Business Applications Solution (BAS) Program Common Solution Kick Off

UNITED STATES DEPARTMENT OF COMMERCE
OFFICE OF FINANCIAL MANAGEMENT

OCTOBER 1, 2020

Expected
Structure.
Unexpected
Flexibility.

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.

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

BACKLOG

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

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

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

ORDER TO CASH	PROCURE TO PAY	PLAN TO REPORT	ACQUIRE TO DISPOSE
ACCOUNTS RECEIVABLE	ACQUISITION PLANNING	FEDERAL ADMININSTRATOR	REAL PROPERTY
PROJECT BILLING	REQUISITIONS	GENERAL LEDGER	FLEET
PROJECT MANAGEMENT	SOURCING	CASH MANAGEMENT	PERSONAL PROPERTY
	CONTRACT AWARDS		
	PURCHASING		
	ACCOUNTS PAYABLE		
	PAYMENTS		

CGI Sunflower

Unison PRISM

Oracle EBS

EXTERNAL INTEGRATION*

TREASURY: GTAS DATA ACT	TREASURY: ASAP
TREASURY: IPAC	CWT: TRAVEL
TREASURY: PAM	CITIBANK SMARTPAY
TREASURY: DNP	NFC PAYROLL
TREASURY: PAY.GOV	GSA SAM
FPDS-NG	GSAXcess
FRPP	FAST VLD

INTERNAL INTEGRATION*

GMIS	moveLINQ
GOL	BUREAU SPECIFIC / OTHERS
HFM	**Note: Additional integrations could be identified throughout the project lifecycle.*

REPORTING ENVIRONMENT

FINANCIAL MANAGEMENT STANDARD REPORTS	ACQUISITION MANAGEMENT STANDARD REPORTS	ASSET MANAGEMENT STANDARD REPORTS	ENTERPRISE DATA WAREHOUSE BI REPORTING & ANALYTICS

BUSINESS APPLICATIONS SOLUTION

One Commerce

EXPECTED STRUCTURE. UNEXPECTED FLEXIBILITY.

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

- Core Applications
- Reporting Environment
- External and Internal Interfaces

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

- 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

OPERATIONAL EXCELLENCE

- Simplifies and standardizes business processes
- Increases automation of business processes
- Integrates data and processes
- Enterprise-wide reporting

CONTROL & COMPLIANCE

- 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	• 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	• 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	• 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	• 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?

1. Facilitator will guide attendees through scenarios, bringing up key discussion points

2. SMEs provide feedback on the design and configuration of the BAS system

3. Identify unique issues and requirements + how the system configuration may affect processes

4. Capture Sprint Sessions backlog topics for future discussions

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.

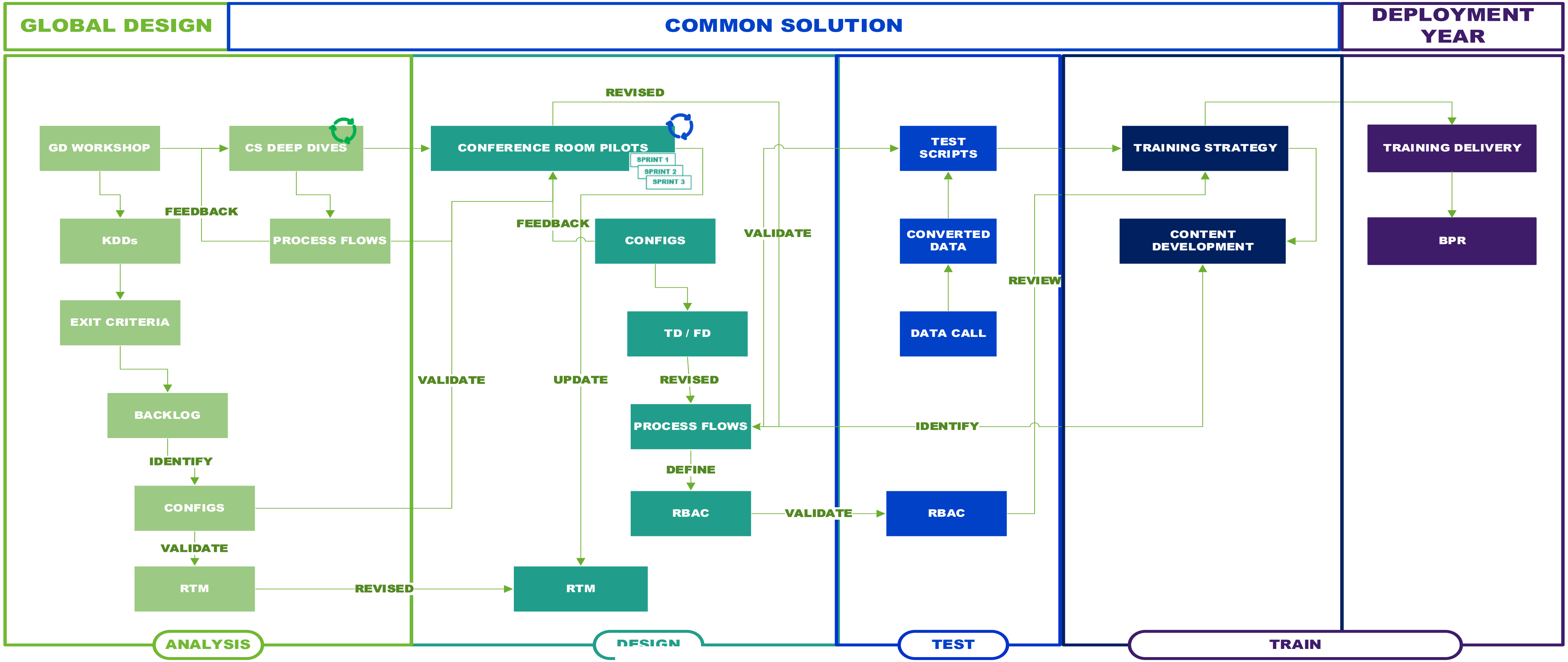
MONTH 3 | CONFIGURATION DEMONSTRATION SESSIONS

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

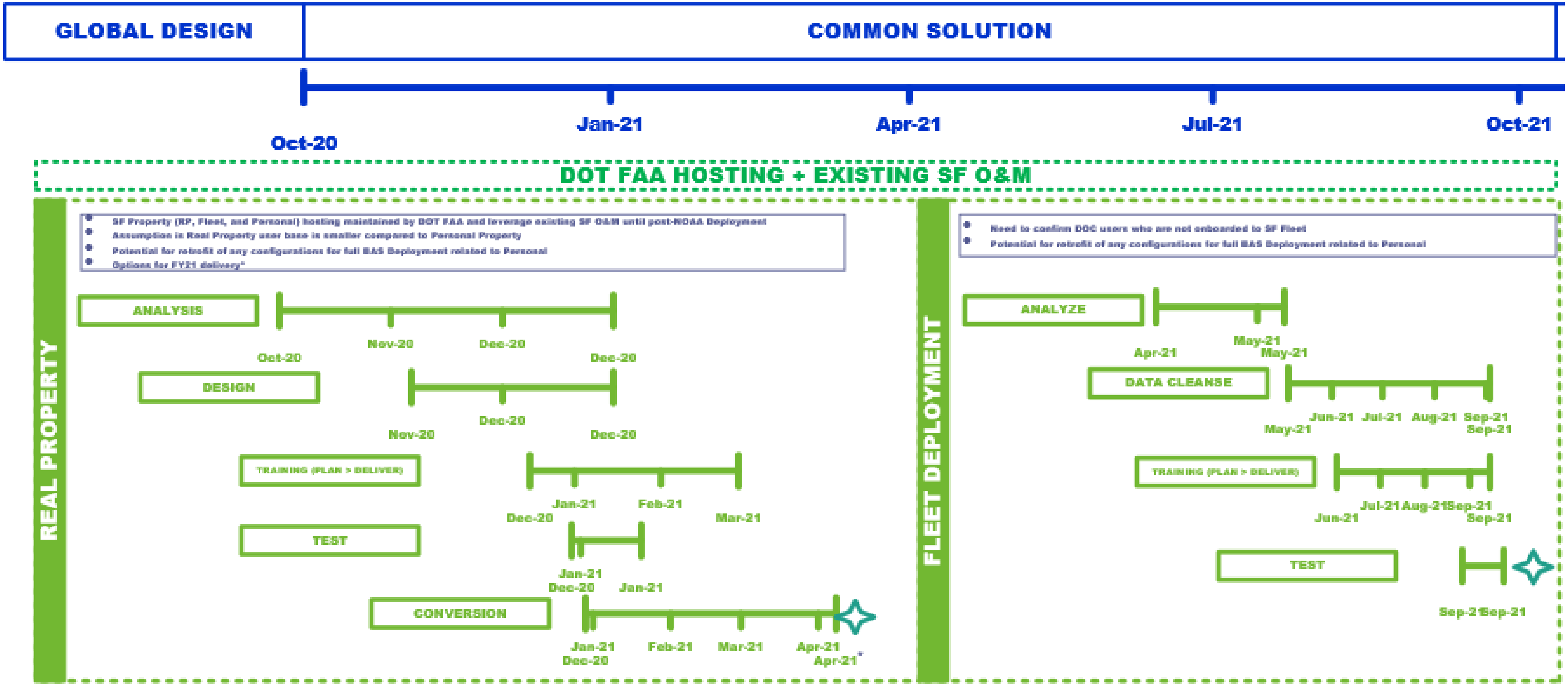
GLOBAL DESIGN ARTIFACTS TO DRIVE CS KEY ACTIVITIES

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

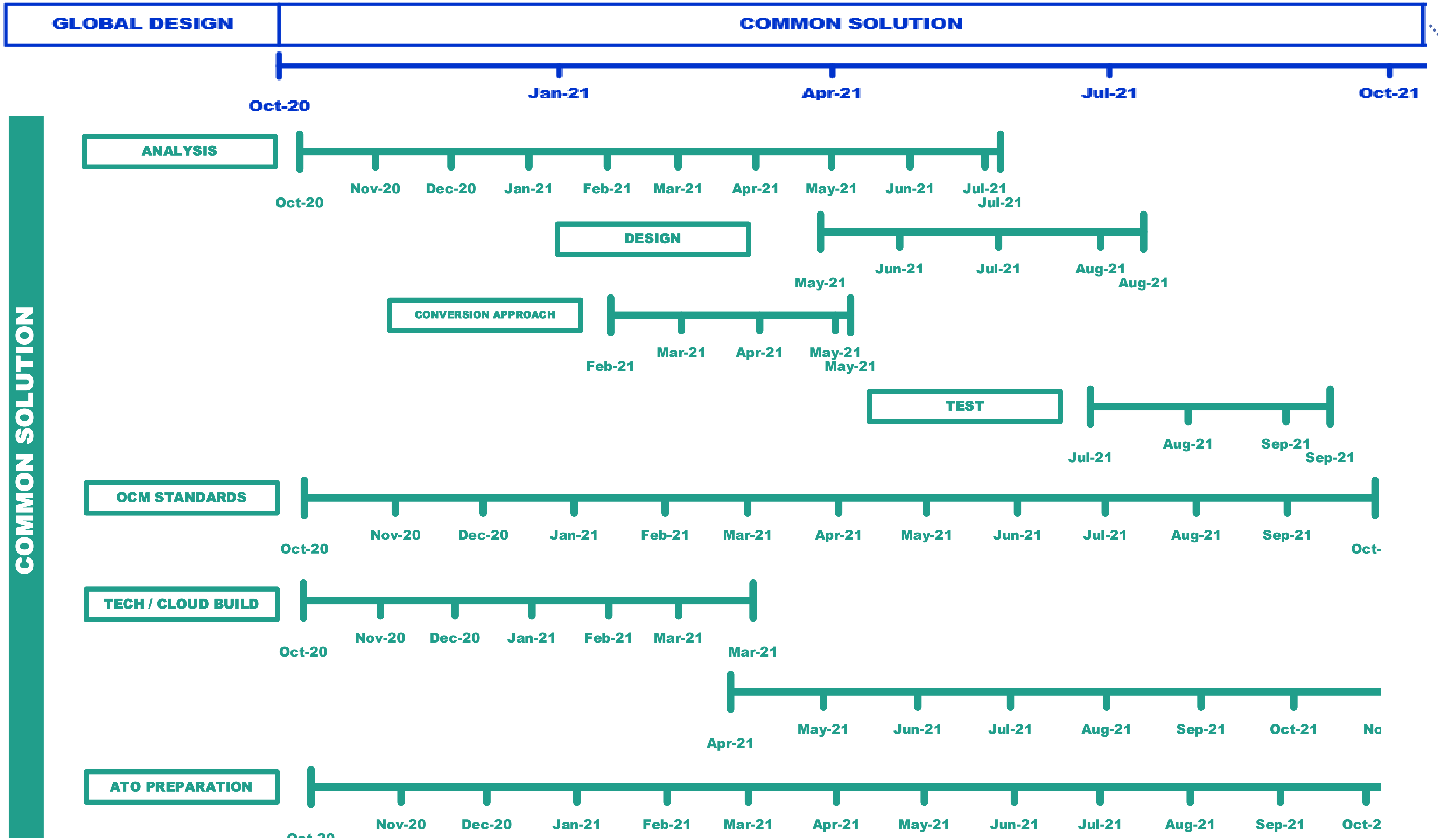


SUNFLOWER KEY ACTIVITIES

HIGHLIGHTED PHASES FOR SF DEPLOYMENT FOR CS



CS APPROACH



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

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

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

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

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

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	• 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	• 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	• Respond to future meeting invites for Configuration Demonstration Sessions

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

Q&A

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

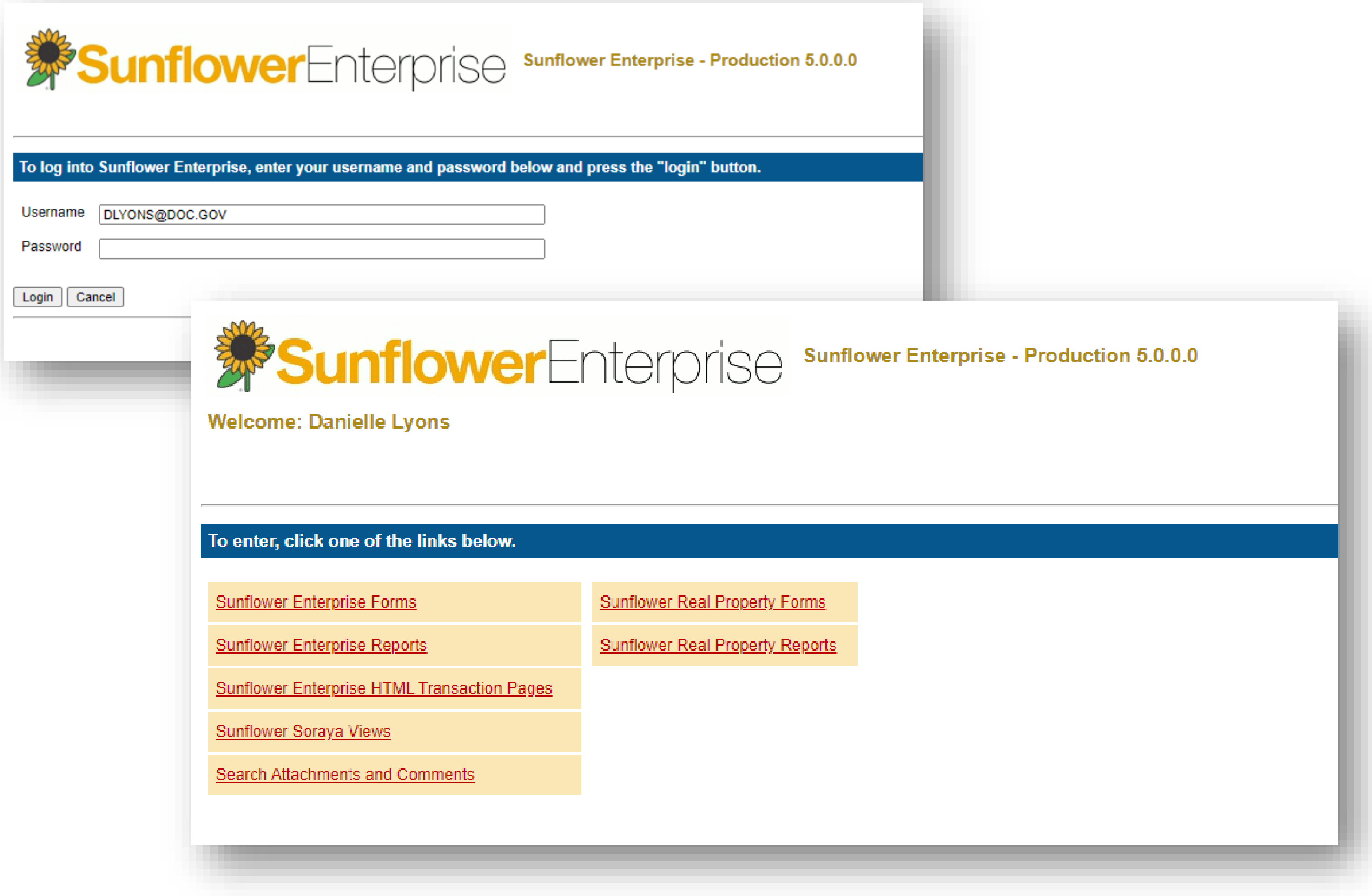
INTRO TO SUNFLOWER – FLEET + PP

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.



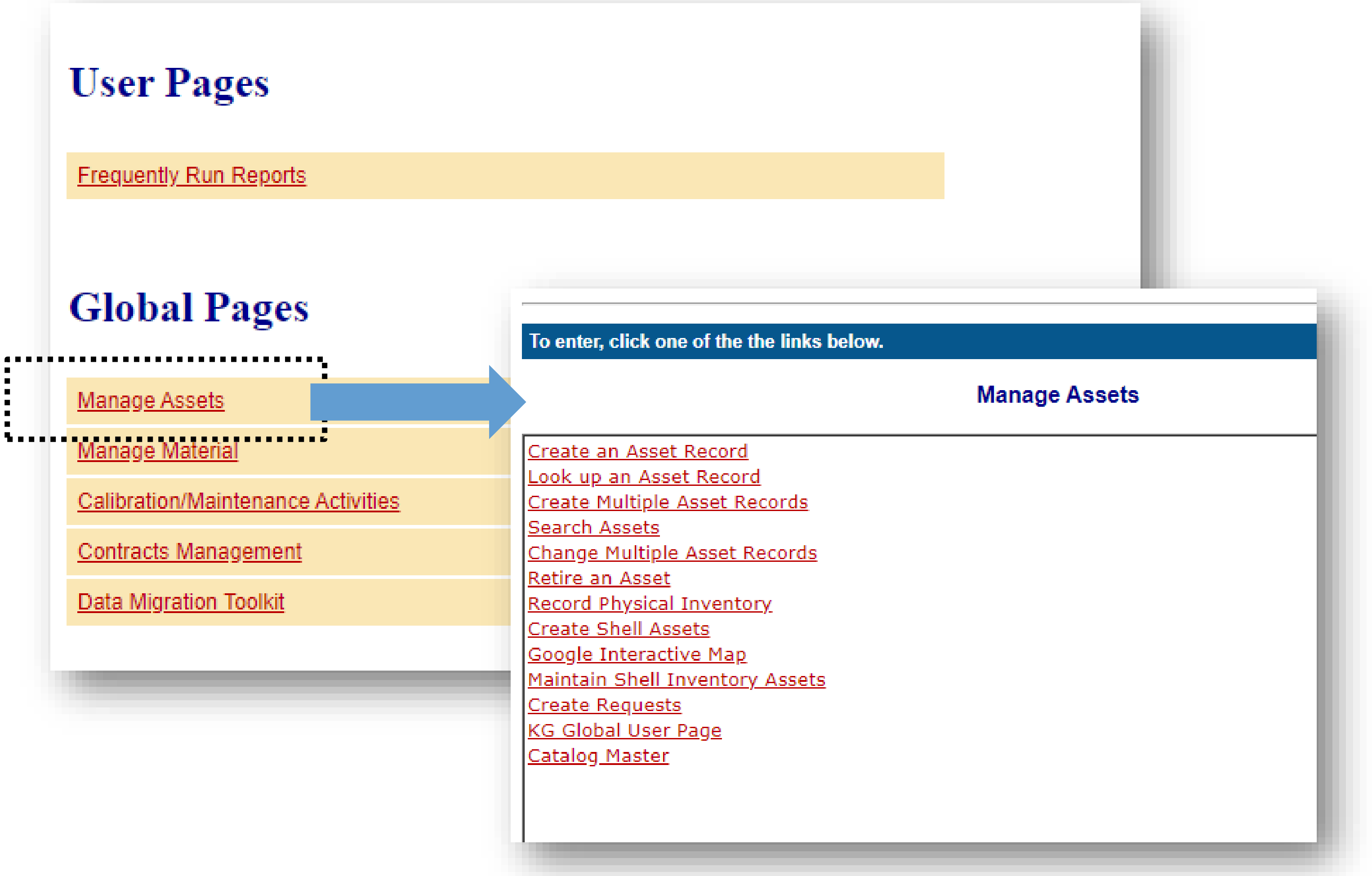
INTRO TO SUNFLOWER – FLEET + PP

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



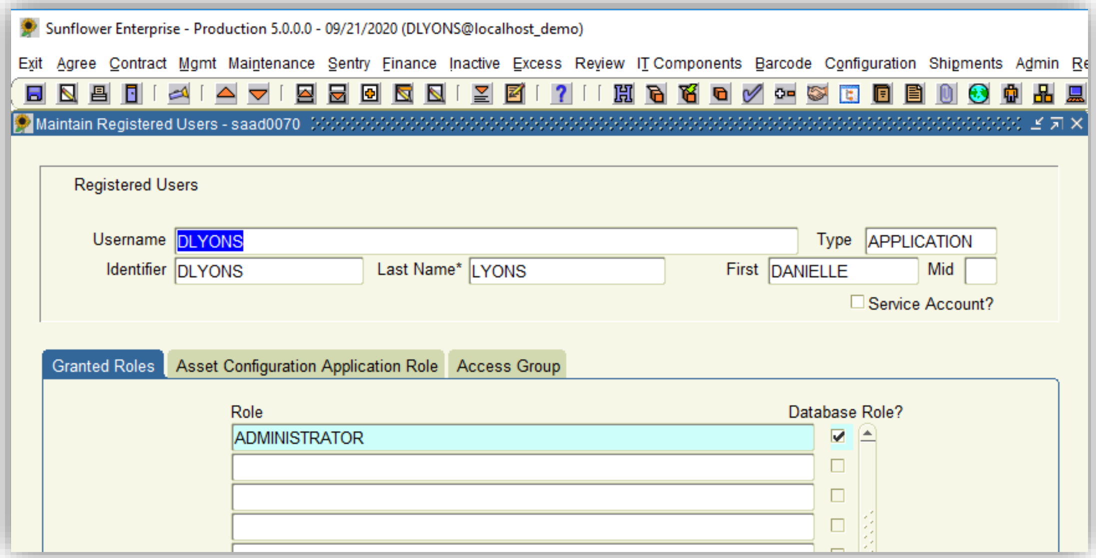
INTRO TO SUNFLOWER – FLEET + PP

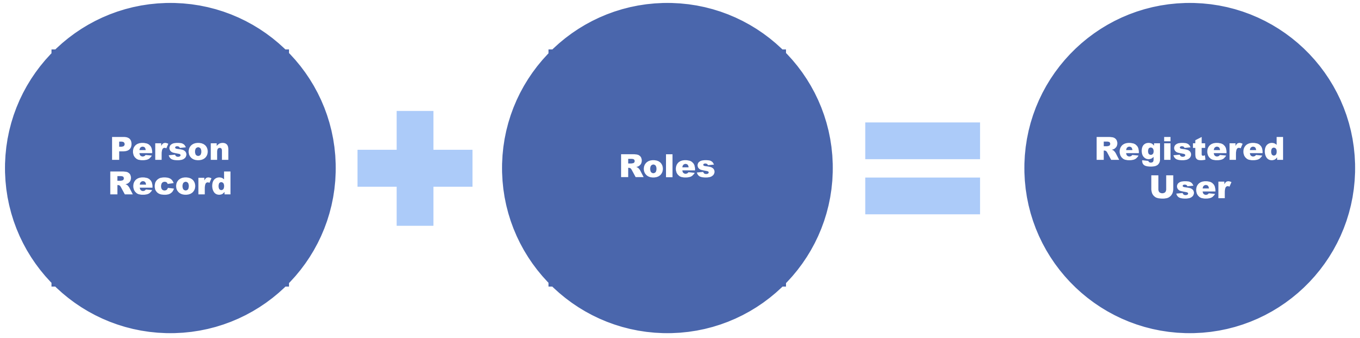
REGISTERED USERS

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 persons registered user role assignments.

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



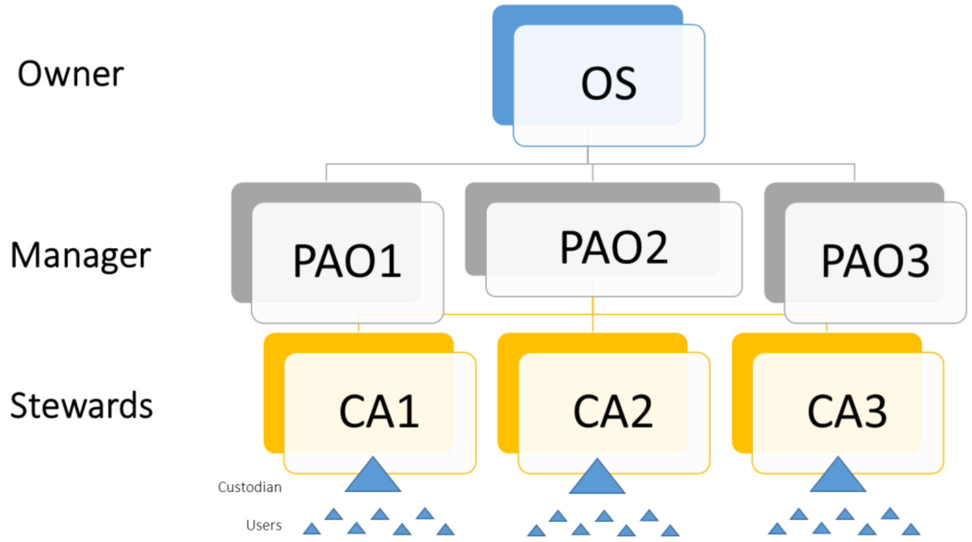


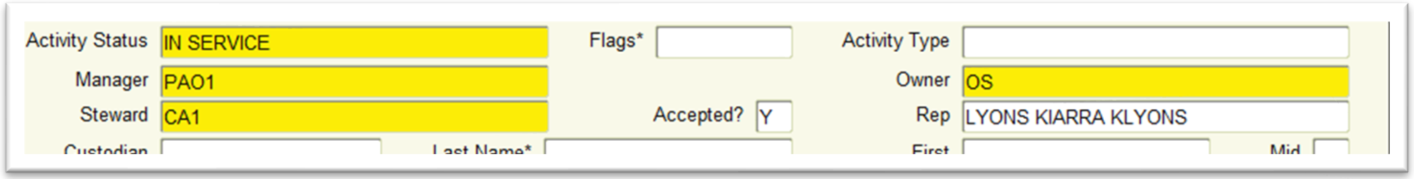
INTRO TO SUNFLOWER – FLEET + PP

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.





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

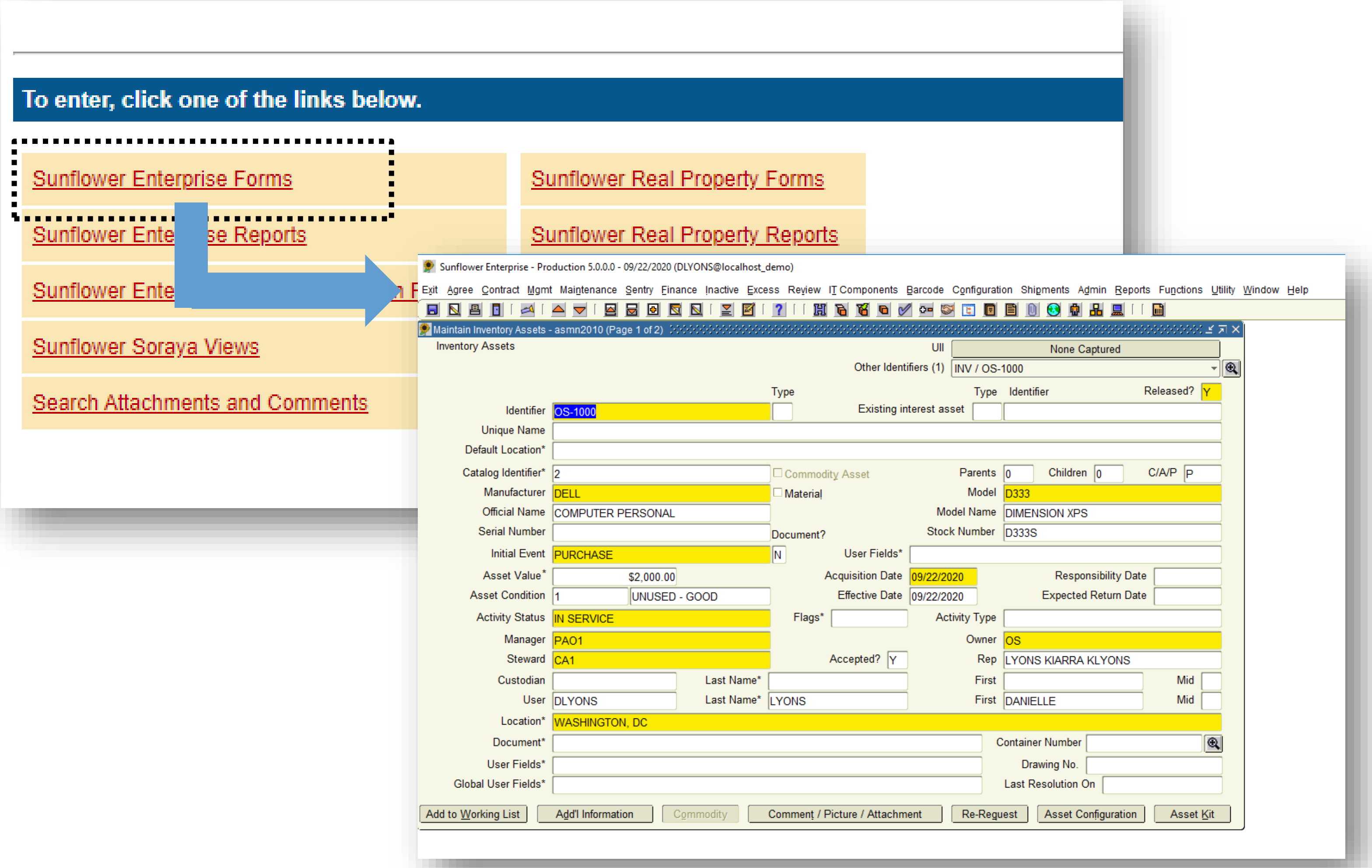
Used to specify the final disposition of an asset.

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.

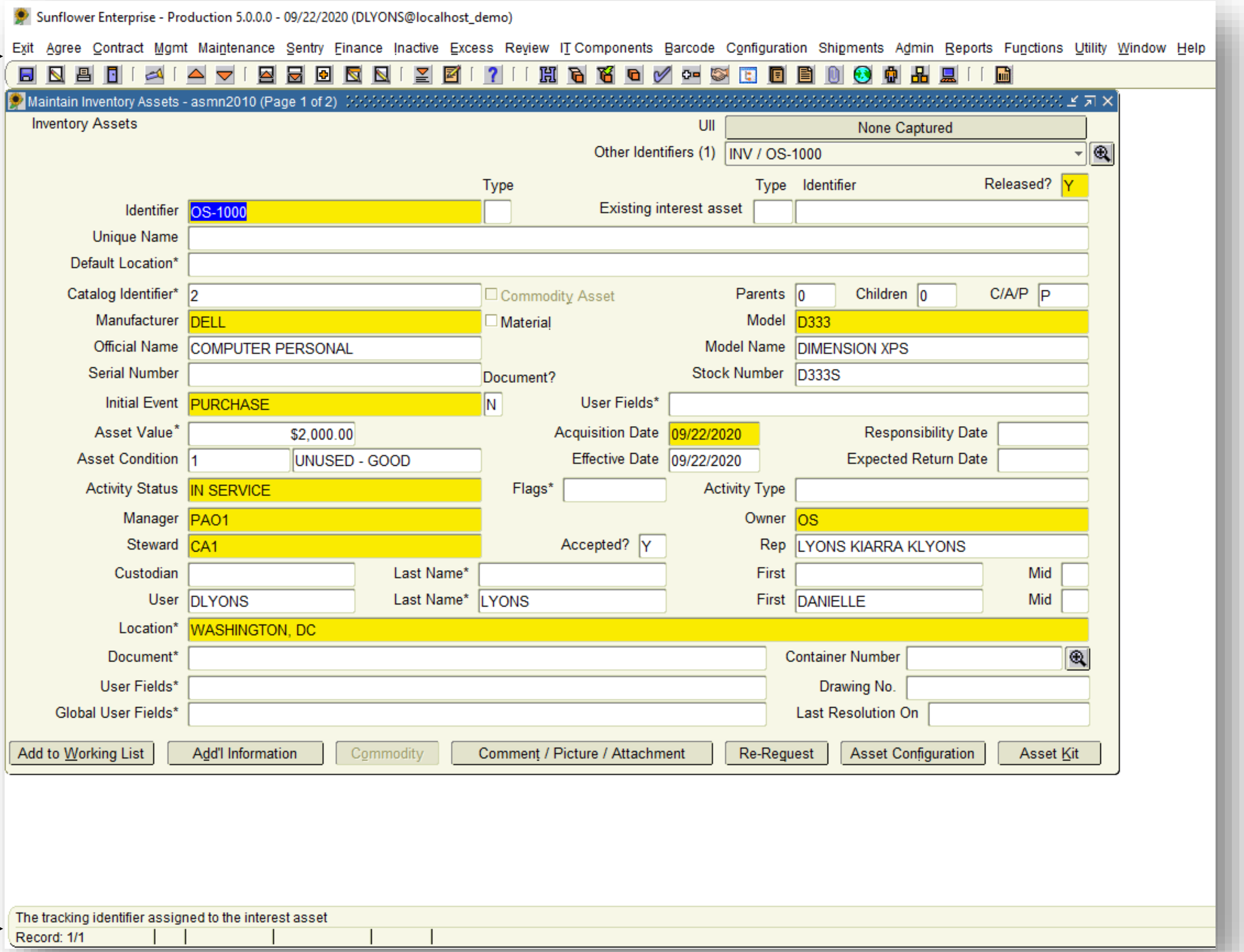


INTRO TO SUNFLOWER – FLEET + PP

NAVIGATION

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

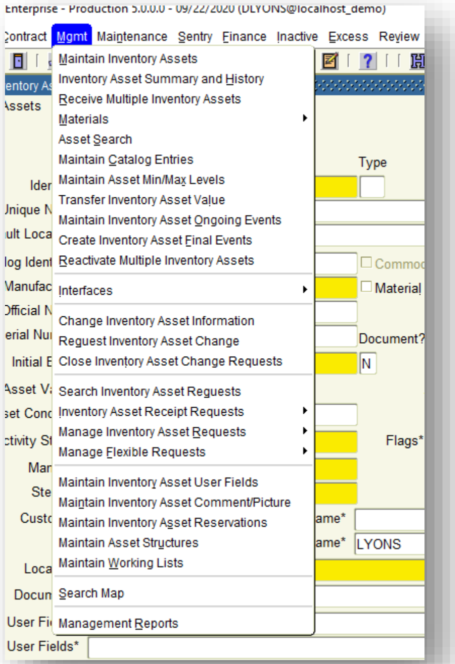
- Menu Bar
- Toolbar
- Title Bar
- Window
- Status Bar



INTRO TO SUNFLOWER – FLEET + PP

NAVIGATION (CONT.)

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

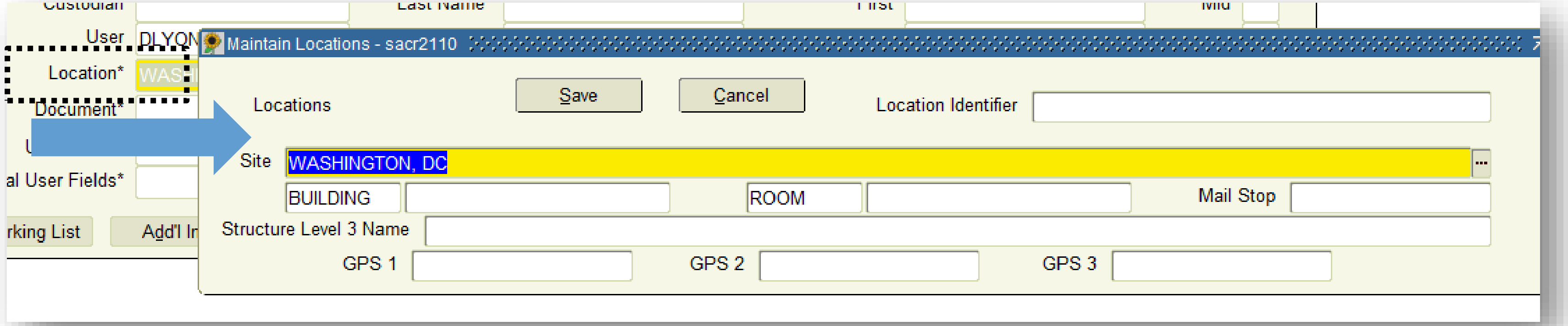


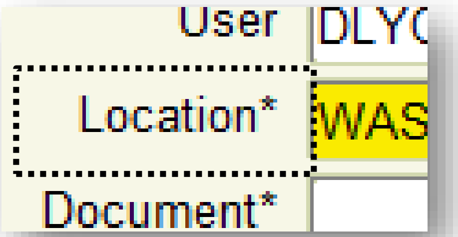
Tool Bar: Each icon on the toolbar performs a specific action when you select them. Each toolbar button replicates menu bar action. You can place your mouse over each button and they will provide you with a tool tip.

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.

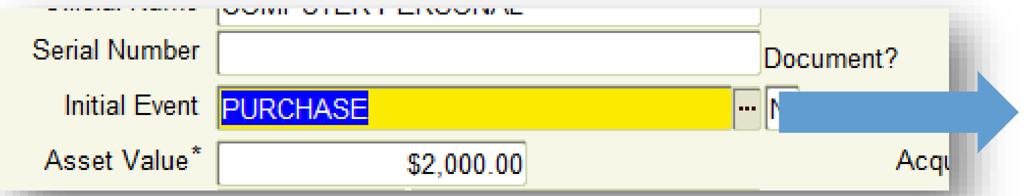




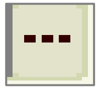
INTRO TO SUNFLOWER – FLEET + PP

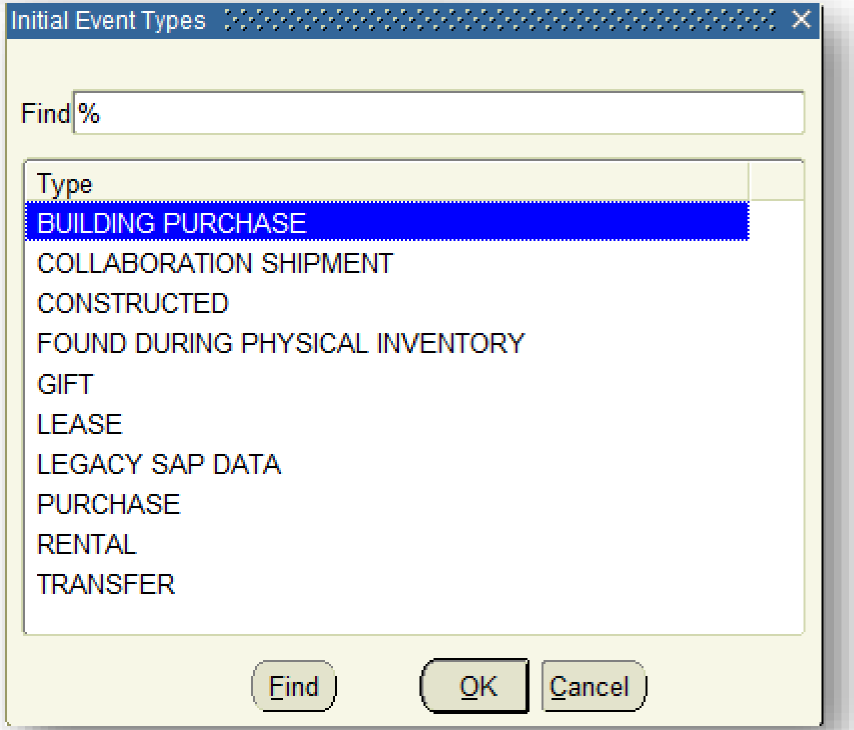
NAVIGATION (CONT.)

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.



List of Values (LOV) button





INTRO TO SUNFLOWER – FLEET + PP

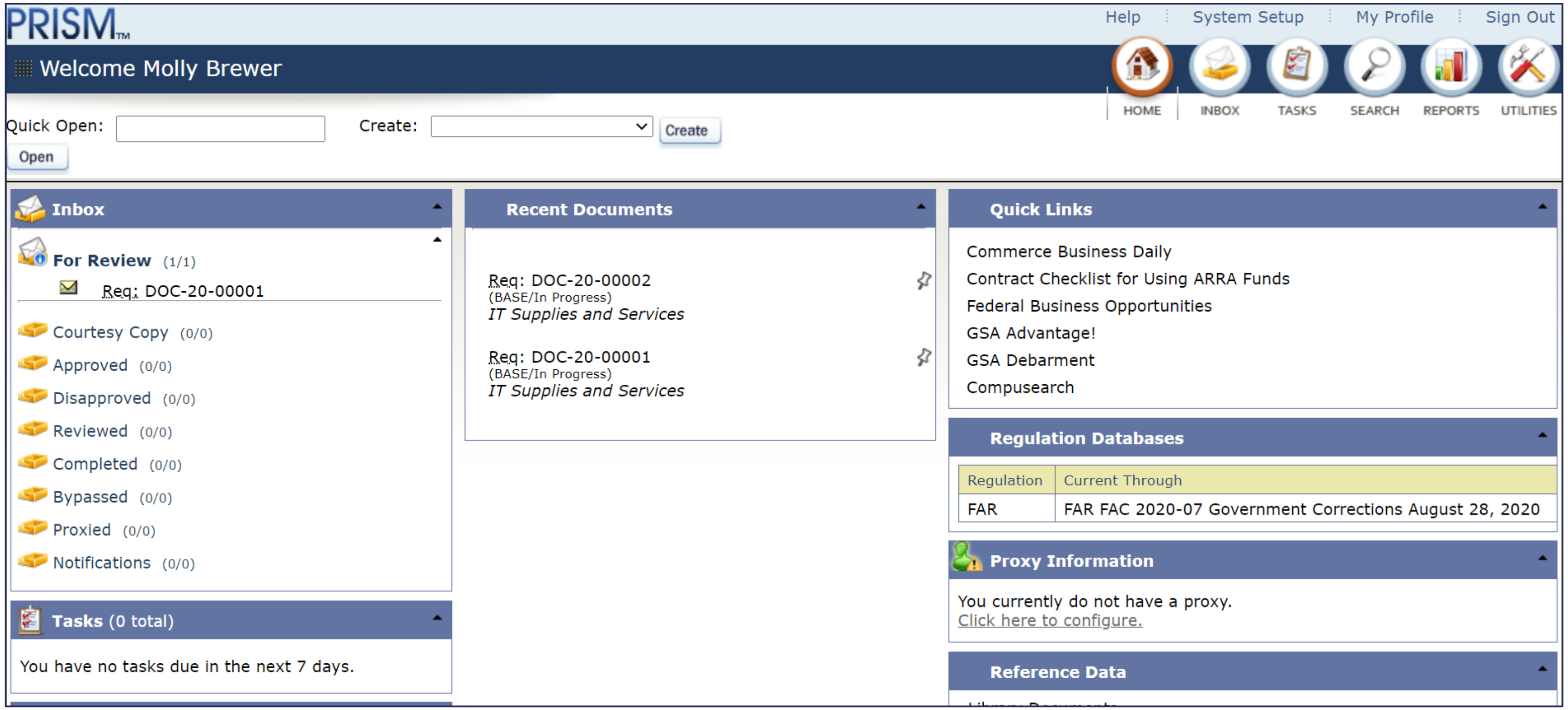
COMMON TERMS

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.

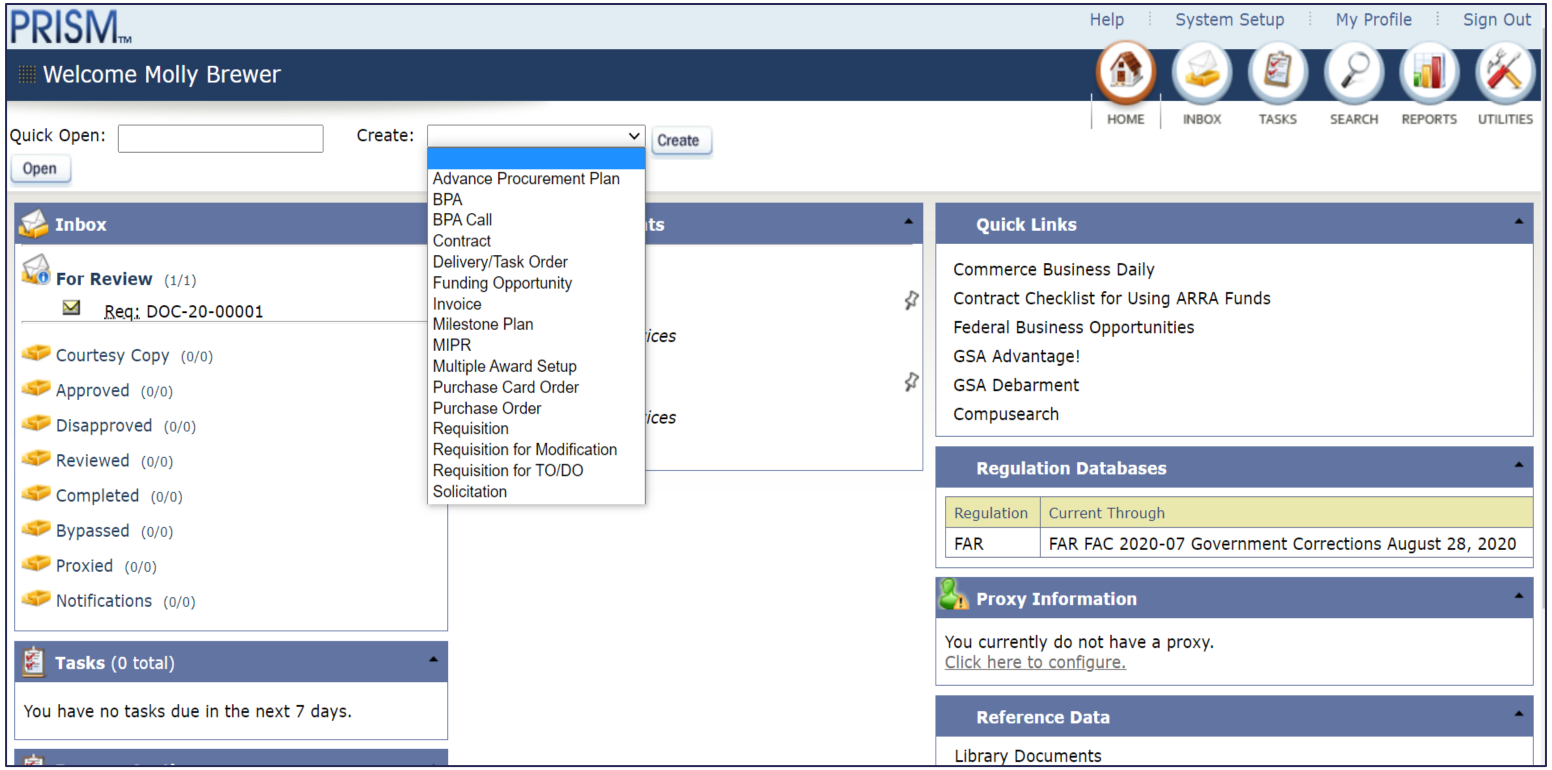


INTRO TO UNISON PRISM

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.



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.

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.

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

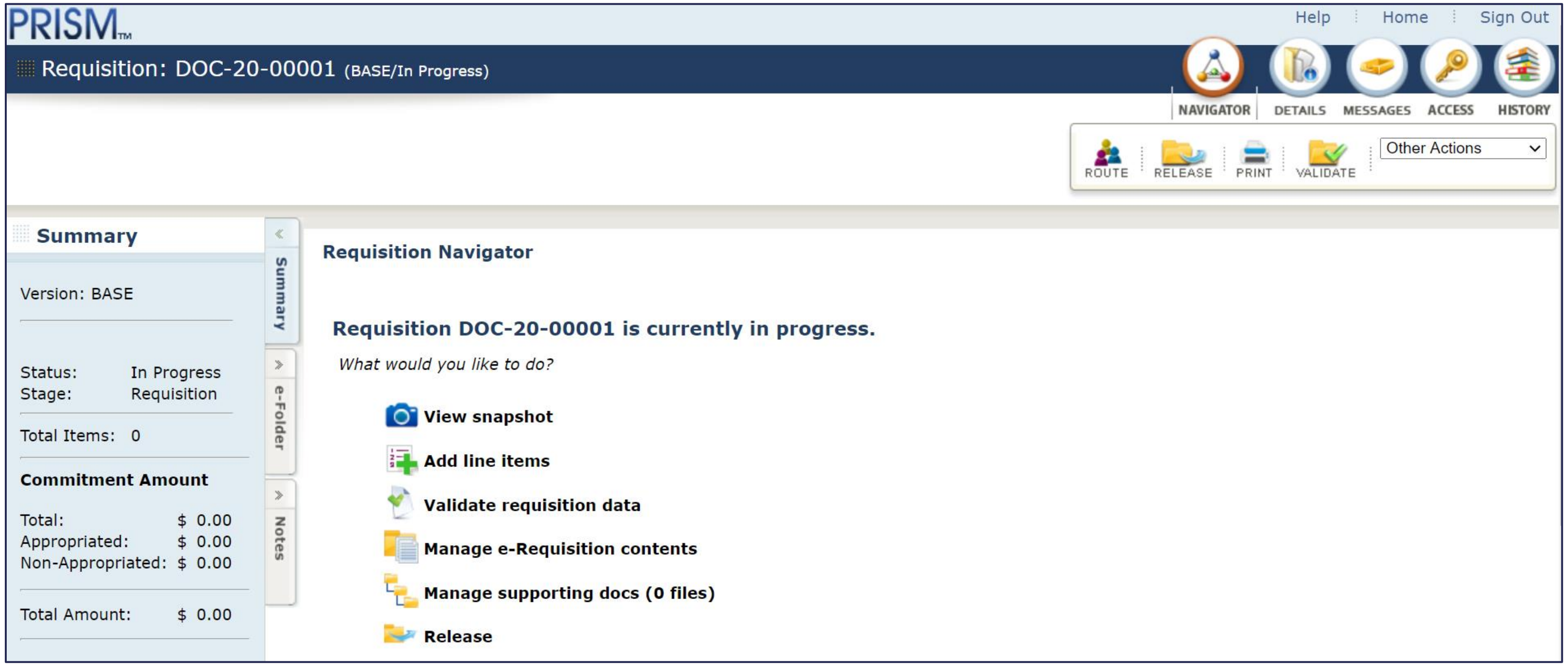
Regulation	Current Through
FAR	FAR FAC 2020-07 Government Corrections August 28, 2020

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.

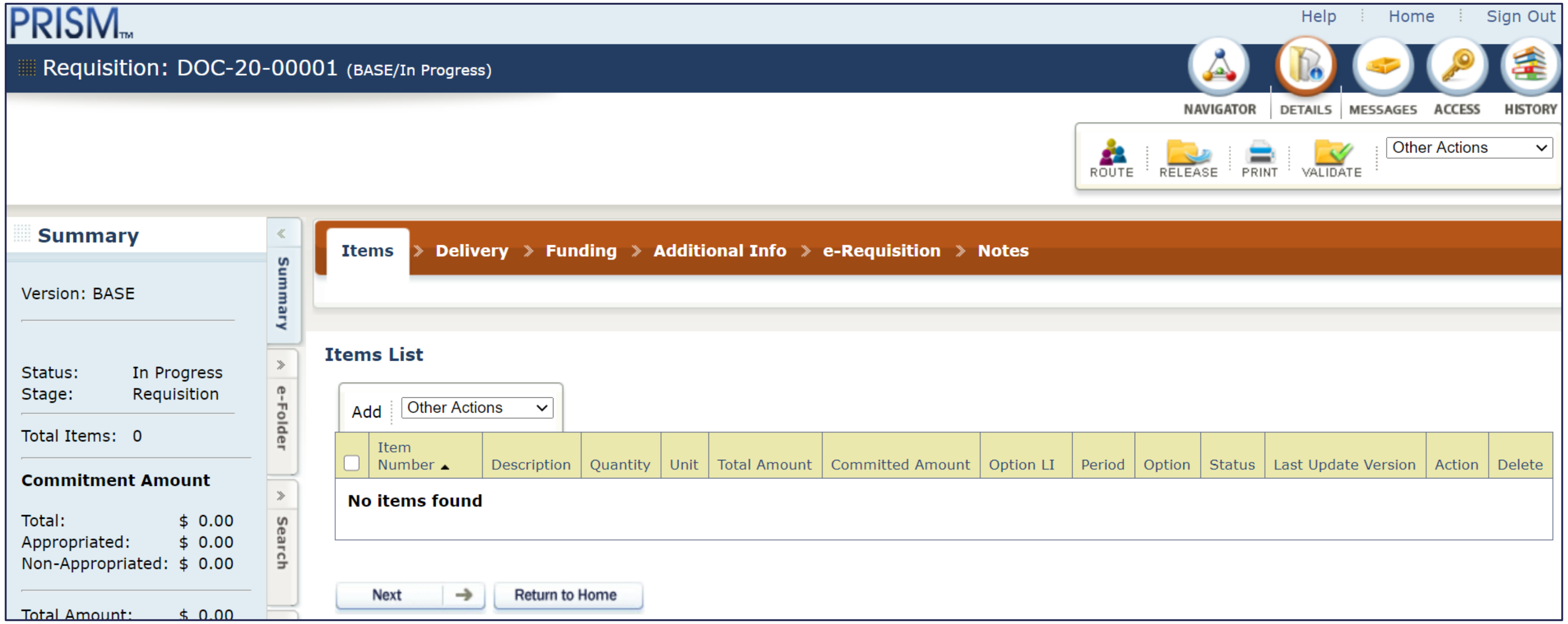
When a user opens a document, they land on the ***Navigator*** page, which acts as the document's home page. The Navigator displays a side-panel that includes tabs for summary information, associated documents, and notes. The Navigator also includes menu options that allow users to access different pages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



INTRO TO UNISON PRISM

DOCUMENT LEVEL: DETAILS

When users enter the ***<u>Details</u>*** 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.



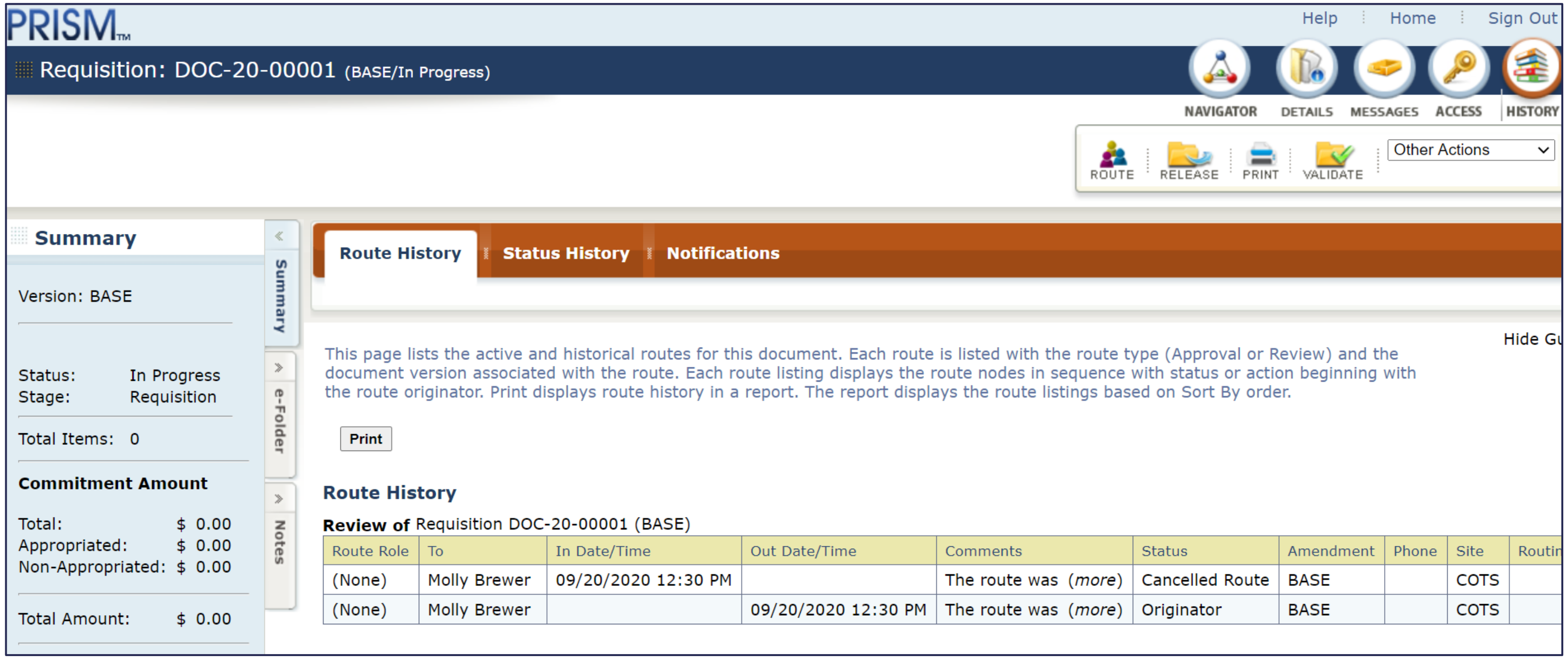
Notice the side-panel seen on the Navigator displays in the Details view too. This side-panel is available on most document pages to provide a quick reference to basic information about the document.

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.

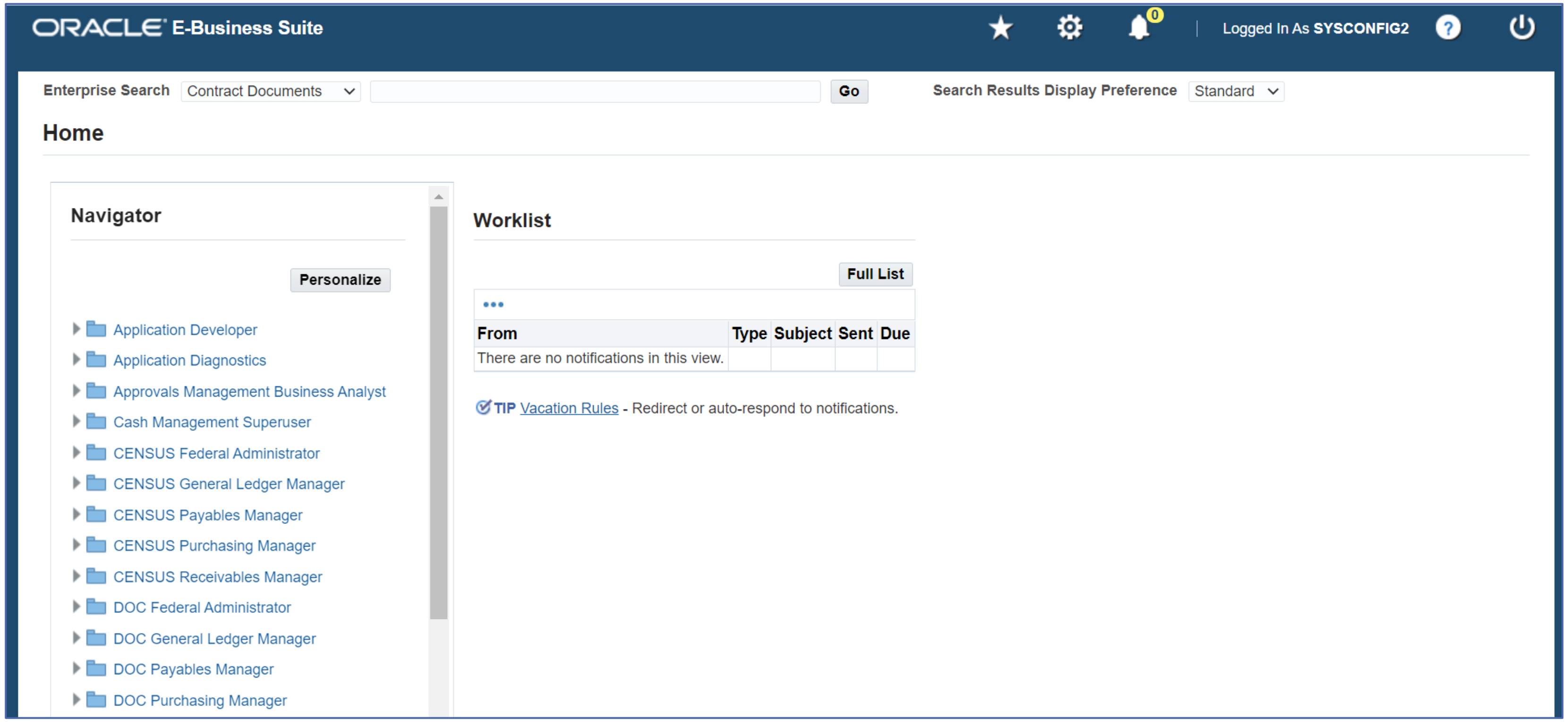


INTRO TO ORACLE E-BUSINESS SUITE

LOGIN AND USER RESPONSIBILITIES

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

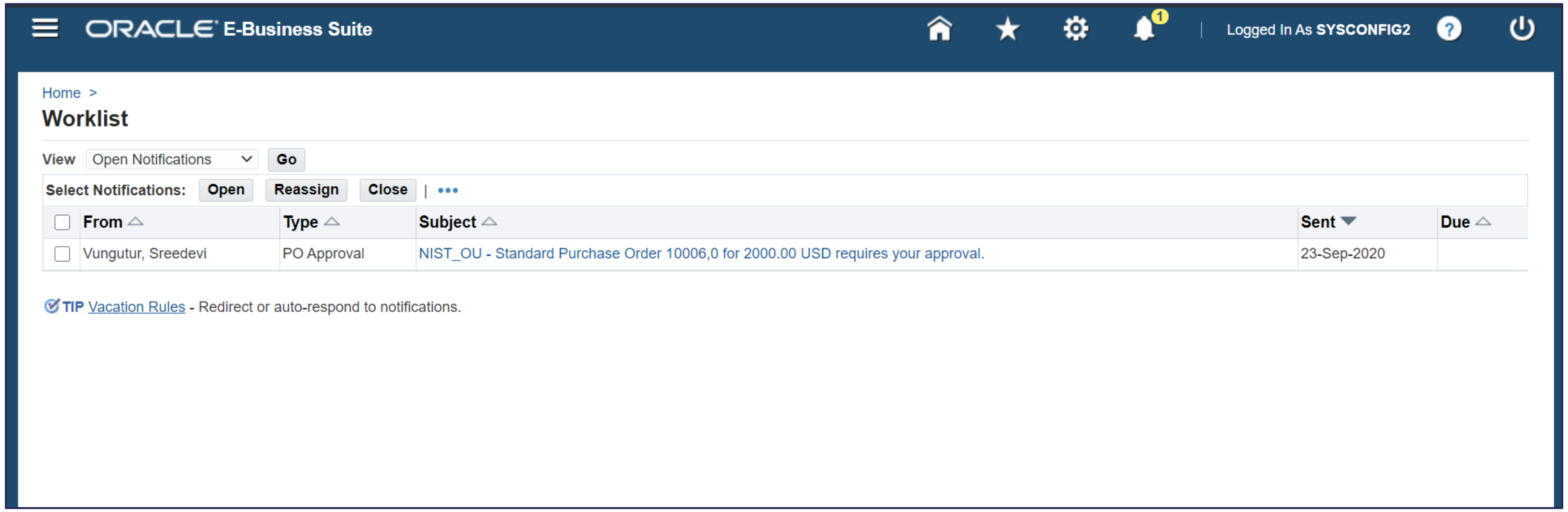
Oracle **Responsibilities** serve as a way to provide all the necessary access for users while at the same time appropriately limiting access to various parts of the application as needed.



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.

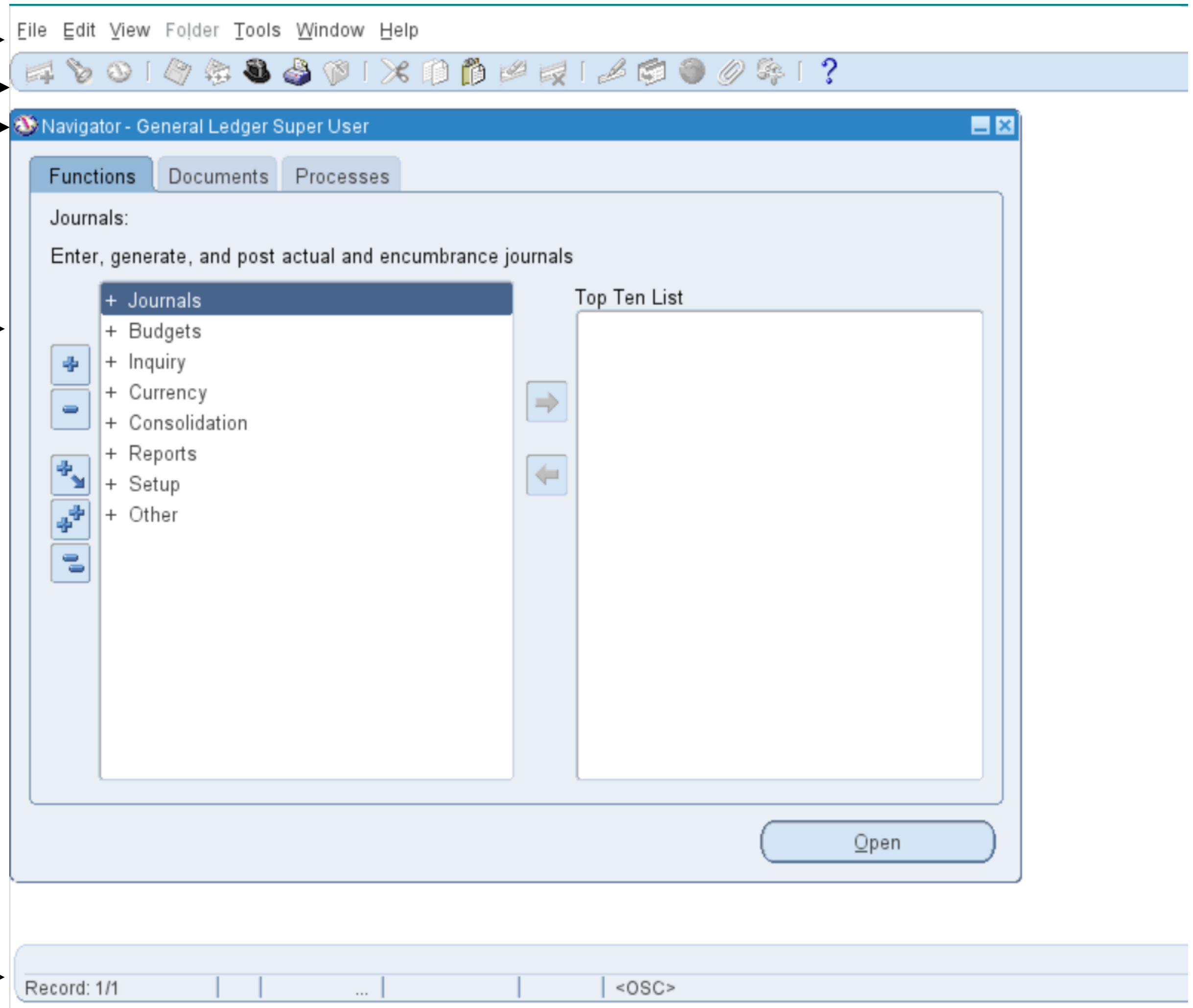


INTRO TO ORACLE E-BUSINESS SUITE

ORACLE APPLICATION FORMS

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

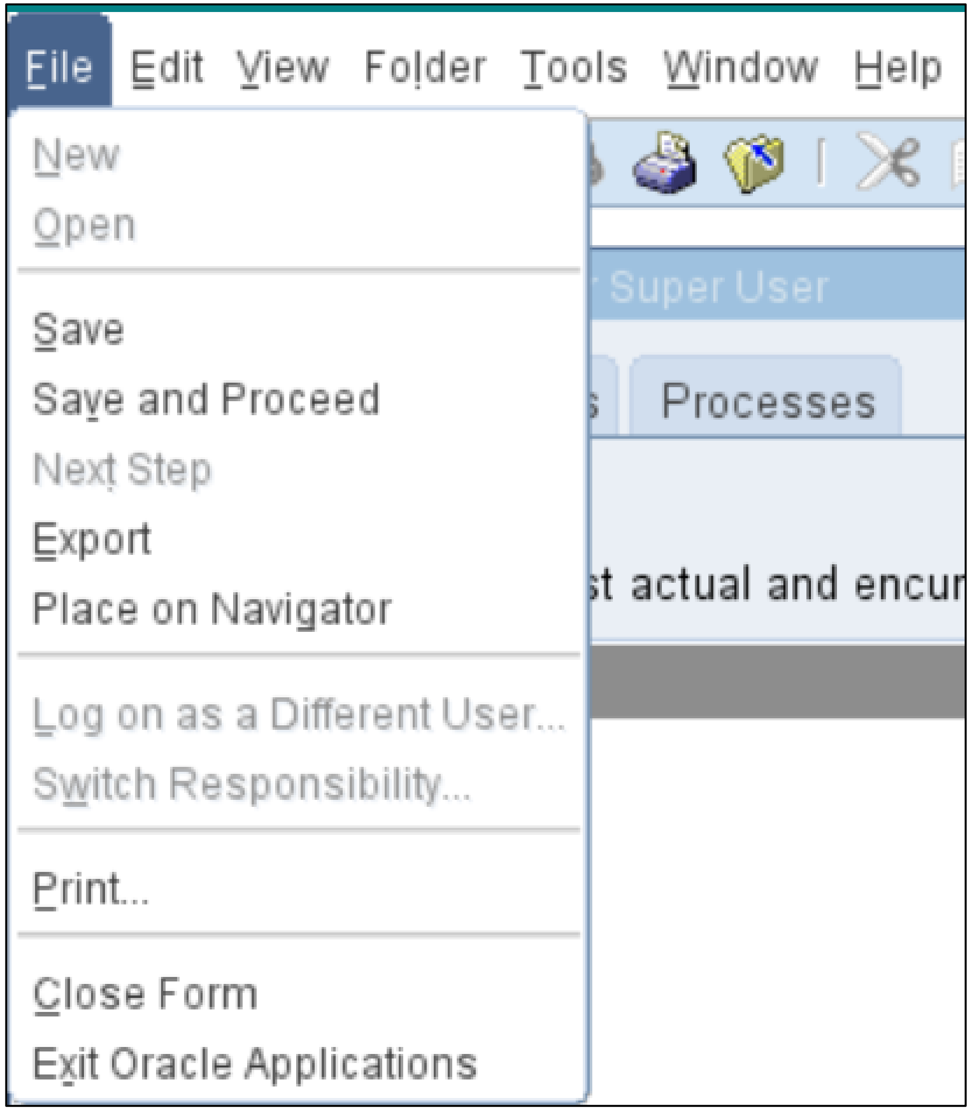
- Menu Bar
- Toolbar
- Title Bar
- Navigator Window
- Status Bar



INTRO TO ORACLE E-BUSINESS SUITE

MENU ITEMS

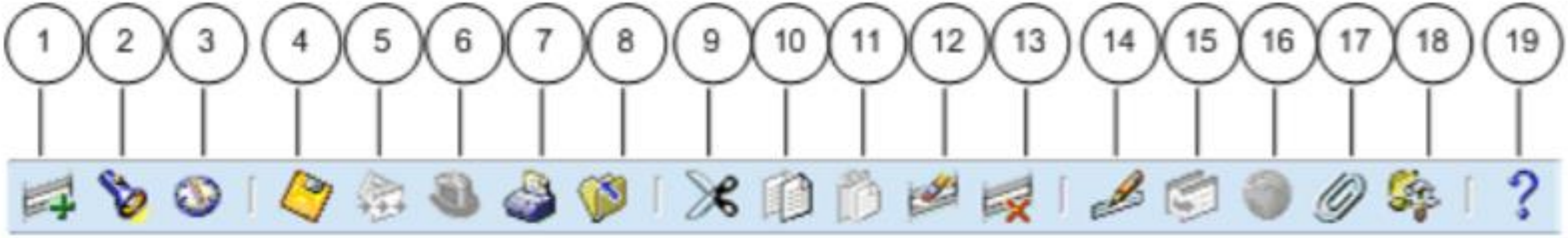
The **Application Menu bar** is a collection of items that users can use as they perform their tasks across the application. Each item on the Menu bar consists of a drop-down list of additional items.



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.



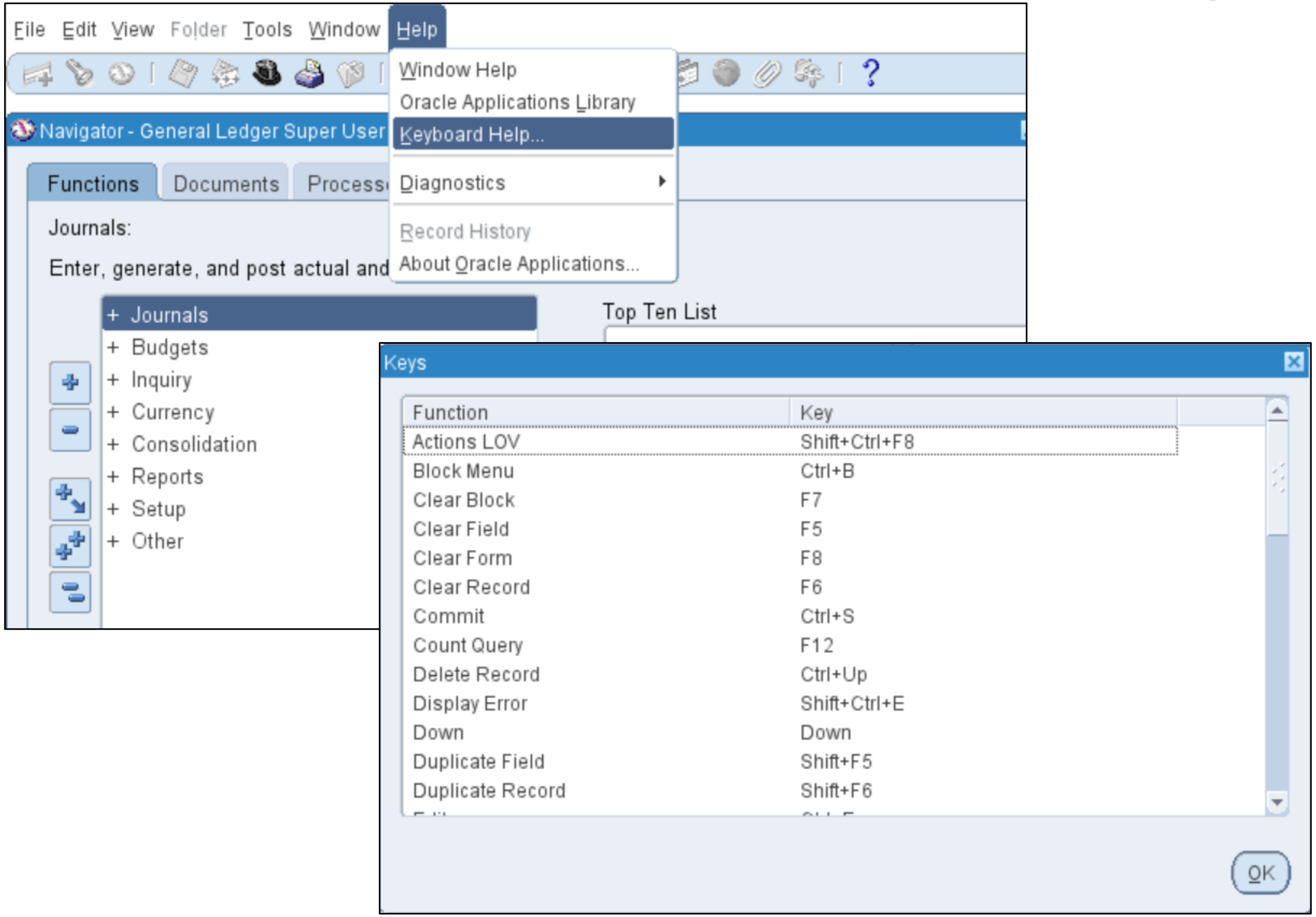
1	New Record
2	Find
3	Show Navigator
4	Save
5	Next Step
6	Switch Responsibilities
7	Print
8	Close Form
9	Cut
10	Copy

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.

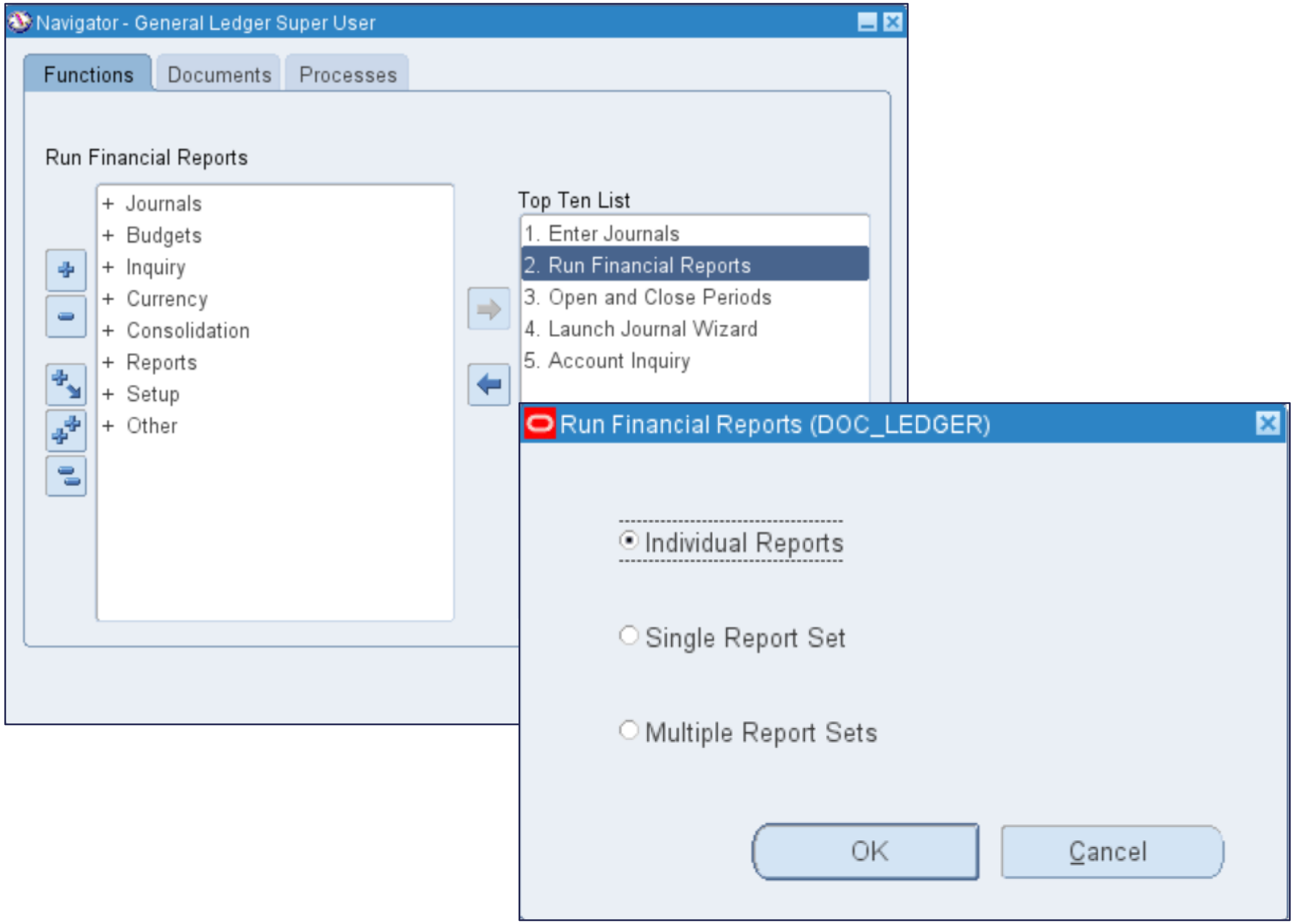


INTRO TO ORACLE E-BUSINESS SUITE

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.

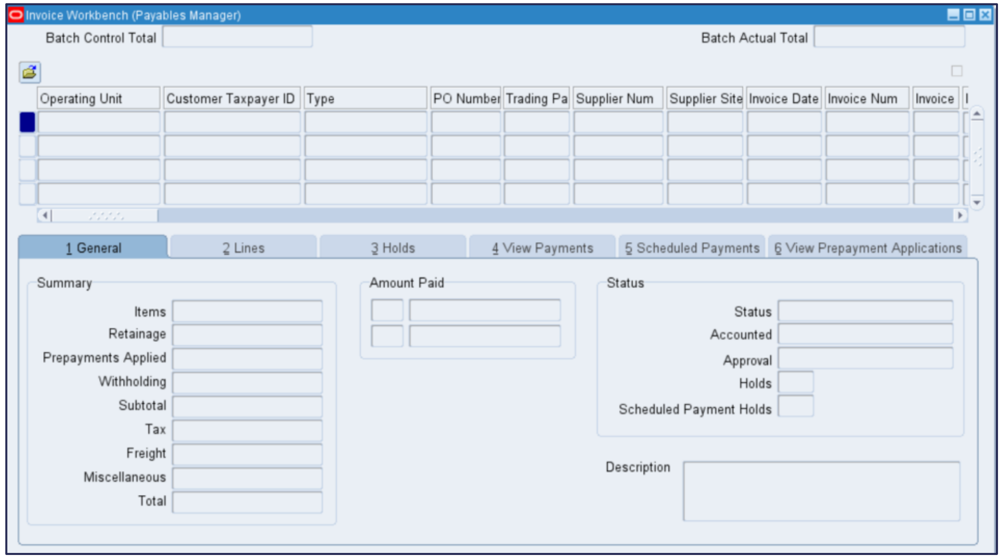
A quick way to launch the forms to begin working inside the application from the top ten list is to type the number of the function list (i.e. using the example to the right, to launch the function to ***Run Financial Reports*** the user simply will type the 2-key anytime on this screen and the functionality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

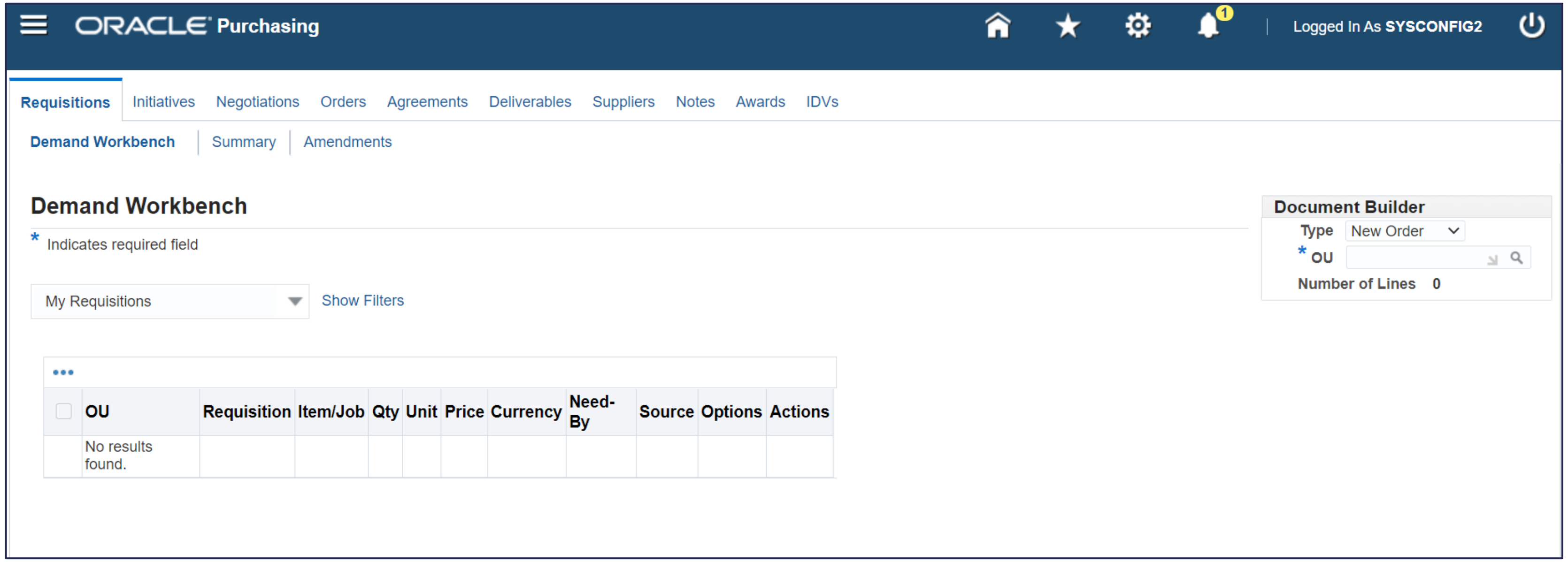


INTRO TO ORACLE E-BUSINESS SUITE

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.

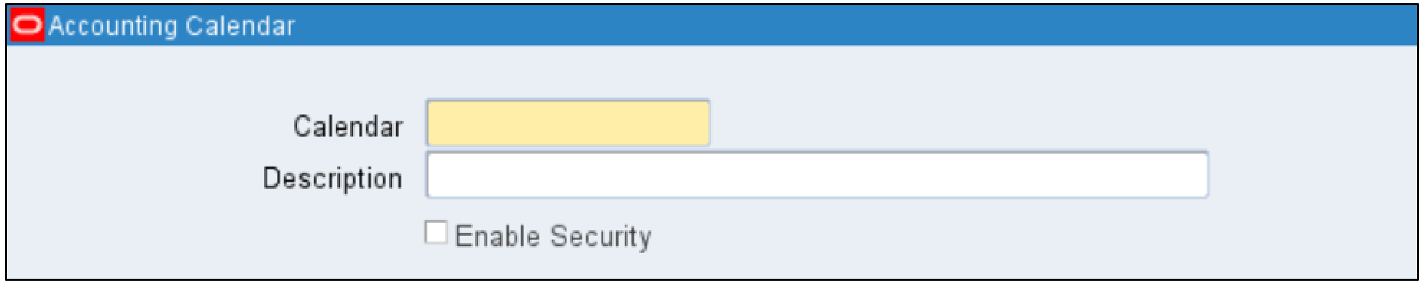




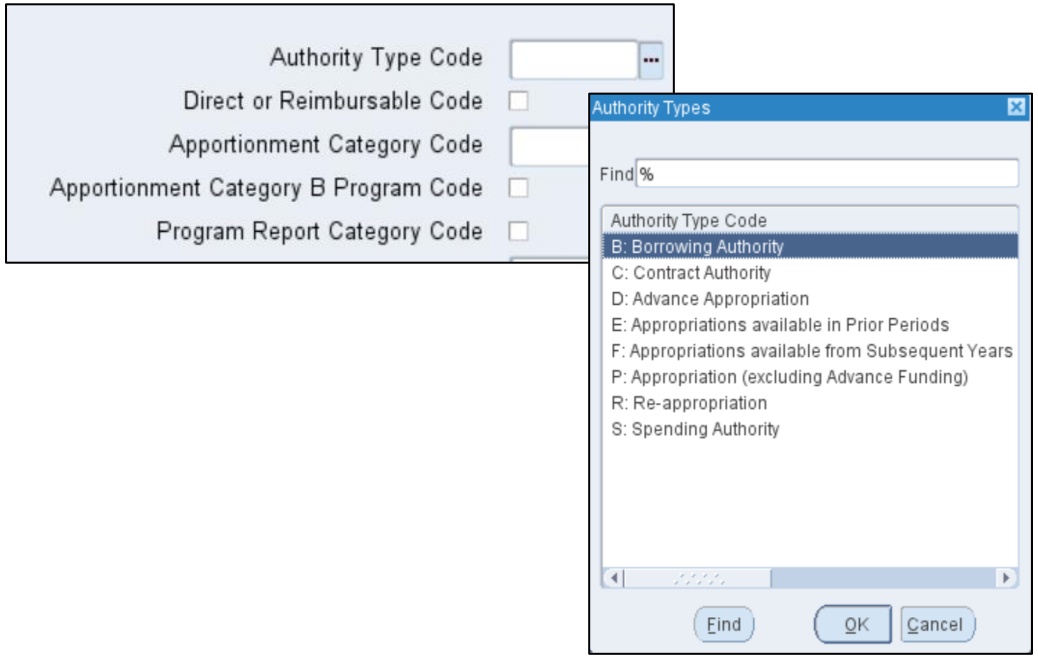
INTRO TO ORACLE E-BUSINESS SUITE

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.



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



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
ACS	Account Code Structure
AP	Accounts Payable
API	Application Programming Interface
AR	Accounts Receivable
ASAP	Automated Standard Application for Payments
BI	Business Intelligence
BMON	Batch Monitoring
BPR	Business Process Re-engineering
BPR	Business Process Reengineering
CAR	Commerce Acquisition Regulation
CNV	Conversion
COTS	Commercial off the Shelf
CS	Common Solution
CTA	Classification Transactions and Accountability
CVR	Cross Validation Rules
CWT	Carlson Wagonlit Travel
DB	Database
DBA	Database Administrator
DEV	Development
DNP	Do Not Pay
DOC	Department of Commerce
EBS	Enterprise Business Suite
EDW	Enterprise Data Warehouse
ERP	Enterprise Resource Planning
ETL	Extract Transform Load
EXT	Extension
FAR	Federal Acquisition Regulations
FD	Functional Design
FPDS-NG	Federal Procurement Data System Next Generation

ACRONYM	Definition
FRPP	Federal Real Property Profile
GD	Global Design
GL	General Ledger
GL	General Ledger
GMIS	Grants Management Information System (GMIS)
GOL	Grants Online
GSA	General Services Administration
GTAS	Governmentwide Treasury Account Symbol
HFM	Hyperion Financial Management
HTML	Hypertext Markup Language
IAA	Interagency Agreement
INT	Interface
IPAC	Intra-Government Payment and Collection
KDD	Key Design Decisions
O&M	Operations and Maintenance
OBIEE	Oracle Business Intelligence Enterprise Edition
OCM	Organizational Change Management
OOTB	Out of the Box
PA	Project Accounting
PAM	Payment Automation Manager
PB	Project Billing
PC	Project Costing
PMO	Project Management Office
PP	Personal Property
RBAC	Role Based Access Control
RICEW	Reports – Interface – Conversion – Extension – Workflow
RP	Real Property
RPA	Robotic Process Automation

ACRONYM	Definition
RTM	Requirements Traceability Matrix
SaaS	Software as a Service
SAM	System for Award Management
SDLC	System Development Lifecycle
SF	Sunflower
SLA	Subledger Accounting
SoF	Status of Funds
SQL	Standard Query Language
TD	Technical Design
TST	Test
UAT	User Acceptance Test
WKF	Workflow