STATEMENT OF WORK (SOW) ADDENDUM

Addendum No.: One
Date of Addendum: October 15, 2013
Due Date, Time: October 21, 2013, 4:00pm C.S.T.

Scope of the Addendum

The purpose of this addendum is to answer questions received from potential responders.

Questions and Answers

1. Page 8 under Project Deliverables states "A single P/T contractor will provide the professional resources that combined with State Resources…" The following questions relate to this statement:
    a. Please confirm that the State is only seeking a single part-time resource for this effort.

       Answer: *The state is asking for the contractor to provide the necessary resources to work with state staff to complete the deliverables in the agreed upon time frame. This can be one or more staff as deemed necessary to complete the deliverables.*

    b. If this is a part-time effort for one resource, then approximately how many hours a week, on the average, does the State project this resource to work?

       Answer: *State staff work 40 hours per week on average. Contracting staff are expected to work the number of hours per week to complete the deliverables in the agreed upon time frame. The contractor must be physically on site (MDA, St. Paul Office) for activities that require interaction with MDA staff, project team and stakeholders.*

    c. If this is for single part-time resource, then is it safe to assume that you are looking for a resource that has capabilities as a Project Manager, Technical Architect, Programmer, and Business Analyst with a heavy emphasis on Project Management?

       Answer: *This can be one or more resources as deemed necessary to complete the deliverables in the agreed upon time frame.*

2. On page 11 under References the first bullet states "Provide a list of projects your firm has completed for other Government Departments within the last 5 years and role in each." Do you want to limit the number of projects on this list or do you want a full list?

   Answer: *The last ten projects completed for other Government Department within the last 5 years.*

3. What is the projected budget for this project, exclusive of any SW or HW costs?

   Answer: *Our estimate for this project is $200,000 - $250,000*

4. Are there any changes to this RFP from when it was first issued earlier in the year?

   <u>Answer:</u> *Yes, the functionality for the local government units and Lenders has been pushed off to a future phase. Also the reporting functionality has been more clearly defined. Project deliverables for the project have also been added to the current RFP.*

5. Initially, your request asked for a JAVA OR .net solution. The new request specifies JAVA, and does not state that a .net architecture would be a possibility. Would your team consider a .net solution, or are you asking for a JAVA-based solution only?

   <u>Answer:</u> *Either a Java or .Net architecture solutions are a possibility for this project. Under the service categories is listed: web Applications Specialist – Java/JSP/Servlets OR Web Applications Specialist - .NET/ASP. Also under the Project Environment section, the programming languages state Java / .Net.*

Functional Requirements Document

AgBMP Loan Program

VERSION 3.0

October 14, 2013

State of Minnesota Department of Agriculture

SECTION 1. PROJECT SUMMARY:

The AgBMP Loan Program is a small financial assistance program in the Department of Agriculture that helps landowners solve pollution problem. From a broad perspective, there are only 2,000 transactions each year; however, each transaction may include many items, such as names, address, costs, dates, funding sources, and repayment terms.

The current database system using MS Foxpro and has been effectively used for 15 years. The database of about 75 files is well developed, defined, and structured. The procedures, queries, and calculations in the existing application adequately serves the program; however, MS Foxprox is becoming obsolete and conflicts with some aspects of the newer Windows and web software.

This project will review the existing database and application and migrate it to new software.

The first phase of this project is to create a program only for internal MDA users. Later phases will open the application for outside users so the program must be designed for these future changes.

The existing user interface will be migrated from the desktop based Foxpro application to a web base interface, though much of the existing functionality will be retained. The MDA staff has reviewed the existing program and has documented data fields and detailed recommended improvements as listed in the Functional Requirements section of this document.

The following functional requirements define our current vision of the *AgBMP-db* project; however, they are subject to change and refinement as improved processes are developed or omissions identified.

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SECTION 2. GENERAL REQUIREMENTS:

2.1 Proposed System will be a web-based platform for an improved version of the existing AgBMP-db program.

2.2 The new system will:

- Provide a record of previously issued loans,
- Record new loans issued and provide a means to upload supporting documents, such as invoices and bills, for the loan,
- Track all appropriations, repayments, and funds in the program, and
- Generate reports (as required).

2.3 System will eventually allow 3 different User groups to interact with it:

- Local Government Units (LGU),
- Lenders, and
- MDA Internal Staff.

2.4 The AgBMP-db program shall be:

- User friendly,
- Flexible, and
- Secure to incorporate potential future changes made to it.
- The Proposed System will be compatible with newer technology and operating systems, such as JAVA, current web browsers, and Windows.

2.5 Improved database management system:

The workflow of the proposed *AgBMP-**db*** program will make the current process faster, more efficient and intuitive.

2.6 IT Accessibility Standards:

The ***AgBMP-db*** program shall comply with Accessibility requirements as identified in the State of Minnesota Standards Accessibility Standard document found at http://mn.gov/oet/images/TA_S_Accessibility_2011-04029.pdf. In part, this incorporates both Section 508 of the Rehabilitation Act and Web Content Accessibility Guidelines 2.0 level "AA". This includes web sites, software applications, electronic reports and output documentation, and training delivered in electronic formats (e.g. documents, videos, and webinars).

2.7 Users:

Primary Users:

- LGUs,
- Lenders and
- MDA Program Managers

Secondary Users:

- Other MDA Internal Staff

There will be no interaction for the new system with the outside consumers except LGUs and Lenders.

2.8 Account Management:

Currently the only Users of the existing AgBMP database program are some members of MDA Internal Staff. In the new system, the LGUs, Lender, and an expanded selection of MDA Internal Staff will all have access accounts, with which they can access the system. The new system will have initially, the 65 LGUs, 250 Lenders and 4 primary and 3 secondary MDA Internal Staff as User Groups. Each user group may have multiple users and each user will have an account and password. The new system will have the ability to generate and manage accounts for all the existing and future Users in accordance with State of Minnesota security standards and the specific roles and rights of the user.

All users shall, by default, have view-only rights to all information in the system. For example, one LGU might view the available funds in an adjacent LGU to assist a client with facilities in both jurisdictions; a lender might view other loans issued by other lenders to determine the borrower's available loan eligibility. Under view-only rights, the user may navigate all interfaces but all edit mode buttons on all screens are disabled including:

Table 1. List of edit mode buttons.

- Add
- Edit
- Save
- Delete
- Change Authorized Representative
- Change Primary Contact
- LGU Project Approval
- Lender Loan Acceptance
- Lender Loan Approval
- MDA Accepted
- MDA Approval

The system will define user's rights and role in the Edit_Staff file. Based on the login credentials of the user, the user is recognized by the system. For each user with rights other than view-only, a record is created in the Edit_Staff file with the user's organization identified (either LGU_ID or LEN_ID) and which of the edit mode buttons are enabled for that specific user when viewing a record associated with the user's organization.

A record cannot be created or modified unless the user has rights to execute one of the edit mode buttons.

Users may have rights to multiple organizations, for example managers of merged LGUs or loan officers serving multiple branch offices. Rights for a single individual may vary by organization. Some users may have rights from multiple user groups simultaneously. Some users, such as MDA internal users may have all rights for all organization.

Available reports (report_id) are aggregated into portfolios based on user groups (report_portfolio). The reports available to a user in an interface will depend on the user groups assigned to the user in the Edit_Staff file: view_user, lgu_user, len_user, or MDA_user. The same report might be available to all user groups while some reports might be exclusive to one user group.

2.9 Support Features:

Most Users of the proposed system will need help to perform tasks in the new system, and in order to accomplish those tasks, the user will have a Help Feature in the program. Users may require help in report generation or mapping the project sites or entering/editing information which they can refer to the help information provided in the program.

Apart from the Help Feature, the system will help the Users to make their interaction with the system more User-friendly by:

- Alerting the User about the mandatory fields, when left blank or wrongly filled by the User.
- Providing pop-up messages, for example when the user is trying to delete, add or perform some other action with the system that the User can or cannot perform.
- Guiding the User to enter the right information in the fields with the help of spell check feature.
- Providing the User with progressive search functionality, to save time and reduce errors and make entry easier.
- Providing the User with error check and spelling functionality in the system to help the User to clearly and correctly describe and enter the right information.
- Alerting the MDA Internal Staff about any problem a User might be facing by generating tickets in the form of e-mails either automated or user customized from the User's workstation to the Program Administrator. This ticketing system will hold the history of the tickets issued for a particular problem, and the possible action taken by the internal staff to rectify the issue.

2.10 Loan Management and Status:

In 2012, AgBMP issued loans worth $13 million. The loan process for AgBMP involves two external groups of Users to the Program: **LGU & Lenders**. AgBMP is associated with **65 LGU and 250 Lenders** approximately. The system has minimal data entry requirements: In a typical year, the system must record about 1000 transactions representing loans issued to lenders and about 1000 transactions representing repayments to the MDA. The system must have the ability to track loan status of completed, previously approved, or pending loans, add new loans, generate reports, calculate repayment schedules, manage repayments, and segregate distinct funding sources.

A. Appropriations and Funding Sources:

- System will have procedures to incorporate appropriations from any source (currently 5), such as federal and state agencies, to program funds.

B. Annual Report and Application:

- The Proposed System will have procedures for the LGU and MDA Internal Staff to enter and retrieve on line the annual report application form.

C. Budget Approval:

System will have procedures to create and amend budget information for an LGU.

D. LGU Approval for a Loan Application by the Borrower:

System will have procedures for the entering and approving loan applications by LGUs and Lenders.

E. MDA Review and Approval of Loan Application, already approved by Lender:

System will have procedures for the MDA to approve a loan application.

F. SWIFT accounting interactions:

System will have a procedure for retrieve pertinent information from the State of Minnesota SWIFT accounting system, using the SWIFT Data Warehouse and establish SWIFT access procedures.

G. Loan Status:

- System will have procedure to track the status of the Loan application

H. Loan Accounting:

- The System shall be able to generate status, reports and summaries for loan activity.

2.11 SWIFT & AgBMP:

The *AgBMP-db* program must retrieve data from the SWIFT statewide accounting system for reconciliation of loan disbursements, loan repayments, and requisitions that represent the allocations assigned to LGUs. The system shall have the procedure to reconcile financial information in the AgBMP database with the SWIFT statewide accounting system. The system will have procedures to retrieve data from the '**SWIFT Data Warehouse**'. The system will not interact with the live SWIFT Interface: '**Administrative Portal'**.

The system shall be able retrieve information about disbursements, repayments, requisitions, and accounting corrections to these transactions.

2.12 Latitude & Longitude Mapping:

AgBMP will use an interactive web mapping system to determine the spatial location of the project site.

2.13 Analysis & Reports:

Report generation is a major component of *AgBMP-db* program. The current system has reports being generated and analyzed from each existing interface of the current program, for example: lists of loans, repayment schedules, total loans for an LGU or Lender, total allocations for each Lender or LGU, and others.

Currently, each interface of the existing program performs a specific activity within the system and each interface has a set of reports that pertain to the set of activities performed by the User.

2.14 Query Interface (Reports)

The system shall have the capacity to run queries with pre-defined parameters to generate pre-existing reports. Some examples of pre-defined queries are searched by:

- Lenders
- Local Government Units
- Fund Source
- Contracts
- Type of Payment/Origination of Payment
- Date or Alphabetically
- Beginning Date / Ending Date
- Statewide Allocations

2.15 Customized Reports & Types:

The new System shall have the functionality to generate pre-existing reports based on the queries generated by the User. MDA Internal Staff shall have access to customize the context of these reports, add new reports, and change the parameters of queries.

- The system shall have the functionality which shall allow the user to save and export report (s) as Word File, PDF File, Excel file, Database File, or other widely available and accepted file formats in a secure manner.
- Procedures shall be incorporated in the new system, to have options to preview, e-mail and/or print the selected report (s) in a secure manner.

Examples of some reports (but are not limited to), result of pre-defined queries:

- Contract for New Multi-Lender LGU Participant
- Current Budget
- Current Status of Allocations
- Check List of all Contacts
- List of Loans
- Application Forms
- Activity Distribution by Amount of Loans Issued.

2.16 Calculations:

The system has set of pre-defined calculations or data views that are regularly performed to attain set of results. Procedures shall be incorporated in the new system that shall perform these calculations, and the system shall have the ability to incorporate more formulas and calculations for the future.

Example of calculation and are not limited to:

- Repayment (amortization) Schedule.
- Budget Summary
- Total loans issued by an LGU or Lender
- Budget remaining for LGU.

2.17 Access to the Data:

User: The initial page of the system will have the link for Users to the log-in interface. For the first phase of this project, only INTERNAL MDA users will have access to the program.

General Public: The General Public are not system users. They will be able to view general program information only on MDA's existing public website. The MDA's publicly available website is outside the scope of this system. However, the system will be able to generate selected standardize reports and data that is formatted and located such that the public website may dynamically link to the selected data. The selected data will be typically updated once a day. This information will be configurable by MDA Internal Staff through the Reports utility. Some examples of information that may be made available through the public website include contact information, available funding, or project locations.

SECTION 3. PROJECT BENEFITS

The key benefits of the changes to the AgBMP Loan Program include, but are not limited to, the following:

- Internal Staff will have a consistent and efficient method of accessing the program database.

- External users will eventually be able to access their records online and obtain requested reports themselves, without waiting for the reports to be provided by MDA staff.
- Inclusion of new features in the program will make it more efficient.
- It will help reducing manual processing of documents and paper handling.
- Development of the new system functioning on the latest technology platform, will help the Program sustain perpetually, and make future improvements a cost-efficient process.

SECTION 4. ABBREVIATIONS:

- AgBMP: Agricultural Best Management Practices
- MDA: Minnesota Department of Agriculture
- LGU: Local Government Unit
- LEN: Lender: Any participating Financial Institutions
- Auth Rep.: Authorized Representative
- SWIFT: Statewide Integrated Financial Tools System

SECTION 5. POINTS OF CONTACTS:

Below is a complete list of individuals associated with the Web-Based AgBMP Loan Program system project:

NAME	TITLE	Email	Phone
Brian Duffy	Project Manager	brian.duffy@state.mn.us	+1 (651) 201-6036
Dwight Wilcox	Program Manager	dwight.wilcox@state.mn.us	+1 (651) 201-6618
David Miller	Program Administrator	david.l.miller@state.mn.us	+1 (651) 201-6609

SECTION 6. FUNCTIONAL REQUIREMENTS

This section details the functional requirements for the Web Based AgBMP Loan Program System. Each section will display:

- a draft image of the interface,
- a user's table that lists the users and which features are available to the users
- the expected pathway to the interface is diagramed, and
- a detailed description of each button, tab or feature on the interface.

The user's table details each interactive feature on the interface and whether they are activated for the user using the following legend:

VE	Visible and Enabled
VD	Visible and Disabled
ID	Invisible and Disabled

Whenever possible, the navigation and function buttons are to be consistent in appearance and purpose. Buttons shown in GREY or with a multiple captions separated with "/" have related captions or purposes that change depending on the screen or the current edit mode of the user. For example, the "EDIT" caption changes to "SAVE" when in editing begins or the "Change Budget" button for LGUs displays "Verification of Account Balance" for lenders.

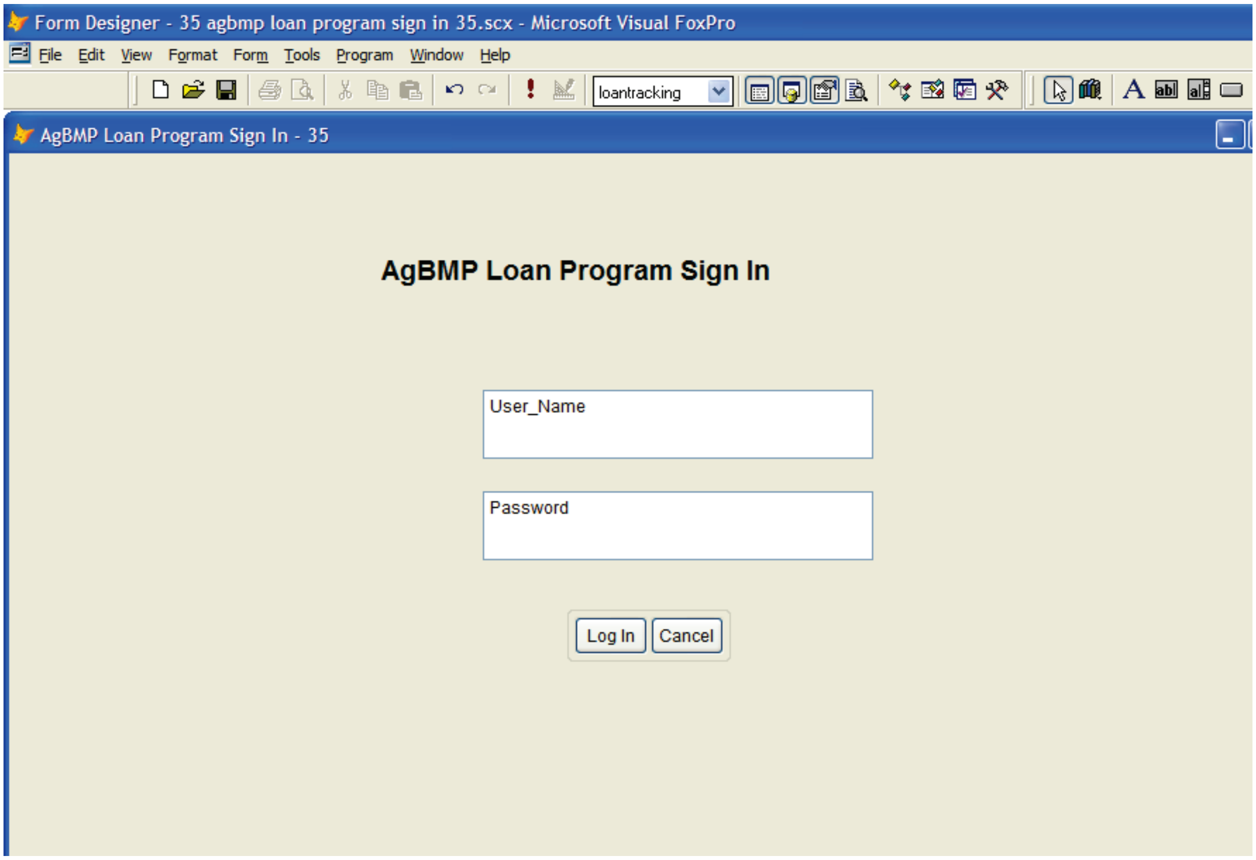
For each functional requirement listed, the requirement shall be evaluated and assigned the anticipated implementation process in the adjacent check box provided.

Legend—Key Codes
A = Feature provided within database or database can be configured to provide
B = Feature provided via third party or other existing utility
C = Feature can be provided via customized coding
N = Feature not provided

6.1 35~ Log-In Interface (Use Case 1)

This interface will be displayed each time when user attempts to log into the system.

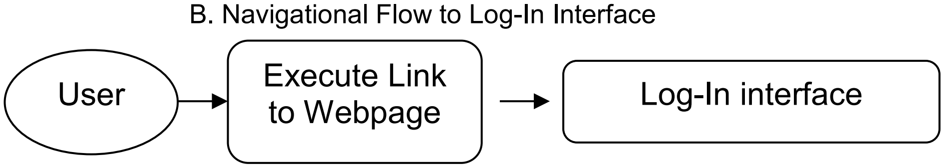
Figure 6.1 35~ Log-In Interface.



	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
User Name	VE	VE	VE	VE	VE
Password	VE	VE	VE	VE	VE
Log In	VE	VE	VE	VE	VE
Cancel	VE	VE	VE	VE	VE

A. Users: MDA, LGU & Lender

B. Navigational Flow to Log-In Interface

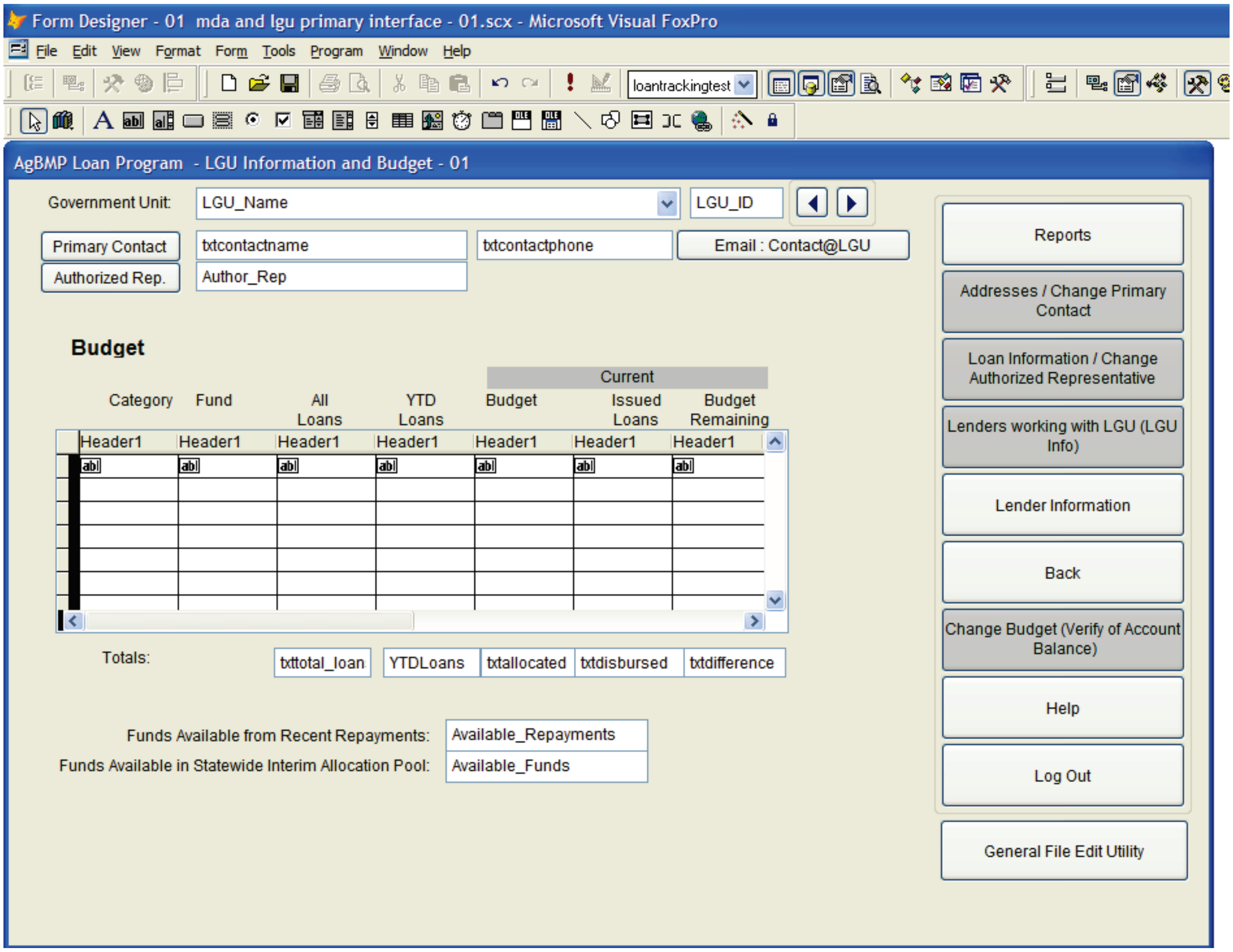


C. Functional Requirements for Login Interface – MDA, LGU, & Lender

FR 1.1	All	a. The System shall have a login procedure compliant with all State of Minnesota, MN.IT, and MDA login and security requirements. 1. Initial approval to use the system is given by the Administrators. 2. Administrators will provide initial login ID and Passwords. 3. The system will require the user to create personal password and periodically change passwords. *4.* It must be able to reset password.				
FR 1.2	All	a. Once the New Password has been created, the system shall allow the user to navigate to the next screen depending on the assigned user group. 1. Administrators: Interface 01~ LGU primary 2. Supervisor: Interface 01~ LGU Primary 3. Payable-LGU: Interface 01~ LGU Primary 4. Receivable-LEN: Interface 16~ Lender Primary *5.* Other: Interface 01~ LGU Primary				
FR 1.3	All	*a.* The system shall recognize each user depending on their individual login information, and shall display authorized interfaces and data accessing features. *1.* Each user is assigned to a group that has general roles. *2.* Each user by default is assigned VIEW ONLY rights to all data. View only means all editing buttons Add New, Edit, Save, and Delete are disabled. 3. Individually, users may be assigned EDIT RIGHTS for specific LGUs or Lenders which will enable all editing buttons for the user whenever data for the specific LGU or Lender is presented. Edit rights are listed in Edit_staff file. b. When each interface is opened, the user's rights evaluated and buttons are enable as authorized in Edit_staff, otherwise the buttons as disabled.				
FR 1.4	All	*a.* The user shall be able to log in, with the same information of their primary interface they last logged off. The system shall store the last session of the user and display it next time when the user signs in to the system. For example, if the user was viewing Aitkin County data when they exited, at the time of the next login, the primary interface would show Aitkin County.				

6.2 01~ LGU Primary Interface (Use Case 22) - 01

Figure 6.2. LGU Primary Interface. - 01

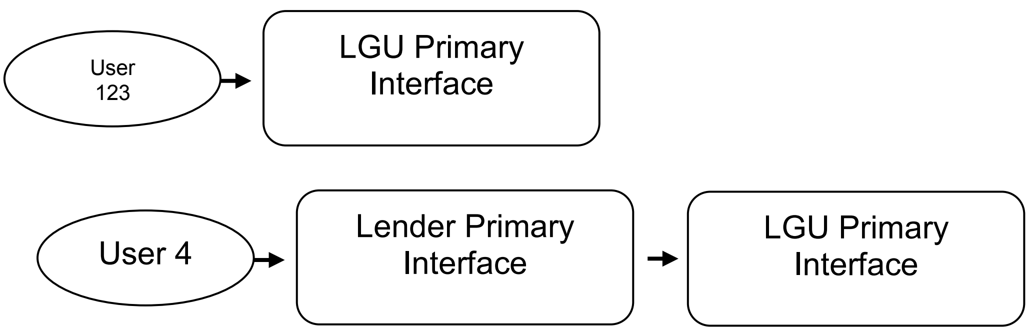


	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
LGU_Name	VE	VE	VE	VE	VE
Primary Contact Btn	VE	VE	VE	VE	VE
Authorize Rep Btn	VE	VE	VE	VE	VE
Email Btn	VE	VE	VE	VE	VE
Proposed Budget Group and Grid	VD	VD	VD	VD	VD
Reports	VE	VE	VE	VE	VE
Address	VE	VE	VE	VE	VE
Lenders	VE	VE	VE	VE	VE

Lenders working with LGU	VE	VE	VE	VE	VE
Change Budget	VE	VD	VE	VD	VD
Loans	VE	VE	VE	VE	VE
Help	VE	VE	VE	VE	VE
Log Out	VE	VE	VE	VE	VE
General File Edit Utility	VE	ID	ID	ID	ID
Previous/Next	VE	VE	VE	VE	VE

A. User: MDA/Internal User

B. Navigational Flow to MDA Primary Interface - LGU



FR 2.1		a. Administrator, Supervisor, Payable-LGU users shall log onto the system and navigate to this LGU interface 01~ as default. b. After the Administrator, Supervisor, and Payable-LGU user has successfully entered the system, the system shall take the user to LGU Primary Interface 01~ prepopulated with the LGU at the user's last logout. If not known, prepopulated with default LGU in ***edit_staff.org***_id c. When the LGU Button is executed on any other interface, the user navigates to interface 01~.				
FR 2.2		a. Whenever any interface navigation button is executed, the system shall pass the following variables to the request interface procedure: b. Some parameters must be passed as an array of values to accommodate multiple selections: 1. screen_id, 2. lgu_id (array), 3. allocdate_id, 4. loan_id (array), 5. address_id (array) 6. LEN_ID (array) 7. Button Executed c. Depending on the interface, some passed parameters are empty.				
FR 2.3		a. The Organization Name: tab shall be a drop down tab. b. User shall be able to find and select an LGU, existing in the database by clicking on its name appearing in the drop-down list. c. The drop down tab shall have search functionality to it d. It shall dynamically search and match for the name of the LGU, based on the key-letters executed by the user on the keyboard. e. Drop-down tab field shall auto-select the matched result in the drop-down list and shall display the name of the LGU in the Organization Name field, post selection from the dropdown. f. System shall retrieve and display all information pertaining to the selected LGU on the respective fields on the interfaces.				
FR 2.4		a. Primary Contact: tab and text field: b. This information shall be retrieved from the Address File, based on the LGU_ID. c. When the Primary Contact button is executed, the system shall open the Address Interface 23~ with all employees of the current LGU displayed in the grid and the Primary Contact as the selected record. When executed by Administrator or Payable-LGU assigned to the currently selected LGU, the Address interface 23~ shall have the Change Primary Contact Button enabled.				

		d. System shall display any saved changes made in the Address Interface are updated on the MDA Primary Interface when returned. e. Passed: LGU_ID, Screen_id, button executed				
FR 2.5		a. Authorized Rep.: tab and text field: b. This information shall be retrieved from the Address File, based on the LGU_ID. c. When the Authorized Representative button is executed the system shall open the Address Interface with all employees of the current LGU displayed in the grid and the Authorized Representative as the selected record. When executed by Administrator or Payable-LGU assigned to the currently selected LGU, the Address interface 23~ shall have the Change Authorized Representative Button enabled. d. System shall display any saved changes made in the Address Interface are updated on the MDA Primary Interface when returned. e. Passed: LGU_ID, Screen_id, button executed				
FR 2.6		a. The Contact Phone: text field b. shall display the contact number of that respective Primary Contact shown in the Contact Name field for the current LGU, selected from the Organization Name drop-down list. c. This information shall be retrieved from the Address File, based on the LGU_ID				
FR 2.7		a. Execution of the Email Contact button shall open the users default email system, pre-populated with the primary contact email, “AgBMP:” in the subject line, the message blank, and the default signature information of the user inserted (some actions may be out of the scope of program.				
FR 2.8		a. LGU ID: text field: b. Shall display the ID for the particular selected Local Government Unit. c. This ID shall be same as the LGU_Id in the LGUUnit file in the database.				
FR 2.9		a. Previous/Next navigation arrow buttons will navigate the user to the previous or next LGU in alphabetic order.				
FR 2.10		a. ‘Proposed Budget’ grid: 1. Under this Table, there shall be two Parent Columns: unnamed and ‘Current’. 2. Unnamed is the parent for category, fund, total loans, and total of Year to Date Loans issue. 3. Current is the parent for Budget, Loans Issued, and Budget Remaining.				
FR 2.11		a. Category and Fund:				

		1. When Administrator is user, there shall be as many rows in the table as unique records of categories and their funds source in the current allocation for the selected LGU. The Category and the text of the fund source from ***allocation.fundsrc_id*** of each combination shall be displayed in columns 1 and 2. 2. When Supervisor, Receivable-LEN, or Payable-LGU is user, there shall be as many rows in table as unique categories in current allocation for the selected LGU. (Different funds within the same Category are totaled together.) Column 1 shall display the category and column 2 shall be blank.				
FR 2.12		a. All Loans 1. When Administrator is user, column 3 All Loans shall be the sum of the amount + revolving of all loans of the various Category/fund combinations for selected LGU in Loan file including paid or pending loans. a. When Supervisor, Receivable-LEN, or Payable-LGU is user, column 3 All Loans shall be the sum of the amount + revolving of all loans of the Category (Different funds within the same Category are totaled together.) for selected LGU in Loan file including paid or pending loans.				
FR 2.13		a. YTD Loans 1. When Administrator is user, column 4 YTD Loans shall be the sum of the amount (not including revolving loans) of all loans of the various Category/fund combinations for selected LGU in Loan file including paid or pending loans for the current calendar year. 2. When Supervisor, Receivable-LEN, or Payable-LGU is user, column 4 YTD Loans shall be the sum of the amount (not including revolving loans) of all loans of the Category (Different funds within the same Category are totaled together.) for selected LGU in Loan file including paid or pending loans.				
FR 2.14		a. Budget 1. When Administrator is user, column 4 Budget shall be the allocation.amount of each Category/fund combination for selected LGU in allocation file for the last approved allocation from the allocdate file. a. When Supervisor, Receivable-LEN, or Payable-LGU is user, column 4 Budget shall be the sum of the allocation.amount of each Category for selected LGU in allocation file for the last approved allocation from the allocdate file. (Different funds within the same Category are totaled together.)				
FR 2.15		a. Loans Issued: 1. When Administrator is user, column 5 Loans Issued shall be the Loan.amount + Loan.revolving for all loans assigned to each Category/fund combination for selected				

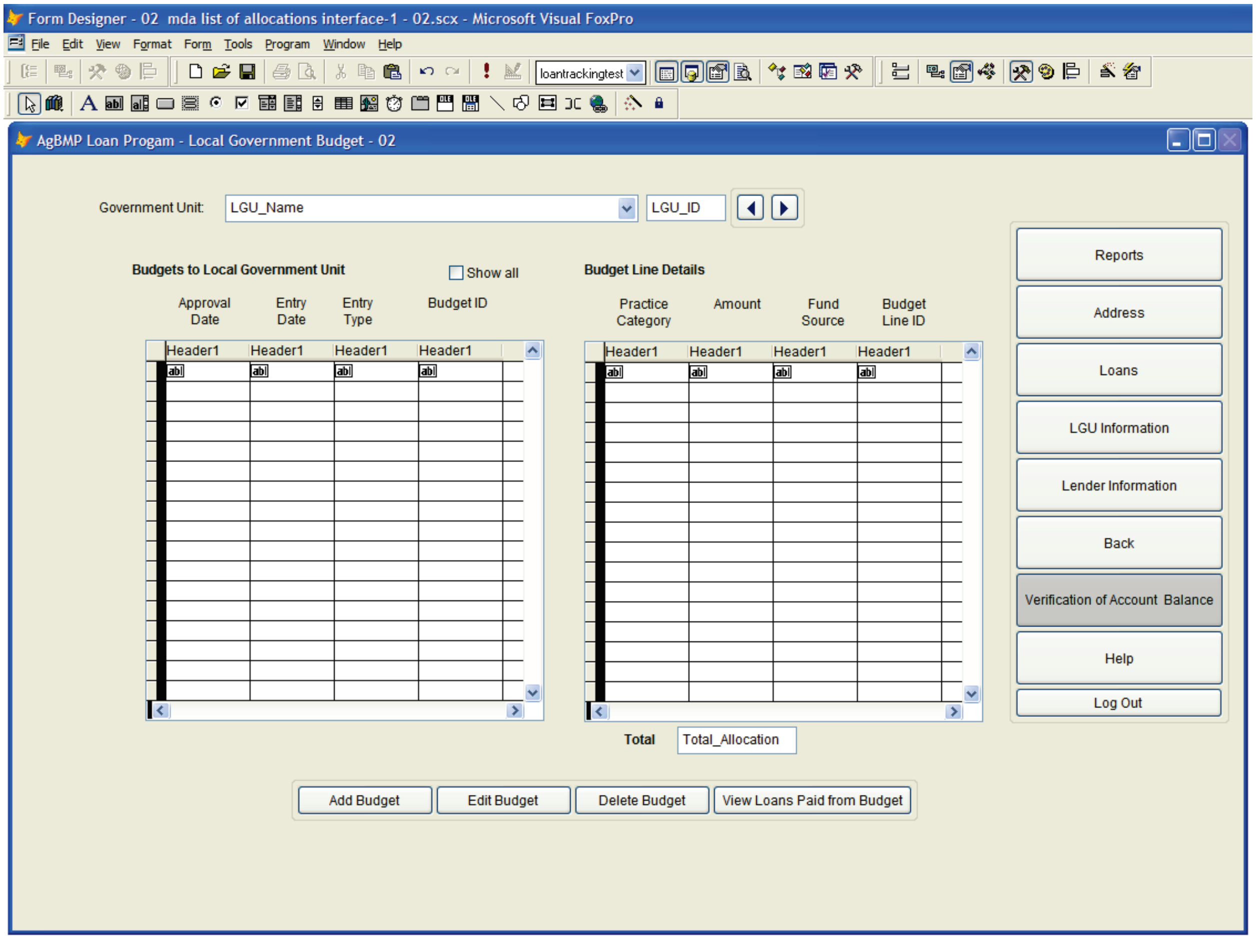
		LGU in allocation file for the last approved allocation from the allocdate file. 2. When Supervisor, Receivable-LEN, or Payable-LGU is user, column 5 Loans Issued Budget shall be the sum Loan.amount + Loan.revolving for all loans assigned to each Category for selected LGU in allocation file for the last approved allocation from the allocdate file. (Different funds within the same Category are totaled together.)				
FR 2.16		a. Budget Remaining: 1. When Administrator is user, column 6 Budget Remaining shall be the Budget amount for the Category/fund combination – the sum of Loan.amount for all loans assigned to each Category/fund combination for selected LGU in allocation file for the last approved allocation from the allocdate file. 2. When Supervisor, Receivable-LEN, or Payable-LGU is user, column 6 Budget Remaining shall be the sum of the Budget amount for each Category -the sum of Loan.amount for all loans assigned to each Category for selected LGU in allocation file for the last approved allocation from the allocdate file. (Different funds within the same Category are totaled together.)				
FR 2.17		a. The Proposed Budget table shall have an additional row named Total that is visible at all times. b. System shall display the summation results of the dollar amounts for each of the 5 individual columns. c. All Loans (Total): shall display the calculated result of the Sum of all Loans issued for each category, to date for selected LGU. d. YTD Loan (Total): shall display the calculated result of the Sum of all YTD Loans issued for each category, from January 1 to date for selected LGU. e. Budget (Total): shall display the calculated result of the Sum of all the Allocated Amount for each category, in the Current Year for that particular LGU. f. Loans Issued (Total): shall display the calculated result of the Sum of all the 'Loans Issued' for each category, in the Current Year for that particular LGU. g. Budget Remaining (Total): shall display the calculated result of the Sum of all the 'Budget Remaining' for each category, in the Current Year for that particular LGU.				
FR 2.18		a. Available Repayments: Displays the amount of recent Repayments the MDA has received for a particular LGU. (An LGU may send a 'Request for Budget Change' (to MDA) to move these funds into current contract.) b. This amount is a derived relationship between the Payments Received and the Release Pay-off for current year. c. The system shall retrieve the received repayments, based on their Deposit Detail ID, Transaction Number, Funding Source, Date of Entry, LGU_ID (for the loan the repayment is made)				

		d. System shall be able to retrieve the data from a derived relationship between the Payments Received and Released Pay-offs based on the date of the repayments (retrieved from the Warehouse Repayments file). This value is uniquely calculated for each LGU.				
FR 2.19		a. Available Funds: Displays the Total amount of Funds, the State of Minnesota has, for which the LGU may send a 'Request for Budget Change' (to MDA). b. System shall be able to retrieve this information based on a derived relationship (mathematical calculation). c. The mathematical relationship: All Appropriations (total) – Current Year Allocation – Outstanding Balance (prior to the Current Year). This value is the same for all LGUs.				
FR 2.20		a. Reports: 1. Execution of this tab from this interface (01), shall allow the User to navigate to the 'Reports' interface to print or view reports pertaining to the particular LGU currently being viewed. b. Passed: Screen_id, LGU_ID, Allocdate_ID, button executed				
FR 2.21		a. Address: 1. Execution of this tab, shall allow the User to navigate to the 'Address' interface. 2. The Address interface will be prepopulated with the employees of the current LGU with the primary contact selected. b. Passed: LGU_ID, button executed				
FR 2.22		a. Loans Information: 1. Execution of this tab, shall allow the User to navigate to the list of Pending, Accepted, and Completed Loans – 11. User, shall be able to view the list of all the Loans and LGU has issued for all Lender's it is associated with. b. Passed: LGU_ID, button executed				
FR 2.23		a. Lenders working with LGU: 1. The caption of this button is changed to Lenders working with LGU when displayed on this page. 2. Execution of this tab, shall allow the User to navigate to the Lender interface 10~ 3. The current LGU shall be the select LGU and the Lender Interface 10~ will display all Lenders associated with that the particular LGU. (Section 6.FR 12.14) b. Passed: LGU_ID, button executed				
FR 2.24		a. Lenders Information: this button will allow the user to navigate to the Lenders Primary interface 16~ prepopulated with the first Lender in alphabetic order.				

		b. Passed: LGU_ID, screen_id				
FR 2.25		a. Back: This will navigate the user back one interface when applicable.				
FR 2.26		a. Change Budget: 1. The caption of this button shall read Change Budget when viewed from interface 01~. 2. This button is disabled for Supervisor and Receivable-LEN Users. 3. When executed by Administrator, the user shall navigate to the 'Budget' interface,- 02 to View, Edit, Delete or Add any information pertaining to all the Allocations for the selected LGU. The Budget interface will display the allocations related to the current LGU with the Current allocation selected. 4. When executed by Payable-LGU, the user shall navigate to the 'Request Budget - 14' interface, to prepare an email requesting a change or increase in budget. b. Passed: LGU_ID, ALLOCDATE_ID, button executed				
FR 2.27		a. Help: b. The Screen shall have a 'Help' tab on it. Execution of the HELP button will direct the user to the help feature that displays a description and function of all tabs and buttons on the screen from which it was executed. c. Passed: Screen_ID, button executed				
FR 2.28		a. Log-out: 1. The User shall be able to Log-out of the program, by executing this tab on its primary interface. 2. Execution of Log-out tab shall trigger the system to remove the User's log-in credentials from the temporary memory. When logged out, the user will have to type in log-in credentials again; before reentering the program. 3. The current LGU being viewed by the User's shall be stored and used as the selected LGU when the User starts a new session. b. Passed: LGU_ID, screen_id				
FR 2.29		a. The General File Edit Utility tab will be visible and enabled only for Administers. 1. Execution of the General File Edit Utility tab will trigger the system to open the General File Edit Utility Interface 37~. b. Passed: screen_ID LGU_ID, button executed				

6.3 02~ List of Allocations for LGU interface-1 (Use Case 26) -02

Figure 6.3. List of Allocations for LGU Interface-1 - 02

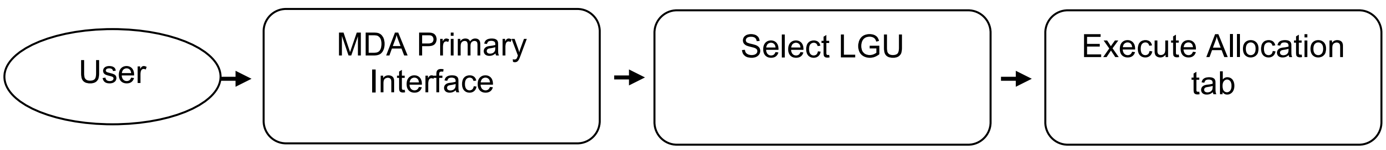


	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
LGUDesc	VE	VE	VE	VE	VE
Budget Grid	VE	VE	VE	VE	VE
Budget Line Detail Grid	VD	VD	VD	VD	VD
Show All Chkbox	VE	VE	VE	VE	VE
Add Budget Btn	VE	VD	VD	VD	VD
Edit Budget Btn	VE	VD	VD	VD	VD
Delete Budget Btn	VE	VD	VD	VD	VD
View Loans Issued Button	VE	VE	VE	VE	VE
Reports	VE	VE	VE	VE	VE

Address	VE	VE	VE	VE	VE
Loans	VE	VE	VE	VE	VE
LGU Info	VE	VE	VE	VE	VE
Lenders	VE	VE	VE	VE	VE
Back	VE	VE	VE	VE	VE
Verification of Acct Balance	ID	ID	ID	ID	ID
Help	VE	VE	VE	VE	VE
Logout	VE	VE	VE	VE	VE

A. User: MDA/Internal User

B. Navigational Flow to MDA-List of Allocations Interface-1



C. Functional Requirements for MDA-List of Allocations Interface-1 - 02

FR 3.1	MDA	a. The user shall be able to navigate to Allocation Interface 02~, by executing the Change Budget button on MDA's primary interface- 01~.				
FR 3.2	MDA	a. Local Government Unit: 1. It shall be a drop-down list of all LGU's associated in the Program from the LGUUnit file. 2. The pre-selected LGU shall be the selected LGU from the previous interface (passed LGU_ID)				
FR 3.3		a. Previous/Next navigation arrow buttons will navigate the user to the previous or next LGU in alphabetic order.				
FR 3.4	MDA	a. Budgets to Local Government Unit grid displays the list of all budget changes (allocations) for the Show All period, for the selected LGU. 1. When Show All is checked, the system shall display all the allocations in reverse chronologic order for the selected LGU. 2. When Show All is not checked (default condition when opening interface), the system shall display only allocation amendments entered during the prior 24 months for the selected LGU in reverse chronologic order. b. System shall retrieve this information from the Allocdate file in the database. c. The most recent allocdt_id with an approved date entry is preselected. d. The approval date, entry date, text of alloctype_id, and allocdt_id shall be displayed. e. Individual rows in grid are selectable. When a different row is selected, the Budget Line Details grid is updated and View Loans Issued is enabled.				
FR 3.5	MDA	a. Show All: 1. When the Show All checkbox is checked, the Budgets to Local Government Unit grid will show all allocations for the selected LGU 2. When the Show All checkbox is not checked (false) only the past 24 months of amendments are shown.				
FR 3.6	MDA	a. Budget Line Details grid: b. This grid shows the budget line details from Allocation file for the selected Allocdt_id selected in the Budgets to Local Government Unit grid. c. The system shall display data from the Allocation file all records for the selected Allocdt_id: (category, amount, text of fund, and allocation_id). The table shall display approximately 13 rows but may need to scroll. d. This grid is the same information displayed in interface 01~ as displayed for administrators. This grid when aggregated by category is information displayed on interface 01~ for other users.				
FR 3.7	MDA	a. Total: shall sum all the amounts for various categories and funding sources in the selected allocation.				

FR 3.8	MDA	a. Add Record: execution of this tab allows the user to add a new allocation record with a new date by navigating to the Add/Edit record Interface 03~.				
FR 3.9	MDA	a. Edit Record: execution of this tab allows the user to edit an existing allocation record by navigating to the Add/Edit record Interface 03~. b. Passed: Allocdt_id,Lgu_id				
FR 3.10	MDA	a. View Loans Issued: execution of this tab after selecting an allocation record from Budget to Local Government Unit grid allows the user to view all the Loans attached to the selected Budget allocation on the List of Loans interface 11~. b. Passed: LGU_ID, allocdt_id, screen ID				
FR 3.11	MDA	a. Delete Record: execution of this tab allows the user to delete an existing allocation record. b. Before a record can be deleted the following must be true: 1. No loans have been assigned to the selected Budget allocations. c. Execution of this button shall navigate the user to the Confirm Deletion Interface 33~ d. Passed: LGU_ID, all selected allocdt_id, screen ID e. If the Confirm Interface Passed value is True, the records are deleted, otherwise, the records are retained.				
FR 3.12		a. Reports button shall navigate the user to the Report interface 30~ and display reports related to Lender and LGU activities. b. Passed: LGU_ID, allocdt_id, screen ID				
FR 3.13		a. Address button: Execution of this button shall allow the user to navigate to the Address Interface 29~ for the selected LGU. a. Passed: LGU_ID, screen ID b. All the Address Information group fields on the Address Interface shall be pre-populated with the contact information of the selected organization's Primary Contact and all of the organization's Employee will be displayed in the Address grid.				
FR 3.14		a. Loan button: Execution of this button shall guide the user to the Loans List Table interface 11~ and show all loans issued by LGU. (The View Loans Issued button filters list to just the selected Budget allocation.). b. Passed: LGU_ID, screen_id				
FR 3.15		a. LGU Information button: shall navigate the user to the LGU primary interface 01~ with the interface prepopulated with the select LGU b. Passed: LGU_ID, screen_id				
FR 3.16		a. Lender Information button: shall navigate the user to the Lender interface 10~ prepopulated with the first lender in alphabetic order selected. b. Passed: screen_id				

FR 3.17		a. Back button: Execution of this tab shall allow the user to navigate back one interface. b. Passed: LGU_ID,allocdt_id, screen_id				
FR 3.18		a. Verification of Account Balance: This button is disabled and invisible.				
FR 3.19		a. Help button shall navigate the user to the help interface with information about this current screen fields.				
FR 3.20		a. Log-out: 1. The MDA/User shall be able to Log-out of the program, by executing this tab. 2. Execution of Log-out tab shall trigger the system to remove the User's log-in credentials from the temporary memory. When logged out, the user will have to type in log-in credentials again; before reentering the program. 3. The current LGU being viewed by the User's shall be stored and used as the selected LGU when the User starts a new session. b. Passed: LGU_ID, screen_id				

6.4 03~ Add/Edit Allocation Record: Allocation Interface-2 – 03

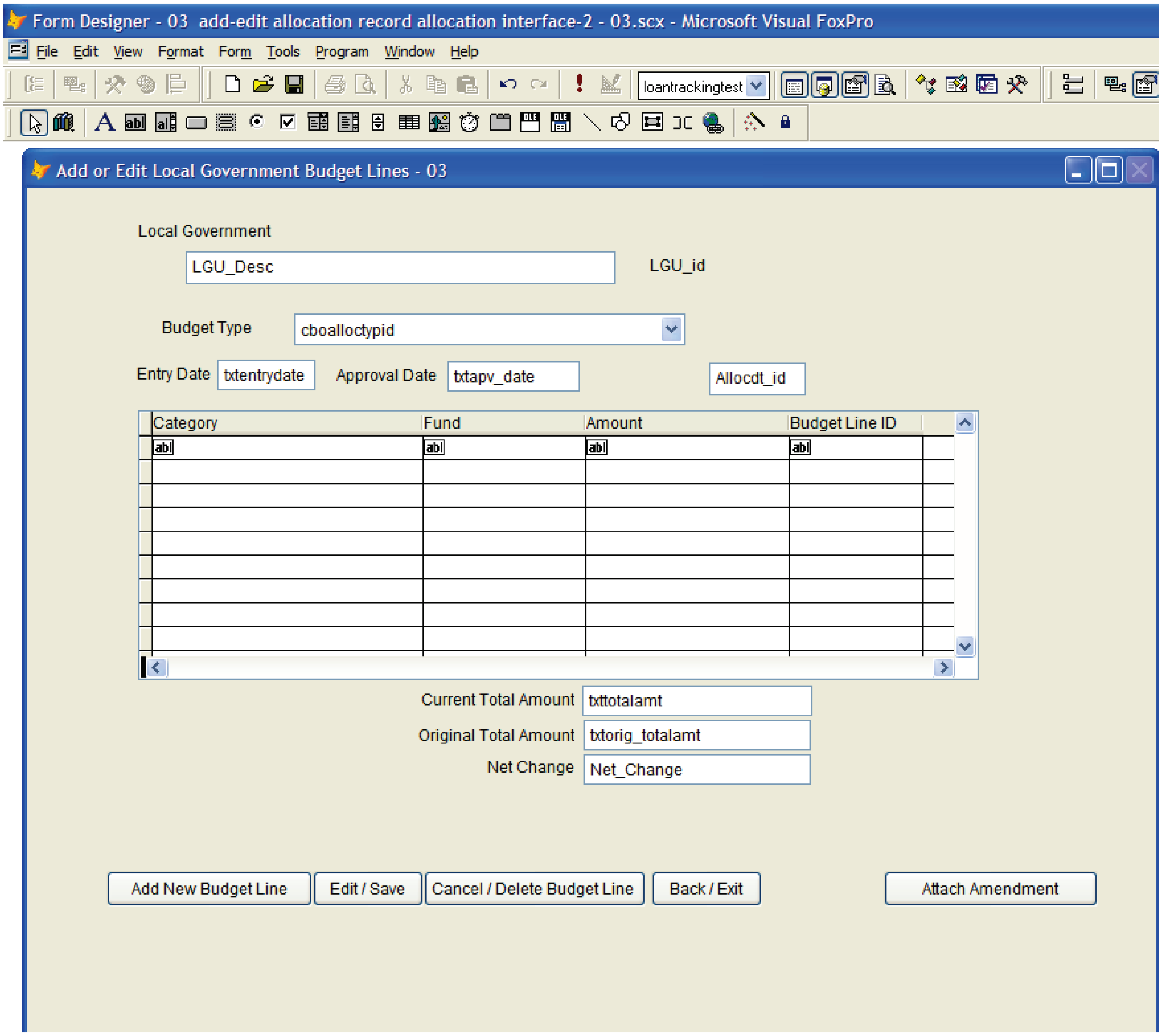


Figure 6.4. Add / Edit Allocation Record Interface - 03

	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
LGU Desc	VE	VD	VD	VD	VD
Budget Type	VE	VD	VD	VD	VD
Entry Date	VE	VD	VD	VD	VD
Approval Date	VE	VD	VD	VD	VD
Budget Detail Grid	VE	VD	VD	VD	VD

New Total Amount	VD	VD	VD	VD	VD
Original Total Amount	VD	VD	VD	VD	VD
Net Change	VD	VD	VD	VD	VD
Add New Budget LIne	VE	VD	VD	VD	VD
Edit/Save	VE	VD	VD	VD	VD
Cancel/Delete	VE	VD	VD	VD	VD
Back/Exti	VE	VE	VE	VE	VE
Attach Amendment	VE	VD	VD	VD	VD

A. User: MDA

B. Navigational Flow to Repayment Revenue Entry Interface-2

User → Allocation Interface → Execute Add/Edit Tab → Add / Edit Record

C. Functional Requirements for MDA Add/Edit Allocation Interface-2

FR 4.1		a. User shall be able to navigate to the Add/Edit Allocation record interface 03~, by executing the Add Record Or Edit Record tab on the Allocations Interface 02. b. When opened with ADD record from interface 02~, a new record is created and pre-populated with the remaining balance of all budget lines in the current allocation The Entry date is prepopulated with the current date and the approval date blank. c. When opened with EDIT record from interface 02~, the selected record is displayed showing the current approved original amount for all budget lines. d. The screen is opened in VIEW mode. e. The buttons shall be enabled and captions labeled as in VIE mode and will change when in EDIT mode.				
FR 4.2		a. LGU Desc: This is the currently selected LGU when the interface was called.				
FR 4.3		a. Add New Budget Line: Executing this button will create blank allocation budget line in the ALLOCATION file and a unique Alloc_ID is assigned. b. The Allocation grid is enabled for editing with the new line selected. c. The category is displayed as a drop down of all categories available in the Category file. d. The Fund is displayed as a dropdown with the Text of all available fund sources in the Fundsrc file. e. The user may enter any amount in the Amount column. f. The system displays the predefined allocation_id in the Budget line id column. It is not enabled for editing. g. Entry date and approval date is not enabled for editing. h. The displays in the Current Total Amount and the Net Change is updated as values are entered.				
FR 4.4		a. Edit Button: Execution of the edit button enables the Allocation grid for editing. User may only change dates and the amount assigned to a line. b. The category column, Fund column are not enabled for editing. c. The user may edit entry date, approval date, and enter any amount in the Amount column. d. The system displays the allocdt_id, allocation_id for the budget line in the Budget line id column and they are not enabled for editng.				
FR 4.5		a. Budget type: is a drop-down field, which displays the list of allocation types from Alloctype file, for example: 1. Budget Adjustment 2. Budget Amendment				

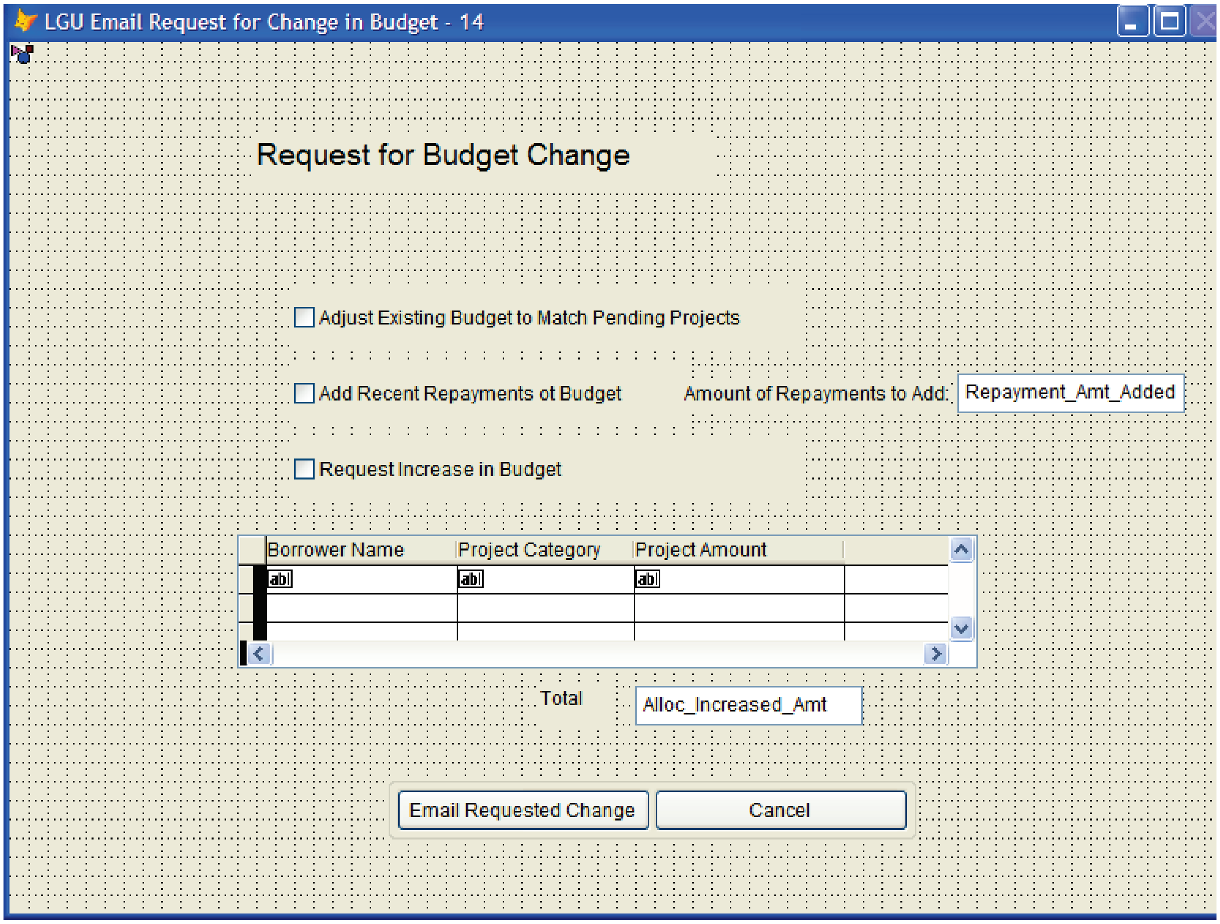
		3. Proposal 4. Allocation				
FR 4.6		a. Original Total Amount: shall be the sum of all the Amounts, pertaining to each category in the current approved Allocation for the selected LGU. b. This shall be a calculated value based on the sum of the Allocation Amounts.				
FR 4.7		a. Current Total Amount: b. Shall be the sum of all the Amounts, currently being displayed in the Allocation grid. When no change has been made, the Current Total will equal the Original Total. As user edits values in Allocation grid, the current total amount will update.				
FR 4.8		a. Net change: This is the calculated net difference between the Original Total and the Current Total amount.				
FR 4.9		a. Allocation grid: This grid shows the currently select allocdate.Allocdt_id associated Allocation line budgets: category, Fund, amount, and allocation id. It is editable when in EDIT mode. 1. Category: displays the category to which the allocation has been, made to an LGU. There may be multiple Alloc_id, Amounts and Funds for one category with multiple Alloc_id. 2. Fund: displays the Fund source from which the amount is allocated to each category, made to an LGU. There may be multiple Alloc_id & Amounts for one category with multiple Fund Sources & Alloc_id. 3. Amount: displays the amount allocated to each category, and from a funding source. This amount can be changed by the user while adding a new allocation.				
FR 4.10		a. Cancel: When in EDIT mode, changes can be discarded by executing CANCEL and the record is restored to previous condition.				
FR 4.11		a. Delete Category: b. When in VIEW mode, the caption is labeled Delete Budget Line. c. This button is enabled only when a line in the Allocation grid is selected. d. When executed, the request is validated by determining if any loans have been funded by the selected category. If no loans are identified, the delete confirmation interface 33~. If confirmation is given the record is deleted, otherwise it is retained. e. If loans are found to be funded from the allocation, the allocation cannot be deleted. The Message Box interface 34~ is displayed: 1. Message: Loans have been issued from this budget line. It cannot be deleted.				

		2. Correction: You must either assign loans to another allocation by Editing Loan or you must retain the record. 3. Buttons: Reassign Loans, Retain Budget Line f. If Reassign loans, the List of Loan Interface 11~ for the current LGU is selected 1. Passed: LGU,allocdt_id 2. If Retain Budget Line is selected, the table is reverted. g. This DELETE will not delete the allocation, just the selected line. If the entire allocation is to be deleted, that is executed on the allocation interface 02~.				
FR 4.12		a. Entry Date: defaults to the current date when the allocdt_id is record is added. The user may edit.				
FR 4.13		a. Approval Date: displays the date, when the new allocation request is approved, by the MDA supervisor. This date is entered by the Administrator.				
FR 4.14		a. Execution of 'SAVE' button over writes the existing values in the allocdate and allocation files. b. If Alloc_type is BUDGET ADJUSTMENT or any other type where there is no INCREASE in the Current amount over the Original amount, the Save button is enable ONLY when the NET CHANGE is $0.00. c. If the Net Change is not $0.00 and the user attempts to SAVE, the Messagebox warning is displayed: 1. Message: With a Budget Adjustment, there is no NET CHANGE in the amount in the allocation. 2. Correction: Please adjust the Allocation budget lines so the net change is $0.00 or change the type of award to increase amount available. 3. Buttons: Adjust Table, Change award type. 4. If Adjust Table is executed, focus is moved to the allocation grid. 5. If Change award type is execute, focus is moved to the Budget_type dropdown.				
FR 4.15		a. The system shall pre-populate the interface with the pertinent information about the selected Allocation entry (from Primary Allocation interface 02) to be edited, when the user is navigated to this particular interface.				
FR 4.16		a. All the fields and tab are same as on the Add Allocation interface, and shall allow the user to perform similar tasks on this Interface.				
FR 4.17		a. Execution of the SAVE button on this interface, shall save the changes made to the Allocations by the User. b. Execution of this tab shall also trigger the system to navigate the user back to the Primary Allocation interface, with all the changes visible in both tables (table 1 and table 2) on the				

		Primary Allocation interface.				
FR 4.18		a. Execution of 'Cancel' tab on this interface, shall trigger the system to abort all the changes/editing performed by the User/MDA on this interface. b. Execution of this tab shall also trigger the system to navigate the user back to the Primary Allocation interface 02, with no changes made to the selected allocation record.				
FR 4.19		a. Back: This button is enabled in VIEW mode and when execute, this returns the user to the Allocation Interface 02~ with the current record selected.				

6.5 14~ Request for Budget Change - 14

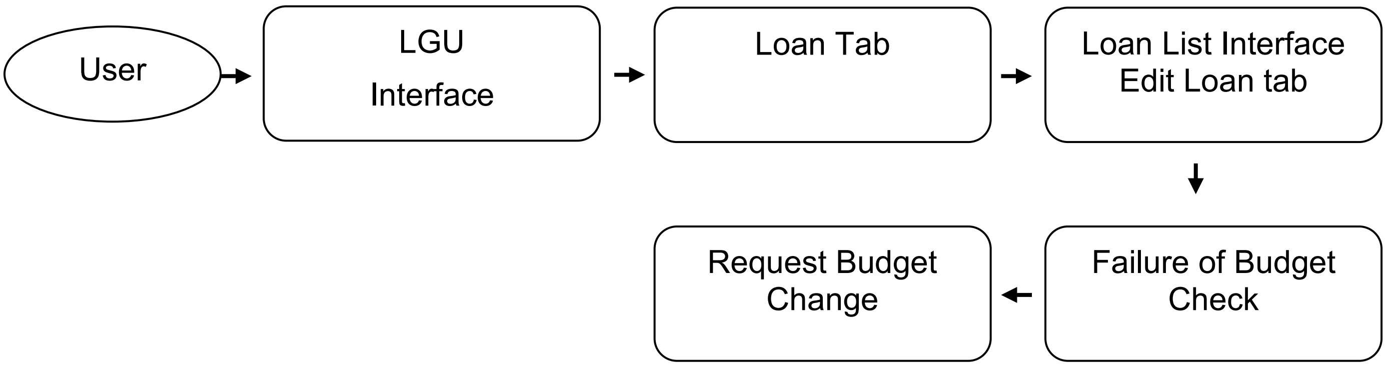
Figure 6.5. 14~ LGU Request for Budget Change - 14.



	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
Adjust Existing	VE	VD	VE	VD	VD
Add Repayments	VE	VD	VE	VD	VD
Repayment_Amt	VE	VD	VE	VD	VD
Request Increase	VE	VD	VE	VD	VD
Borrower Grid	VE	VD	VE	VD	VD
Total Increase	VD	VD	VD	VD	VD
Email change	VE	VD	VE	VD	VD
Cancel	VE	VE	VE	VE	VE

A. User: LGU

B. Navigational Flow to Request for Budget Change – 14.



C. Functional Requirements for Request for Budget Change - 14

FR 5.1	LGU	a. This interface shall be activated when the user attempts to enter or approve a project where sufficient funds are not available in the current budget or when executing the Request Budget Change button on interface 01~ by an LGU employee.				
FR 5.2	LGU	a. The interface shall give the user three choices to resolve a budget conflict: 1. Adjust the existing budget (to match the project that has just been entered if this interface was reached by entering a value in excess of existing budget.) 2. Add recent repayments to budget 3. Request an increase in the budget (from the statewide interim allocation pool).				
FR 5.3	LGU	a. If the requested amount exceeds a category line, but adequate funds exist in budget, Adjust Existing check box is checked.				
FR 5.4	LGU	a. If the request exceeds all funds available then the Add Recent Repayments is checked if the LGU has recent repayments available.				
FR 5.5		a. The Repayment_Amt_Added shall be pre-populated with the total of all repayments available to the LGU and is editable by the LGU. The user may reduce this amount, but cannot increase it beyond the amount available. b. If an amount greater than the amount available is entered, the message box warning interface 34~ is navigated to: 1. Message: You cannot add amount more than the amount than has been repaid, $###.#. 2. Correction: You may enter the amount repaid or enter some amount less than the amount repaid 3. Buttons: Enter $###.##, Enter another amount 4. If Enter $###.## is select, $###.## is entered in field and focus moves to Email Request button. 5. If Enter another amount is selected, the Repay_amt_Added is deleted and focus is place in this field for entry.				
FR 5.6	LGU	a. If the requested amount exceeds all funds available plus the repayments available to LGU and there are funds in the interim allocation pool, the Request Increase Budget shall be checked. b. The use may also check the Request Increase Budget box. c. If the user checks the Request Increase Budget box, Add Recent Repayments will automatically be checked and the total of all recent repayments will be in the Repy_amt_Added field. The Proposed Project grid is enabled and the user may enter multiple borrowers including name, category and amount for each proposed				

		project. d. The system shall calculate the total of the individual projects entered into the grid minus Rpay_amt_add value and display the total in the Total tab. The Total tab is not editable by the user.				
FR 5.7	LG	a. The user may press the Email Requested Change button once at least one of the above 3 check boxes is checked. b. When this button is pressed, an email message is generated using the user's default email browser with the AgBMP address in the TO line, "AgBMP: XXXX LGU Budget change request in the subject line and standard text in the message. The user may review the message in their default email program before the message is sent (outside scope of program).				
FR 5.8	LGU	a. The user may press the Cancel button. 1. No email is sent.				
FR 5.9	LGU	a. Once sent or canceled the user is returned to the Loan Detail interface 15~ so that the user may continue to enter the loan information. However, the loan may not be approved until adequate funding is the current budget.				

6.6 29~ Address Interface (Use Case 23) 29

Figure 6.6. MDA-Internal User Address Interface.

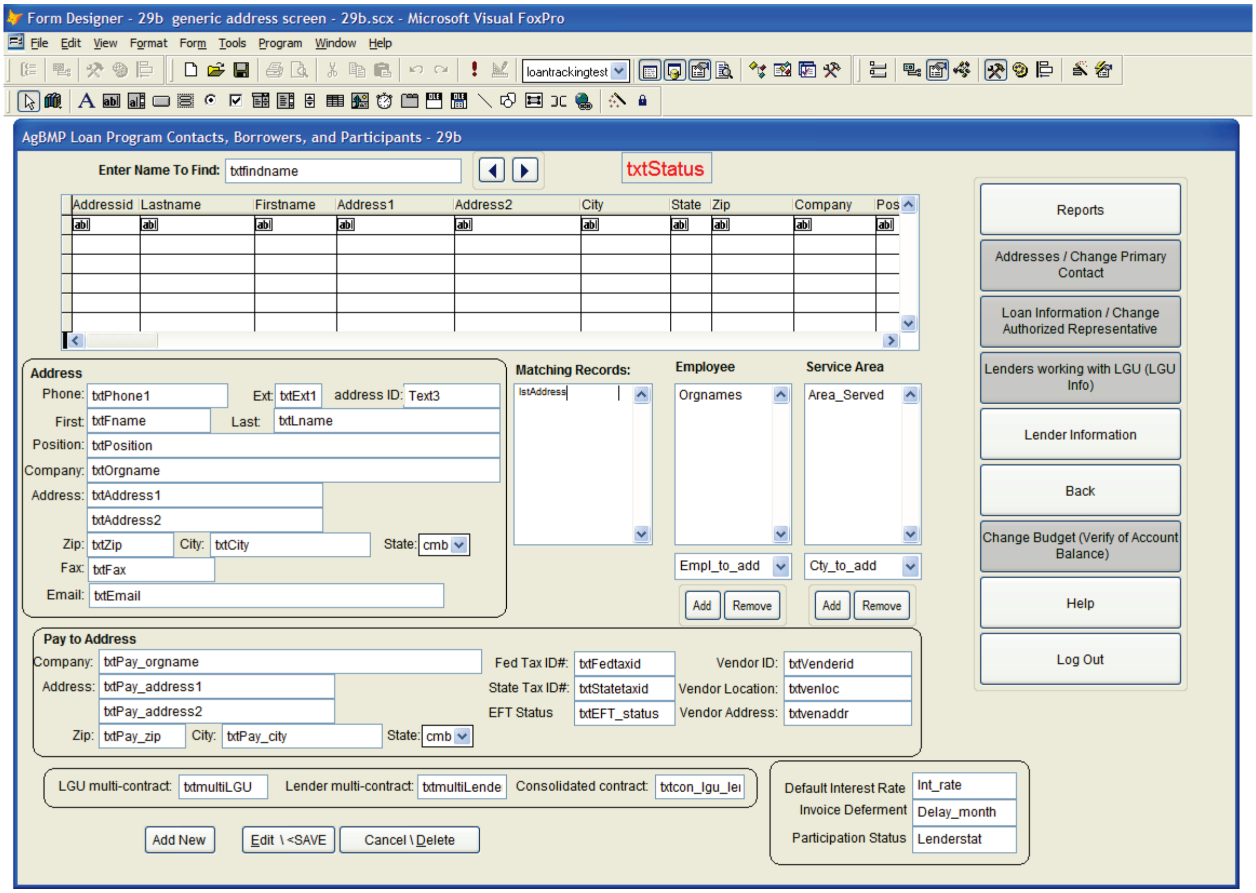


Table 2. Status of fields and buttons on Address Interface 29~ from LGU Interface 01~.

	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
Name to Find	VE	VE	VE	VE	VE
Address grid	VE	VE	VE	VE	VE
Address Group	VE	VD	VD	VD	VD
Matching Records	VE	ID	VE	ID	ID
Pay to Address	VE	VD	VD	VD	ID
LGU Contract	VE	VD	VD	VD	VD
LEN Contract	VE	VD	VD	VD	VD
Consolidated Contract	VE	VD	VD	VD	VD
Interest	VE	VD	ID	ID	ID

Deferment	VE	VD	ID	ID	ID
Status	VE	VD	VD	VD	VD
Add New	VE	ID	VE (add loan)	ID	ID
Edit	VE	ID	VE (contact/org)	VE (contact/org)	ID
Save	VE	ID	VE (contact/org)	VE (contact/org)	ID
Delete	VE	ID	VE (contact/org)	VE (contact/org)	ID
Next/Previous Cancel/Exit	VE	VE	VE	VE	VE
Change Primary	VE	ID	VE	ID	ID
Change Authorized Rep	VE	ID	VE	ID	ID
Reports	VE	VE	VE	VE	VE

A. User: MDA/Internal User

B. Navigational Flow to Lender's Address Interface for Primary Contact & Employee Contact Information.

User → MDA Primary Interface → Execute Address tab → Address Interface

C. Functional Requirements for Address Interface for Primary Contact & Employee Contract Information.

FR 6.1	MDA	a. User shall be able to select an LGU, Lender, or Borrower from a drop-down list on any user interface. By executing the Address button, the system shall navigate to this interface and pass selected information to this interface including: 1. Screen_id 2. Button executed 3. Selected address (LGU,Lender, or Borrower) to display				
FR 6.2	MDA	a. When the Address interface is navigated to by the Address Button, Change Primary Contact and Change Authorized Representative is always disabled and invisible for all users. The Change Primary Contact and Change Authorized Rep are enabled only when accessed by the Primary Contact and Authorized Rep buttons.				
FR 6.3	MDA	a. Employee Contacts: 1. Administrator shall be able to View, Edit or Delete any information pertaining to all the employee contacts of the particular LGU, by executing the 'Address' button on interface 01~. The entire address database of all individuals assigned as LGU employees is retrievable by Administrator when using the Name to Find dropdown. All fields are visible and enabled, though some may be empty, including pay to information. If an employee is selected from a different LGU, the selected LGU is changed to match the LGU of the selected individual and all fields are updated. 2. All users shall be able to View any information pertaining to all the employee contacts of the particular LGU, by executing the 'Address' button on interface 01~. All fields are visible. 3. Users who are Primary Contacts: a. Primary Contacts (when identified as lguunit.Primary_Contact or LENUnit.Primary_contact) shall be able to View, Edit or Delete any information pertaining to all the employee contacts associated with their organization ((lguempl.lgu_id or lenempl.len_id) by executing the 'Address' button on interface 01~. b. Only the employees of the organization are displayed when the Address button is executed from the user's primary interface 01~ or 16~. c. User must return to interface 01~ or 16~ to select other organizations to view.				

		d. Pay to Address, Contract numbers, and status information is visible but disabled.				
FR 6.4	MDA	a. Editing the Primary Contact as listed in ***LGUUnit.Primary_contact***: b. Administrator can View and Edit any Primary Contact; however, cannot delete a primary contact until a new primary contact has been assigned through the Assign Primary Contact Button. c. Any user assigned as a Primary Contact may View and Edit self, but not delete self until a new Primary Contact is assigned by Administrator. d. All users may View Primary Contacts of any LGU.				
FR 6.5	MDA	a. Editing the Authorized Rep. as listed in ***LGUUnit.AuthorizedRep***: b. Administrator can View and Edit any Authorized Rep; however, cannot delete an authorized rep until a new authorized rep has been assigned through the Assign Authorized Representative Button. c. Any user assigned as an Authorized Representative View and Edit self except not First and Last Name, and shall not delete self until a new Authorized Representative is assigned by Administrator. d. All users may View Authorized Representative of any LGU.				
FR 6.6	MDA	a. System shall pre-populate all the fields, with the information pertaining to the Primary Contact for that particular LGU, when the any user is accessing the 'Address' interface 29~, by executing the 'Address' tab on interface 01~ or 16~.				
FR 6.7	MDA	a. System shall update information in the fields on the Address Interface, based on the record selected by the user from the Address grid on the Address Interface 29~.				
FR 6.8	MDA	a. Enter Name to Find: this data field is a character field and allows the user to find an entry from the database, by checking the entry with the existing database to find a match. b. It shall be a Progressive search field. c. It shall be sortable in nature, for example, the User shall be able to change the search criteria, by double clicking on any Index in the Address grid. When a different Index is selected from the header row of the Address grid, the label shall change to match the name of index such as "Name to Find", "City to Find", "Zip to Find", "Address_ID to Find".				
FR 6.9		a. Previous/Next navigation arrow buttons will navigate the user to the previous or next record in current order.				
FR 6.10	MDA	a. Address grid: has various data fields and has information from the Address file in the database. Information in this table is a display of all the records available in the program in the Address File. b. This grid shall have the searchable Indexes as Columns. c. This grid shall only list the records of the employees in the database that are associated with the prior calling interface. 1. LGU Interface 01~ will show only LGU employees, 2. LEN Interface 16~ will show Lender employees, 3. Loan Interface 11~ or 24~ will show individuals with loans				

		d. It shall be a Scrollable and selectable grid and can display all the fields that is available in the Address File. e. The selected data row in this grid is synchronized in the editable Address group described below.				
FR 6.11	MDA	a. Contact Address Group: this group of fields displays the Contact information of the record selected from the Database grid. b. The rights of the user shall determine if the record is view only, editable, or delete table. c. The information in the data fields under the Contact Address Group shall change according to the record selected from the Database grid (given above). d. The phone, and Last Name / First Name combination are progressively searchable and matches are displayed in the Matching Records grid.				
FR 6.12	MDA	a. Phone: Displays Contact # of a record, pertaining to the particular LGU: (Data type: Integer) b. This field shall have a Progressive Search Functionality to it, which shall look for matching record if any in the Address File in the Database, when the use adding new information. Matching records are displayed in Matching Records grid. c. The user may select the matching record from the Matching record grid to populate the interface with the selected data.				
FR 6.13	MDA	a. Ext.: Displays Extension# of a record, pertaining to the particular LGU, User/MDA is reviewing information about: (Data type: Integer)				
FR 6.14	MDA	a. Address ID: Displays the Unique ID of any record generated in the Address File (Data Type: Integer) b. This number is not editable. Editing any other information by the User shall not change the Address ID.				
FR 6.15	MDA	a. The Last Name field shall be in tab order before the First Name field, though displayed First Name then Last Name. b. First Name: displays the 'First Name' of a record, selected from the database table. c. Entering data in the First Name does not search the data file for matching records. d. Once a name has been entered for a NEW Add record and focus is lost from this field, the system will check the entered name against ***NickName*** file and will retrieve the correct name information from a Database file.				
FR 6.16	MDA	a. The Last Name field shall be in tab order before the First Name field. b. Last Name: Displays the 'Last name' of a record, selected from the database table: (Data type: Characters) c. It shall have a Progressive Search Functionality in combination with the First Name, which shall look for matching record in the Database, when User/MDA is adding new information. The user may enter the Last Name and continue the search by entering a comma to separate Last Name from first name. Matching records are displayed in Matching Records grid. d. The user may select the matching record from the Matching record grid to				

		populate the interface with the selected data. e. If no matching record is found or selected by user, when focus is lost, all data entered after the comma is deleted from the Last Name field and transferred to the First Name field and the comma and surrounding spaces are removed. f. This field shall be a dynamic field i.e., it shall change the select record and Address group fields to any record selected.				
FR 6.17	MDA	a. Position: Displays the Position (work designation) of a record if exists, selected from the database table (Data type: Character)				
FR 6.18	MDA	a. Company: Displays the Company (work) of a record if exists, selected from the database table (Data type: Characters)				
FR 6.19	MDA	a. Address: Displays the Address of a record, selected from the database table It has an additional field: Address-2 (Data type: Characters) b. The system shall Auto-Correct any Address or PO Box description fed in this field, by retrieving correct Address & PO Box information from a Postal rules for addresses. c. Address is a mandatory field, Address 2 is optional.				
FR 6.20	MDA	a. Zip: Displays the Zip code of the pertaining address: (Data type: Integer) b. This field shall have a Progressive Search Functionality to it, which shall look for matching record in the Database file Zip Phone c. Similar Matched results shall be displayed in a search based drop-down format for every progressing Integer entered, till the exact Zip code record has been matched from the Zip Phone File in the database. d. System shall auto-fill the matched Zip Code that progressively appears in the drop down list. e. The size of the search based drop-down tab shall be dynamic, based on the progressive matching of the Integer data type. f. System shall auto fill the City & the State field, after the exact match for the Zip Code has been populated in the Zip Field. g. The user must enter the Zip or the City field or both, if being edited				
FR 6.21	MDA	a. City: Displays the City of the pertaining address entry: (Data type: Character) b. It shall have a Progressive Search Functionality to it, which shall look for matching record in the Database file Zip Phone c. System shall auto-fill the matched City that progressively appears in the drop down list d. The size of the search based drop-down tab shall be dynamic, based on the progressive matching of the Character data type e. System shall auto fill the Zip & the State field, after the exact match for the City has been populated in the City Field. f. The information for Zip & State adjacent to the matched Zip Code is retrievable from the Zip Phone file in the database. g. The user must enter the Zip or the City field or both, if being edited.				

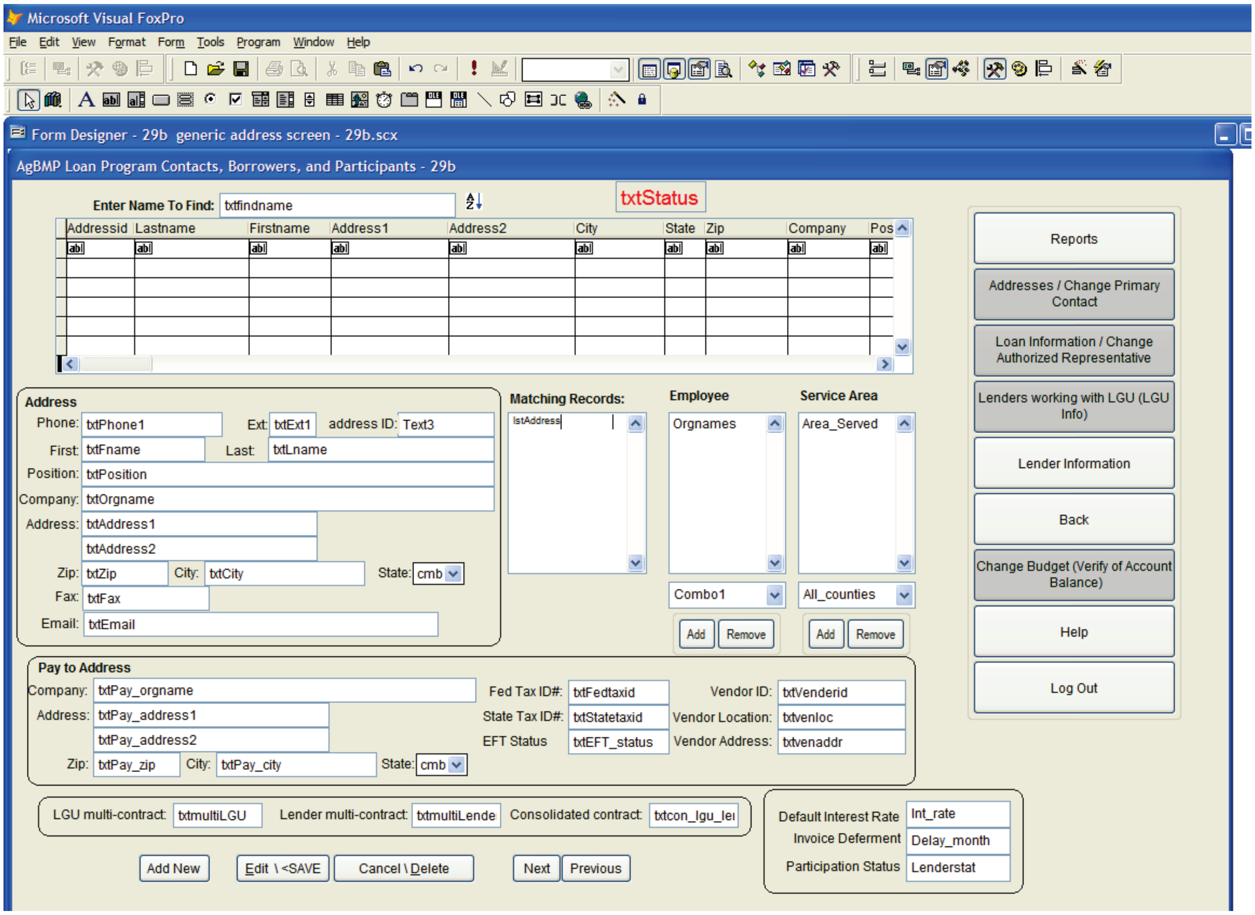
FR 6.22	MDA	a. State: Displays the State (Address) of the pertaining address entry: (Data type: Character) b. This field shall be a dynamic field i.e. it shall change the City of the Contact Person to any record selected from the table above. c. State field shall have a Drop-Down scroll feature d. The Drop-Down scroll State field shall have the updated list of MN (default value), IA, WI, ND, and SD, then the rest of the states in alphabetic order with the feature of selecting any one or manually typing in some other. e. The Auto-Fill feature shall update the State field, when the correct City and or the Zip Code has been exactly matched and populated in their respective fields. f. The information for the State field adjacent to the matched Zip Code & City is retrievable from the Zip Phone file in the database g. It shall be an optional field for the User to fill in, if being edited.				
FR 6.23		a. Employee Group. This group relates individuals in the address file with participating LGUs and Lenders in the program. Individuals may be employees of multiple participating organizations. 1. Orgnames: This is a list of all LGUs and Lenders that the selected person is an employee of as recorded in LENEmpl and LGUEmpl. 2. User may select one or more Orgnames from list. When selected REMOVE button is enabled. 3. Execution of Remove button will delete record for the selected Address_id and selected orgname in the LENEmpl and LGUEmpl files. 4. Empl_to_Add lists all LGUs and Lenders NOT currently associated with the selected Employee. 5. User may select one or more names from Empl_to_add. When selected, the ADD button is enabled. 6. Execution of the ADD button will create a record for each selected Orgname in the LENEmpl or LGUEmpl for the selected employee.				
FR 6.24		a. Service Area Group. This group relates individuals in the address file with the counties they provide service in. Counties are the geographic are while LGUs are a governmental area and the boundaries may not be the same. Lenders may have branches and markets that cover multiple counties that may not be the same as LGU governmental areas. 1. Area_Served: This is a list of all counties that the selected person provides service in. The service area of an employee may not match the area served by the entire organization. Counties are the smallest geographic area assigned. 2. User may select one or more Area_served from list. When at least one is selected, the REMOVE button is enabled. 3. Execution of Remove button will delete record for the selected Address_id and selected county address_area_served file. 4. Counties_to_Add lists all counties currently associated with the selected emplyeee/address_id. 5. User may select one or more counties from Counties_to_add. When selected, the ADD button is enabled.				

		b. Execution of the ADD button will create a record for each selected county in the address_area_served file for the selected employee.				
FR 6.25	MDA	a. Pay to Address Group: This section of the Address Interface lists the Pay to Address information for the particular selected LGU or Lender. This is based on SWIFT Vendor records, where the Loan Amount is disbursed to, from the State of Minnesota.				
FR 6.26	MDA	a. Fax: Displays the Fax# information of a record selected from the database: (Data type: Integer).				
FR 6.27	MDA	a. E-mail: Displays the Email Address of a record selected from the database: (Data type: Characters). b. The system shall only retrieve the E-mail information of the person selected. c. It shall be a Mandatory (*) field for the User to fill in.				
FR 6.28	MDA	a. Fed Tax Id#: data field displays the Federal Tax Id for the Lender assigned by the Federal Government. Federal Tax Id# is unique in nature and links to a particular Lender and is stored in the Address File currently. b. This field shall be blank, when the selected organization does not have a pay to address.				
FR 6.29	MDA	a. State Tax ID#: data field displays the State Tax Id for the Lender assigned by the State Government. State Tax Id# is unique in nature and links to a particular Lender and is stored in the Address File currently b. This field shall be blank, when the selected organization does not have a pay to address.				
FR 6.30	MDA	a. Vendor ID: data field displays the Vendor Id for the Lender. Vendor Id is unique in nature and links to a particular Lender and is stored in the Address File currently b. This field shall be blank, when the selected organization does not have a pay to address.				
FR 6.31	MDA	a. Vendor Location: data field displays the Vendor Location for the Lender. Vendor Location is unique in nature and links to a particular Lender and is stored in the Address File currently b. This field shall be blank, when the selected organization does not have a pay to address.				
FR 6.32	MDA	a. LGU multi-contract: It's a contract number assigned to a particular Local Government Unit. b. This field shall be blank, when the selected organization does not this contract type.				
FR 6.33	MDA	a. Lender multi-contract: It's a contract number assigned to a particular Lender b. This field shall be blank, when the selected organization does not this contract type.				
FR 6.34	MDA	a. LGU-Lender Consolidated Contract: This contract number is an Id to the contract involving Lender, LGU and the MDA (Internal Users), these types of Contracts were existent until 2006, and now are not being reissued,				

		however pre-existing contracts remain active until fully repaid.. b. This field shall be blank, when the selected organization does not this contract type.				
FR 6.35	MDA	a. Add New: this tab feature allows the User to Enter New Set of information in this particular Address interface b. This button is enabled only when in View mode.				
FR 6.36	MDA	a. Edit /Save: this tab feature allows the user to Edit or Save any information on this particular Address interface. b. The button shall be labeled EDIT when in View Mode. c. When either the EDIT or Add New button is execute or in Edit Mode, the label shall be SAVE. d. When in Edit mode, input fields are enable for edit or entry. e. When Save is executed, input fields are disabled for edit or entry.				
FR 6.37	MDA	a. Cancel / Delete: button allows the User to cancel or roll back any changes made to any information on the Address Interface (in the database) when in Edit Mode or to Delete a record when in View Mode. b. This button shall be enabled and labeled CANCEL, when the User executes 'Add New' or 'Edit' buttons on the Address interface and changes to Edit mode. c. Execution of this button when labeled CANCEL shall cancel the current changes to any field performed by the User since the Add New or Edit button was execute, restore the previous values, navigate the use back to the interface in VIEW mode and change the label to DELETE. d. When in VIEW mode and labeled DELETE, the execution of this button deletes the current address record after review of delete rules for LGU employees. Execute of DELETE button will call for confirmation pop-up before deleting record.				
FR 6.38		a. Reports: Execution of this button will navigate to the Report utility interface 30~ displaying reports related to addresses.				

6.7 29~ Assigning/Deleting Authorized Rep for an LGU (Use Case 24)

Figure 6.7. MDA-Internal User Address Interface.



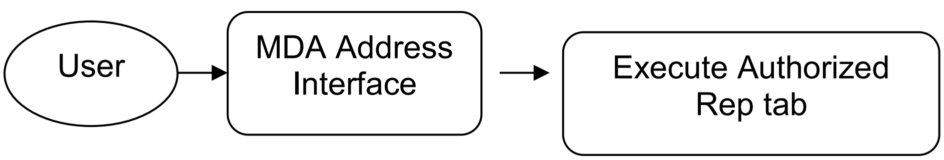
Status of fields and buttons on Address Interface 29~ from LGU Interface 01~.

	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
Name to Find	VE	VE	VE	VE	VE
Address grid	VE	VE	VE	VE	VE
Address Group	VE	VD	VD	VD	VD
Matching Records	VE	ID	VE	ID	ID
Pay to Address	VE	VD	VD	ID	ID
LGU Contract	VE	VD	VD	VD	VD
LEN Contract	VE	VD	VD	VD	VD
Consolidated Contract	VE	VD	VD	VD	VD

Interest	VE	VD	ID	ID	ID
Deferment	VE	VD	ID	ID	ID
Status	VE	VD	VD	VD	VD
Add New	VE	ID	VE (add loan)	ID	ID
Edit	VE	ID	VE (contact/org)	VE (contact/org)	ID
Save	VE	ID	VE (contact/org)	VE (contact/org)	ID
Delete	VE	ID	ID	ID	ID
Next/Previous Cancel/Exit	VE	VE	VE	VE	VE
Change Primary	ID	ID	ID	ID	ID
Change Authorized Rep	VE	ID	VE	ID	ID
Reports	VE	VE	VE	VE	VE

A. User: MDA/Internal User

B. Navigational Flow to Address Interface to Assign / Delete Authorized Representative for LGU.



C. Functional Requirements for to Assign / Delete Authorized Representative for LGU.

FR 7.1	MDA	a. The Address Interface, when accessed by executing the Authorized Rep. button on its Primary Interface 01~, shall have the button "Change Authorized Representative" enabled. b. The Administrator shall not change the Authorized representative without proper written documentation from the LGU.(outside scope of program)				
FR 7.2		a. The system shall provide a procedure to scan and/or attach a copy the appointing resolution for the new authorized representative through interface 04~.				
FR 7.3		a. A Payable-LGU employee shall request a change in Authorized representative as follows: 1. The Payable-LGU shall create and select a new record or select an existing record for the new Authorized Representative. It should be displayed in the Contact Information Group. 2. The user will execute the Change Authorized Representative button and the system will navigate the user to the Change Representative interface 12~. If a Payable-LGU employee, the user will be given options to create a form resolution with standard language to appoint the selected record as authorized representative. 3. The system on interface 12~ shall use the default printer options to print the resolution. The LGU shall obtain appropriate approval (outside system). 4. The LGU shall forward a paper copy of the resolution appointing the new authorized representative and forward it to the MDA.				
FR 7.4	MDA	a. Administrators shall be able to assign a Authorized Rep. to the LGU by: 1. Executing the 'Authorized Rep.' button on that particular LGU's Primary Interface 2. Navigating to the Address Interface. The current Authorized Rep.'s contact information pre-populated on the Address Interface 3. Create a new record and selecting it or selecting an existing record from the Address file. (The Payable-LGU should have created more modified an existing record. The documentation will indicate the specific record number.) 4. Execute the "Change Primary Contact Button". 5. Execution of this button shall navigate the user to interface Change Authorized Representative 12~ to edit or confirm changes.				
FR 7.5	MDA	a. The 'Delete' tab shall be disabled for the user on this Address interface, when accessing it by executing the Authorized Rep. button. Only Administrators may delete an authorized representative. b. All other fields and Buttons shall be the same and perform the same functions as on the Address Interface (in usual navigational				

		circumstances).				
FR 7.6	MDA	a. Administrator or the Primary contact for the LGU or Lender shall be able to 'delete' an old Authorized Rep. (now only an employee) record by executing the 'Delete' when: 1. A new Authorized Rep. has been assigned 2. The user is accessing the Old Authorized Rep.'s information on the Address Interface, by executing the 'Address' tab on its Primary Interface (and not by executing the Authorized Rep.)				

MINNESOTA DEPARTMENT OF AGRICULTURE
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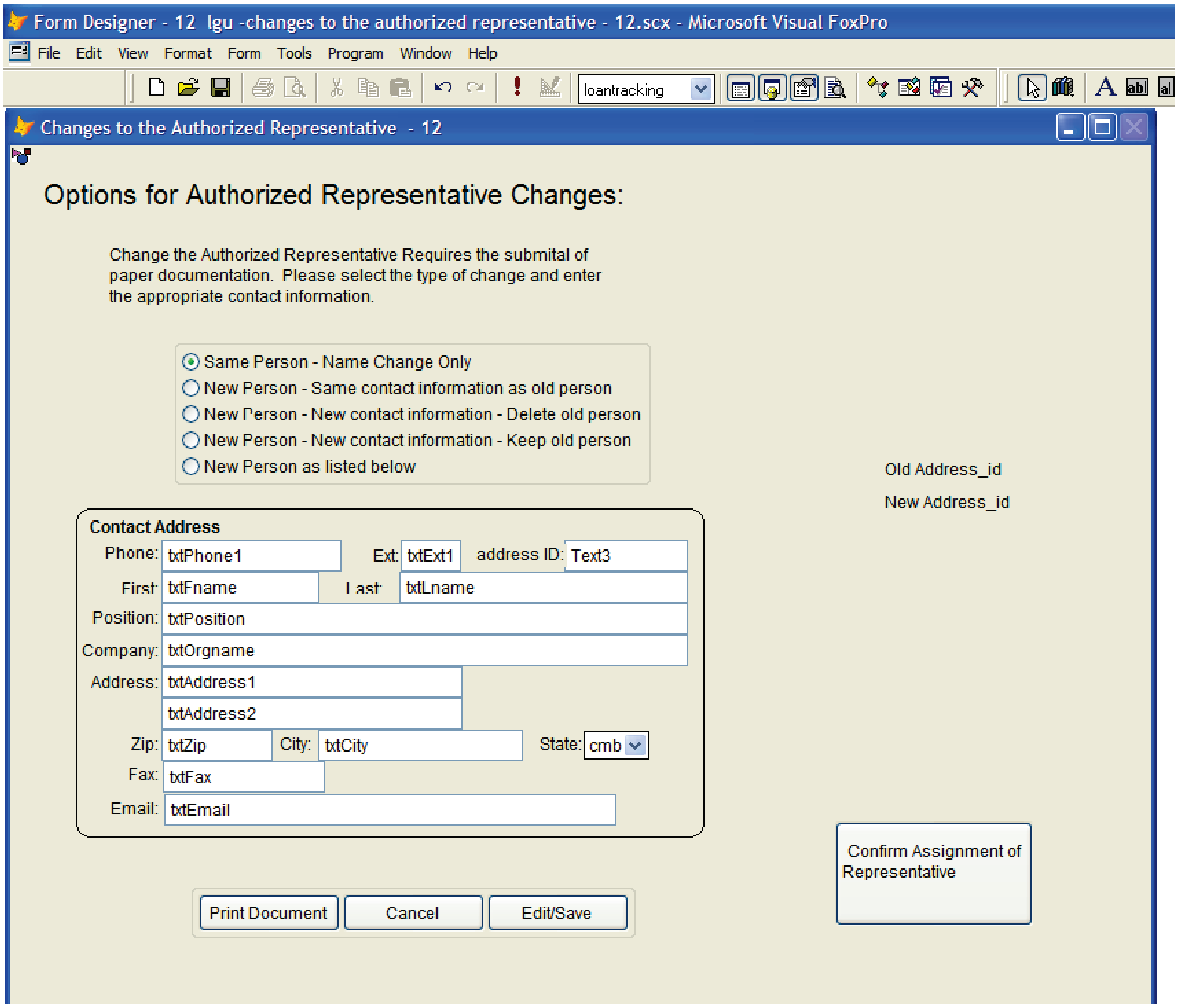
6.8 12~ Entering Changes to Authorized Representative – 12~

Figure 6.8. 12~ Entering changes to the Authorized Representative Information.

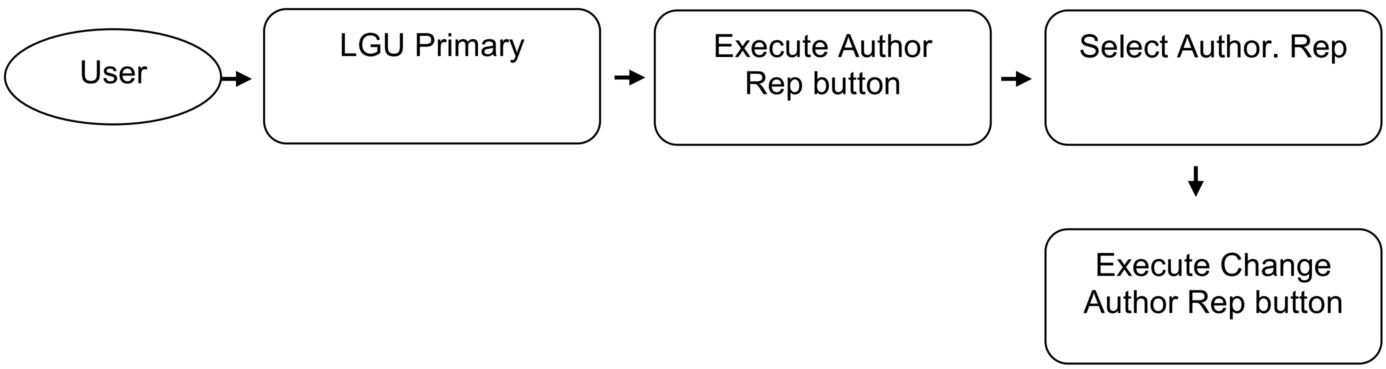


	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
Type of change option	VE	ID	ID	ID	ID
Contact Information Group	VE	ID	VE	ID	ID
Print document	VE	ID	ID	ID	ID
Cancel	VE	ID	VE	ID	ID
Edit/Save	VE	ID	VE	ID	ID
Confirm	VE	ID	VE	ID	ID

Assignment Button					

A. User: LGU

B. Navigational Flow to Changes to the Authorized Representative - 12



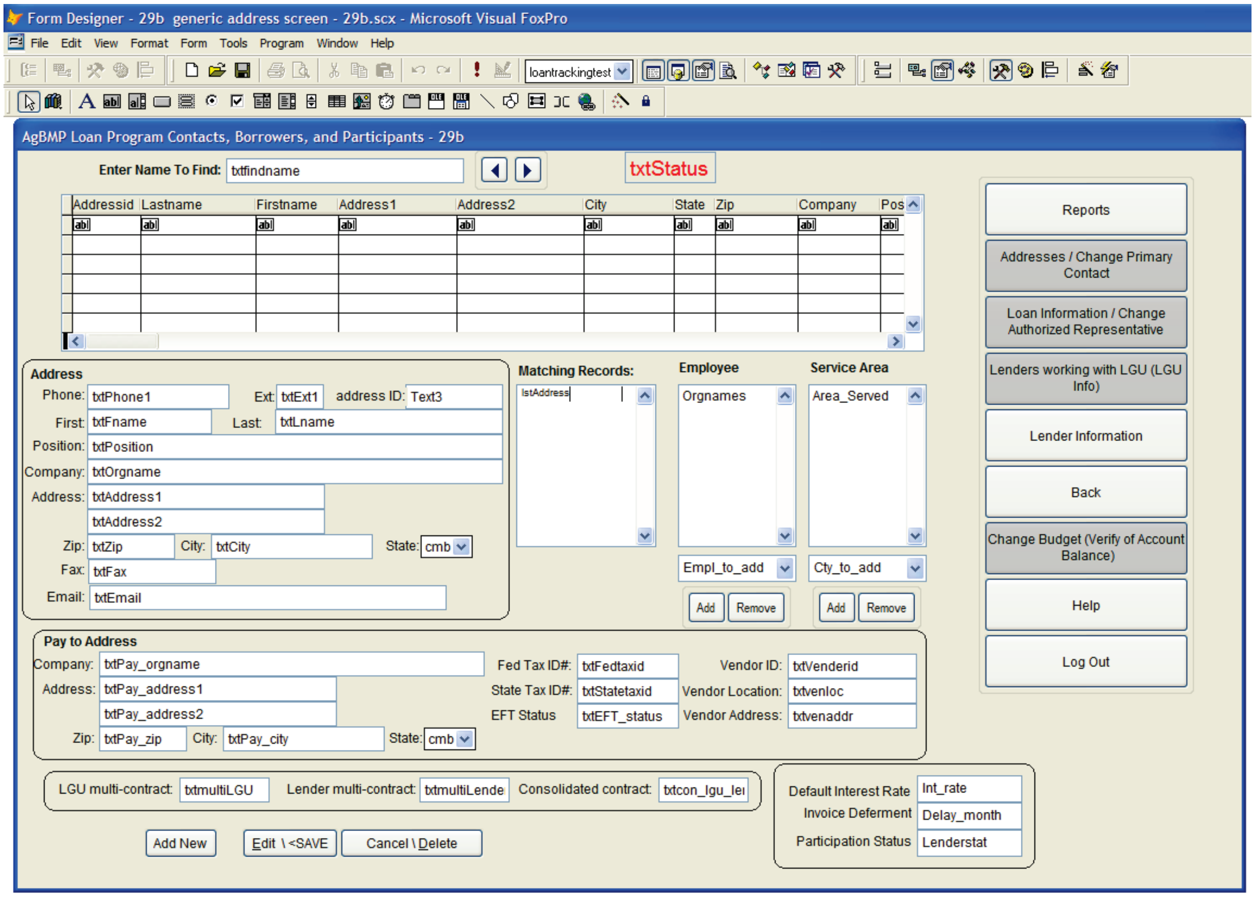
C. Functional Requirements for Changes to Authorized Representative - 12

FR 8.1		a. This interface for changing Authorized Representative is only accessible for Administrator and Payable-LGU assigned to the current LGU.				
FR 8.2		a. The user will select the current Authorized Representative, a current employee, or Add New employee that will be designated as the authorized representative from the Address interface – 01~ when accessed by the Authorized Representative button on the Primary interface 01~. b. The user may edit and save the information as allowed on the Address interface.				
FR 8.3	LGU	a. The user executes the 'Change Authorized Representative' button on primary interface 01~. b. The system will generate a new temporary record in the Address file populated with the currently selected record information. The new record will be selected on the interface. c. System will open 12~ Entering Changes to Authorized Representative – 12 interface.				
FR 8.4	LGU	a. The system will pre-populate fields with the temporary address information selected by the user. (This is not the current authorized representative record.) b. The New Person – Same contact information will be selected as the default radial button. c. All fields shall be editable. d. The user may select other options from radio buttons e. The user may edit any contact information field. f. The user may Edit, Save, or Cancel changes to the temporary record by executing the Edit/Save button or Cancel button.				
FR 8.5	LGU	a. If the user executes Print Document button: 1. Name Change Only – The system will generate a standard letter reporting the name change (old name and new name). 2. All other options - the system will generate both a standard letter requesting the change and a resolution authorizing the change. b. The document will show the old address_ID and the temporary address_id of the new authorized representative. c. The user will obtain required signatures and submit document to MDA (outside scope).				
FR 8.6	LGU	a. If the user executes the Cancel button: b. The temporary record is deleted. c. The interface closes and the user is returned to the Address interface.				

FR 8.7		a. The Administrator has all rights to edit authorized representative. b. The Confirm Assignment of Authorized Representative is visible and enabled to Administrators only. c. When all documents have been received and reviewed by the Administrator as acceptable, the system shall have procedure to attach a digital copy of the documents. d. Executing the Confirm Assignement of the Authorized Representative button inserts into the LGUUnit file the address_ID of the NEW Authorized Representative. e. The Administrator will perform any other tasks as designated with the change of authorized representative, such as deleting the old person or changing tile of former authorized representative.				

6.9 29~ Assigning/Deleting Primary Contact 29~

Figure 6.9. MDA-Internal User Address Interface.



Status of fields and buttons on Address Interface 29~ from LGU Interface 01~.

	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
Name to Find	VE	VE	VE	VE	VE
Address grid	VE	VE	VE	VE	VE
Address Group	VE	VD	VD	VD	VD
Matching Records	VE	ID	VE	ID	ID
Pay to Address	VE	VD	VD	ID	ID
LGU Contract	VE	VD	VD	VD	VD
LEN Contract	VE	VD	VD	VD	VD
Consolidated Contract	VE	VD	VD	VD	VD

Interest	VE	VD	ID	ID	ID
Deferment	VE	VD	ID	ID	ID
Status	VE	VD	VD	VD	VD
Add New	VE	ID	VE (add loan)	ID	ID
Edit	VE	ID	VE (contact/org)	VE (contact/org)	ID
Save	VE	ID	VE (contact/org)	VE (contact/org)	ID
Delete	VE	ID	ID	ID	ID
Next/Previous Cancel/Exit	VE	VE	VE	VE	VE
Change Primary	VE	ID	VE	ID	ID
Change Authorized Rep	ID	ID	ID	ID	ID
Reports	VE	VE	VE	VE	VE

A. User: MDA/Internal User

B. Navigational Flow to Address Interface to Assign / Delete Primary Contact for LGU.

User → MDA Address Interface → Execute Primary Contact tab

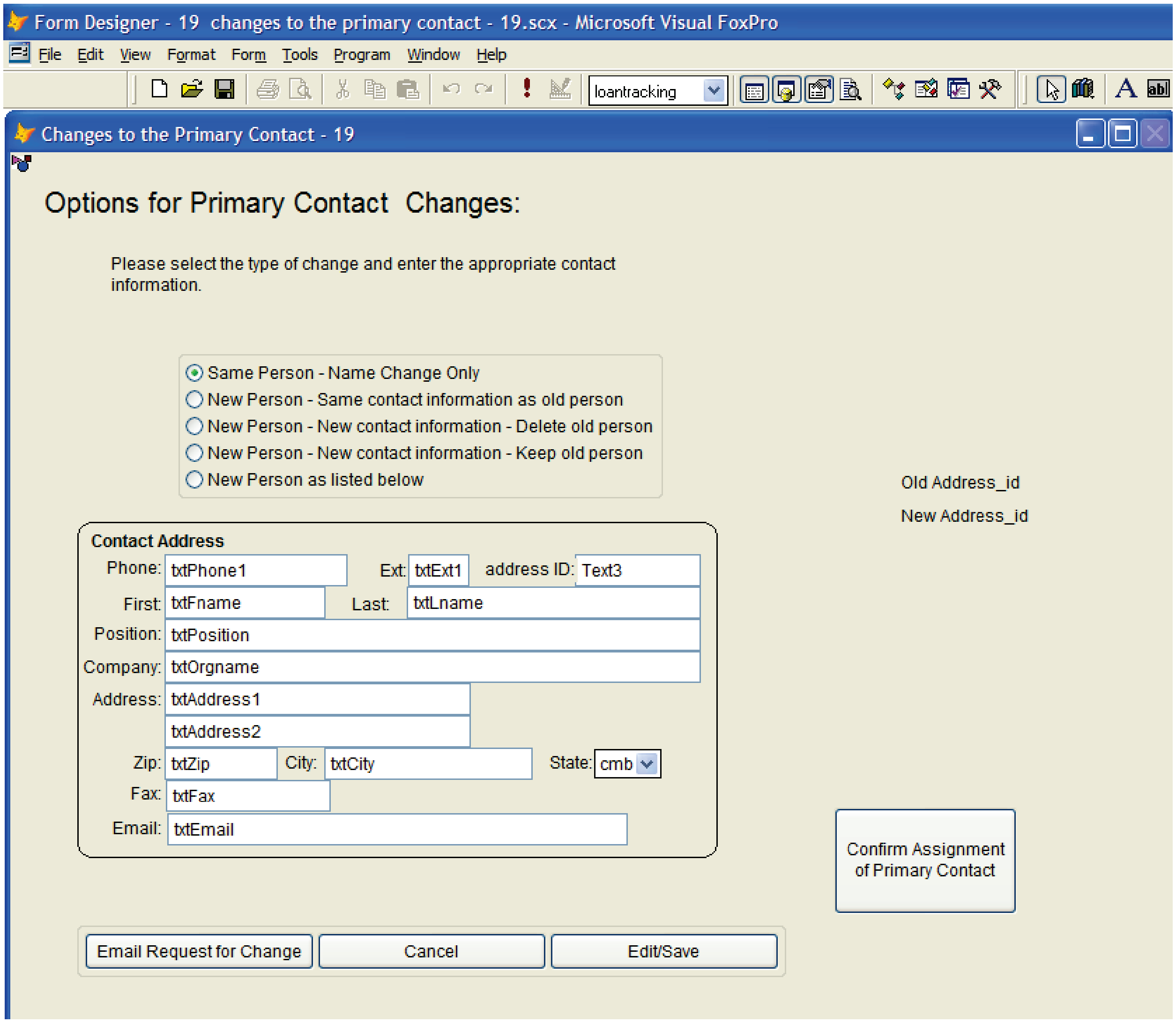
C. Functional Requirements for to Assign / Delete Primary Contact for LGU.

FR 9.1		a. Payable-LGU and Receivable-LEN employees shall request a change in Primary Contact as follows: 1. The Payable-LGU and Receivable-LEN shall Add New or edit an existing record and select the record for the new Primary Contact. 2. Execute the Change Primary Contact will open Change Primary Contact interface 19~ and the user will be able to create a form email using the default email program with Address inserted, AgBMP Change of Primary Contact, and standard text in message. The user can review message and send. 3. Administrators must execute the change when request has been confirmed (outside scope of system).				
FR 9.2	MDA	a. Administrator shall be able to confirm assignment of a new Primary Contact to the LGU by: 1. Executing the 'Primary Contact' tab on that particular LGU's Primary Interface 01~ 2. Navigating to the Address Interface 29~ with the desired Primary Contact's contact information pre-populated on the Address Interface. 3. User shall be able to execute the 'Add New' or Edit to add a new record or edit an existing record if needed. 4. Administrators shall select an existing address record. 5. After Adding, Editing, and Selecting the record of the new Primary Contact, the Administrator shall be able to execute the 'Change Primary Contact Button to open primary contact interface 19~ to confirm the selected person (contact information) as Primary Contact. 6. Execution of this tab shall navigate the user to Change Primary Contract confirmation interface 19~.				
FR 9.3	MDA	a. The 'Delete' tab shall be disabled for the user on this Address interface, when accessing it by executing the Primary Contact tab on the Primary Interface 01~ or interface 16~. b. All other fields and Buttons shall be the same and perform the same functions as on the Address Interface (in usual navigational circumstances).				
FR 9.4	MDA	a. Users shall be able to 'delete' an old Primary Contact record (if required) by executing the 'Delete' tab when: 1. A new Primary Contact has been assigned				

		2. The user is accessing the Old Primary Contact's information on the Address Interface, by executing the 'Address' tab on its Primary Interface (and not by executing the Primary Contact tab on MDA's Primary Interface.)				

6.10 19~ Entering Changes to Primary Contact LGU or Lenders – 19~

Figure 6.10. LGU - Entering changes to the Primary Contact Information.

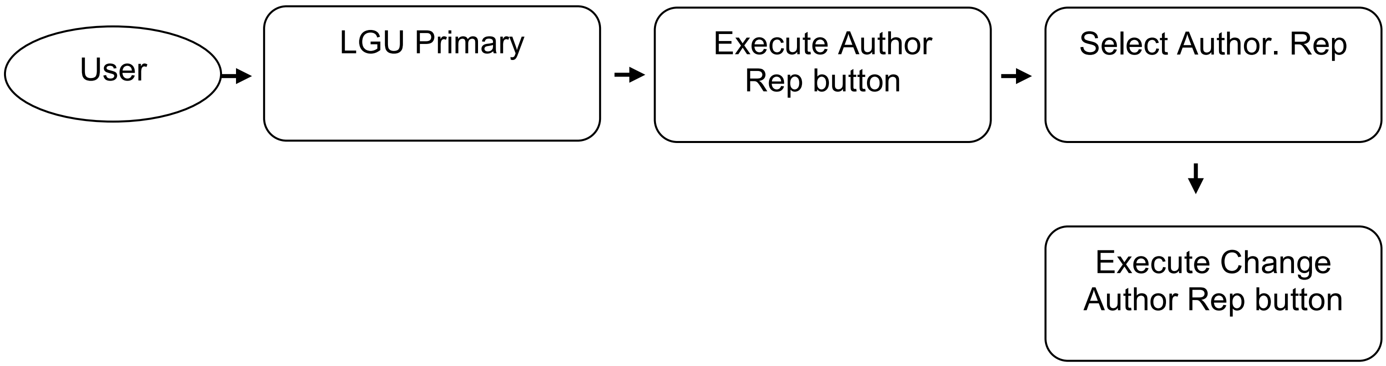


	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other	
Type of change option	VE	ID	VE	VE	ID	ID
Contact Information Group	VE	ID	VE	VE	ID	ID
Cancel	VE	ID	VE	VE	ID	ID
Edit/Save	VE	ID	VE	VE	ID	ID
Confirm Assignment	VE	ID	VE	VE	ID	ID

Button						

A. User: LGU

B. Navigational Flow to Changes to the Authorized Representative - 12

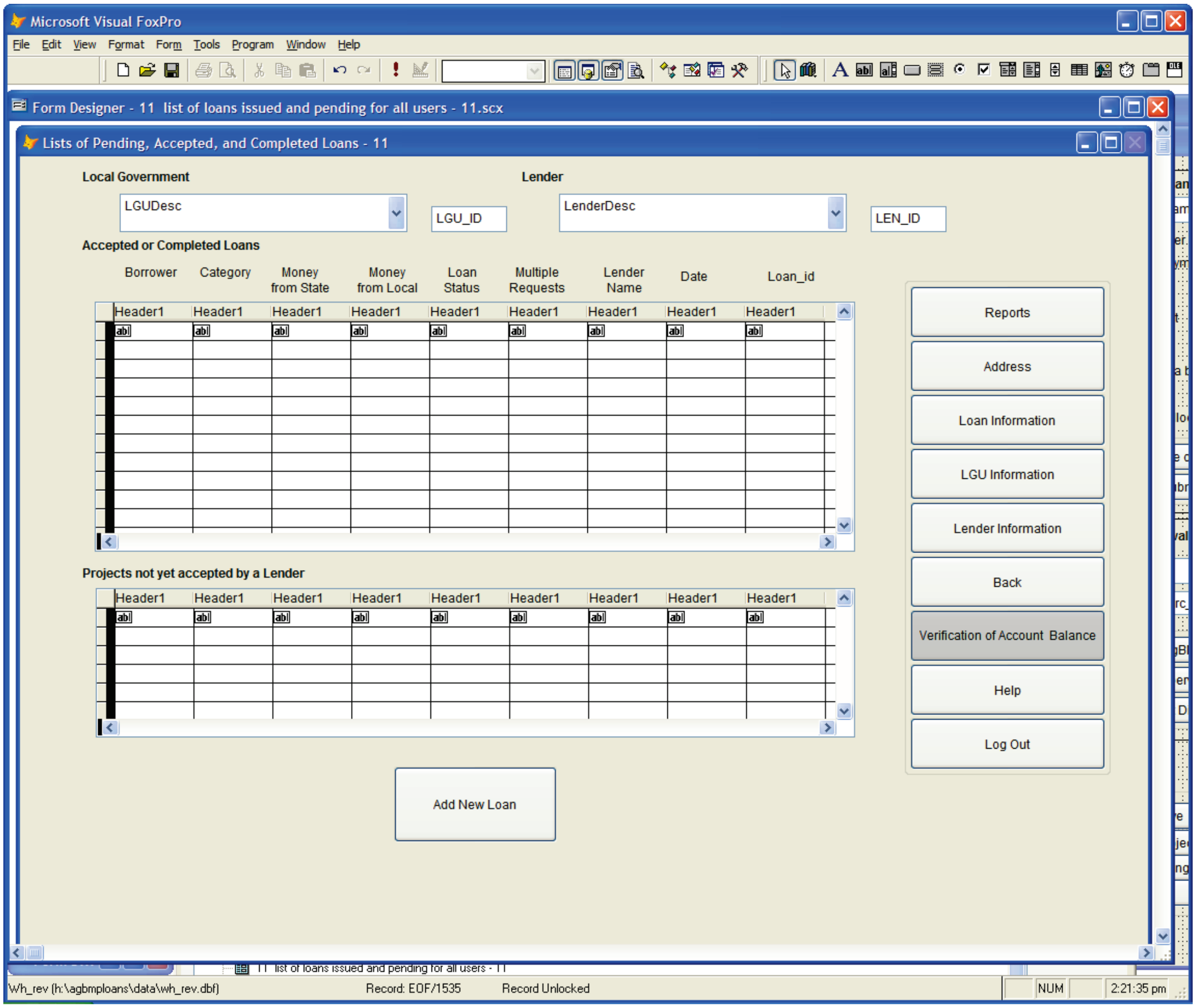


FR 10.1		a. This interface for changing the Primary Contact for LGUs and Lenders. It is only accessible for Administrator and employees of Payable-LGU assigned to the current LGU or to Receivable-LEN assigned to the current Lender.				
FR 10.2		a. The user will select the current Primary Contact, a current employee, or Add New employee that will be designated as the new Primary Contact from the Address interface 29~. b. The user may edit and save the information as allowed on the Address interface.				
FR 10.3	LGU	a. When a Primary Contact or Administrators executes the Primary Contact button on the Primary LGU interface 01~ or the Lender Primary Interface 16~ and the 'Change Primary Contact' button on primary interface on the Address interface 29 the system will generate a new temporary record in the Address file populated with the currently selected record information. The new record will be selected on the interface 19~. b. System will open the Change Primary Contact interface 19~.				
FR 10.4	LGU	a. The system will pre-populate fields with the temporary address information selected by the user. b. The New Person – Same contact information will be selected as the default radial button. c. All fields shall be editable. d. The user may select other options from radio buttons e. The user may edit any contact information field. f. The user may Edit, Save, or Cancel changes to the temporary record by executing the Edit/Save button or Cancel button.				
FR 10.5		a. If the user executes Email Request button: 1. The system will generate a standard email reporting the select type of change (old name and new name) and submit it using the users default email server.				
FR 10.6	LGU	a. If the use executes the Cancel button: 1. The temporary record is deleted. 2. The interface closes and the user is returned to the Address interface.				
FR 10.7		a. The Administrator has all rights of the Primary Contact for the LGU. b. The Confirm Assignment of Primary Contact is visible and enabled to Administrators only. c. When the appropriate documents or emails have been received and reviewed by the Administrator and determined acceptable, the system shall have procedure to attach a digital copy of the documents. d. Executing the Confirm Assignment of the Primary Contact				

		button inserts into the LGUUnit or LENUnit file the address_ID of the NEW primary contact.				

6.11 11~Loan List for Selected LGU or Lender Interface-11~

Figure 6.11. Loan List for Selected LGU or Lender. – 11~

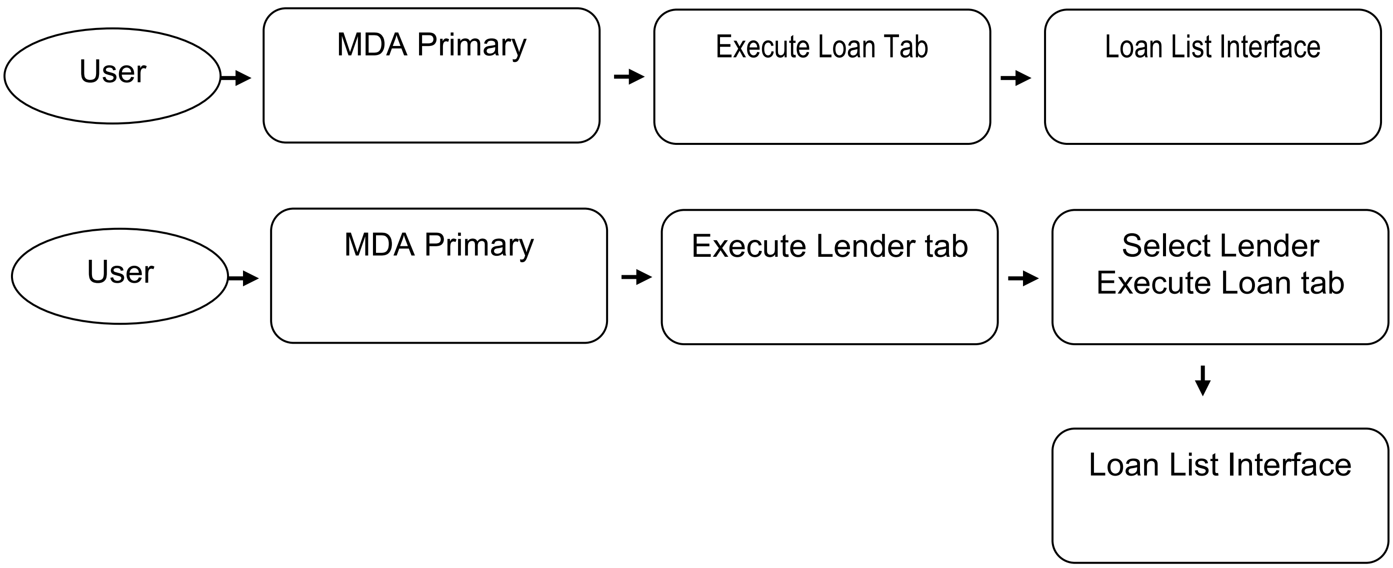


LGU Description	VE	VE	VE	VE	VE
Lender Description	VE	VE	VE	VE	VE
Add New Loan	VE	VE	ID	ID	ID
Reports	VE	VE	VE	VE	VE
Address	VE	VE	VE	VE	VE
Loans	VE	VE	VE	VE	VE
LGU Info	VE	VE	VE	VE	VE
Lenders	VE	VE	VE	VE	VE
Back	VE	VE	VE	VE	VE
Verification of Acct Balance	ID	ID	ID	ID	ID

Help	VE	VE	VE	VE	VE
Logout	VE	VE	VE	VE	VE

A. User: MDA

B. Navigational Flow to MDA Loan List for Selected LGU or Lender Interface-1



User → MDA Primary → Execute LGU tab → Select LGU Execute Loan tab → Loan List Interface

C. Functional Requirements for Lender's Verification of Account Balance Interface-1

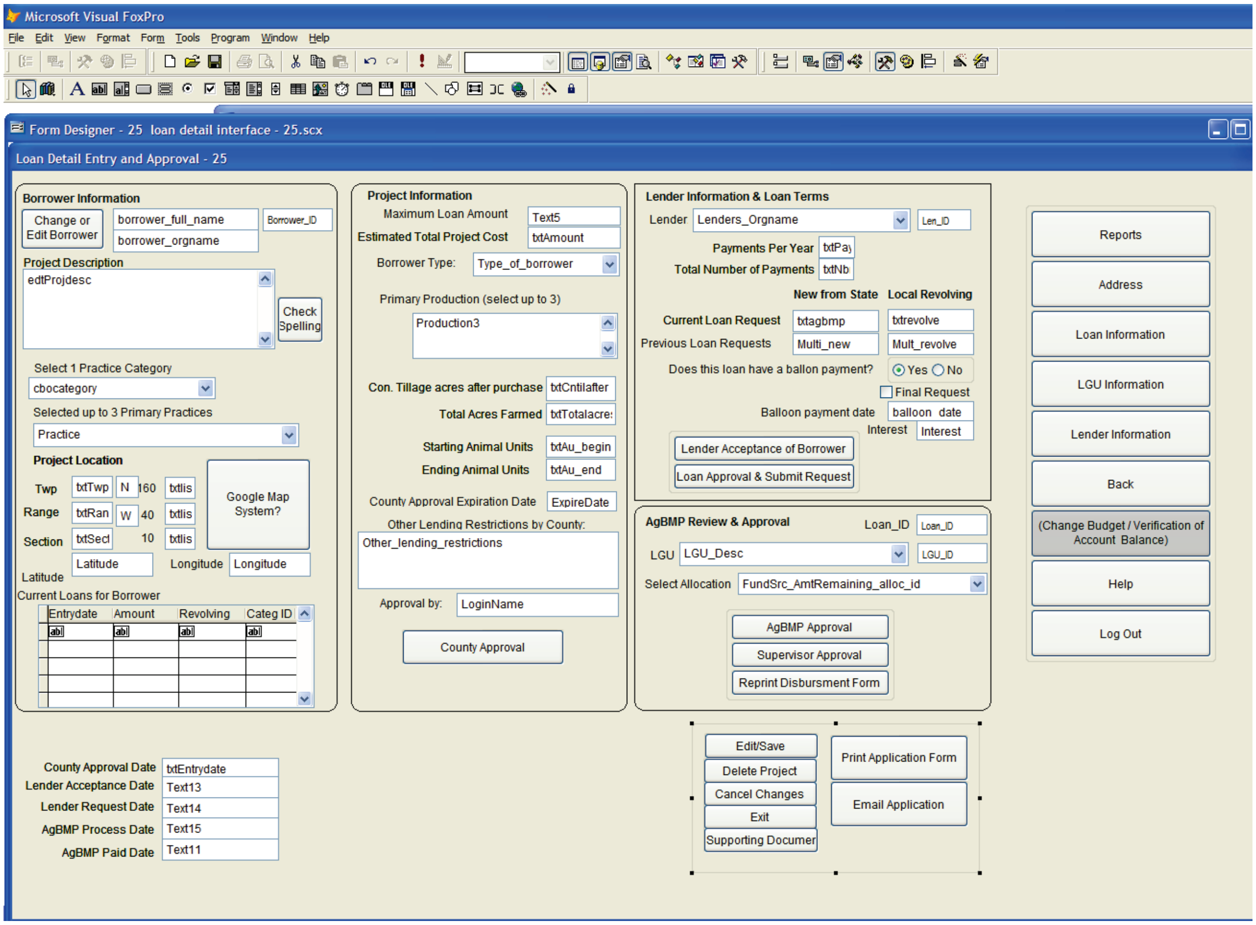
FR 11.1	MDA	a. The user shall navigate to this interface 11~ whenever the Loan button is executed on any interface. b. The selected loans displayed will be determined by the screen and the user. c. This interface 11~ shall display a list of loans issued or pending projects.				
FR 11.2	MDA	a. From LGU Primary Interface 01~: 1. LGUDesc shall be the currently selected LGU when the Loan button was executed. The user may select all or any LGUs. 2. LenderDesc shall be a dropdown list of all lenders associated with the selected LGU. All Lenders shall initially be selected and all loans issued from any associated lender displayed in the Accepted or Completed grid. The user may select all or any of the associated Lenders from the list and filter the loans shown in the list of Accepted or Completed Loan grid. This dropdown does not show lenders not associated with selected lender. 3. The Projects not yet Accepted grid will display all loans approved by the selected LGU, but not yet accepted by any participating lender. b. From Lender Primary Interface 16~ 1. LenderDesc shall display the currently selected lender from Interface 16~. The User may select all or any other Lenders. 2. If no LGU is select on interface 16~ in the LGU grid and no LGU is selected in the LGUDesc dropdown then all loans issued through any LGU with the selected Lender shall be displayed in the Accepted or Completed Loan grid. If the user selects an LGU on the LGU working with Lender list on interface 16~, then the list is filtered to display the selected LGU loans with the selected Lender. 3. LGUDesc shall display the LGUs working with the				

		selected lender and the user may select all or any of the associated LGUs. 4. The Projects not yet Accepted grid will display all loans approved by the selected LGUs, but not yet accepted by any participating lender.				
FR 11.3	MDA	a. Accepted or Completed Loan grid and Projects not yet Accepted grids: 1. The user may select a record from the Accept or Completed Loan grid or from the Projects not yet accepted by Lender grid.				
FR 11.4	MDA	a. Add Loan Button is enabled only for Administrator for LGUs. Administrators will be able to add loans for any LGU. b. Add Loan Button is enabled for Payable-LGU users when the user is assigned to the select LGU. Payable-LGUs may add loans only for the LGU they work for based on LOGIN credentials (not service area assignments). c. Execution of this button shall create a record in the loan file, the current LGU is assigned to the loan, and the Address Interface 13~ is opened with a blank record in add new mode and the user is navigated to the address entry interface 13~. d. A new unique Loan ID number is generated. e. Passed: Loan_ID, LGU_ID. f. Interface 13~ is the same as interface 29~ except that Pay To, Contract Info, and Loan Terms groups are disable and invisible.				
FR 11.5		a. Reports: Shall navigate the user to the Reports Interface 30~. b. PASSED: LGU_ID, LEN_ID, Loan_id, Screen ID				
FR 11.6		a. Address is disabled until a record is selected from either the Accepted or Completed Loan grid and Projects not yet Accepted grids b. Address: Shall navigate the user to the Address Interface 29~ and shall display the address information of the borrower of the selected loan. c. PASSED: Loan_id, Screen ID (loan_id will give borrowerid)				
FR 11.7		a. Loan Button is enabled after a loan is selected in either of the grids: b. Execution of the LOAN button shall navigate the user to the Loan Detail Interface 25~ and display the selected loan from the grids. c. If no loans are selected the LOAN Button is disabled. d. PASSED: Loan_id, Screen ID (loan_id will give borrowerid)				
FR 11.8		a. LGU Information shall navigate the user to the Primary LGU Interface 01~ with the current LGU selected. b. PASSED: LGU_ID, screen ID				

FR 11.9		a. Lender Information Button is enabled after a loan is selected in either of the grids: b. Lender Information button shall navigate the user to the Primary Lender interface 16~ with the lender of the current selected loan selected. c. PASSED: Loan_ID, Lender_id, screen ID				
FR 11.10		a. Back will navigate the user to the previous screen.				
FR 11.11		a. Verification of Account is invisible and disabled.				
FR 11.12		a. Help: Shall navigate the use to a help page explaining each of the features of the current interface.				
FR 11.13		a. Log-out: 1. The User shall be able to Log-out of the program, by executing this tab on its primary interface. 2. Execution of Log-out tab shall trigger the system to remove the User's log-in credentials from the temporary memory. When logged out, the user will have to type in log-in credentials again; before reentering the program. 3. The current LGU being viewed by the User's shall be stored and used as the selected LGU when the User starts a new session. b. Passed: LGU_ID, screen_id				

6.12 25~ Loan Details Interface-3 (Use Case 9) - 25

Figure 6.12. 25~ Loan Details Interface – 3 - 25



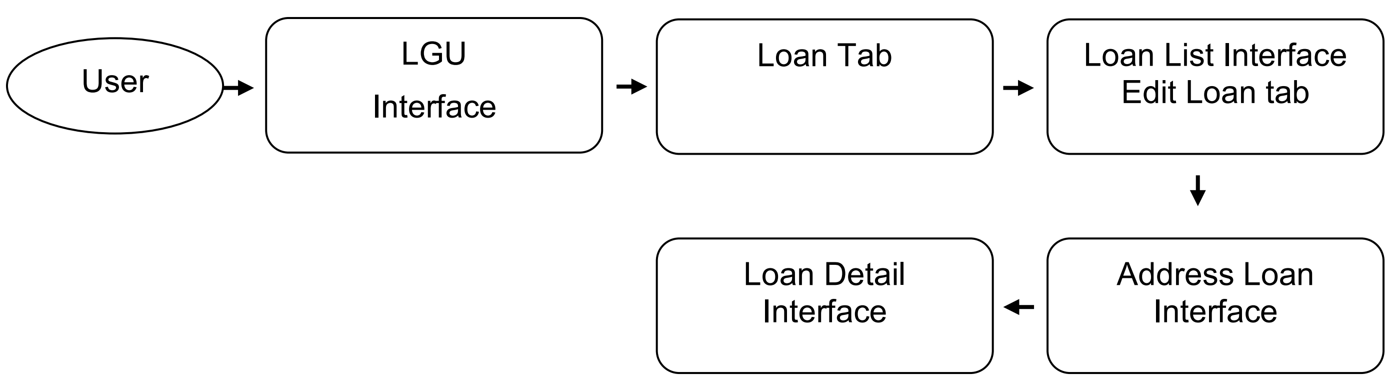
	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
Change Borrower	VE	VD	VE	VE	VD
Project Description	VE	VD	VE	VE	VD
Spell Check	VE	VD	VE	VE	VD
Practice Category	VE	VD	VE	VD	VD
Primary Practices	VE	VD	VE	VD	VD
Project Location Group	VE	VD	VD	VD	VD
Current Loans grid	VE	VD	VE	VD	VD

Maximum Loan Amount	VE	VD	VE	VD	VE
Estimated Total Cost	VE	VD	VE	VE	
Borrower Type	VE	VD	VE	VD	VD
Primary Production	VE	VD	VE	VD	VD
Contill after	VE	VD	VE	VD	VD
Total Acres Farmed	VE	VD	VE	VD	VD
Expiration Date	VE	VD	VE	VD	VD
Other Restrictions	VE	VD	VE	VD	VD
County Approval Button	VE	VD	VE	VD	VD
Lender Name	VE	VD	VD	VD	VD
Frequency of Payments	VE	VD	VD	VE	VD
Total Number of Payments	VE	VD	VD	VE	VD
Current Request New from MDA	VE	VD	VD	VE	VD
Current Request Revolving	VE	VD	VD	VE	VD
Prior Request from MDA	VD	VD	VD	VD	VD
Prior Request Revolving	VD	VD	VD	VD	VD
Balloon Payment	VE	VD	VD	VE	VD
Balloon Date	VE	VD	VD	VE	VD
Interest	VE	VD	VD	VE	VD
Lender Acceptance	VE	VD	VD	VE	VD
Lender Approval and Submit	VE	VD	VD	VE	VD
LGU Name	VE	VD	VD	VD	VD
LGU Budget	VE	VD	VD	VD	VD

Line					
AgBMP Approval	VE	VD	VD	VD	VD
Supervisor Approval	VD	VE	VD	VD	VD
Reprint Disbursement Form	VE	VE	VD	VD	VD
Reports	VE	VE	VE	VE	VE
Address	VE	VE	VE	VE	VE
Lenders	VE	VE	VE	VE	VE
Lenders working with LGU	VE	VE	VE	VE	VE
Change Budget	VE	VD	VE	VD	VD
Loans	VE	VE	VE	VE	VE
Help	VE	VE	VE	VE	VE
Log Out	VE	VE	VE	VE	VE

A. User: LGU

B. Navigational Flow to Add New or Edit Loan Interface – Loan Details -15



C. Functional Requirements for Add New or EDIT Loan Interface – Loan Details - 15

FR 12.1	LGU	a. The Loan Details Interface 25~ can be navigated to by: 1. Executing Add Loan button on Loan List Interface 11~ when user is authorized to add loans (Administrator or Payable-LGU). a. System will open Interface 13~ to enter borrower's name and contact information, then automatically navigate to Interface 25 with Borrower's information prepopulated but the remaining data empty. b. When Loan Interface 25~ is displayed after executing the Add Loan button, it is in EDIT mode . 2. Selecting a loan on the Accepted or Completed Loan grid on the Loan List Interface 11~ then executing the Loan Information button. The loan details for the selected loan will be prepopulated. a. When Loan Interface 25~ is displayed, it is in VIEW mode.				
FR 12.2	LGU	a. Local Government Unit: shall display the LGU, which is associated with the Loan being edited: 1. The LGU authorizing the previously entered Loan 2. The LGU who's budget is used to finance a proposed project (the LGU from the Loan List interface)				
FR 12.3	LGU	a. Borrower Information group: this section of the Edit Loan Interface displays the Borrower Information and the particular Loan Details. b. Only the Administrators and Payable-LGU assigned to this LGU users shall have the rights to edit information pertaining to this group.				
FR 12.4	LGU	a. Change or Edit Borrower: b. Execution of this button shall navigate the User (LGU) to the Borrower's Address Interface 13~. 1. The user may edit the existing Borrower's information 2. The user may select a different Borrower from Address file 3. The user may add an another borrower to address file. c. After the User has made desired changes on interface 13~, the user must execute the Save button to update the record or Cancel button to restore the previous information. d. If the Back button is executed on interface 13~, the same borrower prior to navigating to interface 13~ is retained with the current loan being edited. e. If the Next button is executed, the last record displayed on interface 13~ is assigned to the current record being edited				

		in interface 25~.				
FR 12.5	LGU	a. Borrower Full Name: shall display the First Name and Last Name of the Borrower, who has requested for the Loan. (Data type: Characters) b. System shall retrieve this information from the Loan File and by identifying the Borrower with the Address ID. c. All loans must have either the First and Last Names or the Organization name. It is permissible to have both. d. Borrower name is not editable on this interface.				
FR 12.6	LGU	a. Borrower OrgName: shall display the Organization Name of the Borrower, who has requested for the Loan. (Data type: Characters) b. All loans must have either the First and Last Names or the Organization name. It is permissible to have both. c. Organization is not editable on this interface.				
FR 12.7	LGU	a. Project Description: This scrollable text box allows the User (LGU) to enter a Brief Description about the Project, the Borrower has requested the Loan for. (Data Type: Characters, Max 255) b. This information shall be User filled and recorded in Loan.projdesc. This shall be a Mandatory field. c. System shall have a custom ‘Spell Check’ feature for the data entered in this Data Field.				
FR 12.8	LGU	a. Select 1 Practice Category dropdown: is the general type of practice. b. Category dropdown is filled from Category.category file. c. User is allowed to select/choose only 1 Practice Category from the Drop-Down List. d. This shall be a Mandatory field.				
FR 12.9	LGU	a. Select 3 Primary Practices: Primary Practice are components of the selected Practice Category. These Primary Category(s) are the types of jobs; the Loan requested can be used for. There are multiple Primary Practices under each Practice Category. b. The eligible practices for the selected Category shall be displayed in a scrollable Drop-Down box. c. The User may select up to 3 Primary Practices from the Drop-Down List. d. Any attempt by the User to select more than 3 entries from the Drop-Down list shall trigger the system to display Program Warning Interface 34~ 1. Message: Only three practices can be selected. 2. Correction: Reduce the number of selected practices to the most important three.				

		e. This shall be a Mandatory field.				
FR 12.10	LGU	a. Project Location Information: this section of the Interface has data fields that provide the Location of the Project Site. b. Google or other Approved Maps: This feature shall provide the User with the Exact Location of the Project Site in Latitude and Longitude. c. System shall connect to an approve web-based mapping system on execution of this tab feature. d. System shall be able to search the web based mapping system with the address of the borrower as the default location when no latitude and longitude entered or if available, the currently record latitude and longitude as default.. e. The user will be able to modify or move the default location to actual project location as displayed on web base mapping program.				
FR 12.11	LGU	a. Latitude & Longitude: the system shall be able to extract the Latitude and Longitude from the web based mapping system and display the results in the latitude and longitude fields. b. These fields may be filled or edited by the user. c. These shall be mandatory fields.				
FR 12.12	LGU	a. Township: this shall be an alternate to the Google Maps feature. It shows the PLS Township (between 101 and 168) of the Location for the Project Site. b. Shall be an Interger field. Township can be determined by the LGU users (out of the scope of the system.)				
FR 12.13		a. Township Direction: this shall be an alternate feature to the Google Maps. It shows the PLS Township direction (N or S) of the Location for the Project Site. b. The Default is N.				
FR 12.14	LGU	a. Range: this shall be an alternate feature to the Google Maps. It shows the PLS Range (on a scale of 1 to 51) of the Location for the Project Site. b. Shall be an interger field. Range can be determined by the LGU users (out of the scope of the system.)				
FR 12.15		a. Range Direction: this shall be an alternate feature to the Google Maps. It shows the PLS Range direction (W or E) of the Location for the Project Site. b. The Default is W.				
FR 12.16	LGU	a. Section: this shall be an alternate feature to the Google Maps. It shows the Section (on a scale of 1 to 36) of the Location for the Project Site. b. Shall be an integer. Section can be determined by the LGU users (out of the scope of the system.)				

		c. In future (out of the scope of the Current Requirements): there shall be a system that shall be able to Calculate and Display the Latitude and Longitude for the Location of the Project Site, based on the Township, Range and Section. d. The system must remind the user of any projects where either the Latitude & Longitude or the Township/Range/Section has not been entered.				
FR 12.17		a. Quarter/Quarter section fields: b. The user may enter N/S/E/W letters in quarter/quarter section fields to locate project to within 10 acres.				
FR 12.18	LGU	a. Current Loans for Borrower: this section of the Edit Loan Interface shall display the Loan history of the Borrower,, for example, all the Loans the Borrower has received to date. b. Entry Date: In the new system, Entry Date shall be the date when the LGU or the LGU has approved the Loan. c. Amount: is the Amount disbursed by the MDA for the particular Loan request based on the loan ID. This value should generally be a positive amount; however, negative values can be entered as a reimbursement of the loan or subsequent loans. If a negative value is entered a warning message box will be called: 1. Message: You have entered a negative value for a loan. 2. Correction: If this is a reimbursement or other correction, Press OK to continue. If this is incorrect, press Reenter to reenter the correct value. 3. Buttons: OK, REENTER d. Revolving: This amount is the amount disbursed by the Lender to the Borrower from a local revolving account. e. Category ID: displays the Category of the Loan (s). f. This information shall be retrieved from the Loan File in the Database, based on the relationship between the Loan ID and the Address ID of the Borrower.				
FR 12.19		a. Project Information: this section of the Interface deals with the details of the Project.				
FR 12.20	LGU	a. Maximum Loan Amount: this data field displays the Maximum Loan Amount approved by the LGU. b. This shall be a Mandatory field. c. The system shall run multiple checks, before it can admit the amount populated by the User/LGU in this data field				
FR 12.21	LGU	a. Check#1: Statutory Limit: b. The amount entered by the User/LGU shall be less than or equal to (<=) the Statutory Limit of a Loan Amount allowed: to be issued to a borrower. c. This limit is decided by the State of Minnesota (out of the				

		scope of the system) – currently $100,000. d. This Statutory Limits amount shall be stored in a separate Database file Limitations. e. If the amount entered is greater than the statutory limit a warning pop-up is displayed in interface 34~. 1. Message: 'Entered amount cannot exceed the Statutory Limit' 2. Correction: Reduce the total loan amount to less than $100,000. f. The system will not lose field focus until the amount is less than the statutory limit and the County Approval button is disabled.				
FR 12.22	LGU	a. Check #2 Sufficient Budget Line Check: b. The amount entered by the User/LGU shall be less than or equal to (<=) the amount available in the Budget line of the loan's practice Category c. The remaining Budget Line Amount shall be the arithmetic result of the: Recent Allocation (based on Allocation date) – Total Loans issued for that allocation (a derived attribute between Allocation file, Allocation Date file and the Loan File) d. If the amount entered exceeds the remaining budget for the selected category, a warning pop-up is displayed: 1. Message: 'Insufficient Budget for the Selected Category of the Practice. 2. Correction: Please press the "Change Budget" button to request a change in the budget amount. e. The user may save the record even if there if the current budget amount is exceeded. However, County approval button is disabled if their				
FR 12.23	LGU	a. Estimated Total Project Cost: This data field, displays the estimated Project Cost, provided by the borrower to the LGU (out of the scope of the system): b. User/LGU shall be able to populate this field based on the Estimated Project Cost provided by the Borrower of the Loan. c. Information for the existing Loans shall be retrieved from the Loanfile, (column field: tot_amount) d. This shall be a Mandatory field.				
FR 12.24	LGU	a. Borrower Type shall be a dropdown of all eligible borrowers types from the Projtype file. b. If the selected category has a pre-defined project type ID (projtypeid#0), the pre-defined project type is displayed. (ie all ag waste and conservation tillage projects are farmers) c. If the project type is not defined, the user shall select one from the dropdown. (Category 1 and 3 are predefined as Farm practices)				

		d. If any other no project type is preselected, "Select 1" option is displayed in the tab. e. This is a mandatory field.				
FR 12.25	LGU	a. Primary Production is a dropdown list of all the Livestock & Crops. b. The user may select up to 3 Production types (Livestock & Crops) from the drop-down list, for the borrower applying for the Loan. c. This list shall be retrieved from the Loan Production file in the database. d. Each selected entry from the List shall be populated in the data field. e. If FARM is selected as a project type, this is a mandatory field.				
FR 12.26	LGU	a. Conservation Tillage acres after Purchase: data field displays the number of acres farmed after buying the Conservation Tillage equipment, from the Loan Amount requested for Conservation Tillage (data type: Integer). b. This information shall be retrieved from the Loan File. c. It shall be a mandatory field for Payable-LGU users. Optional for all others. d. If Payable-LGU leave field empty, the system shall generate a warning interface 34~: 1. Message: You must report the estimated or approximate number of all acres under conservation tillage by the landowner after purchase of the equipment. 2. Corrections: Enter your best estimate of the number of acres under conservation tillage by this farmer.				
FR 12.27	LGU	a. Total Acres Farmed: data field displays the Total Number of Acres Farmed, for any Farm Related Project. (data type: Integer) b. This information shall be retrieved from the Loan File. c. It shall be a mandatory field for Payable-LGU users. Optional for all others. d. If Payable-LGU leave field empty, the system shall generate a warning interface 34~: 1. Message: You must report the estimated or approximate number of total farm acres by the landowner. e. Corrections: Enter your best estimate of the number of farm acres.				
FR 12.28	LGU	a. Starting Animal Units & Ending Animal Units: data fields display the number of Animal Units, at the starting of the Project and/or at the end of the Project, which the Loan is				

		applied for. (data type: Integer). b. These data fields shall be linked to the Ag Waste Category and all the Ag Waste Primary Practices except custom manure application. This field shall be mandatory when a record from these practices is selected. 1. Practice Category # 1 is selected from the drop-down list, and any of the Primary Practices other than 1018 and/or 1085 are selected by the User/LGU c. These two fields shall be Optional fields to populate if any other set of selections is made from the Practice Category and the Primary Practices drop-down list. d. Either the Starting or the Ending Animal Units shall be less than the statutory limit (currently <1000). e. If the User/LGU enters a number more than 1000 in both fields, system shall display an Error Message on Interface 34~. 1. Message: 'The Animal Units must be less than *(Statutory Limit)* for either the starting or ending Animal Units. 2. Correction: Enter less than 999 or less Animal units in either the Starting or Ending Animal Units, assign Custom Manure Applicator as the project, or enter select any category other than Ag Waste (livestock production). f. If the either the starting or ending animal units is not <1000, the County Approval button is disabled.				
FR 12.29	LGU	a. LGU Approval Expiration Date: data field displays the date, when the LGU/LGU approval of the Loan, borrower applied for or is applying for expires. The Borrower has to finish the Project within this time (data type: Integer). b. The field shall be pre-populated with the ONE YEAR after the current date when the record is created. c. This field shall be in the data format: mm/dd/yyyy. It shall not accept any other format of the data. d. The user may change the date to any other date. e. It shall be a Mandatory (*) field and the use may edit the pre-populated field.				
FR 12.30	LGU	a. Other Lending Restrictions by LGU: text field displays restrictions, conditions, or special comments that the Payable-LGU has established as conditions for Approving Loan for the borrower. (data type: Characters). b. Data in this field shall not exceed a Maximum Character length of: 255 Characters. c. This shall be an Optional Field.				
FR 12.31	LGU	a. Approval By: displays the First Name and Last Name of the User that LAST approved the project.in the LGU. b. System shall recognize each User based on their unique				

		Log-in credentials and insert the user that approved the project into the LOAN file.				
FR 12.32	LGU	a. LGU Approval: Execution of this button shall trigger all applicable error checks. b. If there is inadequate funds in the budget line, the LGU must request a change in the budget before the project can be approved. The request must be submitted but does not need to be approved by the MDA prior to Approval by the LGU. If the LGU does not request the change, the button is disabled and the project cannot be approved. c. The beginning and ending animal units is checked for compliance to statutory limit. If reported number exceeds statutory limits, the button is disabled. d. The existence of all mandatory fields is evaluated. e. When the Approve Project button is executed: 1. Saving the information: Execution of this button shall trigger the system to save the Loan information in the Loan file. 2. Execute the Printing Application Form button on this interface with the loan information as entered. 3. User shall be allowed to Print this Document (Application form) from their default word processor. 4. Navigate to the Email Application to Lender interface 36~ to send application to selected lenders if desired.				
FR 12.33	LGU	a. Print Application Form: b. Execution of this button shall trigger the system to Print the Application form using the default system printer, with all the fields printed on it. c. Execution of this tab shall not trigger the system to update Loan status or assign Loan ID or do any of the processes listed under LGU Approval, instead system shall just print an Application form with all the data fields (blank of filled) on it.				
FR 12.34		a. Email Application Form: b. Execution of this button shall trigger the system to open the default email server, insert the Subject: AgBMP Application for Borrower Name, enter generic message text, convert the Application form to a PDF file and attach it to the message. c. The recipient must be selected by the user and may edit other message fields. d. The user must execute the sending of the message.				
FR 12.35	LGU	a. Save: b. If the user attempts to close this interface in EDIT mode, the System shall alert the user, to save the current changes.				

		c. Execution of 'Save' tab shall trigger the system to save the current session in the database. d. 'Save' tab shall be visible and enabled when the user has changed or added information on this interface e. Execution of the Save tab shall trigger caption of the Save button to change to EDIT, Cancel button is disabled, and Delete button is enabled. f. After Save, 'Exit' tab to be enabled, the user shall be allowed to execute the 'exit' tab once the current information has been saved.				
FR 12.36	LGU	a. Edit: b. Execution of this tab, shall allow the user to make changes, to the existing record. c. When in EDIT mode, the caption is changed to SAVE and Cancel button is enabled.				
FR 12.37	LGU	a. Delete Project: b. Delete Project button is enabled only for Administrator and Payable-LGU assigned to the current LGU. c. Execution of this tab shall trigger the system to perform certain tasks, before deleting the selected Loan information. d. Task# 1: Execution of 'Delete Project' button by the LGU shall trigger a pop-up interface #33. If Delete Record is confirmed the system to follow these steps: 1. The loan file is checked for action by others: a. A lender has accepted the loan b. A lender has approved the loan c. The MDA has approved the loan d. The MDA has disbursed funds for the loan. 2. If any of these dates have been entered, the loan cannot be deleted from LOAN file. 3. The message box interface 34~ is displayed: a. Message: "The loan has been Accepted by Lender/ Approved by Lender/ Approved by MDA/ Disbursements made." b. Correction: "To delete loan, all transactions must be reversed…" e. Task #2: The Address information of the Borrower is checked for prior loans. If used with other loans, the borrower's address record cannot be deleted. f. If the borrower is not associated with any other loan and is not an employee of any Lender or LGU, the user is given the option to delete borrower's address record. Interface 33 is displayed. Passed Address.AddressId 1. If Delete record is returned, the record is deleted, otherwise it is retained. 2. Execution of 'Keep Record" shall close the pop-up				

		interface and navigate the User back to the previous session with all data as previously displayed. The record is not deleted. g. System shall delete the selected Loan, upon the execution of the 'Delete Record' button on interface 33. h. Execution of 'Ok' tab shall trigger the system to send an E-mail to MDA and Lender with pre-defined format (explaining that the LGU intends to delete the selected Loan Application) i. System shall send an e-mail to the LGU and the Lender; post the deletion of the Loan by MDA (manually), alerting them about the deletion using the user's default email program. j. The system shall not delete the Loan (through the automated process), if it has been paid and has an AGBMP Paid Date in the date file in the database.				
FR 12.38	LGU	a. Cancel: b. Execution of 'Cancel' tab shall trigger the system to abort the current EDIT session in the database. c. 'Cancel' tab shall be visible and enabled when the user has changed or added information on this interface and is in EDIT mode. d. Execution of the 'Cancel' button shall revert the loan information to the last saved status and place the interface in VIEW mode.				
FR 12.39		a. Supporting Documents: Execution of this button shall allow the user to attach supporting documents associated with the current loan using Attaching File interface 04~.				
FR 12.40		a. Reports button shall navigate the user to the Report interface 30~ and display reports related to Lender and LGU activities. This button is enabled only in VIEW Mode. b. Passed: LGU_ID, allocdt_id, screen ID				
FR 12.41		a. Address button: Execution of this button shall allow the user to navigate to the Address Interface 29~ for the selected LGU. This button is enabled only in VIEW Mode. a. Passed: LGU_ID, screen ID b. All the Address Information group fields on the Address Interface shall be pre-populated with the contact information of the selected organization's Primary Contact and all of the organization's Employee will be displayed in the Address grid.				
FR 12.42		a. Loan button: Execution of this button shall guide the user to the Loans List Table interface 11~ and show all loans issued by LGU. (The View Loans Issued button filters list to just the selected Budget allocation.). This button is enabled only in VIEW Mode. b. Passed: LGU_ID, screen_id				

FR 12.43		a. LGU Information button: shall navigate the user to the LGU primary interface 01~ with the interface prepopulated with the select LGU. This button is enabled only in VIEW Mode. b. Passed: LGU_ID, screen_id				
FR 12.44		a. Lender Information button: shall navigate the user to the Lender interface 10~ prepopulated with the first lender in alphabetic order selected. This button is enabled only in VIEW Mode. b. Passed: screen_id				
FR 12.45		a. Back button: Execution of this tab shall allow the user to navigate back one interface. This button is enabled only in VIEW Mode. b. Passed: LGU_ID,allocdt_id, screen_id				
FR 12.46		a. Change Budget: Execution of this button shall navigate the user to the Request for Budget Change interface 14~. This button is enabled in EDIT or VIEW Mode.				
FR 12.47		a. Help button shall navigate the user to the help interface with information about this current screen fields. This button is enabled in EDIT or VIEW Mode.				
FR 12.48		a. Log-out: 1. The MDA/User shall be able to Log-out of the program, by executing this tab. This button is enabled only in VIEW Mode. 2. Execution of Log-out tab shall trigger the system to remove the User's log-in credentials from the temporary memory. When logged out, the user will have to type in log-in credentials again; before reentering the program. 3. The current LGU being viewed by the User's shall be stored and used as the selected LGU when the User starts a new session. b. Passed: LGU_ID, screen_id				
FR 12.49		a. The following requirements are for Lender processing of a LOAN by Recievable-LEN.				
FR 12.50		a. The System, shall guide the Receivable-LEN users to their assigned respective Primary Interface ~16, the Loan List Interface showing unassigned loans or loans accepted by Lender assigned to the Receivable-LEN, then to the loan selected by the user on the Loan List interface ~11. Only the Edit Button is enabled. The Add New is disabled for Receivable-LEN users.				
FR 12.51		a. Users must be assigned either LEN_Accept or LEN_Approval rights for fields in the Lender Information and Loan Terms group to be enabled. All other users have view-only rights.				

FR 12.52		a. Data fields on the Edit Loan Interface shall be pre-populated with the information associated with the Loan Record selected by the User on interface 11~. Data fields are enabled only in EDIT mode.				
FR 12.53		a. Payments Per Year and Total Number of Payments: these two data fields display the number of Payments and the frequency of payments that the Borrower has agreed to provide the Lender with every year, according to the Loan Agreement between the Lender and the Borrower. (data type: Integer) b. For existing Loans this information shall be retrieved from the Loan File based on the Loan Id and is found in LOAN.payperyear. c. For any Loans that have not been submitted for payment, Lender shall be able to populate or edit this field. d. If the user attempts to edit the terms of a loan where a payment has been requested (or made) a error popup is displayed using interface 34~. 1. Message: The Amortization schedule may have been establish for this loan Borrower. 2. Correction: You must contact the MDA to request the payment terms to be modified and the amortization schedule recalculated. e. An email using the default email service is generated to send to the MDA Internal staff requesting the correction. f. The user may review text, subject, and recipients and edit as necessary, then send.				
FR 12.54		a. If the total number of payments / number of payments per year exceed the statutory limit in AgBMP_Limitations.Value_nbr (currently 10 years) and the loan does not have a balloon payment, a warning popup is generated using Warning interface 34~ 1. Message: The total number of years for the loan cannot exceed the statutory limit…". 2. Correction: You must adjust the total number of payments or the frequency of payments such that the term of the loan is less than the maximum allowed (statutory limit). You may have less payments less, less frequency, or keep the current schedule and or create a balloon payment such that the term remains less than the maximum allowed. b. If the total number of payments / number of payments per year exceeds the statutory limit but the loan does have a balloon payment, no warning is displayed if the balloon payment date is with 10 years plus 6 months of the current date. c. A loan may be saved in the system for an amount in excess of the maximum limits, however, Loan Approval and Request, MDA Acceptance and MDA Approval are disabled for any loan in excess of limits.				

FR 12.55		a. Current Loan Request row: b. Loans can be funded from two types of account. The decision is made by the Lender: 1. The Lender can fund the loan from a Locally Held Revolving Account. The status of a Locally Held Revolving Account is found in LENLGU.status_id_rev. The text description is in STATUS.Description. The status_id_rev must be 17 to be ACTIVE. If status is not Active, (the lender does not have an account or is closing the account) the fields are disabled. 2. The MDA/State can make a payment to the lender shortly after their Loan Approval and Request of funds. c. New from State: data field displays the Amount of money requested for the Loan from the MDA at this time. This amount is decided by the Lender. Whenever the loan detail interface is opened, this field is blank. If no Loan Approval & Request is made, the data is lost. (data type: currency) d. Local Revolving: data field displays the Amount of money from the locally held revolving account that will be used to finance the loan. These funds will not be included in the “New from State”. This amount is decided by the Lender. Whenever the loan detail interface is opened, this field is blank. If no Loan Approval & Request is made, the data is lost. (data type: currency) e. When this field loses focus, the system shall total the CURRENT request for new and local revolving funds PLUS the PREVIOUS loan request amounts for new and local revolving funds. The total amount for the project must be less than the statutory limit found in AgBMP_Limitations.value_nbr for the Limit_id=1 (currently $100,000) and less than the Maximum Loan Amount approved by LGU. If the loan amount exceeds the limitations, a pop-up warning is generated, explaining the condition and is given the options to accept the maximum, zero the entered value, re-enter the amounts, or keep the entered value. f. A loan may be saved in the system for an amount in excess of the maximum limits, however, Loan Approval and Request, MDA Acceptance and MDA Approval are disabled for any loan in excess of limits. g. Once the Loan Approval & Request Funds button is executed, the Current Loan Request amounts is added to the Previous Loan Request stored in Loan.amount_pd and Loan.amount_rv and the Current Loan Request amount fields are emptied.				
FR 12.56		a. Previous Loan Request row: b. Previously Requested Funds from the state: data field displays the total amount of funds that the Lender had requested from the MDA or from the locally held revolving account for the loan just as with Current Loan Request.				

		c. This information is be retrieved from the Loan file. d. This field shall display the sum of all the previously requested Loan amounts. e. System shall update this field (sum of previously requested amounts) after the Loan Approval end of every session performed by the User (Lender) pertaining to that particular loan record. f. For a new loan, this field shall be blank, since there is be no Previously Requested Funds. g. This is a calculated field is not editable by the user. Values must be entered by make a Current Loan Request.				
FR 12.57		a. Final Request: b. This shall be a Check Box c. User/Lender can check this box when the loan is complete and the amount has been finalized. d. Execution of this Check Box shall trigger a Pop-Up Message, asking confirmation for the User/Lender's final approval. e. Message: 'Is this the Final Request for Funds' f. Execution of the 'Ok' tab on this pop-up interface shall trigger the Check Box and perform following steps: ' g. Execution of this Check box by the User shall trigger the system to sum all the values in the fields: 1. Money Requested from the State, 2. Money from the Locally Held Account, 3. Previously Requested Funds from the State, and 4. Previously Requested Funds from Locally Held Account. h. The sum shall be updated in the 'Maximum Loan Amount' field under the Project Information group and the System shall store the updated value in the 'Maximum Loan Amount' field in the Loan file, pertaining to that particular loan. (This will make previously committed funds available to other projects when the current budget is recalculated.) i. Execution of the 'Cancel' tab on this pop-up interface shall restore the previous session and not change the Maximum Loan Amount. The Check Box with be restored to default condition.				
FR 12.58		a. The Amortization Schedule for each loan is calculator or revised only after a payment has been issued and posted. For loans with disbursements from the MDA, a new record from the daily SWIFT download will trigger the calculation of the amortization schedule. For loans funded through a locally held account, the acceptance of the project by the MDA internal staff shall trigger calculation of the amortization schedule. b. System shall have procedures to calculate or revise the Amortization schedule for the total Loan amount including				

		the Current + Previous loan requests. Schedules are calculated for both State Paid and Locally held funds. A single loan is defined as a project funded from the same funding source, in the same category, within the same 6 month period of the calendar year (January1 to June 30 or July 1 to December 31).				
FR 12.59		a. Balloon Payment: The lender may create a loan with a balloon payment provision by executing the YES option. The default value is NO. If yes is selected, the Balloon date field is enabled.				
FR 12.60		a. Balloon Date: If a Balloon Payment is selected as YES, the Balloon Date field is enabled, otherwise it is disabled. b. The user may enter a date within 10 years and 6 months of the current date. c. If a date in excess of 10 years and 6 months, a pop-up warning is generated using interface 34~ : d. Message: The maximum balloon date is XX/XX/XXXX to comply with the term limits. If you do not correct this, it will be automatically assigned XX/XX/XXXX when a payment is made. e. Correction: You must reduce the balloon date to XX/XX/XXXX of sooner. f. When a payment is made, the maximum balloon date is 120 months after the date of the payment.				
FR 12.61		a. Lender Acceptance of Borrower: A lender may choose loans by selecting a borrower on the Pending Projects not yet Accepted by Lender list. 1. Execution of this tab shall trigger the system to: 2. Assign LGULEN.LGULEN_Id to loan. 3. Assign the current date to Loan.LENAccept_dt 4. Refresh to display to change the status of the loan from LGU Approved to Lender Accepted. 5. That particular Loan information shall now be moved from the list of Pending Loans for the associated LGU and Lender, and shall be displayed in the List of Existing Loans, for **Error! Reference source not found.**. 6. The caption of the Lender Acceptance of Borrower button shall be changed to Release Borrower from Lender.				
FR 12.62		a. Release Borrower from Lender: is the same button as the Lender Acceptance of Borrower b. User/Lender shall be able to execute Release Borrower by executing the Release Borrower button, after the pre-condition of; accepting the Loan has been recognized by the system. c. User/Lender shall be able to Release a Borrower (by executing Release Borrower tab) without MDA approval,				

		until the Supervisor Approval button has been executed by the MDA internal users. (A loan cannot be release after a payment has been made.) d. Execution of Release Borrower button shall be a triggering event for a Pop-Up message using interface 34~: 1. Message: Please confirm if you wish to release this loan so other Lenders can issue it. 2. Correction: Press YES to release the Loan, Press NO to retain the loan. e. If MDAApprove_dt is empty, execution of the 'YES' tab shall allow the User to Release that particular loan and shall be the triggering event for the removal of the Loan.LGULEN_ID, the Loan.LENAccept_dt, payperyear, nbrpayments, balloon_dt, balloon, interest from the loan record. f. Execution of the 'NO' tab shall navigate the User back to the Edit Loan Interface from the Pop-up interface, without Release the borrower or changing loan parameters. g. Removal of the Loan.LENAccept_dt shall change the status of the Loan from 'Lender Acceptance' to 'LGU Approval'. h. The Loan shall now be listed amongst all other Pending Loans, associated with that particular LGU (who approved it), that has no 'Lender Assigned' to it. i. This Loan shall await a new 'Lender Acceptance'.				
FR 12.63		a. E-mail Release of Borrower: If the MDAApprove_dt is not empty, a payment has been approved and may be pending and MDA approval is required. Execution of 'Release Borrower' under this condition shall trigger a pop-up interface warning 34~. 1. Message: A payment has been approved for this project and it cannot be released at this time. 2. Correction: If you wish to release this loan PRESS YES to send an email to the AgBMP Loan Program request the release of this loan. If you wish to retain this loan, press NO. b. An e-mail message shall be made from the User/Lender's system using it's default mailing program, following the SMTP protocol with the recipient as the AgBMP, Subject: AgBMP Request to Release Loan before payment is made. c. The status of the loan shall remain unchanged until the MDA has verified no payment and approved the release of the borrower. d. Execution of 'Supervisor Approval' button or paid_dt is not empty shall be a triggering event, for the system to make the 'Reject Loan' button tab 'visible & disabled'.				
FR 12.64		a. Add or View Document: User shall be able to Add supporting documents or View the saved Document attached to a project, such as an invoice or picture. b. This tab shall be visible and enabled for all users. When				

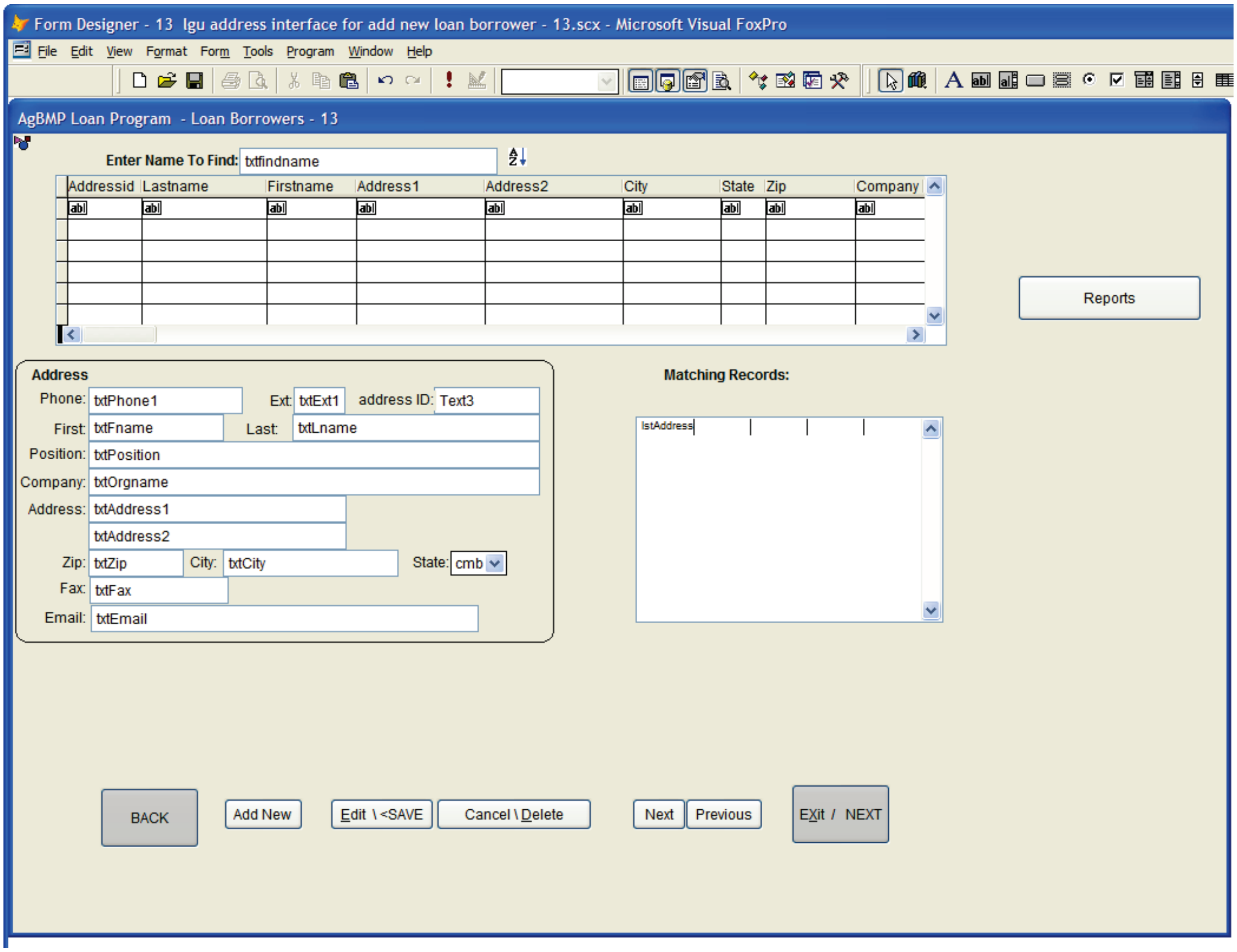
		executed it shall navigate to the Attach Files interface ~04. c. This procedure shall allow the user to attach an existing PDF file, create or scan a new PDF file (if the user's default system allows), or attach media files. The loan_id shall be annexed to the front of the file name selected or entered by the user.				
FR 12.65		a. Loan Approval & Submit Request: b. Execution of Loan Approval & Submit Request tab shall trigger a Pop-Up Interface. c. This Pop-Up Interface shall guide the use through the submittal process (**Error! Reference source not found.**): d. Scan Documents to Add: execution of this tab shall connect the Program with the default scanner (If any) on the User/Lender's workstation. 1. System shall open the Scan Dialogue Box for the default Scanner on the User/Lender's workstation, and allow the User to navigate through, to scan the necessary document (Bill). 2. Following the Scanning of the document, the system shall attach the scanned document and navigate the user back to the Program's Pop-Up Interface (previously active session). e. Browse to Add File: shall use the system's default file manager to locate files. 1. User/Lender shall be able to the navigate to the location of the Scanned Document (bill) manually select one or more files. f. View Files from List: Shall open the selected file for viewing using the associated file viewer. g. Remove File from List: Shall remove the file from the list of documents. Files that have been already uploaded to the AgBMP-db server can only be removed by authorized user groups. h. The user may choose to submit by email or by forwarding a physical copy by either fax or mail. i. Exit: tab will save or retain the location of the files attached to the loan and return to the previous interface. It will not process the application. j. Cancel: tab will remove any additional files added to the list of attached files since the last session. Execution of this tab shall all display a pop-up asking to Remove only or Delete any scanned document from the temporary local location during this session. k. The user will remain on this interface. It will not process the application. l. Process Application – Submit by email: 1. The system will open the default email program, insert AgBMP Loan Program email, insert LGU email, generate a PDF of the application and all				

		supporting documents, attach the files to the email, insert a standard text message describing the project (borrower name, amount, lender , LGU, date). The newly generated Application form and supporting documents will be uploaded to the AgBMP-db server. 2. The user is returned to the loan detail screen. m. Process Application – Submit by FAX or surface mail: 1. The system will generate a PDF of the application and all supporting documents, upload them to the AgBMP-db server, then open the local print dialog and the user can print the completed application form and all supporting documents which then could be stored in local paper files, faxed or mailed as paper copies. 2. The user is returned to the loan detail screen.				
FR 12.66		a. Multiple Request: In case of Multiple Requests for Funds, User/Lender shall be able to follow the same steps as followed previously. b. The user must attach the supporting documents and enter the changes to the project details as appropriate. c. System shall generate a PDF file of the application form with the updated fields (entered on the Edit Loan Interface) printed on the new Request Form and will show both the current request and the total loan amount. d. When the Process Application button is executed, only the new or modified documents are uploaded to the AgBMP-db server.				
FR 12.67		a. Print Application Form: b. Execution of this tab shall trigger the system to Print the Application form, with all the fields printed on it. c. Execution of this tab shall not trigger the system to update Loan status or assign Loan ID or do any of the processes listed under LGU Approval, instead system shall just print an Application form with all the data fields (blank or filled) on it and all supporting documents.				
FR 12.68		a. Edit / Save Button: b. When in VIEW mode, this button shall display EDIT. When in EDIT mode, this button shall display SAVE and shall change whenever the mode changes. It shall be enabled for authorized users. c. The System shall alert the user to save the current changes before the user attempts to exit the system or go back one interface. d. Execution of 'Save' tab shall trigger the system to save the current session in the database. e. When EDIT is executed, the button display becomes SAVE, the Cancel button is enabled, the DELETED and				

		EXIT buttons are disabled.				
FR 12.69		a. EXIT: Execution of this tab, shall allow the user to return to the user's previous interface. It is enabled only when in VIEW mode and disabled while editing any record. b. Edit tab shall be enabled only when the information has been saved by the User.				
FR 12.70		a. Cancel (on loan detail interface 25): b. Execution of 'Cancel' tab shall trigger the system to abort the current changes to the database and restore the data to the values prior to the most recent "Add NEW" or "Edit". c. 'Cancel' tab shall be enabled when the user is in EDIT mode. d. Execution of the 'Cancel' tab shall cancel the current edit mode, change the SAVE button to Edit, and enable the EXIT button.				

6.13 13~ Add Loan (Interface-2) Enter Borrower Address 13~

Figure 6.13. 13~ Add / Edit Loan Borrower- Enter Borrower Interface-2. 13~

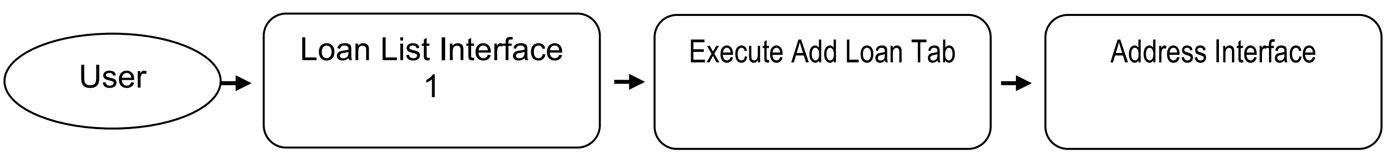


	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
Name to Find	VE	VE	VE	VE	VE
Address grid	VE	VE	VE	VE	VE
Address Group	VE	VD	VD	VD	VD
Matching Records	VE	ID	VE	ID	ID
Pay to Address	ID	ID	ID	ID	ID
LGU Contract	ID	ID	ID	ID	ID
LEN Contract	ID	ID	ID	ID	ID
Consolidated	ID	ID	ID	ID	ID

Contract					
Interest	ID	ID	ID	ID	ID
Deferment	ID	ID	ID	ID	ID
Status	ID	ID	ID	ID	ID
Add New	VD	VD	VD	VD	VD
Edit/Save	VE	ID	VE (contact/org)	VE (contact/org)	ID
Delete	VE	ID	VE (contact/org)	VE (contact/org)	ID
Next/Previous Cancel/Exit/Back	VE	VE	VE	VE	VE
Change Primary	ID	ID	ID	ID	ID
Change Authorized Rep	ID	ID	ID	ID	ID
Reports	VE	VE	VE	VE	VE

A. User: MDA

B. Navigational Flow to MDA User Add / Edit Loan - Enter Borrower Interface-2



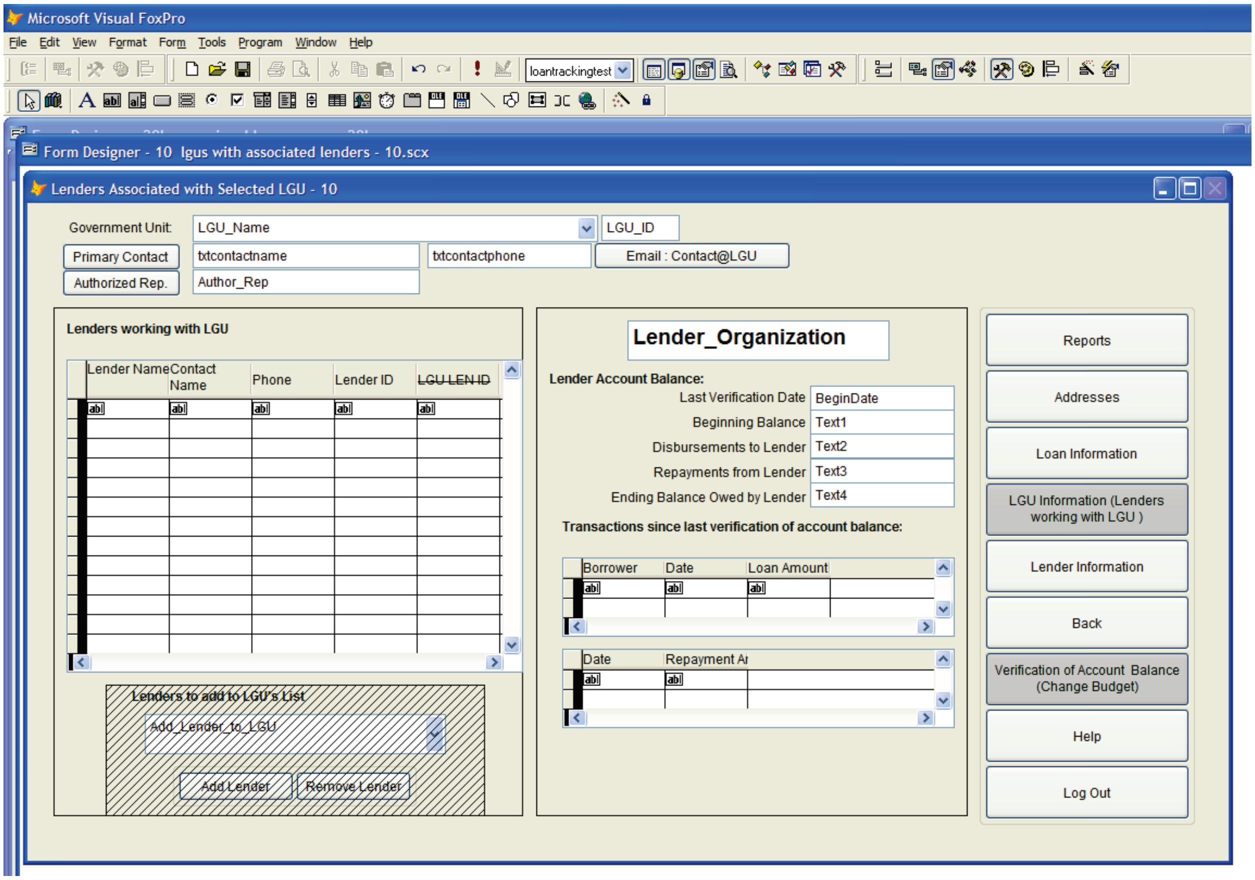
C. Functional Requirements for MDA User Add / Edit Loan - Enter Borrower Interface-2

FR 13.1	MDA	a. Administrator or Payable-LGU shall be able to execute the Add Loan button on interface 11~ and navigate to this interface 13~. b. This interface is interface 29~ but with selected fields disabled and invisible.				
FR 13.2	MDA	a. Execution of Add Loan tab on Loan Interface-11~ shall create a new record in the Loan file and assign a new Loan_ID and pass the loan ID to this screen. b. A new record in the Address file is created with a unique AddressID created.				
FR 13.3	MDA	a. The progressive search, spelling, and error checking functions of interface 29~ are all enabled to assure correct entry of borrower contact information. b. The user will be navigated through: 1. Telephone number 2. Last name 3. First Name 4. Organization Name 5. Address 1 6. Address 2 7. Zip 8. City 9. State 10. Email 11. Save Button c. Before saving the user may manually select any other field to enter data. d. All entries may either have a First and Last Name or an Organization name. They must have at least one. e. After saving the user may execute the Edit Button, the manually select any field to edit data.				
FR 13.4		a. The user may use any of the navigation buttons to locate a pre-existing address. b. When in VIEW mode, Back,Add New, Edit, Delete,Next, Previous, and Next, and Reports are enabled. c. When in Edit Mode, Edit is labeled Save, Delete is labeled Cancel and are enabled, others are disabled but visible.				
FR 13.5		a. Back: If the user executes the BACK button,: b. The delete confirmation interface 33~ is displayed with Address_ID record displayed. If the user executes Delete Record button, the address record is deleted. If Keep Record button is executed, the newly created address record is retained.				

		c. The newly created LOAN.Loan_id loan record is deleted d. The user is navigated back to the List of Loans interface with the current LGU selected. e. Passed: LGU_ID				
FR 13.6	MDA	a. Exit/Next 1. While user is in Edit MODE, the Exit/Next button is disabled. 2. When the current record is in view mode, the Exit/Next button is enabled. 3. Execution of Next button navigates the user to the Loan Detail interface 25~ b. PASSED: LGU_ID, LOAN_ID, Address_ID, Screen ID				
FR 13.7		a. Reports shall navigate the user to the Report Interface to display reports associated with issuing loans. b. Passed: LGU_ID, Address_id (of borrower)				

6.14 10~ List of Associated Lenders with a LGU(Use Case 4) - 10

Figure 6.14. Lender Associated with LGU as viewed by LGU -10.

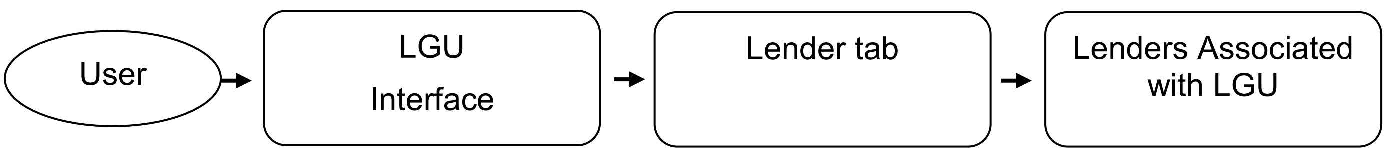


	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
LGU_name	VE	VE	VE	VE	VE
Email contact	VE	VE	VE	VE	VE
Lenders work with LGU Group	VE	VE	VE	VE	VE
Add Lenders to LGU	VE	ID	VE	VD	ID
Add Lender	VE	VD	VE	VD	ID
Remove Lender	VE	VD	VE	VD	VD
Lender Account Balance group	VD	VD	VD	VD	VD
Reports	VE	VE	VE	VE	VE

Address	VE	VE	VE	VE	VE
Loans	VE	VE	VE	VE	VE
LGU Info	VE	VE	VE	VE	VE
Lenders	VE	VE	VE	VE	VE
Back	VE	VE	VE	VE	VE
Verification of Acct Balance	ID	ID	ID	ID	ID
Help	VE	VE	VE	VE	VE
Logout	VE	VE	VE	VE	VE

A. User: LGU

B. Navigational Flow to Lenders Associated with LGU as viewed by LGU - 10



C. Functional Requirements for Lenders Associated with LGU as viewed by LGU - 10

FR 14.1		a. User shall navigate to this interface 10~ from the LGU primary interface 01~ upon execution of the Lenders working with LGU button. b. The interface will be prepopulated with the data related to the LGU selected in the calling interface.	1.1	1.1	1.1	1.1
FR 14.2		a. LGU _Name: Displays the name of all LGUs existing in the LGUUnit file This feature is a drop down feature. b. The user may select only one LGU from the list. c. The system shall update interface based on selected LGU.	1.1	1.1	1.1	1.1
FR 14.3		Service Area Group. This group relates the LGU with the counties that they provide service in. Counties are the geographic areas while LGUs are a governmental area and the boundaries may not be the same. LGUs and (JPO) may cover multiple counties. Area_Served: This is a list of all counties that the selected LGU provides service in. The service area of a LGU may not match the area served by the entire organization. Counties are the smallest geographic area assigned. User may select one or more Area_served from list. When at least one is selected, the REMOVE button is enabled. Execution of Remove button will delete record for the selected LGU and selected county address_area_served file. Counties_to_Add lists all counties currently associated with the selected LGU. User may select one or more counties from Counties_to_add. When selected, the ADD button is enabled. a. Execution of the ADD button will create a record for each selected county in the address_area_served file for the selected LGU.	1.1	1.1	1.1	1.1
FR 14.4		a. Lenders working with LGU grid: The grid displays the all lenders working in the same counties as the selected LGU and are active in program. Lenders serving the area are identified as lenders with a service area counties that are the same service area counties of the LGU. b. The grid is not editable. c. Multiple records may be selected on grid. When selected, the Remove Lender button is enabled. d. The grid displays the Lenders name, contact, phone, len_id.	1.1	1.1	1.1	1.1
FR 14.5		~~a. Add Lenders to LGU: shall be a drop down field showing a list of all Lenders in the LENUnit file, except the ones already in the Lender Name list above (lenders not in the LGULEN file for the selected LGU).~~ ~~b. The system shall filter the list of Lenders already associated with the LGU based on the Unit Lender Id, and shall not display them in the drop down list.~~ ~~c. Administrator and Payable-LGU shall be able to select multiple Lenders from the drop down list.~~ d. ~~Upon selection of one or more lenders to add the Add Lender button is enabled.~~	1.1	1.1	1.1	1.1

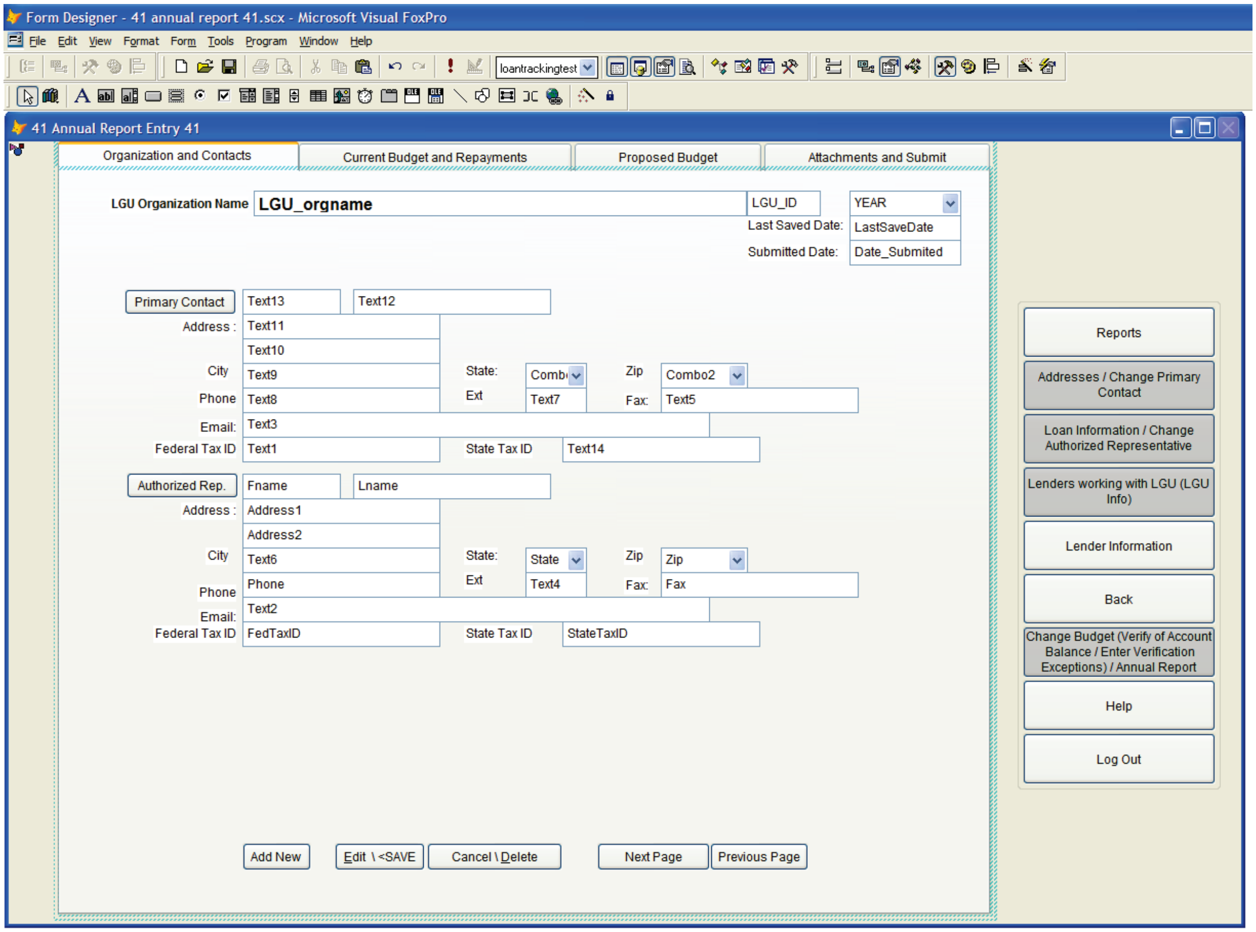
FR 14.6		~~a. Add Lender button is disable unless lenders have been selected in the Add Lenders to LGU drop down.~~ ~~b. Execution of 'Add Lender' button shall:~~ ~~1. Payable-LGUs:~~ ~~a. Trigger a Pop-up interface 31 to confirm change in lenders.~~ ~~b. .Passed: LGU_ID, LEN_ID, screen ID~~ ~~2. Administer:~~ ~~a. Execution of the Add Lender button creates a unique LGULEN_ID if one does not exist and inserts it into the LGULEN file. The status of the LGULEN_ID shall be 1 (ACTIVE).~~ ~~b. The LGUs working with Lender grid is updated to show change.~~ c. ~~An email is sent to the Primary Contact for all Lenders and LGUs listing the changes.~~	**1.1**	**1.1**	**1.1**	**1.1**
FR 14.7		~~a. The Remove Lender button is disabled until a record is selected in the Lenders working with LGU grid.~~ ~~b. User cannot execute 'Remove Lender' tab without selecting an Entry to remove from the 'Lender Name' list.~~ ~~c. Execution of 'Add Lender' tab shall:~~ ~~1. Payable-LGUs:~~ ~~a. Trigger a Pop-up interface 31 to confirm change in lenders.~~ ~~b. .Passed: LGU_ID, LEN_ID, screen ID~~ ~~2. Administer:~~ ~~a. Execution of the Remove Lender button shall change the status of the LGULEN_ID to 21 (INACTIVE) in the LGULEN file.~~ ~~b. The LGUs working with Lender grid is updated to show change.~~ c. ~~An email is sent to the Primary Contact for all Lenders and LGUs listing the changes.~~	**1.1**	**1.1**	**1.1**	**1.1**
FR 14.8		a. Primary Contact button: This button will navigate the user to the address interface 29~ with the LGU Primary Contact selected.	**1.1**	**1.1**	**1.1**	**1.1**
FR 14.9		a. Email Contact button shall create a blank email to the LGU's primary contact using the users default email system with AgBMP in the subject line.	**1.1**	**1.1**	**1.1**	**1.1**
FR 14.10		a. Lender Account Balance group: This group shall display the current summary information of the lender selected in the Lenders working with LGU grid. b. If no lender is selected in the list of Lenders working with LGU, this group of fields are blank. c. If multiple lenders are selected, the group of fields display the sum of value from the selected group. The Lender organization name shall be "Total of Selected Lenders". The Last Verification Date shall be "Various". d. This group of fields are updated with each change in the selected List of Lenders working with LGU.	**1.1**	**1.1**	**1.1**	**1.1**

FR 14.11		a. Reports button shall navigate the user to the Report interface 30~ and display reports related to Lender and LGU activities. b. Passed: LGU_ID, LEN_ID, screen ID	1.1	1.1	1.1	1.1
FR 14.12		a. Address button: Execution of this button shall allow the user to navigate to the Address the for the LGU or the selected lender in the Lenders working with LGU list. 1. When NO Lender is selected in the Lenders working with LGU grid, the Address interface is prepopulated with the LGU with the Primary Contact selected. a. Passed: LGU_ID, screen ID 2. If more than one lender is selected, the first lender alphabetically is selected and the primary contact is the selected Address.. a. Passed: LEN_ID, screen ID b. All the Address Information group fields on the Address Interface shall be pre-populated with the contact information of the selected organization's Primary Contact and all of the organization's Employee will be displayed in the Address grid.	1.1	1.1	1.1	1.1
FR 14.13		a. Loan button: Execution of this button shall guide the user to the Loans List Table interface 11~. b. User shall be able to see the records of all the Loans of the current LGU. If Lenders are selected in the Lenders working with LGU grid, then the list if filtered to include only the lenders selected. c. Passed: LGU_ID,LEN_ID, screen_id	1.1	1.1	1.1	1.1
FR 14.14		a. LGU Information button: The caption of this button on this interface is LGU Information. This will navigate the user to the LGU primary interface 01~ with the interface prepopulated with the select LGU. b. Passed: LGU_ID, screen_id	1.1	1.1	1.1	1.1
FR 14.15		a. Lenders button: shall navigate the user to the Lender Primary interface 16~ prepopulated with the selected Lender. b. Passed: LEN_ID, screen_id	1.1	1.1	1.1	1.1
FR 14.16		a. Back button: Execution of this tab shall allow the user to navigate back one interface. b. Passed: LGU_ID, screen_id, LEN_ID	1.1	1.1	1.1	1.1
FR 14.17		a. Verification of Account balance is invisible on this interface.	1.1	1.1	1.1	1.1
FR 14.18		a. Help: Execution of this button will open a page explaining all features of the current interface. b. Passed: screen ID	1.1	1.1	1.1	1.1
FR 14.19		a. Log-out: 1. The MDA/User shall be able to Log-out of the program, by executing this tab on its primary interface. 2. Execution of Log-out tab shall trigger the system to remove the User's log-in credentials from the temporary memory. When	1.1	1.1	1.1	1.1

		logged out, the user will have to type in log-in credentials again; before reentering the program. 3. The current LGU being viewed by the User's shall be stored and used as the selected LGU when the User starts a new session. b. Passed: LGU_ID, screen_id				

6.15 41~ Annual Report Interface – common side button bar 41

Figure 6.15. Multi-page Annual Report Entry Screens page 1.

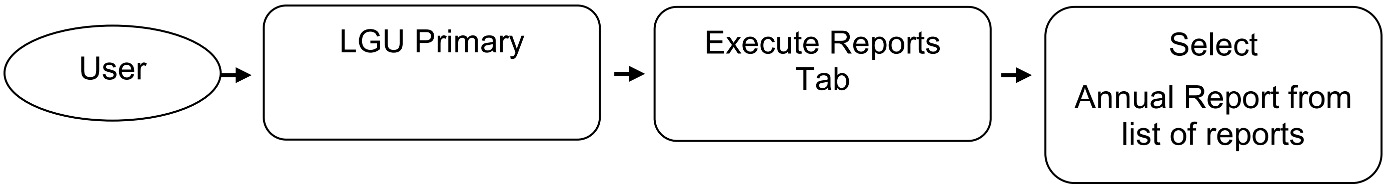


	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
Annual Rpt Pages	VE	VE	VE	VE	VE
Reports	VE	VE	VE	VE	VE
Change Primary Contact	VE	VD	VE	VD	VD
Change Authorized	VE	VD	VE	VD	VD
LGU Info	VE	VE	VE	VE	VE
Lenders	VE	VE	VE	VE	VE
Back	VE	VE	VE	VE	VE
Change Budget/Verification of Acct Balance	ID	ID	ID	ID	ID
Help	VE	VE	VE	VE	VE

Logout	VE	VE	VE	VE	VE

A. User: LGU

B. Navigational Flow to Annual Report



Note: This Interface shall be a Tab Based Interface and each Tab shall represent an interface, which the user can access. These fields shall either be pre-populated or blank based on the Tab (navigational tab) interfaces the user is performing set of actions on.

The navigational flow of this interface shall be such that, the system shall allow the user to proceed to the next Tab interface only after the user has performed necessary tasks on the current Tab.

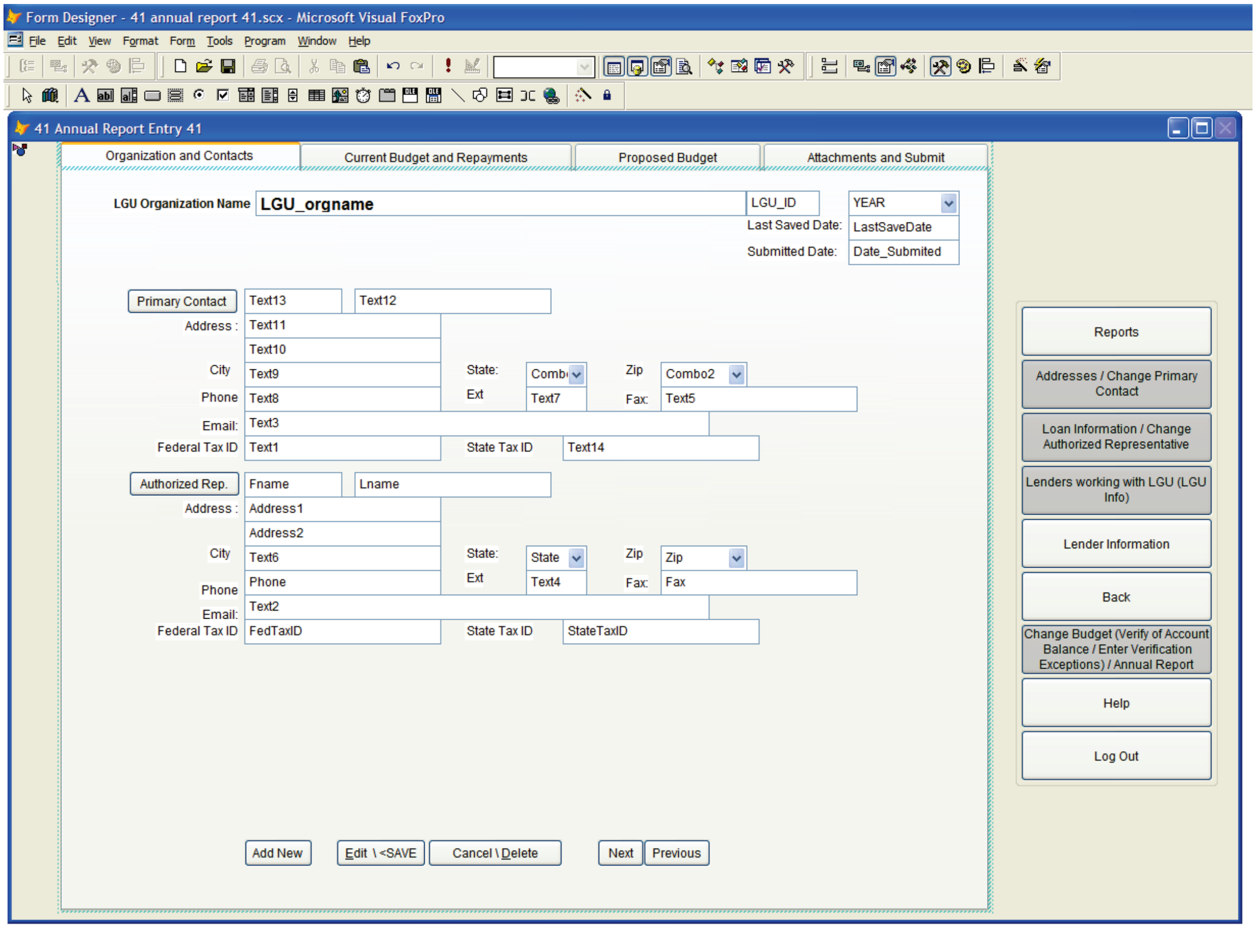
C. Functional Requirements for Tab Based Interface for Annual Report

FR 15.1	LGU	a. System shall navigate the User to the Annual Report Interface from the Budget Interface 02~ after executing the Annual Report button.				
FR 15.2	LGU	a. Annual Report interface is a progressive four tab interface. b. The user must review addresses on page 1 and make edits and saves on pages 2, and 3 and attachments must be added on Page 4 before the report can be submitted as final. Once a page has been viewed or saved, the user may return to the page for viewing or editing. c. Next Page and Previous Page buttons on interface pages: These buttons refer to the various pages of the Annual Report interface. The BACK button on the side navigation button bar will direct the user to the calling interface. 1. Page 1 does not require any edits. Once the page is opened, the NEXT button is enabled. 2. Page 2 and 3 requires that the edits are made and saved before the NEXT button is enabled. 3. Page 4 requires that the Attach Files to Record be executed before the Exit/Submit Annual Report is enabled. Next button is disabled. d. Previous Page is enabled on pages 2, 3, and 4. e. Whenever a page in the Annual Report Interface is in EDIT mode, the side navigation button bar is disabled. When in VIEW mode, the button bar is enabled.				
FR 15.3		a. Reports: Execution of this tab shall navigate the User to 'Reports' interface with list of reports related to Annual Reports.				
FR 15.4		a. Address: Execution of this button shall navigate the user to Address interface 29~ to display address of employees for the LGU. The names and addresses of employees may be edited. However to change the primary contact or the Authorized representative requires additional procedures which are initiated when the Change Primary Contact or Change Authorized Rep buttons are executed on Page 1 of the annual report (or the primary interface 01~).				
FR 15.5		a. Loan Information: 1. Loan Information: Execution of this button shall navigate the user to List of Loans interface 11~ with the current LGU selected.				
FR 15.6		a. LGU Information: Execution of this button shall navigate the user to the current LGU interface 01~.				
FR 15.7		a. Lender Information: Execution of this button shall navigate the user to the Lenders working with LGU interface 10~ with top Lender selected.				
FR 15.8		a. Back: Execution of this button shall exit from this interface and return the user to the calling interface.				

FR 15.9		a. Change Budget button is disabled.				
FR 15.10		a. Help: Execution of this budget shall navigate the user to a text file explaining all features of the current page.				
FR 15.11		a. Log Out: shall save the last LGU viewed and end the session. This will be the LGU that will be selected the next time the system is started.				

6.16 41~ Annual Report – page 1 (Use Case 10)

Figure 6.16. 41~ Annual Report - Contact Information Screen – page 1.

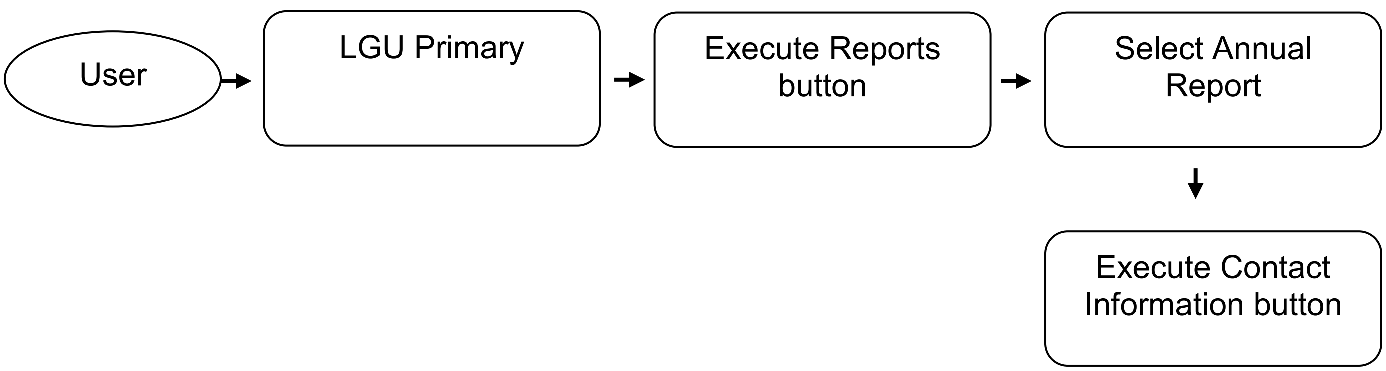


	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
Annual Rpt Pages	VE	VE	VE	VE	VE
Year	VE	VE	VE	VE	VE
LGU_ID	VD	VD	VD	VD	VD
Last Save Date	VD	VD	VD	VD	VD
Date Submitted	VD	VD	VD	VD	VD
Primary Contact btn					
Authorized btn					
Reports	VE	VE	VE	VE	VE
Addresses	VE	VD	VE	VD	VD

Loan Info	VE	VD	VE	VD	VD
LGU Info	VE	VE	VE	VE	VE
Lenders	VE	VE	VE	VE	VE
Back	VE	VE	VE	VE	VE
Verification of Acct Balance	ID	ID	ID	ID	ID
Help	VE	VE	VE	VE	VE
Logout	VE	VE	VE	VE	VE
Add New	VE	VD	VE	VD	VD
Edit/Save	VE	VD	VE	VD	VD
Cancel Delete	VE	VD	VE	VD	VD
Next	VE	VE	VE	VE	VE
Previous	VD	VD	VD	VD	VD

A. User: LGU

B. Navigational Flow to Annual Report – Contact Information Interface



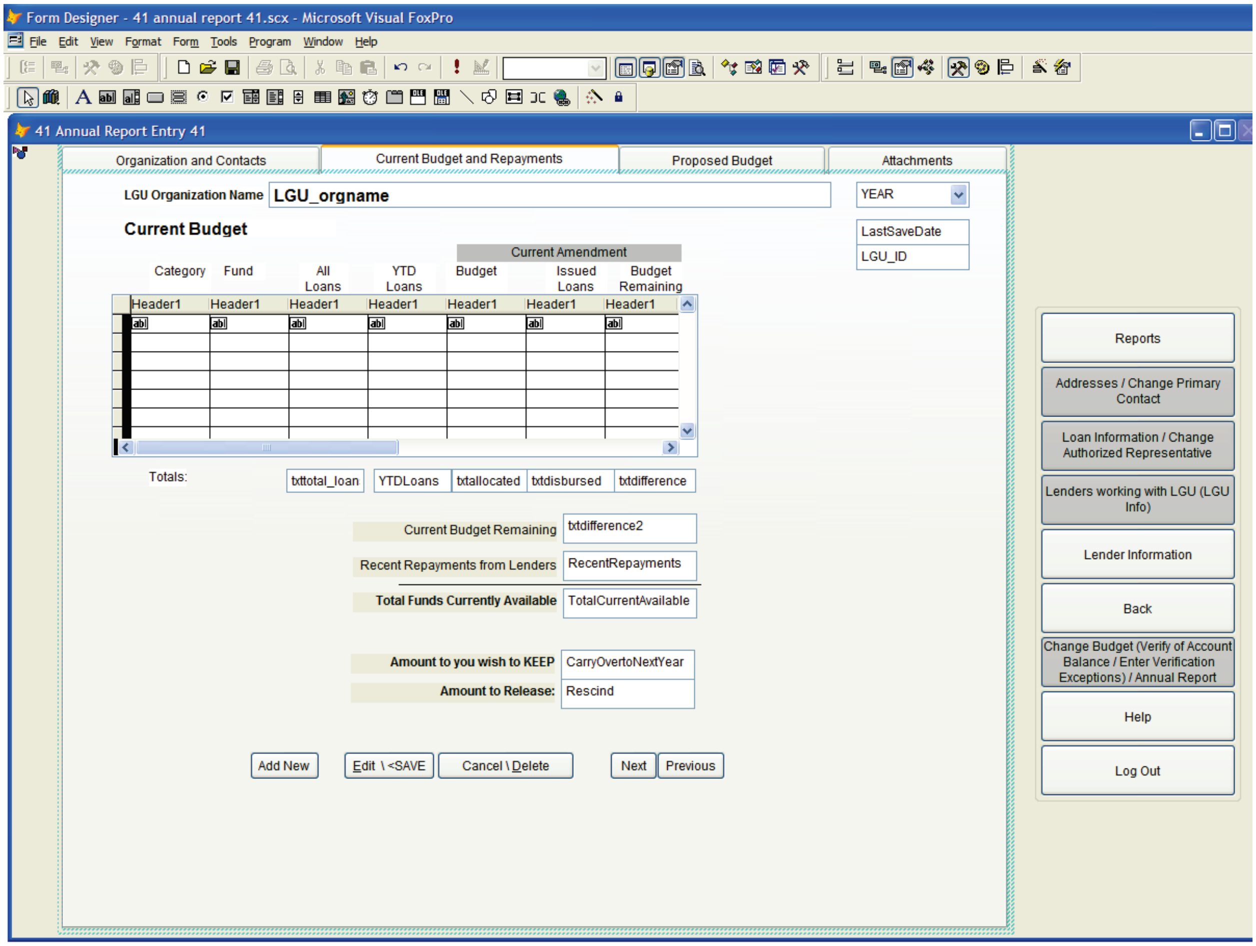
C. Functional Requirements for Annual Report – Contact Information

FR 16.1	LGU	a. User shall navigate to page 1 of the Annual Report Interface 41~ when executing the Annual Report button on the Budget interface 02~.				
FR 16.2		a. Year: This is a dropdown of all reports for the currently selected lgu. User may select a year to display past reported information or select report to edit. Upon opening the report the selected year is the most recent for the currently selected LGU.				
FR 16.3		a. LGU_ID, LastSavedDate, Date_submitted: b. These fields display the respective values in the annual_rpt_data file. c. These fields are not editable by the user.				
FR 16.4	LGU	a. The system will populate the current address information for the Authorized Representative and Primary Contact for the select report year. b. These addresses are not editable on this interface. They are duplicate of address interface 29~. 1. User must execute Change Primary Contact button or Change Authorized Representative button which will navigate the user to Address Interface 29 to allow editing of the Address information and documentation of any changes as needed.				
FR 16.5		a. Add New: Execution of this button will determine if a record currently exists for the current LGU and reporting year. 1. An annual report cannot be created more than one year in advance. 2. If a record does not exist, the system will create a new record in the Annual_rpt_data file, assign the current LGU_ID, report year, and current date as LastSaveDate, 0.00 in CarryOvertoNextYear, PendingProjects, and NewRequest, current date as CarryOverDate, and blank in all text questions and date_submitted. 3. If a record does exist, the message box interface will be execute: a. Message: A report for LGUNAME for CURRENTYEAR already exists. b. Correction: The previously created record will be opened. c. Buttons: OK				
FR 16.6	LGU	a. Edit/Save: This button will navigate the user to interface 29~ for editing all address of all employees of the selected LGU. This button on this page the same as the Address button on the side navigation bar.				
FR 16.7		a. Delete: Execution of this button will call for the Delete Confirmation interface 33~. b. Message: “You will delete the #### Annual Report for XXX and will				

		include all page of this report.” 1. If Delete Record is returned, the current record from the Annual_rpt_data file is deleted. 2. If Keep Record is returned, the current record is retained.				
FR 16.8		a. Next: Execution of this button will navigate the user to Annual Report Page 2 interface.				
FR 16.9		a. Previous: This is disabled.				
FR 16.10		a. Primary Contact: Changing the primary contact requires additional steps. Execution of this button will initiate the procedures describe in 1.1 **Error! Not a valid result for table.**				
FR 16.11		a. Authorized Re;: Changing the authorized rep requires additional steps. Execution of this button will initiate the procedures describe in 6.8 12~ Entering Changes to Authorized Representative – 12~				

6.17 41 page 2 Annual Report Current Budget – page-2 (Use Case 11)

Figure 6.17. 41 Annual Report Interface - page 2 Current Budget.



	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
Annual Rpt Pages	VE	VE	VE	VE	VE
Year	VE	VE	VE	VE	VE
LGU_ID	VD	VD	VD	VD	VD
Last Save Date	VD	VD	VD	VD	VD
Date Submitted	VD	VD	VD	VD	VD
Reports	VE	VE	VE	VE	VE
Address	VE	VD	VE	VD	VD
Loan Information	VE	VD	VE	VD	VD

LGU Info	VE	VE	VE	VE	VE
Lenders	VE	VE	VE	VE	VE
Back	VE	VE	VE	VE	VE
Verification of Acct Balance	ID	ID	ID	ID	ID
Help	VE	VE	VE	VE	VE
Logout	VE	VE	VE	VE	VE
Add New	VE	VD	VE	VD	VD
Edit/Save	VE	VD	VE	VD	VD
Cancel Delete	VE	VD	VE	VD	VD
Next	VE	VE	VE	VE	VE
Previous	VD	VD	VD	VD	VD
Current Budget Remaining	VD	VD	VD	VD	VD
Recent Repayments	VD	VD	VD	VD	VD
Total Available	VD	VD	VD	VD	VD
Carryover to next year	VE	VD	VE	VD	VD
Carryover date	VD	VD	VD	VD	VD
Rescinded amount	VD	VD	VD	VD	VD

A. User: LGU

B. Navigational Flow to Annual Report – Annual Report – Initial Budget Information

User → LGU Primary → Execute Reports button → Select Annual Report → Execute Initial Budget button

C. Functional Requirements for Annual Report – Initial Budget Information

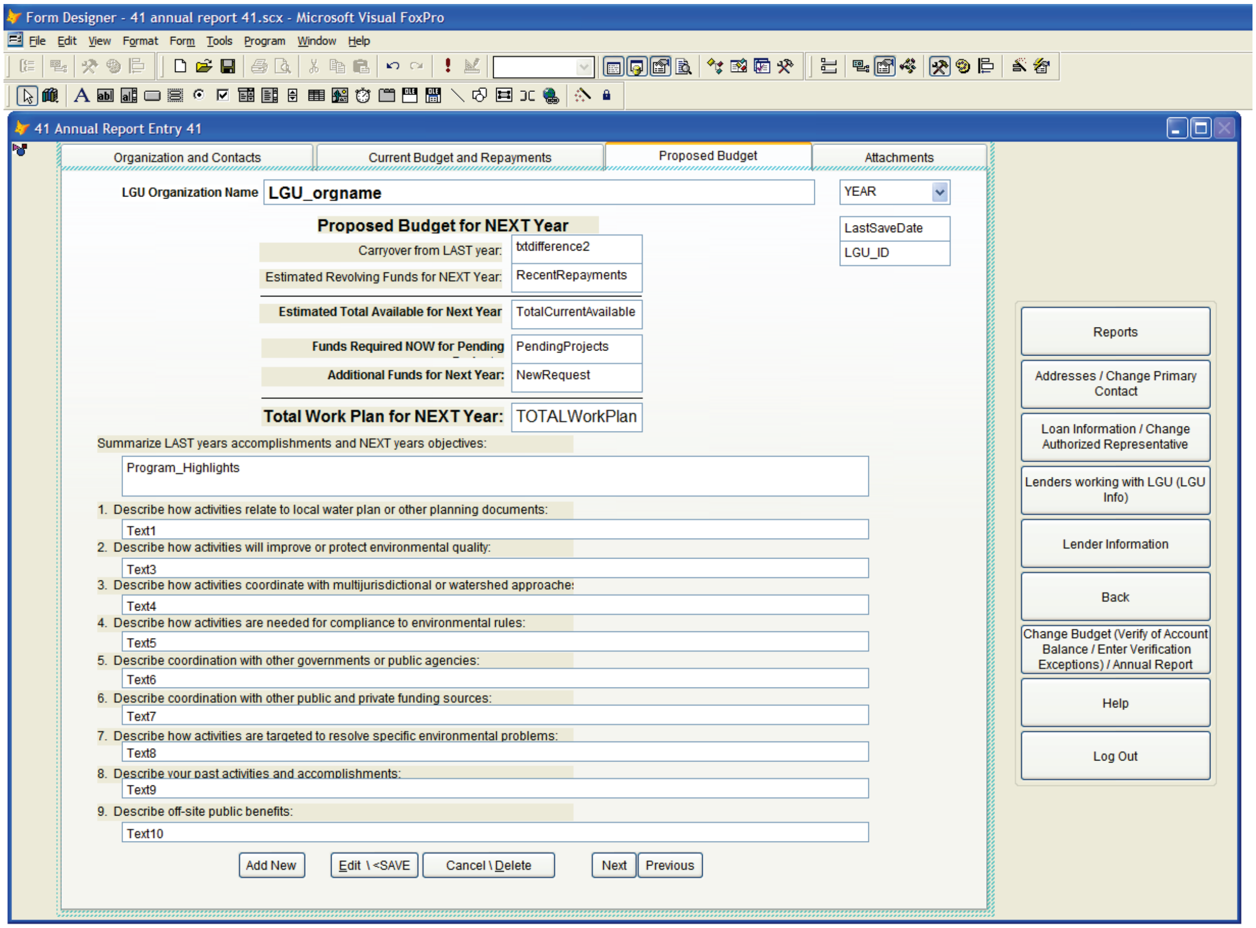
FR 17.1	LGU	a. Execution of Next button on Organization and Contacts page 1 interface shall trigger the system, to navigate the user to the Current Budget page 2 interface.				
FR 17.2	LGU	a. System shall pre-populate this interface with the current budget information, for the particular LGU. b. Budget information will be the same as displayed on interface 01~.				
FR 17.3		a. Year: the user may select the year of other submitted reports. The pages shall update to show the data from the selected year.				
FR 17.4		a. Edit: When the Edit button is executed on this page, the Current budget remaining, recent repayments, carryoverdate, amount to rescinded are updated to calculated default values.				
FR 17.5		a. The only editable field is CarryOvertoNextYear.				
FR 17.6	LGU	a. Current Budget Remaining: this is copied from the Current Budget table Budget Remaining column. b. This value is updated whenever the page is edited and while the annual report has not been finalized. c. This field is not editable.				
FR 17.7	LGU	a. Recent Repayments: b. The system shall calculate the repayments that are earmarked for select LGU but have not been included in the current budget. c. This value is updated whenever the page is edited and while the annual report has not been finalized. d. This field shall not be editable by the User.				
FR 17.8	LGU	a. Total Amount Available (Current Budget Remaining + Recent Repayments): b. System shall calculate this sum. This value is updated whenever the page is edited and while the annual report has not been finalized. c. This field shall not be editable by the User.				

FR 17.9	LGU	a. Amount you wish to KEEP: The LGU may enter any amount up to the Total Amount Available. The default amount when the record is first created is 0.00. b. The system must validate user input to verify that it is <= Total Amount Available.. c. If amount CarryOvertoNextYear is >Total Amount Available, the Message Box interface 34 is called. 1. Message: You cannot carry over to next year more funds than you have available. 2. Correction: Please reduce the amount carried over to less than or equal to $###.##. 3. Buttons: Enter $###.##, Enter another value d. If Enter $###.## is turned, $###.## is entered in CarryOvertoNext Year and focus is placed on Save button. e. If Enter another value is returned, the amount in CarryOvertoNextYear is deleted and focus is placed on CarryOvertoNextYear for reentry.				
FR 17.10		a. CarryOverDate: This is the current date when the EDIT button for this page is executed. b. This value is updated whenever the page is edited and while the annual report has not been finalized. c. This field is not editable by the user.				
FR 17.11	LGU	a. Amount to Release: this amount is the money that the LGU, intends to give up for the next year. b. This is a calculated value: Total Amount Available – CarryOv ertoNextYear c. This field shall not be editable by the User.				
FR 17.12		a. Save: When user executes the save button, the system must validate the CarryOvertoNextYear <= Total Amount Available.. b. If amount CarryOvertoNextYear is >Total Amount Available, the Message Box interface 34 is called. 1. Message: You cannot carry over to next year more funds than you have available. 2. Correction: Please reduce the amount carried over to less than or equal to $###.##. 3. Buttons: Enter $###.##, Enter another value c. If Enter $###.## is returned, $###.## is entered in CarryOvertoNext Year and focus is placed on Save button. d. If Enter another value is returned, the amount in CarryOvertoNextYear is deleted and focus is placed on CarryOvertoNextYear for reentry.				
FR 17.13	LGU	a. The ‘Next’ button shall not be visible and enabled until the user has executed the ‘Save’ tab. It shall be visible and enabled post execution of the ‘Save’ button.				

FR 17.14		a. Delete: Execution of this button will call for the Delete Confirmation interface 33~. b. Message: "You will delete the #### Annual Report for XXX and will include all page of this report." 1. If Delete Record is returned, the current record from the Annual_rpt_data file is deleted. c. If Keep Record is returned, the current record is retained.				
FR 17.15		a. Cancel: Execution of this button will revert the annual_rpt_data file to the status prior to the EDIT status.				

6.18 41~ page 3 Annual Report Proposed Budget for NEXT year - Page (Use Case 12) 41

Figure 6.18. Annual Report Interface - 4: Final Budget.

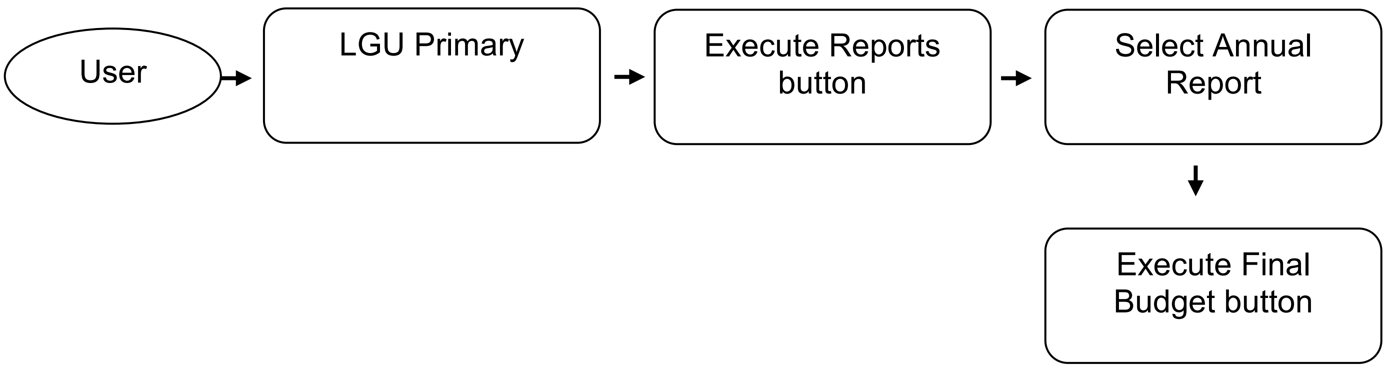


	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
Carryover	VD	VD	VD	VD	VD
Estimated Repayments	VD	VD	VD	VD	VD
Total Available	VD	VD	VD	VD	VD
Pending	VE	VD	VE	VD	VD
New Request	VE	VD	VE	VD	VD
Work Plan total	VD	VD	VD	VD	VD
Program Highlights	VE	VD	VE	VD	VD
Application Text Questions	VE	VD	VE	VD	VD
Add New	VD	VD	VD	VD	VD

Edit/Save	VE	VD	VE	VD	VD
Cancel Delete	VE	VD	VE	VD	VD
Next	VE	VE	VE	VE	VE
Previous	VE	VE	VE	VE	VE

A. User: LGU

B. Navigational Flow to Annual Report – Final Budget Interface



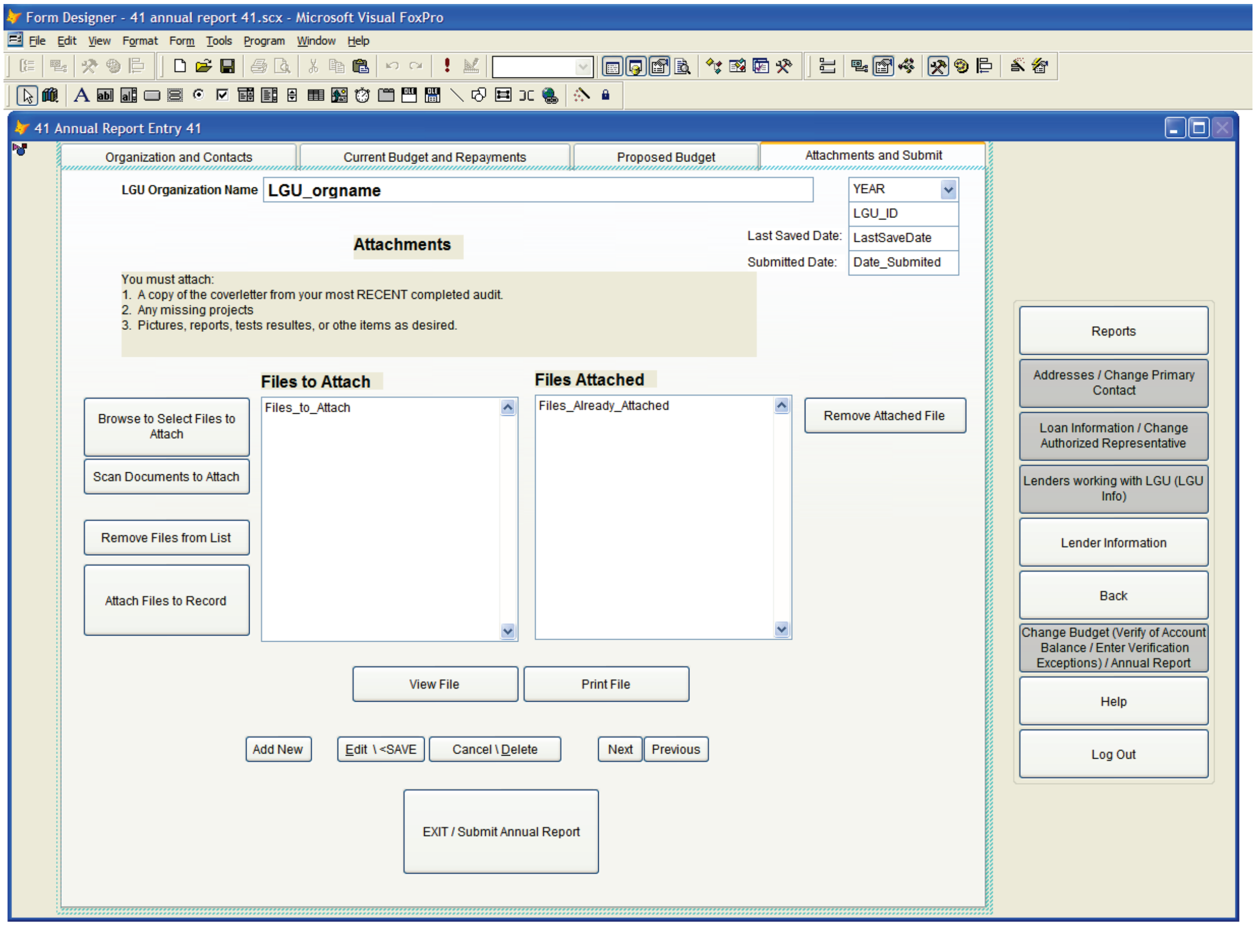
C. Functional Requirements for Annual Report – Proposed Budget Information

FR 18.1	LGU	a. Execution of 'Next' button on the 'Initial Budget' interface shall navigate the user to this: 'Final Budget' interface.				
FR 18.2		a. This interface shall have the following fields: 1. Carryover from LAST year. 2. Estimated Revolving Funds for Next Year 3. Estimated Total Available (Carryover + Revolving) 4. Pending Projects 5. Additional Funds 6. Total Work Plan (Total Available +Pending Projects +Additional funds)				
FR 18.3	LGU	a. Carryover from LAST year: b. This field shall display the same amount, entered by the LGU on the Current Budget page (previous to this). c. System shall update the amount on this interface, whenever the user has saved it on the previous page. d. This is not editable on this page.				
FR 18.4	LGU	a. Estimated Repayments for NEXT year: b. This is a calculated value summing all estimated borrower's repayment amount for the selected LGU for the next reporting period. This includes funds in local and state held revolving accounts. c. This is not an editable field.				
FR 18.5	LGU	a. Estimated Total Available for NEXT year: b. Shall be a sum total of the Carry Over Amount from last year plus estimated repayments for the NEXT year plus unused cash on hand in locally held revolving accounts. c. This is a calculated field and is not editable.				
FR 18.6	LGU	a. Funds required NOW for Pending Projects ($): b. The amount in this field is the amount for projects that are ready to proceed immediately but the LGU does not have sufficient funds. c. This shall be a user input field. d. This shall be an editable field.				
FR 18.7	LGU	a. Additional Funds Requested: b. User shall be able to enter an amount within the maximum application amounts listed in the limits file. c. System shall have following checks for the amount entered by the user and shall enable or disable other page fields: 1. If the amount enter<= Non-competitive limit (from				

		Limitations file – currently $100,000) a. Enable Program_Hightlights text box and disable Competitive Question text boxes. 2. If the amount/organizations>non-competitive limit ($100,000) and <= Competitive limit (currently $300,000) a. Disable Program_Hightlights text box and enable Competitive Question text boxes. 3. If amount/counties in organization>Competitive limit, the Message Box interface 34 is opened: a. Message: You cannot exceed $#### in your application. b. Correction: Please reduce the amount of your request to LIMIT or less. c. Buttons: Reduce request to $###.##, Reenter request d. If Reduce request to $###.## is received the value in Additional funds for next year is changed to MAXLimit and focus is set on text1 question. e. If Reenter request is returned, the amount in New Request is changed to $0.00 and the focus is set on NewRequest.				
FR 18.8	LGU	a. Case-1 b. Text box shall have a word limit of 500 words. The box shall be Dynamic & scrollable c. This text box shall be Mandatory (*) if Case-1 is true.				
FR 18.9	LGU	a. Case-2 b. Each text box shall have a word limit of 500 words. The box shall be Dynamic & scrollable. c. Following is a list of all 9 questions, which shall be enabled when Case-1 is true and shall be disabled at all other times: 1. Whether the Proposed Activities are identified in a Comprehensive Water Management Plan or other appropriate Local Planning documents as priorities: 2. The potential that the Proposed activities have for Improving or Protecting Environmental Qualities: 3. The extent that the proposed activities support area wide or multijurisdictional approaches to protecting Environmental Quality based on defined Watershed or similar geographic areas. 4. Whether the activities are needed for Compliance with the existing Environmental Laws and Rules: 5. Whether the proposed activities demonstrate participation, coordination, and cooperation between Local Government Units and other Public agencies: 6. Whether there is coordination with the other Public and Private Funding Source and Programs: 7. Whether the applicant has targeted specific Best Management Practices to resolve specific Environmental problems:				

		8. Past Performance of the Applicant in completing projects identified in prior application and Allocation agreements: 9. Whether there are off-site public benefits. d. Each text box shall be Mandatory (*) if Case-2 is true				
FR 18.10	LGU	a. Total Work Plan: b. Shall be a summed total of the Total Available Funds + Additional Funds Requested. c. This field is not editable				
FR 18.11		a. Add New: disabled on this page.				
FR 18.12	LGU	a. Save: b. Execution of this button shall allow the user to save all the data that the user has entered on this interface. (Including all the answers if any).				
FR 18.13	LGU	a. Next: b. This button shall be disabled, until the user has saved required information in mandatory fields and executed the 'Save' button. c. When Case-1 or Case-2 is true, the next tab shall be enable and executable based on the condition that all the mandatory questions have some data entered into the field. d. The user shall be able to save the information and log-out at any time he/she wants, but for the user to navigate to the next interface, all the mandatory questions shall be answered.				
FR 18.14		a. Delete: Execution of this button will call for the Delete Confirmation interface 33~. b. Message: "You will delete the #### Annual Report for XXX and will include all page of this report." 1. If Delete Record is returned, the current record from the Annual_rpt_data file is deleted. c. If Keep Record is returned, the current record is retained.				
FR 18.15	LGU	a. Cancel: b. Execution of this button, shall trigger the system to revert the annual_rpt_data to the status prior to edit on this page. Cancel will not affect data entered on other pages.				

6.19 41~ page 4 Annual Report – Attachments 41



	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
Browse to Select File	VE	VD	VD	VD	VD
Scan Documents	VE	VD	VD	VD	VD
Remove Listed Files	VE	VD	VD	VD	VD
Attach Files	VE	VD	VD	VD	VD
Remove Attached Files	VE	VD	VD	VD	VD
View File	VE	VE	VE	VE	VE
Print File	VE	VE	VE	VE	VE
Exit/Submit	VE	VD	VE	VD	VD
Add New	VD	VD	VD	VD	VD
Edit/Save	VE	VD	VE	VD	VD

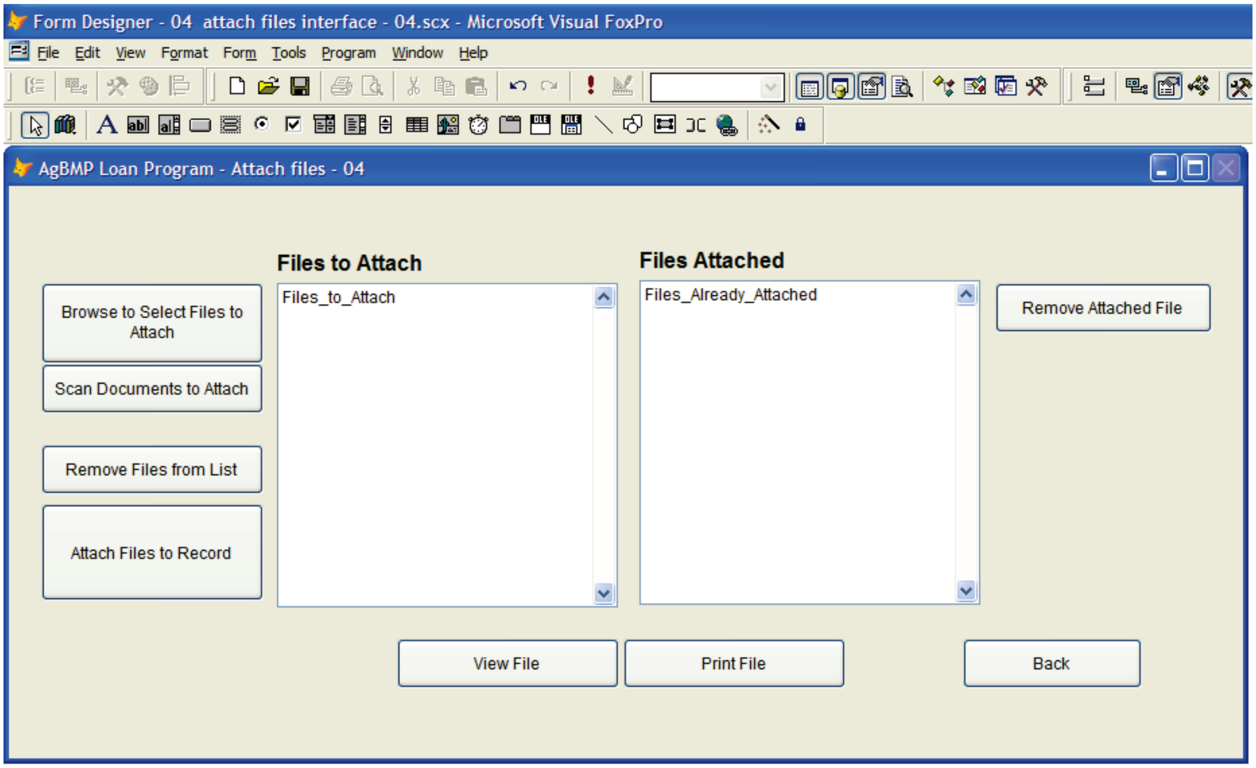
Cancel Delete	VE	VD	VE	VD	VD
Next	VE	VE	VE	VE	VE
Previous	VE	VE	VE	VE	VE

A. Functional Requirements for Annual Report – Attachments Interface

FR 19.1	LGU	a. Execution of 'Next' button on the Proposed Budget page shall navigate the user to the 'Attachment' page 4.				
FR 19.2		a. Edit/Save b. User must execute Edit button to enable the Attachment Process. c. Once complete the user must execute the SAVE button to commit attached files to record.				
FR 19.3		a. Cancel: b. In Edit mode, any changes to attached files will revert to status before the execution of the Edit button.				
FR 19.4		a. Delete: Execution of this button will call for the Delete Confirmation interface 33~. b. Message: "You will delete the #### Annual Report for XXX and will include all page of this report." 1. If Delete Record is returned, the current record from the Annual_rpt_data file is deleted. c. If Keep Record is returned, the current record is retained.				
FR 19.5	LGU	a. This page will function the same as 04~ Generic Attachment Interface. User shall be able to attach documents on this interface, from their local hard drive, network, or scanner device.				
FR 19.6	LGU	a. Back: The Back button shall Navigate the user to the Proposed Budget page.				
FR 19.7	LGU	a. Next: shall be disable on this page.				
FR 19.8		a. Add New is disabled on this page.				
FR 19.9		a. Submit Annual Report: b. Execution of this button will save all pending changes to the annual_rpt_data file, place the current date in the Date_submitted field.				

6.20 04~ Generic Attachment interface (Use Case 13) - 04

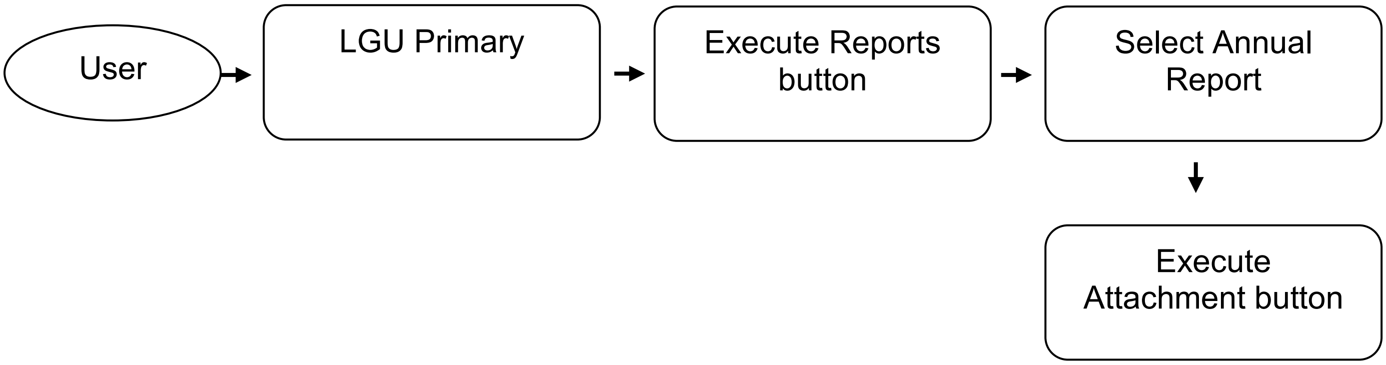
Figure 6.19. ~04 Annual Report Interface - 4: Attachments. – AgBMP Loan Program – Attach Files - 04



	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
Browse to Select File	VE	VD	VE	VE	VD
Scan Documents	VE	VD	VE	VE	VD
Remove Listed Files	VE	VD	VE	VE	VD
Attach Files	VE	VD	VE	VE	VD
Remove Attached Files	VE	VD	VE	VE	VD
View File	VE	VE	VE	VE	VE
Print File	VE	VE	VE	VE	VE
Exit	VE	VE	VE	VE	VE

A. User: LGU

B. Navigational Flow to Annual Report – Attachments Interface

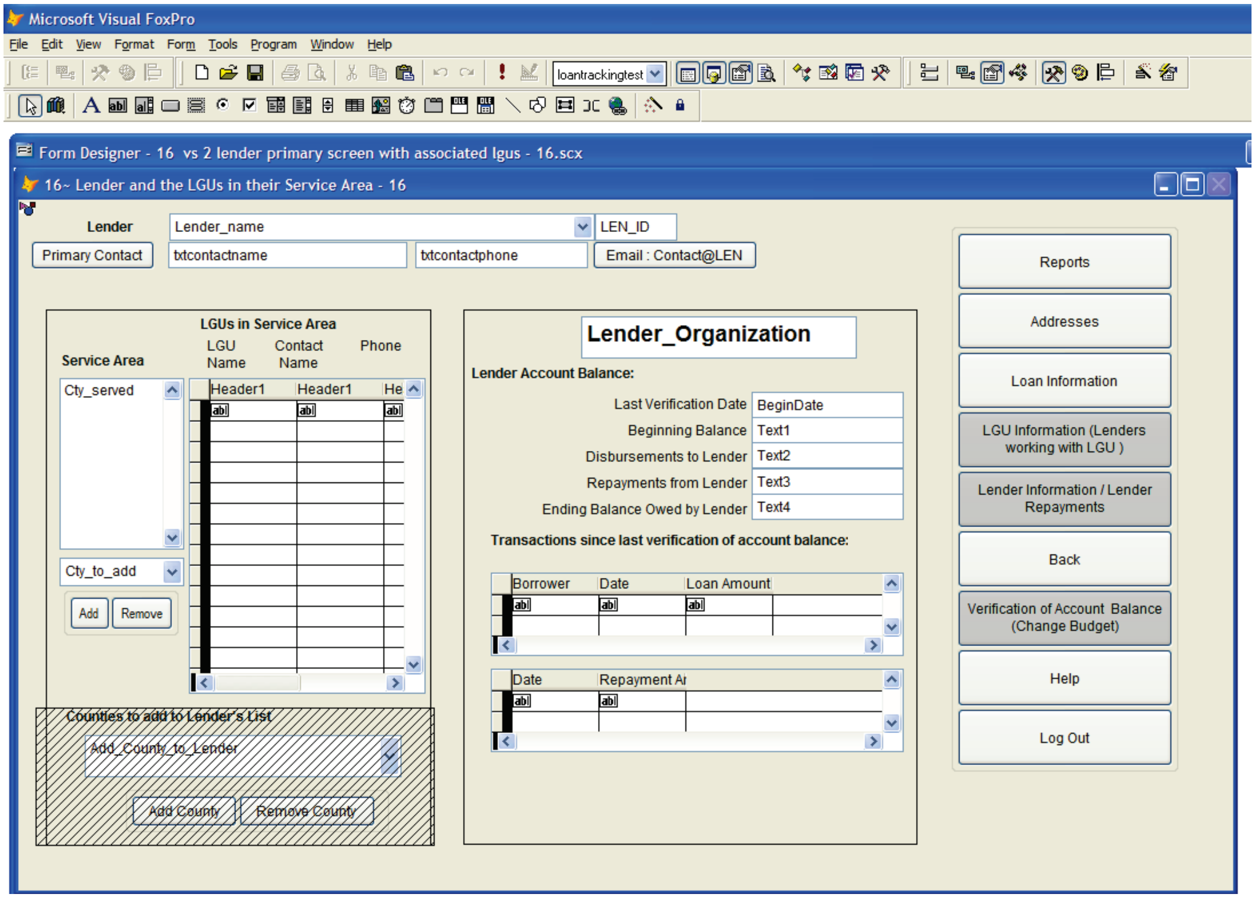


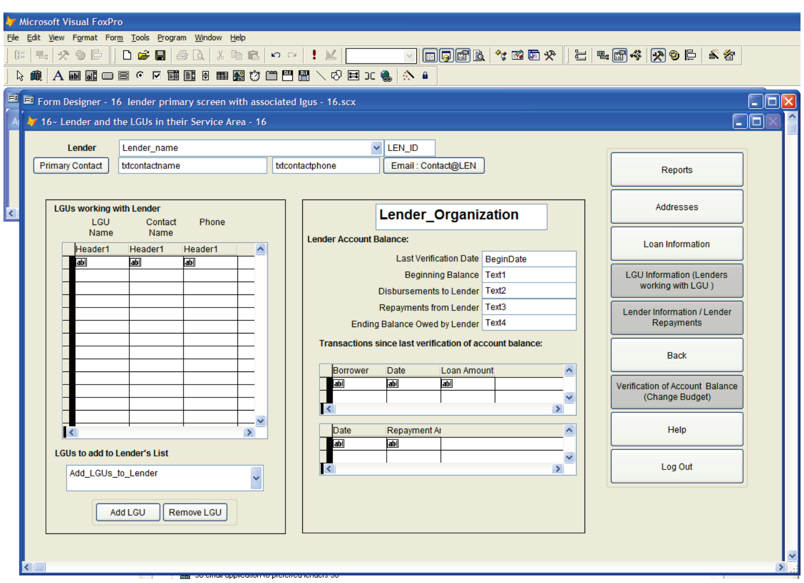
FR 20.1	LGU	a. Use can call this procedure to scan or attach files to a record.				
FR 20.2	LGU	a. User shall be able to attach documents on this interface, from their Local Hard drive on their local work station.				
FR 20.3	LGU	a. Browse: b. Execution of this button on this interface shall navigate the user to the Hard Drive for the local workstation of the User and open a default system select file dialog. c. User shall be able to select any file to attach. These files might include the findings of the most recent audit, a list of pending projects, pictures of past projects, or excel tables to support total budget. The specific required files may change year to year and our outside scope of system. Attached files may be of any type. d. User shall be able to add the selected files to the Files_to_attach list by executing the default system 'Open/Select' button. e. After selection of the file, the pathname to the file shall be visible in the Files_to_attach list.				
FR 20.4		a. Scan Documents: If the user's system has peripheral equipment to scan documents enabled, this button shall be enabled. b. Execution of Scan documents will navigate the user to the user's default scanning software to allow the user to scan documents (outside scope of program). c. Upon returning to system, the user may BROWSE and attach scanned documents.				
FR 20.5	LGU	a. Attach Files to Record: b. The system shall store the local location of the files select for Attachment, but the files are not transferred to the AgBMP server until the Attach Files to Record button is execution. c. Execution of this button will use the local system call to access the internet and upload the files listed in Files to Attach. d. After transfer of these files, the file and locations will be stored in the current selected record in the target file.				
FR 20.6	LGU	a. Remove Files from List: b. The user can select multiple files from the list of pending attachments. (Not yet upload to AgBMP server). c. Upon execution of this button, the system shall remove the file from the list of files to be attached and they will not be uploaded when the Attach Files to Record is executed..				
FR 20.7		a. Remove Attached File: b. The user can select multiple files from the list of attachments. (On AgBMP server). c. Upon execution of this button, the system shall open the Message Box interface 34: 1. Message: You have requested that the following files be				

		removed from the current record: 1. XXX, 2. Xxx, 3xxx. 2. Correction: Do you wish to: Just remove the attached file from the record but keep the file, Remove the attached files and delete them permanently, Cancel this procedure? 3. Buttons: Remove & Delete, Remove Only, Cancel d. If Remove & Delete is returned, the attachment link is removed and the files are deleted from system. The list of Files Attached is changed. e. If Remove Only is returned, the attachment link is remove. The list of Files Attached is changed. f. If Cancel is returned, the procedure is canceled, there is not change to the attachments or the lists of pending attachments or current attachments. The user is returned to the Generic Attachment interface.				
FR 20.8	LGU	a. View File: b. The user may select any one file from either the Files to Attach or Files Already Attached lists. c. Execution of this button shall trigger the system to open and display the selected files using the default associated program for the selected file.				
FR 20.9		a. Print File: b. The user may select any one file from either the Files to Attach or Files Already Attached lists. c. Execution of this button shall trigger the local system's default quick print dialog to open and print the selected files using the default associated program for the selected file.				
FR 20.10	LGU	a. Back: The Back button shall Navigate the user to the calling interface				

6.21 16~ Lender Primary Interface (Use Case 25) 16

Figure 6.20. 16~ Lender Primary Interface 16

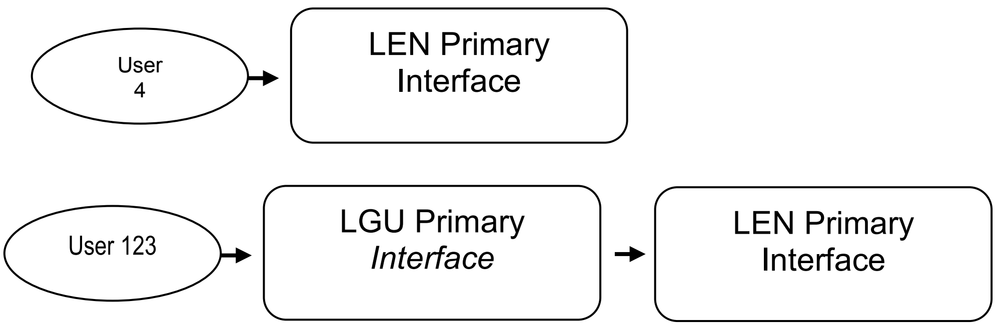




	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
Lender_name	VE	VE	VE	VE	VE
Primary Contact	VE	VE	VE	VE	VE
Email contact	VE	VE	VE	VE	VE
LGUs work with Lender Group	VE	VE	VE	VE	VE
Add LGU to Lender	VE	vD	vD	VE	ID
Add LGU	VE	VD	VD	VE	ID
Remove LGU	VE	VD	VD	VE	VD
Lender Account Balance group	VD	VD	VD	VD	VD
Reports	VE	VE	VE	VE	VE
Address	VE	VE	VE	VE	VE
Loans	VE	VE	VE	VE	VE
LGU Info	VE	VE	VE	VE	VE
Lenders Info/Repayments	VE	ID	ID	VE	ID
Back	VE	VE	VE	VE	VE
Logout	VE	VE	VE	VE	VE
Verification of Acct Balance	VE	ID	ID	VE	ID
Help	VE	VE	VE	VE	VE

A. Users: MDA Internal Users

B. Navigational Flow to Lender Interface



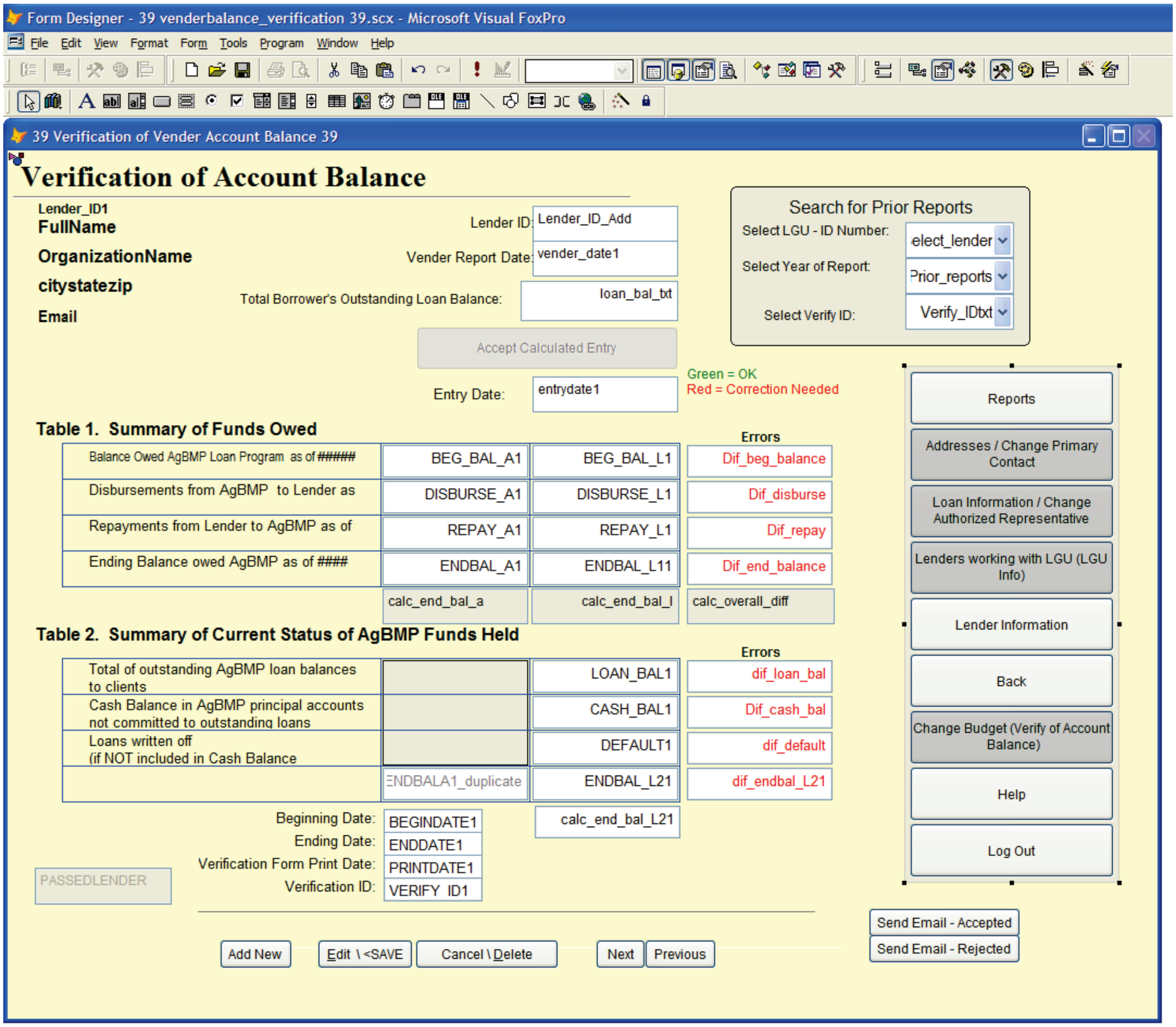
C. Functional Requirements for Lender Primary Interface 16

FR 21.1	LGU	a. Receivable-LEN shall log onto the system and navigate to this Lender interface 16~ as default. b. When the Receivable-LEN successfully logs in, the interface 16~ is prepopulated with default LEN in ***edit_staff.org***_id c. When the Lenders Button is executed on any other interface, the user navigates to interface 16~. The interface is populated with data associated with passed LEN_ID from the prior interface or the first lender in alphabetic order.				
FR 21.2	LGU	a. Lender dropdown : This field displays the name of the selected lender from the LENUnit file.. b. The user may select only one Lender from the list. c. The system shall update interface based on selected Lender.				
FR 21.3		a. Service Area Group. This group relates the lender with the counties that they provide service in. Counties are the geographic areas while LGUs are a governmental area and the boundaries may not be the same. Lenders may have branches and markets that cover multiple counties that may not be the same as LGU governmental areas. 1. Area_Served: This is a list of all counties that the selected lender provides service in. The service area of a lender may not match the area served by the entire organization. Counties are the smallest geographic area assigned. 2. User may select one or more Area_served from list. When at least one is selected, the REMOVE button is enabled. 3. Execution of Remove button will delete record for the selected lender and selected county address_area_served file. 4. Counties_to_Add lists all counties currently associated with the selected lender. 5. User may select one or more counties from				

		Counties_to_add. When selected, the ADD button is enabled. b. Execution of the ADD button will create a record for each selected county in the address_area_served file for the selected lender.				
FR 21.4	LGU	a. Counties working with Lender grid: The grid displays the all LGUs working in those counties that the Lender has selected as their active working area. The same county may be entered multiple times if multiple LGUs service the same county. If new LGUs are created that service a county, those new lenders are automatically selected. All LGUs and their counties in counties selected by lender as shown in LENCounty. b. The grid is not editable. c. Multiple records may be selected on grid. When at least on record is selected, the Remove County button is enabled. d. The grid displays the County Name, LGU Name, contact, phone, and LGU_id.				
FR 21.5	LGU	a. Primary Contact button Shall navigate the user to the address interface 29~ with the current Lender primary contact selected. b. If the user is the primary contact for the Lender, the change primary contact button on interface 29~ shall be enabled.				
FR 21.6		a. Email Contact button shall create a blank email to the Lender's primary contact using the users default email system with AgBMP in the subject line.				
FR 21.7		a. Lender Account Balance group: This group shall display the current summary information of the lender selected in the Lenders working with LGU grid.				
FR 21.8		a. Reports button shall navigate the user to the Report interface 30~ and display reports related to Lender and LGU activities. b. Passed: LGU_ID, LEN_ID, screen ID				
FR 21.9	LGU	a. Address button: Execution of this button shall allow the user to navigate to the Address the for the Lender or the selected LGU in the LGUs working with Lender gridt. 1. When NO LGU is selected in the LGU working with Lender grid, the Address interface is prepopulated with the Lender's Primary Contact selected. a. Passed: LEN_ID, screen ID 2. If more than one or more LGU is selected in the LGU's working with lender grid, the first LGUr alphabetically is selected and the primary contact is the selected Address.. a. Passed: LGU_ID, screen ID b. All the Address Information group fields on the Address Interface shall be pre-populated with the contact information of the selected organization's Primary Contact and all of the organization's Employee will be displayed in the Address grid.				

FR 21.10	LGU	a. Loan Information button: Execution of this button shall guide the user to the Loans List Table interface 11~. b. User shall be able to see the records of all the Loans of the current Lender. If LGUS are selected in the LGU working with Lender grid, then the list if filtered to include only the LGUs selected. c. Passed: LGU_ID,LEN_ID, screen_id				
FR 21.11	LGU	a. LGU Information button: b. On this interface, the caption for this button is LGU information. c. Execution of this button shall navigate the user to the LGU primary interface 01~ with the interface prepopulated with the select LGU from the Counties working with lender grid. If no LGU is selected or multiple LGUs are selected, the first LGU in the selection is used as LGU to prepopulate interface. (There may be more than one LGU serving a single county.) d. Passed: LGU_ID, LEN_ID,screen_id				
FR 21.12		a. Lender Information button: on this interface this button is invisible. b. Passed:				
FR 21.13	LGU	a. Back button: Execution of this tab shall allow the user to navigate back one interface. b. Passed: LGU_ID, screen_id, LEN_ID				
FR 21.14		a. Verification of Account Balance: This button will navigate the user to the Verification of Account Balance Interface 33~. b. Passed: LEN_ID, screen_id				
FR 21.15		a. Help button shall navigate the user to the help interface with information about this current screen fields.				
FR 21.16		a. Log-out: 1. The MDA/User shall be able to Log-out of the program, by executing this tab on its primary interface. 2. Execution of Log-out tab shall trigger the system to remove the User's log-in credentials from the temporary memory. When logged out, the user will have to type in log-in credentials again; before reentering the program. 3. The current LGU being viewed by the User's shall be stored and used as the selected LGU when the User starts a new session. b. Passed: LGU_ID, screen_id				

6.22 39~Verification of Account Balance 39 Page 1



	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
Select Lender	VE	VD	VD	VE	VD
Select Year	VE	VD	VD	VE	VD
Select Verify_ID	VE	VD	VD	VE	VD
Vender Contact Information	VD	VD	VD	VD	VD
Lender ID	VE	VD	VD	VE	ID
Lender Report Date	VE	VD	VD	VE	VD

Borrower Outstanding Balance	ID	ID	ID	ID	ID
Accept Calculated Entry	VE	VD	VD	VE	VD
Entrydate	VE	VD	VD	VD	VD
AgBMP Records Column	VD	VD	VD	VD	VD
Lender Records Column	VE	VD	VD	VE	VD
End Balance Ag	VD	VD	VD	VD	VD
Calc End Balance Ag	VD	VD	VD	VD	VD
End Balance LEN	VD	VD	VD	VD	VD
Calc End Balance LEN	VD	VD	VD	VD	VD
Loan Bal 1	VD	VD	VD	VD	VD
Cash Bal1	VD	VD	VD	VD	VD
Default1	VD	VD	VD	VD	VD
EndBal Len 21	VD	VD	VD	VD	VD
Begindate	VD	VD	VD	VD	VD
Enddate	VD	VD	VD	VD	VD
Printdate	VD	VD	VD	VD	VD
VerifyID 1	VD	VD	VD	VD	VD
Add New	ID	ID	ID	ID	ID
Edit/Save	VE	VD	VD	VE	VD
Cancel	VE	VD	VD	VE	VD
Delete	VE	VD	VD	VD	VD
Send EMAIL	VE	VD	VD	VD	VD

A. Functional Requirements for Lender Primary Interface 16

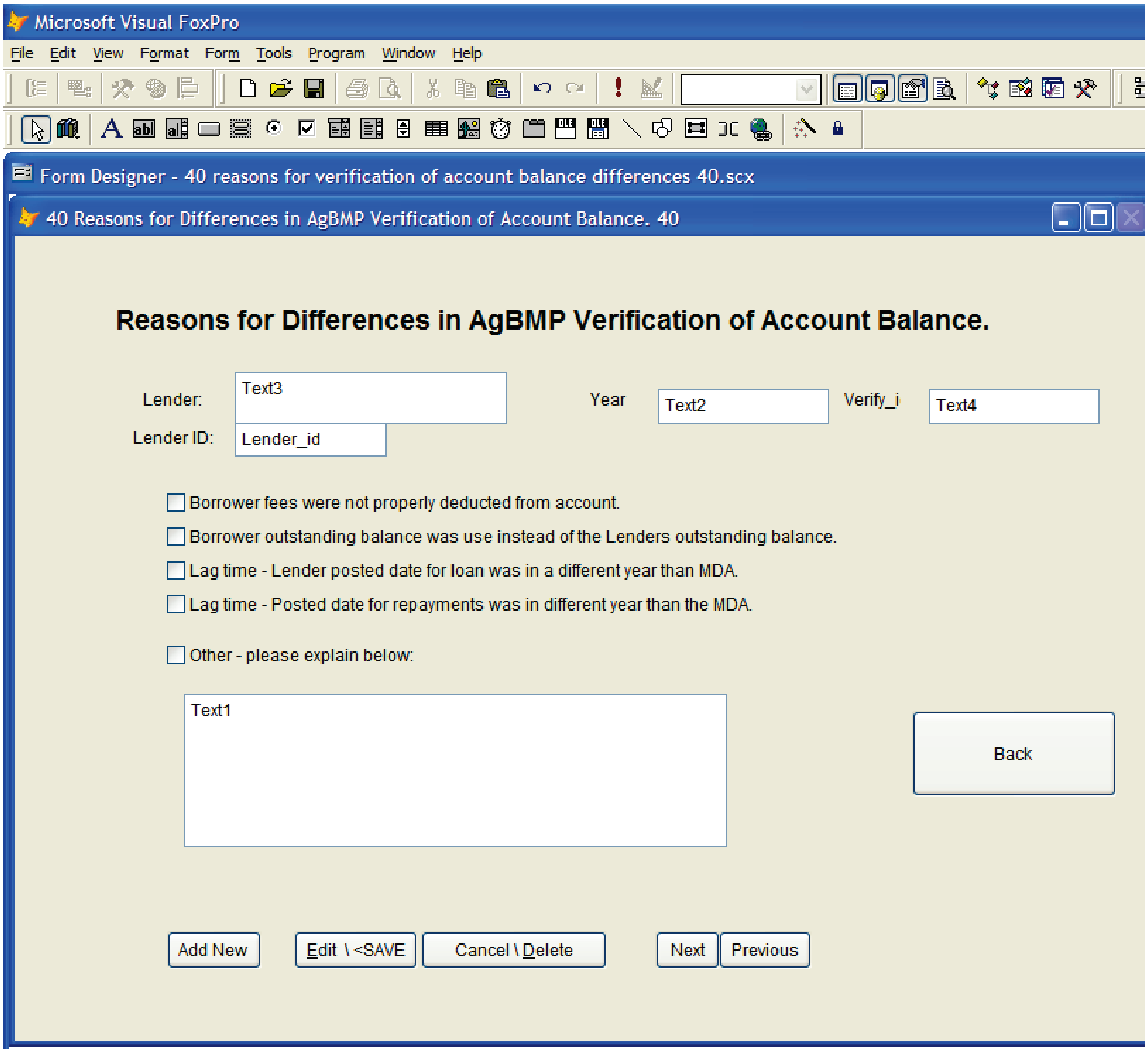
FR 22.1	Lender	a. The system shall navigate to the Verification of Account Balance from the Lender Interface 16~ after execution of the Verification of Account Balance button.				
FR 22.2	Lender	a. The user may submit the verification of account balance by: 1. The system shall be able to generate a hard copy of the report screen using the report utility 2. The user may enter values through this interface.				
FR 22.3		a. When the Verification button on interface 16~ is executed, the values for the report are calculated for the selected lender and populated on interface. b. The user may search a select other Lenders by the Search for Prior Reports group. 1. Selected_Lender is a dropdown of all participating lenders. The user may select one. When a lender is selected, the interface updates to display the most recent Verify_id for the selected lender. a. Selected Year of Report: All past and current Years that the above selected lender has been participating are listed and the user may select one. Once a year has been selected the interface is updated to display the selected Verify_id. b. When Lender and Year is used, the order of the Verify file is by Lender and Descending Year. 2. If the Verify_ID is known, the user may select the verify_id from the list of all valid verify_id. When Verify_ID is use, the order of the Verify file is by Verify_id. 3. Once a Verify_id is selected (either by the Lender/year combination or direct entry), the fields in the interface is updated.				
FR 22.4		a. Lender Information group: This is the contact information for the selected lender. It is not editable.				
FR 22.5		a. Lender ID is the number of the selected lender				
FR 22.6		a. Lender Report Date is the date the Lender completes the form. If done on paper, it is the reported date, if done online, it is the date of data entry.				
FR 22.7		a. Total Borrower's Outstanding balance: The is the amount borrowers owe the lender as reported by the lender.				
FR 22.8		a. Accept Calculated Values: Usually the transactions reported by the Lender is the same as the values calculated from the system. The user may accept all calculated values by pressing accept. b. The user may edit the calculated values as necessary.				
FR 22.9		a. Entrydate: When a new record is added, the current date defaults to the entrydate of the verification information.				

FR 22.10		a. Summary of Funds Owed group: This is a summary of all transactions for the selected period. 1. The first column describes the row including a calculation of the reporting period. 2. Column 2 is the values for the row based on AgBMP / System records. 3. Column 3 is the value for the row based on Lender records. 4. Column 4 is the calculated difference between column 2 and 3 and indicates an error by changing color (visual clue).				
FR 22.11		a. Beginning balance: This is the calculated amount owed by the lender at the beginning of the selected period, the total of all disbursement before beginning minus total of all repayments before beginning.				
FR 22.12		a. Disbursements for period: The is the sum of all disbursements issued during period.				
FR 22.13		a. Repayments for period: This is the sum of all repayments received during period.				
FR 22.14		a. Ending balance: This is the amount owed by the lender at the end of the period. AgBMP records calculate this as the Beginning balance row plus Disbursements for period row minus Repayments for Period row as entered above.				
FR 22.15		a. Calculated Ending Balance: This is a calculated value base on all disbursements issued before the end of the period minus the sum of all repayments before the end of period. This value should equal the Ending Balance calculated from the entered line values. b. If the two values do not match, the font is changed (visual clue)				
FR 22.16		a. Current Status of AgBMP Funds group: This is a summary of how funds are currently being used by lenders. The values cannot be calculated from AgBMP records				
FR 22.17		a. Outstanding Loan Balance of Borrowers: This is the amount in total that the Lender's clients owe them.				
FR 22.18		a. Cash Balance: The default value for this is calculated from the ending balance in the Summary of Funds Owed group minus the Total Outstanding Loan Balance of Borrowers.				
FR 22.19		a. Loans Written off: This is the total of all loans that have been written off by the Lender as a default but that they have not yet reimbursed the cash account. If defaulted loan funds have been reimbursed by the lender, loans written off will be 0.00.				
FR 22.20		a. Ending balance: This is the sum of the Outstanding Loan Balance plus the amount of Cash Balance plus any Loans Written off. AgBMP records copy the value from the above table.				
FR 22.21		a. Beginning Date: This is the date used for the beginning of the current reporting period.				

FR 22.22		a. Ending Date: This is the date used for the ending of the current reporting period.				
FR 22.23		a. Verification Form Print Date: This is the date in which the Verification of Account Balance form was generated.				
FR 22.24		a. Verify_ID: This is the unique ID for the Verification of Account Balance Form				
FR 22.25		a. Add New: The user may entry all values after executing Add New.				
FR 22.26		a. Edit/Save: If the user selects a report from the Prior Reports Search group, the record is open for editing or if in EDIT mode, the record is SAVED with the new values.				
FR 22.27		a. Cancel/Delete: b. In EDIT mode, Cancel will revert the record to status before the Edit button was executed and the same record is displayed in VIEW mode. c. In VIEW mode, Delete will remove the current record (Verify_ID) from the file and the next record is displayed..				
FR 22.28		a. Next / Previous: Execution of these buttons will navigate the user to the adjacent records in the file in accordance with the current order as set in the Search group.				
FR 22.29		a. Send Email Accepted / Send Email Rejected: The use may execute either button to generate a standard email using the user's default email program. The recipient will be populated with the primary contact for the current Lender. The text will indicate the verification form is complete and accepted or if deficiencies exist. It will display a summary of the verification table and allow the user to enter text as needed. b. These buttons are enabled when in VIEW mode.				
FR 22.30		a. **Reports**: Execution of this tab shall navigate the User to 'Reports' interface. (see reports requirements) with list of reports related to the verification of Account balance.				
FR 22.31	Lender	**a. Address:** b. Execution of 'Address' tab shall navigate the user to the Address interface 29~ with the current selected verify_ID's Lender's Address selected. c. System shall pre-populate all fields, on this interface with information pertaining to the particular Lender.				
FR 22.32	Lender	**a. Loans:** b. Execution of 'Loans' button on this interface, shall navigate the use to the Loan Information table filtered to the current Verify_ID's list of loans interface 11~				
FR 22.33	Lender	a. LGU Information: Execution of this button shall navigate the user to the alphabetically first LGU that works with current Verify_D's				

		Lender.				
FR 22.34	Lender	a. Lender Information: Execution of this button shall navigate the user to the Lender interface 16~ with current Verify_id's Lender selected.				
FR 22.35	Lender	a. Back: Execution of this button shall exit from this interface and return the user to the calling interface.				
FR 22.36	Lender	a. Enter Verification Exceptions shall navigate the user to interface 40~ to enter explanations for differences calculated on this interface..				
FR 22.37	Lender	a. Help: Execution of this budget shall navigate the user to a text file explaining all features of the current page.				
FR 22.38	Lender	a. Log Out: shall save the last LGU viewed and end the session.				
FR 22.39	Lender	a. Submit: Execution of this button by the Lender/User shall save the entered information and shall save the report in the database. b. Lender/User shall be allowed to execute the 'Submit' button and save the report, only when all the pertinent information has been entered by the User. c. Lender/User shall be allowed to execute the 'Submit' button and submit the 'Verification of Account Balance Report', even if the AgBMP Records and Lender Records do not match.				
FR 22.40	Lender	a. Save: Post entering/editing information on this interface, the Lender/User shall be able to save the information, by executing the 'Save' button. b. System shall recognize the Lender/User and shall retrieve pertinent information pertaining to that Lender, when the Lender/User is revisiting this interface, post execution of the 'Save' button.				
FR 22.41	Lender	a. Cancel: Lender/User shall be able to cancel or abort the changes or current session by executing the 'Cancel' button on this interface. b. Execution of Cancel button by the user shall trigger the system to delete Lender entered data from the system.				

6.23 40~ Verification of Account Balance Page 2 - 40



	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
Lender	VD	VD	VD	VD	VD
Year	VD	VD	VD	VD	VD
Verify ID	VD	VD	VD	VD	VD
Lender ID	VD	VD	VD	VD	VD
Check box options	VE	VD	VD	VE	ID
Text	VE	VD	VD	VE	VD
Add New	ID	ID	ID	ID	ID
Edit/Save	VE	VD	VD	VE	VD

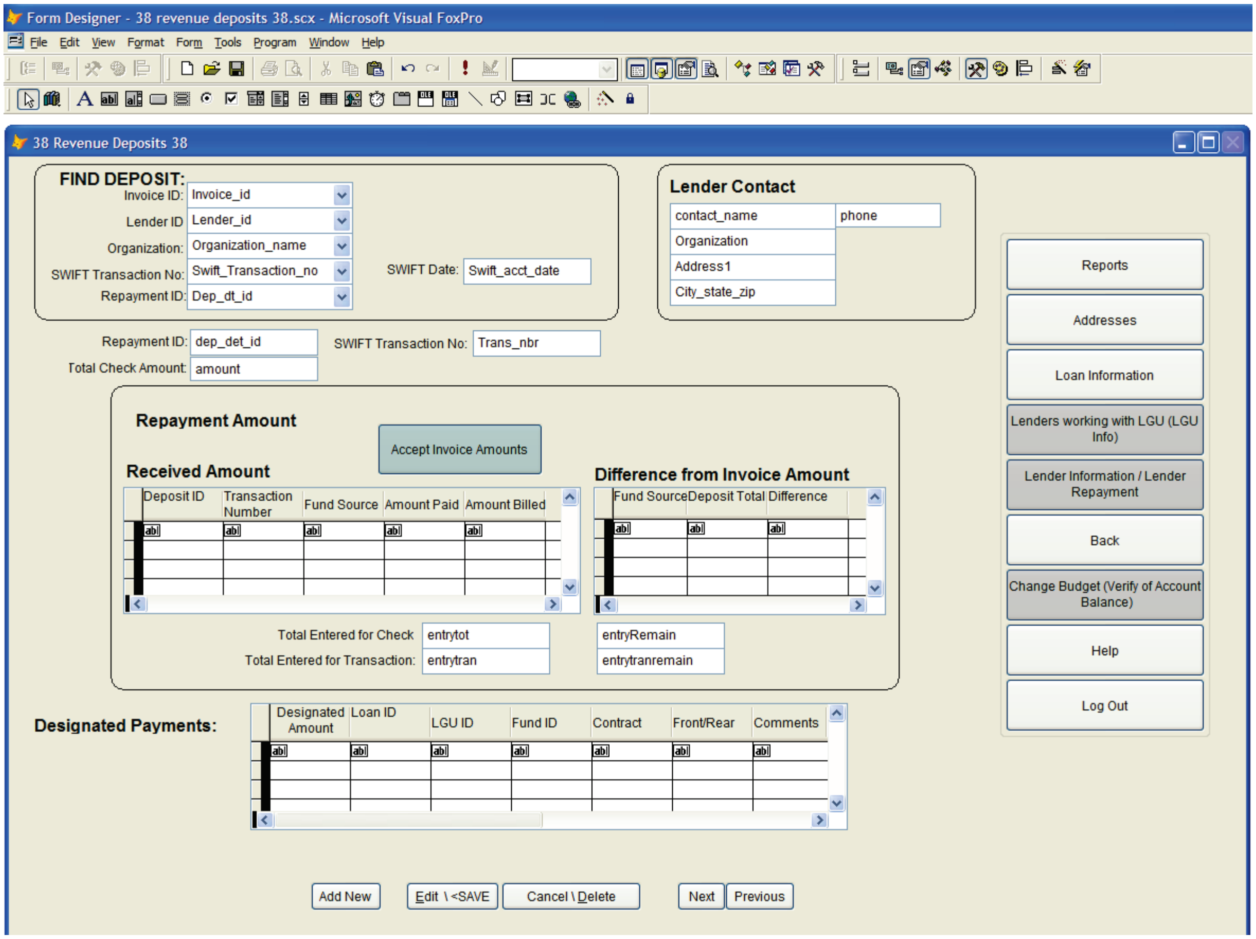
Cancel	VE			VE	
Delete	ID	ID	ID	ID	ID
Previous/Next	VE	VE	VE	VE	VE
Back	VE	VE	VE	VE	VE

A. Functional requirements for Verification of Account Balance Exceptions – page 2

FR 1.1	Lender	a. Reasons/Comments for differences in AgBMP & Lender Records: This section of the interface shall be a list of possible reasons/comments for the differences in the amounts for AgBMP & Lender Records. b. Lender/User can select any of the possible reasons/comments by checking on the 'Check Box' for the differences in the records (AgBMP & Lender). c. Lender/User can select multiple reasons/comments at one time. d. Selection of 'Others' check box by the Lender/User, shall trigger the system to enable the description Text Box (below Please specify). e. This Text Box shall be disabled for all other cases, other than when the User checks the 'Others' check box. In this case the system shall not allow the Lender/User to proceed further in the interface, until there has been some text entered in this Text Box. f. Entered text in this Text Box shall trigger the system to allow the user to navigate further on this interface. g. The text box shall have a limit of 1024 characters.				
FR 1.2		a. Add New is disabled. This interface is a continuing page from interface 39~ and displays the fields from the same record as the calling interface.				
FR 1.3		a. Edit/Save: The current record is opened for editing when in VIEW mode or saving when in edit mode.				
FR 1.4		a. Cancel / Delete: Any changes to the current record are reverted back to the original values when in Edit Mode. b. Delete functions are disabled for this page. The fields can be erased or overwritten in EDIT mode or the entire record can be DELETED from interface 39~.				
FR 1.5		a. Next / Previous: Execution of these buttons will navigate the user to the adjacent records in order of the Search group selection on interface 39~.				
FR 1.6		a. Back: This button is enabled only in VIEW mode. b. When executed, the user is navigate back to interface 39~ and will display the record of the current verify_id.				

6.24 38~ Repayments Interface

Figure 6.21. 38~ Repayment Revenue Interface.



Invoice ID	VE	VE	VE	VE	VE
Lender ID	VE	VE	VE	VE	VE
Organization ID	VE	VE	VE	VE	VE
Swift Trans No	VE	VE	VE	VE	VE
Swift Date	VD	VD	VD	VD	VD
Repayment ID	VE	VE	VE	VE	VE
Lender Contact Group	VD	VD	VD	VD	VD
Repayment ID	VE	VD	VD	VD	VD
Swift Trans No	VE	VD	VD	VD	VD
Total Check Amount	VE	VD	VD	VD	VD
Accept	VE	VD	VD	VD	VD
Received	VE	VD	VD	VD	VD

Amount grid					
Difference grid	VD	VD	VD	VD	VD
Total Entered	VD	VD	VD	VD	VD
Trans Total	VD	VD	VD	VD	VD
Remaining Entered	VD	VD	VD	VD	VD
Remaining Trans	VD	VD	VD	VD	VD
Designated Payments	VE	VD	VD	VD	VD
Add New	VE	VD	VD	VD	VD
Edit/Save	VE	VD	VD	VD	VD
Delete/Cancel	VE	VD	VD	VD	VD
Next/Previous	VE	VE	VE	VE	VE
Reports	VE	VE	VE	VE	VE
Address	VE	VE	VE	VE	VE
Loans	VE	VE	VE	VE	VE
LGU Info	VE	VE	VE	VE	VE
Lenders Info/Repayments	VE	VE	VE	VE	VE
Back	VE	VE	VE	VE	VE
Logout	VE	VE	VE	VE	VE
Verification of Acct Balance	ID	ID	ID	ID	ID
Help	VE	VE	VE	VE	VE

A. User: MDA

B. Navigational Flow to Repayment Revenue Entry Interface

User → MDA Primary → Execute Repayment Tab → Repayment Interface

C. Functional Requirements for MDA Repayment Revenue Entry Interface

Ref#	Client	Requirements	A	B	C	N
FR 24.1	MDA	a. Administrator and Receivable-LEN shall be able to navigate to this interface, by executing Lender Repayment button on interface 16~.				
FR 24.2		a. The interface shall be populated with the current selected lender's information and their most recent Repayment / Deposit record.				
FR 24.3	MDA	a. When an Administrator generates an INVOICE to a lender through the reports utility interface 30~, the system will generate an unique Invoice Id # for each standardized Invoice. Included in the invoice is a repayment voucher with the appropriate identification codes for proper depositing of the repayment. b. The lender will typically return the repayment voucher with the Invoice Id; however, regularly this voucher is not included and other search functions must be available.				
FR 24.4	MDA	a. **Find Deposit:** this box/section of the 'Repayments' interface shall have searchable fields as follows: 1. Invoice ID 2. Lender ID 3. Organization 4. Swift Transaction No: 5. Swift Date: 6. Repayment ID: b. The various search fields allow user to narrow search when the Invoice_id is not readily available. Ultimately, to enter data, an invoice ID must be select.				
FR 24.5	MDA	a. Lender Id: This is a dropdown list of all lender_ids and is progressively searchable. By default, the selected lender from the calling interface is selected initially when this interface is displayed. Each item in the dropdown shall also display the Organization name. b. When a Lender_id is changed and field focus is lost, all other fields are limited to display information based on the selected lender. (For example, only the invoice ids for this lender is displayed in the invoice_id dropdown.) When "All Lenders" is selected, other search fields not limited. c. System shall retrieve this information from the LENUnit and Address file in the database.				
FR 24.6	MDA	a. Invoice ID: this is the unique ID that is generated by the system, when the user generates the Invoice form in the Reports interface. This is generally the best field to search when entering a deposit because it directly identifies the lender and amount invoice. Other search drop downs in this group only narrows the list by lender or SWIFT transaction and the desired Invoice ID must still be selected. b. This field shall be a drop-down field. c. It shall have progressive search functionality. d. The drop-down list shall display the list of all the Invoice Id for the selected Lender in reverse chronologic order. If no lender has been selected in Lender_id, organization name, or Swift Transaction no, all invoice_ids are				

		displayed. e. Each entry in the drop-down list for Invoice ID shall also display the Date, and total amount when the ID was generated. f. System shall retrieve this information from the 'Invoice 1' file in the database. g. Selection of Invoice Id by the User shall populate all other fields.				
FR 24.7	MDA	a. Organization Name: 'Lender Name' b. This field shall be a drop-down field. c. It shall have progressive search functionality. d. This drop-down list shows the organization's name and the Lender_id number. It shall display by default the selected lender from the calling interface and updated when other search fields are selected. e. When an organization is changed and field focus is lost, the Invoice_id and lender_id dropdowns are limited to the selected lender. When "All Lenders" is selected, all other search fields not limited to one lender. f. System shall retrieve this information from theLENUnit and Address file in the database.				
FR 24.8	MDA	a. SWIFT Transaction No: is an unique ID for a set of multiple checks that were all deposited simultaneously. The payments are entered in the SWIFT Account and a unique ID is generated by SWIFT for that list of checks, for that particular transection date. All the checks in the same deposit group are assigned the same SWIFT Transection No. A SWIFT Transection No. A single deposit may have multiple lenders and multiple checks. (outside system). Because this number is assigned after the deposit is made, it is useful only for reviewing past transactions. b. This shall be a drop-down field showing the transaction number and the date of the transaction. c. It shall have progressive search functionality. d. System shall retrieve this information from the Warehouse Revenue: wh_Rev file. e. When a SWIFT transaction number has been changed and field focus is lost, organizations, Lender_id, and invoice_Id are limited to those records associated with the selected SWIFT transaction no. If ALL transactions is selected, the other fields are not limited. f. System shall retrieve only the information associated with the selected Lender, from the wh_rev file for the SWIFT Transection No, based on Transec_ID and dep_det ID in the deposit file.				
FR 24.9	MDA	a. **SWIFT Date:** is the Acceptance date, for the transactions. b. This shall update/pre-populate, based on the SWIFT Transection No. c. This field is not searchable or editable. d. System shall retrieve this information from the wh_rev file.				
FR 24.10	MDA	a. **Repayment Id:** is a unique ID, for a repayment received by MDA from a Lender. Post receiving the Paid invoice bill, a new record is added to the **dep_det** file (as **dep_det_id**) in the database This record details the total **amount actually paid by the Lender**, as compared to the Invoice (invoice				

		ID) billed to the Lender by MDA. b. This shall be a drop-down field showing the Repayment_id and the amount of the repayment. c. It shall have a progressive search functionality. d. System shall retrieve this information from the dep_det file in the database. e. When a repayment_id is changed and field focus is lost, the Invoice_id, Lender_id, organization, and swift transaction_no for the selected repayment_id is selected. When “All repayment_id ” is selected, all other search fields not limited to one invoice_id.				
FR 24.11	MDA	a. **Lender Contact:** This section of the interface displays the Contact information for the Lender and is not editable: b. **Contact Name**: This field shall display the name of the Primary Contact information for the particular Lender Unit. **c. Phone#:** This field shall display the Phone # of the Primary Contact information for the particular Lender Unit. **d. Organization Name:** This field shall display the Organization name,, for example, Lender Unit’s name. **e. Address 1:** This field shall display the Address (line 1) for the Lender Unit. f. **City, State, Zip:** This field shall display the City, Zip Code and State for the Lender unit.				
FR 24.12	MDA	a. **Repayment Id:** is a unique ID, for a repayment received by MDA from a Lender. After receiving notice that a check has been deposited, a new record is added to the **dep_det** file (as **dep_det_id**) in the database This record details the **final amount paid by the Lender**, as compared to the Invoice (invoice ID) billed to the Lender by MDA. **b. Case-I: When user is entering new deposit information:** 1. Execution of **Add New button** (discussed later) on this interface, shall trigger the system create a new record and to assign a **new Repayment ID** to the record and display it in this field. 2. System shall assign **last entry** (in the Deposit detail file) **+ 1** as a new Repayment ID. c. **Case-II: When user is editing selecting existing deposit information**: 1. System shall display the record for the Repayment ID selected by the user from the drop-down field for Repayment ID in the Find Deposit group. d. System shall retrieve this information from the Deposit Detail file in the database.				
FR 24.13	MDA	a. SWIFT Transaction No.: This is a dropdown of all valid SWIFT Transaction no from wh_rev file. 1. The system will default to the local SWIFT Transaction no variable. 2. The user may select any other valid Transaction number from the dropdown. 3. When a valid Swift Transaction No has been entered, it is stored as a local variable to be used when the ADD NEW is next executed. (Usually multiple checks have the same Swift Transaction No.) b. When a transaction number is selected, all fields and calculations in the				

		Repayment Amount group is updated.				
FR 24.14	MDA	a. Total Check Amount: 1. User shall be able to enter the Check Amount in this field (amount). 2. When a check amount is entered, all fields and calculations in the Repayment Amount group is updated. Generally, this amount should be positive. If negative, the system warning interface is called: a. Message: You have entered a negative value for a repayment. b. Correction: If this is a refund or reimbursement, Press OK to continue. Press REENTER to enter the correct amount c. Buttons: OK, RENTER 3. System shall be able to compare the amount entered in this field with the total amount calculated by the system for each individual funding source given in Total Entered Amount field (discussed later).				
FR 24.15	MDA	a. Repayment Amount Group: 1. this section of the interface, two grids display the invoice amounts billed by the AgBMP program and the actual amounts repaid by the lender, for each funding source, for individual Invoice record (from the list of multiple invoice records in the SWIFT Transection report). 2. There shall be as many rows in the grid as fund sources in the program and the user may add additional rows for designated payments which may create multiple rows with the same funding source. 3. Once an Invoice_id is selected, the table will show the grids will show the funding source and the amount billed. 4. The all rows of the grid will be updated to show repayment_id/dep_det_id and Swift Transaction number as they are entered above.				
FR 24.16	MDA	a. Repayment Id/dep_det_id: This displays either the selected Dep_det_id from the Find group Invoice_ID dropdown or the system generated valued when adding a new record.				
FR 24.17	MDA	a. Transaction ID: This displays Swift Transactions No for the selected Dep_det_id.				
FR 24.18	MDA	a. **Fund Source:** Each loan amount disbursed has a funding source, and the repayments are deposited in the same Funding Sources. b. The grid shall show a row for each fund source row in the INVOICE file for the selected Invoice_id.				
FR 24.19	MDA	a. **Repayment Amount grid:** these amounts represent the amount Lenders sends for repayment after receiving the Invoice from MDA. The amount repaid may not be the same as the amount billed. b. Users shall have 2 options to enter the new Repayment Amount (s) in the table (and in the system): 1. Manually enter the amounts line by line 2. Click 'Accept' button to accept all lines as invoiced				

FR 24.20	MDA	a. Accept Invoice Amounts: In most cases the lender pays exactly what was billed. Execution of 'Accept' button shall trigger the system to copy the amounts from the Amount Billed on the Invoice to the Amount Paid column for each funding source.				
FR 24.21	MDA	a. Total Entered for Check /entrytot: b. This field shall display the total sum of the Amount Paid entered in the grid and is updated with any change in the grid. c. With each change of the Amount Paid column or the Total Check Amount, the system will total all Amount Paid values in the grid column and compare to the Total Check Amount. d. When the amount of the Total Entered for Check is less than or equal to the Total Check Amount, the font of the Total Entered for Check is black (visual clue). e. If the Total Entered for Check is greater than the Total Check Amount previously entered, the font of the Total Entered for Check field is changed to RED (visual clue) and the Message Box interface is opened: f. Message: Total of the amount entered for each funding source in the grid exceeds the total amount entered for the check. You will not be able to save this record until the amount by funding source equals the amount of the check. g. Correction: Press OK to return. h. No action to modify the grid is required at this time. i. The SAVE/Edit button is disabled while the Total Check Amount does not equal Total Entered for Check.				
FR 24.22	MDA	a. Remaining Repayment Amount: b. This field shall display the difference between the amount in the Total Check Amount field and the Total Repayment Account field. c. This shall be a derived entity. d. This field is informative for the user to identify errors or missing values				
FR 24.23	MDA	a. Difference Grid: This grid displays the difference between the amount deposited by fund source for a SWIFT Transaction number and the total entered Amount Paid for all lenders with deposits included in the Swift Transaction number. 1. This grid is for informational purposes and cannot be edited. 2. When all checks from all lenders have been entered for a single transaction number the Differences should be $0.00.				
FR 24.24	MDA	a. Funding Source in difference grid: this is the funding source for a portion of the deposit and shall match the Repayment grid order.				
FR 24.25		a. Deposit Total in difference grid: This is the total amount for each individual funding sources that was deposited from all checks in a single SWIFT transaction number.				
FR 24.26	MDA	a. Difference in difference grid: this shall be one of the index columns in the SWIFT Transection table. b. System shall calculate the difference between the SWIFT Transaction				

		Amount for the funding source and the sum of the Amount Paid for that funding source from all the checks that were deposited under the same SWIFT Transection No. c. SWIFT Transection Amount (for each funding source) – Repayment Amount (for the corresponding funding source, Invoice ID), for a particular SWIFT Transection No. d. Note*: Each Invoice may or may not have repayments in all funding sources, but all Amounts Paid summed up for different Invoice IDs for a particular Transection No., shall match the SWIFT Transaction Amounts.					
FR 24.27	MDA	a. Total Entered for Transaction/entrytran (entered grid): b. System shall calculate the sum of all the SWIFT Transection Amounts, for a particular SWIFT Transection No. and display in this field. c. This field shall display the same amount (sum) for all the different Invoice IDs, associated with the same particular SWIFT Transection No.					
FR 24.28	MDA	a. Total Entered for Transaction/entrytranremain (difference grid): b. This field shall display the sum difference between what was entered into SWIFT under a single transaction number and all the individual repayments made by lenders that had been entered into the system. c. System shall have a validity check for this information: 1. If the difference between the SWIFT transaction amount and the individual deposit amount is 0.00, then the font will be green (or othe visual indicator). d. If the difference between the SWIFT transaction amount and the individual deposit amount #s 0.00, then the font will be red (or other visual indicator). e. The amount in this field, should be 0.00 when the user has entered all the correct repayment amounts for all deposits. If the difference is not 0.00, the user must identify the source of the problem (outside scope). f. This field does not affect SAVE/Edit button status.					
FR 24.29	MDA	a. Designated Payments grid: this grid will allow user to repayments that were specifically designated to a particular Borrower by the lender (out of the scope of the system). b. Information for these fields are provided by the lender on the Invoice voucher that is received from the Lender, specifying the amount repaid by a particular borrower (out of the scope of the system). c. The amount entered in this field, may the entire repayment/ or a part of the repayment received from the Lender (out of the scope of the system). d. This field shall be pre-populated when the User/MDA is viewing an existing record. uSER shall be able to edit this field, post execution of 'Edit' button on this interface (discussed later in this requirement).					
FR 24.30	MDA	a. Loan ID: This field is entered by the User/MDA, when the repayment/or a part of it is paid as early or full repayment to be credited to a specific borrower as reported by Lender. It is not manitory. b. This field shall have error check to verify the existence of the LOAN_ID and that the loan was issued by the lender making payment.: c. If the loan_Id is valid and the lender_id of the loan is the same as the lender_id of the deposit, system shall allow the user to navigate further.					

		d. If either condition is false and the system will call the message box interface 1. Message: Invalid Loan ID: The Loan ID entered does not exist. 2. Correction: Press RETRY to reenter the Loan ID or press NO to delete record. a. If RETRY is returned, the Loan-ID is erased and the field is selected. b. If NO is returned, the record in "early_Payoff" or rear pay_off is deleted.				
FR 24.31	MDA	a. Government Unit ID: This field is a dropdown of all valid LGUs that the Lender has issued a loan to (loan.Len_ID is selected lender and loan.lgu are LGUs they work with.) and is selected by the user when the repayment/or a part of it is designated to be applies to all loans for a specific LGU. This field is not mandatory.				
FR 24.32	MDA	a. **Fund Source ID**: This field is a dropdown of all valid funding sources sent to the Lender when the all or part of the repayment is designated to be applies to all loans for a specific fund source.				
FR 24.33	MDA	a. **Lender Contract No.:** This field is a dropdown of all valid Lender Contracts that the Lender works with (LENUnit.Contract_rev or LENUnit.Contract_len) and is selected by the user when the repayment/or a part of it is designated to be applies to all loans for a specific contract. This field is not mandatory.				
FR 24.34		a. Front/ Rear: This is a dropdown field and the user select if designated repayments will be assigned to the front end of the repayment schedule or the rear end of the repayment schedule. b. This shall be a dropdown with the Front End / Rear End choices.				
FR 24.35	MDA	a. **Comments:** this shall be a text field, for any comments entered by the user.				
FR 24.36		a. Add New: 1. When executed, the system will create a new record in the dep_detail file and generate and assign a unique dep_det_id to the new record (last repayment_ID +1). 2. The new dep_det_ID is displayed in Repayment ID field 3. If a SWIFT Transaction No is stored as a local variable, the variable is the default value for the Transaction No, otherwise the field is blank. 4. The user is navigated to the Total Check Amount. 5. Add new is enabled only in VIEW mode. When executed, the mode is changed to EDIT. 6. The caption for edit button is changed to SAVE and Delete is changed to CANCEL, Back and Next is disabled.				
FR 24.37	MDA	**a. Edit/Save:** 1. In VIEW mode the current record is opened for editing and the caption is changed to SAVE. In EDIT mode the current record is saved to the file. b. Save is only enabled when the entered Total Check Amount equals the				

		Total Entered for Check (the sum of Amount paid by fund source). c. Once saved, the mode is changed to VIEW and all button labels and status is changed accordingly.				
FR 24.38	MDA	**a. Cancel:** b. Execution of 'Cancel' button shall trigger the system to: 1. If ADD NEW button was executed, this button will delete the newly created record in the Dep_detail file and the record for the currently selected Invoice ID will be displayed. 2. If EDIT button was executed, this button will abort all the changes to all the data entry fields on this interface and revert the record of the currently selected Invoice ID to its status before the Edit button was execute.				
FR 24.39	MDA	a. Delete: b. Delete can only be executed when in VIEW mode. c. Execution of 'Delete' button shall trigger the system to open the Delete Confirmation Interface 33~. 1. Message: "Do you wish to delete all records related to Repayment ID ##### from the Deposits and Payment files?" d. Return of Delete Record from Confirmation Interface shall trigger the system to delete all records with the current record Repayment ID (dep_det_id)from: 1. Dep_detail file 2. Deposit file 3. Early_payoff 4. Rear_payoff 5. Payment_recvd e. Return of "Keep Record" shall abort the deletion process, and navigate the user back to the interface 33~ in VIEW mode with the current Invoice ID selected.				
FR 24.40		a. Next and Previous: These buttons shall navigate the user to the next or previous record in the Dep_detail file using any existing filters as set in the Lender_id dropdown, Organization dropdown, or Swift Transaction No dropdown. b. These buttons are enabled only in VIEW mode.				
FR 24.41		a. **Reports**: Execution of this tab shall navigate the User to 'Reports' interface. (see reports requirements) with list of reports related to repayments and deposits.				
FR 24.42	MDA	**a. Address:** b. Execution of 'Address' tab on the Repayment interface, shall navigate the user to the Address interface 29~ with the current selected invoice_id's Lender's Address selected. c. System shall pre-populate all fields, on this interface with information pertaining to the particular Lender.				

FR 24.43	MDA	**a. Loans:** b. Execution of ‘Loans’ button on this interface, shall navigate the use to the Loan Information table filtered to the current Invoice_id’s lender’s list of loans interface 11~				
FR 24.44		a. LGU Information: Execution of this button shall navigate the user to the alphabetically first LGU that works with current Invoice_id’s Lender.				
FR 24.45		a. Lender Information: Execution of this button shall navigate the user to the Lender interface 16~ with current Invoice_Id’s Lender selected.				
FR 24.46		a. Back: Execution of this button shall exit from this interface and return the user to the calling interface.				
FR 24.47		a. Verification of Account balance is disabled and invisible (same information is displayed on Lender Information page).				
FR 24.48		a. Help: Execution of this budget shall navigate the user to a text file explaining all features of the current page.				
FR 24.49		a. Log Out: shall save the last LGU viewed and end the session.				

6.25 29~ Deleting a Record from the Address Interface. 29~

Figure 6.22. MDA-Internal User Address Interface. -29

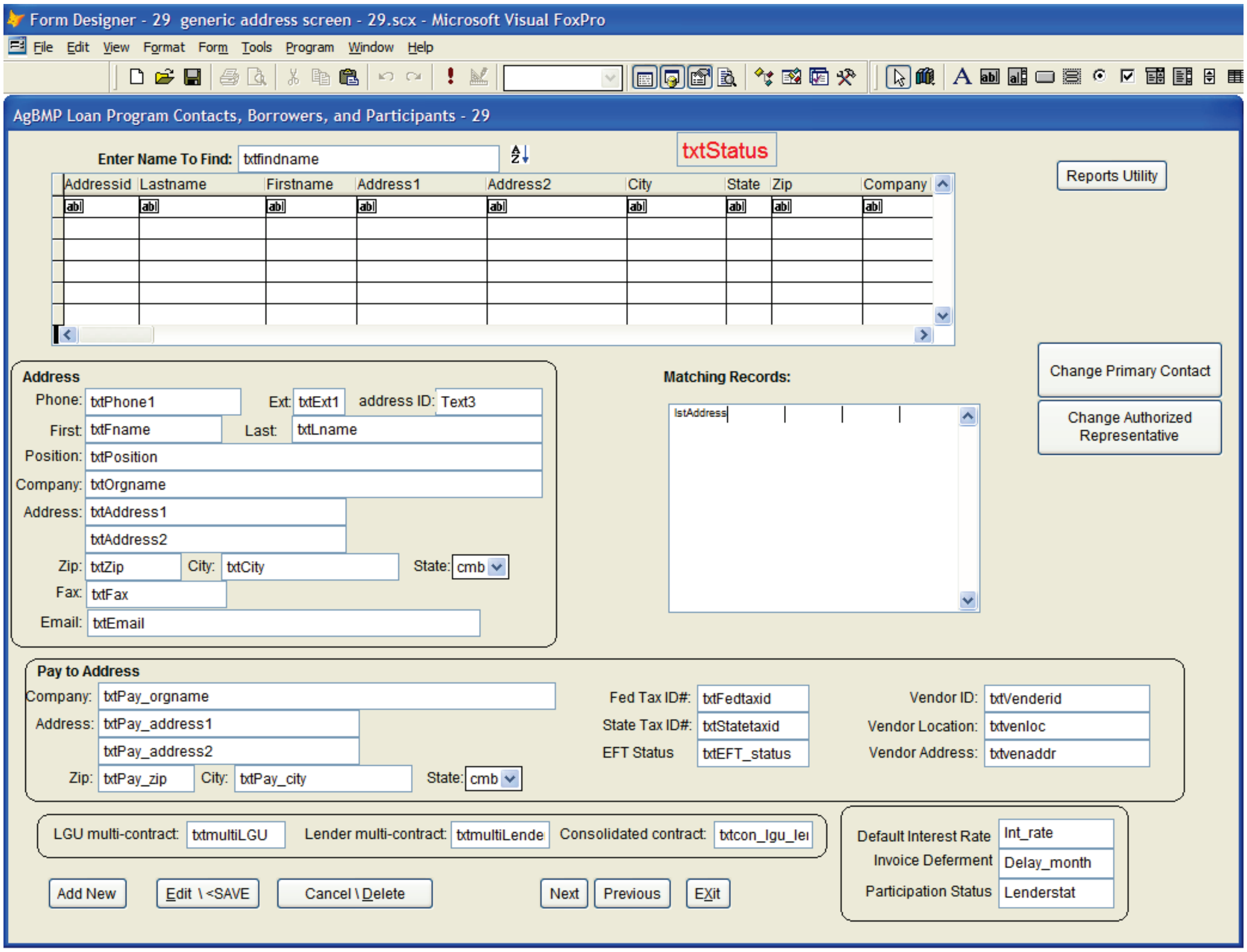


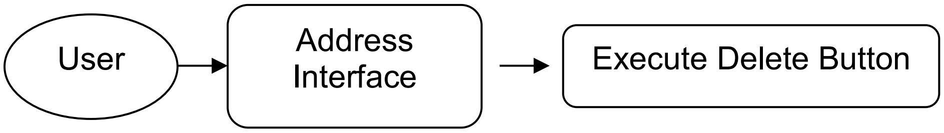
Table 3. Status of fields and buttons on Address Interface 29~ from LGU Interface 01~.

	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
Name to Find	VE	VE	VE	VE	VE
Address grid	VE	VE	VE	VE	VE
Address Group	VE	VD	VD	VD	VD
Matching Records	VE	ID	VE	ID	ID
Pay to Address	VE	VD	VD	ID	ID
LGU Contract	VE	VD	VD	VD	VD
LEN Contract	VE	VD	VD	VD	VD

Consolidated Contract	VE	VD	VD	VD	VD
Interest	VE	VD	ID	ID	ID
Deferment	VE	VD	ID	ID	ID
Status	VE	VD	VD	VD	VD
Add New	VE	ID	VE (add loan)	ID	ID
Edit	VE	ID	VE (contact/org)	VE (contact/org)	ID
Save	VE	ID	VE (contact/org)	VE (contact/org)	ID
Delete	VE	ID	VE (contact/org)	VE (contact/org)	ID
Next/Previous Cancel/Exit	VE	VE	VE	VE	VE
Change Primary	ID	ID	ID	ID	ID
Change Authorized Rep	ID	ID	ID	ID	ID
Reports	VE	VE	VE	VE	VE

A. User: MDA/Internal User

B. Navigational Flow to Address Interface to Delete Address Record.



C. Functional Requirements for MDA User Deleting Address Record.

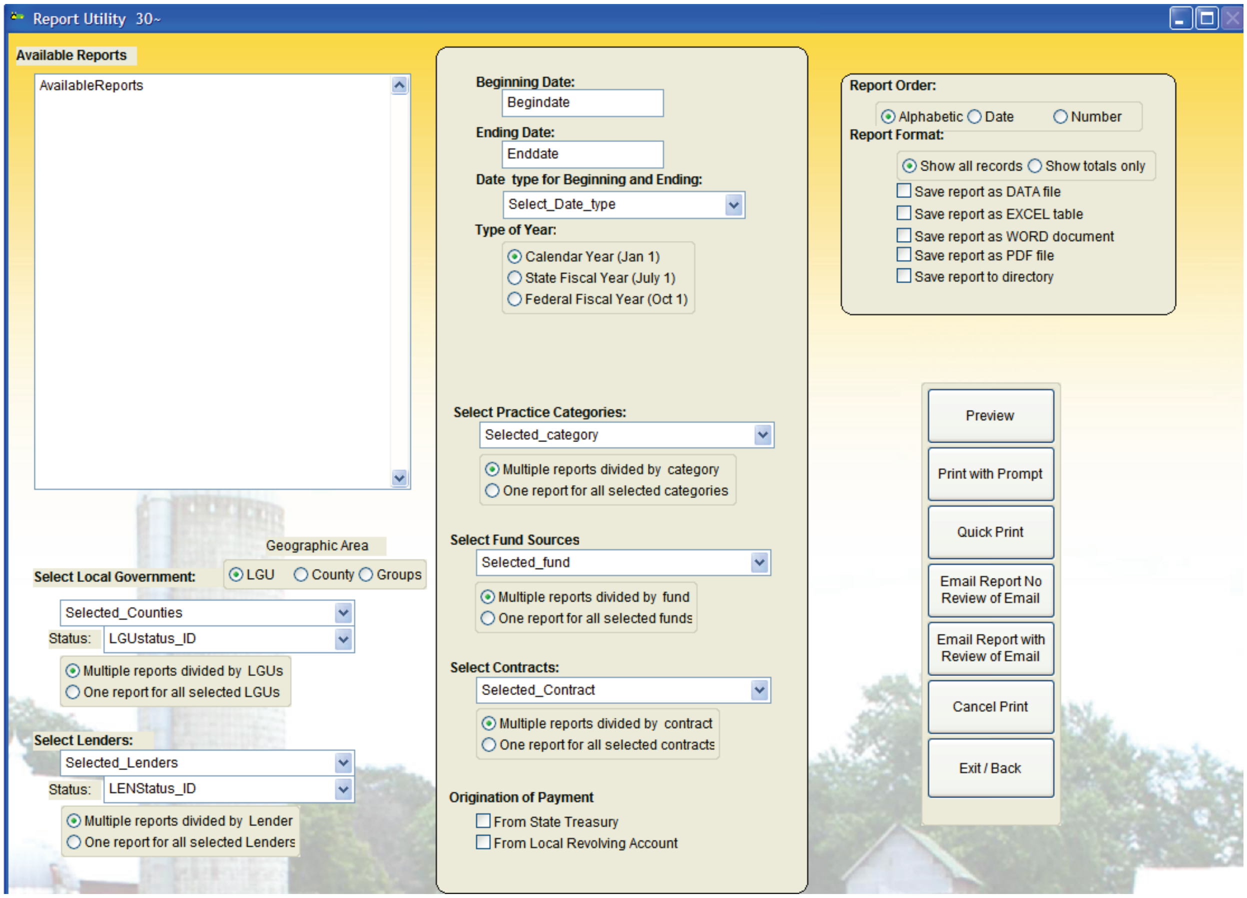
FR 25.1		a. This procedure is reached by executing the ADDRESS button on any interface, to the Address interface 29~, >Delete Button. b. If user has rights to delete a record, the delete button is enabled when the selected record is an employee of the user or the user is an administrator. If not, the button is disabled.				
FR 25.2	MDA	a. Only users with rights to delete an address shall be able to delete records. 1. Administrator: shall have security rights to delete records of all user groups. 2. Payable-LGU – Primary Contract: shall have rights to delete records for employees of assigned LGUs. 3. Receivable-LEN – Primary Contact: shall have rights to delete records for employees of all assigned lenders. 4. Any user may delete themselves.				
FR 25.3	MDA	a. System shall run through a number of Checks, after execution of 'Delete' tab and deleting the selected record (based on the results of the Checks): 1. Condition 1: Is the selected record is an 'Authorized Rep. or Primary Contact' of LGU. 2. Condition 2: Is the selected record is a 'Primary Contact' for a Lender. 3. Condition 3: Is a Loan attached with the selected record. 4. Condition 4: Is the selected record is an employee of the LGU 5. Condition 5: Is the selected record is an employee of the Lender.				
FR 25.4	MDA	a. Condition 1: b. Execution of 'Delete' tab after selecting a record, shall trigger the system to match the Address Id of that record with the LGU Primary contact and LGUUnit.AuthRep IDs in the LGUUnit. File. c. If the system finds a match of the Address Id with any of the two (Contact or AuthRep.) IDs, system shall not allow the user to delete the record. d. System shall display message box interface 34~ if the above condition is true with all buttons except "OK" invisible and disabled: 1. Message: 'John Doe is the LGU Primary Contact/Authorized				

		Representative. Cannot delete selected record' 2. Correction: Primary contact or Authorized Representative rights must be assigned to another using interface 01~ before the record can be deleted. 3. Execution of 'Ok' tab shall bring the User back to the previous session.				
FR 25.5	MDA	a. Condition 2: b. If the above mentioned Condition 1 is 'False', then system shall match the Address ID of that record with the LENUnit.Contact (ID) in the LenUnit file. c. If the system finds a match of the Address Id with the LENUnit. Contact ID, then system shall not allow the user to delete the record. d. System shall display message box interface 34~ with all buttons except "OK" invisible and disabled if the above condition is true: 1. Message: 'John Doe is the Primary Contact for Bank Name. Cannot delete selected record' 2. Correction: Primary contact must be assigned to another before the record using interface 16~ before it can be deleted. 3. Execution of 'Ok' tab shall bring the User back to the previous session				
FR 25.6	MDA	a. Condition 3: b. If the above mentioned Conditions 1 and 2 are 'False', then system shall match the Address ID of that record with the Borrower Id in the Loan file. c. If system finds a match, then system shall match that particular Address ID in the Loan.borrowerid, System shall display message box interface 34~ with all buttons except "OK" invisible and disabled if the above condition is true: 1. Message: 'John Doe has been issued Loan ####. Cannot delete selected record'. 2. Correction: The loan must be assigned to another individual using the Loan Detail Interface 24~. It cannot be deleted at this time. Press OK to return. 3. Execution of 'Ok' tab shall bring the User back to the previous session.				
FR 25.7		a. Condition 4 & 5 b. If conditions 1, 2, and 3 are false (not a primary contact for LGUs or Lenders, and authorized lender, or a borrower) and; c. If condition 4 or 5 is true (the selected record is an employee of a LGU or Lender), d. System shall display message box interface 34~ with all buttons except "YES" and "NO" invisible and disabled if the above condition is true: 1. Message: 'John Doe is assigned as an employee of XXXX.' 2. Correction: Do you wish to remove John Doe as Employee of LGU/LEN. Press YES to remove John Doe, NO to cancel.				

		e. Execution of YES button on the interface 34~ by the user shall trigger the removal of the selected record's Address Id from the LGUemply and/or LENEmply file, but shall not remove it from the Address file. f. Execution of NO will return the user to the interface 29~ with no change.				
FR 25.8		a. If condition 1,2,3,4 and 5 are false (not an authorized representative, a primary contact, or a borrower the system shall trigger a Pop-Up message Confirm Delete Interface 33~.: b. Execution of 'Ok' button shall trigger the removal of the selected record's Address Id from the Address file.				

6.26 30~ Reports Interface

Figure 6.23. Report Utility Interface 30~

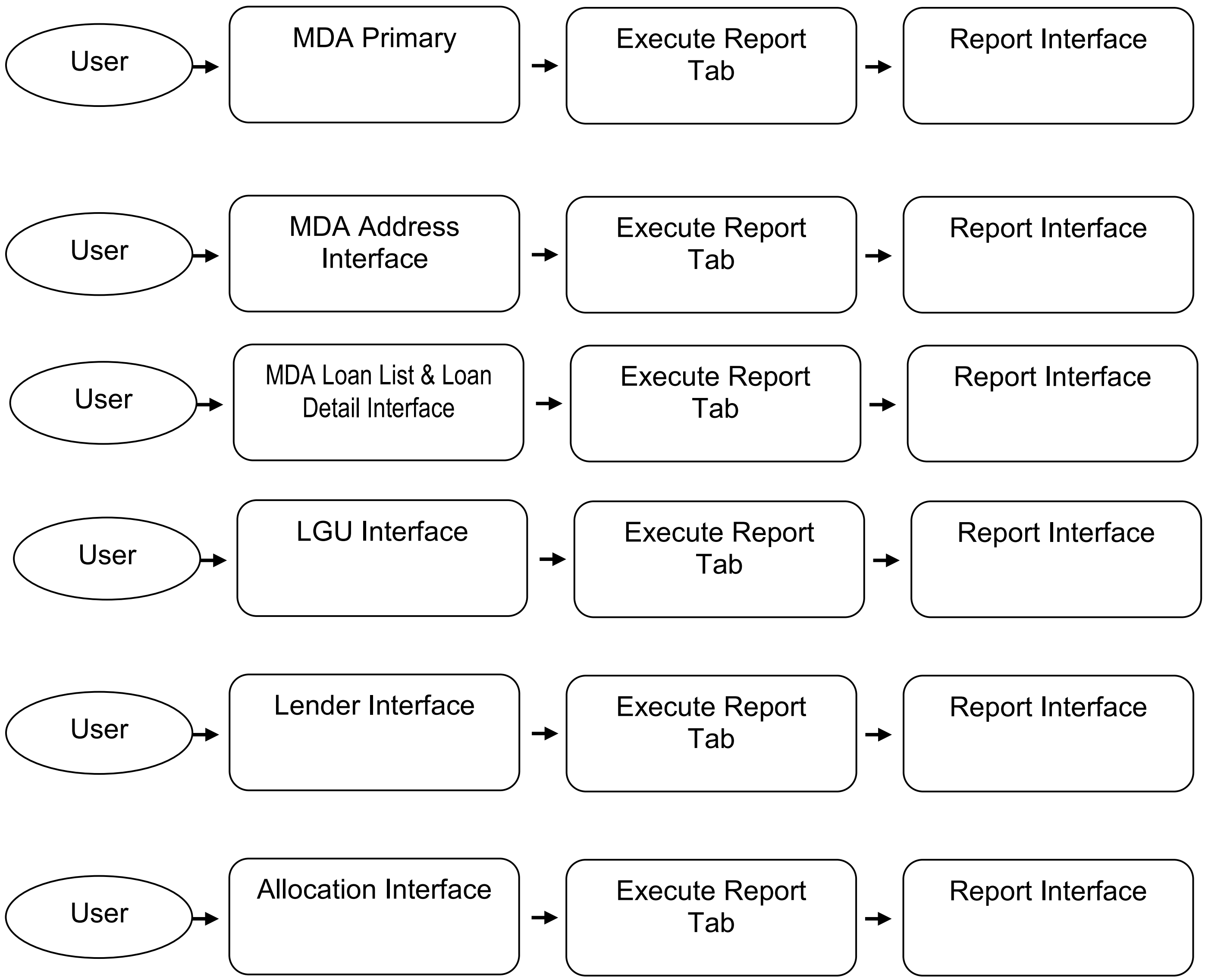


	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
Available Reports	VE	VE	VE	VE	VE
Geographic Area	VE	VE	VE	VE	VE
Selected LGU	VE	VE	VE	VE	VE
LGU status	VE	VE	VE	VE	VE
Mulit-LGU	VE	VE	VE	VE	VE
Selected LEN	VE	VE	VE	VE	VE
LEN Status	VE	VE	VE	VE	VE
Multi-LEN	VE	VE	VE	VE	VE
Begindate	VE	VE	VE	VE	VE
Enddate	VE	VE	VE	VE	VE

DateType	VE	VE	VE	VE	VE
Type of Year	VE	VE	VE	VE	VE
Category	VE	VE	VE	VE	VE
Fund	VE	VE	VE	VE	VE
Contract	VE	VE	VE	VE	VE
Pay Origination	VE	VE	VE	VE	VE
Order	VE	VE	VE	VE	VE
Report Format	VE	VE	VE	VE	VE
Preview	VE	VE	VE	VE	VE
Print with Prompt	VE	VE	VE	VE	VE
Quick Print	VE	VE	VE	VE	VE
Email No Review	VE	VE	VE	VE	VE
Email with Review	VE	VE	VE	VE	VE
Cancel Print	VE	VE	VE	VE	VE
Exit/Back	VE	VE	VE	VE	VE

A. User: MDA

B. Navigational Flow to Annual Report – Submit Annual Report Interface



C. Functional Requirements for MDA Report Utility Interface

FR 26.1	MDA	a. User shall be able to navigate to this interface, post execution of Reports button on any interface: 1. MDA Primary 2. Address Interface 3. Loan Interface 4. Lender Interface 5. Allocation Interface 6. LGU Interface				

		7. Verification of Account Balance 8. Loan Info Table (Loan Interface-2) 9. Edit Loan Interface (Loan Interface-3)				
FR 26.2	MDA	a. Based on the interface, the system shall filter only the reports pertaining to that particular interface. b. For example if user is navigating to Reports interface 30~ from Address Interface, the system shall display only reports the deal with address and contact information. The system shall not display all the reports existing in the system for every navigational flow.				
FR 26.3	MDA	a. Available Reports: this section of the interface, shall display the list of reports, associated with a particular Interface, from where the user has navigate to the reports interface. It also filters reports, based on the User group when applicable. b. This interface shall have a drop down listing all the reports available for that particular session (performed by the user). c. User shall be able to search for a given report by scrolling or typing, and select it. d. System shall, based on the report selected by the user, update all other fields on this interface to be compatible or provide default values for the selected report.				
FR 26.4		a. Geographic Area: The user can select the type of geographic area this is being reported: 1. LGU are participating counties, SWCDs, or JPO in the AgBMP Loan Program. 2. Counties are the 87 counties in Minnesota. 3. Groups are any custom groups or associations that have been established in Groups and Groups_member. b. The default is LGU				
FR 26.5	MDA	a. Select LGU: Once a report has been selected, user shall be able to select multiple LGUs or other Groups from the drop down list. b. The system shall provide a default selection based on the report, usually All LGUs or the current LGU. The user may select one or multiple LGUs. c. System shall retrieve the list of LGUs from the Lguunit file from the database, counties from County, or group names from Group file. d. The user shall be able to select the format of the selected report, by selecting of the following options (radio buttons): 1. Individual by selected LGU 2. Total for Selected LGU(s) e. For example: if MDA/User wishes to calculate the Amortization schedule for LGU, it can be done individually for LGUs or the total sum for all the selected LGUs.				
FR 26.6		a. Status: The user may select multiple statuses to filter the LGUs being displayed, for example only those withdrawn from program				

		or only those that are active. b. The default is all LGUs.				
FR 26.7	MDA	a. Selected Lender: this shall be a drop-down field with all available lenders for the selected LGUs or groups.				
FR 26.8		a. Status: The user may select multiple statuses to filter the Lenders being displayed, for example only those withdrawn from program or only those that are active. b. The default is all Lenders.				
FR 26.9		a. The user shall be able to select the format of the selected report, by selecting of the following options (radio buttons): 1. Individual by selected Lender 2. Total for all Selected Lenders b. For example: if MDA/User wishes to calculate the Amortization schedule for an LGU, it can be done individually for each lender serving the LGUs or the total sum for all lenders serving the selected LGUs.				
FR 26.10		a. Beginning Date & Ending Date: the user may create reports based on various date parameters: 1. Beginning Date 2. End Date 3. Date Type for Beginning and Ending 4. Type of Year: b. Beginning Date & Ending Date fields may be directly ended or by a point and choose calendar feature. c. Based on the report selected by user from the list of reports, system shall set both dates, Beginning and Ending as : '1995 to Present date' respectively. d. User shall be able to select any particular beginning and ending dates. e. Date Type for Beginning and Ending: shall be a drop-down field. 1. The drop-down box shall display the list of all dates for example: AgBMP Paid date, Supervisor Approval date etc. from the Loan file. 2. System shall provide a default the date in this field, based on the report selected by the user, unless changes by the User. f. For example: Loan disbursement report shall have the 'AgBMP Paid Date as default' and so on, depending on the report selected. g. Type of Year: there shall be three choices for the user to select any one of them. Each shall have a Radio Button: 1. Calendar Year (Jan1) 2. State Fiscal Year (July 1) 3. Federal Fiscal Year (Oct 1)				

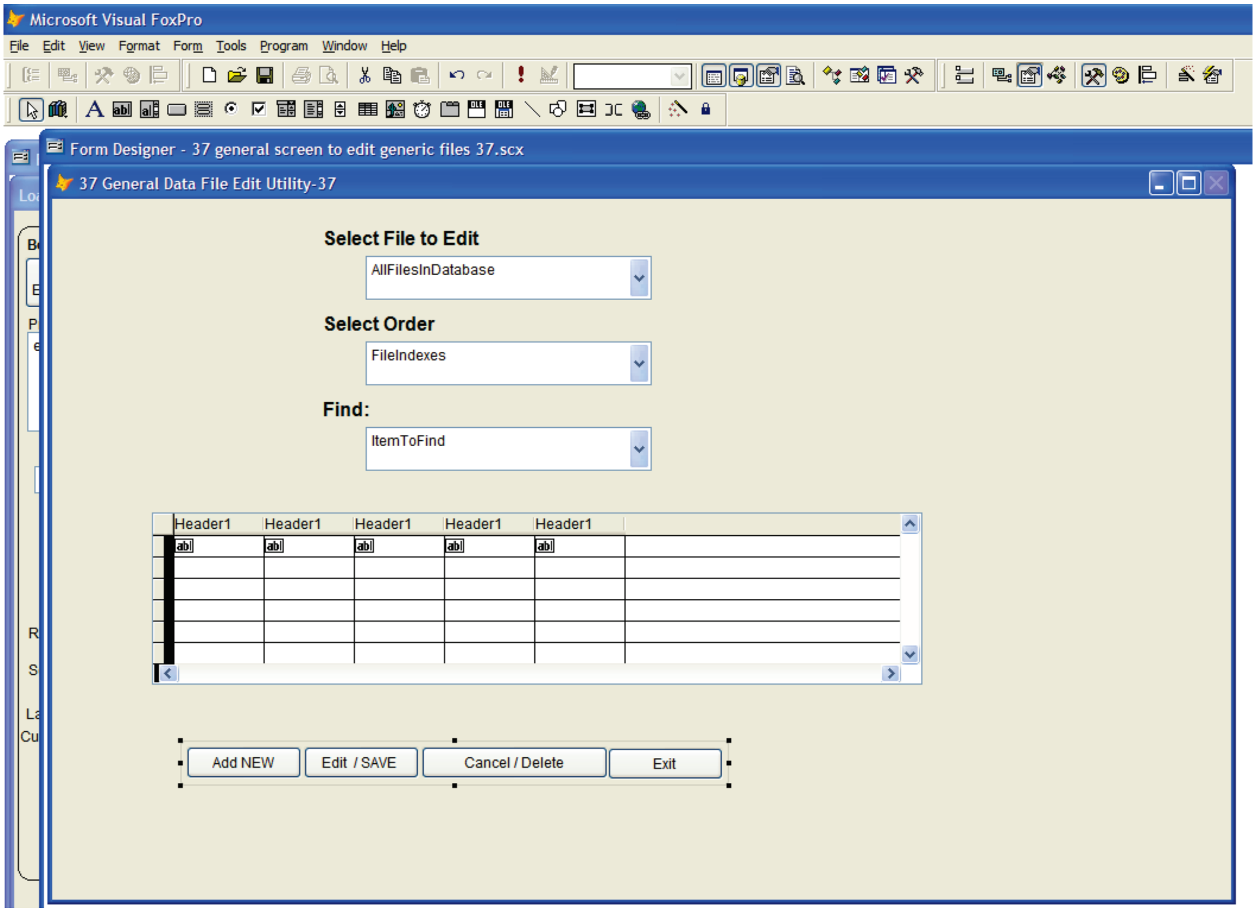
		h. System shall always default the selection based on the report selected.				
FR 26.11		a. Select Practice Categories: this shall be a drop-down field displaying all categories in the Category file. b. The user may select multiple categories. c. The user shall be able to select the format of the selected report, by selecting of the following options (radio buttons): 1. Individual by selected Category 2. Total for all Selected Categories				
FR 26.12	MDA	a. Select Fund Source: this shall be a drop-down field from the Fundsrc file b. The user may select multiple fund sources. c. The user shall be able to select the format of the selected report, by selecting of the following options (radio buttons): 1. Individual by selected Fund Source 2. Total for all Selected Fund Sources				
FR 26.13		a. Select Contract: this shall be a drop-down field from the Contract file b. The user may select multiple contracts. c. The user shall be able to select the format of the selected report, by selecting of the following options (radio buttons): 1. Individual by selected contract 2. Total for all Selected Contracts				
FR 26.14	MDA	a. Origination of Payment: this section of the interface shall have two check boxes: 1. From State Treasury 2. From Local Revolving Account b. These two indexes shall be selected by default, while generating the report, unless the user makes a selection. c. Selection of both or one of the boxes shall trigger the system to calculate and display the amount or loan paid from the State treasury or the Local Revolving Funds.				
FR 26.15	MDA	a. Report Order: shall have the following choices with Radio Buttons: 1. Alphabetic 2. Date 3. Numeric b. Selection of any of the above given choices shall define the order in which the data in the selected report shall be generated. c. Based on the report selected by the User, system shall set a default choice For example: If it's list of Loans, issued, system shall default to Report Order by 'Date'.				

		d. Report Format: shall have the following choices: 1. Show all Records (Radio Button) 2. Show totals only (Radio Button) 3. Save Report Data to Excel table (Check Box) 4. Save Report as Word document (Check Box) 5. Save Report as PDF file (Check Box) 6. Save Report to Directory (Check Box) 7. Save Report data to Access file (this 'Check Box' option shall be available only to MDA users and not LGU or Lender users) e. Selection of above given choices: Show all Records, Show total only, shall be Radio Button f. Selection of either shall generate the report displaying either all records in the Report or Sum total of all records. g. For example: for a report for List of all Loans for an LGU, selection of Show all records, will show all the Loans, while Show totals only, will show the sum total of Loans. h. System shall default the selection to 'Show all Records', unless changed by the User. i. System shall default the Report Format to 'Save Report as PDF File', unless changed by the user. j. Selection of any of the choices (Check Box), shall trigger the system to Save the selected report, post execution of the Preview Button by the User.				
FR 26.16	MDA	a. Print Preview: b. Execution of this button shall create a preview of the report, selected by the User. c. System shall not save this preview on User's station, unless requested by the User. d. Selection of one of the 'Check Box' (given above) choices, by user shall trigger the system to save the selected report, only once the User has executed the 'Print Preview' button as well (after checking on the Check Boxes)				
FR 26.17	MDA	a. Print: b. Execution of this button shall prompt the system to pop-up the user's default 'Print Dialogue Box', where the user can select a default printer to print the selected report.				
FR 26.18	MDA	a. Email Report with Review: b. Execution of this button shall trigger the system to open, User's default E-mail browser. c. System shall auto fill the recipients e-mail address (s) based on the number of selections made by the User, and shall attach the selected Report to the E-mail. d. System shall add, all the e-mail addresses associated with the particular Lender or LGU or MDA user group, which has been				

		selected by the user. e. System shall pre-populate the e-mail with content, based on the type of report selected by the User. f. System shall send the e-mail to the respective recipients, only when the user executes the 'Send' button, on the particular default e-mail browser. g. System shall close the e-mail browser, and navigate the User back to reports interface, post the e-mail has been successfully sent to the respective recipient (s).				
FR 26.19	MDA	a. Email Report without Review: b. Execution of this button shall trigger the system to open, User's default e-mail browser (on user's local work station). c. System shall repeat step b to e as given in "Email Report with Review" listed above, except that the email is sent automatically by the system to the respective recipients. The System does not wait for the User to execute the 'Send' button on the e-mail browser. d. System shall close the e-mail browser, and navigate the User back to reports interface, post the e-mail has been successfully sent to the respective recipient (s).				
FR 26.20		a. Cancel Print: b. Execution of this button shall trigger the system, to attempt to stop printing and abort the most recent activity performed by the User on this interface. c. System shall restore the most recent successful session, before execution of 'Cancel' button by the User.				
FR 26.21	MDA	a. Back/Exit: b. Execution of this button, shall navigate the user to the previous interface (from where the User navigated to the Reports interface.)				

6.27 37~General Data File Edit Utility

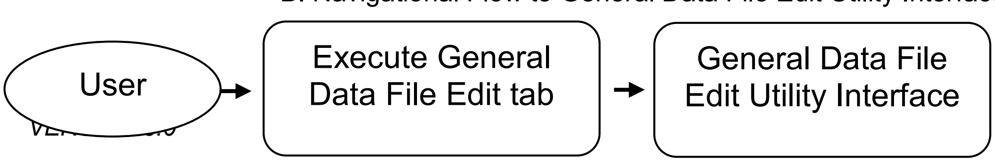
Figure 6.24. 37~ General Data File Edit Utility.



	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
Select File	VE	VD	VE	VD	VD
Select Order	VE	VD	VD	VD	VD
Find	VE	VD	VD	VD	VD
Grid	VE	VD	VD	VD	VD
Add New	VE	VD	VD	VD	VD
Edit/Save	VE	VD	VD	VD	VD
Cancel/Delete	VE	VD	VD	VD	VD
Exit	VE	VE	VE	VE	VE

A. Users: MDA Internal Staff

B. Navigational Flow to General Data File Edit Utility Interface



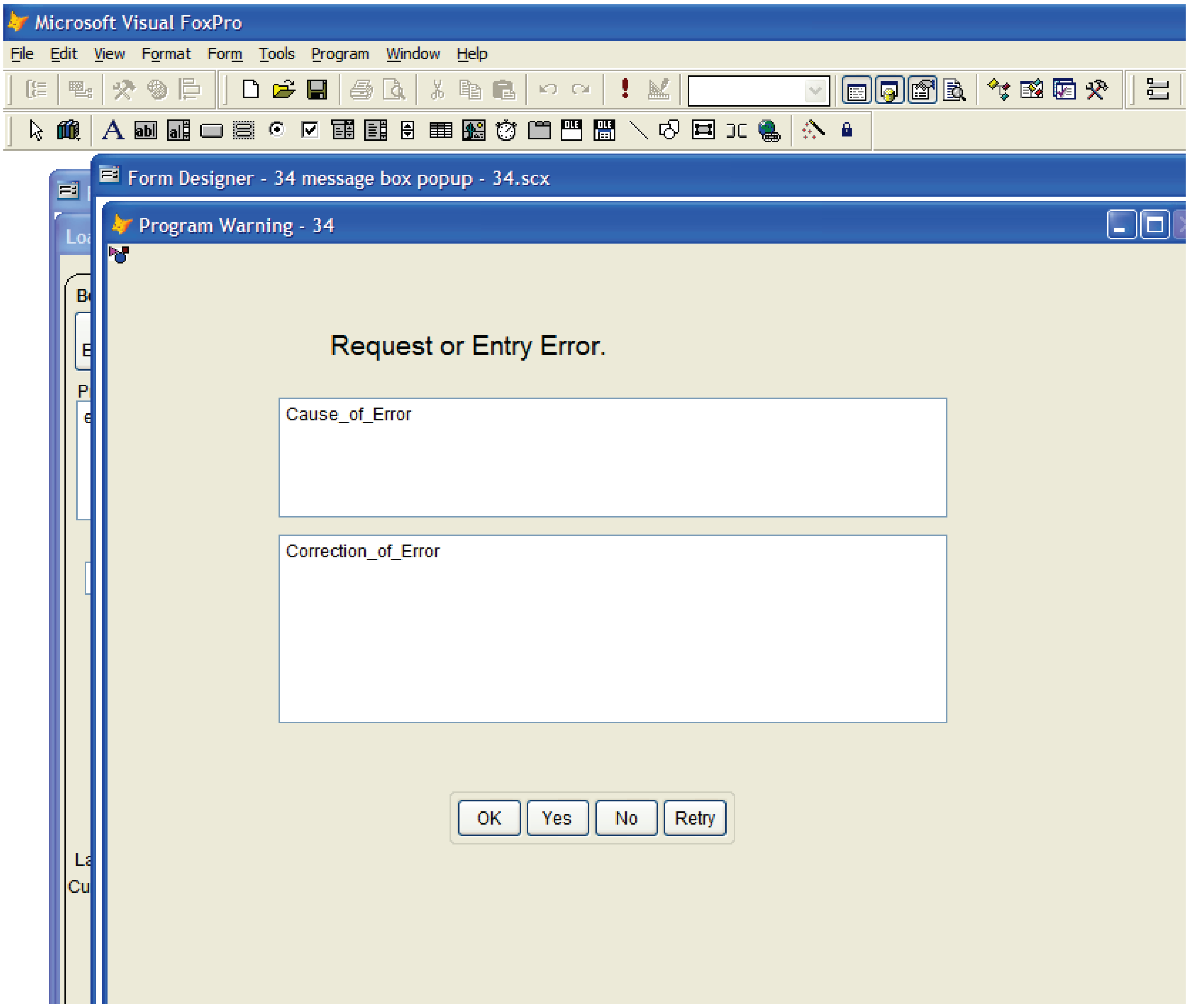
C. Functional Requirements for General Data File Edit Utility Interface

FR 27.1	LGU	a. Execution of 'General Data File Edit Utility' button by Administrators on the MDA Primary interface 01~, shall navigate the user to the General Data File Edit Utility Interface.				
FR 27.2	LGU	a. The AllFilesInDatabase dropdown shall show all files in the AgBMP database system. b. The user may select one file from a drop down list "AllFilesInDatabase" tab. c. The System shall display the file records in the table grid with no selected order.				
FR 27.3	LGU	a. The FileIndexes tab shall show all indexes available for the selected file in AllFilesInDatabase. b. The user may select none or one index from a drop down list "FileIndexes" tab. c. The system shall order the selected file by the selected index. d. The system shall set the file pointer at the first record of the selected file and update the table grid. e. The system shall display the index value of the first record in the ItemToFind tab.				
FR 27.4	LGU	a. The user may select the ItemToFind tab. b. The system shall progressively search the file to find the ItemToFind tab value and display the record as the top record displayed in the table grid.				
FR 27.5	LGU	a. The user may select the table grid and scroll to view any field or any record in the table. b. The user may select any record in the table by selecting the row of the record.				
FR 27.6	LGU	a. Add New: The user may press the Add New button to create a new record to the table. b. The new record shall be blank. c. The new record shall be selected and the user may enter data into the fields. d. The system will be in EDIT mode and the Edit/Save button caption will be SAVE, the Cancel/Delete button caption will be Cancel, Exit is disabled.				
FR 27.7	LGU	a. Edit / Save; When in VIEW mode, the user may press the Edit button to edit any field in the currently selected record. b. The mode will change to EDIT.				
FR 27.8		a. Cancel: When in EDIT mode, any changes made to the record or discarded, the record is restore and the mode is changed to				

		VIEW with changes in button captions.				
FR 27.9	LGU	a. Delete: When in VIEW mode, the user may select a record from the table and press the Delete Record tab. b. When a record is deleted, all applicable validation tests as discussed in other section of this document for the selected file must be performed before the deletion is executed. c. If a validation test fails, a pop-up warning interface 34~ is displayed and the validation failure is described or identified. d. When the warning popup is closed, the Delete Record procedure is canceled and the record is restored to the previous state. e. If the validation tests pass, the record is deleted, and the mode is VIEW.				
FR 27.10	LGU	a. When the EXIT tab is executed, the user is returned to the previous interface. b. The EXIT button is only enabled in VIEW mode.				

6.28 34~ Program Warning

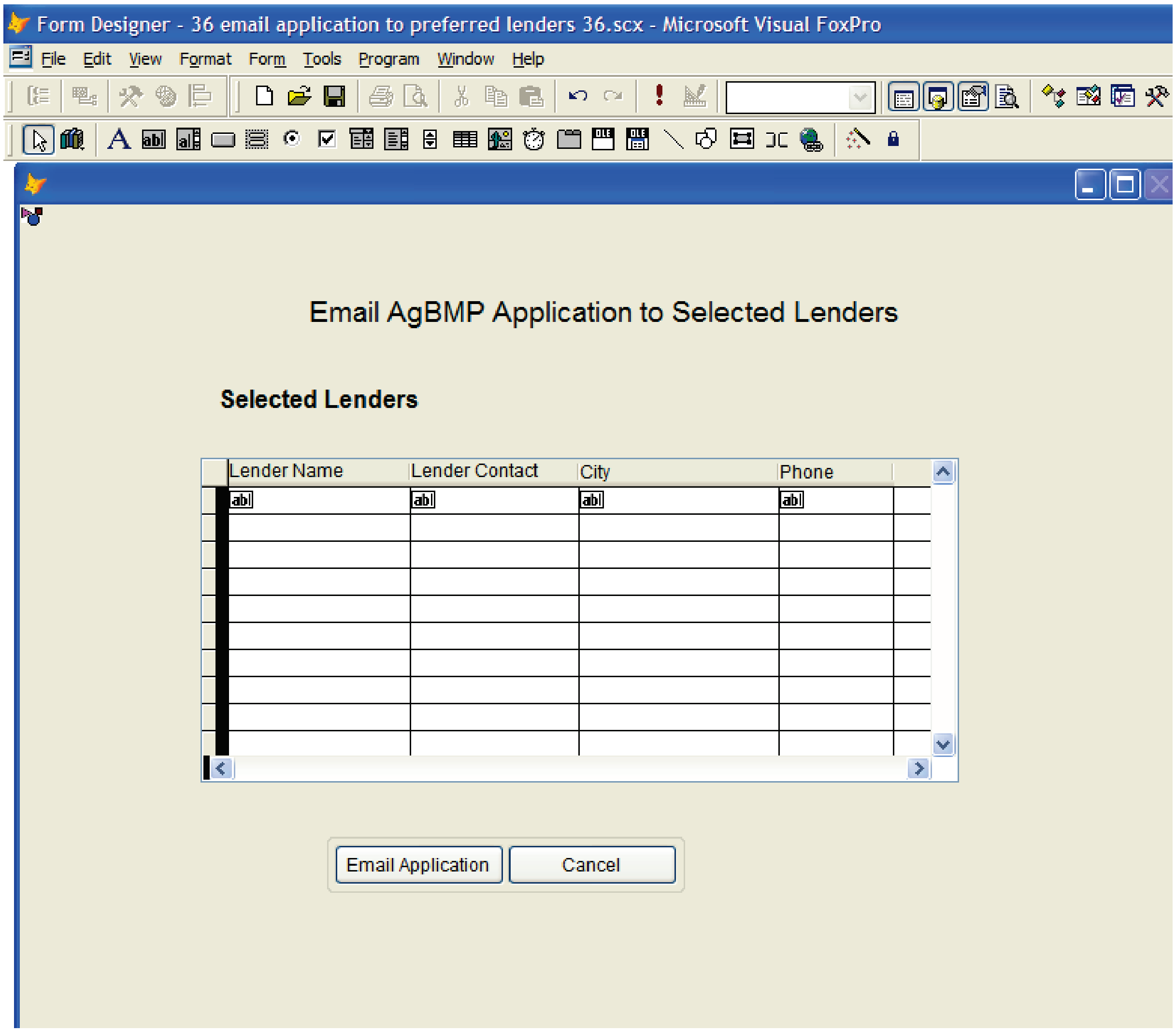
Figure 25. 34~ Generic Program Warning or Error Box - 34



	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
OK	VE	VE	VE	VE	VE
YES	VE	VE	VE	VE	VE
NO	VE	VE	VE	VE	VE
Retry	VE	VE	VE	VE	VE

FR 28.1		a. Cause_of_Error: The calling procedure will pass text for the cause of the error which is displayed. b. Correction_of_Error: The calling procedure will pass text for the correction of the error. c. OK, YES, NO, Retry, Cancel: The Calling procedure will pass which buttons are enabled. d. When a button is executed, this interface will pass the selected button to the calling procedure for implementation.				

6.29 36~ Email Application to Selected Lenders 36~



	Administrator	Supervisory	Payable-LGU	Receivable-LEN	Other
Selected Lender grid	VE	VD	VE	VD	VD
Email Application	VE	VD	VE	VD	VD
Cancel	VE	VE	VE	VE	VE

FR 29.1		a. This interface shall open: 1. after approval of a loan by a county or 2. upon execution of email application on interface ~25. b. Selected lenders: This grid list of Lenders associated with the particular LGU shall be retrieved from the Unit Lender File, based on the LGUUnit Id. If a desired lender is not on list, the lender may be added by add Lenders work with LGU on interface 10~. c. User may select one or multiple lenders to receive application form from dropdown list. d. Execution of the 'E-mail application' button shall allow the system to e-mail the Loan Application form as an attachment (PDF file). e. System shall use the default E-mail program from the User workstation, to send the e-mail with the attachment to the Primary Contact Person for each selected lender. f. System shall retrieve the Primary Contact person's e-mail from the Address file, based on the Lenunit Id and the Address Id. g. Execution of 'Cancel' shall close the Pop-Up interface, without selecting a Lender or sending an email, and restore the previous session on the loan detail interface 25~.				

Pop-Up Interface message: 'Choose a Preferred Lender'

This Pop-Up interface shall have a drop-down list.

Drop-Down list shall be a list of the Lenders the particular LGU/User logged- in the system is associated with.

List of Lenders associated with the particular LGU shall be retrieved from the Unit Lender File, based on the Govunit Id (LGU logged in the system) mapping all the Lenunit Id in a one to many relationship.

User shall execute the 'E-mail' tab after selecting a Lender from the drop-down list.

Execution of the 'E-mail' tab shall allow the system to e-mail the Loan Application form as an attachment (PDF file).

System shall use the default E-mail program from the User/LGU's workstation, to send the e-mail with the attachment to the Primary Contact Person in the Lender's office (for e-mail reqs. See: LenC1.43 e.2, e.3 and e.4).

System shall send the E-mail to only the particular Lender/Primary Contact selected from the drop-down list.

System shall retrieve the Primary Contact person's e-mail from the Address file, based on the Lenunit Id and the Address Id.

Execution of ‘Cancel’ shall close the Pop-Up interface, without selecting a Lender, and restore the previous session the User/LGU was on.