Process Name: USAS Interface
Date: September 8, 2005
Time: 2pm
Location: ACR207
Participants: Laura Lannom, Liliana Mason, Carolyn Todd, John Young, Oscar Jimenez, Corina Ramirez, Nieves Kolesar
Session Lead: Visio‐ John Young, Narrative‐ Laura Lannom

Narrative/Description:
Vendor Holds‐ OIT creates a script that automates the file download from the State every Wednesday. During the day, the script logs onto USAS, extracts vendor hold file from USAS, and FTPs an ASCII file to OIT data directory. During night work, OIT runs hold process to upload the ASCII file before AP cycle.   File is run through a program to validate info and update FRS vendor hold flag. The entire process is currently automated through scripts and requires little or no manual intervention.

HUB load file‐ Monthly, OIT goes to FTP part of Texas Building and Procurement website and downloads large file called HUB_name.   File is moved to Risc for formatting and deletion of all data except changes to vendors that already exist in FRS. OIT then uploads to Accounts Payable cycle during night work. Vendor number, ethnicity and gender are the data included in this file.

State Accounts Payable Cycle‐ Purchasing creates a PO on a state account. Purchasing sets the Feed to USAS flag on the PO as Y. Invoice and receiving gets entered. Accounting sends voucher parms to OIT. OIT runs state AP cycle that night, and vouchers are created. USAS feed file is also created during that nightly cycle via a Cobol program that was created by Texas Connections. The next morning, OIT may be contacted by Accounting to make deletions or modifications to the file (voided entry, appropriation year change, etc). If changes are required, OIT uses the VI-Editor program to edit the text file. If there are no changes, file is automatically sent at 1:30 p.m. to USAS. The state cutoff time is 2pm. The next day, the batch shows up on USAS, and USAS daily reports are received. Accounting reviews daily reports for error messages. One error that can occur is that the entire batch was rejected. Accounting contacts OIT to research the error message, make corrections and resubmit file. Another error that can occur is that individual entries were rejected (vendor not on file, etc). Accounting researches and makes adjustments online USAS as necessary. After all errors have been addressed, Accounting balances batch and Controller or Assistant Controller release batch for payment in USAS.

Electronic Inputs: email requests for changes to file and for submission of parms, FTP files from state
Manual/Paper Inputs: none
Key Decision Points (list all): Are there state vouchers to process today?
Related Policy(s): USAS cutoff is 2pm
Interface to Other Systems: Texas Building and Procurement website, USAS, FTP, VI-Editor

Web Features: none

Electronic Outputs: AP data text file created during nightly cycle, vendor hold files from state, vendor HUB files from state

Manual/Paper Outputs: vouchers, daily USAS reports

Customer(s): State vendors

Regulatory Items: HUB information must be considered during Purchasing process, vendors on hold with state cannot be paid

Frequency/Volume: Process is performed once daily

Potential Break Points: Network down for transmission, USAS down for transmission, FTP not working, errors in transmission, rejections from USAS

Automation: scripts have been written to perform the vendor hold update cycle, daily transmission of USAS file is automated via a script.

Issues: FRS does not stop Purchase orders from being issued to vendors on hold. Items processed near year-end have cutoff issues regarding the correct appropriation year being reflected in the file. Processing errors discovered before the USAS file is fed at 1:30 can be deleted from the Feed, but often are not deleted in FRS also. Changes to USAS feed file are not requested in time to accommodate the change.