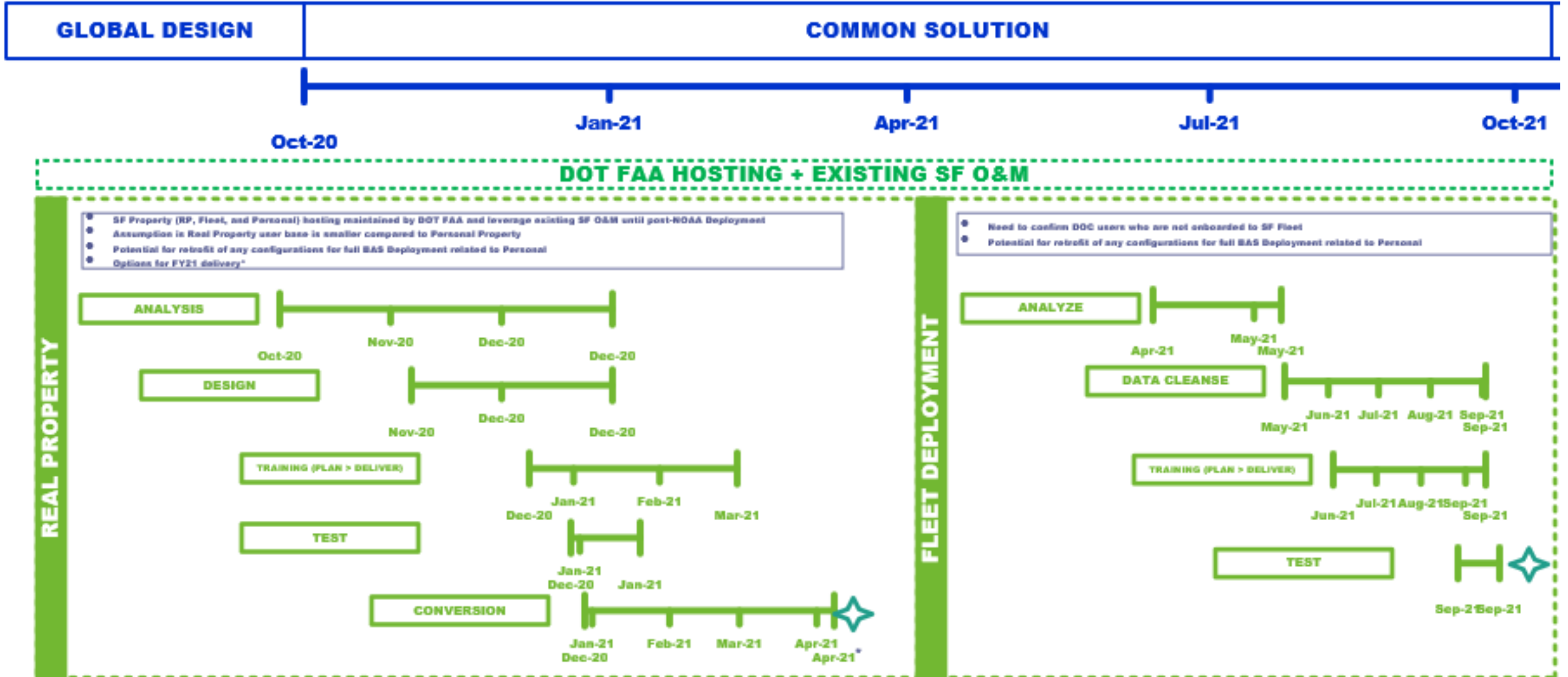
GD artifacts serve as the CS baseline upon which we will review and build the Common Solution baseline in an iterative fashion via Sprints Sessions





SUNFLOWER KEY ACTIVITIES

HIGHLIGHTED PHASES FOR SF DEPLOYMENT FOR CS



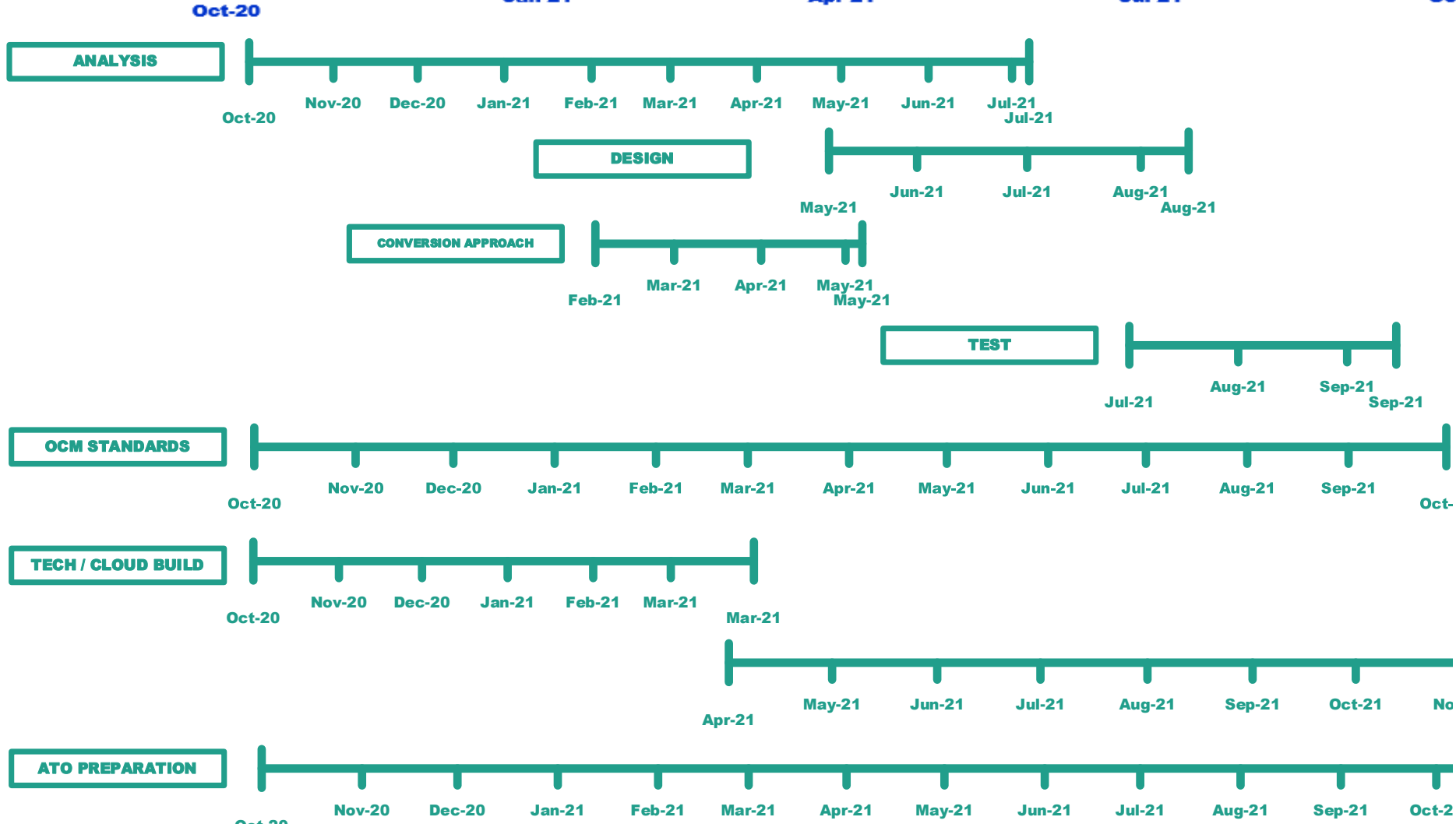


CS APPROACH



**AFTER
10/2021,
DEPLOYMENT
YEAR 1
FOLLOWS
FOR THE
10/2022
RELEASE**

COMMON SOLUTION





CS SPRINTS PER APPLICATION



FEATURED TOPICS

SPRINT 1 FY2021 Q1

SPRINT 2 FY2021 Q2

SPRINT 3 FY2021 Q3

PRISM

- Advanced Acquisition, Requisitions

- Pre-Solicitation/Solicitation
- Award Management

- Award Management
- Post Award Management
- Closeout
- Security Group
- G-Invoicing

EBS

- AP: Invoices, Approval Hierarchies,
- AR: Reimbursables, Billing
- GL: Ledger Overview, ACS, CVR
- PA: Cost Allocation, BAS Data Standardization, Object Classes, Labor Costs

- AP: Payments, PAM, CTA
- AR: Receipts, Collections, Adjustments, Reporting
- GL: Journal Approval, Budget, SoF
- PA: IAA, Billing / Revenue

- AP: Vendor E-Portal, P-Card, Payroll, G-Invoicing
- AR: G-Invoicing, Consolidated Billing
- GL: DATA Act, Month-End Close, Year-End Close
- PA: Advances, Expenditures, Reporting

SF

- Real Property: Acquisition, Utilization, Finance Treatment, Disposals, Reporting / Interfaces

- Fleet: Acquisition, Utilization, Finance Treatment, Disposals, Reporting / Interfaces

- Personal Property: Acquisition, Utilization, Finance Treatment, Disposals, Reporting / Interfaces

INT

- SAM
- PRISM – EBS
- Sunflower – EBS

- Grants (GOL, GMIS, ASAP)
- Travel
- PCards
- PAM/DoNotPay

- NFC Labor/Employee
- Treasury Pay.gov
- mLINQ relocation manager
- IPAC (G-Invoicing)



KEY DELIVERABLES BY PHASE

COMMON SOLUTION DELIVERABLE EXPECTATIONS



GLOBAL DESIGN

FY2020 Q3 – Q4

- Design Workshops
- Default Configuration
- Confirm Requirements
- Identify Common Solution vs. Bureau-Specific Discussions
- Requirements Traceability Matrix
- System Configuration Catalog Matrix
- Implementation Plan

COMMON SOLUTION

FY2021 Q1 – Q4

- Validate Common Solution
- Identify above and beyond requirements
- Targeted demonstrations
- Updated Implementation Plan
- Updated RTM
- Fit / Gap Analysis
- Solution Design
- Conversion Strategy
- Deployment Plan (Conversion, Interface)
- Interface Strategy (Design, Requirements)
- Test Strategy (Test Scripts, Test Plan)
- Decommission Approach
- BAS SOPs, Functional CONOPS
- Training Plan

DEPLOYMENT YEARS

FY2022 – FY2024

- Review Additional Efforts Needs (INT, CNV)
- Training Needs
- Updated RTM (Application Requirements, Configurations)
- Fit / Gap Analysis
- Solution Design
- Conversion Strategy (Design, Code, Mock Test Results)
- Deployment Plan (Conversion, Interface)
- Interface Strategy (Design, Requirements, Test Results)
- Test Strategy (Test Scripts, Test Plan, Test Results, Test Analysis Report)
- Decommission Approach
- BAS SOPs, Functional CONOPS, Interface SOPs
- Training Plan
- Financial Audit Strategy
- Go Live Plan

THE COMMON SOLUTION PURPOSE IS TO VALIDATE THE CONFIGURATIONS AND REQUIREMENTS FOR THE DEPARTMENT-WIDE SOLUTION.



BAS 101

FUNCTIONAL COMPONENTS OF BAS



The BAS implementation will provide the following capabilities from the applications identified here:

- Oracle E-Business Suite: Financials
- Unison PRISM: Acquisition
- Sunflower Systems: Asset Management

**BAS Financial**


Acquire to Dispose	Order to Cash
Procure to Pay	
Plan to Report	

**BAS Acquisition**


Pre-Award
Award
Post-Award

**BAS Property**


Personal Property
Real Property
Fleet Management



WHAT ARE SPRINT SESSIONS?

WORKING TOGETHER TO DETERMINE THE BAS CS



WHAT SPRINT SESSIONS ARE FOR PARTICIPANTS

- An opportunity for key SMEs and business owners to review an initial configuration of the BAS software to identify gaps to be addressed
- A chance for key SMEs and business owners to provide input into the future development of product test scripts, To-Be processes, user training, etc.

WHAT SPRINT SESSIONS ARE FOR DOC BAS:

- Series of design sessions that allow the team to view an initial configuration of the software package and validate those configurations
- An approach for assessing the standard business processes of the software functionality
- Opportunity to review field-by-field of the recommended business processes via guided scenarios and scripts using DOC data

WHAT SPRINT SESSIONS ARE NOT:

- A training class
- A hands-on interactive session
- A one-sided presentation of software functionality
- A demonstration of the final software solution
- A system configured for external interfaces
- A system with customizations or extensions
- A system integrated with third party applications
- A “sandbox” in which to play



SPRINT SESSIONS DEMOS

WHAT WILL WE BE SEEING?



- **Initial configuration of the BAS software**
 - Based on validated requirements and key design decisions from Global Design
 - Using standard out-of-the-box system functionality from Oracle E-Business Suite, Unison PRISM and Sunflower Assets and Sunflower Real Property
- **Numerous scenarios for each business process area**
 - Scenarios provide a sense of how the system works
 - Scenarios are designed to review the configuration of the solution and assess how it meets requirements
- **Real time views of the system screens**
 - Actual working software
 - Ability to enter data and navigate in real time



SPRINT SESSIONS GROUND RULES

RULES OF THE GAME



- **User participation**
 - The session should be a dialogue between the BAS Core Apps Team and the participants
 - Avoid side conversations: the conversation you might be having with the person offline about potential impacts is exactly the type of dialogue that makes the Sprint Sessions a success
- **Open Communication**
 - Questions are encouraged and discussions are integral components of the Sprint Sessions
- **Met, Mod, or Move On**
 - Avoid getting mired down in discussion, limit lengthy discussions.
 - Those items that cannot be resolved within a reasonable timeframe will be placed on the parking lot for further review and follow-up to be addressed in a later session or follow-up discussion.



SPRINT SESSIONS: A DAY IN THE LIFE



CORE APPS TEAM

DOC BAS PMO

RESULTS

1

- Perform and review initial configuration

- Discuss, review, and validate initial configuration settings and values

- Updated Requirements Traceability Matrix
- Fit Gap Analysis

2

- Perform walkthrough of system transaction flow

- Discuss, review and validate transaction flow with SMEs
- Discuss and provide direction for configuration options
- Assess system roles and responsibilities and access

- To-Be Business Process
- Solution Design
- Test Strategy
- Training Plan

3

- Identify RICEW and system configuration integration points

- Discuss and confirm RICEW design approach
- Validate RICEW integration points into the overall BAS solution

- RICEW Functional / Technical Designs
- Potential RICEW Scope Changes
- Final RICEW Inventory
- Solution Design

4

- Provide configuration options and alternatives to meet requirements

- Discuss and agree on configuration options

- Updated Requirements Traceability Matrix



CS NEXT STEPS



ROLE	NEXT STEPS
DOC BAS PMO	<ul style="list-style-type: none">• Confirm CS Calendar > Distribute Meeting Invites• Materials for any deep dive will be provided at least 3 business days ahead of scheduled meeting• Publish list of to-be terminologies cross walk and acronyms for BAS• Department-wide progress updates throughout Common Solution to track the Sprint progress and successes
DECISION MAKING FORUM	<ul style="list-style-type: none">• Review the documentation before the deep dive session to provide use case and business scenarios during the deep dives• Respond to data calls to support the Configuration Demonstration Sessions• Validate configurations aligned to BAS business process recommendations
CS PARTICIPANT	<ul style="list-style-type: none">• Respond to future meeting invites for Configuration Demonstration Sessions

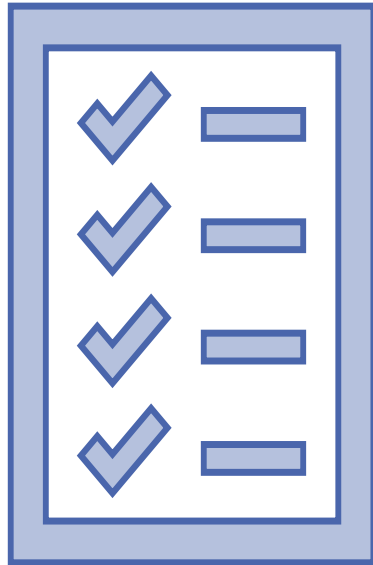
**FOR ANY QUESTIONS OR ADDITIONAL FEEDBACK IN THE INTERIM,
PLEASE CONTACT: BASPROJECT@DOC.GOV**





CS SUPPLEMENTAL INFORMATION

ADDITIONAL INFORMATION FOR YOU TO REVIEW AHEAD OF CS MEETINGS



Sunflower Fleet + Personal Property

Unison PRISM

Oracle E-Business Suite

BAS Acronyms



INTRO TO SUNFLOWER – FLEET + PP

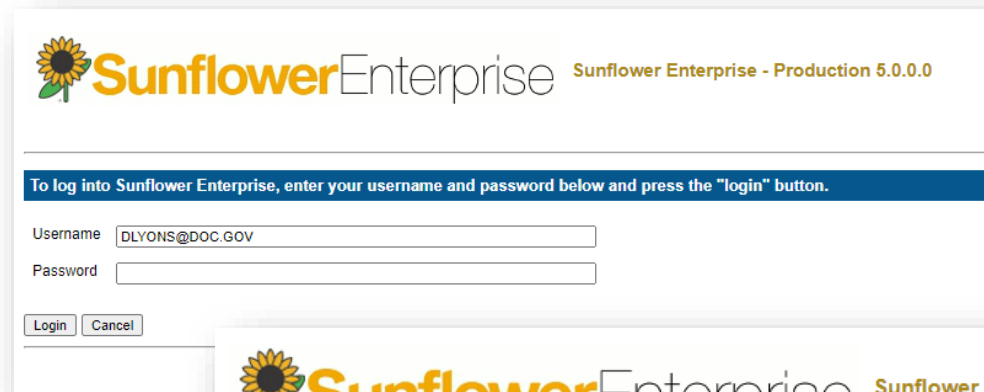
LOGIN AND WELCOME SCREEN



Sunflower is accessed through a web browser.

Immediately upon logging in, users will view their homepage commonly referred to as the “Sunflower Welcome Page.” Here, users will be able to access all Sunflower modules and reports they have access to.

Note: It is anticipated that single sign on authentication will be implemented, thus a login may not be required at go-live.



Sunflower Enterprise Sunflower Enterprise - Production 5.0.0.0

To log into Sunflower Enterprise, enter your username and password below and press the "login" button.

Username

Password



Sunflower Enterprise Sunflower Enterprise - Production 5.0.0.0

Welcome: Danielle Lyons

To enter, click one of the links below.

Sunflower Enterprise Forms	Sunflower Real Property Forms
Sunflower Enterprise Reports	Sunflower Real Property Reports
Sunflower Enterprise HTML Transaction Pages	
Sunflower Soraya Views	
Search Attachments and Comments	



INTRO TO SUNFLOWER – FLEET + PP

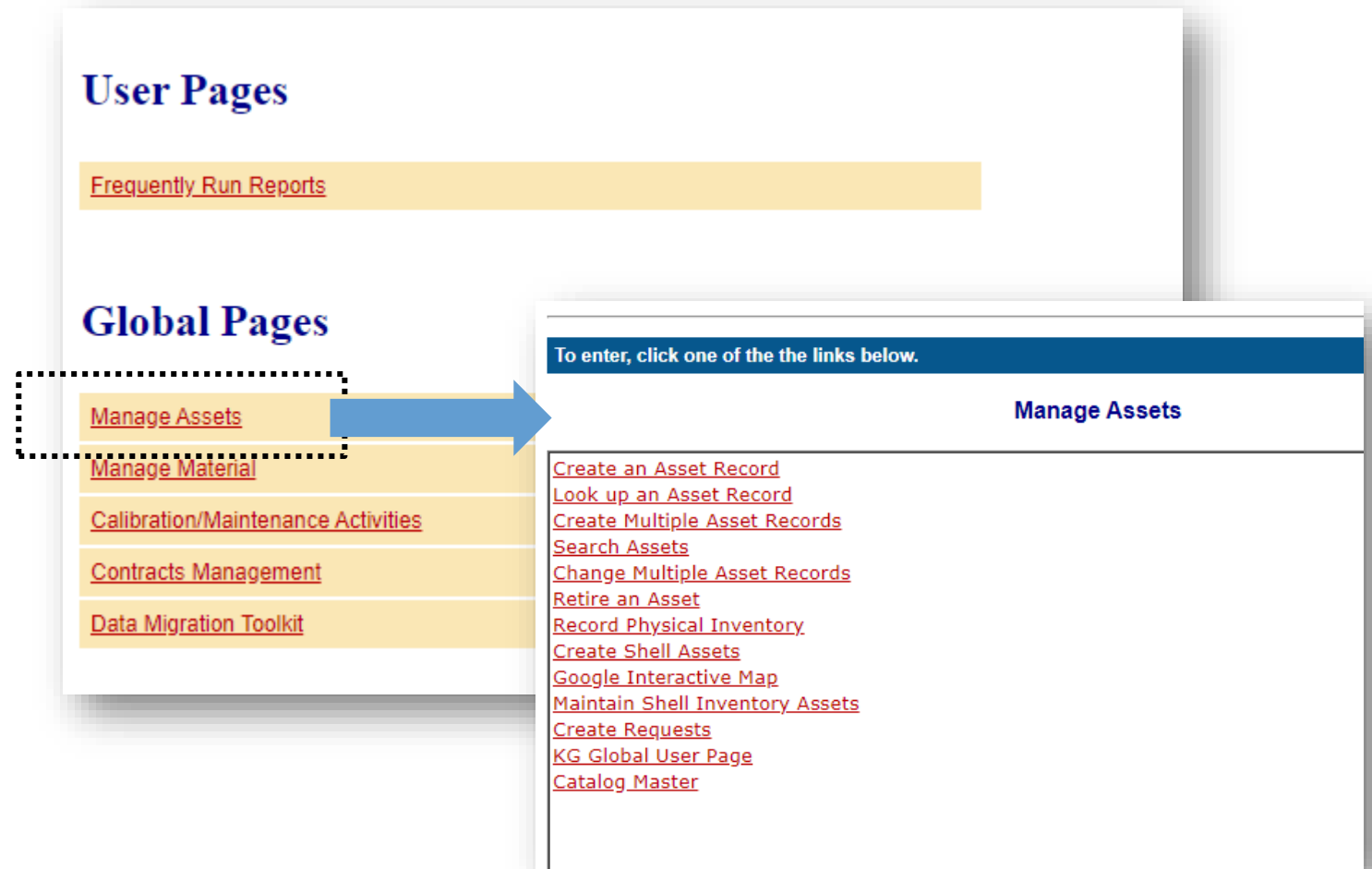
GLOBAL & USER PAGES



As part of the Sunflower Welcome Page, short cuts can be easily configured both at the application level for all users (Global Pages) and at the user level (User Pages).

These links can be configured in a tree fashion to expand once a user has clicked. Links can be created for any of the following:

- Forms
- Reports
- Reference Documentation
- Websites





INTRO TO SUNFLOWER – FLEET + PP

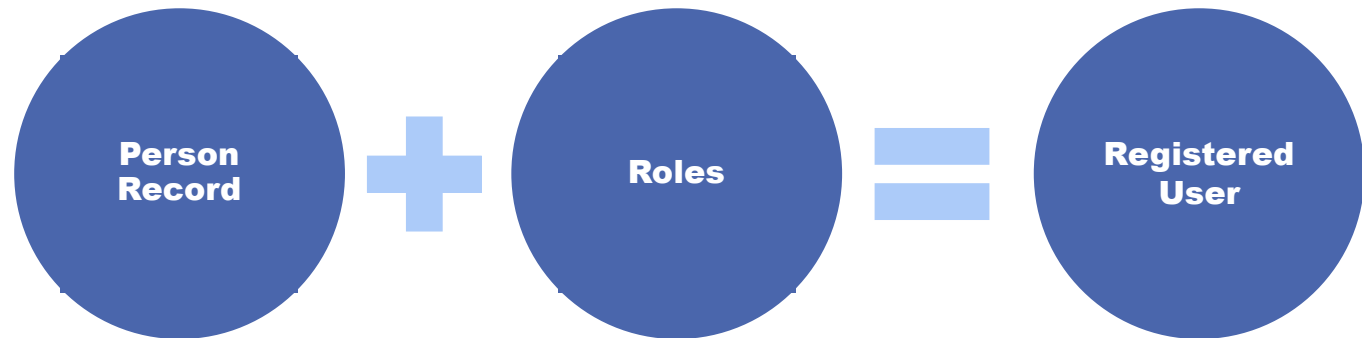
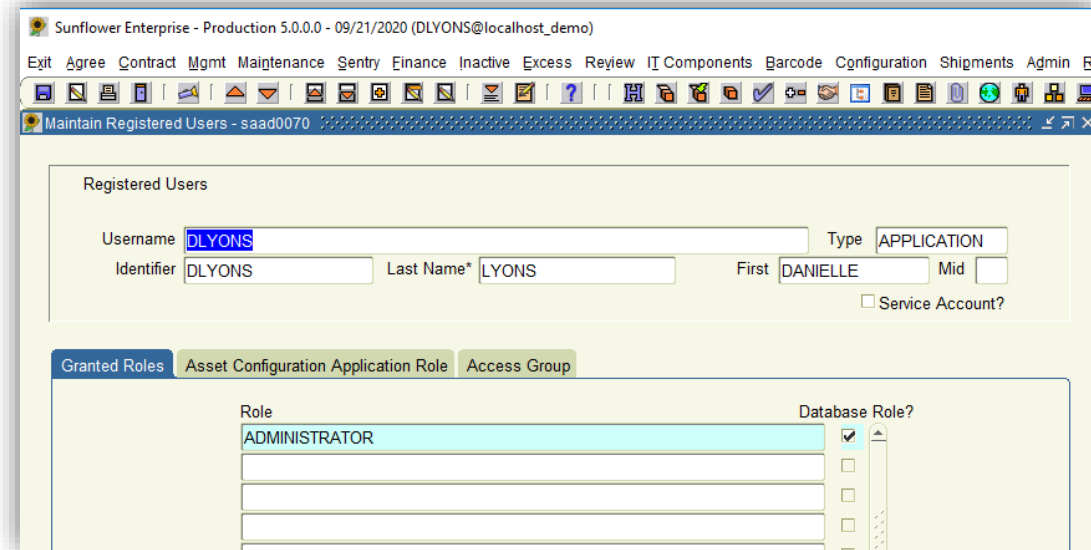
REGISTERED USERS



Sunflower “Registered Users” and “Registered User Roles” serve as a way to provide all the necessary access for users while at the same time appropriately limiting access to various parts of the application as needed.

Menu bars and forms and access are automatically adjusted based on a person's registered user role assignments.

Some examples of Inventory Clerk, Inventory Manager, Finance Clerk, Finance Manager, Administrator





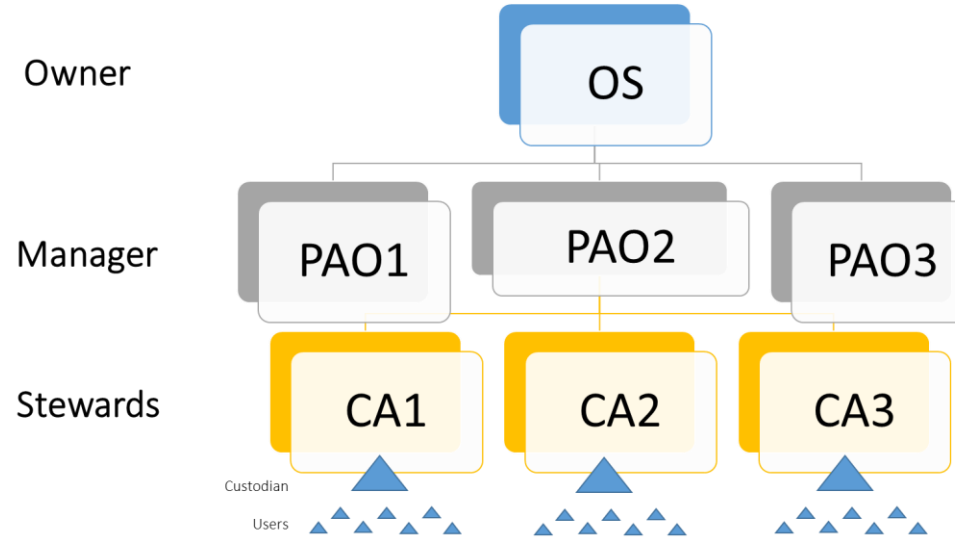
INTRO TO SUNFLOWER – FLEET + PP

ORGANIZATIONAL HIERARCHY



Sunflower manages who act on what assets through organizational hierarchy broken down by Owner, Manager, and Stewards. Registered users are then assigned as an organizational contact.

Menu bars and forms and access are automatically adjusted based on a persons registered user role assignments and the additional levels of control are placed at the organizational level.



Activity Status	IN SERVICE	Flags*		Activity Type	
Manager	PAO1	Accepted?	Y	Owner	OS
Steward	CA1	First		Rep	LYONS KIARRA KLYONS
Custodian		Last Name*		Mid	



INTRO TO SUNFLOWER – FLEET + PP

EVENT TYPES



Initial Events

Used to identify how new assets were acquired.

For example, an initial event type of Purchase indicates that the asset was created based on a Purchase Order.

Ongoing Events

Used to specify a change in an asset.

For example, an ongoing event type of Repair or Calibration indicates that an asset has been sent out for repairs.

Final Events

Used to specify the final disposition of an asset.

For example, a final event type of retirement, destruction, or transfer to another federal agency.



INTRO TO SUNFLOWER – FLEET + PP

SUNFLOWER FORMS



Sunflower Real Property forms are where transactions occur. When you click on the forms another window will pop open which will allow you to execute transactions based on your registered user role assignments.

To enter, click one of the links below.

- [Sunflower Enterprise Forms](#)
- [Sunflower Real Property Forms](#)
- [Sunflower Enterprise Reports](#)
- [Sunflower Real Property Reports](#)
- [Sunflower Soraya Views](#)
- [Search Attachments and Comments](#)

Screenshot of Sunflower Enterprise software showing the 'Maintain Inventory Assets' form for asset OS-1000. The form includes fields for Unique Name, Default Location, Catalog Identifier (2), Manufacturer (DELL), Official Name (COMPUTER PERSONAL), Serial Number, Initial Event (PURCHASE), Asset Value (\$2,000.00), Asset Condition (1), Activity Status (IN SERVICE), Manager (PAO1), Steward (CA1), Custodian, User (DLYONS), Location (WASHINGTON, DC), Acquisition Date (09/22/2020), and Owner (OS).



INTRO TO SUNFLOWER – FLEET + PP

NAVIGATION



Once the appropriate Sunflower Form has been opened navigation of the system as follows:

- Menu Bar
- Toolbar
- Title Bar
- Window
- Status Bar

Screenshot of the Sunflower Enterprise software interface showing the 'Maintain Inventory Assets' form. The form displays details for an asset with Identifier OS-1000, Manufacturer DELL, Model D333, and Acquisition Date 09/22/2020. The form includes various input fields, dropdown menus, and buttons for navigation and actions.

Identifier	Type	Type	Identifier	Released?
OS-1000				Y

Inventory Assets

U/I: None Captured

Other Identifiers (1): INV / OS-1000

Identifier: OS-1000

Unique Name:

Default Location*:

Catalog Identifier*: 2

Manufacturer: DELL

Official Name: COMPUTER PERSONAL

Serial Number:

Initial Event: PURCHASE

Asset Value*: \$2,000.00

Asset Condition: 1 UNUSED - GOOD

Activity Status: IN SERVICE

Manager: PAO1

Steward: CA1

Custodian:

User: DLYONS

Location*: WASHINGTON, DC

Document*:

User Fields*:

Global User Fields*:

Parents: 0 Children: 0 C/A/P: P

Material:

Model: D333

Model Name: DIMENSION XPS

Stock Number: D333S

Document?:

User Fields*:

Acquisition Date: 09/22/2020

Effective Date: 09/22/2020

Responsibility Date:

Expected Return Date:

Flags*:

Activity Type:

Owner: OS

Rep: LYONS KIARRA KLYONS

First: DANIELLE Mid:

Container Number:

Drawing No.:

Last Resolution On:

Buttons: Add to Working List, Add'l Information, Commodity, Comment / Picture / Attachment, Re-Request, Asset Configuration, Asset Kit

Status Bar: The tracking identifier assigned to the interest asset

Record: 1/1

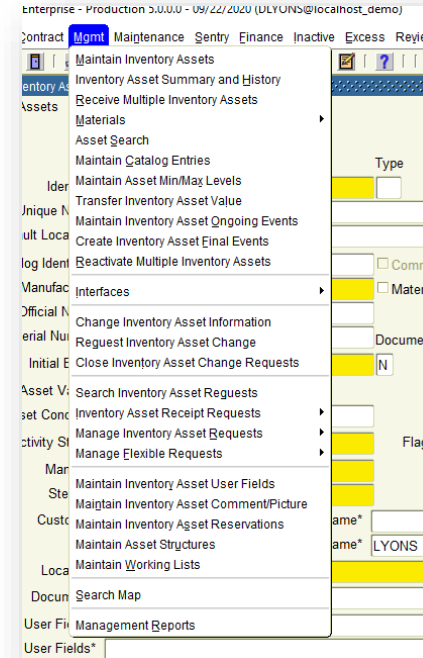


INTRO TO SUNFLOWER – FLEET + PP

NAVIGATION (CONT.)



Menu Bar: Each item in the Menu bar displays a drop down with additional items for selection.



Tool Bar: Each icon on the toolbar performs a specific action when you select them. Each toolbar button replicates menu bar action. You can place your mouse over each button and they will provide you with a tool tip.

Save		Previous Record		Summary & History		Catalog	
Clear All		Next Record		Initial Event		Document	
Print		Insert Record		Ongoing Event		Comnt/Pict/Attach	
Exit		Remove Record		Final Event		Location	
Find		Clear Record		Resolution		Person	
Previous Block		Display List		Journal Entry		Organization	
Next Block		Edit		Agreement		IT Comp S&H	
		Help		Config & Kitting			



INTRO TO SUNFLOWER – FLEET + PP

NAVIGATION (CONT.)



Complex Fields: These fields are designated with an asterisk (*). This means the fields are a concatenation of information and need to be extended by double clicking to update in information.

User	DLYO
Location*	WAS
Document*	

The screenshot shows a software window titled "Maintain Locations - sac2110". It contains several input fields and buttons. A blue arrow points from the "Location*" field in the table above to the "Site" field in the software window, which is highlighted in yellow and contains the text "WASHINGTON, DC". Other fields in the software window include "Building", "Room", "Mail Stop", "Structure Level 3 Name", and three "GPS" fields (GPS 1, GPS 2, GPS 3). Buttons for "Save" and "Cancel" are also visible.



INTRO TO SUNFLOWER – FLEET + PP

NAVIGATION (CONT.)



List of Values: If a user clicks in a field with a ... button, or ellipses, it indicates that it's a list of values field. Users can select a value from the pick-list.

Serial Number		Document?
Initial Event	PURCHASE	...
Asset Value*	\$2,000.00	Acq

List of Values (LOV) button

Initial Event Types

Find %

Type
BUILDING PURCHASE
COLLABORATION SHIPMENT
CONSTRUCTED
FOUND DURING PHYSICAL INVENTORY
GIFT
LEASE
LEGACY SAP DATA
PURCHASE
RENTAL
TRANSFER

Find OK Cancel



INTRO TO SUNFLOWER – FLEET + PP

COMMON TERMS



Key Terms and Concepts	Definition
Catalogs	Combination of Manufacturer, Model Number, Official Name other details assigned to each asset. Catalogs can be one to many assets.
Complex Fields	Fields indicated with an asterisk (*).
Configuration	A set of rules and parameters within an application that provide pre-defined decision points or values that determine key functions such as security and administration.
Customization	Changes made to the base code of the system affecting standard screens, workflows, or functionality. In a COTS environment, customization is undesirable since it makes system upgrades more complex and time consuming.
Final Event	Used to specify the final disposition of an assets.
Initial Event	Used to identify how new assets were acquired.
Menu Bar	Main navigation method in Sunflower forms. Each main menu item has an expandable list of functions.
Ongoing Event	Used to specify and record changes on assets.
Organization	Organization in Sunflower. Can be assigned to one or more organizational purposes within Sunflower. In example: Dell = Manufacturer
Organization - Manager	Managing organization; ultimately responsible for managing the assets.
Organization - Owner	Financially responsible organization, typically the highest level organization.
Organization - Steward	Physically responsible for assets; can capture organizational hierarchy in a series of parent-child relationships among steward organizations.
Registered User	This is a profile in Sunflower that is assigned to a person record which will allow for roles to be assigned.
Registered User Roles	Roles that provide a user (person) with specific rights within the Sunflower application.
Site	Top level of the location hierarchy.
Status Bar	Provides a status of transactions, or helpful hints.
Structural Level 1	Second level of the location hierarchy. Comprised of a type and value. Ex. Type = Building, Value = HCHB
Structural Level 2	Third level of the location hierarchy. Comprised of a type and value. Ex. Type = Room, Value = C300
Sunflower Forms	Web enabled form where transactions are executed. Requires Java in order to open.
Sunflower Welcome Page	Main landing page after logging into Sunflower where forms and reports can be accessed.
Term Layer	Layer of customer specific nomenclature for fields that is applied on top of Sunflower core field names. Example: Manager = Bureau or Region
Toolbar	Each icon on the toolbar performs a specific action when you select them. Each toolbar button replicates menu bar action. You can place your mouse over each button, and they will provide you with a tool tip.
UDFs (User Defined Fields)	UDFs allow you to tailor your Sunflower Assets application to define and capture additional asset information that is unique to your organization.
User (Person)	Represents a person record in Sunflower. In order to be granted access a person record must, exist, however, this person record does not need to be a system user. They can be who an asset is assigned to or represent contacts of an organization.



INTRO TO UNISON PRISM

HOME PAGE



When users log into PRISM, they will land on the PRISM Home page. The PRISM Home page is comprised of a series of widgets that organize the actions users can take, as well as the data they can reference, upon logging into the system. Examples include the Inbox, Recent Documents, Workload, Tasks, and Regulation Databases widgets. The widgets can be moved or collapsed, so users can best organize their Home page according to how they use PRISM.

The screenshot shows the PRISM Home Page for user Molly Brewer. The interface includes a top navigation bar with links for Help, System Setup, My Profile, and Sign Out. Below this is a welcome message and a set of navigation icons for Home, Inbox, Tasks, Search, Reports, and Utilities. A 'Quick Open' field and a 'Create' button are also present. The main content area is divided into several widgets:

- Inbox:** A list of items for review, including 'For Review (1/1)' with a sub-item 'Req: DOC-20-00001', and categories like 'Courtesy Copy (0/0)', 'Approved (0/0)', 'Disapproved (0/0)', 'Reviewed (0/0)', 'Completed (0/0)', 'Bypassed (0/0)', 'Proxied (0/0)', and 'Notifications (0/0)'. A 'Tasks (0 total)' widget below it states 'You have no tasks due in the next 7 days.'
- Recent Documents:** A list of recent requests, including 'Req: DOC-20-00002 (BASE/In Progress) IT Supplies and Services' and 'Req: DOC-20-00001 (BASE/In Progress) IT Supplies and Services'.
- Quick Links:** A list of useful links such as 'Commerce Business Daily', 'Contract Checklist for Using ARRA Funds', 'Federal Business Opportunities', 'GSA Advantage!', 'GSA Debarment', and 'Compusearch'.
- Regulation Databases:** A table showing 'Regulation' and 'Current Through' information, with one entry: 'FAR' and 'FAR FAC 2020-07 Government Corrections August 28, 2020'.
- Proxy Information:** A message stating 'You currently do not have a proxy. Click here to configure.'
- Reference Data:** A partially visible widget at the bottom.



INTRO TO UNISON PRISM

HOME PAGE: CREATE DOCUMENT DROPDOWN



Users can create documents using the **create document dropdown menu** on the Home page. The options available to each user depend on their level of access in the system. For example, CORS may only see the option to create requisitions, while contract specialists may see options to create the various award types.

The menu options displayed in the top right corner of the Home page also depend on a user's level of access. For example, a system administrator will have access to System Setup to control system configurations, but other program and acquisition office users will not.

The screenshot shows the PRISM Home page for user Molly Brewer. The 'Create' dropdown menu is open, displaying the following options: Advance Procurement Plan, BPA, BPA Call, Contract, Delivery/Task Order, Funding Opportunity, Invoice, Milestone Plan, MIPR, Multiple Award Setup, Purchase Card Order, Purchase Order, Requisition, Requisition for Modification, Requisition for TO/DO, and Solicitation. The page also features a 'Quick Links' section with items like 'Commerce Business Daily' and 'Contract Checklist for Using ARRA Funds', a 'Regulation Databases' table, and a 'Proxy Information' section.

Regulation	Current Through
FAR	FAR FAC 2020-07 Government Corrections August 28, 2020



INTRO TO UNISON PRISM

HOME PAGE WIDGET: INBOX



With the ***Inbox*** widget, users can access documents that have been routed to them for approval, for review, or as courtesy copy. Users can also access documents that they have sent out for approval or review, as well as documents that were received by their proxy, if they had one established. These documents are arranged into folders for organization and ease of access.

The Inbox widget correlates directly with document routing and workflow in PRISM, including the routing of requisitions, solicitations, awards, and any supporting documentation.

The screenshot shows the 'Inbox' widget interface. At the top is a blue header with an envelope icon and the text 'Inbox'. Below this is a white area with a blue header for the 'For Review' folder, which contains one item: 'Req: DOC-20-00001'. Below the 'For Review' folder is a list of other folders, each with a yellow folder icon and a count in parentheses: 'Courtesy Copy (0/0)', 'Approved (0/0)', 'Disapproved (0/0)', 'Reviewed (0/0)', 'Completed (0/0)', 'Bypassed (0/0)', 'Proxied (0/0)', and 'Notifications (0/0)'. Small upward-pointing triangles are visible to the right of the 'Inbox' and 'For Review' headers.



INTRO TO UNISON PRISM



HOME PAGE WIDGET: RECENT DOCUMENTS




The ***Recent Documents*** widget displays the last documents a user has accessed in the system, beginning with the most recently accessed. For each document listed, PRISM displays the document number, version, status, and purpose. The document numbers are hyperlinks, allowing users to quickly open their recent documents directly from the widget.

PRISM also allows users to pin documents to the Recent Documents widget. While a document is pinned, it will remain at the top of the widget, allowing users to quickly access documents they need to frequently reference.

Recent

-  [DO/TO: CON-MW-0709-1053/DO-MW-0709-1315](#)
(BASE/Released)
Paper
-  [Req: PR-19-0115](#)
(BASE/Released)
IT Supplies and Services - Accept/Reject (more)

-  [Contract: 47QSCA20C0012](#)
(BASE/In Progress)
Data Validations
-  [DO/TO: 1123/3234](#)
(BASE/In Progress)
-  [Req: PR-19-0123](#)
(000001/Released)
IT Supplies and Services - Accept/Reject (more)



INTRO TO UNISON PRISM





HOME PAGE WIDGETS: WORKLOAD & TASKS



The **Workload** and **Tasks** widgets allow users to view any requisitions and tasks they have been assigned. The Workload widget lists the requisitions they have been assigned as buyer, along with the assigned date. The Tasks widget lists the tasks they have been assigned, along with the due date.

Clicking into either widget offers more details. In the detailed view of the Workload widget, users can search their workload, as well as the workload of other user groups they manage. In the detailed view of the Tasks widget, users can search through their tasks, including those that are open and complete.

Workload (4)

Assigned Date	Requisition Number	
04/09/2020	PR-20-0109	
05/21/2020	PR-19-0122	
04/08/2020	PR-19-0107	
04/08/2020	PR-19-0106	

Tasks (1 total)

The following tasks are due in the next 7 days.

Due Date	Description (Document Number)
09/20/2020	Start Closeout Process 47QSCA20C9009



INTRO TO UNISON PRISM

HOME PAGE WIDGET: REGULATION DATABASES



Through the **Regulation Databases** widget, users can reference the regulation databases that are active in PRISM, including the dates through which they are current. These represent the databases from which users can add clauses and provisions to their solicitations and awards in PRISM. Unison is responsible for maintaining the FAR database in PRISM, which ensures that users always have access to the latest clause and provision versions when building their solicitations and awards.

Regulation Databases	
Regulation	Current Through
FAR	FAR FAC 2020-07 Government Corrections August 28, 2020



INTRO TO UNISON PRISM

DOCUMENT LEVEL: NAVIGATOR



Documents in PRISM, such as requisitions, solicitations, and awards, mostly follow the same format, so users can easily navigate through the various modules.

When a user opens a document, they land on the **Navigator** page, which acts as the document's home page. The Navigator displays a side-panel that includes tabs for summary information, associated documents, and notes. The Navigator also includes menu options that allow users to access different pages within the document. Lastly, the Navigator page displays quick links to actions the user may want to take, depending on the stage of the document.

The screenshot displays the PRISM Navigator interface for a document titled "Requisition: DOC-20-00001 (BASE/In Progress)". The interface includes a top navigation bar with "Help", "Home", and "Sign Out" links. Below this, there are icons for "NAVIGATOR", "DETAILS", "MESSAGES", "ACCESS", and "HISTORY". A secondary row of icons includes "ROUTE", "RELEASE", "PRINT", "VALIDATE", and an "Other Actions" dropdown menu.

The main content area is divided into two sections:

- Summary Panel (Left):**
 - Version: BASE
 - Status: In Progress
 - Stage: Requisition
 - Total Items: 0
 - Commitment Amount**
 - Total: \$ 0.00
 - Appropriated: \$ 0.00
 - Non-Appropriated: \$ 0.00
 - Total Amount: \$ 0.00
- Requisition Navigator (Right):**
 - Requisition DOC-20-00001 is currently in progress.
 - What would you like to do?
 - View snapshot
 - Add line items
 - Validate requisition data
 - Manage e-Requisition contents
 - Manage supporting docs (0 files)
 - Release



INTRO TO UNISON PRISM

DOCUMENT LEVEL: DETAILS



When users enter the **Details** view of a document, they can enter or view the data fields that capture information such as descriptions, item amounts, etc. The Details view displays a progression bar that lists the pages within the document that need to be completed. Users can work from left to right along the progression bar to complete the information needed for the document.

Notice the side-panel seen on the Navigator displays in the Details view too. This side-panel is available on most document pages to provide a quick reference to basic information about the document.

PRISM™ Help Home Sign Out

Requisition: DOC-20-00001 (BASE/In Progress)

NAVIGATOR DETAILS MESSAGES ACCESS HISTORY

ROUTE RELEASE PRINT VALIDATE Other Actions

Summary

Version: BASE

Status: In Progress
Stage: Requisition

Total Items: 0

Commitment Amount

Total: \$ 0.00
Appropriated: \$ 0.00
Non-Appropriated: \$ 0.00
Total Amount: \$ 0.00

Items > Delivery > Funding > Additional Info > e-Requisition > Notes

Items List

Add: Other Actions

Item Number	Description	Quantity	Unit	Total Amount	Committed Amount	Option LI	Period	Option	Status	Last Update Version	Action	Delete
No items found												

Next → Return to Home



INTRO TO UNISON PRISM

DOCUMENT LEVEL: HISTORY



Clicking the ***History*** view allows users to see the route and status history of the document, as well as any notifications that have been sent for the document.

The tabs within the History view include details that pertain to current and previous document routes, including the users who received the document for review, approval, or as courtesy, how they acted on the document, and all corresponding time stamps. The tabs also show information on when the document changed status and the user responsible for the change.

The screenshot shows the PRISM web application interface. At the top, there is a navigation bar with 'PRISM™' logo, 'Help', 'Home', and 'Sign Out' links. Below this is a dark blue header with the text 'Requisition: DOC-20-00001 (BASE/In Progress)'. A secondary navigation bar contains icons for 'NAVIGATOR', 'DETAILS', 'MESSAGES', 'ACCESS', and 'HISTORY'. Below this is a toolbar with icons for 'ROUTE', 'RELEASE', 'PRINT', 'VALIDATE', and 'Other Actions'. The main content area is divided into three tabs: 'Route History' (selected), 'Status History', and 'Notifications'. On the left side, there is a 'Summary' panel with the following information:

- Version: BASE
- Status: In Progress
- Stage: Requisition
- Total Items: 0
- Commitment Amount:
 - Total: \$ 0.00
 - Appropriated: \$ 0.00
 - Non-Appropriated: \$ 0.00
- Total Amount: \$ 0.00

Below the tabs, there is a 'Print' button and a 'Route History' section. The 'Route History' section is titled 'Review of Requisition DOC-20-00001 (BASE)' and contains a table with the following data:

Route Role	To	In Date/Time	Out Date/Time	Comments	Status	Amendment	Phone	Site	Routin
(None)	Molly Brewer	09/20/2020 12:30 PM		The route was <i>(more)</i>	Cancelled Route	BASE		COTS	
(None)	Molly Brewer		09/20/2020 12:30 PM	The route was <i>(more)</i>	Originator	BASE		COTS	



INTRO TO ORACLE E-BUSINESS SUITE

LOGIN AND USER RESPONSIBILITIES



Immediately upon logging in, users will view their homepage called **Navigator**. Here, users will view and access their assigned responsibilities.

Oracle **Responsibilities** serve as a way to provide all the necessary access for users while at the same time appropriately limiting access to various parts of the application as needed.

The screenshot displays the Oracle E-Business Suite homepage. At the top, the header includes the Oracle logo, the text "ORACLE E-Business Suite", and user information: "Logged In As SYSCONFIG2". Below the header is a search bar with "Enterprise Search" and "Contract Documents" selected, and a "Go" button. To the right of the search bar is a "Search Results Display Preference" dropdown set to "Standard".

The main content area is titled "Home" and is divided into two primary sections:

- Navigator:** A vertical list of responsibilities, each preceded by a blue folder icon. The list includes: Application Developer, Application Diagnostics, Approvals Management Business Analyst, Cash Management Superuser, CENSUS Federal Administrator, CENSUS General Ledger Manager, CENSUS Payables Manager, CENSUS Purchasing Manager, CENSUS Receivables Manager, DOC Federal Administrator, DOC General Ledger Manager, DOC Payables Manager, and DOC Purchasing Manager. A "Personalize" button is located to the right of the list.
- Worklist:** A section for notifications. It features a "Full List" button and a table with columns: "From", "Type", "Subject", "Sent", and "Due". The table content shows "There are no notifications in this view." Below the table is a tip: "TIP Vacation Rules - Redirect or auto-respond to notifications."



INTRO TO ORACLE E-BUSINESS SUITE

WORKLIST



The **Worklist** pages let user view and respond to the notifications using a Web browser. The Advanced Worklist provides an overview of user's notifications, from which user can drill down to view an individual notification in the Notification Details page. User can also reassign notifications to another user, request more information about a notification from another user, respond to requests for information, and define vacation rules to handle notifications automatically in your absence.

Home >
Worklist

View Open Notifications Go

Select Notifications: Open Reassign Close | ...

<input type="checkbox"/>	From ^	Type ^	Subject ^	Sent ▼	Due ^
<input type="checkbox"/>	Vungutur, Sreedevi	PO Approval	NIST_OU - Standard Purchase Order 10006,0 for 2000.00 USD requires your approval.	23-Sep-2020	

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.



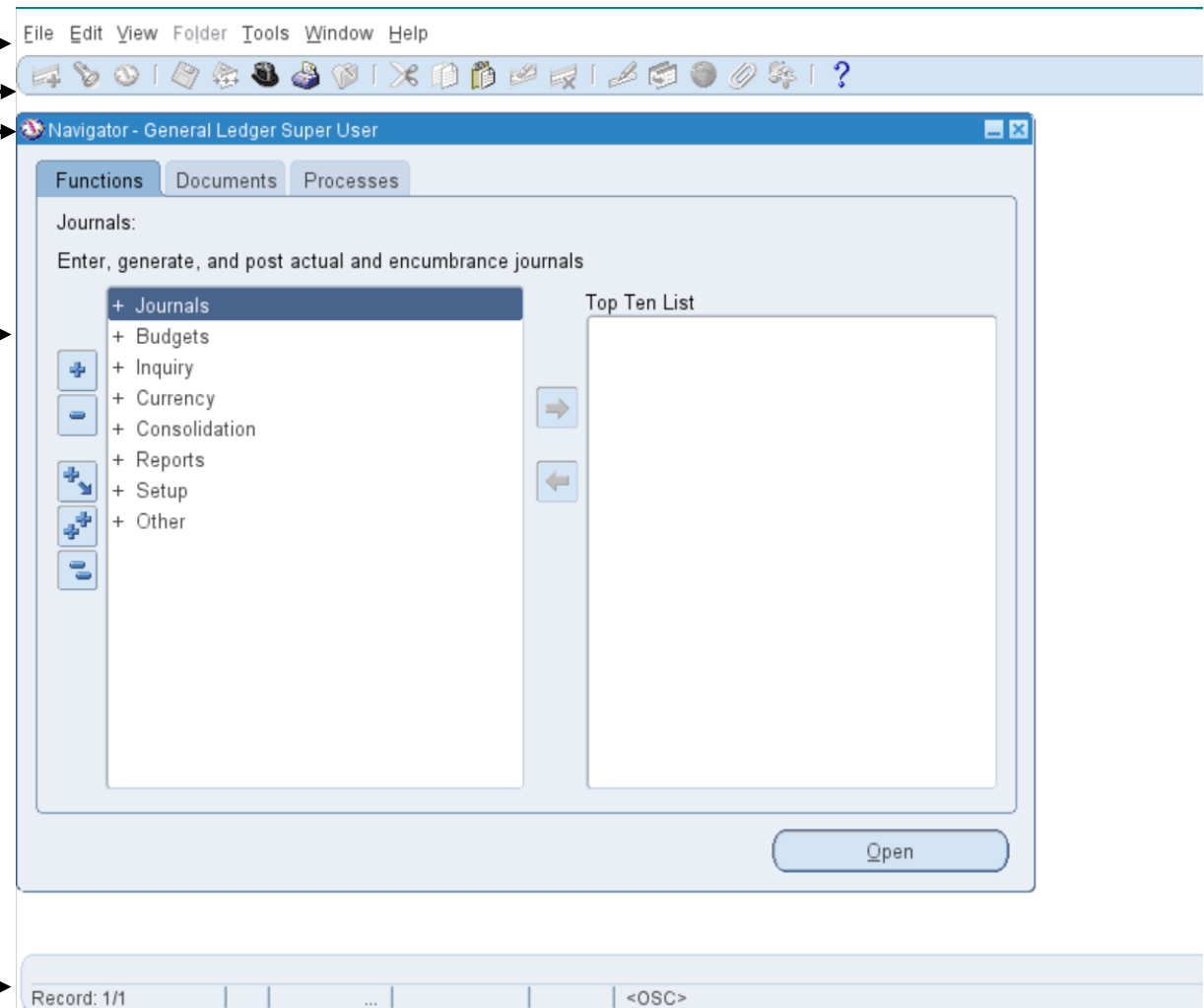
INTRO TO ORACLE E-BUSINESS SUITE

ORACLE APPLICATION FORMS



Once the appropriate Oracle EBS Form has been opened, navigation of the system as follows:

- Menu Bar
- Toolbar
- Title Bar
- Navigator Window
- Status Bar



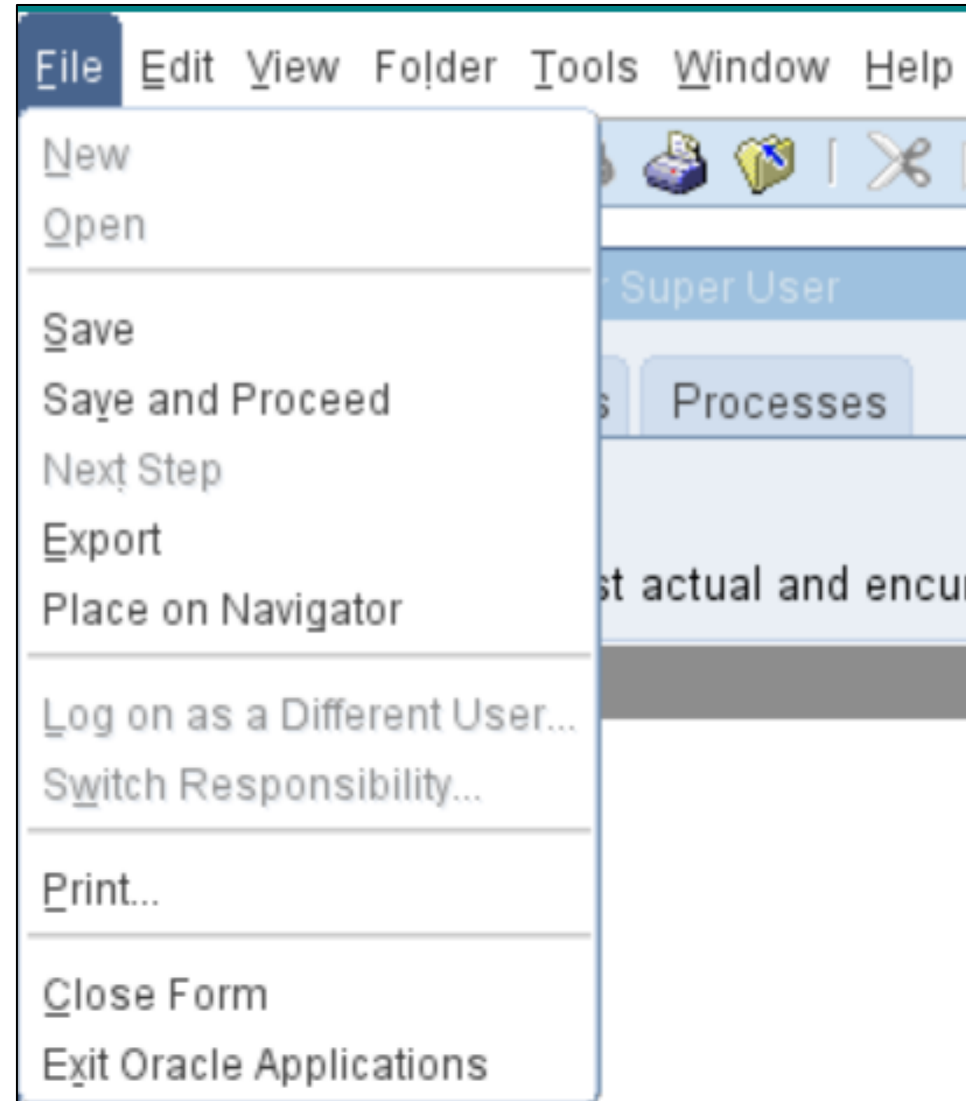


INTRO TO ORACLE E-BUSINESS SUITE



MENU ITEMS

The **Application Menu bar** is a collection of items that users can use as they perform their tasks across the application. Each item on the Menu bar consists of a drop-down list of additional items.



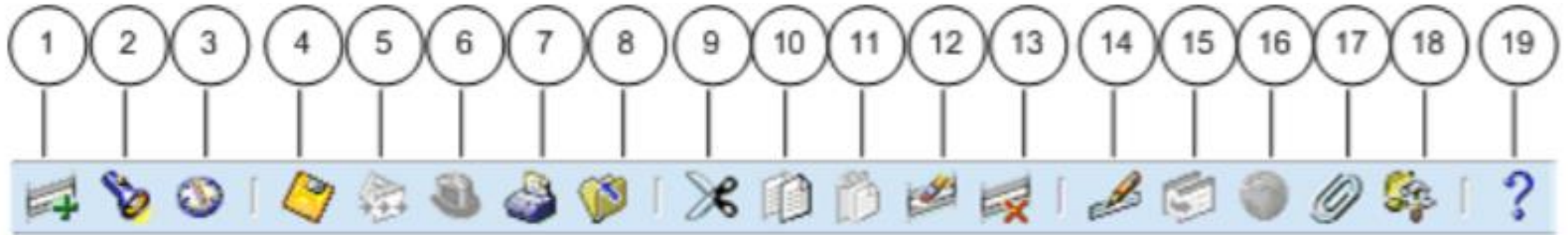


INTRO TO ORACLE E-BUSINESS SUITE

TOOLBAR



The **Application Toolbar** is a collection of iconic buttons and a list of shortcuts that replication commonly used menu items.



1	New Record
2	Find
3	Show Navigator
4	Save
5	Next Step
6	Switch Responsibilities
7	Print
8	Close Form
9	Cut
10	Copy

11	Paste
12	Clear Record
13	Delete
14	Edit Field
15	Zoom
16	Translations
17	Attachments
18	Folder Tools
19	Window Help



INTRO TO ORACLE E-BUSINESS SUITE

QUICK KEYS



The "**Keyboard Help**" window displays the keystrokes to achieve normal Forms operations, such as 'Next Block' and 'Clear Record'. This window can be viewed at any time by pressing Ctrl+K. The keyboard mappings can be customized by the System Administrator.

The screenshot shows the Oracle E-Business Suite interface. The 'Help' menu is open, and 'Keyboard Help...' is selected. The 'Keyboard Help' window is displayed in the foreground, showing a list of functions and their corresponding keyboard shortcuts.

Function	Key
Actions LOV	Shift+Ctrl+F8
Block Menu	Ctrl+B
Clear Block	F7
Clear Field	F5
Clear Form	F8
Clear Record	F6
Commit	Ctrl+S
Count Query	F12
Delete Record	Ctrl+Up
Display Error	Shift+Ctrl+E
Down	Down
Duplicate Field	Shift+F5
Duplicate Record	Shift+F6



INTRO TO ORACLE E-BUSINESS SUITE

NAVIGATION TOP 10 LIST



At any time while accessing the application users may create and/or update a top ten list for *each* responsibility assigned to their user account. The Top Ten List contains functions selected from the menu of functions provided in the user's responsibility.

A quick way to launch the forms to begin working inside the application from the top ten list is to type the number of the function list (i.e. using the example to the right, to launch the function to ***Run Financial Reports*** the user simply will type the 2-key anytime on this screen and the functionality will launch!

The screenshot shows the Oracle Navigator interface for a 'General Ledger Super User'. The 'Functions' tab is active, displaying a list of functions under the heading 'Run Financial Reports'. The functions listed are: Journals, Budgets, Inquiry, Currency, Consolidation, Reports, Setup, and Other. A 'Top Ten List' is also visible, containing the following items: 1. Enter Journals, 2. Run Financial Reports (highlighted), 3. Open and Close Periods, 4. Launch Journal Wizard, and 5. Account Inquiry. A dialog box titled 'Run Financial Reports (DOC_LEDGER)' is open in the foreground, showing three radio button options: 'Individual Reports' (selected), 'Single Report Set', and 'Multiple Report Sets'. The dialog box has 'OK' and 'Cancel' buttons at the bottom.



INTRO TO ORACLE E-BUSINESS SUITE

NAVIGATING ORACLE APPLICATION FORMS



Using Oracle Application, users are able to navigate through various fields both in the “forms” template as well as the webpage display.

The screenshot shows the Oracle Invoice Workbench (Payables Manager) interface. At the top, there are fields for 'Batch Control Total' and 'Batch Actual Total'. Below this is a table with columns: Operating Unit, Customer Taxpayer ID, Type, PO Number, Trading Pa, Supplier Num, Supplier Site, Invoice Date, Invoice Num, and Invoice I. The table is currently empty. Below the table are several tabs: 1 General, 2 Lines, 3 Holds, 4 View Payments, 5 Scheduled Payments, and 6 View Prepayment Applications. The '1 General' tab is active, showing a 'Summary' section with fields for Items, Retainage, Prepayments Applied, Withholding, Subtotal, Tax, Freight, Miscellaneous, and Total. To the right of the summary is an 'Amount Paid' section with two input fields. Further right is a 'Status' section with fields for Status, Accounted, Approval, Holds, and Scheduled Payment Holds. At the bottom right of the 'General' tab is a 'Description' field.

The screenshot shows the Oracle Purchasing web application interface. The top navigation bar includes the Oracle logo and 'Purchasing' text, along with icons for home, star, settings, and notifications, and a user login indicator 'Logged In As SYSCONFIG2'. Below the navigation bar is a breadcrumb trail: Requisitions | Initiatives | Negotiations | Orders | Agreements | Deliverables | Suppliers | Notes | Awards | IDVs. The main content area is titled 'Demand Workbench' and includes sub-breadcrumbs: Demand Workbench | Summary | Amendments. A note indicates that an asterisk (*) indicates a required field. There is a dropdown menu for 'My Requisitions' and a 'Show Filters' button. A table is displayed with the following columns: OU, Requisition Item/Job, Qty, Unit, Price, Currency, Need-By, Source, Options, and Actions. The table currently shows 'No results found.' in the first row. On the right side of the page, there is a 'Document Builder' widget with a 'Type' dropdown set to 'New Order', a search field containing '*OU', and a 'Number of Lines' indicator set to 0.



INTRO TO ORACLE E-BUSINESS SUITE

TEXT FIELDS AND LIST OF VALUES (LOVS)



Within an Oracle EBS Form, editable text items have a yellow background if required, or white background if optional.

Accounting Calendar

Calendar

Description

Enable Security

Fields with “...” button inside them indicate that there is a **List of Values** available for user to pick appropriate value.

Authority Type Code ...

Direct or Reimbursable Code

Apportionment Category Code

Apportionment Category B Program Code

Program Report Category Code

Authority Types

Find %

Authority Type Code

- B: Borrowing Authority
- C: Contract Authority
- D: Advance Appropriation
- E: Appropriations available in Prior Periods
- F: Appropriations available from Subsequent Years
- P: Appropriation (excluding Advance Funding)
- R: Re-appropriation
- S: Spending Authority

Find OK Cancel



INTRO TO ORACLE E-BUSINESS SUITE

KEY TERMS



The Application Toolbar is a collection of iconic buttons and a list of shortcuts that replication commonly used menu items.

Key Terms and Concepts	Definition
Accounting Code Structure (ACS)	Naming convention that supports the traceability of financial information for budgeting, financial accounting, and reporting. Triggered by financial transactions, it appears as a string of numbers varying in length depending on the type of transaction and is made up of data elements used for categorizing financial transactions that enable retrieval, summarization, and reporting of information in a meaningful way.
Accounting Key Flexfield	A feature of Oracle General Ledger that contains the account coding for accounting distributions throughout BAS. All segments of the Account Code Structure (ACS) are loaded and maintained here (i.e. Budget Fiscal Year, Fund, Organization Code, Program Code, Account, Budget Object Code, Thematic, and Future Use). Additionally, all values for each of the ACS Segments are loaded and maintained here (e.g. value '02000100' is the Organization Code for DOC Academy').
Change Control Board (CCB)	A committee that makes decisions regarding whether or not proposed changes to a software project should be implemented.
Cloud	The practice of using a network of remote servers hosted on the Internet to store, manage, and process data, rather than a local server or personal computer.
Configuration	A set of rules and parameters within an application that provide pre-defined decision points or values that determine key functions such as security and administration.
Customization	Changes made to the base code of a system affecting standard screens, workflows, or functionality. In a COTS environment, customization is undesirable since it makes system upgrades more complex and time consuming.
Descriptive Flexfield	Flexfields which are (authorized-) user-defined and record data elements that aren't provided in the delivered Oracle EBS Financials software



INTRO TO ORACLE E-BUSINESS SUITE

KEY TERMS (CONT.)



The Application Toolbar is a collection of iconic buttons and a list of shortcuts that replication commonly used menu items.

Key Terms and Concepts	Definition
Extension	Sometimes referred to as a 'hook' , extensions are used to capture and maintain information from one system to be used by other systems. Extensions can be created in multiple ways, including: interfaces, reports, workflows and modules.
Flexfield	A database field that has flexibility built into it so that authorized users can define reporting structures that are relevant to their specific organizations.
Module	A grouping of software components and features of interrelated business functions defined by the software developer for licensing and maintenance purposes (e.g., Accounts Receivable, Purchasing, etc.)
Oracle EBS Financials	Oracle's E-Business Suite Financials is the core software of the BAS implementation.



BAS ACRONYMS

LIST OF BAS ACRONYMS



ACRONYM	Definition	ACRONYM	Definition	ACRONYM	Definition
ACS	Account Code Structure	FRPP	Federal Real Property Profile	RTM	Requirements Traceability Matrix
AP	Accounts Payable	GD	Global Design	SaaS	Software as a Service
API	Application Programming Interface	GL	General Ledger	SAM	System for Award Management
AR	Accounts Receivable	GL	General Ledger	SDLC	System Development Lifecycle
ASAP	Automated Standard Application for Payments	GMIS	Grants Management Information System (GMIS)	SF	Sunflower
BI	Business Intelligence	GOL	Grants Online	SLA	Subledger Accounting
BMON	Batch Monitoring	GSA	General Services Administration	SoF	Status of Funds
BPR	Business Process Re-engineering	GTAS	Governmentwide Treasury Account Symbol	SQL	Standard Query Language
BPR	Business Process Reengineering	HFM	Hyperion Financial Management	TD	Technical Design
CAR	Commerce Acquisition Regulation	HTML	Hypertext Markup Language	TST	Test
CNV	Conversion	IAA	Interagency Agreement	UAT	User Acceptance Test
COTS	Commercial off the Shelf	INT	Interface	WKF	Workflow
CS	Common Solution	IPAC	Intra-Government Payment and Collection		
CTA	Classification Transactions and Accountability	KDD	Key Design Decisions		
CVR	Cross Validation Rules	O&M	Operations and Maintenance		
CWT	Carlson Wagonlit Travel	OBIEE	Oracle Business Intelligence Enterprise Edition		
DB	Database	OCM	Organizational Change Management		
DBA	Database Administrator	OOTB	Out of the Box		
DEV	Development	PA	Project Accounting		
DNP	Do Not Pay	PAM	Payment Automation Manager		
DOC	Department of Commerce	PB	Project Billing		
EBS	Enterprise Business Suite	PC	Project Costing		
EDW	Enterprise Data Warehouse	PMO	Project Management Office		
ERP	Enterprise Resource Planning	PP	Personal Property		
ETL	Extract Transform Load	RBAC	Role Based Access Control		
EXT	Extension	RICEW	Reports – Interface – Conversion – Extension – Workflow		
FAR	Federal Acquisition Regulations	RP	Real Property		
FD	Functional Design	RPA	Robotic Process Automation		
FPDS-NG	Federal Procurement Data System Next Generation				