MN Department of Agriculture
Response to Questions from Vendors for SOW
AgBMP Database Project
May 13, 2013

STATEMENT OF WORK (SOW) ADDENDUM

Addendum No.: One
Date of Addendum: May 13, 2013
Due Date, Time: May 24, 2013, 4:00pm C.S.T.

Scope of Addendum

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

Questions and Answers

1. On page 17 of the RFP, the project milestone and schedule state a project start date of June 15, 2013 and a project end date of December 31, 2013. So there is only 7 months to complete the project?

   Answer: The estimated project duration has changed. The new estimated project start date is July 1, 2013. The project end date: no later than June 30, 2014.

2. Per the language on Page 4 of the SOW, I would like to request the additional detailed functional/business requirements for the proposed Web-Based AgBMP Database Program (AgBMP-db).

   Answer: The detailed functional/business requirements for the proposed Web-Based AgBMP Database Program will be posted on the Master Contract 902TS – Active Statements of Work website.

3. This is in regards to the requirement **"AgBMP Database Project"** issued by "**Minnesota Department of Agriculture". Does a vendor need to meet all four of the service categories listed in the RFP?**

   Answer: We are requiring that companies responding to the RFP meet all four of the requirements of service categories listed in the RFP.

4. Reviewing the AgBMP Database Project request for a Statement of Work, page 18 requirements list both .Net and Java experience. However, responsibilities specifically mention Java and not .Net. Can you please clarify if Java is the preferred platform for development and limited use of .Net?

   Answer: For this project we are open to either a .Net or JAVA solution.

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5. What is the estimated total working hours per week given the "**A single P/T contractor…**" description on page 16 under Project Deliverables?

   Answer: The contractor should develop a work plan with the appropriate staff resources and work hours in order to complete the project by the project end date parameters. State of Minnesota staff are each scheduled to work 40 hours per week. State of Minnesota staff work schedule is Monday thru Friday and they are available from 7:00am to 5:00pm.

STATEMENT OF WORK (SOW) ADDENDUM

Addendum No.: Two
Date of Addendum: May 22, 2013
Due Date, Time: May 28, 2013, 4:00pm C.S.T.

Scope of Addendum

The purpose of this addendum is to change response due date, process schedule and to answer questions received from potential responders.

Responses must be received no later than ~~**May 24, 2013**~~ **May 28, 2013, 4:00 PM Central Standard Time (CST)** and must be submitted via email to Brian.Duffy@state.mn.us (Subject Line of the email: SOW Response – AgBMP Project). Responses sent to any other email address will **not** be considered.

Process Schedule

- Deadline for Questions — 05/17/2013, Time: 4:00pm C.S.T.
- Anticipated Posted Response to Questions — 05/21/2013, Time: 4:00pm C.S.T.
- Proposals due — ~~05/24/2013~~ 5/28/2013, Time: 4:00pm C.S.T.
- Anticipated proposal evaluation begins — 05/28/2013, Time: 9:00am C.S.T.
- Anticipated proposal evaluation & decision — 06/07/2013, Time: 4:00pm C.S.T.

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1. I might be missing something but item 7 on page 20 listed an "Exhibit A". I scanned through the document and also the posting on the Master Contract 902TS - Active Statements of Work website. Am I overlooking something?

   Answer: *Sorry for the confusion, please ignore item number 7 on page 20*.

Questions and Answers

No	Reference	Question
1.	Pg 4	Can you provide us detailed Functional / Business Requirements? The current version of the AgBMP-db Functional Requirements and Use Cases have been posted. These documents are subject to continued refinement.
2.	Pg 17, Pg 14	We propose the custom build solution for this SOW and we are open to provide either a .NET or J2EE application. – No Preference Please specify your preference of J2EE or .NET
3.	Pg 17	Please specify your preference of database: Oracle or MS SQL No Preference The data migration approach will vary based on the target, so a single preference will help us estimate correctly.
4.	Pg 14	What is the State's standard spatial tool (ArcGIS, Google Maps) that we need to work with? - There is no state standard tool for managing spatial data. MDA personnel have access to ArcGIS for data management and analysis, but for web mapping projects such as this, the state has an enterprise agreement with Microsoft to use Bing Maps in web applications. The proposal should assume usage of Bing base maps and geocoding services for this solution unless a compelling argument can be made for an alternative. Again please specify a single option.

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5.	Pg 14	Please confirm if the scope of spatial tool is only to find the LatLang of a site. – Yes, LatLong
6.	Pg 6	The next set of questions is meant to understand the money in/out of the eco system. We understand the State funds and the loan repayments are the two sources of funds to MDA and MDA uses these funds for project financing. Does MDA pay back to the State/Federal any unutilized funds or the repayments? • *The program must be flexible enough to accept funds from any number of sources. Currently the program tracks one federal source and four distinct state sources. A fifth was unexpectedly added during this legislative session. Others may be added in the future or existing sources may be combined once statutory distinctions are eliminated. The program must track loans issued and repayments received according to their respective funding source property.* • *State statute requires all funds will be held within the program and accounted for by the program in perpetuity. Under the existing statutes, no funds are paid back to State or Federal sources.*
7.	Pg 6	Does MDA (through the finance department) disburse the loan to the lender or borrower? • *The participating lender will submit through the new program, email, fax, or mail a project application form and supporting documents (a bill, invoice, receipt showing incurred costs). The funds are sent to the participating lender. The disbursement is added to the lender's obligation to the MDA. The lender is responsible to release the funds to the borrower, contractor, supplier, or otherwise insuring appropriate payment of project costs. The MDA does not disburse funds to the borrower directly.*
8.	Pg 6	When the loan is paid to borrower, why does lender repay the loan? • *Although the purpose of the program is to provide financing to the individual borrowers, the expense and risk of direct loans to individuals by the MDA is potentially high. Instead we use the expertise and experience of the established banking community to evaluate, issue, and service loans, including collection from the borrower. The MDA's contract is between the MDA and the participating lender: we provide the funds to the lender, the lender repays the funds to the MDA. However, we only disburse the funds when an eligible practice is completed by a borrower. This reduces accounting to approximately 250 lenders (currently) and only 500 repayments per year, rather than*

		thousands of transactions on a monthly basis that would need to be handled if the program issued direct loans to individuals.
9.	Pg 6	Is borrower's repayment to the lender outside the purview of this system? • *Currently the system calculates an amortization schedule that closely approximates what the borrower is expected to repay the participating lender. That amortization schedule is the basis of what the lender repays the MDA; however, there is no attempt to reconcile the borrower's actual repayments made to the amounts the lender repays the MDA. Technically, the borrower's repayment is outside the program, but it mathematically is incorporated into the participating lenders repayment to the MDA.* Or How does the lender source these repayments? • *The participating lender uses their own internal procedures to collect these repayments from the borrower. We bill the lender twice a year based on our approximate amortization schedule, regardless of whether the borrower has paid the lender. Generally speaking, the aggregate total of all the approximate amortization schedules for a single lender is with $100 of what the lender actually collects from the borrower. The lender is billed by the MDA within six months after the lender collects it from the borrower.*
10.		The requirements states only UI requirements for Lenders in the SOW. Do we need to define system interfaces that allow to directly interacting with the Lenders' (Financial Institution) systems? • *There is no attempt to directly interact with the participating lender's internal accounting system, though the new system's reporting utility will provide export options to commonly recognized formats such as Excel.*
11.	Pg 6	The source (state/federal funds) and use (loan) of funds is both handled by MDA. What is the value add provided by the Lender in this eco system? • *Most importantly, through the guided steps of the new system, the lender will accurately and completely enter all required financial data including the actual loan amount (not just the LGU approved maximum budget), the loan terms, supporting documents, and verification if this is the final project payment.* • *The lender will be able to self-determine status of project payment without MDA involvement.* • *The lender will be able to self-generate reports without MDA involvement.* • *The lender will be able to self-maintain appropriate contact information.* • *Although the Lender's input of data into the system is only a few*

		fields, it is necessary that those bits of loan data be absolutely correct. Therefore, whatever they enter will be exactly what will be disbursed an how it will be collected.
12.	Pg 6	Does the Lender charge a fee for becoming an intermediary in the transaction? • *There is no fee charged to the lender for participating in the AgBMP Loan Program.* • *The lender can charge the borrower 3% interest plus usual and customary fees that their organization charges other comparable loans. Nevertheless, the lender is fully responsible for repayment of the loan to the MDA regardless of the status of the underlying loan.*
13.	Pg 11	What are the possible integration approaches for SWIFT database integration? - Batch File Interface Does SWIFT support batch interfaces (file based) and real time interfaces (using web services or direct DB call) for the three identified transactions in the SOW? - Batch File Interface
14.		What is the budget set aside for this initiative? Approximately $220,000
15.		Who developed the Visual FoxPro application? Is this vendor allowed to bid on this SOW? – This was developed in-house by MDA staff
16.		Can you share us the user manuals for the existing application? – The information in the detailed Functional / Business Requirements should be sufficient.
17.	Pg 12	Can we get detailed reporting requirements? The number and complexity of reports could not be judged with the available information in the SOW. • *The report utility must be designed to be extremely flexible and adaptable because once the system is designed with a defined data structure, the system must be able not only provide standardized reports such as repayment schedules, lists loans issued, funding sources used, and contact addresses, but the users must be able to slice and dice the data into a report to answer whatever the question of the day might be. Under the current system, approximately 10 standard parameters representing potential criteria such as LGU, Lender, dates, fund sources, category, and selected report are always passed to an independent report utility. The source code of report utility*

		(written in FoxPro) is accessible to MDA staff who has written multiple procedures utilizing these standard passed parameters to query the data through SQL and generate a derived table that can then be viewed through the selected report or downloaded as an unformatted table. Over the years more than 200 reports have been created using queries based on the pass parameters. • *The proposed system to enter data will be relatively fixed and only passes the standardized parameters to the report utility. The report utility to evaluate and analyze the data must editable and adaptable into the future.*
18.	Pg 5	Should the proposed system handle workflow and all communications directly between Lenders, LGUs and MDA Staff? • *The system is not intended to be the primary means of communications between the users, though it assumes that a default email program or comparable web-based email form is available when certain types of errors or transactions occur.* • *The program uses calculate values based on the dates or amounts to show text based workflow status updates, such as "Submitted", "Approved", and "Paid".* • *The program will provide "Contact MDA" or other "Help" features that incorporated the user's default email system or comparable a web-based inquiry form.* Pg 5, bullet point 6/7 reads as though LGU will contact the Lender outside the system. Does LGU download all docs from the system and send email to the Lender using any email client or will the system do this process? • *Once a project is approved by the LGU, the LGU will ask the borrower which is the preferred participating lender. Depending on the internal lender procedures and technology available to the Lender, the LGU may, within the system send an email using the default email program or web-based email form to the desired lender with the appropriate information summarized in the text of the email and directing the lender to the borrower's record within the system and informing the lender of the pending project. It is up to the borrower to actually arrange a meeting with the Lender to finalize the terms of the loan.* • *Some LGUs and lenders have requested the program maintain the option of a hard print out of the paperwork for a written signature and a copy for their paper files. Though the MDA would not require such procedures, the option would be available.* • *At the point of LGU approval, the only document that normally exists would be the half completed application form with the borrowers contact information, the project description, and the maximum approved budget by the LGU. Usually there would be no supporting documents at this point (it is the lender that will have a bill or invoice to attach to the record).* • *The program does incorporate some means to attach supporting*

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		documents based on the user's local equipment. It is conceivable that an LGU at a later would return to the record and attach a design diagram, picture or image of the project as supporting documentation.
19.	Pg 6	Please specify your preference for Document Management System. No Preference, but MDA & MN.IT will need to approve the approach. We consider that this system will be system of record for all loans and have to store all documents related to it.
20.	Pg 8	Do we need to interface with any external store for fetching users? This has not been determined at this time MDA Staff may be available in LDAP or other similar user stores.
21.		Spell check, type aheads add significant complexity and costs to the development. Are these must have features? - No Hope these do not apply for fields like names/address
22.	Pg 12	Can we use SSRS (if database adopted is SQL server) for reporting? - Reporting solutions are open
23.	Pg 13	Adhoc Queries. Are you referring to adhoc reporting kind of capabilities in the system? – Yes
24.		Does the State allow the project to be executed outside US? - No
25.		Does the State allow the project to be executed outside MN, say Michigan? – Yes
26.		How many work locations can the State provide in its facilities? • *We recognize the great advantage to having on-site development staff and work stations. Though space is limited within the MDA facility, we may be able to accommodate some on-site staffing dependent on timing, number, and other competing MDA staffing requirements.*

27.	Pg 17	Pg 17 talks about Security Code Review. Who performs the review? MN.IT Services Does this refer to web security testing? - This is not penetration testing. This is just a code review of the application.
28.		What is the transition period that the States expects? What is the skill sets of the State's IT staff? .Net & J2EE Is your solution preference J2EE or .NET based? - No Preference
29.		Does the State expect to maintain the system with its IT staff? Unknown at this time

Questions for Minnesota Dept. of Agriculture (AgBMP Database Project)

Page **2.** States "Have a capacity to maintain a large user database". Is there a specific or estimation as to how large of a user database is required? In the area of 100k, 1M, 1B?

- *"Large" refers to 50 data files in a relational data base with additional multiple derived local views. The largest file representing amortization schedules have about 300,000 records. The aggregate FoxPro database of 50 files has about 500 MB.*

Page **5**. Item **6.** Does MDA have a secure e-mail provider or is establishing one part of the project? Yes, we have a secure provider.

Page **5**. Item **8**. What type of supporting project documentation will be uploaded?

- *The current version of the AgBMP-db Functional Requirements and Use Cases have been posted. These documents are subject to continued refinement.*

Page **5**. Item **11.** Is electronic signature capability required for approvals? Yes

Page **5**. Item **12**. Regarding the workflow in terms of approvals, what are the expectations on how automated this part of the process will be?

- *The system is not intended to be the primary means of communications between the users, though it assumes that the user will have their own default email program or a comparable web-based email form is available when certain types of errors or transactions occur.*
- *The program uses calculate values based on the dates or amounts to show text based workflow status updates, such as "Submitted", "Approved", and "Paid".*

- *The program will provide "Contact MDA" or other "Help" features that incorporated the user's default email system or comparable a web-based inquiry form.*

Page **6**. Item **14.** Is this system responsible for the billings or is there another system responsible for billings? If another system, how will the systems share information?

- *This system is intended to generate invoices to the lenders. Through the Reports utility, all or any lender and a due date can be selected. The Reports utility would then call a procedure to calculate the amount due based on the selected lender, the due date, and the amortization schedules for all loans issued by the lender. The invoice can be set as a digital PDF file or printed as hard copy for mailing.*

Page **8**. Regarding Functional requirements. Are there any perceived or known connection speed or bandwidth issues? No bandwidth issues that we are aware of.

Page **8**. States "Track all appropriations, repayments, and funds in the program". Where does this information originate? Is it manually entered (requiring entry screens) or is it imported from another system?

- *All program data must be entered through screens.*
- *Outputs such as reports and analysis are primarily done through the Reports utility that calls procedures to generate standardize or custom reports. Under the current system most reports are generated as PDF, Word, or Excel files.*
- *"Appropriations" are from a very small file with only one or two records per year so a simple generic data entry screen with few error checks and controls is satisfactory. All appropriations must have a specific funds source assigned.*
- *All loans are assigned a funds source when disbursed (it must be paid from a single appropriation). Since repayments a calculated based on the fund source of the loans that are due (or past due) on the selected due date, the repayments are assigned the same fund source as the underlying loan.*
- *Repayments are entered through the Revenue Repayment Screen. The actual amount paid by the lender becomes the repayment amount (regardless of the amount billed) and the fund source is assigned based on a systematic first out first in process review of the loans due or specifically identified for repayment. Lenders may specifically designate payment toward specific loans; however is not commonplace.*

Page **8**. Regarding "User Name definition". First initial/last name is often a non-unique identifier. Could using the user's e-mail address or another option for the user definition be considered? Yes, user's email or other options could be considered.

Page **9**. Regarding "Contact Information will be exportable to different formats". What formats will need to be supported in the first release of the system?

- *We currently provide the contact information as an Excel table, a formatted WORD document, or a PDF file.*

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Page **9.** When generating automatic e-mail, does MDA have an e-mail system for use in sending these e-mail or would creating one be part of the project? If one exists, what e-mail platform is it?

- *The system is not intended to be the primary means of communications between the users, though it assumes that user will have their own default email program or the system would have comparable web-based email form.*
- *MN.IT Services has an SMTP email interface that can be used for processing email generated by the application.*

Page **9**. Regarding "Support Feature". Is a live chat function desired as part of the help/support solution?

- *A live chat functionality is not required in the system.*
- *A help function will be included. Because the number of users is relatively small and typically will frequently visit the system, the help features are not intended to be detailed or complex and may simply be linking the help button on a system screen to a file or screen that describes in narrative the features and function of each screen object.*

Page **9**. Regarding " Contact Information Management and Communication". Will the MDA staff be available to support the contact information data migration? Yes

Page **9**. States "Alerting the MDA Internal Staff about any problem a User might be facing by generating tickets in the form of e-mail 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." – Does the system need to provide the service ticket management capabilities or does MDA have an existing service desk system that will need to be integrated into the solution? Who is the audience of this ticketing system – will people beyond the 3 user types need access?

- *The intent of this requirement is to forward either hardware, software and programmatic errors that occur between the AgBMP-db and the user's system, such as, a User attempts to enter a value that is not valid (i.e. spending more funds than is available, exceeding the maximum loan limits) or other significant violations of business rules. The MDA will review the error notices and determine the appropriate course of action or determine if the AgBMP-db system is flawed.*
- *There are only three user groups for the system: LGU, Lenders, MDA staff.*
- *Only MDA staff will receive error tickets.*
- *It is assumed the user with have their own default email program or the system would have comparable web-based email form.*

Page **10.** States "enter and retrieve on line the annual report application form". What is the nature of this annual report application form? Is this a PDF file or something more complex (screens and database)?

- *The Annual Report Form is a series of screens described in the addendum 1 to the RFP in sections 10.12 to 10.17.*
- *Much of the data displayed in these screens is derived from existing data files. Some screens provide input of new data, such as the proposed future funding needs.*
- *Although it was not considered at the time of preparing the Annual Report screens, the Reports utility could generate a more traditional report format of the entered data.*

Page **10**. States "System will have procedures for the LGU to approve a loan application". What is required for a LGU to "approve" a loan application? Is this a simple check-box/button-push or is it more complicated (e.g., must be routed to a supervisor to approve or user must electronically sign)?

- *In the LGU Add Loan interface (section 10.10 addendum 1 to the RFP), the LGU can initiate a new project and save it. At a later time, the project can be approved by the LGU. It is a push button. Only users with authority to approve projects (as listed in Edit_staff file) can approve projects. There is no electronic signature for project approve; login authority is sufficient.*
- *Within the loan datafile the critical milestones dates are stored, representing the status of a project. Entrydate, Approved Date, Lender Accepted date, Lender Submitted date, MDA received accepted date, MDA approved date, MDA paid date.*

Page **10**. States "System will have procedures for the Lender to approve a loan application". The same set of questions as the LGU in the previous question are asked here.

- *Only lenders with authority to approve loans (as listed in Edit_staff file) can approve loans and request disbursements. .*
- *There is no electronic signature for project approve; login authority is sufficient.*

Page **10**. States "System will have procedures for the MDA to approve a loan application, based on bills, invoices, and other documentation submitted by the lender (bills and invoices are provided by the Borrower to the Lender and are out of the scope of the system)" – bills and invoices are out of scope but what about "other documents"? Will the system need to be able to upload and manage documents associated with the application/loan?

- *Depending on the internal procedures of the lender, the loan application and supporting bills and invoices may be forwarded as a digital file or the lender may print a hard copy of the project application form, attach copies of invoices, and mail or fax to the MDA.*
- *In either case the bills, receipts, and invoices that equal or exceed the amount requested must also be provided. (The system does not generate or create these invoices rather the borrower must obtain them from contractors or other providers.) The system does have a utility that will attach, upload, or associate the documents with the project's loan request. These documents are typically attached by the lender, though the LGU or MDA may attach the documents when necessary or convenient. Other potential documents might be photographs, designs, images, permits, or other documents, though none of these are required for payment.*

Page **10**. States "System will have a procedure to retrieve pertinent information for loan from the State of Minnesota SWIFT accounting system, using the SWIFT Data Warehouse, such as date paid, requisition used, and vendor". Does this need to be a real-time query or can the

system batch load the data to a local data base for look-ups? The system can batch load the data to a local data base for look-ups.

Page **11**. Regarding SWIFT & AgBMP: The RFP indicates that the new system will not interact with the live SWIFT Interface, 'Administrative Portal'. If this is the case, what is the nature of the SWIFT interface to be used? Batch file interface

Page **14**. Regarding the paragraph titled "General Public". This refers to information on the General MDA site and that the info is configurable by internal staff. It is unclear if this management is part of this application or not. It is not.

Does this project include redefining part of the MDA website? Is providing access to certain application data for general users a requirement, or is providing a link to the main website preferable?

- *The AgBMP-db is independent of the MDA's General Public site. The general public cannot access the system. There may be a link for the system user to the MDA's General Public page, but this would be informational in nature with no functionality. The MDA may set a link on the MDA's General Public page leading to the secure login procedure if a user uses the General Public page to navigate to the system.*
- *The General Public site has been designed to display data from files that are over-written each day by the system. Daily, a file containing the contact information for each county, each lender, and the amount of money available in each county is updated to reflect current information. A similar process will be incorporated into the system and may be expanded to include the geographic location of projects for display as a layer on the MDA's GIS interface.*

Page **14**. Regarding "Technical Requirements – Browser & Device Compatibility". What versions of the various browsers need to be supported (e.g. IE 7.0 or newer…)? For internal MDA staff, our browser standards are currently Firefox 10.0.11 and IE 9. For external users, the system must be functional for a wide variety of browsers.

Page **15**. Regarding "Authentication, Single Sign-on". Please clarify what single sign-on means in this project. What single sign-on provider will be used? Will the external users expect that this is integrated with their internal security systems (multi-org federation) or is this just for internal users at MDA?

- *The State of Minnesota is attempting to adopt a single sign-on system – one login methodology for all authorized programs. As of this time, the system has not been implemented and therefore may not be a component of the program. If the enterprise wide sign-on system is implemented during the development phase of this project, the system should be compatible with sign-on requirements. External users will not be integrated with internal security systems—the application will need to provide a method of storing external user IDs and passwords.*

Page **15**, Regarding "Web Application Security Items"-General - PCI compliance is stated. Since this is not indicated to be a system utilizing credit cards, why is this specified? It is a good security framework that could be used for future items.

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Page **16**. Question regarding " Logging and Auditing" – Is the system log sufficient if it has all this information *logged* in it? Or is a special log required? How will this be used by MDA? The state uses an enterprise solution that logs all middleware applications.

Page **16**. Question regarding Sensitive Information. Can you provide a list of all the sensitive information the system will be handling for planning purposes? Personal Identifiable Information

Page **16**. Regarding "Testing Code". What involvement will MDA have in the testing process? Are any Beta's desired? Security code testing, user functionality testing, user acceptance testing, Test with LGUs and banks, Accessibility testing.

Page **17**. Regarding " Project Environment". It is indicated that MDA will supply the software, hardware, and computing environment for development. Will the chosen contractor be able to specify the workstation and server requirements? (In order to make sure the supplied resources will be adequate.)

The application will be hosted in an enterprise data system on virtual servers and applications from MN.IT Services, thus the contractor will not be able to specify server requirements. Workstation standards are established by MN.IT Services. Specifications outside this workstation standard required for contractor use will be considered based on need/justification. Workstation standards will not be changed for MDA staff.

Page **17**. Regarding "Project Environment – MDA Project Team". How many MDA or other key personnel will be involved in validating the requirements for this effort? TBD based upon need.

Page **18**. Regarding the "Responsibilities of the Selected Vendor". The fourth bullet indicates that "All Code is to have a security review". Is there a notion on what this review will consist of and who will be involved? MN.IT Services will perform the code review. This is not a penetration type test, just a code review of the application.

Page **20**. Under the SOW Evaluation Process, it states that Accessibility represents 5% of the scoring. Could you please clarify what is meant by Accessibility so that it can be correctly included in a proposal? Responses to this solicitation must 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_2011-04-29.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).

Page **24**. Regarding "Veteran-Owned Preference". Is there also a preference for women-owned (WBE) firms? No

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AgBMP Database Project

May 13, 2013

Business and Functional Requirements Document

AgBMP Loan Program

VERSION 1.1

MAY 22, 2013

State of Minnesota

Minnesota Department of Agriculture

AgBMP

MINNESOTA DEPARTMENT OF AGRICULTURE
AgBMP Loan Program

Approval Page

Signature Approval:

I concur with and approve the requirements stated within this document.

I accept that no additional changes may be undertaken until after the initial deployment of the system.

Dwight Wilcox:

Ag BMP Loan Program/Planner, Finance & Budget

_____ _____

Signature Date

Comments:

_____

_____

_____

_____

_____

David Miller:

State Program Administrator Intermediate, Finance & Budget

_____ _____

Signature Date

Comments:

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AgBMP

MINNESOTA DEPARTMENT OF AGRICULTURE
AgBMP Loan Program

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MINNESOTA DEPARTMENT OF AGRICULTURE
AgBMP Loan Program

REVISION HISTORY:

REVISION NUMBER	DATE	COMMENT	NAME
1.0	November 15, 2012	Original AgBMP Loan Program BRD/FRD	Nikhil Kale: Business Analyst

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1 PROJECT OVERVIEW

MN.IT Services @ Agriculture requests proposals from qualified vendors to Design or provide the Client (MDA) with an over-the-shelf (if available) web-based loan accounting program: Web-based AgBMP Database Program (AgBMP-db). In case of over-the-shelf web-based application, the vendor shall have the resources to provide potential customizations if necessary, based on the client's (MDA's) requirements. This project will provide accounting, contracting, reporting, and recordkeeping support to the Minnesota Department of Agriculture's (MDA) Agricultural Best Management Practices Loan Program (AgBMP Loan Program). The Agricultural Best Management Practices Loan Program provides low interest loans through Local Government Units (LGUs) and Lenders to farmers, agriculture supply businesses, rural landowners, and water quality cooperatives to prevent local water pollution problems. The proposed project will allow the three different sets of Users: Local Government Units (LGUs), Lenders, and MDA Internal Staff to access the AgBMP-db program on a web-based platform and perform tasks respective to their security roles and rights. AgBMP-db will also include a geographic locating system, to record the location of projects using an online mapping component. The system will have procedures for the mapping component to provide the user with Latitude & Longitude information, for the project site selected by the user on the mapping interface. The goal is to have a system that will be:

- Web-based,
- Highly secure,
- User friendly,
- Efficient to maintain,
- Have a capacity to maintain a large user database, and
- Allow users to generate reports pertaining to the AgBMP Program activity and status.

Currently the department has 65 LGUs and 250 Lenders that are associated with this program. The maximum number of participating LGUs and Lenders in the future is approximately 87 LGUs and 500 Lenders. MDA under the AgBMP Loan Program issues and manages repayments for 800 loans worth approximately $13 million per year. The AgBMP Loan Program envisions a goal of issuing and managing approximately 1,000 loans worth $20 million per year. Currently there are five appropriation sources providing funds to the program and there may be additional appropriation sources in the future.

Each LGU has one current allocation assigned to it. The LGU's current allocation represents their budget from the multiple funding sources to implement multiple categories of eligible pollution prevention practices. To date, approximately 11,000 loans totaling $175 million have been issued under the AgBMP Loan Program. The number of loans will continue to increase in the future.

Currently $70 million (sum of funding, from all 5 funding sources) are available to the account. The goal is to reach to $140 million in the corpus of the revolving account.

1.1 GOAL

It is the goal of the AgBMP-db project that the MDA will have an integrated accounting and tracking system on a web-based platform to fulfill the respective needs of the three user groups (LGUs, Lenders & MDA Internal Staff). The system will support:

- Appropriations to the AgBMP Loan Program
- Allocations to LGUs,
- Loan approval by LGUs,
- Loan issuance to Lenders,

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- Repayment tracking from Lenders to MDA, and
- Reporting as required or requested by all user groups

[Note: IT Accessibility Standards apply. See 'IT Accessibility Standards']

1.2 Relationship to Use Case Documents

The following Functional Requirements provide user, navigation, process requirements for each interface in the ***AgBMP-db*** project. The associated Use Case is identified parenthetically in each Use Case heading in the format: USE Case ##. The Use Cases can be reviewed in the file *AgBMP-db Use Cases-##.##*. These documents are subject to change as inconsistency, conflicts, omissions, and unnecessary processes are identified.

2 CURRENT BUSINESS REQUIREMENTS:

Currently there is only one user group, MDA Internal Staff, interacting with the existing AgBMP database program. The existing program runs on Microsoft Visual FoxPro. The following is the current business process:

- Borrower contacts by phone or personal meeting the LGU for their respective area to apply for a loan.
- LGU meets with potential Borrower, reviews project details, determines project eligibility, and if eligible and funds are available, approves the project and set the maximum loan amount that will be available for the project.
- LGU prints out a standard loan application form and manually fills in the details of the loan and project and hands it to the Borrower (to take to one of the Lenders from the list of lenders that LGU works with).
- Once the LGU approves the project and determines the maximum loan amount, which currently cannot exceed $ 100,000, the LGU provides a list of participating Lenders that the Borrower may contact in order to finance the project as approved.
- The LGU may inform a preferred Lender (preferred either by the Borrower or LGU itself) by phone, fax, or email about the approved project and may forward a copy of the loan application form.
- Borrower takes the application form and meets a Lender of their choice, to get the loan reviewed and approved by the Lender.
- The Lender reviews the qualifications of the Borrower in accordance with their internal underwriting criteria to determine if they wish to issue a loan. If they determine they will issue a loan, the Borrower may proceed with the project and incur costs.
- The Lender receives documentation of incurred costs (such as invoices, costing bills, or purchase agreements) from the Borrower.
- Based on the cost documentation and other limitations set by the LGU and Lender, the Lender completes their portion of the loan application form to request funds. The loan application form and supporting documents are mailed, e-mailed, or faxed it to MDA's internal staff for payment.
- MDA reviews the loan application, enters the project's detail and geographic location into the existing AgBMP database system, adjusts the LGU's allocations as necessary, increases LGU's allocations from available funding sources as necessary, and prepares the loan application documents for supervisor's approval.
- The supervisor approves the loan application and the request for payment is forwarded to the MDA's Finance Department for their approval and disbursement of the requested loan amount. (AgBMP scope ends here)

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All system reports are generated periodically and mailed by MDA Internal Staff to LGUs and Lenders on their request. The existing system provides no direct access or interface to any users, other than the MDA Internal Staff. The current database program is not fully compatible beyond the Windows XP Operating System and therefore must be restructured in respect to current technology and standards.

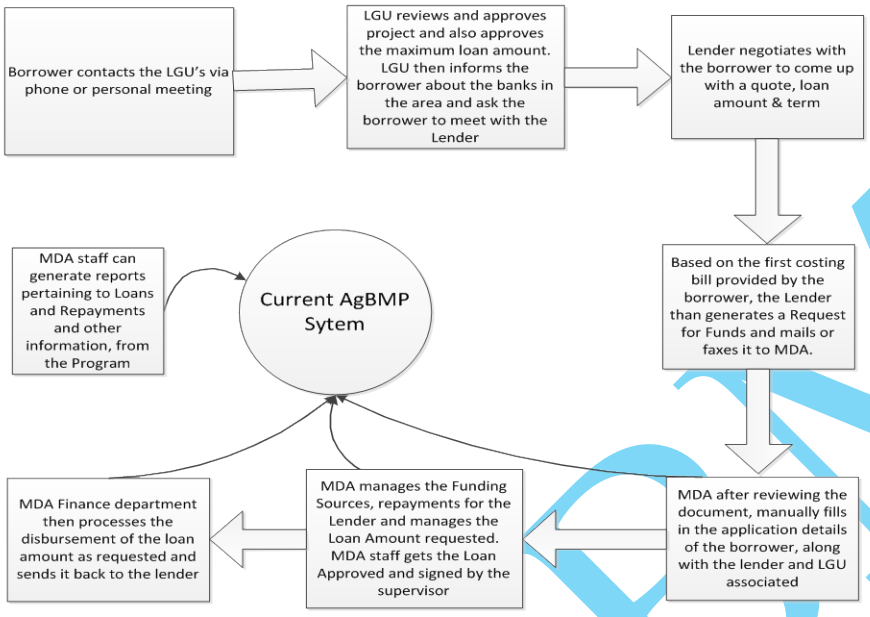

Figure 2.1. Current Business Flow.

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3 PROPOSED BUSINESS REQUIREMENTS

MN.IT Services @ Agriculture requests proposals from qualified vendors to design, build, and install a web-based loan program: *Web-based AgBMP Database Program (AgBMP-db)*. This program will allow three different sets of Users:

- Local Government Units (LGUs),
- Financial Institutions (Lenders), and
- Internal Users (MDA Internal Staff)

These groups will have access to the *AgBMP-db* program on a web-based platform and perform tasks respective to their security roles and rights. *AgBMP-db* will also include a geographic locating system, to record the location of a project using an online mapping component. The system will have

procedures for the mapping component to store and provide the Latitude & Longitude information for the Project site selected by the user on the mapping interface.

The goals of the System will be:

- Web-based
- User friendly
- Efficient to maintain
- Of the capacity to maintain a large user database
- Secure based upon all State of MN requirements and laws; Federal requirements and laws
- Able to accurately account for all funds in the various accounts and various appropriations, and
- Allow MDA Internal Staff and other Users to generate existing and custom reports pertaining to the AgBMP Program for themselves and other interested parties.

The Agricultural Best Management Practices is a loan program that provides low interest loans through LGUs and Lenders to farmers, agriculture supply businesses, rural Landowners, and water quality cooperatives to prevent water pollution, improve water quality, and address other local environmental concerns by assisting LGUs and Borrowers to implement their agricultural and rural development plans.

Currently the department has 65 LGUs and 250 Lenders that it is associated within this program. These Users may grow to 87 LGUs and 500 Lenders respectively. The MDA through *AgBMP-db* program issues and manages repayments for 800 loans per year worth $13 million. AgBMP has a goal of issuing and managing approximately 1000/year loans worth $20 million. To date approximately 11,000 loans valued at $175 million have been issued under the AgBMP Program.

Currently, a total of $70 million from multiple (five) funding Sources is assigned to various LGU accounts. The long term goal is to reach to $140 million.

The system to be developed will comply with the following processes to be performed in the proposed system (AgBMP Loan Program):

- Accounting for funds appropriated to AgBMP Loan Program.
- AgBMP prepares and awards budgets for each LGU based on information from annual reports and previously collected data (Lender repayments, overall funding for the Program, and new appropriations).
- Funds are allocated to each eligible LGU through pre-determined policies and formulas.
- The Borrower will contact the LGU for a loan application.
- The LGUs and Lenders can login the ***AgBMP-db*** program, with the Username and Password provided by MDA, to:
- Enter, edit, or review a Borrower's project information.
- Review the funds available for loans.
- Approve the eligibility of a project for potential funding.
- The system shall not allow LGU's to issue loans in access of program limits (currently $100,000) or in access of LGU's budget.
- LGU can print the Loan Application form with specific Borrower and project information and can e-mail via secure, encrypted email a copy of the partially completed form to a preferred Lender (either LGU's or Borrowers choice).

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- Preferred Lender receives an e-mail from the LGU. Other Lenders can also view the loan application online on the ***AgBMP-db*** program.
- Lender can accept a project for loan consideration, enter specific loan terms, and upload supporting project documentation. Once a Lender accepts a project, it is not visible to other lenders.
- The ***AgBMP-db*** program generates and sends to MDA a request for funds upon Lender approval, based on the cost incurred documents received from the Borrower.
- MDA receives the loan application (MDA acceptance) with the information about the loan and Borrower already filled on it.
- MDA assigns a funding source and makes necessary changes to the loan application if required, prints out the form, and gets supervisors' approval signature (MDA Approval).
- The ***AgBMP-db*** program shall have the potential (in future) of migrating to an automated loan approval process, performed by the supervisory authority.
- The approved loan application is forwarded to the MDA Finance Section for their approval and disbursement of the loan amount. Transactions and processes executed by the MDA Finance Section are outside the scope of the AgBMP-db.
- The system shall be able to generate and send project documents and status reports (as PDF documents) to the MDA Finance Department, LGUs and Lenders. These report include:
    - SWIFT Disbursement Request to MDA Finance Department
    - Notice to LGU and Lender of project approval by MDA
    - Notice to Lender of eminent disbursement to be made.
- Loan amortization schedule is calculated based on pre-defined formulas.
- Lenders are billed for repayments due in accordance with loan amortization schedules.

The ***AgBMP-db*** program shall be able to recognize each User based on his/her Log-In credentials and User security rights.

The Proposed System shall be of capable of generating formatted reports, required at multiple steps throughout the **AgBMP-db** accounting process for analysis and program monitoring.

The ***AgBMP-db*** program will not be directly accessible by the public or other User Groups; however, data from the system may be generated by the system in formatted and unformatted reports upon request by interested parties to the authorized system users.

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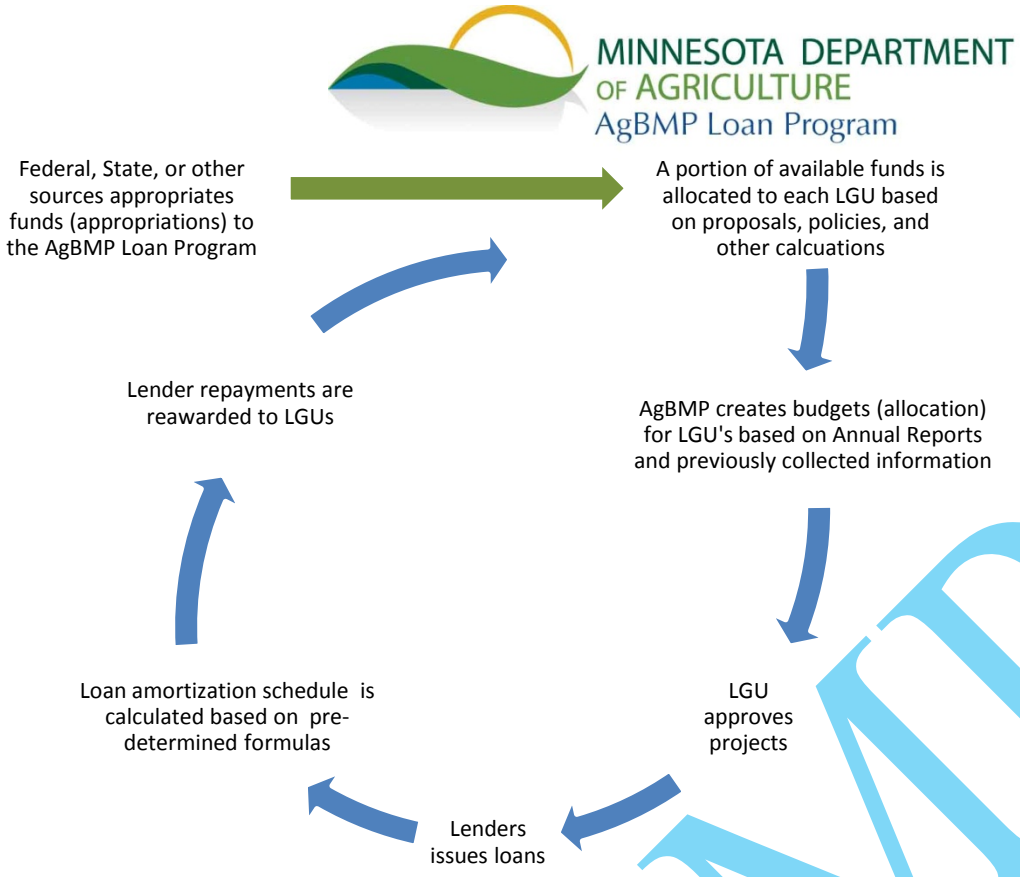

Figure 3.1. Flow of Funds through Sytem.

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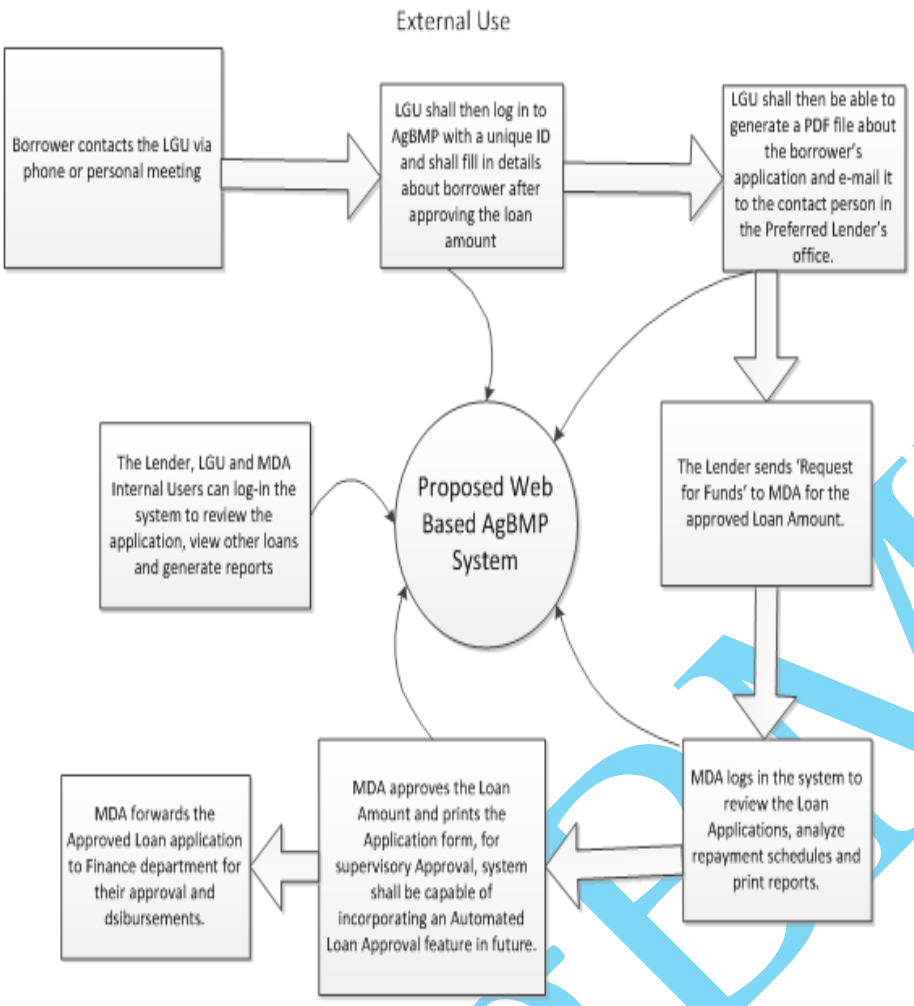

Figure 3.2. Proposed Program Flow.

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4 GENERAL REQUIREMENTS:

4.1 PROPOSED SYSTEM WILL BE A WEB-BASED PLATFORM FOR AN IMPROVED VERSION OF THE EXISTING AGBMP-DB PROGRAM.

4.2 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).

4.3 SYSTEM WILL ALLOW 3 DIFFERENT USER GROUPS TO INTERACT WITH IT:

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

4.4 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.

4.5 IMPROVED DATABASE MANAGEMENT SYSTEM:

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

4.6 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).

4.7 USERS:

Primary Users:

- LGUs,
- Lenders and
- MDA Program Managers

Secondary Users:

- Other MDA Internal Staff

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

4.8 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:

- Ability to generate new accounts for all the existing and future Users. These accounts will be activated and managed by the MDA Internal Staff.
- Ability to incorporate an audit process and security review of users and roles.
- Ability to generate automated Usernames and Passwords for every account. The system will allow the User to create a new password to overwrite the 'old system generated Password'. Passwords will be stored in an encrypted format in the database.
- System will comply with the following Data Definitions:
    - User Name: First Letter of First Name (Uppercase) and Full Last Name (lowercase), Max 20, Mandatory Field
    - Password: Minimum of 8 characters, include combination of alpha, numeric and special characters. For example: A$b13%5&, Mandatory Field
- Ability for external User to request the MDA Internal Staff for resetting the old Password, by sending an e-mail alert to MDA Internal Staff from within the scope of the system to reset the old password.
- Ability for Users to access and share data information between LGUs and Lenders including loan information, contact information, reports, and other data.
- Ability for MDA Internal Staff to assign security roles and rights for every User Account, to restrict or provide access to information in the program database for any User group or specific individuals of a User group.

4.9 CONTACT INFORMATION MANAGEMENT AND COMMUNICATION:

The proposed system will store and manage contact information for program participants such as Name, Organization Name, Phone #, Fax#, E-mail address, Vendor ID, Vendor Address, Contact Numbers, and Address Information. Existing contact information will be migrated from the existing database to the new system. New contact information may be entered by any User with appropriate security roles. Contact information will be shared and accessed by different users, based on their security roles in the system.

Contact Information will be exportable to different formats to achieve different tasks in the system such as generating reports, or providing contact information in e-mail format for Outlook or any other medium of exchanging information.

System will perform secure communication processes like generating automated e-mails, reports, or messages regarding loans status, repayments, invoices, or contact information and sharing them between some or all users of the three User Groups.

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4.10 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 etc. 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.

4.11 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 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.

4.11.1 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.
- System will contain information regarding the appropriations in the database for example: date, funding source, and dollar amount appropriation.

4.11.2 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.
- System will have the capability to perform calculations based on pre-defined formulas.
- System will have procedures to import data pertaining to an LGU on this form from the database, such as current budget, completed projects, and available funds.

4.11.3 Budget Approval:

System will have procedures to upload live budget information for an LGU on the Interface of the Program.

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4.11.4 LGU Approval for a Loan Application by the Borrower:

System will have procedures for the LGU to approve a loan application (after entering it in the system).

4.11.5 Lender Approval for a Loan Application, already approved by the LGU:

System will have procedures for the Lender to approve a loan application (after entering it in the system).

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

System will have procedures for the MDA to approve a loan application, based on bills, invoices, and other documentation submitted by the lender (bills and invoice are provided by the Borrower to the Lender and are out of the scope of the system).

4.11.7 Loan Amount is disbursed for the Loan and a Pay Date is assigned to that Loan:

System will have a procedure for retrieve pertinent information for loan from the State of Minnesota SWIFT accounting system, using the SWIFT Data Warehouse, such as date paid, requisition used, and vendor. (The SWIFT data warehouse is an independent Oracle database that is updated nightly for transactions processed through the SWIFT payment system related to the AgBMP Loan Program).

4.11.8 System will have Procedures to Calculate the Amortization Schedule for the Loan, based on Pre-defined Formulas:

System will calculate amortization schedules based on SWIFT Paid Date, amount of loan, loan interest rate, frequency of loan repayments, and total number of repayments.

4.11.9 System will have Procedures for the LGU, Lender and MDA Internal Staff to Deny or Approve a Loan Application:

System to provide procedure to forward, notify, deny, or approve other appropriate Users of loan application when proposed project meets or exceeds program or statutory guidelines and is approved by appropriate User.

4.11.10 Loan Status:

- System will have procedure to track the status of the Loan application, based on the dates of activities for example: LGU acceptance date, Lender acceptance date, MDA acceptance date etc.
- System shall incorporate the procedure to name different dates, occurring in a loan process as text statuses on the User Interface for example: Incomplete, LGU Approval, Lender Approval, Lender Acceptance etc.
- System shall incorporate the procedure to calculate the current budget for an LGU example: Amount Remaining, Loans Issued, Budget Allotted etc. The calculations shall be based on the pre-defined formulas.

4.11.11 Loan Accounting:

- The System shall recognize a loan as a project with one practice category from a single funding source. A loan may have multiple disbursements. A Borrower may have multiple

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loans. Multiple loans may be required to finance a project with multiple categories or multiple funding sources.

- The System will have procedures for MDA Internal Staff to assign or modify funding sources prior to disbursal, for the requested loan.
- The System will have procedures to verify the accuracy of loan amounts issued for a particular loan as reported in the SWIFT accounting system.
- Procedures shall be available to run checks for the compliance to statutory and accounting requirements.
- The system shall be able to produce reports for the loans, based different criterions such as LGU, category, date, Lender, and funding source, etc.
- System shall have the capacity to calculate and generate repayment schedules for loans, based on pre-defined formulas.
- System shall have capacity to aggregate repayment schedules based on LGU of loans or Lenders issuing loans.

4.12 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. 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'**. There are 4 possible scenarios where the system shall have the procedures and capacity to interact with SWIFT, for reconciliation of data:

4.12.1 Budget Approval Process for the LGU:

System shall have the procedure to summarize the budget approved for an LGU and reconcile the information with the requisition data present in the SWIFT database.

4.12.2 Vendor ID:

System shall have the procedure to reconcile the Vendor ID for a particular Lender associated with a loan, with the Vendor ID present in the SWIFT database (vendors).

4.12.3 Amount Approved & Amount Paid:

System shall have the procedure to reconcile the amount approved and funding source for a loan with the amount paid and funding source present in the SWIFT database (disbursements).

4.12.4 Amount Repaid by Lenders:

System shall have the procedure to reconcile the amount and funding source of repayments made by a lender as reported in the SWIFT database (repayments).

4.13 LOAN INFORMATION:

Loans issued under the AgBMP Loan Program must implement practices that prevent water pollution and implement local and statewide watershed plans. Loans are currently categorized into one of at least five practice areas:

- Agricultural Waste Management,
- Structural Erosion Control Practices,

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- Conservation Tillage Equipment,
- Sewage Systems,
- All Other Practices

A Borrower requests a loan through an LGU for an eligible project. The LGU shall fill out project and loan details for the Borrower, along with Borrower's contact information. Following fields are some of the loan information fields to be collected by the System.

- LGU Organization Name
- Borrower Full Name
- Borrower Organization Name
- Project Description
- Practice Category
- Project Location: Latitude and Longitude (see below)
- Maximum Loan Amount
- Farm, Farm Supplier, Rural Landowner, Septic System cooperative
- Starting and Ending Animal Units
- LGU Approval Expiration Date.
- Total Number of Payments.
- Frequency of Payments

4.14 Latitude & Longitude Mapping:

AgBMP will use an interactive web mapping system to determine the spatial location of the project site. In most cases the project site is the borrower's residence. The System shall have procedures to make a borrower's given address the initial starting point to locate the spatial location of the project site.

- Procedures shall be incorporated in the system for the LGUs and MDA Internal Staff to spatially locate a project site.
- LGU/MDA Internal Staff shall be able to move the project location marker on the map interface to the exact location of the project site.
- Procedures shall be incorporated for the system to provide the Latitude and Longitude of the selected (clicked location on the map) address in the respective fields on the interface.
- Procedures shall be incorporated for the system to provide the township, range and section of the selected (clicked location on the map) address in the respective fields on the interface.
- The spatial information shall be stored in a database, corresponding to the technique used for ArcGIS, Google Maps, or other MDA approved online mapping utility. Stored information shall be able to link back to the associated loan that it represents.
- Procedures shall be incorporated in the system, to return the latitude and longitude of any project, as queried by the User based on parameters such as date, loan, address, name, or other combination of any ad-hoc query a user may use.

4.15 Analysis & Reports:

Report generation and analysis are two major components 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.

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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. These reports are currently used only by the Internal staff of MDA.

- The new System will have procedures to incorporate this functionality for all 3 User Groups involved: Local Government Units, Lender Units, and MDA Internal Staff.
- Procedures shall be incorporated for the system to filter out the reports, based on the User who is accessing this functionality for example: System shall show the list of reports associated with a particular LGU only, when a User from that LGU has logged-in the program.
- Procedures shall be incorporated in the system, to provide the MDA Internal Staff with maximum security rights, to view, format and generate all reports associated with the Program, unlike the LGU Units or Lender Units, who will have limited security rights.
- The new System shall have the functionality for the User to navigate to the Reports unitility for generating activity-associated reports from every interface in the program.

4.16 Query Interface (Reports)

The system shall have the capacity and ability to allow and run pre-defined parameters and ad-hoc queries, generated by the user on this interface. These queries can be generated to save, export, or generate reports. System shall have the ability to recognize the query (s) and produce results in compliance to the entered query. MDA Internal staff shall have the authority to configure reports and queries for the Users.

Current System does not have the ad-hoc query feature; the new system shall have procedures to incorporate this feature in it.

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

4.17 Customized Reports & Types:

The new System shall have the functionality to generate reports based on the queries generated by the User (ad-hoc or pre-defined parameters) and the pre-existing customized reports. MDA Internal Staff shall have the authority to customize the context of these reports, add new reports, and change the parameters of queries.

Procedure shall be incorporated, for the external User Groups (LGUs and Lender) so that they have access to only the reports that they are associated with and are authorized to view. MDA Internal Staff however can view and customize any report in the Program with appropriate security level.

- 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.

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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.

4.18 CALCULATIONS:

The system has set of pre-defined calculations that are 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 Allocation
- Total loans issued by an LGU or Lender
- Budget remaining for LGU, etc.

4.19 ALLOCATIONS:

Every LGU is allotted an amount every year that the LGU can issue loans with. This amount represents the current budget for an LGU.

- Procedures shall be incorporated for the system to perform certain calculations, to produce the necessary results for these allocations. This includes calculations such as total of allocation by funding source, total allocation for LGU, total loans issued by funding source, loans assigned to an allocation.
- This functionality of the AgBMP-db program shall be accessible by the MDA Internal Staff only.
- All other external users shall be able to analyze- only the results produced by the calculations for allocations, based on pre-defined formulas. External Users may not edit or change allocations.

4.20 ACCESS TO THE DATA:

User: The initial page will have the link for Users to the log-in interface, where they can enter the system after entering their correct log-in information.

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.

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5 OBJECTIVES:

The implementation of the Web Based AgBMP Loan Program shall meet the following objectives:

- Provide the Office with a comprehensive **Web Based system**
- Provide a robust working platform in alliance with the newer technology, updated database & availability of remote access
- Provide an **Interactive User Interface** for the **Local Government Units, Lending Institutions & MDA staff**
- **System shall provide an efficient Loan Tracking mechanism, allowing MDA Staff, LGUs and Lender units to track all Loans issued by:**
    - **Dollar Amount**
    - **Funding Source**
    - **LGU:** approving the Loan & Amount
    - **Lender:** money paid to, by MDA
    - **Borrower:** money paid to, by Lender
    - **Geographic Location:** of the completed projects
- Build a transparent Loan Management Process, with the involvement of all three User Groups, to achieve a lean and efficient business process.
- Develop a proficient method for **Report generation and availability**, for each User group at their own local working environment, via a Web Based interactive platform.
- Reduce paper trail.

6 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 can 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.

7 RISKS AND CONSTRAINTS

7.1 RISKS:

- Delays in capturing system requirements and business rules may affect the project development schedule
- Funding requirements may affect resource availability
- Changes in management or key stakeholders may affect the project development schedule

7.2 CONSTRAINTS:

- Project resources
- Project funding
- Project time frame
- Undefined or loosely defined business rules

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8 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

9 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
Nikhil Kale	Business Analyst	Nikhil.Kale@state.mn.us	+1 (651) 201-6378

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10 FUNCTIONAL REQUIREMENTS

This section details the functional requirements for the Web Based AgBMP Loan Program System. In each section, the interface is identified, a draft image of the interface is shown, the users are listed, the expected pathway to the interface is diagramed, and a detailed description of each tab or feature on the interface is listed.

When not specifically listed in the identified tabs, the principal key or identification numbers of the data shown on the interface will be displayed for reference purposes only, in a non-editable, consistent manner for all interfaces, for example, the Gov_ID on the Primary LGU interface, the LEN_ID on the Primary Lender interface, Loan_ID on the Loan Interface and the Address_ID on the address interface.

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 or AgBMP can be configured to provide
B = Feature provided via Third Party
C = Feature can be provided via customization
N = Feature not provided

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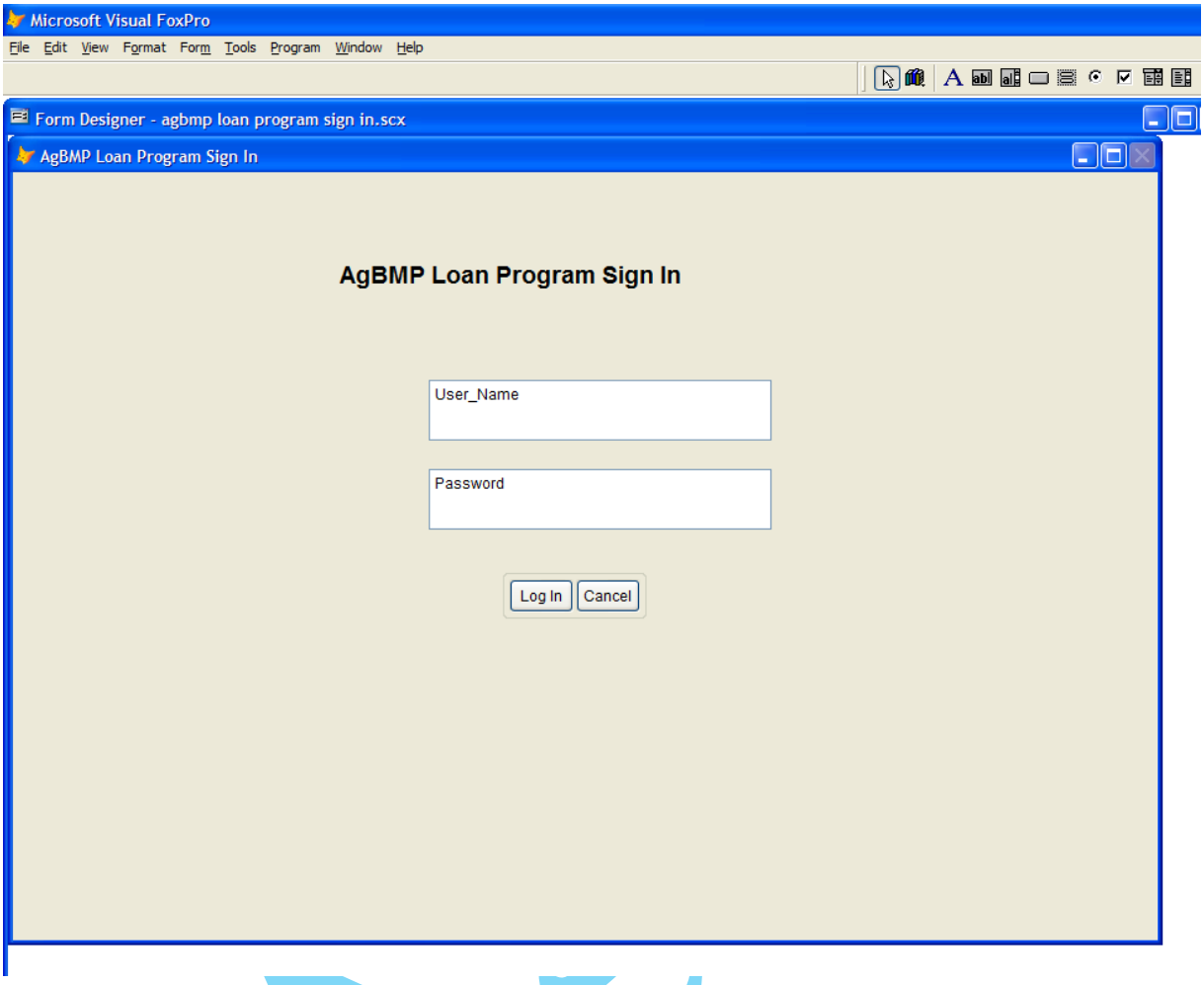
10.1 Log-In Interface (Use Case 1)

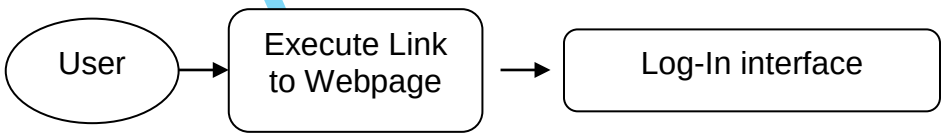
This interface will be displayed each time when user attempts to log into the system.

Figure 10.1 Log-In Interface.



10.1.1 Users: MDA, LGU & Lender

10.1.2 Navigational Flow to Log-In Interface



10.1.3 Functional Requirements for Login Interface – MDA, LGU, & Lender

Ref#	Client	Requirements	A	B	C	N
Log-in1.1	All	The System shall be able to generate Unique ID & Password for each LGU, existent in the database.				
Log-in1.2	All	The entities i.e. LGU's shall be able to type in the ID & Password on the front screen of the new Web Based AgBMP program.				

Log-in1.3	All	The system shall ask the user to create a New Password once they have logged in the system with the old one (the password provided to them individually).				
Log-in1.4	All	Once the New Password has been created, the system shall allow the user to navigate to the next screen. (Listed in next section)				
Log-in1.5	All	The system shall comply with MN.IT security requirements				
Log-in1.6	All	The system shall recognize each user depending on their individual login information, and shall display authorized interfaces and data accessing features. (Discussed in the later stage of this document)				
Log-in1.7	All	The user shall be able to log in, with the same information & interface they logged off or exited from. The system shall store the last session of the user and display it next time when the user signs in to the system.				

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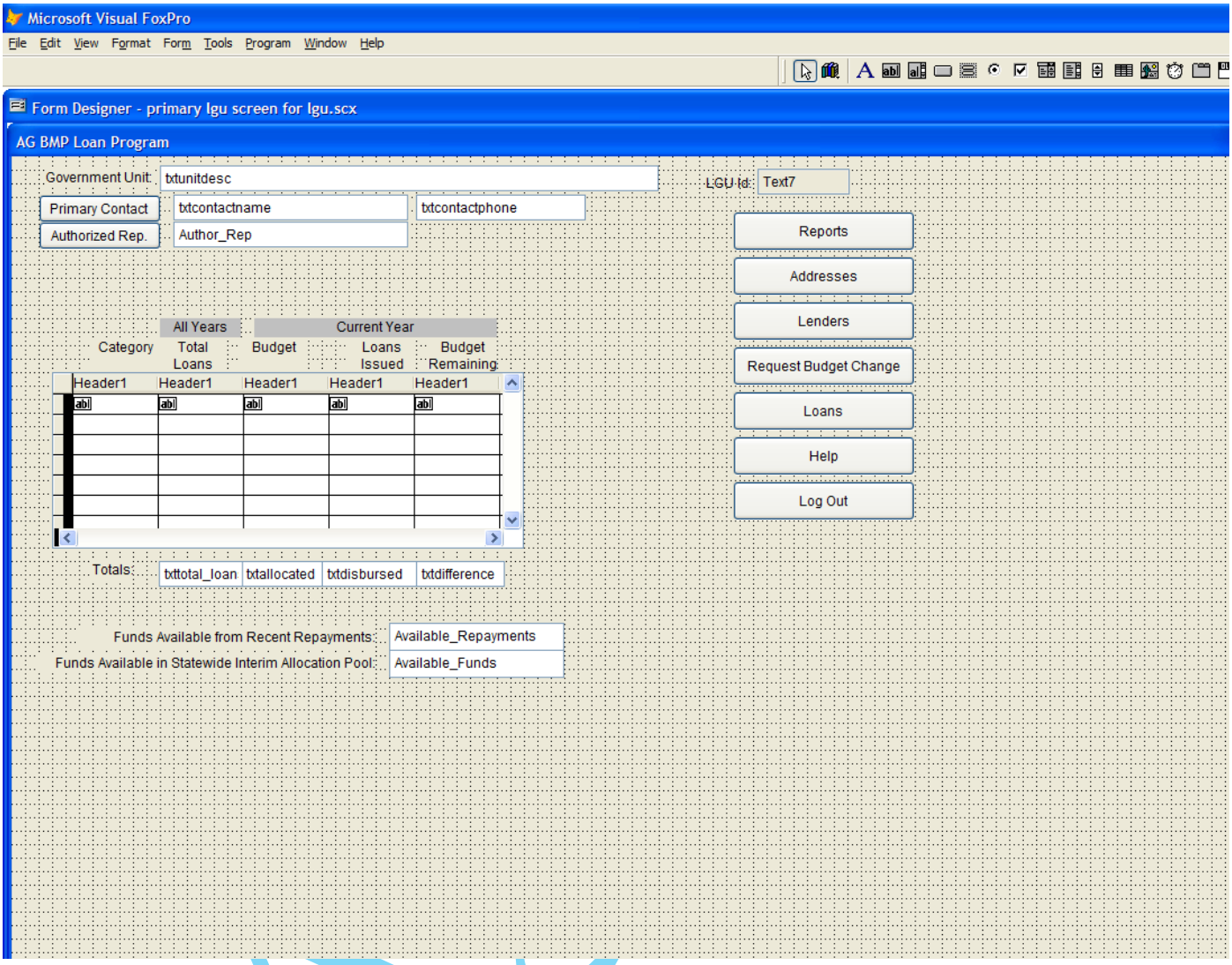
10.2 LGU Primary Interface (Use Case 3)

Figure 10.2. LGU Primary Interface



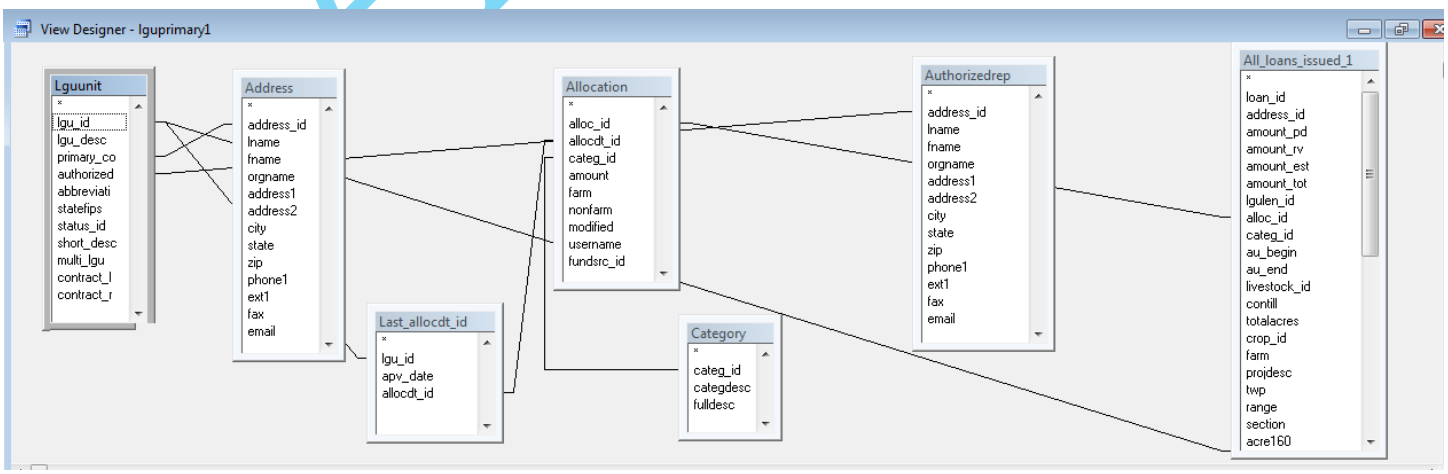


Figure 10.3. Entity relationship LGU Primary Interface

10.2.1 Users: LGU

10.2.2 Navigational Flow to LGU Primary Interface

10.2.3 Functional Requirements LGU Primary Interface

Ref#	Client	Requirements	A	B	C	N
LGU1.1	LGU	After the user has successfully entered the system, the system shall take the user to assigned **Local Government Unit** screen**.**				
LGU1.2	LGU	The **Government Unit tab** shall be a drop down tab				
LGU1.3	LGU	The drop down tab shall have **search functionality** to it				
LGU1.4	LGU	The drop-down tab shall be disabled for the LGU user, i.e it shall only show the name of the particular LGU, whose user has logged-in the program.				
LGU1.5	LGU	It shall not show the list of all Local Government Units available in the Database.				
LGU1.6	LGU	The **Government Unit Tab** shall always display the name of the LGU who signed in the system with their respective Unique ID.				
LGU1.7	LGU	The **Contact Name Tab**: display the name of the **Primary Contact** in the LGU a. This tab **shall be renamed as Primary Contact** b. The Field Adjacent to it shall display the name of the Primary Contact. c. **Execution of the Primary Contact tab** shall **navigate** the User to the **Address Interface** d. The User/Primary Contact shall be able View or Edit their own and/or other employees information on the Address Interface. (see LGUC1.1-) e. This tab **shall be Visible and Enabled only** for the **Primary Contact** Person f. The System shall recognize the Primary Contact, based on the Log-in credentials.				
LGU1.8	LGU	The **Contact Phone Tab** shall display the contact number of that respective Point of Contact mentioned in the Contact Name tab.				
LGU1.9	LGU	**Auth.Rep.:** displays the name of the **Authorized personnel within the Local Government Unit**. This information is				

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		stored in the Address file in the database a. It shall be removed from the Lender's Primary Interface and shall be placed on the LGU's Primary Screen b. The Field Adjacent to it shall display the name of the Authorized Representative. c. **Execution of the Authorized Rep. tab** shall **navigate** the User to the **Address Interface** (see LGUC1.1-) d. The User/Primary Contact shall have editable rights, for everything (in the contact information), except the First and the Last Name of Authorized Representative. e. Changing an Authorized Representative (see req.: **LGU: Changing/Removing Authorized Representative**) e. This tab **shall be Visible and Enabled only** for the **Primary Contact** Person, shall be disabled for other Employees associated with the particular LGU. f. The System shall recognize the Primary Contact, based on the Log-in credentials.				
LGU1.9	LGU	The New System shall **not have** the **Find; Next & Previous Buttons** on this screen unlike the old screen, these functions are replaced by the above mentioned **Government Unit drop-down** tab.				
LGU1.10	LGU	The **LGU ID shall not be visible** on the screen **for the external users**; it however should be visible to the Internal Users				
LGU1.11	LGU	The **Reports Utility Tab** on the current system screen, shall be renamed as just Reports on the new screen (description in the next screen section)				
LGU1.12	LGU	The **Address Utility Tab** on the current system screen, **shall be renamed** as just **Addresses** on the new screen (description in the next screen section)				
LGU1.13	LGU	The **LGU/Lenders Utility Tab** on the current system screen, **shall be renamed** as just **Lenders** on the new screen (description in the next screen section)				
LGU1.14	LGU	In the New System **Allocations Tab shall not be visible** on it.				
LGU1.15	LGU	The **Loans Tab** shall be juxtaposed from the Old system/Old screen to the New System/New Screen (Description in the next screen section)				
LGU1.16	LGU	The New Screen shall have a new '**Request Budget Change**' tab on it: Which shall send an e-mail in PDF format, with request for funds application to the inbox of MDA internal staff. (description in the next screen section**)**				
LGU1.17	LGU	The New Screen shall have a new '**Help**' tab on it. (description in the next screen section**)**				

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LGU1.18	LGU	**The Last Allocation/Amendment Date Tab shall be deleted**				
LGU1.19	LGU	The Table on the New Screen shall be named as '**Proposed Budget'**				
LGU1.20	LGU	Under this Table, there shall be two Parent Columns namely: '**All Years' & 'Current Year'**.				
LGU1.21	LGU	'**All Years**' should be a parent Column to **Total Loans.**				
LGU1.22	LGU	**Current Year**: should be a parent column to Category, Budget, Loans Issued & Remaining.				
LGU1.23	LGU	Under the **Proposed Budget** Table, sub- column#1 shall be renamed as '**Category**'				
LGU1.24	LGU	The Rows of this table shall sum up the identical categories, to show one row per category.				
LGU1.25	LGU	The system shall always show the number of defined categories listed in file CATEGORY.				
LGU1.26	LGU	Column#2- '**Proposed**' shall not exist, in the new Proposed Budget Table.				
LGU1.27	LGU	Column#3- '**Completed**' in the old program, which shall be column #2 in the new one, shall be renamed as '**Total Loans'.**				
LGU1.28	LGU	**Total Loans** shall display the summation result of the Dollar Amounts of all the Loans issued.				
LGU1.29	LGU	Column#4- '**Allocated**' shall be renamed as '**Budget**' and similar to the 'Completed' it shall also display the summation results.				
LGU1.30	LGU	Column#5- '**Fund'** column in the old screen shall not exist in the new screen/new table.				
LGU1.31	LGU	Column#6- '**Disbursed'** shall be renamed as '**Loan Issued'** and shall also display the summation results like previous columns				
LGU1.32	LGU	Column#7- '**Remaining**' shall be renamed as '**Budget Remaining**' and shall display the summation results for identical category of rows.				
LGU1.33	LGU	The Proposed Budget table shall have an **additional row named Total**: which shall display the summation results of the dollar amounts for each of the 4 individual columns in their bottom cell respectively				
LGU1.34	LGU	'**Budget Total'** shall be the summation of all the column values in the Budget Column mentioned above.				
LGU1.35	LGU	'**Loans Issued Total**' shall be the summation of all the				

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		column values in the Loans Issued Column mentioned above				
LGU1.36	LGU	'**Budget Remaining Total**' shall be the summation of all the column values in the Remaining Column mentioned above				
LGU1.37	LGU	The 'Total Loans' tab at the bottom shall show the summation of all the loans the particular LGU/LGU/User has ever issued.				
LGU1.38	LGU	The new screen shall have two new Buttons at the bottom of the screen namely: '**Available Repayments**' & '**Available Funds**				
LGU1.39	LGU	The '**Available Repayments**' to shall be the summation of all Repayments made to the MDA: These payments are made twice every year.				
LGU1.40	LGU	The '**Available Funds**' shall provide the summation all the unallocated funds to any LGU/LGU, which can be used by any LGU on basis of application & approval.				
LGU1.41	LGU	The amounts available in '**Available_Funds**' & '**Available_Repayment**' Buttons shall work as a triggering event for the **Request Budget Change** process.				
LGU1.42	LGU	**Log-out:** a. This shall be a new tab on the proposed, web-based system. b. The LGU/User shall be able to Log-out of the program, by executing this tab on its primary interface. c. Execution of Log-out tab shall trigger the system to remove the LGU/User's log-in credentials from the temporary memory. (so the user will have to type in log-in credentials again; before entering the program in the second session).				

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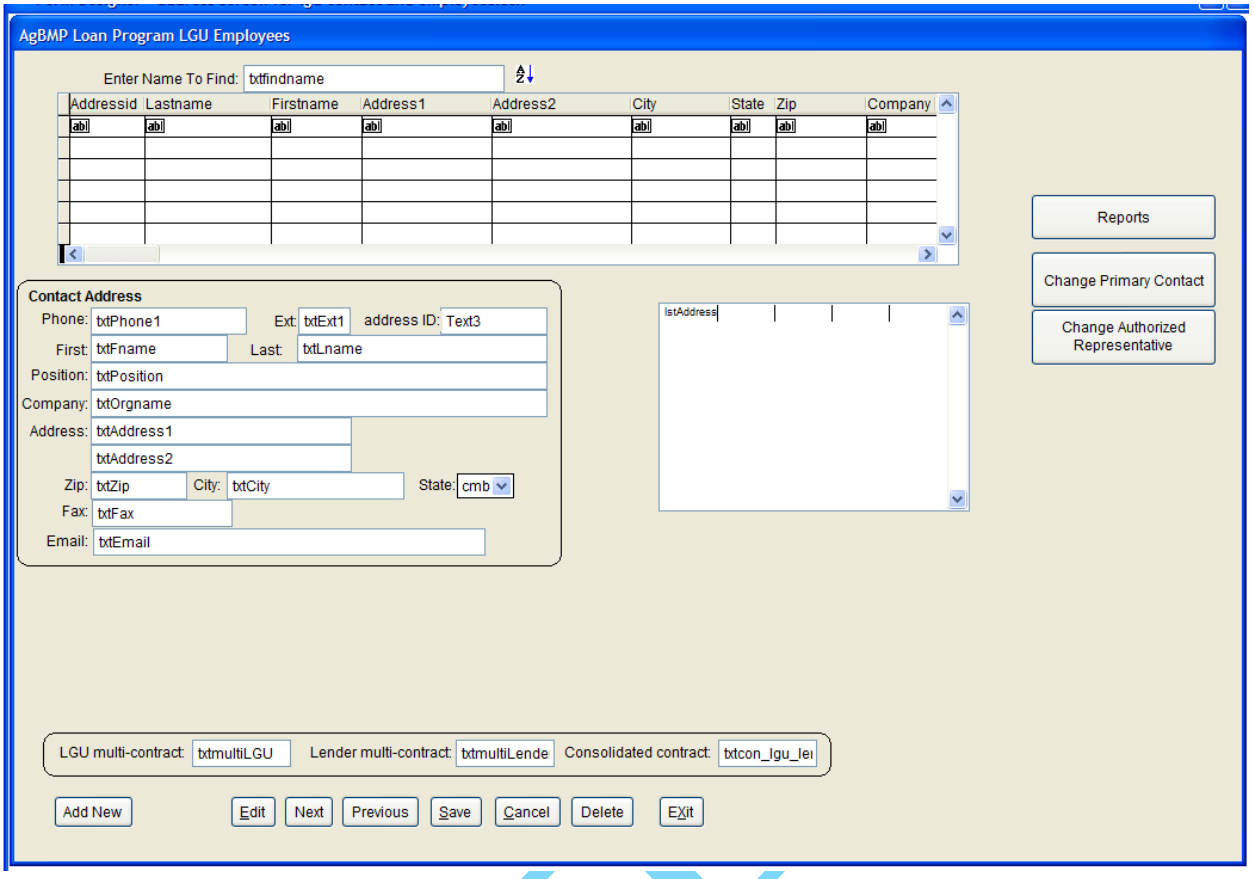
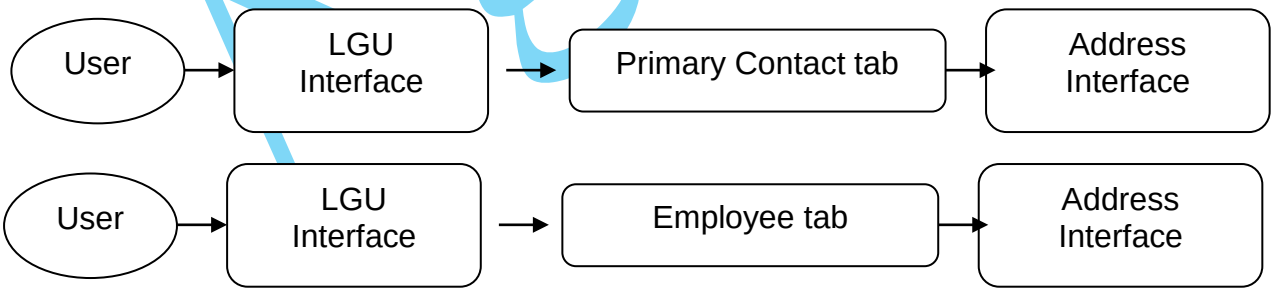
10.3 LGU Address Interface for Primary Contact & Employee Contact Information

Figure 10.4. LGU's Address Interface for Primary Contact & Employee Contact Information.



10.3.1 Users: LGU

10.3.2 Navigational Flow to LGU's Address Interface for Primary Contact & Employee Contact Information.



10.3.3 Functional Requirements for LGU's Address Interface for Primary Contact & Employee Contact Information.

Ref#	Client	Requirements	A	B	N	C
LGUC1.1	**LGU**	**1. Primary Contact**: The system shall **recognize the user as a Primary Contact** for a particular **Local Government Unit**, based on the correct Log-In				

		credentials entered by the User. **2. Employee Contact:** The system shall **recognize the user as an Employee Contact** for a particular **Local Government Unit**, based on the correct Log-In credentials entered by the User.				
LGUC1.2	**LGU**	**1. Primary Contact field:** shall display the name of that particular user (recognized as a Primary Contact by the system). **2. Authorized Rep.:** system shall display the name of the Authorized Rep. associated with that Particular LGU. **3. Employee Contact**: a. LGU's Primary Interface shall not have Employee Contact tab field on it b. Employees rather shall be able to view and edit their own information on the Address Interface.				
LGUC1.3	**LGU**	**1. Primary Contact: tab shall be Visible and disabled for all the Employees, Primary Contact associated with the LGU.** 2. **Authorized Rep.: tab shall be Visible and disabled for all the Employees, Primary Contact associated with the LGU**. a. Only Internal Users/MDA shal have the authority to execute these Buttons, to assign a new **'Primary Contact' or 'Authorized Rep.'**				
LGUC1.4	**LGU**	1. System shall recognize the **Primary Contact** based on the **Address ID** which Links to the **Govunit Id.** 2. System shall recognize the **Authorized Representative** based on the **Address ID** which Links to the **Govunit Id.** 3. System shall recognize the **Employee Contact** based on the **Address ID** which Links to the **Lender Id in the Govunit file.**				
LGUC1.5	**LGU**	**Log-In credentials shall be associated with the Govunit Id and the Address Id;** this security structure shall be recognized by the system				
LGUC1.6	**LGU**	a. Execution of the 'Address' tab shall navigate the user to the Address Interface. b. The Primary Contact person may View and Edit information for themselves and may View, Edit, or Delete any Employee of the organization. The Primary Contact may not delete themselves or the Authorized Representative. c. Any Employee may View or Edit their own information. An Employee may not Delete themselves. *d.* Changing or Deleting the Primary Contract and the Authorized representative is processed through the Primary Contact and Authorized Representative Button on the LGU Primary Interface.				
LGUC1.7	**LGU**	1. The Address Interface shall have the data fields pre-populated with the **Primary Contact Person's** information, based on the Log-In credentials of the Primary Contact recognized by the system. 2. The Address Interface shall have the data fields pre-populated with the **Employee Contact Person's** information, based on the Log-In credentials of the Employee Contact recognized by the system 3. Employees of the **particular LGU, shall be able to View/Edit** their contact information in the data field **by selecting their record from the Database table** on the Address Interface. 4. Primary Contact of the particular LGU, shall be able to **View/Edit/Delete** contact information of all Employees (including him/her) associated with the LGU.				
LGUC1.8	**LGU**	**Enter Name to Find:** this data field is a character field and allows the user to				

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		find an entry from the database, by checking the populated entry with the existing database to find a match. a. It shall be a **Progressive search field**. b. It **shall be sortable in nature** i.e. the User shall be **able to change the search criteria**, by **double clicking on any column entry in the Database table**				
LGUC1.9	**LGU**	**Database table**: 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. a. This table shall have the same Column fields as existent in the Current System (see Fig.). b. This table shall only list the records of the employees in the database that are associated with that particular LGU. c. The table shall **not show the entire Database**, **instead** just the **records of all the Employee Contacts** for that particular LGU, **along with the record of Authorized Representative and the Primary Contact Person**. d. System shall be able to **filter these records on the basis of Govunit Id and the Address Ids mapping that Govunit Id (see database requirements).** e. Information displayed here shall be tabular representation of all the information populated in the fields given below (discussed below). f. It shall be a **Scrollable Construct Table**. g. This table shall display all the information that is available in the Address File in the Database. h. The functions and Interface of this table in the new program shall be similar to the old program. i. The table shall be synchronized with the search functionality of the fields given below (discussed below) j. **Selected Data row** in this table, shall display pertaining information in the data fields given below respectively.				

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LGUC1.10	**LGU**	**Contact Address**: It lists out data field features that display the Contact information of the record selected from the Database table. 1. **Primary Contact**: The fields shall be pre-populated with the Contact information of the **Primary Contact** Person, who is accessing the interface **2**. **Authorized Rep**.: The fields shall be pre-populated with the Contact information of the **Authorized Representative**, who is accessing the interface 3. **Employee Contact**: The fields shall be pre-populated with the Contact information of the **Employee Contact Person**, who is accessing the interface a. The pre-populated information on the Address Interface for the Employees shall be mapped to their individual Log-in credentials. b. System shall be able to retrieve the Employee record (currently in the system) from the database based on their Address ID which shall be mapped to their Log-in information. ---------- a. The information in the data fields under the **Contact Address section of the Address interface** shall change according to the record selected from the Database table (given above). **Primary:** a.1 The **Primary Contact** person shall be provided with the Security rights to be able to edit any information in any of the data fields under the **Contact Address section of the Address Interface**. (Described below). a.2 The **Primary Contact/User shall be** able to edit other employee's contact information, associated with that particular LGU & listed in the database table. **Authorized Rep.:** The **Primary Contact/User shall be** able to edit contact information for the **Authorized Representative**, associated with that particular LGU in following cases: 1. Primary Contact is the Authorized Representative 2. Primary Contact is not the Authorized Representative. **Employee:** b.1 The **Employee Contact** person shall be provided with the Security rights to be able to edit any of their own information in any of the data fields under the **Contact Address section of the Address Interface**. (Described below). b.2 The **Employee Contact/User shall not** be able to edit other employee's contact information, associated with that particular LGU & listed in the database table.				
LGUC1.11	**LGU**	**Phone**: Displays **Contact #** of a record: (Data type: Integer) **Primary:** 1. System shall **allow the Primary Contact/User to Edit or View his/her Contact#** or **the Contact # of any Employee** associated with that particular LGU & is displayed as record in the Database table. 1. This field shall be pre-populated with the **Primary Contact Person's** Phone #, and shall be visible once the User/Primary Contact opens the Address Interface.				

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		Authorized Rep.: 1. The **Primary Contact/User shall be** able to edit **Phone#** for the **Authorized Representative**, associated with that particular LGU in following cases: a. Primary Contact is the Authorized Representative b. Primary Contact is not the Authorized Representative 2. This field shall be pre-populated with the **Authorized Rep**./ **Primary Contact Person's** Phone #, and shall be visible once the User opens the Address Interface. **Employee**: 1. System shall **allow the Employee Contact/User to Edit or View his/her Contact# just View the Contact# of any other Employee** associated with that particular Lender & is displayed as record in the Database table. 2. This field shall be pre-populated with the **Employee Contact Person's** Phone #, and shall be visible once the User opens the Address Interface. ---------- a. It shall have a **Progressive Search Functionality** to it, which shall look for **matching record if any** in the Address File in the Database. b. This field shall be pre-populated with the **Contact Person's: Employee/Primary Contact/Authorized Rep. Phone #,** and shall be visible once the User opens the Address Interface c. This field shall be a dynamic field i.e.; it shall change the Phone# of the Contact Person (set as default) to any record selected from the table above. d. This information shall be retrieved from the **Child table linking the Address file in the database**				
LGUC1.12	**LGU**	**Ext**.: Displays **Extension#** of an Entity: (Data type: Integer) **Primary:** a. It shall **allow the Primary Contact/User to Edit or View his/her Ext#** or **the Contact # of any Employee** associated with that particular LGU & is displayed as record in the Database table **Authorized Rep.:** 1. The **Primary Contact/User shall be** able to edit **Ext#** for the **Authorized Representative**, associated with that particular LGU in following cases: a. Primary Contact is the Authorized Representative b. Primary Contact is not the Authorized Representative EMPLOYEE: a. It shall **allow the Employee Contact/User to Edit or View his/her Ext# just View the Ext# of any other Employee** associated with that particular LGU & is displayed as record in the Database table.				
LGUC1.13	**LGU**	**Address ID**: Displays the **Unique ID** of any record generated in the Address File (Data Type: Integer) **Primary:** 1. The **Address ID** field shall be **visible but disabled** for the **Primary Contact person.**				

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		2. This field shall be pre-populated with the **Primary Contact Person's** Address ID, and shall be visible once the User/Primary Contact opens the Address Interface. **Authorized Rep.:** 1. The **Address ID** field shall be **visible but disabled** for the **Authorized Rep./Primary Contact person.** 2. This field shall be pre-populated with the **Authorized Rep./Primary Contact Person's Address ID**, and shall be visible once the User opens the Address Interface **Employee**: 1. The **Address ID** field shall be **visible but disabled** for the **Employee Contact person.** 2. This field shall be pre-populated with the **Employee Contact Person's Address ID**, and shall be visible once the User opens the Address Interface. --- a. This field shall be a dynamic field i.e.; it shall change the **Address Id** of the Contact Person (set as default) to any record selected from the table above. d**.** None of the User(s): **can edit** this field for him/herself or for other Employees associated with that particular LGU. d. Editing any information by the User shall not change the Address ID. e. This information shall be retrieved from the Child table linking the Address file in the database (discussed later in the document).				
LGUC1.14	**LGU**	**First Name:** Displays the **First name** of an entity: (Data type: Characters) **Primary**: 1.. System shall **allow the Primary Contact/User to Edit or View his/her First Name** or **the First Name of any Employee** associated with that particular LGU & is displayed as record in the Database table 2. This field shall be pre-populated with the **Primary Contact Person's First Name**, and shall be visible once the User/Primary Contact opens the Address Interface. **Authorized Rep.:** **The First Name of the Authorized representative cannot be edited by the Primary Contact Person, unless a Proper resolution has been Printed, Signed and Approved by the LGU itself (see Authorized Representative requirements).** a. This field on the **Address Interface shall be Visible and Disabled for** every **Employee (s)/Primary Contact** associated with that particular LGU. b. **Primary Contact shall not be able to edit the First Name** of the **Authorized representative** through the Address Interface. **Employee**: 1. System shall **allow the Employee Contact/User to Edit or View his/her First Name just View the First Name of any other Employee** associated with that particular LGU& is displayed as record in the Database table 2. This field shall be pre-populated with the **Employee Contact Person's First**				

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		Name, and shall be visible once the User opens the Address Interface. a. It shall have a **Progressive Search Functionality** to it, which shall look for **matching record** in the Database. b. This field shall be pre-populated with the **Contact Person's First Name**, and shall be visible once the User opens the Address Interface. c. This field shall be a dynamic field i.e., it **shall change the First Name of the Contact Person: Primary/Employee (set as default) to any record selected from the table above.** d. This information shall be retrieved from the **Child table linking the Address file in the database (discussed later in the document)** e. In case of the Contact Person editing some information, the Current program allows the system to **Auto-Correct/Spell check** a nick name or wrongly fed data in this field, by retrieving correct name information from a Database file named **Nick Name** f.1**. The system matches the entered information in this field with a similar entry in the Nick Name file in the database and if found it auto fills the Full First Name pertaining to the matched entry.** f.2 The **New System shall have the same** functionality to it.				
LGUC1.15	**LGU**	**Last Name**: Displays the **Last name** of an entity: (Data type: Characters) **Primary:** 1. System shall **allow the Primary Contact/User to Edit or View his/her Last Name** or **the Last Name of any Employee** associated with that particular LGU & is displayed as record in the Database table 2. This field shall be pre-populated with the **Primary Contact Person's Last Name**, and shall be visible once the User/Primary Contact opens the Address Interface. **Authorized Rep.:** **The Last Name of the Authorized representative cannot be edited by the Primary Contact Person, unless a Proper resolution has been Printed, Signed and Approved by the LGU itself (see Authorized Representative requirements).** a. This field on the **Address Interface shall be Visible and Disabled for** every **Employee (s)/Primary Contact** associated with that particular LGU. b. **Primary Contact shall not be able to edit the Last Name** of the **Authorized representative** through the Address Interface. **Employee**: 1. System shall **allow the Employee Contact/User to Edit or View his/her Last Name just View the Last Name of any other Employee** associated with that particular LGU & is displayed as record in the Database table 2. This field shall be pre-populated with the **Employee Contact Person's Last Name**, and shall be visible once the User opens the Address Interface. a. It shall have a **Progressive Search Functionality** to it, which shall look for				

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		matching record in the Database. b. This field shall be a dynamic field i.e., it **shall change the Last Name of the Contact Person: Primary/Employee/Authorized Rep. (set as default) to any record selected from the table above.** e. This information shall be retrieved from the **Child table linking the Address file in the database (discussed later in the document)** f. It shall be a **Mandatory (*)** field for the User to fill in, if being edited				
LGUC1.16	**LGU**	**Position**: Displays the **Position (work designation)** of an entity if exists (Data type: Character) **Primary:** 1. System shall **allow the Primary Contact/User to Edit or View his/her Position** or **the Position of any Employee** associated with that particular LGU & is displayed as record in the Database table 2. This field shall be pre-populated with the **Primary Contact Person's Position**, and shall be visible once the User/Primary Contact opens the Address Interface. **Authorized Rep.:** 1. The **Primary Contact/User shall be** able to edit **Position** for the **Authorized Representative**, associated with that particular LGU in following cases: a. Primary Contact is the Authorized Representative b. Primary Contact is not the Authorized Representative 2. This field shall be pre-populated with the **Authorized Rep./Primary Contact Person's Position**, and shall be visible once the User opens the Address Interface **Employee:** 1. System shall **allow the Employee Contact/User to Edit or View his/her Position** or **just View the Position of any other Employee** associated with that particular LGU & is displayed as record in the Database table 2. This field shall be pre-populated with the **Employee Contact Person's Position**, and shall be visible once the User opens the Address Interface --- a. This field shall be a dynamic field i.e., it **shall change the Position of the Contact Person: Primary/Employee/Authorized Rep. (set as default) to any record selected from the table above.** b. This information shall be retrieved from the **Child table linking the Address file in the database (discussed later in the document)** c. It shall be an optional field for the User to fill in, if being edited				
LGUC1.17	**LGU**	**Company:** Displays the **Company(work)** of an entity if exists (Data type: Characters) **Primary:** 1. System shall **allow the Primary Contact/User to Edit or View the Company** name information for all the **Employees associated with the LGU** i.e. the **particular LGU Name** & is displayed as record in the Database table				

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		2. This field shall be pre-populated with the **Primary Contact Person's Company**, and shall be visible once the User/Primary Contact opens the Address Interface. **Authorized Rep.:** 1. The **Primary Contact/User shall be** able to edit **Company** name for the **Authorized Representative**, associated with that particular LGU in following cases: a. Primary Contact is the Authorized Representative b. Primary Contact is not the Authorized Representative 2. This field shall be pre-populated with the **Authorized Rep./Primary Contact Person's Company** name, and shall be visible once the User opens the Address Interface **Employee:** 1. System shall **allow the Employee Contact/User to Edit or View the Company** name information for him/herself or **just View the Company Information of any other Employee associated with the LGU** i.e. the **particular LGU Name** & is displayed as record in the Database table 2. This field shall be pre-populated with the **Employee Contact Person's Company**, and shall be visible once the User opens the Address Interface. a. This field shall be a dynamic field, it **shall change the Company of the Contact Person Primary/Employee/Authorized Rep. (set as default) to any record selected from the table above.** b. This information shall be retrieved from the **Child table linking the Address file in the database (discussed later in the document)** c. It shall be an optional field for the User to fill in, if being edited				
LGUC1.18	**LGU**	**Address:** Displays the **Address** of an entity. It has an additional field:**Address-2** (Data type: Characters) **Position:** 1. System shall **allow the Primary Contact/User to Edit or View his/her Address** or **the Address of any Employee** i.e. the **particular Lender/Branch** & is displayed as record in the Database table 1.a **Address-2 shall be an additional address field, like any other standard address field feature for PO Box description or Long Address compatibility.** 2**.** This field shall be pre-populated with the **Primary Contact Person's Address**, and shall be visible once the User/Primary Contact opens the Address Interface **Authorized Rep.:** 1. The **Primary Contact/User shall be** able to edit **Address** for the **Authorized Representative**, associated with that particular LGU in following cases: a. Primary Contact is the Authorized Representative b. Primary Contact is not the Authorized Representative 2. This field shall be pre-populated with the **Authorized Rep's Address**, and shall be visible once the User opens the Address Interface **Employee:**				

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		1. System shall **allow the** Employee Contact/User to Edit or View his/her Address or just View **the Address of any Employee** i.e. the **particular LGU address** & is displayed as record in the Database table 1.a **Address-2 shall be an additional address field, like any other standard address field feature for PO Box description** (and Address with long characters). **2. This field shall be pre-populated with the** Employee Contact Person's Address, and shall be visible once the User opens the Address Interface a. This field shall be a dynamic field i.e., it **shall change the Address of the Contact Person: Primary/Employee/Authorized Rep. (set as default) to any record selected from the table above.** b. This information shall be retrieved from the **Child table linking the Address file in the database (discussed later in the document)** c**.** The Current program allows the system **and shall be in** the **New System as well**, to **Auto-Correct** any **Address or PO Box description** fed in this field, by retrieving correct Address & PO Box information from a Database file named **Postal Records file** d.1 The system **matches** the entered information in fields with a **similar Address & PO Box** format in the **Postal Records file** in the database and if found it auto corrects the **Address to the pertaining to the matched entry** according to the **State Postal Laws.** d.2 **PO Box entry shall always be made in the Address-2 field**. It is a **Mandatory (*)** requirement, if editing. f. It shall be an optional field for the User to fill in, if being edited				
LGUC1.19	**LGU**	**Zip**: Displays the **Zip code** of the pertaining address entity: (Data type: Integer) **Primary:** 1. System shall **allow the Primary Contact/User to Edit or View his/her Zip** or just View **the Zip of any Employee** i.e. the **particular LGU** & is displayed as record in the Database table 2.This field shall be pre-populated with the **Primary Contact Person's Zip code**, and shall be visible once the User opens the Address Interface **Authorized Rep.:** 1. The **Primary Contact/User shall be** able to edit **ZIP** for the **Authorized Representative**, associated with that particular LGU in following cases: a. Primary Contact is the Authorized Representative b. Primary Contact is not the Authorized Representative 2. This field shall be pre-populated with the **Authorized Rep's Zip**, and shall be visible once the User opens the Address Interface **Employee:** 1. System shall **allow the Employee Contact/User to Edit or View his/her Zip code** or **just View the Zip of any Employee** i.e. the **particular LGU** displayed as record in the Database table **2**. This field shall be pre-populated with the **Employee Contact Person's Zip code**, and shall be visible once the User opens the Address Interface				

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		a. This field shall be a dynamic field i.e, it **shall change the Zip code of the Contact Person: Primary/Employee/Authorized Rep. (set as default) to any record selected from the table above.** b. It 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 information for **City & State** adjacent to the matched Zip Code is retrievable from the **Zip Phone file** in the database. h. It shall be an optional field for the User to fill in, if being edited				
LGUC1.20	**LGU**	**City**: Displays the **City** of the pertaining address entity: (Data type: Character) **Primary:** 1. System shall **allow the Primary Contact/User to Edit or View his/her City** or **the City of any Employee** i.e. the **particular LGU** displayed as record in the Database table. 2. This field shall be pre-populated with the **Primary Contact Person's City**, and shall be visible once the User/Primary Contact opens the Address Interface **Authorized Rep.:** 1. The **Primary Contact/User shall be** able to edit **City** for the **Authorized Representative**, associated with that particular LGU in following cases: a. Primary Contact is the Authorized Representative b. Primary Contact is not the Authorized Representative 2. This field shall be pre-populated with the **Authorized Rep's City**, and shall be visible once the User opens the Address Interface **Employee**: 1. System shall **allow the Employee Contact/User to Edit or View his/her City** or **just View the City of any Employee** i.e. the **LGU**displayed as record in the Database table. 2. This field shall be pre-populated with the **Employee Contact Person's City**, and shall be visible once the User opens the Address Interface a. This field shall be a dynamic field i.e, it **shall change the City of the Contact Person: Primary/Employee/Authorized Rep. (set as default) to any record selected from the table above** b. It 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**				

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		format for every progressing Integer entered, till the exact City record has been matched from the **Zip Phone File** in the database d. System shall **auto-fill** the matched City 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 Character data type f. System shall **auto fill** the **Zip** & the **State** field, after the exact match for the City has been populated in the **City Field**. g. The information for **Zip & State** adjacent to the matched Zip Code is retrievable from the **Zip Phone file** in the database. f. It shall be an optional field for the User to fill in, if being edited.				
LGUC1.21	**LGU**	**State:** Displays the **State (Address)** of the pertaining address entity: (Data type: Character) **Primary**: 1. System shall **allow the Primary Contact/User to Edit or View his/her State** or **the State of any Employee** i.e. **LGU** displayed as record in the Database table 2. This field shall be pre-populated with the **Primary Contact Person's State**, and shall be visible once the User/Primary Contact opens the Address Interface **Authorized Rep.:** 1. The **Primary Contact/User shall be** able to edit **State** for the **Authorized Representative**, associated with that particular **LGU** in following cases: a. Primary Contact is the Authorized Representative b. Primary Contact is not the Authorized Representative 2. This field shall be pre-populated with the **Authorized Rep's State**, and shall be visible once the User opens the Address Interface **Employee:** **1**. System shall **allow** the Employee Contact/User to Edit or View his/her State **or just View** the State of any Employee i.e. the **particular LGU** displayed as record in the Database table **2**. **This field shall be pre-populated with the** Employee Contact Person's State, and shall be visible once the User opens the Address Interface a. This field shall be a dynamic field i.e, it **shall change the State of the Contact Person: Primary/Employee/Authorized Rep. (set as default) to any record selected from the table above** b. **State** field shall have a **Drop-Down scroll** feature c**.** The **Drop-Down scroll State field** shall have the updated list of all the States in the Country, with the feature of selecting any one of them based on the user's requirement. d. System shall allow the user to Select or View the **State** of any entity either in the database or currently being fed. e. **State** field shall have an **Auto-Fill** feature. f. The **Auto-Fill** feature **shall update** the **State** field, when the correct **City**				

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		and or the **Zip Code** has been **exactly matched** and populated in their respective fields. g**.** The information for the **State field** adjacent to the matched Zip Code & City is retrievable from the **Zip Phone file** in the database h. It shall be an optional field for the User to fill in, if being edited				
LGUC1.22	**LGU**	**Pay to Address:** This **section of the Address Interface** lists out the Address information for the particular Lender (signed-in the system), where the Loan Amount is disbursed to, from the State of Minnesota. a. **Company**: this field under the **Pay to Address shall be hidden** for the LGU's Address interface for all users: **Primary Contact/Employees/Authorized Rep.** b. **Address**: this field under the **Pay to Address shall be hidden** for the LGU's Address interface for all users: **Primary Contact/Employees/Authorized Rep.** c. **Zip:** this field under the **Pay to Address shall be hidden** for the LGU's Address interface for all users: **Primary Contact/Employees/Authorized Rep.** d. **City**: this field under the **Pay to Address shall be hidden** for the LGU's Address interface for all users: **Primary Contact/Employees/Authorized Rep.** e. **State**: this field under the **Pay to Address shall be hidden** for the LGU's Address interface for all users: **Primary Contact/Employees/Authorized Rep.**				
LGUC1.23	**LGU**	**Fax:** Displays the **Fax# information** of the pertaining address entity: (Data type: Integer) **Primary:** 1**.** System shall **allow the Primary Contact/User to Edit or View his/her Fax#** or **the Fax# of any Employee** i.e. the **LGU** displayed as record in the Database table 2. This field shall be pre-populated with the **Primary Contact Person's Fax#**, and shall be visible once the User/Primary Contact opens the Address Interface **Authorized Rep.:** 1. The **Primary Contact/User shall be** able to edit **Fax#** for the **Authorized Representative**, associated with that particular **LGU** in following cases: a. Primary Contact is the Authorized Representative b. Primary Contact is not the Authorized Representative 2. This field shall be pre-populated with the **Authorized Rep's Fax#**, and shall be visible once the User opens the Address Interface **Employee:** 1**.** System shall **allow the Employee Contact/User to Edit or View his/her Fax#** or **just View the Fax# of any Employee** i.e. the **particular Lender/Branch** & is displayed as record in the Database table 2. This field shall be pre-populated with the **Employee Contact Person's Fax#**, and shall be visible once the User opens the Address Interface				

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		a. **Shall be in the Contact Address section of the Address Interface, i.e. shall be moved from the current location and shall be placed in the Contact Address section along with other fields.** b. This field shall be a dynamic field i.e, it shall change the Fax# of the Contact Person: Primary/Employee/Authorized Rep. (set as default) to any record selected from the table above c. This information shall be retrieved from the **Child table linking the Address file in the database (discussed later in the document)** d. It shall be an optional field for the User to fill in, if being edited				
LGUC1.24	**LGU**	**Email:** Displays the **Email Address** of the pertaining address entity: (Data type: Characters) **Primary:** 1. System shall **allow the Primary Contact/User to Edit or View his/her Email** or **the Email of any Employee** i.e. the **particular LGU** displayed as record in the Database table 2. This field shall be pre-populated with the **Primary Contact Person's Email,** and shall be visible once the User/Primary Contact opens the Address Interface **Authorized Rep.:** 1. The **Primary Contact/User shall be** able to edit **E-mail** for the **Authorized Representative**, associated with that particular **LGU** in following cases: a. Primary Contact is the Authorized Representative b. Primary Contact is not the Authorized Representative 2. This field shall be pre-populated with the **Authorized Rep's E-mail**, and shall be visible once the User opens the Address Interface **Employee:** 1. System shall **allow the Employee Contact/User to Edit or View his/her Email** or **just View the Email of any Employee** i.e. the **particular LGU** displayed as record in the Database table 2. This field shall be pre-populated with the **Employee Contact Person's Email,** and shall be visible once the User opens the Address Interface a**. Shall be in the Contact Address section of the Address Interface, i.e. shall be moved from the current location and shall be placed in the Contact Address section along with other fields** b. This field shall be a dynamic field i.e, it **shall change the Fax# of the Contact Person: Primary/Employee/Authorized Rep. (set as default) to any record selected from the table above** c. This information shall be retrieved from the **Child table linking the Address file in the database (discussed later in the document)** **d.** The system shall only retrieve the E-mail information of the person selected. e. **It shall not display the e-mail information of other Contact People for the particular LGU, under the E-mail tab field of the person selected. (see**				

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		DB.1.3, DB.1.4, DB.1.5 for database specifications). f. It shall be a **Mandatory (*) field** for the User to fill in.				
LGUC1.25	**LGU**	**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 a. this field **shall be hidden** for the LGU's Address interface for all users: **Primary Contact/Employees/Authorized Rep associated with the LGU.**				
LGUC1.26	**LGU**	**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 a. this field **shall be hidden** for the LGU's Address interface for all users: **Primary Contact/Employees/Authorized Rep associated with the LGU.**				
LGUC1.27	**LGU**	**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 a. this field **shall be hidden** for the LGU's Address interface for all users: **Primary Contact/Employees/Authorized Rep associated with the LGU**				
LGUC1.28	**LGU**	**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 a. this field **shall be hidden** for the LGU's Address interface for all users: **Primary Contact/Employees/Authorized Rep associated with the LGU**				
LGUC1.29	**LGU**	**LGU multi-contract:** It's a contract number assigned to a particular Local Government Unit. a. This **field shall be visible to the Primary/Employee/Authorized Rep. Contact but shall be disabled**, i.e. **LGU Users** shall not have security rights to edit any of the information in this field b. This field shall be pre-populated, and shall be visible once the User/LGU opens the Address Interface c. **LGU multi-contract is mapped to the Address file** currently; in the new system, the database structure shall be such, that it maps the LGU multi-contract to the Govunit ID (discussed in the database requirements) d. **The system shall recognize the User as an LGU user, based on the Log-In credentials and shall recognize the security rights based on the User**				
LGUC1.30	**LGU**	**Lender multi-contract**: It's a contract number assigned to a particular Lender a. It **shall be hidden** when a **Primary/Employee Contact/Authorized Rep.** (LGU) **is viewing or editing information on the Address Interface. (discussed later)** **b. The system shall recognize the User as an LGU user, based on the Log-In credentials and shall recognize the security rights based on the User**				
LGUC1.31	**LGU**	**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 existent, however their records are in the database.				

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		Currently: a. The **Consolidated contracts** have **LenderContract ID & UnitContract Id** (currently in Unit Lender File in the database) **as the same**. b. There are **two forms of Loans**, provided by the ,MDA 1. **Normal 1- Year Loan (existent pre-2006 & post 2006)** : **repayment** from Lender's side to MDA starts **after 1 year of issuing of the Loan** by MDA. 2. **10 –Year Loan (existent only pre-2006): repayment** from Lender's side to MDA starts **after 10 year of issuing** of the Loan by MDA c. **Until 2006 same, LenderContract Id & UnitContract** Id meant that, the amortization schedule for loans to a particular combination of LGU and Lender was based on a 10 year repayment schedule i.e. the Lender starts repayments to the MDA after 10 years. d. **The Loans with a 10 year schedule have unique Consolidated Contract Id**. These Loans are non-existent any more i.e. MDA does not issue 10 year Loans post 2006; however the amortization schedule is still existent for these loans. e. The other form of Loan, which is the **Normal 1-Year Loan doesn't** have a **Consolidated Contract Id, and the LenderContract Id & the UnitContract Id are different.** **Proposed:** a. The type of amortization schedule (**10-year or 1-Year**) calculation shall not be mapped on the Consolidated Contracts anymore. b. The amortization schedule shall be mapped with the Lender Id and not the **Consolidated Contracts (see database requirements)** c**.** Consolidated contract information shall be stored as a data record, and shall not link to any amortization schedule (these records shall still be in the system as independent records). d. **This Tab field shall not be visible to any user: Primary Contact/Employees/Authorized Rep. from the LGU's perspective as a User.** e**. The system shall recognize the User as a LGU, based on the Log-In credentials and shall recognize the security rights based on the User.**				
LGUC1.32	**LGU**	**Old Mm Number:** a. It **shall be removed from the Address Interface for every User Class**				
LGUC1.33	**LGU**	**Add New**: this tab feature allows the user to **Enter New Set of information** in this particular **Address interface** a**.** The **Primary Contact or any other Employee** from the **LGU's office** associated with the Program **shall not have the authority to Add a New Employee record to the system.** b**. The Primary Contact** associated with that particular **LGU shall be able to execute the Add New feature tab** (i.e. it shall be visible and enabled). c. **On execution** of the **Add New feature tab**, the system shall **display a Pop-Up message** on the interface, that shall inform the User/LGU, that he/she do not have the security rights to Add a new record. Displayed Message: '**Not Authorized to Add New Entry. Contact MDA'**				

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		d**. User/LGU can close the message by pressing OK tab on the Pop-Up message screen**. e. **Add New tab feature shall be visible and disabled for all other Employees associated with the LGU**, other than the **Primary Contact Person for whom the system shall follow steps: b, c & d given above**. f. **The system shall recognize the User as a Lenders, based on the Log-In credentials and shall recognize the security rights based on the User**				
LGUC1.34	**LGU**	**Edit**: this tab feature allows the user to **Edit** any **information on** this particular **Address interface**. a. The Primary Contact or any other Employee from the LGU's office associated with the Program **shall have the authority to Edit their contact information in the Editable fields given on the Address Interface.** b. The Primary Contact, **can also Edit, the contract information of any other Employee other than him/herself for that particular associated Lender, by clicking the Edit feature tab.** c**.** The **other Employees** associated with that particular **LGU**, **can only execute the Edit feature tab, and edit information, which is pertaining to them (**which shall be pre-populated when a user access the Address Interface- based on their log-in credentials). d. The **Edit tab shall be visible and enabled to the Employees** other than the Primary Contact, **only when they have their information selected from the table** (requirements given above) or pre-populated in the data fields already. e. **Rest of the records selected by an Employee/User other than his/her own, from the table shall trigger the Edit tab feature as disabled.** System shall not allow any user other than the Primary Contact to edit any information selected from the table (given above) other than their own. f. This tab shall be **Visible and Enabled for Editing**, for every record selected from the table by the Primary Contact/User or other Employees (for their record only). g. **The system shall recognize the User as an LGU, based on the Log-In credentials and shall recognize the security rights based on the User.**				
LGUC1.35	**LGU**	**Next & Previous: these tab features shall be removed in the New System.**				
LGUC1.36	**LGU**	**Duplicate**: this tab feature allows the user to **Duplicate Entered information:** **a.** This field **shall be removed** in the new system.				
LGUC1.37	**LGU**	**Reports Utility:** Prints out the reports pertaining to Loan information **(discussed…..)** **a.** Shall be renamed as **Reports**				
LGUC1.38	**LGU**	**Back:** **a. This shall be a new tab on the Address Interface.** **b. Execution of this tab shall allow the user to navigate back one interface, i.e. user can only navigate to the previous interface post execution of this tab.** **c. For an LGU/User execution of this tab shall navigate the user to the**				

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		Lender's Primary Interface. **d. This tab shall be visible and enabled once the User has, either Saved or Canceled the current changes on this interface.**				
LGUC1.39	**LGU**	**Save:** **a. System shall alert the user, to save the current changes before the user attempts to exit the system or go back one interface.** **b. Execution of 'Save' tab shall trigger the system to save the current session in the database.** **c. 'Save' tab shall be visible and enabled when the user has changed or added information on this interface, post execution of the 'Edit' tab.** **d. Execution of the Save tab shall trigger the 'Back' tab to be enabled, the user shall be allowed to execute the back tab once the current information has been saved.**				
LGUC1.40	**LGU**	**Cancel:** a. **Execution of 'Cancel' tab shall trigger the system to abort current session in the database.** b. '**Cancel**' tab shall be visible and enabled when the user has changed or added information on this interface, post execution of the '**Edit**' tab. c. **Execution of the 'cancel' shall abort the current changes and trigger the 'Back' tab to be visible and enabled.**				
LGUC1.41	**LGU**	**Minimize, Maximize & Close Title bar:** **a. Minimize: execution of this tab, on the title bar, shall minimize the screen.** **b. Maximize: execution of this tab, on the title bar shall maximize the screen.** **c. Close: Execution of this tab shall trigger the system to close the program, for the User.** **c.1 Execution of 'Close' tab on the Address Interface, shall trigger a pop-up interface (alert message) for the User to either save or cancel any current changes made to the interface.** **Message: 'Do you wish to Save before exiting'** **Execution of the 'Save' tab by the User/LGU on this pop-up interface shall trigger the system to save the information** **Execution of 'Cancel' tab by the User/LGU on this pop-up interface shall trigger the system to close the current interface and exit the program, aborting the current session and any changes made.** **c.2 Unlike Log-out tab, execution of this tab, shall not remove the log-in credentials of the user from the temporary memory, so that the system shall navigate the user to the last active session (for that user) once the user enters the program.** **c.2 The system shall not ask the user to enter the log-in credentials, before entering the system, if the user has exited the program by executing the Close tab and not the Log-out tab (in previous session).**				

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LGUC1.42	**LGU**	**Delete:** allows the user to delete any existing information. **a. User/LGU/Primary Contact shall have the authority to delete a particular selected record, by executing the 'Delete' tab.** **b.** User/LGU/Primary Contact shall not be allowed to delete the Primary Contact itself and the Authorized Rep. for that particular LGU, by executing the 'Delete tab'. (**for more req. see: DelLGU1.1 to DelLGU1.7**)				
DelLGU1.1	LGU	**User/LGU/Primary Contact shall select a record from the database table on the Address Interface to execute the delete tab.**				
DelLGU1.2	LGU	**System shall run through a number of Checks, post execution of 'Delete' tab and deleting the selected record (based on the results of the Checks):** **Condition 1: If the selected record is an 'Authorized Rep. or Primary Contact' of LGU.** **Condition 2: If the selected record is a 'Primary Contact' for a Lender.** **Condition 3: If there is a Loan attached with the selected record.** **Condition 4: If the selected record is an employee of the LGU** **Condition 5: If the selected record is an employee of the Lender.**				
DelLGU1.3	LGU	**Condition 1:** **Execution of 'Delete' tab after selecting a record, shall trigger the system to match the Address Id of that record with the Govunit.Contact and Govtunit.AuthRep IDs in the Govt Unit. File.** **a. 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/LGU/Primary Contact to delete the record.** **b. System shall display a pop-up message if the above condition is true:** **Message: 'Cannot delete selected record'** **c. Execution of 'Ok' tab shall bring the User back to the previous session.**				
DelLGU1.4	LGU	**Condition 2:** **If the above mentioned Condition 1 is 'False', then system shall match the Address ID of that record with the Lender.Contact (ID) in the Lenderunit.file.** **a. If the system finds a match of the Address Id with the Lender.Contact ID, then system shall not allow the User/LGU/Primary Contact to delete the record.** **b. System shall display a pop-up message if the above condition is true:** **Message: 'Cannot delete selected record'** **c. Execution of 'Ok' tab shall bring the User back to the previous session**				
DelLGU1.5	LGU	**Condition 3:** **If the above mentioned Condition 3 is 'False', then system shall match the Address ID of that record with the Borrower Id in the Loan file.** **a. If system finds a match, then system shall match that particular Address ID in the Govemployee file and Lenemployee file: Condition 4 & 5** **b. If condition 4 and/or 5 , true then the system shall remove the selected record from the Govemployee file and/or Lenemployee file (if the record**				

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		exists in both), but shall not remove it from the Loan file. **c. Removal of the selected record's Address Id from the Govemployee and/or Lenemployee file, shall remove the record from the Address file, and also from the list of records for that particular LGU, on the Address Interface.**				
DelLGU1.6	LGU	**Execution of the 'delete' tab by the User/LGU/Primary Contact** **a. Shall not allow the User/LGU/Primary Contact to delete the Primary Contact and or Authorized Rep. record from this navigational flow.** **b. Shall not delete the record from the Loan file, if there is a loan attached to that particular record.** **c. Shall delete the record from the Govemployee file and/or Lenemployee file, which shall remove the record from the list of records in the database table on the Address Interface, however shall not remove it from the entire database.** **d. Conditions 1 to 5 shall be followed after execution of the 'delete' tab by the User/LGU/Primary Contact on the Address Interface.**				
DelLGU1.7	LGU	**System shall navigate the user back to the previous successful session, after the system has followed the steps to delete a record (post execution of the 'delete' tab).**				

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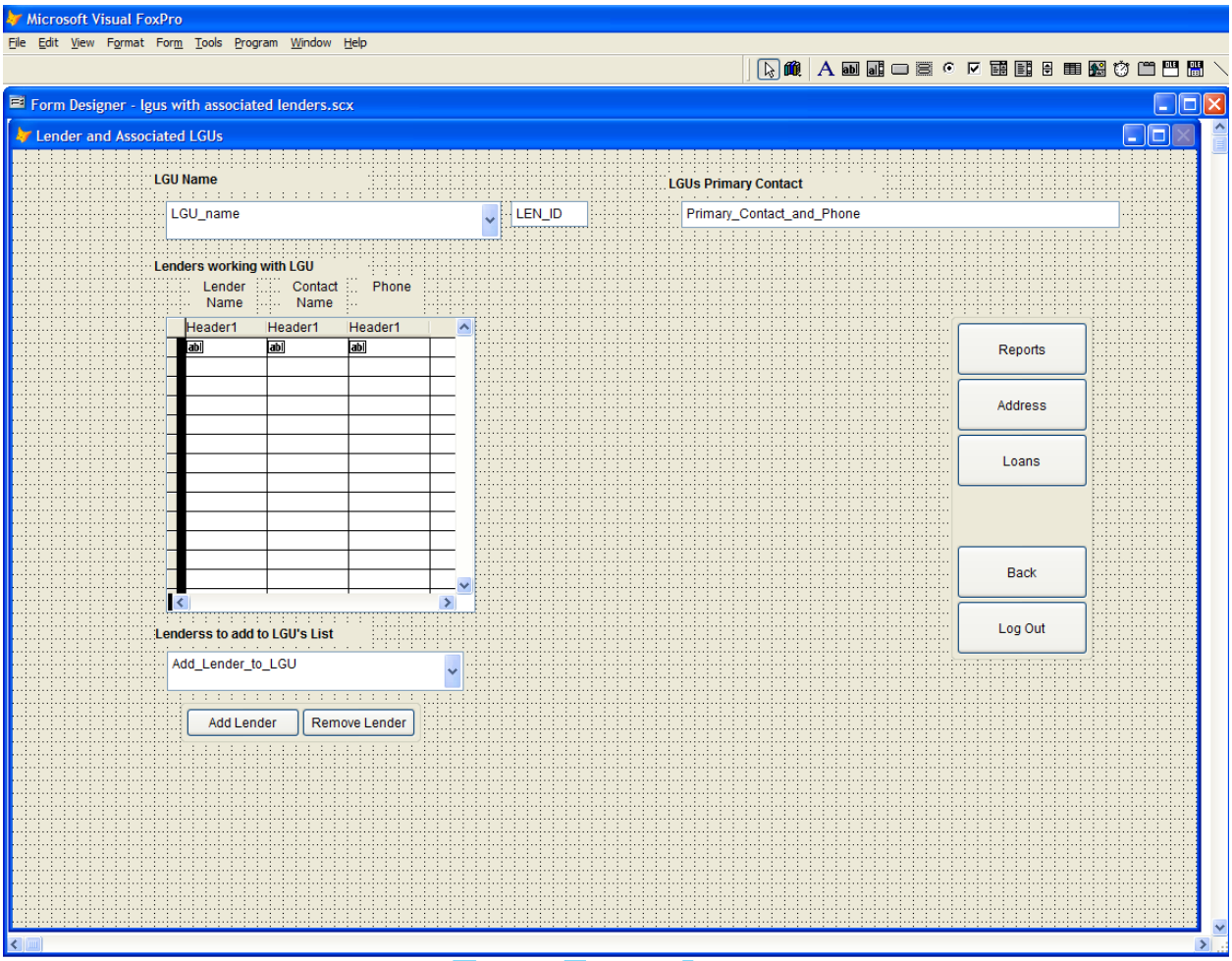
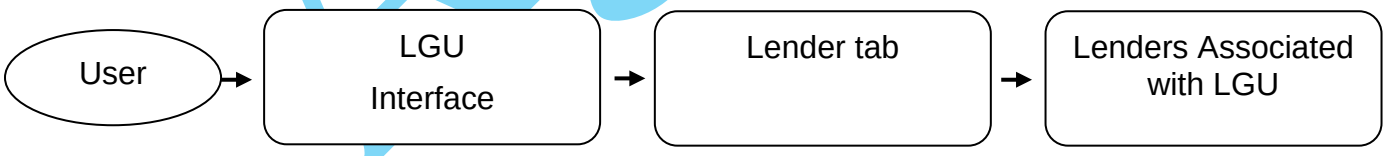
10.4 LGU LIST OF ASSOCIATED LENDERS (USE CASE 4)

Figure 10.5. Lender Associated with LGU as viewed by LGU.



10.4.1 User: LGU

10.4.2 Navigational Flow to Lenders Associated with LGU as viewed by LGU



10.4.3 Functional Requirements for Lenders Associated with LGU as viewed by LGU

Ref#	Client	Requirement	A	B	C	N
LPLGU1.1	LGU	**LGU/User** shall be able to navigate to Lender's Primary Interface, with the execution of '**LENDER**' tab on it's Primary Interface.				
LPLGU1.2	LGU	System shall be able to provide the User with respective Security Rights, based on their Log-in credentials.				

LPLGU1.3	LGU	**Government Unit** Tab: This field currently displays the name of the Local Government Unit existing in the **Gov Unit file**. This feature is a drop down feature, which lists out all the government units in the database a. This field, shall be **renamed is Organization Name** b. **Organization Name** shall display only the name of that particular Local Government Unit, who is logged in the system. c. It **shall not be a drop down** field for the LGU, since it shall only show that particular LGU's name.				
LPLGU1.4	LGU	**Lender Contract#:** Each Lender & LGU existing in the current system database have unique contract number. Lender Contract # displays the unique number of a particular Lender a. Lender Contract # shall not exist in the new system				
LPLGU1.5	LGU	**Unit Contract#:** Each Lender & LGU existing in the current system database have unique contract number which connects a particular Lender to a particular LGU. Unit Contract # displays the unique Unit number of a particular Lender-LGU association. a. **Unit Contract # shall not** exist in the new system				
LPLGU1.6	LGU	**Add Unit Lender: Currently** allows the user to select a Lender from the available list (Data Base File) and add it to its list of existing Lenders. Execution of **Add Unit Lender tab**, leads the user to the general Address Tab (Discussed Later), where the Information of the New Lender can be filled out or selected from the existing database a. **In the new system**, for the LGU's interface, **shall be named as Add Lender** b**.** It shall be a drop down field. c. This drop down field shall show a List of all the Lenders present in the **lenunit file, except the ones already in the Lender Name list (see below)**. d. The system shall recognize the LGU, and the Lenders associated with the LGU and shall filter that list of Lenders accordingly. e. **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**. f. System shall retrieve the drop down list data for all the other Lenders, not associated with that particular **GovUnit Id** and display it in the drop down list for Add Lender. g. The User/LGU shall be able to select the Lender from the drop down list by clicking on that particular Lender from the drop down list. g.1 **User/LGU shall be able to Make Multiple Selection from the Drop-Down List of Lenders.** g.2 User selects multiple entries by Pressing **'Ctrl' on the Keyboard and Mouse Clicking** on every Entry to be selected. h. Execution of 'Add Lender' tab shall trigger a Pop-up interface: Message: '**Do you wish to Add**' h.1 **Execution of 'Email a Request' shall trigger the system to connect with**				

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		user's default e-mail browser. h.1.a System shall compose a 'New E-mail' pre-populated by the text (request to add) and create a PDF of the text (request to add). h.1.b System shall compose a 'New E-mail' pre-populated with the text, and receiver's (MDA internal staff's) e-mail address. h.1.c System shall attach the PDF file as Attachment to the e-mail. User clicks on the Send tab, to trigger the e-mail h.1.d System shall use the SMTP protocol (**see req. LGUC1.37-e.2 to e.4**) for the e-mail process. h.2 **Execution of 'Cancel' tab shall navigate the User back to the Lender Interface, without sending the e-mail.** i. The selected Lender (s) (for adding) gets displayed in the Lender list, for that LGU, after MDA has assigned a UnitLender_Id to the LGU and Lender (discussed in Internal User's requirements). j. Selection/Approval of the selected Lender to be added to the list of Lenders for that particular LGU is decided by the MDA (out of the scope of the system.)				
LPLGU1.7	LGU	**Current Unit Lender's table:** In the **current system**, the **Current Unit Lenders** table shows the list of Lenders, the LGU in the **Government Unit's** tab is associated with. It also shows the **Lender Contract Number**, **Unit Contract Number and Current POC's details in it.** **Proposed:** a. **Lender Name** column, **shall** list out all the names of all the Lenders associated with the particular LGU which is logged on the system b. Columns **Lender Contract, Unit Contract & Current PO shall** be **removed** from this table for the proposed system. **c.** It shall be a **construct table & shall be a select field**, so that more information can be fed in the field, linking it to the updating database				

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LPLGU1.8	LGU	'**Remove** Unit **Lender'** tab: **Currently** is used for removing **Lender** entry which existing in the Lender file and show up in the Lender Name column. **Proposed:** a. **Remove Unit Lender** tab shall be **renamed as Remove Lender** for the Lender's primary Interface b. This tab shall be executed only after the user has selected an entry (Lender from the List) to be removed. b.1 User cannot execute '**Remove Lender'** tab without selecting an Entry to remove from the 'Lender Name' list. b.2 System shall display a Pop-up message, if the User does not make a valid selection from the '**Lender Name'** list. Message:' **Please Select a Lender to Remove'** c. User/LGU shall be able to execute the '**Remove Lender' tab in case of selection of Multiple Entries from the 'Lender Name' list.** d. Execution of '**Remove Lender**' tab shall trigger a Pop-up interface: Message: '**Do you wish to Remove**' d.1 **Execution of 'Email a Request' shall trigger the system to connect with user's default e-mail browser & create a PDF of the text (for request to remove)** d.1.a System shall compose a 'New E-mail' pre-populated with the text, and receiver's (MDA internal staff's) e-mail address. d.1.b System shall attach the PDF file as Attachment to the e-mail. User clicks on the Send tab, to trigger the e-mail d.1.c System shall use the SMTP protocol (**see req. LGUC1.37-e.2 to e.4**) for the e-mail process. d.2 **Execution of 'Cancel' tab shall navigate the User back to the Lender Interface, without sending the e-mail.** e. **Post, System Generated E-mail has been sent from the user's device, the selected Entry from Lender List shall become visible and disabled.** f**.** It shall be removed entirely from the 'Lender Name' list for the Lender's Interface once the MDA internal staff has removed that particular from that particular Lender's records.				
LPLGU1.9	LGU	'Edit **Unit Lender'** tab: **Currently** is used for editing Lender entry which existing in the Lender file and show up in the Lender Name column. **Proposed:** a. It **shall be hidden on the Lender Screen**, they shall not be able to use this feature				
LPLGU1.10	LGU	**Add**: **Currently** allows the user to add information to the system. **Edit**: Execution of this feature **currently allows** the user to make changes to the data associated with the LGU & Lender. User cannot change any information, unless the Edit tab has been executed. **Delete**: **Currently** Allows the user to delete information.				

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		Next & Previous: These Buttons currently allow the internal users of MDA to navigate through different LGUs, existent in the database **Proposed:** a. **Add, Delete, Next, Previous** Buttons shall be hidden in the new system.				
LPLGU1.11	LGU	**Auth.Rep.:** displays the name of the **Authorized personnel within the Local Government Unit**. This information is stored in the Address file in the database **Proposed:** a. It **shall be hidden** on the interface				
LPLGU1.12	LGU	**Primary Contact:** **Proposed:** **a. Primary Contact tab & data field of the LGU Shall be visible but not editable** on this Interface, when an LGU is accessing the Lender's Primary Interface				
LPLGU1.13	LGU	**Employee Contact:** **Proposed:** **a. Employee Contact tab & data field Shall be hidden** on this Interface, when an LGU is accessing the Lender's Primary Interface				
LPLGU1.14	LGU	**Loans**: **Currently** Loans feature provides the information about all the loans that a particular LGU has issues, along with the Loans amount, Borrowers information and Lender ID etc. The information is stored in the **Loan file** in the database. **Proposed:** a. Lender's primary screen shall have the **Loans** feature (tab) on it b. Execution of this tab by LGU shall guide the particular LGU/User to the Loans Information Table interface (Loan Interface #1). c. **LGU/User** shall be able to see the records of all the Loans as default, if a particular Lender is not selected by the Lender, from the Lender Name list (before executing the 'Loans' tab) d. LGU/User shall be able to view the List of Loan of a particular Lender, it has selected from the Lender Name list on the Loans Information table (Loan Interface #1) d.1 System shall navigate the LGU/User to the Loan Interface #1 (List of Loans) post selection of an Lender from the Lender Name list and execution of the 'Loans' tab on Lender's Primary Interface. e. The system shall recognize each LGU based on their log in credentials and extract data files accordingly from the **Loans file**, based on the Unit Lender Id associated with the Lender and the particular LGU				
LPLGU1.15	LGU	**Address:** tab shall be incorporated in the **Proposed Lender' Primary Interface**, for the LGU accessing it (Lender's Primary Interface) a. Execution of this Tab **shall allow the Local Government Unit (User)**, to **View-Only, the Address (Contact) information of a particular Lender** (selected from the Lender List). b. All the pertaining fields on the Address Interface shall be pre-populated with the contact information of the Primary Contact of the Lender, it has selected from the Lender Name list.				

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		e. Navigational path for the LGU to the Address Information (Address Interface) of a particular Lender shall be by selecting the Lender from Lender List and executing the Address Interface, on the Lender's Primary Interface. f. System shall recognize the security rights for a Lender and an LGU, based on their respective Log-in credentials				
LPLGU1.16	LGU	**LGU Information**: It shall be a new feature tab that shall be on the Lender's primary screen, to allow the lender to look at the detailed LGU information. This feature shall allow the lender to access information for only the LGUs Lender is associated **Proposed:** a. **It shall be hidden for the LGU, accessing Lender's Primary Interface**.				
LPLGU1.17	LGU	**Save & Cancel**: All users shall be able to Save & Cancel information				
LPLGU1.18	LGU	**Back:** a. This shall be a new tab on this Interface. b. Execution of this tab shall allow the user to navigate back one interface, i.e. user can only navigate to the previous interface post execution of this tab. c. For a LGU/User execution of this tab shall navigate the user to the LGU's Primary Interface.				

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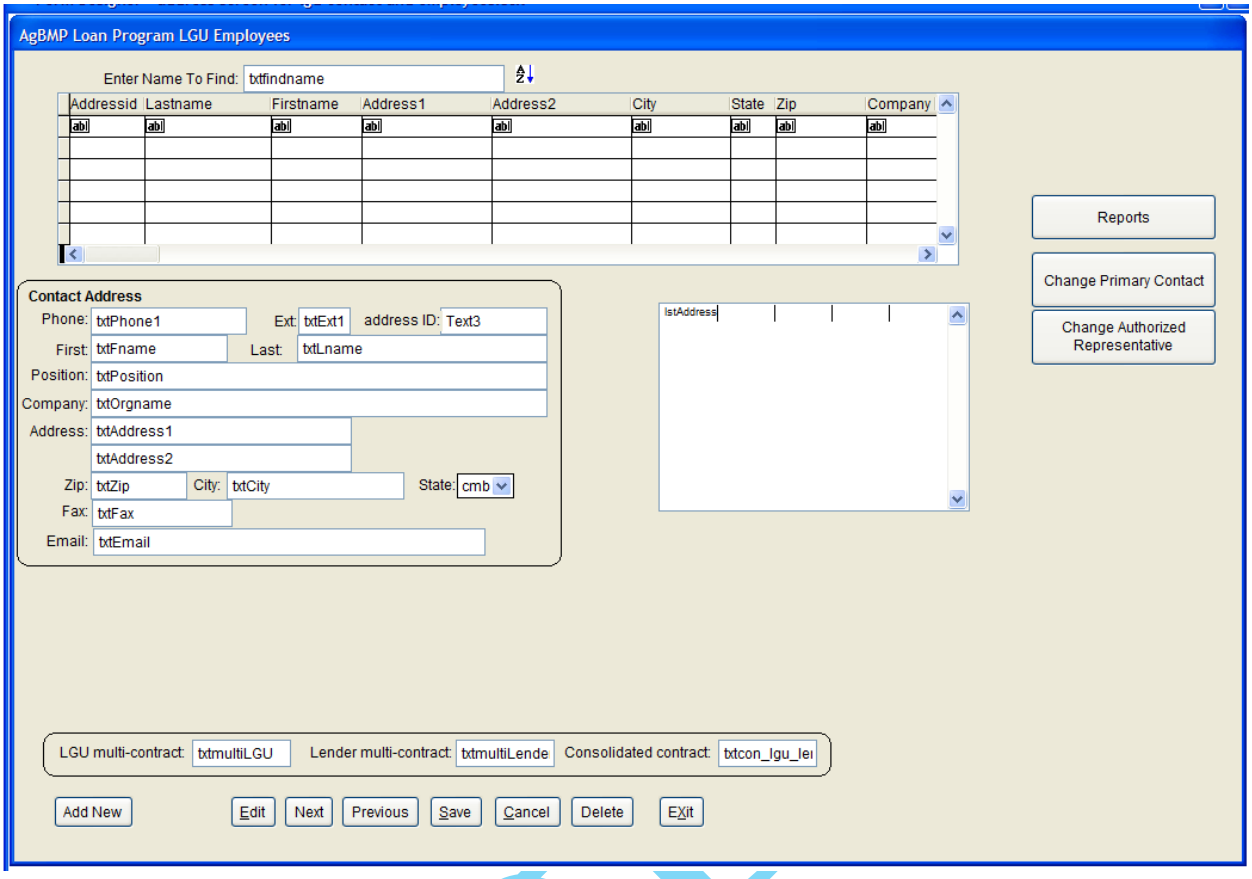
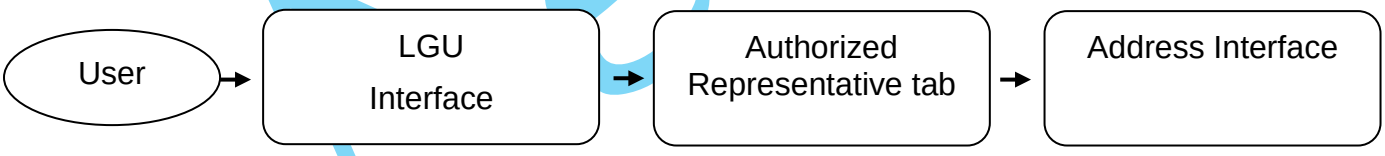
10.5 LGU Changing/Removing Authorized Representative from Address Interface (Use Case 5)

Figure 10.6. LGU's Address Interface for Primary Contact & Employee Contact Information.



10.5.1 User: LGU - Primary Contact only

10.5.2 Navigational Flow to Changing/Removing the Authorized Representative



10.5.3 Functional Requirements for Changing or Removing the LGU's Authorized Representative

Ref#	Client	Requirements	A	B	C	N
LGUAR1.1	LGU	**User/LGU/Primary** executes the **'Address' tab to navigate to the Address Interface**				
LGUAR1.2	LGU	**System shall not allow any editing to the First Name and Last name of the Authorized Representative's** Record, on the Address Interface.				
LGUAR1.3	LGU	All other information pertaining to the Authorized Representative's Record (populated in the fields, on the Address Interface) shall be visible and Editable by the Primary Contact Person.				

LGUAR1.4	LGU	**First Name & Last Name: fields shall be visible and disabled** for all the Employees and the Primary Contact associated with that particular LGU on the Address Interface.				
LGUAR1.5	LGU	Change in the name of an Authorized Representative, shall be first approved by the LGU (this requirement is out of the scope of the system)				
LGUAR1.6	LGU	a. A new Authorized Rep. (if any) shall be entered as a new record in the system; by executing the Add New Tab. (Primary Contact shall have editing rights to that.) b. User/LGU can select a new Authorized Rep., from the existing records (if required), by selecting the existing record and executing the 'Reports' tab on the Address Interface.				
LGUAR1.7	LGU	Internal User/MDA shall have the security rights make the new/existing record as a new Authorized Rep. LGU shall have no such rights. (Discussed in Internal User's Requirements).				
LGUAR1.8	LGU	User/Primary Contact, shall be to delete the record of Old Authorized Rep. (if they choose so) once Internal User/MDA has assigned a New Authorized Rep. a. **Assigning a new Authorized Rep. by executing the 'Assign' (see req.** LGUAR1.10) **tab by MDA, shall replace the Address Id of the Old Authorized Rep. from the Govtunit.Auth.Rep, with the Address ID of the New Authorized Rep.**				
LGUAR1.9	LGU	**System shall not allow the User/LGU to delete the existing Authorized Rep.** **a. System shall follow Condition 1 to Condition 3 of req. DelLGU, post execution of 'Delete' tab by the User/LGU for an existing Authorized Rep. record on the Address Interface.** **b. System shall not allow the User/LGU to remove the existing Authorized Rep. till Condition 1 to 3 are true. System shall display a pop-message if an attempt to execute the Delete tab is performed by the User/LGU:** **Message: 'Cannot delete selected record'** **c. User/LGU shall be able to delete the old Authorized Rep. if Condition 1 to 3 are 'False' and/or MDA has successfully assigned a new Authorized Rep.** **d. Assigning of a new Authorized Rep. by User/MDA shall put the Address ID of the Old Authorized Rep. in the Govemployee file (which makes it an employee) and can be deleted by the User/LGU (if choose to) by executing the 'Delete' tab on the Address Interface.**				
LGUAR1.10	LGU	**User/MDA shall be able to assign a Authorized Rep. to the LGU by"** **a. Executing the 'Authorized Rep.' tab on that particular LGU's Primary Interface** **b. Navigating to the Address Interface (with old Authorized Rep.'s contact information pre-populated on the Address Interface)** **c. Selecting the newly created/saved record by the LGU/Primary Contact from the Database table on the Address Interface.** **d. Finally executing the 'Assign' tab.** **e. Execution of this tab shall replace the Address ID of the Old Authorized Rep. in the Govunit.Auth.Rep ID with the Address ID of the new Authorized Rep.** **f. Execution of this tab shall navigate the User/MDA back to the Primary it's Primary Interface, with the text field adjacent to Authorized Rep. tab**				

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		updated with the First and Last name of the new assigned Authorized Rep.				
LGUAR1.11	LGU	**Resolution Report**: This is document, with a pre-defined format, that allows the LGU to change the Authorized Representative, by getting it approved by the Board (LGU) **Currently:** **a. MDA sends this format in a form of E-mail to the respective LGU, for the purpose of approving the New Authorized Representative.** **b. The new record for the changed representative is updated by MDA (Internal Users).** **Proposed:** **a. The LGU User (Primary Contact), shall be able to print the Resolution Report document themselves, with the help of the New Program**				
LGUAR1.12	LGU	**Print Resolution:** a. Post adding a new record or selecting an existing record from the Database table (for a new authorized Representative), User/Primary Contact shall be able to print the resolution form, from the Reports Utility Interface. b. User/Primary Contact shall be able to execute the Reports tab, on the Address Interface, with the selected record (as selected) and shall execute the 'Print' tab on Reports tab. c. System shall print the Resolution Form with the contact information of the new record (currently selected on Address Interface) on it.				
LGUAR1.13	LGU	MDA shall perform the step: **LGUAR1.10,** post receiving the signed resolution form, from the LGU (out of the scope of the system.)				

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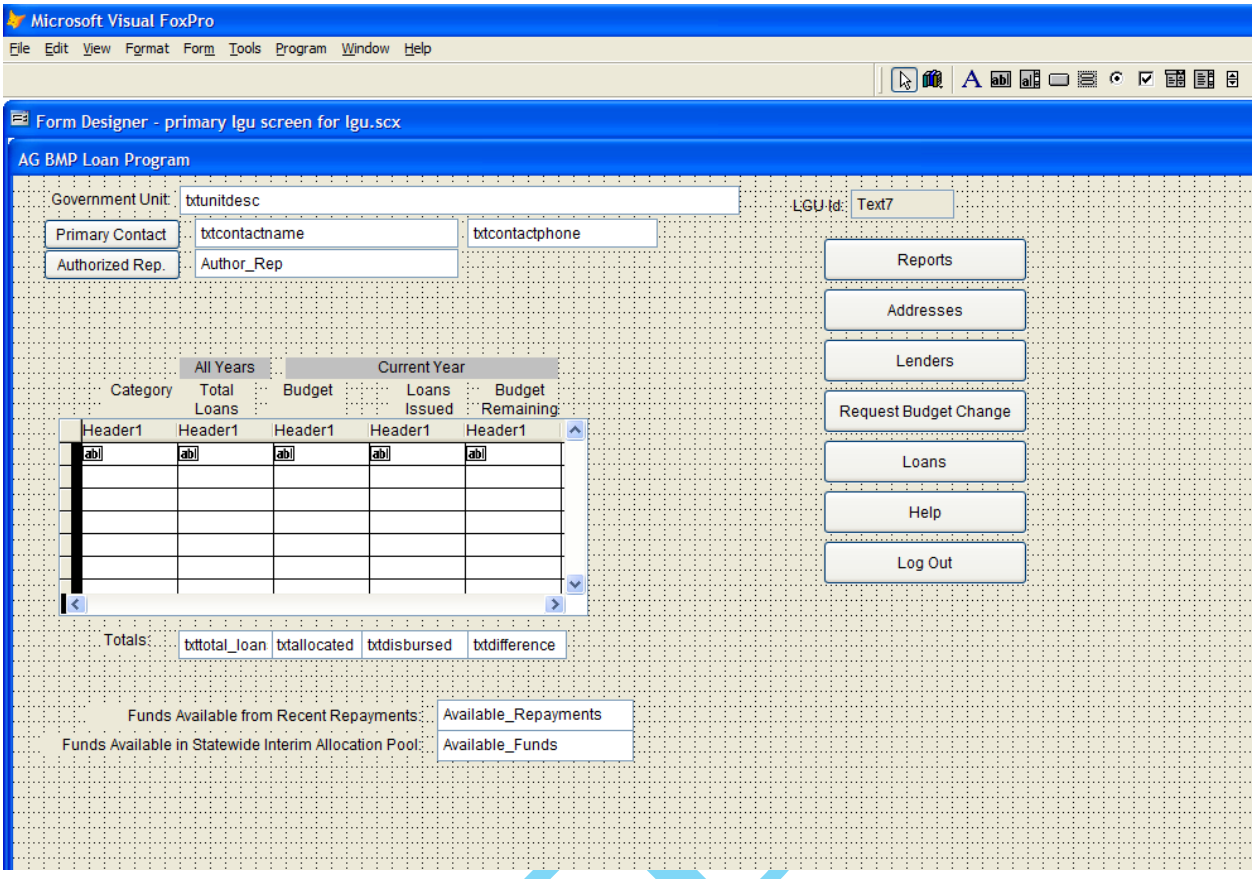
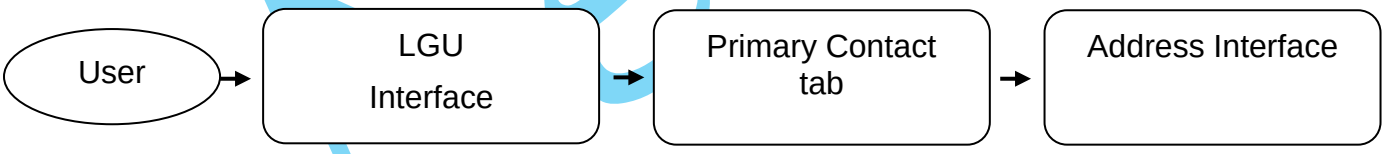
10.6 LGU Changing/Removing Primary Contact from Primary Interface (Use Case 6)

Figure 10.7. LGU's Address Interface for Primary Contact & Employee Contact Information.



10.6.1 User: LGU – Primary Contact only

10.6.2 Navigational Flow to Changing/Removing the Authorized Representative



10.6.3 Functional Requirements for Changing or Removing the LGU's Primary Contact

Ref#	Client	Requirements	A	B	C	N
LGUPC1.1	LGU	Employee Contact user shall be able to navigate to the Address Interface by executing the 'Address Button' on LGU's Primary Interface.				
LGUPC1.2	LGU	System shall pre-populate all the fields on this interface, with the Employee Contact's (who has logged in) information				
LGUPC1.3	LGU	Employee Contact shall have the authority to edit his/her own contact information.				
LGUPC1.4	LGU	**Employee contact shall however not has the authority to the contact information for any other employee of the same LGU.**				

LGUPC1.5	LGU	**In the Case where the Employee contact has to request a change for the Primary Contact:**				
LGUPC1.6	LGU	**The employee contact shall execute the 'Change Primary Contact'** **a. The 'Change Primary Contact' shall be visible and enabled only when the employee contact has selected an existing Primary Contact entry from the Database table on the Address Interface.** **b. This tab shall be disabled for all other entries including the scenario when the Employee contact is viewing/editing his/her own information.** **c. System shall recognize the user as an Employee Contact and accordingly shall turn the 'Change Primary Contact' button enabled or disabled.** **d. Execution of the 'Change Primary Contact' tab shall trigger the system to display a pop-up message:** **Message: 'Contact MDA to change Primary Contact'** **Call** **Send E-mail** **Cancel**				
LGUPC1.7	LGU	**e. Execution of Call button by the Employee Contact shall trigger the system to display the contact# for the concern MDA employee/user** **f. Execution of Send E-mail shall trigger the system to send an e-mail from the Employee Contact's e-mail browser with a pre-defined format requesting a change in Primary Contact, to the MDA employee.** **g. Execution of the Cancel tab shall abort the current session and shall navigate the user back to the Address Interface.**				

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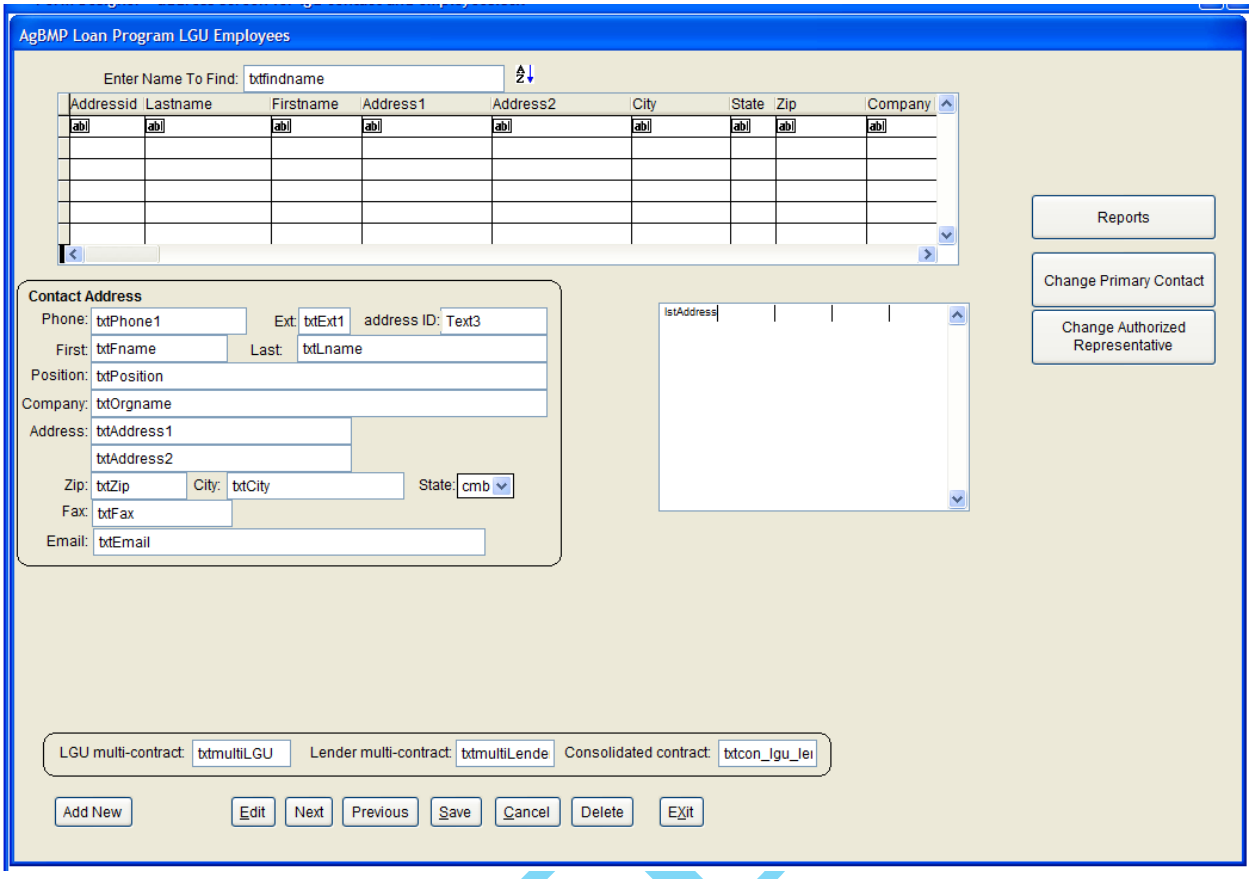
10.7 LGU Changing/Removing Primary Contact for LGU from ADDRESS Interface

Figure 10.8. LGU's Address Interface for Primary Contact & Employee Contact Information.



10.7.1 User: LGU - Primary Contact only

10.7.2 Navigational Flow to Changing/Removing the Authorized Representative

10.7.3 Functional Requirements for Changing or Removing the LGU's Primary Contact from Address Interface

Ref#	Client	Requirements	A	B	C	N
LGUPC2.1	LGU	Primary Contact user shall be able to navigate to the Address Interface by executing the 'Address Button' on LGU's Primary Interface.				
LGUPC2.2	LGU	System shall pre-populate all the fields on this interface, with the Primary Contact's (who has logged in) information				
LGUPC2.3	LGU	Primary Contact shall have the authority to edit his/her own contact information. Primary Contact shall also have the authority to edit the contact information of all the employees associated with the particular LGU.				

		In the Case where the Primary contact has to request a change for the Primary Contact:				
LGUPC2.4	LGU	**The Primary contact shall execute the 'Change Primary Contact'** **a. The 'Change Primary Contact' shall be visible and enabled to the Primary Contact at all times.** **b. This tab shall be disabled for all other entries including the scenario.** **c. System shall recognize the user as a Primary Contact and shall accordingly make the 'Change Primary Contact' button enabled at all times for the user.** **d. Execution of the 'Change Primary Contact' tab shall trigger the system to display a pop-up message:** **Message: 'Contact MDA to change Primary Contact'** **Call** **Send E-mail** **Cancel**				
LGUPC2.5	LGU	**d. Execution of Call button by the Primary Contact shall trigger the system to display the contact# for the concern MDA employee/user** **e. Execution of Send E-mail shall trigger the system to send an e-mail from the Primary Contact's e-mail browser with a pre-defined format requesting a change in Primary Contact, to the MDA employee.** **f. Execution of the Cancel tab shall abort the current session and shall navigate the user back to the Address Interface.**				

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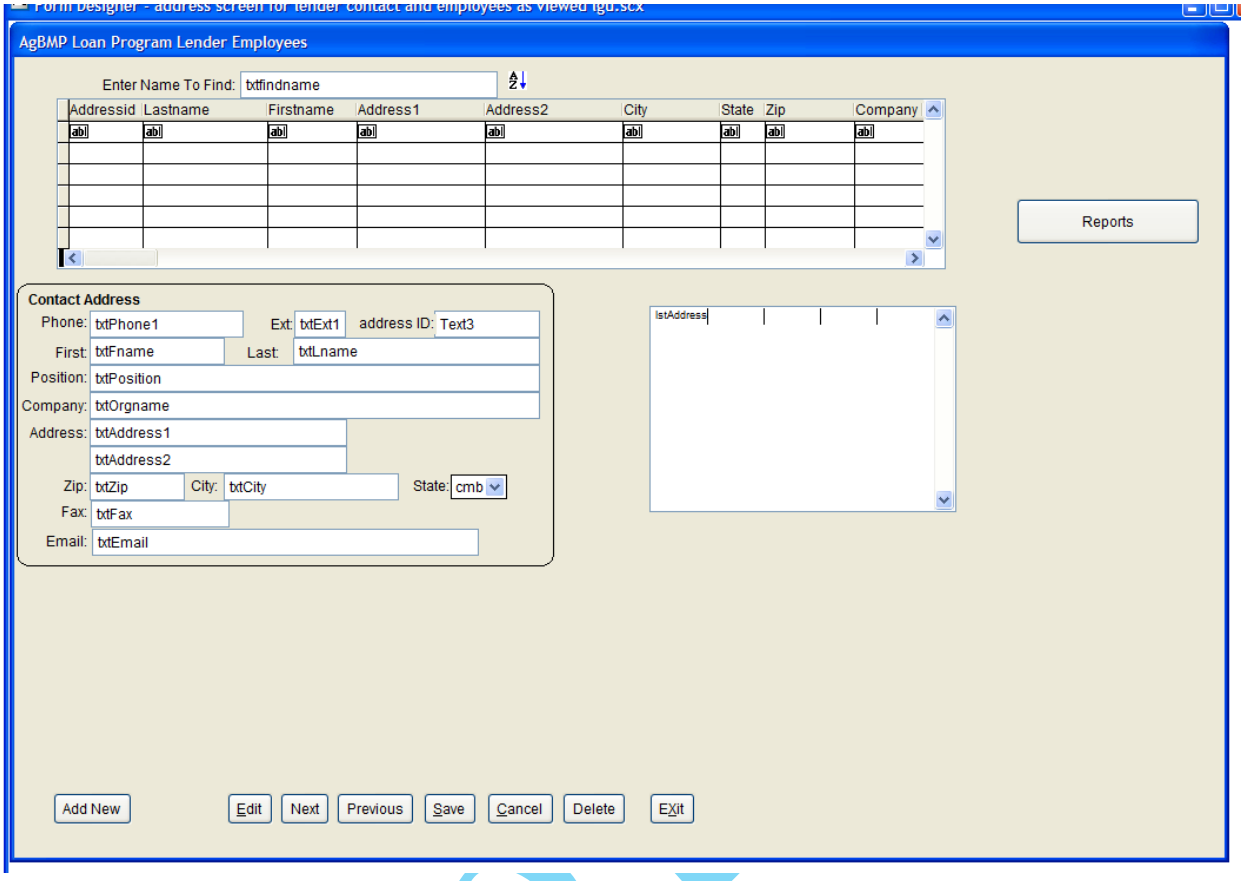
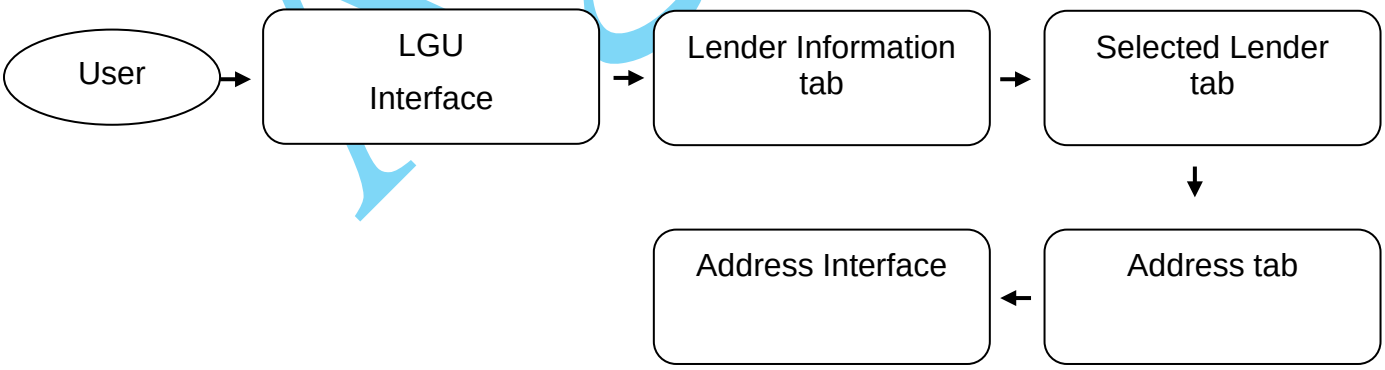
10.8 LGU Associated Lender Information (Use Case 7)

Figure 10.9. Lender's Address Interface for Employee Contact Information from LGU's Perspective.



10.8.1 User: Lender

10.8.2 Navigational Flow to Changing/Removing the Authorized Representative



10.8.3 Functional Requirements for Changing or Removing the LGU's Primary Contact from Address Interface

Ref#	Client	Requirements	A	B	N	C
LGULen1.1	LGU	LGU/User shall be able View-only the Contact information for any selected				

		Lender, associated with it.				
LGULen1.2	LGU	**LGU/User shall be able to select a particular Lender from the Lender name list** on Lender's Primary Interface (see Lender Primary Interface requirements)				
LGULen1.3	LGU	LGU/User shall be able to **navigate to** the **Primary Interface of the Lender**, from LGU's Primary Interface (see LGU Primary Interface Requirements) by **executing the Lender** tab.				
LGULen1.4	LGU	The information on the Primary Interface for the Lender shall have a default list of all Lenders, that the LGU particularly works with				
LGULen1.5	LGU	**LGU/User shall be able to view the Contact information for the Primary Contact, Employees for the Lender by selecting the Lender from Lender List and executing the 'Address' tab (see Req. L1.15) on Lender's Primary Interface**				
LGULen1.6	LGU	**LGU shall only have Viewable rights for** the information pertaining to the Lender on the Address Interface for the Lender, it has selected from the list				
LGULen1.7	LGU	**The Contact information in the fields on the Address Interface shall be pre-populated with the contact information for the Primary Contact Person associated with the particular Lender selected from Lender's Interface.**				
LGULen1.8	LGU	**Primary Contact' and 'Employee' tab and adjacent data field (for Name)** shall be **hidden** for the LGU accessing Lender's Primary Interface.				
LGULen1.9	LGU	System shall recognize the security rights for an LGU on the Lender's interface, based on the User's (LGU) Log-in credentials.				
LGULen1.10	LGU	**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 populated entry with the existing database to find a match. a. It shall be a **Progressive search field**. b. It **shall be sortable in nature** i.e. the User shall be **able to change the search criteria**, by **double clicking on any column entry in the Database table**				
LGULen1.11	LGU	**Database Table:** 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 a. This table shall have the same Column fields as existent in the Current System (see Fig.). b. This table shall only list the records of the employees in the database that are associated with that particular Lender. c. The table shall **not show the entire Database**, **instead** just the **records of all the Employee Contacts** for that particular **Lender**, **along with the record of the Primary Contact Person**. d. System shall be able to **filter these records on the basis of LenderUnit Id and the Address Ids mapping that LenderUnit Id (see database requirements).** e. Information displayed here shall be tabular representation of all the information populated in the fields given below (discussed below). f. It shall be a **Scrollable Construct Table**. g. This table shall display all the information that is available in the Address File in the Database. h. The functions and Interface of this table in the new program shall be				

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		similar to the old program. i. The table shall be synchronized with the search functionality of the fields given below (discussed below) j. **Selected Data row** in this table, shall display pertaining information in the data fields given below respectively.				
LGULen1.12	LGU	**Contact Address**: It lists out data field features that display the Contact information of the record selected from the Database table. a. The information in the data fields under the **Contact Address section of the Address interface** shall change according to the record selected from the Database table (given above). **b.** None of the information populated in the data fields under this section of the Interface are editable by the LGU, they are **View-Only**				
LGULen1.13	LGU	**Phone**: Displays **Contact #** of a record: (Data type: Integer) *a.* This field shall be a **dynamic field** i.e.; it shall change the **Phone#** of the Contact Person (set as default) to the **record of the Lender** Contact person **(Primary or Employee) selected** from the table above b. None of the information populated in this data fields under this section of the Interface is editable by the LGU, it's are **View-Only**				
LGULen1.14	LGU	**Ext**.: Displays **Extension#** of an Entity: (Data type: Integer) *a***.** This field shall be a **dynamic field** i.e.; it shall change the **Ext#** of the Contact Person (set as default) to the **record of the Lender** Contact person **(Primary or Employee) selected** from the table above b. None of the information populated in this data fields under this section of the Interface is editable by the LGU, it's are **View-Only**				
LGULen1.15	LGU	**Address ID**: Displays the **Unique ID** of any record generated in the Address File (Data Type: Integer) a**.** This field shall be a **dynamic field** i.e.; it shall change the **Address ID** of the Contact Person (set as default) to the **record of the Lender** Contact person **(Primary or Employee) selected** from the table above b**.** None of the information populated in this data fields under this section of the Interface is editable by the LGU, it's are **View-Only**				
LGULen1.16	LGU	**First Name:** Displays the **First name** of selected record of that **particular Lender**(from the Database table): (Data type: Characters) a**.** This field shall be a **dynamic field** i.e.; it shall change the **First Name** of the Contact Person (set as default) to the **record of the Lender** Contact person **(Primary or Employee) selected** from the table above b**.** None of the information populated in this data fields under this section of the Interface is editable by the LGU, it's are **View-Only**				
LGULen1.17	LGU	**Last Name:** Displays the **Last name** of selected record of that particular Lender(from the Database table): (Data type: Characters) a**.** This field shall be a **dynamic field** i.e.; it shall change the **Last Name** of the Contact Person (set as default) to the **record of the Lender** Contact person **(Primary or Employee) selected** from the table above b. None of the information populated in this data fields under this section of the Interface is editable by the LGU, it's are **View-Only**				

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LGULen1.18	LGU	**Position:** Displays the **Position** of selected record of that particular Lender (from the Database table): (Data type: Characters) a**.** This field shall be a **dynamic field** i.e.; it shall change the **Position** of the Contact Person (set as default) to the **record of the Lender** Contact person **(Primary or Employee) selected** from the table above b**.** None of the information populated in this data fields under this section of the Interface is editable by the LGU, it's are **View-Only**				
LGULen1.19	LGU	**Company:** Displays the **Company** of selected record of that **particular Lender** (from the Database table): (Data type: Characters) a. This field shall be a **dynamic field** i.e.; it shall change the **Company** of the Contact Person (set as default) to the **record of the Lender** Contact person **(Primary or Employee) selected** from the table above b. None of the information populated in this data fields under this section of the Interface is editable by the LGU, it's are **View-Only**				
LGULen1.20	LGU	**Address:** Displays the **Address** of selected record of that **particular Lender.** It has an additional field:**Address-2** (from the Database table): (Data type: Characters) a. This field shall be a **dynamic field** i.e.; it shall change the **Address** of the Contact Person (set as default) to the **record of the Lender** Contact person **(Primary or Employee) selected** from the table above b. None of the information populated in this data fields under this section of the Interface is editable by the LGU, it's are **View-Only**				
LGULen1.21	LGU	**ZIP:** Displays the **ZIP** of selected record of that **particular Lender** (from the Database table): (Data type: Characters) a. This field shall be a **dynamic field** i.e.; it shall change the **ZIP** of the Contact Person (set as default) to the **record of the Lender** Contact person **(Primary or Employee) selected** from the table above b. None of the information populated in this data fields under this section of the Interface is editable by the LGU, it's are **View-Only**				
LGULen1.22	LGU	**City:** Displays the **City** of selected record of that **particular Lender** (from the Database table): (Data type: Characters) a. This field shall be a **dynamic field** i.e.; it shall change the **City** of the Contact Person (set as default) to the **record of the Lender** Contact person **(Primary or Employee) selected** from the table above b. None of the information populated in this data fields under this section of the Interface is editable by the LGU, it's are **View-Only**				
LGULen1.23	LGU	**State:** Displays the **State** of selected record of that **particular Lender** (from the Database table): (Data type: Characters) a. This field shall be a **dynamic field** i.e.; it shall change the **State** of the Contact Person (set as default) to the **record of the Lender** Contact person **(Primary or Employee) selected** from the table above b**.** None of the information populated in this data fields under this section of the Interface is editable by the LGU, it's are **View-Only**				
LGULen1.24	LGU	**Pay to Address:** a. **Company**: this field under the **Pay to Address shall be hidden** when a LGU is viewing Lender information on Lender's Address Interface. b. **Address**: this field under the **Pay to Address shall be hidden** when a LGU is viewing Lender information on Lender's Address Interface c. **Zip:** this field under the **Pay to Address shall be hidden** when a LGU is				

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		viewing Lender information on Lender's Address Interface d. **City:** this field under the **Pay to Address shall be hidden** when a LGU is viewing Lender information on Lender's Address Interface e. **State**: this field under the **Pay to Address shall be hidden** when a LGU is viewing Lender information on Lender's Address Interface				
LGULen1.25	LGU	**Fax:** Displays the **Fax#** of selected record of that **particular Lender** (from the Database table): (Data type: Characters) **a.** This field shall be a **dynamic field** i.e.; it shall change the **Fax#** of the Contact Person (set as default) to the **record of the Lender** Contact person **(Primary or Employee) selected** from the table above b. None of the information populated in this data fields under this section of the Interface is editable by the LGU, it's are **View-Only** ***c.* Shall be in the Contact Address section of the Address Interface, i.e. shall be moved from the current location and shall be placed in the Contact Address section along with other fields.**				
LGULen1.26	LGU	**E-mail:** Displays the **E-mail** of selected record of that **particular Lender** (from the Database table): (Data type: Characters) a. This field shall be a **dynamic field** i.e.; it shall change the **Fax#** of the Contact Person (set as default) to the **record of the LGU** Contact person **(Primary or Employee) selected** from the table above b. None of the information populated in this data fields under this section of the Interface is editable by the LGU, it's are **View-Only** **c. Shall be in the Contact Address section of the Address Interface, i.e. shall be moved from the current location and shall be placed in the Contact Address section along with other fields.**				
LGULen1.27	LGU	**Fed Tax Id#:** this field **shall be hidden** when a LGU is viewing Lender information on Lender's Address Interface.				
LGULen1.28	LGU	**State Tax ID#***:* this field **shall be hidden** when a LGU is viewing Lender information on Lender's Address Interface.				
LGULen1.29	LGU	**Vendor ID:** this field **shall be hidden** when a LGU is viewing Lender information on Lender's Address Interface				
LGULen1.30	LGU	**Vendor Location:** this field **shall be hidden** when a LGU is viewing Lender information on Lender's Address Interface				
LGULen1.31	LGU	**LGU multi-contract***:* this field **shall be hidden** when a LGU is viewing Lender information on Lender's Address Interface				
LGULen1.32	LGU	**Old Mm Number:** It **shall be removed from the Address Interface for every User**				
LGULen1.33	LGU	**Add New:** this tab feature **shall be hidden and disabled**, when the **LGU is viewing Lender's information** on the Address Interface				
LGULen1.34	LGU	**Edit:** this tab feature **shall be hidden and disabled**, when the **LGU is viewing Lender's information** on the Address Interface				
LGULen1.35	LGU	**Next & Previous: these tab features shall be removed in the New System**				
LGULen1.36	LGU	**Duplicate:** This tab feature **shall be removed** in the new system				
LGULen1.37	LGU	**Delete:** this tab feature **shall be hidden and disabled**, when the **Lender is viewing LGU's information** on the Address Interface.				

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LGULen1.38	LGU	**Save & Cancel:** these tab features **shall be hidden and disabled**, when the **Lender is viewing LGU's information** on the Address Interface.				
LGULen1.39	LGU	**Reports :See Report interface requirements, given below.**				
LGULen1.39	LGU	**Back:** a. This shall be a new tab on the Address Interface. b. Execution of this tab shall allow the user to navigate back one interface, i.e. user can only navigate to the previous interface post execution of this tab. c. For an Lender/User execution of this tab shall navigate the user to the Lender's Primary Interface. d. This tab shall be visible and enabled at all times. d.1 It shall not be contingent upon the User saving or canceling current information on the Address Interface, when the Lender is viewing LGU's Address information on Address Interface.				

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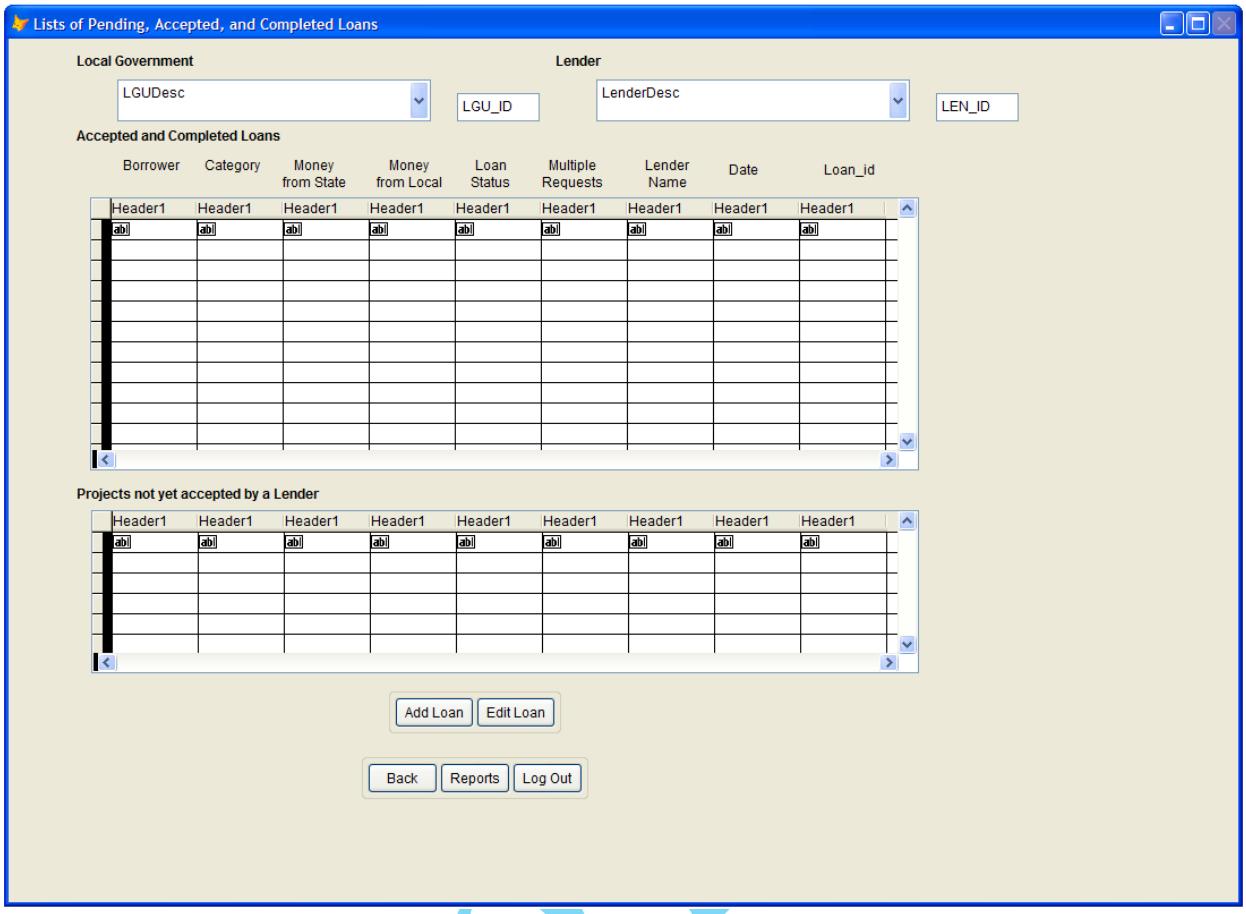
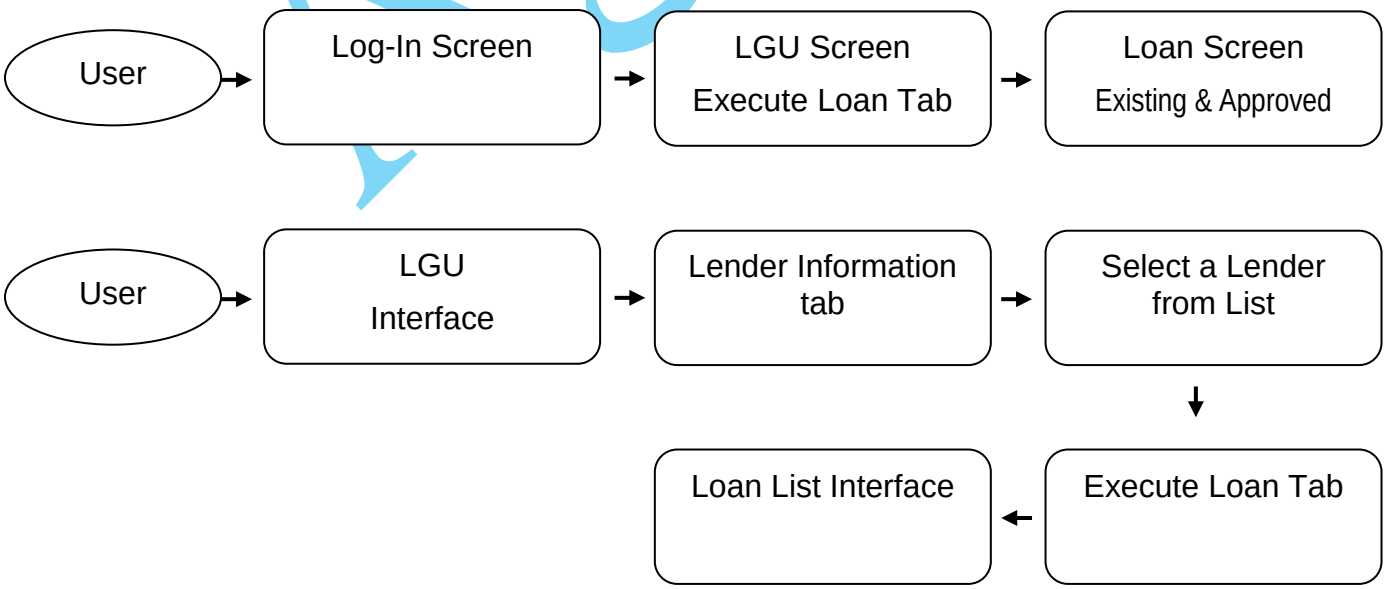
10.9 LGU List of Loans Interface-1 – Existing & Pending Loan Tables

Figure 10.10. LGU Loan Interface-1-List of Loans : Existing & Pending Loan Tables



10.9.1 User: LGU

10.9.2 Navigational Flow to Lender Loan Interface-1 - Existing and Approved Loans



Note: Most of the Requirements are the same as Loan Interface-1 for the Lender, so this section of the Requirements, may refer to those previously defined requirements for Lender List of Loans Interface. The Perception of the User in this case is Local Government Unit.

10.9.3 Functional Requirements for LGU Loan Interface-1 - Existing and Approved Loans

Ref#	Client	Requirements	A	B	C	N
LGLI1.1	LGU	Navigational Flow1: to the Loan Interface-1 (tabular information of Pending and Existing Loans) for the Local Government Unit:				
		a. Shall be from the LGU Primary Interface: Execution of 'Loans' Tab.				
		a.1 The list of Loans on the Loan Interface-1, via this navigational flow, shall display a list of all the Loans, the LGU has issued to all the Lenders it is associated with.				
LGLI1.2	LGU	Navigational Flow2: to the Loan Interface-1 (tabular information of Pending and Existing Loans) for the Local Government Unit:				
a.		Shall be from the Lender Primary Interface: Execution of 'Loans' Tab.				
		b. User/LGU shall be able to execute this tab, only after selecting a Lender record from the 'Lender Name' list. (see reqs. Lender's Primary Interface)				
.		b.1 The list of Loans on the Loan Interface-1, via this navigational flow, shall display a list of all the Loans, the LGU has issued to that particular Lender; selected from the 'Lender Name' list				
LGUI1.2b	LGU	The LGUDESC tab shall display the current LGU and the LGU can only select other LGUs in accordance with login credentials.				
LGUI1.2c	LGU	The LENDERDESC shall be display the current selected lender if from the Lender interface. Otherwise all lenders associated with the LGU are displayed. The LGU may select any or all Lenders associated with the LGU.				
LGLI1.3	LGU	When an LGU adds a new loan, the system shall synchronize the new loan information to every Lender; the particular LGU is associated with.				
LGLI1.4	LGU	The system shall update the new loan information, for every lender through the unique Lender IDs, that particular LGU is associated with its LGU ID.				
LGLI1.5	LGU	The LGU approved loan shall be visible to all the associated lenders on their interfaces respectively.				
LGLI1.6	LGU	The system shall not assign a Unit Lender ID, for the new loan unless one of the Lender has accepted the Loan application and approved it.				
LGLI1.7	LGU	After the Lender's approval, the system shall assign a Unit				

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		Lender ID, based on the LGU id & the Lender id who approved that particular loan				
LGLI1.8	LGU	The Unit Lender ID shall be retrieved from the Loan File (database file),				
LGLI1.9	LGU	After a loan has been approved by the LGU and the lender, a Loan ID shall be generated, and shall be stored in the Loan File in the Database.				
LGLI1.10	LGU	Approval of Loan by Lender shall populate the Lender Acceptance Date Field. (see req. LLI.2.18)				
LGLI1.11	LGU	Approval of Loan by Lender, shall assign a Unit Lender ID to the Loan, and shall transfer the Loan information from general Pending List to the Existing Loan list for that particular Lender and LGU.				
LGLI1.12	LGU	This information shall not be deleted, but rather hidden from other Lenders. It however shall now be visible as Existing loan information to only that particular Lender and the LGU who approved the loan.				
LGLI1.13	LGU	The new Loan Application in the 'Existing' list can be edited after selection, similar to the already Existing Loans. (see: Edit Loan Interface)				
LGLI1.14	LGU	Removal of the Loan from the Lender, shall trigger the removal of the Unit Lender ID assigned to that particular Loan and shall also trigger the removal of Approval date of the loan				
LGLI1.15	LGU	Removal of the Approval date from the Loan Information file shall make the Loan visible to all the Lenders again with a Pending Status.				
LGLI1.16	LGU	The previously hidden Loan Information for that particular loan shall be now visible again to all the Lenders associated with the particular LGU.				
LGLI1.17	LGU	The system shall follow the same process, as followed previously if a new Lender decides to approve the Loan for the same borrower.				
LGUI.1.18	LGU	The Loan Information table shall have two set of information to it. Pending Loans & Existing/Approved Loans				
LGLI.1.19	LGU	The system shall have a default setting, to show all the List of Loans for the particular LGU, who has requested for it by executing the Loans tab feature.				
LGLI.1.20	LGU	The User/LGU however shall also have the option of Selecting one or Multiple Lenders from the 'Lender Name' List of Lenders displayed on the Lender screen.				
LGLI.1.21	LGU	The system shall then display the List of Loans, for the LGU only for the Lender(s) selected from the List.				

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LGLI.1.22	LGU	The system shall display a default list of all Loans issued by the User/LGU with all the Lenders it is associated with, on execution of the 'Loans' tab on LGU's Primary Interface.				
LGLI.1.23	LGU	The system shall allow Multiple Selections only when the Control Tab on the Keyboard has been pressed until the selection process has been completed.				
LGLI.1.24	LGU	The User/LGU shall be able to De-Select any entry from the List, by just clicking on it (on the Lender's Primary Interface from the 'LGU Name' list).				
LGLI.1.25	LGU	Majority of the Interface Table shall have the Existing loan information for that particular LGU.				
LGLI.1.26	LGU	The bottom half of the table shall have the Pending loan information, which an LGU/LGU has approved, but no lender has approved it yet. It shall be a construct table.				
LGLI.1.27	LGU	Pending Loan information unlike Existing Loan information shall be visible to all the Lenders associated with a particular LGU (who approved the loan) and the Internal Staff.				
LGLI.1.28	LGU	Organization Name: Field shall display the name of the particular LGU which has logged in the system, using the login credentials.				
LGLI.1.29	LGU	The default Loan Interface (from LGU's Primary Interface) shall have a table showing information about the Loans, that particular LGU has issued till date.				
LGLI.1.30	LGU	Borrower's Name: It shall display the list of all the borrowers who have issued loan(s) with the particular LGU/Lender in a recent to old order. This data can be retrieved from the Address File in the database. The format shall be LastName, FirstName				
LGLI.1.31	LGU	Category: It shall display the Category for which the Loan was issued. (Amongst the list of 5 Categories)				
LGLI.1.32	LGU	Money From the State: It shall display the amount of Loan sent by the State to the Lender for the particular category. Retrieved from the Loan file				
		a. For the set of Existing & Pending Loan, this Column Field shall be same.				
LGLI.1.33	LGU	Money from Local A/C: It shall display the amount of Loan; the Lender has disbursed to the borrower internally, from the money it already was provided by the State. (Approximately 60 lenders have this a/c).It can be retrieved from the Loan File.				
		a. For Existing Loan, this column field shall be a visible column field for that particular lender, who happens to have money in the Local/Revolving A/C (see Loan file in database).				
		b. However for the Pending Loan i.e. in the absence of a Lender, this column field shall empty/blank.				

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		c. It shall update to a Populated field, soon as the Loan shifts from Pending to Existing (for that particular Lender), if the Lender has a Revolving A/C (see Loan file in database).				
LGLI.1.34	LGU	Different dates present in the Loan File currently contain dates that are informative of different processes that occur during approval of a Loan. These dates shall be represented as Statuses for each step respectively.				
LGLI.1.35	LGU	Status: column field shall be a new addition to the existing table. It shall show the status of the new loan & the existing loan application in the system.				
LGLI.1.36	LGU	Status column field shall be a representation of all the Date fields in the Loan File (database file) but it shall be Data (character field) rather than a date field (existent in the old system).				
LGLI.1.37	LGU	The Status column shall display a similar status pertaining to the Date that has been updated in the Loan File, that it would retrieve information from.				
LGLI.1.38	LGU	It shall be a Dynamic column field corresponding to every Loan information, which shall keep changing based on the current status of the application				
LGLI.1.39	LGU	A loan shall be in the Pending list at the bottom of the table, till its status displays 'Incomplete' and then 'LGU Approved'.				
LGLI.1.40	LGU	Following execution of the' Lender Acceptance of Loan' tab (by the Lender) on the Edit Loan Interface (see req.: LenELI.1…) that loan information shall be now listed in the Existing loans table, of the particular lender who has approved/accepted the Loan information.				
LGLI.1.41	LGU	Incomplete Status: shall be displayed when the user (LGU) executes the Save tab, but has not yet officially approved it, by executing the LGU Approval tab.				
LGLI.1.42	LGU	Incomplete Status: It shall be synchronized to the Entry Date in the Loan File, if Entry date field is not populated the Incomplete Status shall be displayed. (see Add Loan req.)				
LGLI.1.43	LGU	LGU Approved Status: shall be displayed when the user (LGU) approves the Loan and executes the LGU Approval tab feature. This shall be the next status after the 'Incomplete' status.				
LGLI.1.44	LGU	LGU Approved Status: status shall be synchronized with the Entry Date field in the Loan File, if this date field is populated, the system shall display LGU Approved Status.				
LGLI.1.45	LGU	Lender Acceptance Status: shall be displayed when the user (Lender) approves the Loan and executes the Lender Acceptance tab feature.				

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		a. This shall be the next status after the 'LGU Approved' status				
		b. This status shall be synchronized with the Lender Acceptance Date field in the Loan File, if this date field is populated, the system shall display Lender Acceptance Status				
		c. The Population of Date field shall be triggered by the assignment of a UnitLender_Id to that particular Loan.				
		d. Assignment of a UnitLender_Id to the particular Loan shall be triggered by the execution of the Lender Acceptance of Loan tab (on the Edit Loan Interface) by the Lender/User. (see req.: LenELI.1….)				
LGLI.1.46	LGU	Multiple Requests: this index column of the table shall display the status: Yes or No, if a particular Loan entry has multiple Requests.				
		a. System shall display this information (Yes or No), when the user (Lender) approves the multiple funds (requested by the borrower) on the pre-existing Loan and executes the Lender Acceptance tab feature.				
LGLI.1.47	LGU	AgBMP Approved Status: shall be displayed when the user (Internal Staff) approves the Loan and executes the AgBMP Approved tab feature. This shall be the next status after the 'Lender Acceptance' status in case of normal loan application with no multiple requests for funds				
LGLI.1.48	LGU	AgBMP Approved Status: shall be the next status after 'Funds Requested' in case if there are multiple funds requested in addition to the primary loan amount.				
LGLI.1.49	LGU	AgBMP Approved Status: status shall be synchronized with the AgBMP Processed date field in the Loan file, if this date field is populated, the system shall display 'AgBMP Approved Status				
LGLI.1.50	LGU	AgBMP Paid Status: shall be displayed when the actual loan amount has been disbursed by Internal Staff. This shall be next to the 'AgBMP Approved' status.				
LGLI.1.51	LGU	AgBMP Paid Status: status shall be synchronized with the AgBMP Paid date field in the Loan file, if this date field is populated, the system shall display 'AgBMP Paid' Status				
LGLI.1.52	LGU	Lender Name: Shall display the name of the particular Lender associated with every loan & borrower's name. This Lender shall be from the list of Lenders the LGU works with. Data is retrievable from the Loan File.				
LGI.1.52b	LGU	Date: Shall display the date of the Last action in approval process. When fully complete, the date shall reflect the official Date of the loan, usually the Paid_dt.				
LGLI.1.53	LGU	Add Loan: execution of this Tab field shall allow the User/LGU to navigate to the Address Interface to fill out the Address				

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		Information of the Borrower, applying for the New Loan. (see reqs. LGU Add Loan Interface-1)				
LGLI.1.54	LGU	Edit Loan: feature shall allow the LGU to edit the Loan information, it is associated with.				
		a. User/LGU can execute this tab, only when an Entry has been selected from the Loan Information Table.				
		b. Multiple selections shall not be allowed by the system, for the Purpose of Editing a Loan.				
LGLI.1.55	LGU	Reports: feature shall guide the user to the reports interface, where reports pertaining to LGU Loans can be retrieved.				
LGLI.1.56	LGU	Back: a. This shall be a new tab on this Interface.				
		b. Execution of this tab shall allow the user to navigate back one interface, i.e. user can only navigate to the previous interface post execution of this tab.				
		c. For a LGU/User execution of this tab shall navigate the user to the Lender's Primary Interface.				
		d. LGU/User shall be able to navigate to it's Primary Interface by executing the 'Back' tab on Lender's Primary Interface,.				
		e. This tab shall be visible and enabled at all times.				

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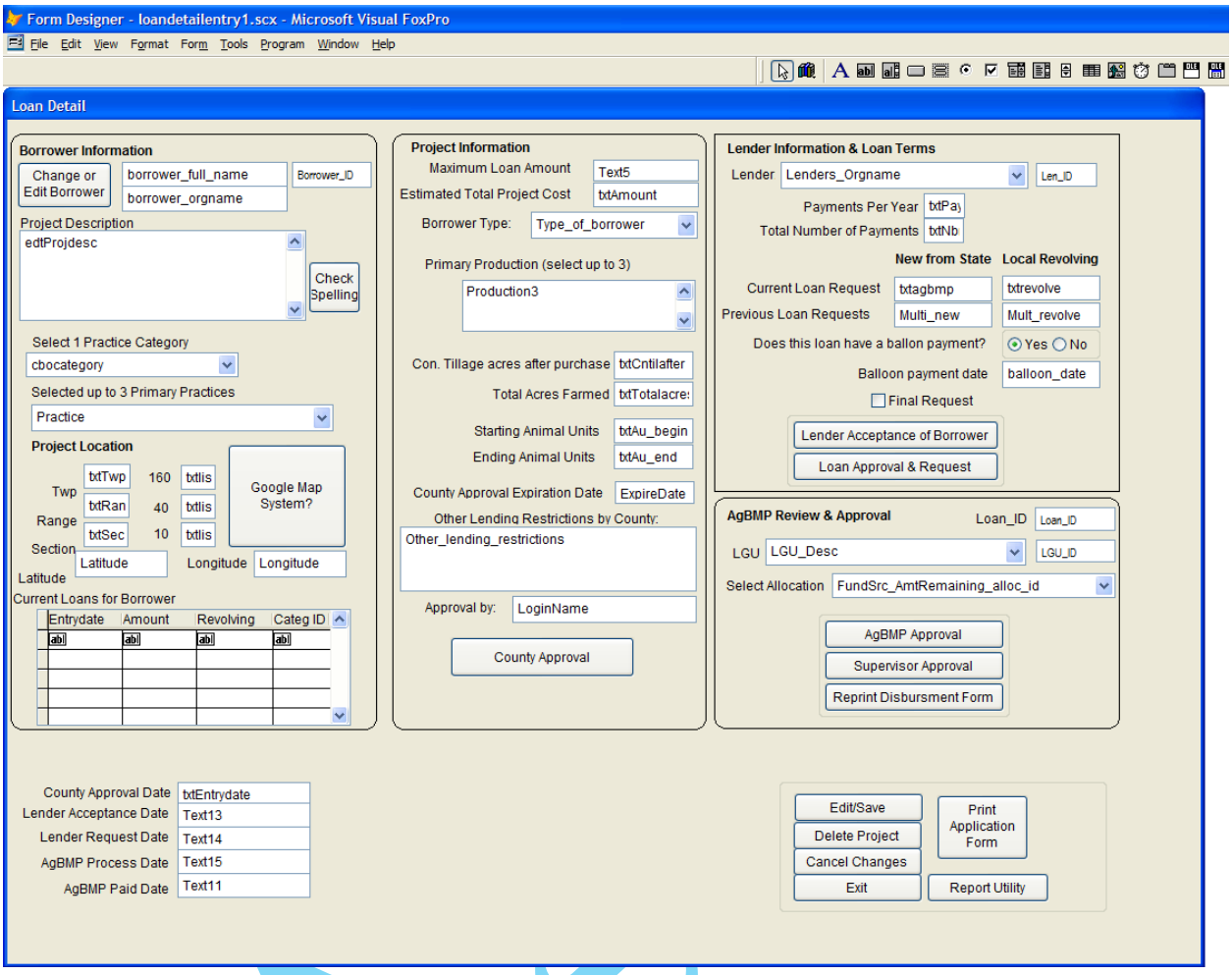
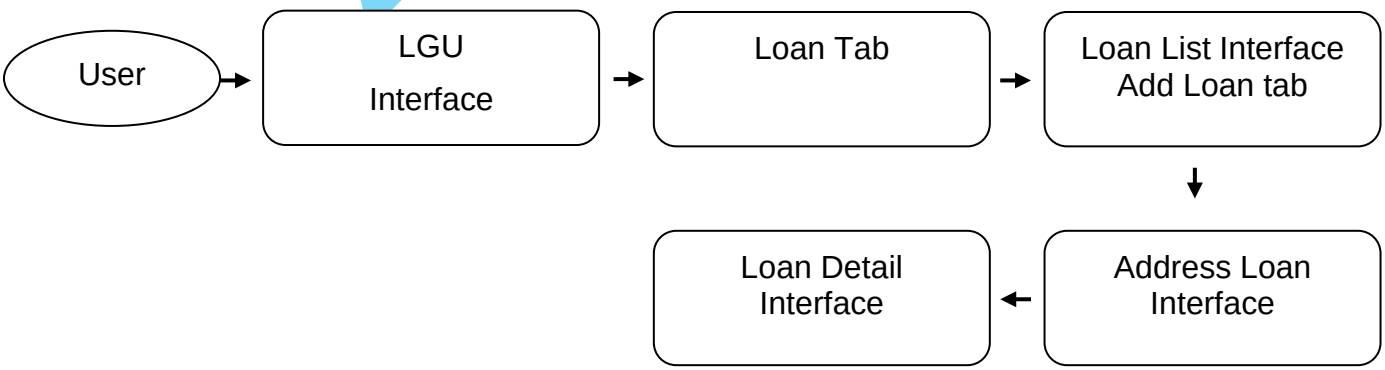
10.10 LGU Add Loan Interface-1 (Use Case 8)

Figure 10.11. Loan Detail Entry Screen.



10.10.1 User: LGU

10.10.2 Navigational Flow to Add Loan Interface – Loan Details



10.10.3 Functional Requirements for ADD Loan Interface – Loan Details

Ref #	Client	Requirements	A	B	C	N
LALI.1.1	LGU	The System, shall guide the **User/LGU to their respective Primary Interface** (see LGU Primary Interface) after they Log in the Program with their Unique ID and Password				
LALI.1.2	LGU	The Primary screen for a LGU shall have the **Loan tab feature** which shall allow them to **navigate to the Loan Information Interface**				
LALI.1.3	LGU	The User/LGU shall then be able to execute the **Add Loan tab feature** on the **Loan Interface** in order to Add a New Loan request (from the Borrower: out of the program) in the system.				
LALI.1.4	LGU	Execution of the Add New Loan tab feature shall **navigate the User to the Address Interface, where they can enter Borrower's information for the new loan application.**				
LALI.1.5	LGU	**This Address Interface shall have the same data fields and features as the Parent Address field (see), only fields shall not be pre-populated with any prior data, for the User to add new information (see Wireframe).**				
LALI.1.6	LGU	**The navigational flow for this non- populated Address screen shall be from the Add Loan feature, and not from the Parent Address tab feature, present on the Primary LGU screen.**				
LALI.1.7	LGU	**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 populated entry with the existing database to find a match. a. This field feature shall be disabled but visible to the LGU while Adding a new Loan b. It shall be enabled when the user is Editing a pre-existing information.				
LALI.1.8	LGU	**Database table**: 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. a. Information displayed here shall be tabular representation of all the information populated in the fields given below (discussed below). b. This table shall display all the information that is available in the Address File in the Database. c. This functions and display of this table in the new program shall be similar to the old program. d. The table shall be synchronized with the search functionality of the fields given below (discussed below) e. Selected data row in this table, shall display pertaining information in the data fields given below respectively.				
LALI.1.9	LGU	**Contact Address**: It lists out data field features that allow the user to fill in the Borrower's information. In the new system, this set of fields shall be populated by the LGU.				
LALI.1.10	LGU	**Phone**: Displays **Contact #** of an Entity: (Data type: Integer) a. It shall allow the user to Enter or View **Contact#** of any entity either in the				

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Ref #	Client	Requirements	A	B	C	N
		database or currently being fed a. It shall have a **Progressive Search Functionality** to it, which shall look for **matching record** in the Database. b. In case of a matching record (s) the **matched result** shall be **displayed** in the **table** mentioned above. If a record is not matched, it shall allow the user to populate the data field. c. It shall be an optional field for the User to fill in				
LALI.1.11	LGU	**Ext**.: Displays **Extension#** of an Entity: (Data type: Integer) a. It shall allow the user to Enter or View **Extension #** of any entity either in the database or currently being fed b. It shall be an optional field for the User to fill in				
LALI.1.12	LGU	**Address ID**: Displays the **Unique ID** of any entity generated in the Address File (Data Type: Integer) a. A **new Address ID** shall be assigned to the New Loan Information that has been added to the program. b. That information shall be stored in the Address file under the Address ID field c. **Every Address ID shall be unique and system generated**. d. System shall have the capacity to assign different Address ID to different information in the Address File. All the Address ID's for Loans shall be different from other Address Information. e. System shall assign **a new Address ID to a New Loan in**: **Last Created Loan Address ID + 1 format**. f. It shall be a **Mandatory (*)** field for the User to fill in.				
LALI.1.13	LGU	**First Name:** Displays the **First name** of an entity: (Data type: Characters) a. It shall allow the user to Enter or View **First name** of any entity either in the database or currently being fed b. It shall have a **Progressive Search Functionality** to it, which shall look for **matching record** in the Database. c. In case of a matching record (s) the **matched result** shall be **displayed** in the **table** mentioned above. If a record is not matched, it shall allow the user to populate the data field d. The Current program allows the system to **Auto-Correct/Spell check** a nick name or wrongly fed data in this field, by retrieving correct name information from a Database file named **Nick Name:** d.1**. The system matches the entered information in this field with a similar entry in the Nick Name file in the database and if found it auto fills the Full First Name pertaining to the matched entry.** d.2 The **New System shall have the same** functionality to it. e. It shall be a **Mandatory (*)** field for the User to fill in.				
LALI.1.14	LGU	**Last Name**: Displays the **Last name** of an entity: (Data type: Characters)				

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Ref #	Client	Requirements	A	B	C	N
		a. It shall allow the user to Enter or View **Last name** of any entity either in the database or currently being fed b. It shall have a **Progressive Search Functionality** to it, which shall look for **matching record** in the Database. c. In case of a matching record (s) the **matched result** shall be **displayed** in the **table** mentioned above. If a record is not matched, it shall allow the user to populate the data field d. It shall be a **Mandatory (*)** field for the User to fill in				
LALI.1.15	LGU	**Position**: Displays the **Position (work designation)** of an entity if exists (Data type: Characters) a. It shall allow the user to Enter or View **Position (work designation)** of any entity either in the database or currently being fed. b. It shall be an optional field for the User to fill in				
LALI.1.16	LGU	**Company:** Displays the **Company (work)** of an entity if exists (Data type: Characters) a. It shall allow the user to Enter or View **Company (work)** of any entity either in the database or currently being fed b. It shall be an optional field for the User to fill in				
LALI.1.17	LGU	**Address:** Displays the **Address** of an entity. It has an additional field:**Address-2** (Data type: Character) a. It shall allow the user to Enter or View **Address** of any entity either in the database or currently being fed. b**. Address-2 shall be an additional address field, like any other standard address field feature for PO Box description or Long Address compatibility.** c**.** The Current program allows the system to **Auto-Correct** any **Address or PO Box description** fed in this field, by retrieving correct Address & PO Box information from a Database file named **Postal Records file** c.1 The system **matches** the entered information in fields with a **similar Address & PO Box** format in the **Postal Records file** in the database and if found it auto corrects the **Address to the pertaining to the matched entry** according to the **State Postal Laws.** c.2 **PO Box entry shall always be made in the Address-2 field**. It is a **Mandatory (*)** requirement, if the Address field is populated at all. e. It shall be an optional field for the User to fill in. However (**c.2**) shall be **Mandatory (*)** only when populated.				
LALI.1.18	LGU	**Zip**: Displays the **Zip code** of the pertaining address entity: (Data type: Integer) a. System shall allow the user to Enter or View **Zip Code** of any entity either in the database or currently being fed. b. It 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				

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Ref #	Client	Requirements	A	B	C	N
		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 information for **City & State** adjacent to the matched Zip Code is retrievable from the **Zip Phone file** in the database. h. It shall be an optional field for the User to fill in. However **Zip data field** shall be **Mandatory (*)** only when the **Address field is** populated.				
LALI.1.19	LGU	**City**: Displays the **City** of the pertaining address entity: (Data type: Character) a. System shall allow the user to Enter or View the **City** of any entity either in the database or currently being fed. b. It 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 City record has been matched from the **Zip Phone File** in the database d. System shall **auto-fill** the matched City 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 Character data type f. System shall **auto fill** the **Zip** & the **State** field, after the exact match for the City has been populated in the **City Field**. g. The information for **Zip & State** adjacent to the matched Zip Code is retrievable from the **Zip Phone file** in the database. f. It shall be an optional field for the User to fill in. However **City data field** shall be **Mandatory (*)** only when the **Address field is** populated.				
LALI.1.20	LGU	**State:** Displays the **State** of the pertaining address entity: (Data type: Character) a. **State** field shall have a **Drop-Down scroll** feature b**.** The **Drop-Down scroll State field** shall have the updated list of all the States in the Country, with the feature of selecting any one of them based on the user's requirement. b. System shall allow the user to Select or View the **State** of any entity either in the database or currently being fed. c. **State** field shall have an **Auto-Fill** feature. d. 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. e**.** The information for the **State field** adjacent to the matched Zip Code & City				

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Ref #	Client	Requirements	A	B	C	N
		is retrievable from the **Zip Phone file** in the database f. It shall be an optional field for the User to fill in. However **State data field** shall be **Mandatory (*)** only when the **Address field is** populated				
LALI.1.21	LGU	**Pay to Address:** fields pertaining to this section of the Interface are not for the LGU/LGU to populate: a. **Company**: this field under the **Pay to Address shall be hidden** for the LGU's interface. b. **Address**: this field under the **Pay to Address shall be hidden** for the LGU's interface. c. **Zip**: this field under the **Pay to Address shall be hidden** for the LGU's interface. d. **City**: this field under the **Pay to Address shall be hidden** for the LGU's interface. e. **State**: this field under the **Pay to Address shall be hidden** for the LGU's interface.				
LALI.1.22	LGU	**Fax:** Displays the **Fax# information** of the pertaining address entity: (Data type: Integer) a. System shall allow the user to Enter or View the **Fax#** of any entity either in the database or currently being fed. b. This information shall be retrieved from the **Address File** in the database**, in case of existing entries** c. It shall be an optional field for the User to fill in				
LALI.1.23	LGU	**Email:** Displays the **Email Address** of the pertaining address entity: (Data type: Character) a. System shall allow the user to Enter or View the **Email** of any entity either in the database or currently being fed. b. This information shall be retrieved from the **Address File** in the database. **in case of existing entries** **c.** The system shall only retrieve the E-mail information of the person selected. d. **It shall not display the e-mail information of other Contact People for the particular LGU/Lender Unit, under the E-mail tab field of the person selected. (see DB.1.3, DB.1.4, DB.1.5 for database specifications).** e. It shall be an optional field for the User to fill in				
LALI.1.24	LGU	a**. Fed Tax Id#:** This field **shall be hidden** when the user is accessing this interface through **Add Loan feature**. This field is explained in (LenC1.31) b**. State Tax Id#**: This field **shall be hidden** when the user is accessing this interface through **Add Loan feature.** This field is explained in (LenC1.32) c**. EFT Status:** This field **shall be hidden** when the user is accessing this interface through **Add Loan feature.** This field is explained in (LenC1.33) d. **Vendor ID**: This field **shall be hidden** when the user is accessing this				

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Ref #	Client	Requirements	A	B	C	N
		interface through **Add Loan feature.** This field is explained in (LenC1.34) e. **Vendor Location**: This field **shall be hidden** when the user is accessing this interface through **Add Loan feature.** This field is explained in (LenC1.35) f. **Vendor Address**: This field **shall be hidden** when the user is accessing this interface through **Add Loan feature.** This field is explained in (LenC1.36)				
LALI.1.25	LGU	**LGU multi-contract:** This is a text field for a particular contract number assigned to a particular LGU: a. It **shall be hidden** when an **LGU is entering New Loan Information on this Interface.**				
LALI.1.26	LGU	**LGU-Lender Consolidated Contract**: This is a text field for a particular contract number assigned to a particular LGU & Lender: a. It **shall be hidden** when an **LGU is entering New Loan Information on this Interface.**				
LALI.1.27	LGU	**Lender multi-contract**: This is a text field for a particular contract number assigned to a particular Lender: a. It **shall be hidden** when an **LGU is entering New Loan Information on this Interface.**				
LALI.1.28	LGU	Old Mm Number: a. It **shall be hidden** when an **LGU is entering New Loan Information on this Interface.**				
LALI.1.29	LGU	**Save:** allows the User to save the new/updated information in the database. a. Post entering all the information for the New Loan, user shall execute the 'Save' tab to save the information in the database, in the Address File.				
LALI.1.30	LGU	**Add New**: this tab feature allows the user to **Enter New Set of information** in this particular **Address interface** a. This field **shall be Disable but Visible** when the user is accessing this interface through **Add Loan feature.**				
LALI.1.31	LGU	**Next: shall be a new tab on the Address Interface, when LGU is Adding a Loan.** a. User/LGU shall execute this tab, post entering the new Loan Information (and saving it). b. This tab shall be visible and enabled, once the user has successfully saved the entered information (by executing the Save tab). c. Execution of this tab shall navigate the user to the Edit Loan interface. User can fill out other details for the Loan on the Edit Loan interface. d. Execution of the Save tab shall enter the new information in the Address file and assign a new Address ID to it. System shall however not assign any loan ID to this new information. **e. This tab shall be visible and enabled only when an LGU or Internal User has navigated to the Address Interface to Add a new Loan, by executing the Add Loan tab on Loan Interface-1.**				

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Ref #	Client	Requirements	A	B	C	N
		f. This tab shall not be visible and shall be disabled when a user is accessing the Address Interface, for any purpose, other than Adding a Loan.				
LALI.1.32	LGU	**Duplicate**: this tab feature allows the user to **Duplicate Entered information:** **a.** This field **shall be removed,** in the new system.				
LALI.1.34	LGU	**Previous: this tab features shall be removed in the New System.**				
LALI.1.35	LGU	**Reports Utility:** Prints out the reports pertaining to Loan information **(discussed…..)** **a.** Shall be renamed as **Reports**				
		Back: a. This shall be a new tab on the Address Interface. b. Execution of this tab shall allow the user to navigate back one interface, i.e. user can only navigate to the previous interface post execution of this tab. c. For an LGU/User execution of this tab shall navigate the user to the List of Loan (Loan Interface-1) d. This tab shall be visible and enabled once the User has, either Saved or Canceled the current changes on this interface.				
		Save: a. System shall alert the user, to save the current changes before the user attempts to exit the system or go back one interface. b. Execution of 'Save' tab shall trigger the system to save the current session in the database. c. 'Save' tab shall be visible and enabled when the user has changed or added information on this interface d. Execution of the Save tab shall trigger the 'Back' tab to be enabled, the user shall be allowed to execute the back tab once the current information has been saved.				
		Cancel: a. Execution of 'Cancel' tab shall trigger the system to abort the current session in the database. b. 'Cancel' tab shall be visible and enabled when the user has changed or added information on this interface. c. Execution of the 'Cancel' tab shall trigger the 'Back' tab to be enabled; the user shall be allowed to execute the back tab once the current information has been saved.				
		Minimize, Maximize & Close Title bar: a. **Minimize:** execution of this tab, on the title bar, shall minimize the screen. b. **Maximize:** execution of this tab, on the title bar shall maximize the screen. c. **Close:** Execution of this tab shall trigger the system to close the program, for the User.				

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Ref #	Client	Requirements	A	B	C	N
		c.1 Execution of 'Close' tab on the Address Interface, shall trigger a pop-up interface (alert message) for the User to either save or cancel any current changes made to the interface. **Message: 'Do you wish to Save before exiting'** **Execution of the 'Save' tab by the User/LGU** on this pop-up interface shall trigger the system to save the information **Execution of 'Cancel' tab by the User/LGU on this pop-up interface shall** trigger the system to close the current interface and exit the program, aborting the current session and any changes made. c.2 Unlike Log-out tab, execution of this tab, shall not remove the log-in credentials of the user from the temporary memory, so that the system shall navigate the user to the last active session (for that user) once the user enters the program. c.2 The system shall not ask the user to enter the log-in credentials, before entering the system, if the user has exited the program by executing the Close tab and not the Log-out tab (in previous session).				
LALI.1.34	LGU	**Delete:** allows the user to delete any existing information**.** **a. User/LGU/Primary Contact shall have the authority to delete a particular selected record, by executing the 'Delete' tab.** **b.** User/LGU/Primary Contact shall not be allowed to delete the Primary Contact itself and the Authorized Rep. for that particular LGU, by executing the 'Delete tab'. (**for more req. see: DelLGU1.1 to DelLGU1.7**)				
DelLGU1.1	LGU	**User/LGU/Primary Contact shall select a record from the database table on the Address Interface to execute the delete tab.**				
DelLGU1.2	LGU	**System shall run through a number of Checks, post execution of 'Delete' tab and deleting the selected record (based on the results of the Checks):** **Condition 1: If the selected record is an 'Authorized Rep. or Primary Contact' of LGU.** **Condition 2: If the selected record is a 'Primary Contact' for a Lender.** **Condition 3: If there is a Loan attached with the selected record.** **Condition 4: If the selected record is an employee of the LGU** **Condition 5: If the selected record is an employee of the Lender.**				
DelLGU1.3	LGU	**Condition 1:** **Execution of 'Delete' tab after selecting a record, shall trigger the system to match the Address Id of that record with the Govunit.Contact and Govtunit.AuthRep IDs in the Govt Unit. File.** **a. 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/LGU/Primary Contact to delete the record.** **b. System shall display a pop-up message if the above condition is true:** **Message: 'Cannot delete selected record'** **c. Execution of 'Ok' tab shall bring the User back to the previous session.**				

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Ref #	Client	Requirements	A	B	C	N
DelLGU1.4	LGU	**Condition 2:** **If the above mentioned Condition 1 is 'False', then system shall match the Address ID of that record with the Lender.Contact (ID) in the Lenderunit.file.** **a. If the system finds a match of the Address Id with the Lender.Contact ID, then system shall not allow the User/LGU/Primary Contact to delete the record.** **b. System shall display a pop-up message if the above condition is true:** **Message: 'Cannot delete selected record'** **c. Execution of 'Ok' tab shall bring the User back to the previous session**				
DelLGU1.5	LGU	**Condition 3:** **If the above mentioned Condition 3 is 'False', then system shall match the Address ID of that record with the Borrower Id in the Loan file.** **a. If system finds a match, then system shall match that particular Address ID in the Govemployee file and Lenemployee file: Condition 4 & 5** **b. If condition 4 and/or 5 , true then the system shall remove the selected record from the Govemployee file and/or Lenemployee file (if the record exists in both), but shall not remove it from the Loan file.** **c. System shall trigger a pop-up message, if condition 4 and 5 are true:** **Message: 'Do you wish to delete the selected record'.** **d. Execution of 'Ok' tab shall trigger the removal of the selected record's Address Id from the Govemployee and/or Lenemployee file, shall remove the record from the Address file, and also from the list of records for that particular LGU, on the Address Interface.**				
DelLGU1.6	LGU	**Execution of the 'delete' tab by the User/LGU/Primary Contact on the Address Interface** **a. Shall not allow the User/LGU/Primary Contact to delete the Primary Contact and or Authorized Rep. record from this navigational flow.** **b. Shall not delete the record from the Loan file, if there is a loan attached to that particular record.** **c. Shall delete the record from the Govemployee file and/or Lenemployee file, which shall remove the record from the list of records in the database table on the Address Interface, however shall not remove it from the entire database.** **d. Conditions 1 to 5 shall be followed after execution of the 'delete' tab by the User/LGU/Primary Contact on the Address Interface.**				
DelLGU1.7	LGU	**System shall navigate the user back to the previous successful session, after the system has followed the steps to delete a record (post execution of the 'delete' tab).**				

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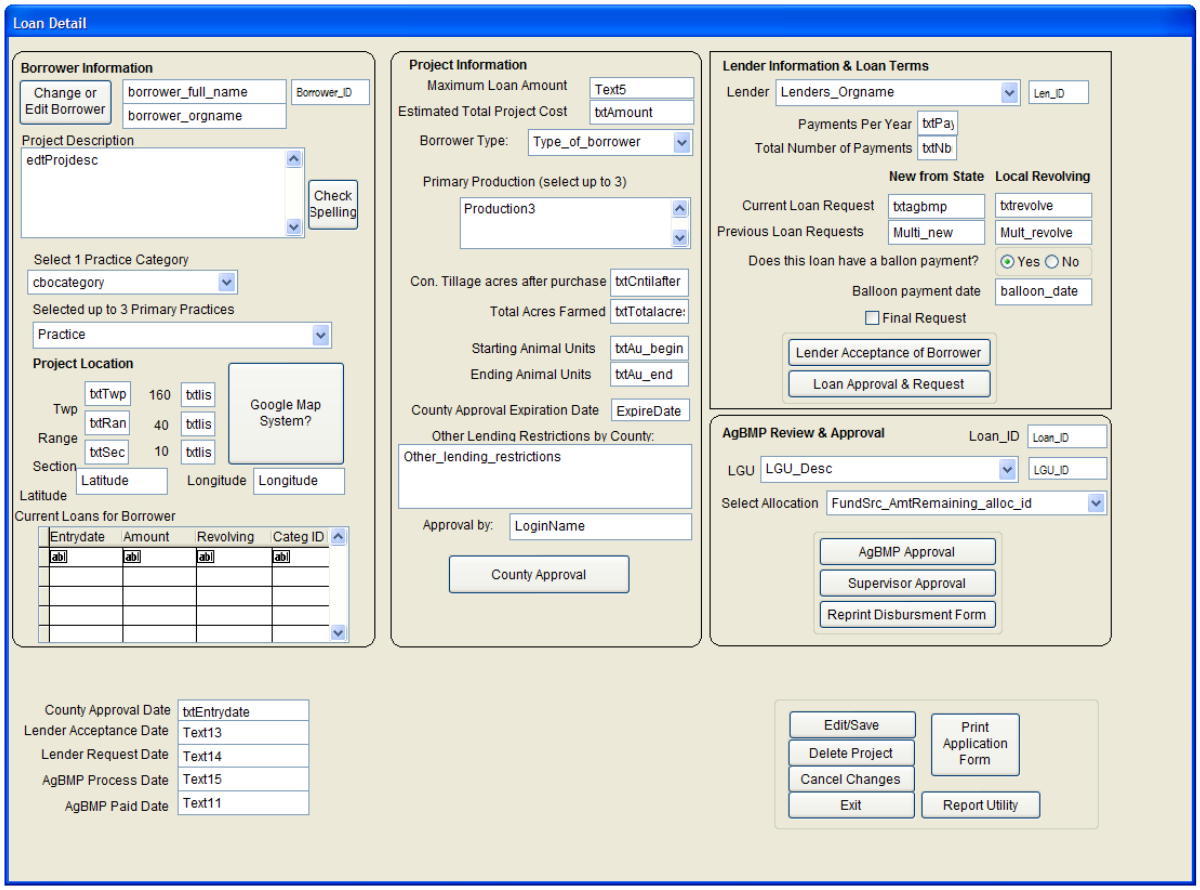
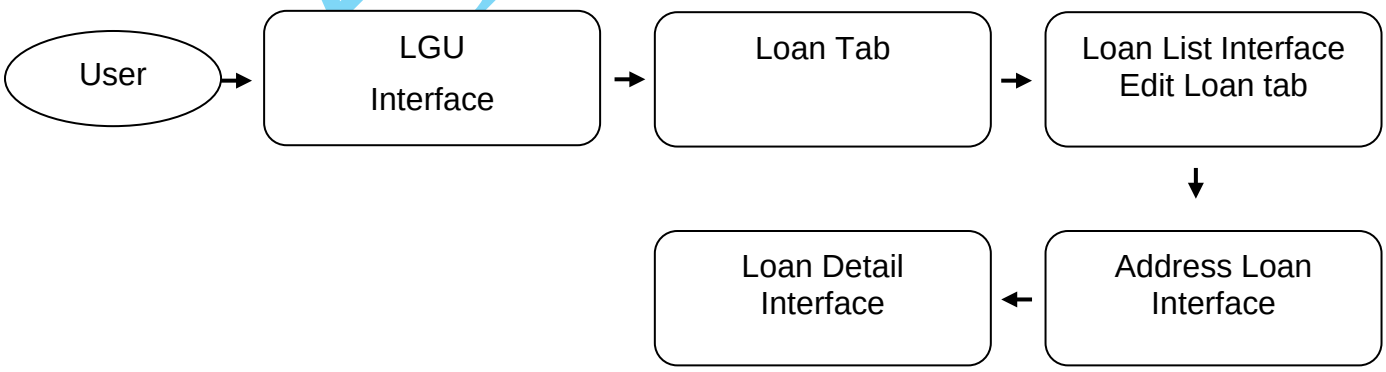
10.11 LGU Edit Loan Interface-3 (Use Case 9)

Figure 10.12. LGU Add and Edit Loan Interface - 3



10.11.1 User: LGU

10.11.2 Navigational Flow to Edit Loan Interface – Loan Details



10.11.3 Functional Requirements for EDIT Loan Interface – Loan Details

Ref#	Client	Requirements	A	B	N	C
LELI1.1	LGU	The System, shall guide the **User/LGU to their respective Loan Interface** (**see req. LALI**) after they Log in the Program with their Unique ID and Password				
LELI1.2	LGU	The Loan Interface for the LGU shall have the **Edit Loan tab feature** which shall allow them to **navigate to the Edit Loan Information Interface**.				
LELI1.3	LGU	The LGU User shall be able to edit a loan, only after selecting a Loan record from the List of Loans (Pending/Complete)				
LELI1.4	LGU	The **Security roles for the Users** (**associated with LGU**) to **Edit a Loan**, shall be **defined by** their respective **Log-In credentials** (**see table: Security Roles for LGU)**				
LELI1.5	LGU	The User/LGU shall be navigated to the Edit Loan Interface, once a Loan Record has been selected from the List of Loans (Req. LALI)				
LELI1.6	LGU	Data fields on the Edit Loan Interface shall be pre-populated with the information associated with the Loan Record selected by the User (on the Add Loan Interface).				
LELI1.7	LGU	**Local Government Unit:** shall be a data field, it shall display the **name of the LGU whose user** has signed in the system. (Data type: Characters) a. This field shall display the name of the LGU, which is associated with the Loan being edited.				
LELI1.8	LGU	**Borrower Information:** this section of the Edit Loan Interface lists out the Borrower Information and the particular Loan Details. a. **Only the LGU users shall have the security rights to edit information pertaining to this section.** b. **Lender users** shall have **View –Only rights** to the information.				
LELI1.9	LGU	**Change or Edit Borrower:** shall be a tab feature a. **Execution of this Tab** feature shall **navigate** the User (LGU) **to the Address Interface.** b. **User (LGU) shall** be able to **View all the information** pertaining to that **particular Borrower**, who has requested for the Loan. c. **The information**, that the User (LGU) will be looking at **on the Address Interface,** shall be the **information entered by the User while 'Adding a Loan'**. d. **User (LGU) shall be able to View or Edit** any information on the Address Interface pertaining to the Borrower, after **executing the Change or Edit Borrower information.** e. **After the User has edited the information** (if required), the **Execution of the Save tab** on the **Address Interface** system shall **navigate the User back to the Edit Loan Interface.**				
LELI1.10	LGU	**Borrower Full Name:** shall display the First Name and Last Name of the Borrower, who has requested for the Loan. (**Data type: Characters**) a. **This name shall be the same as the one Entered while 'Adding a Loan'.** b. **System shall retrieve this information from the Loan File and by identifying the Borrower with the Address ID.** c. Any **Changes made and Saved** by the User (LGU) pertaining to the **First Name and Last Name of the User shall be updated in the Database record** d. The **Changes shall be dynamically populated in the Borrower Full Name data field on the Edit Loan Interface.**				

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		e. This is a Mandatory (*) field				
LELI1.11	LGU	**Borrower OrgName:** shall display the **Organization Name of the Borrower**, who has requested for the Loan. (**Data type: Characters**) a. **This name shall be the same as the one Entered while 'Adding a Loan'** b. System **shall allow the User (LGU) to add or edit the Org Name data field** on the **Address Interface** for the Borrower, in case **if** this **information was not provided** by the Borrower at the **time of 'Adding a Loan'**. c. **System shall retrieve this information from the Loan File and by identifying the Borrower with the Address ID.** d. Any **Changes made and Saved** by the User (LGU) pertaining to the **Organization Name of the User shall be updated in the Database record** d**.** The **Changes shall be dynamically populated in the Borrower Full Name data field on the Edit Loan Interface.** **e. This is an Option field.**				
LELI1.12	LGU	**Project Description:** allows the **User (LGU)** to enter a **Brief Description** about the Project, the Borrower has requested the Loan for. (Data Type: Characters, Max 255) a. User shall be able to enter the data, which shall be limited to only 255 Characters. b. This information shall be User filled. c. System shall not allow the User to extend the maximum Character Limit. d. This shall be a construct i.e. Scrollable data field. c. System shall have a custom 'Spell Check' feature for the data entered in this Data Field.				
LELI1.13	LGU	**Select 1 Practice Category:** is the category for which a Borrower can apply for the Loan. Currently there are 5 categories, including any increase or decrease in Practice Category shall be in the capacity of the System. a. These categories shall be displayed in a Drop-Down box. b. User is allowed to select/choose only 1 Practice Category from the Drop-Down List. c. **Any attempt by the User to select Multiple entries** from the Drop-Down list **shall trigger the system to display an Error Message as a Pop-Up Interface**: '**Cannot select more than 1 Category**'. d. The **Drop-Down shall be a construct list i.e. shall be scrollable** e. It shall be dynamic i.e. any changes made to the Database file: '**Category**' is updated in the 'drop-down' list as well. f. The list of 'Categories' shall be retrieve from the database file: '**Category**'				
LELI1.14	LGU	**Select 3 Primary Practices:** Primary Practice is sub category of the Practice Category, which the Borrower applying for a Loan can perform. These Primary Category(s) are the types of jobs; the Loan requested can be used for. There are multiple Primary Practices under one single Practice Category. a. These categories shall be displayed in a Drop-Down box b. Based on the '**Practice Category**' selected from the '**Choose a Practice Category; Drop-Down** list, this drop-down list (for Primary Practices) shall be updated. c. System **shall be able to map and update the Primary Practices, associated with the Practice Category (selected earlier)** d. System shall **search** for the **Primary Practices** for the selected Practice				

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		Category in the **Database file: Practice** e. Each **Practice Category has a unique number: Category_Id** assigned to it, the **system shall search and map** the entries in the **Practice file** with this Unique number: **Category_Id**. f. System **shall display all the mapped results for the Primary Practice in the drop-down list.** g. **Selection** of a **Practice Category** in the drop-down list shall **trigger** the system **to search for Primary Practices in the Practice file**, with the same **Category_ID**. (The relation shall be between the 'Category and the 'Practice' file). h. The **content of drop-down list for Primary Practice shall update and change based on the Practice Category selected by the User/LGU.** i. User is allowed to select/choose only up to 3 Primary Practices from the Drop-Down List. j. **Any attempt by the User to select more than 3 entries** from the Drop-Down list **shall trigger the system to display an Error Message as a Pop-Up Interface**: '**Cannot select more than 3 Category'**. k. The **Drop-Down shall be a construct list i.e. shall be scrollable**				
LELI1.15	LGU	**Project Location:** this section of the Interface has data fields that **provide the Location of the Project Site, for which the Borrower has applied for the Loan**. **Google Maps:** tab feature shall provide the User with the Exact Location of the Project Site. a. System shall connect the user to Google Maps, on execution of this tab feature. b. Execution of the Google Maps tab feature shall trigger the system to retrieve the Address Information provided by the Borrower (to which the Loan details belong to) and is stored in the Address File. c. System shall be able to search the Address in Google Maps, after it has retrieved it from the Address File. d. Execution of Google Maps by the User shall trigger the default Internet Browser for the User and shall display the Search results (Borrowers' Address from the Address File) for that particular Address Location on the Google Map interface.				
LELI1.16	LGU	Execution of **Google Maps** tab, shall trigger three events: 1. Shall retrieve the Address information for the Borrower, from the Address File. 2. Shall open the default Internet Browser on the User's system, and open the Link to Google Maps. 3. Shall paste the Address retrieved from the Address File and shall perform a search on the Interface of Google Maps, for that Address and display the results.				
LELI1.17	LGU	The User/LGU can then find the exact location of the Project Site with the help of the Borrower (this process is outside the scope of AgBMP).				
LELI1.18	LGU	**Latitude & Longitude:** shall display the Latitude & Longitude of the Location for the Project Site, provided to the LGU by the Borrower. a. The system shall be able to Link with User's device. b. The system shall retrieve the Latitude and Longitude information of the Last changed or viewed Location by the User on Google Maps.				

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		c. This Latitude and Longitude information of the Last visited Location on Google Maps shall be displayed in the 'Latitude & Longitude': data field.				
LELI1.19	LGU	**Township:** this shall be an alternate to the Google Maps feature. It shows the Township (on a scale of 1 to 160) of the Location for the Project Site. a. Shall be a text field. Township can be determined by the LGU users (out of the scope of the system.) b. There shall be another text field for the township that shall display the directions of the Location. c. This information is stored in the GIS file in the database; in the Proposed system it shall be stored in the Loan file **(see Database Requirements).**				
LELI1.20	LGU	**Range:** this shall be an alternate feature to the Google Maps. It shows the Range (on a scale of 1 to 40) of the Location for the Project Site. a. Shall be a text field. Range can be determined by the LGU users (out of the scope of the system.) b. There shall be another text field for the Range that shall display the directions of the Location c. This information is stored in the GIS file in the database; in the Proposed system it shall be stored in the **Loan file (see Database Requirements).**				
LELI1.21	LGU	**Section:** this shall be an alternate feature to the Google Maps. It shows the Section (on a scale of 1 to 10) of the Location for the Project Site**.** a**.** Shall be a text field. Section can be determined by the LGU users (out of the scope of the system.) b. There shall be another text field for the Section that shall display the directions of the Location. c. This information is stored in the GIS file in the database; in the Proposed system it shall be stored in the **Loan file (see Database Requirements).** **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.**				
LELI1.22	LGU	**Current Loan for Borrower: this section** of the Edit Loan Interface shall display the **Loan history of the Borrower**, i.e. all the Loans the Borrower has issued till now. a. **Entry Date**: In the new system, Entry Date shall be the date when the LGU or the LGU has approved the Loan. b. **Amount**: is the Amount disbursed by the MDA for the particular Loan request. b.1 Amount Column field shall display the Amount of Loan issued per Loan, **based on the Loan ID**. b.2 This information can be retrieved from the **Loan File in the Database**. c. **Revolving**: **is the Amount, present with the Lender, based on the Previous Disbursements made to the Lender by the MDA**. This amount is the amount disbursed by the Lender to the Borrower, from the already existing Funds, no Fresh Payments made by the MDA. c.1 **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. d**. Multiple Loans information, for a single Borrower, shall be mapped with the Unique Borrower ID.** d. **The system shall search all the Loans in the Loan file (Database File), with**				

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		a Unique Loan ID which shall map with a single Unique Borrower_ID. e. **All the Loan records matched based on the Borrower_ID shall be displayed in the 'Current Loan for Borrower'** table according to their Entry Dates. f. **Category ID**: displays the **Category of the Loan** (s) f.1 This information shall be retrieved from the **database file: 'Category'**.				
		Project Information: this section of the Interface deals with the details of the Project, which the Borrower has applied the Loan for.				
LELI1.23	LGU	**Maximum Loan Amount:** this data field displays the Maximum Loan Amount an LGU can issue as Loan to the Borrower. (data type: Integer) a. The system shall run multiple checks, before it can admit the amount populated by the User/LGU in this data field				
LELI1.24	LGU	**Check#1:** **Statutory Limit:** a**. 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. **a.**1 This limit is decided by the State of Minnesota (out of the scope of the system) b **This Statutory Limit amount shall be stored in a separate Database file, which shall have a variable assigned to a list of every possible Amount.** b.1 **System shall recognize the Statutory Limit amount based on the respective Variable** (see database requirement:..) c. This information is **Currently** stored in the Loan file for the existing Loans. c.1 **In the new system** it shall be stored in the **new database file…. (mentioned above)** d. System shall match the Logical condition of the amount entered in this field with the amount in the new database file (see database requirements) e. If this condition is **True** than system shall allow the user to populate this field. f. If this condition is not **False,** system shall not allow the user to populate this field and shall display an error message adjacent to the data field. Message: **'Entered amount cannot exceed the Statutory Limit'**				
LELI1.25	LGU	**Budget Check for the LGU:** **Condition 1: The amount entered by the User/LGU shall be less than or equal to (<=) the amount available in the Budget line of the particular Category, the Loan is applied for.** a**.** 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) b. If True: if Condition 1 is True, then system shall allow the User to enter the Amount. c. If False: if Condition 1 is False, then system shall run a check, for a logical condition **Condition 2**: **amount entered shall be less than or equal to (<=) the total remaining budget for the particular LGU.** c.1 The **Total Remaining Budget** amount shall be the arithmetic result of the: **Amount Provided to the LGU- Amount of Loans they have issued** c.2 **If True**: if Condition 2 is true than system shall create a Pop-up error				

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		message. c.3 Message: **'Insufficient Budget Line, Contact MDA for a Request for a Change in Budget'** c.4 The Pop-up screen shall have an 'Ok' tab to it. System shall not allow the user to proceed further, without the execution of the 'Ok' tab. c.5 **Execution of the 'Ok' tab shall trigger a system generated e-mail from the User/LGU's default e-mail program to MDA, requesting for Change in Budget**. (e-mail reqs. See: **LGUC1.37 e.2, e.3 & e.4)** d. **If False: if Condition 2 is False then system shall repeat steps b.2 to b.4 listed under Condition 2**. e. User/LGU shall be able to populate this data field, regardless if Condition 1 and Condition are true of false. f. **LGU Approval: (discussed later)** **f.1 User/LGU shall be able to execute this tab:** **1. When Condition 1 is true** **2. When Condition 2 has been resolved by MDA (when LGU has been allotted appropriate funds, as required.)** **f.2 User/LGU shall not be able to execute this tab:** **1. When Condition 1 is False** **2. When Condition 2 has not been resolved yet by the MDA.** g. In case of f.2.1 and f.2.2 (given above) user shall be able to save the entered information, but shall not be allowed to execute the '**LGU Approval'** tab. h. The information for the existing Loans for the Remaining Budget for an LGU shall be retrieved from the Loan File.				
LELI1.26	LGU	**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): data type: Integer a. User/LGU shall be able to populate this field based on the Estimated Project Cost provided by the Borrower of the Loan. b. This amount shall be **less than or equal (<=) to** the '**Maximum Loan Amount'**. c. Information for the existing Loans shall be retrieved from the Loanfile, (column field: tot_amount) d. This shall be a Mandatory field (*).				
LELI1.27	LGU	**Farm & Non-Farm (Bullet Points):** these Bullet Point options specify the type of the Project, which the Loan is applied for. a. **Farm:** It shall be mapped to the Practice Category. a.1 Selection of any of the Two Practice Category: 1. Category # 1: Ag Waste 2. Category # 2: Conservation Tillage from '**Select 1 Practice Category**' (see req. LELI1.1) shall trigger the selection of the **Radio Button** for Farm a.2 Selection of the **Farm Radio Button** shall be the triggering event for this information to be printed as a field on the Loan Application form (discussed later). a.3 Selection of any other Practice Category from the '**Select 1 Practice Category**' drop down list, shall not trigger the **Farm** Radio Button.				

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		b. **Non-Farm**: Radio Button tab, shall not be triggered, unless specifically selected by the User/LGU b.1 Selection of the **Non-Farm Radio Button** shall be the triggering event for this information to be printed as a field on the Loan Application form (discussed later).				
LELI1.28	LGU	**Starting Animal Units & Ending Animal Units:** data fields display the amount 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) a. These data fields shall be linked to the Practice Category and the Primary Practice. b. Selection of a record from the Primary Practice and Practice Category drop-down list shall trigger the Mandatory or Optional characteristics of any of these fields b.1 **Either of these two fields shall become Mandatory (*) for the User/LGU to populate if:** **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** b.2 Information for Practice Category and Primary Practices shall be retrieved from the **Category File and the Practice File** from the Database. b.3 **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. c. The Animal Units entered shall be less than or equal to (<=1000) at all times. d. If the User/LGU enters a number more than 1000, system shall display an Error Message on the same Interface (adjacent to the populated data field). Message: '**Entered Units cannot exceed 1000'** e. Information pertaining to the existing Loans, shall be retrieved from the Loan File, based on the existing Loan Id.				
LELI1.29	LGU	**Production Units:** is a list of all the Livestock & Crops a borrower, applying for the Loan can choose to Produce. a. It **shall be a drop-down list** of all the Livestock & Crops that can be produced b. In the **Proposed System**, **there shall be a Linking file in the Database (see database reqs.) to link Livestock & Crops to the particular Loan**. c. This **Linking file shall be a child file to the Parent Loan file and Production Unit file**. d. It shall have the **Loan Id** of a Loan and associated **Productionid** for the particular Production units, for a particular Loan. (see database reqs.) d. **While adding a new Loan, the User/LGU shall be able to select up to 4 Production units (Livestock & Crops)** from the drop-down list, for the borrower applying for the Loan. d.1 This list shall be retrieved from the **Loan Production** file in the database. d.2 **Each selected entry from the List shall be populated in the data fields.**				
LELI1.30	LGU	**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) a. This information for the **Existing Loans** shall be retrieved from the Loan File. b. It shall be an optional field for the User/LGU to populate				
LELI1.31	LGU	**Total Acres Farmed:** data field displays the Total Number of Acres Farmed, for				

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		any Farm Related Project. (data type: Integer) a. This information for the **Existing Loans** shall be retrieved from the Loan File b. It shall be an optional field for the User/LGU to populate				
LELI1.32	LGU	**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) a. **This field shall be in the data format: mm/dd/yyyy**. It shall not except any other format of the data b. It shall be a **Mandatory (*)** field to be populated by the User/LGU				
LELI1.33	LGU	**Other Lending Restrictions by LGU:** data field displays in brief, restrictions or conditions or special comments that the User/LGU has to make before Approving Loan for the borrower. (data type: Characters) a. Data in this field shall not exceed a Maximum Character length of: 255 Characters. b. This shall be an Optional Field.				
LELI1.34	LGU	**Approval By:** displays the First Name and Last Name of the User in the LGU, who has or is authorized to Approve a Loan Application. (data type: Characters) a. System shall recognize each User based on their unique Log-in credentials. b. System shall be able to recognize each User's Security Rights and Roles, during their interaction with the Program. c. Employee of an LGU unit shall be able to edit information on this Interface, but the system shall recognize the User (s) who have the authority to Approve a Loan. d. This data field shall show always show the name of the User, who shall have the authority to Approve a Loan (from the LGU Unit)				
LELI1.35	LGU	**LGU Approval:** Execution of this tab shall trigger two events: **1. Saving the information:** a. **a. Execution of this tab shall trigger the system to save the Loan information in the Loan file and Assign a new 'Loan Id' to it.** **2. Printing the Application Form:** **a. Execution of this tab shall trigger the system to save the Loan information in the Loan file and Assign a new Loan Id to it.** b. Execution of this Tab shall trigger the system to Open a Word Document, on the User/LGU's workstation. c. This word document shall have all the fields on the Edit Loan Interface, populated on it. d. User shall be allowed to **Print this Document (Application form) from Word.** e. In the Current System, there exists no such document. **3. E-mailing the Application Form to a Preferred Lender**: a. Execution of this tab shall trigger a Pop-Up interface. b. Pop-Up Interface message: '**Choose a Preferred Lender'** c. **This Pop-Up interface shall have a drop-down list**. d. Drop-Down list shall be a list of the Lenders the particular LGU/User logged-in the system is associated with. e. 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)				

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		mapping all the Lenunit Id in a one to many relationship. f. User shall execute the '**E-mail' tab after selecting a Lender from the drop-down list.** g. Execution of **the 'E-mail' tab shall allow the system to e-mail the Loan Application form as an attachment (PDF file).** h. 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)** i. System shall send the E-mail to only the particular Lender/Primary Contact selected from the drop-down list. 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, and restore the previous session the User/LGU was on.				
LELI1.36	LGU	**Execution of 'LGU Approval' tab by the LGU/User shall trigger the system to run a check for a logical condition :** **a. Maximum Loan Amount >= Total Remaining Funds for LGU.** If this condition is true then system shall display an alert message in the form of a Pop-up interface. Message: **'Entered Loan Amount is more than Total Remaining Funds'**. • Add Repayments (if any) • Request New Funds (if any) • Refer to Revolving Account (if any). b. **System shall allow the User/LGU to continue with the session post execution of 'OK' tab by the user on the pop-up interface.**				
LELI1.37	LGU	**Print Application Form:** a. Execution of this tab shall trigger the system to Print the Application form, with all the fields printed on it. b. 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.				
LELI1.38	LGU	**Save:** a. System shall alert the user, to save the current changes before the user attempts to exit the system or go back one interface. b. Execution of 'Save' tab shall trigger the system to save the current session in the database. c. 'Save' tab shall be visible and enabled when the user has changed or added information on this interface d. **Execution of the Save tab shall trigger the 'Exit' tab** to be enabled, the user shall be allowed to execute the 'exit' tab once the current information has been saved.				
LELI1.39	LGU	**Edit:** a. Execution of this tab, shall allow the user to make changes, to the existing record. b. Edit tab shall be visible and enabled only when the information has been saved by the User.				
LELI1.40	LGU	**Delete Project:**				

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Execution of this tab shall trigger the system to perform certain tasks, before deleting the selected Loan information.

Task# 1: Successful deletion of the selected Loan record by the LGU:

a. Execution of **'Delete Project'** tab by the LGU shall trigger a pop-up interface #1:

Message: 'Do you wish to Delete this Project'

Ok Cancel

b. **Execution of 'Ok' tab by the user shall trigger another pop-up interface# 2:**

Message: 'Do you wish to Delete Borrower's Information'

Ok Cancel

b.1 **Execution of 'Ok' tab shall trigger the system to follow steps: DelLGU1.2 to DelLGU1.7**

b.2 If the **Address information** of the Borrower is not linked to any other information in the database, the system shall be able to delete the Loan (project) and corresponding borrower information, **post condition b.3 (given below) is true.**

b.3. The selected Loan shall be deleted by the system if the Lender has not accepted/approved the Loan i.e there is the absence of Lender Acceptance/Approval Date to the selected Loan Application.

b.4. **Execution of 'Cancel' tab shall trigger the system to abort steps DelLGU1.2 to DelLGU1.7,** close the pop-up interface and navigate the User back to the previous session: **pop-up interface # 1**.

c. System shall delete the selected Loan, upon the execution of the **'Delete Project'** tab by the LGU. It shall not send an e-mail request to the Lender of the MDA.

Task# 2: Unsuccessful deletion of selected Loan record by the LGU:

Reason#1: Lender Acceptance Date

Reason#2: Lender Approval Date

Reason#3: AgBMP Approval Date

Reason#4: AgBMP Paid Date

a. If the selected Loan has any or all dates, then system shall trigger a pop- up interface:

Message:

'Selected Loan cannot be deleted'.

Reason: (Shall be based on the different dates, example Lender Acceptance, Lender Approval, AgBMP Approval.)

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		'Do you wish to send a request' Ok Cancel b. **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) b.1 The e-mail shall be sent to **MDA and Lender for Reasons: Lender Acceptance Date & Lender Approval Date**, **however** system shall send an e-**mail to only MDA** and not the Lender **for Reasons: AgBMP Approval and AgBMP Paid Date.** c. **Execution of 'Ok' tab shall also flag (any flagging method is acceptable) the particular Loan Application**, in the status column in the List of Loans on Loan Interface-1. d. Execution of 'Cancel' tab shall close the pop-up interface and navigate the user back to the Edit Loan interface. e. **In either case the Loan shall not be deleted if any of the 'Reasons' is satisfied.** **Task# 3:Successful Deletion of Loan by the LGU, post Lender Rejection:** a. Execution of the 'Reject Loan' tab by the Lender/MDA shall trigger the system to remove the **Lender Acceptance Date & Lender Approval Date**. b. **Removal of Lender Acceptance & Lender Approval Date shall trigger the system to delete** the selected loan (project), which the LGU triggered by executing the 'Delete Project' tab. (**this shall be an automated process**). **c. System shall perform the automated deletion process only in the case of, post execution of 'Delete Project' tab by the LGU and removal of the Lender Acceptance & Lender Approval Date post execution of 'Reject Loan' tab by the Lender. In all other cases like AgBMP Approval & Paid date etc. the system shall not delete a Loan entry** **d. For cases: 'AgBMP Approval Date', & 'AgBMP Paid Date', MDA shall have the authority to delete the Loan application (manually) based on the conversations with the particular LGU (out of the scope of the system).** e. 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. f. System shall delete the Loan entry from the List of Loans on the Loan Interface for the particular LGU and Lender. **g.** Post deletion, system shall delete the Loan from the List of Loan, on Loan Interface-1 as well. h. MDA/Lender shall have the authority to reject the loan, selected by the LGU. i. **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.**				
LELI1.41	LGU	**Cancel:** a. Execution of 'Cancel' tab shall trigger the system to abort the current session in the database. b. 'Cancel' tab shall be visible and enabled when the user has changed or added information on this interface.				

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		c. Execution of the 'Cancel' tab shall trigger the 'Exit' tab to be enabled; the user shall be allowed to execute the 'Exit' tab once the current information has been saved.				
LELI1.42	LGU	**Minimize, Maximize & Close Title bar:** a. **Minimize:** execution of this tab, on the title bar, shall minimize the screen. b. **Maximize:** execution of this tab, on the title bar shall maximize the screen. c. **Close:** Execution of this tab shall trigger the system to close the program, for the User. c.1 Execution of 'Close' tab on this Interface, shall trigger a pop-up interface (alert message) for the User to either save or cancel any current changes made to the interface (if not saved already). **Message: 'Do you wish to Save before exiting'** **Execution of the 'Save' tab by the User/LGU** on this pop-up interface shall trigger the system to save the information **Execution of 'Cancel' tab by the User/LGU on this pop-up interface shall** trigger the system to close the current interface and exit the program, aborting the current session and any changes made. c.2 Unlike Log-out tab, execution of this tab, shall not remove the log-in credentials of the user from the temporary memory, so that the system shall navigate the user to the last active session (for that user) once the user enters the program. c.2 The system shall not ask the user to enter the log-in credentials, before entering the system, if the user has exited the program by executing the Close tab and not the Log-out tab (in previous session).				

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10.12 LGU Annual Report Interface:

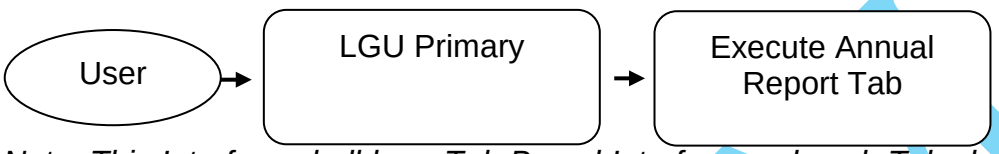
Figure 10.13. Multi-page Annual Report Entry Screens.

Annual Report

Contact Information	Initial Budget	Final Budget	Attachment	Submit

10.12.1 User: LGU

10.12.2 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. Each Tab on the Annual Report Interface represents an Interface from the AgBMP program. Following is a wireframe to explain the framework and the navigational flow of the Tab on the Annual Report Interface (parent interface).

10.12.3 Functional Requirements for Tab Based Interface for Annual Report

Ref#	Client	Requirement	A	B	C	N
LGUA1.1	LGU	System shall recognize the LGU user based on the log-in credentials				
LGUA1.2	LGU	The Primary Interface for the Local Government Unit (LGU) shall have a new tab on it: **'Annual Report'**				
LGUA1.3	LGU	System shall navigate the User to the Annual Report interface, post execution of the Annual Report tab on its Primary Interface.				
LGUA1.4	LGU	**Annual Report interface shall be a Tab-based interface. It shall have 6 different Buttons on it.**				
LGUA1.5	LGU	Execution of each tab shall open a new Interface on the primary Annual Report Interface.				
LGUA1.6	LGU	**The Navigational flow of this interfaces, shall be based on the actions performed by the user on each interface. System shall not allow the user to move to the next tab-interface until the user has executed the 'Save' or 'Cancel' tab.**				
LGUA1.7	LGU	**Next:** **User shall be able to navigate to the next tab interface, by executing 'Next' button on the respective tab-interface.** a. 'Next' button shall be disabled, unless the user has either **saved or cancelled current session.** b. It shall be visible and executable once the User has performed either of the				

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		two actions **(Save or Cancel)**				
LGUA1.8	LGU	**Back:** **User shall be able to navigate back to previous tab-interface by executing the 'Back' tab on the respective interface.** a. Unlike the **'Next'** button, the **'Back'** button shall be visible and enabled at all times for all the tab-interfaces.				

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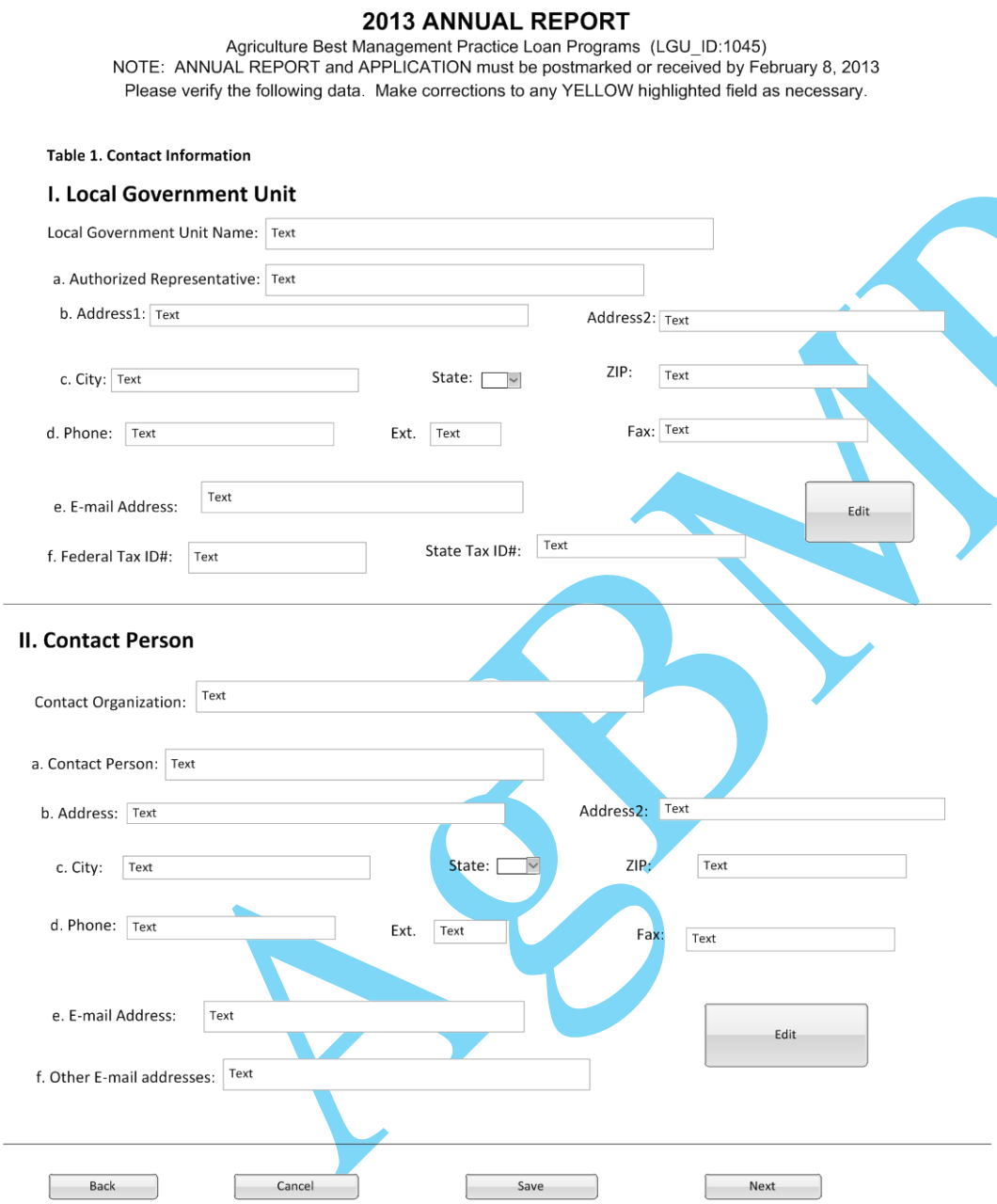
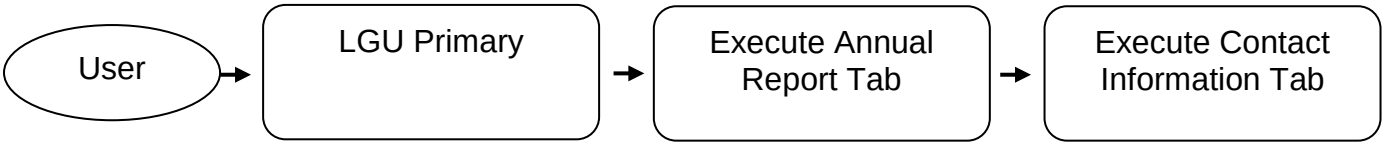
10.13 LGU Annual Report - Tab Interface-1: Contact Information (Use Case 10)

Figure 10.14. Annual Report - Contact Information Screen - 1.



10.13.1 User: LGU

10.13.2 Navigational Flow to Annual Report – Contact Information Interface



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10.13.3 Functional Requirements for Annual Report – Contact Information

Ref#	Client	Requirements	A	B	C	N
LGUACI1.1	LGU	User shall be able to navigate to this interface post execution of the **Contact Information** tab on the Annual Report Interface.				
LGUACI1.2	LGU	Execution of the Contact Information tab shall trigger the Contact information interface.				
LGUACI1.3	LGU	System shall display the information in each field on this interface as given on the Address Interface for that particular LGU.				
LGUACI1.4	LGU	System shall retrieve the information from the Address Interface, similar to the Address Interface.				
LGUACI1.5	LGU	**This interface shall be divided in two different sections:** **I. Local Government Unit** **II. Contact Person**				
LGUACI1.6	LGU	**I. Local Government Unit:** a. All the fields and pertaining information are same as given on the Address Interface for the particular LGU, and in the Address File (DBF) **They are as follows:**				
LGUACI1.7	LGU	**Local Government Unit Name: Name of the particular Local Government Unit (LGU).** **a. Authorized Representative: Adjacent field shall display the name of the Authorized Representative as given on the Address Interface. See Req.: *LGUC1.14 & LGUC1.15*** **b. Address: field shall display the Address of the LGU, as given in the database and the Address Interface. See Req.: *LGUC1.18*** **c. City: see Req.: *LGUC1.20*** **d. Zip: see Req.: *LGUC1.19*** ***e.* State: see Req.: *LGUC1.21*** **f. Phone: see Req.: *LGUC1.11*** **g. Ext.: see Req.: *LGUC1.12*** **h. Fax: see Req.: *LGUC1.23*** **i. E-mail: see Req.: *LGUC1.24*** **j. Fed tax Id#:** **k. State Tax Id#:**				
LGUACI1.8	LGU	**II. Contact Person:** a. All the fields and pertaining information are same as given on the Address Interface for the particular LGU, and in the Address File (DBF) **They are as follows:**				
LGUACI1.9	LGU	**Contact Organization: Name of the particular Local Government Unit (LGU).** **a. Contact Person: Adjacent field shall display the name of the Primary Contact given on the Address Interface. See Req.: *LGUC1.14 & LGUC1.15*** **b. Address: field shall display the Address of the LGU, as given in the database and the Address Interface. See Req.: *LGUC1.18*** **c. City: see Req.: *LGUC1.20*** **d. Zip: see Req.: *LGUC1.19*** ***e.* State: see Req.: *LGUC1.21*** **f. Phone: see Req.: *LGUC1.11***				

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		g. Ext.: see Req.: *LGUC1.12* **h. Fax: see Req.: *LGUC1.23*** **i. E-mail: see Req.: *LGUC1.24*** **j. Other E-mail Addresses: System shall be able to retrieve e-mail address for other employee contacts associated with the particular LGU the user is a part of.**				
LGUACI1.10	LGU	**Edit:** This interface shall have two **'Edit' buttons for the two sections: I. Local Government Unit and II. Contact Person sections.** a. **Execution of this button, shall navigate the user to the Address Interface, where the User can make the necessary changes to the contact information**. b. Execution of the **'Save'** button on the **'Address' interface** shall navigate the User back to this interface, post editing. c. **In case of the Employee Contact as a User**: Execution of the **'Edit' button** shall navigate the user to the Address Interface, however the Employee Contact shall not have the authority to make any changes to the Contact information on the Address Interface, except requesting MDA to change the Primary Contact or Authorized Representative (in necessary). c.1 **Edit Authorized Contact** : **Execute the 'Edit' button and navigate to the Address Interface, further See Req: LGUAR1.1 TO LGUAR1.13** c.2 **Edit Primary Contact**: **Execute the 'Edit' button and navigate to the Address Interface, further See Req.: LGUPC1.1 TO LGUPC1.7** d. **In case of the Primary Contact as a User**: Execution of the 'Edit' button in section I or II shall navigate the user to the Address Interface, where the Primary Contact user can edit any information, except the First and the Last Name of the Authorized Representative. d.1 **Edit Authorized Representative except First and Last Name**: Execute the **'Edit' button**, **navigate to Address Interface to edit information**. d.2 Change Authorized Representative: **See Req.: LGUAR1.1 TO LGUAR1.13** d.3 Edit Primary Contact Information (him/herself): **Execute the 'Edit' button for section II, navigate to the Address Interface, to edit information.** **d.4** Change Primary Contact (himself/herself): **See Req.: LGUPC2.1 TO LGUPC2.5**				
LGUACI1.11	LGU	**According to the business rule, an Employee Contact shall not have the authority to edit any contact information for any other employee, except his/her on the Address Interface.** **a. The system shall recognize the user as a Primary Contact or Employee Contact, based on the log-in credentials.** **b. In case of the Employee Contact, system shall not allow the user (employee contact) to edit any information for the Local Government Unit or the Contact Person.** **c. In case of Primary Contact as a user, the user shall be able to edit any information, except the First and Last name of the Authorized Representative.**				
LGUACI1.12	LGU	The User shall be allowed to move to the next interface, once the User has saved the information on this interface, by executing the 'Save' button.				
LGUACI1.13	LGU	**User shall be allowed to move to the next Tab-interface, post saving the information and executing the 'Next' button on the Contact Information interface.**				
LGUACI1.14	LGU	**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'**				

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		button.				

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10.14 LGU Annual Report – Tab Interface-2: Initial Budget (Use Case 11)

Figure 10.15. Annual Report Interface - 2: Initial Budget.

Initial Budget

Proposed Budget				
All Years		Current Year		
Catagory	Total Loans	Budget	Loans Issued	Budget Remaining
Ag Waste Man				
Erosion Control				
Con Till Equip				
ISTS				
Others				
TOTAL				

Carry Over Amount:	Enter Text
Recent Repayments:	Enter Text
Total Amount Available:	Enter Text

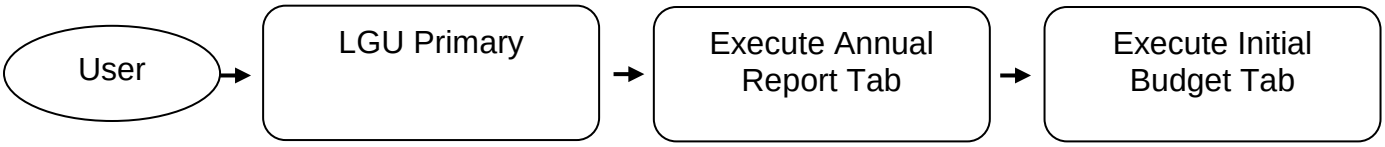
Amount Accepted: Enter Text

Amount Rescinded: Enter Text

Back Cancel Save Next

10.14.1 User: LGU

10.14.2 Navigational Flow to Annual Report – Contact Information Interface



10.14.3 Functional Requirements for Annual Report – Initial Budget Information

Ref#	Client	Requirement	A	B	C	N
LGUCO1.15	LGU	Execution of **'Next'** button on **'Contact Information' tab-interface** shall trigger the system, to navigate the user to the **'Initial Budget' tab-interface.**				
LGUCO1.16	LGU	System shall pre-populate this interface with the budget information, for the particular LGU.				
LGUCO1.17	LGU	**System shall display the same indexes as displayed on the Primary Interface for the LGU. This table shall be updated data, i.e. the table shall always display the most recently updated information.**				
LGUCO1.18	LGU	**For the 'Proposed Budget' table see req.: LGU1.19 TO LGU1.36**				
		This interface shall have following fields in it:				
LGUCO1.19	LGU	**Budget Remaining: is a mathematical calculation for the amount Allocated - Amount Issued. See req.: LGU1.36**				
LGUCO1.20	LGU	**Carryover Amount (from Last Year): This is the amount that the Local Government Unit, has in their current budget (carry forwarded).** a. This shall be a derived calculation. **b. This amount is a mathematical calculation for the amount Allocated - Amount Issued. See req.: LGU1.36** c. This field shall not be editable by the User.				
LGUCO1.20	LGU	**Recent Repayments:** a. The system shall calculate the repayments, available for that particular LGU and display it in this field. b. This is a derived entity and the system shall be able to derive this information from the database. c. System shall calculate the Repayments, for each LGU based on the unique identifier for that particular LGU. d. This field shall not be editable by the User.				
LGUCO1.21	LGU	**Total Amount Available (Carry Over + Recent Repayments):** a. System shall calculate the sum total of the Carry Over Amount from the current budget and the Recent Repayments & it shall be displayed in this field. b. This data in this field shall be a derived entity. c. This field shall not be editable by the User.				
LGUCO1.22	LGU	**Amount Accepted:** this is the amount that the LGU decides to have in their account based on the **'total of the Carry Over and Recent Repayments',** moving forward in the next year**.** a. This field shall be a user input field. b. System shall run a check, for the amount entered in this field by the user. c. **The Amount Accepted shall not be > the Total Amount Available (Carry Over + Recent Repayments)** d. System shall display a pop-up message if the amount exceeds the limit**:** **Message: 'Entered amount exceeds the Total Amount Available. Please enter the correct amount or enter 0'** **OK** **e. System shall not allow the user to navigate to the next tab, until the amount entered in the 'Amount Accepted' field complies with the Error check. (given above).**				

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LGUCO1.23	LGU	**Amount RESCINDED: this amount is the money that the LGU, intends to give up for the next year.** a. **This shall be a derived calculation: Total Amount Available - Amount Accepted** b. System shall run a check for the amount in this field. This is the amount calculated by the system based on the derived relationship between the Total Amount Available - Amount Accepted **c. Following are the checks:** **1. This amount shall always be >= 0** **2. This amount cannot exceed the Total Amount Available (it however can be more or less than the Amount Accepted**). 3. If this '**system calculated amount' is not equal (/=) to 0**, then system shall display a pop-up message: **Message: 'You will lose…. (Amount). Are you sure, you want to RESCIND it'** **OK** **Cancel** **d. Execution of 'OK' tab shall trigger the system to accept the RESCINDED amount and update the field.** **e. Execution of the 'Cancel' tab shall trigger the system to abort the current session. The system shall abort the amount entered in the Amount Accepted field and make it 0. This shall allow the user to enter a new 'Amount Accepted'** **f. Amount RESCINDED shall be calculated by the system based on the Amount Remaining and Carryover Amount.** g. This field shall not be editable by the User.				
LGUCO1.24	LGU	**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.**				
LGUCO1.25	LGU	The User shall be allowed to move to the next interface, once the User has saved the information on this interface, by executing the 'Save' button.				

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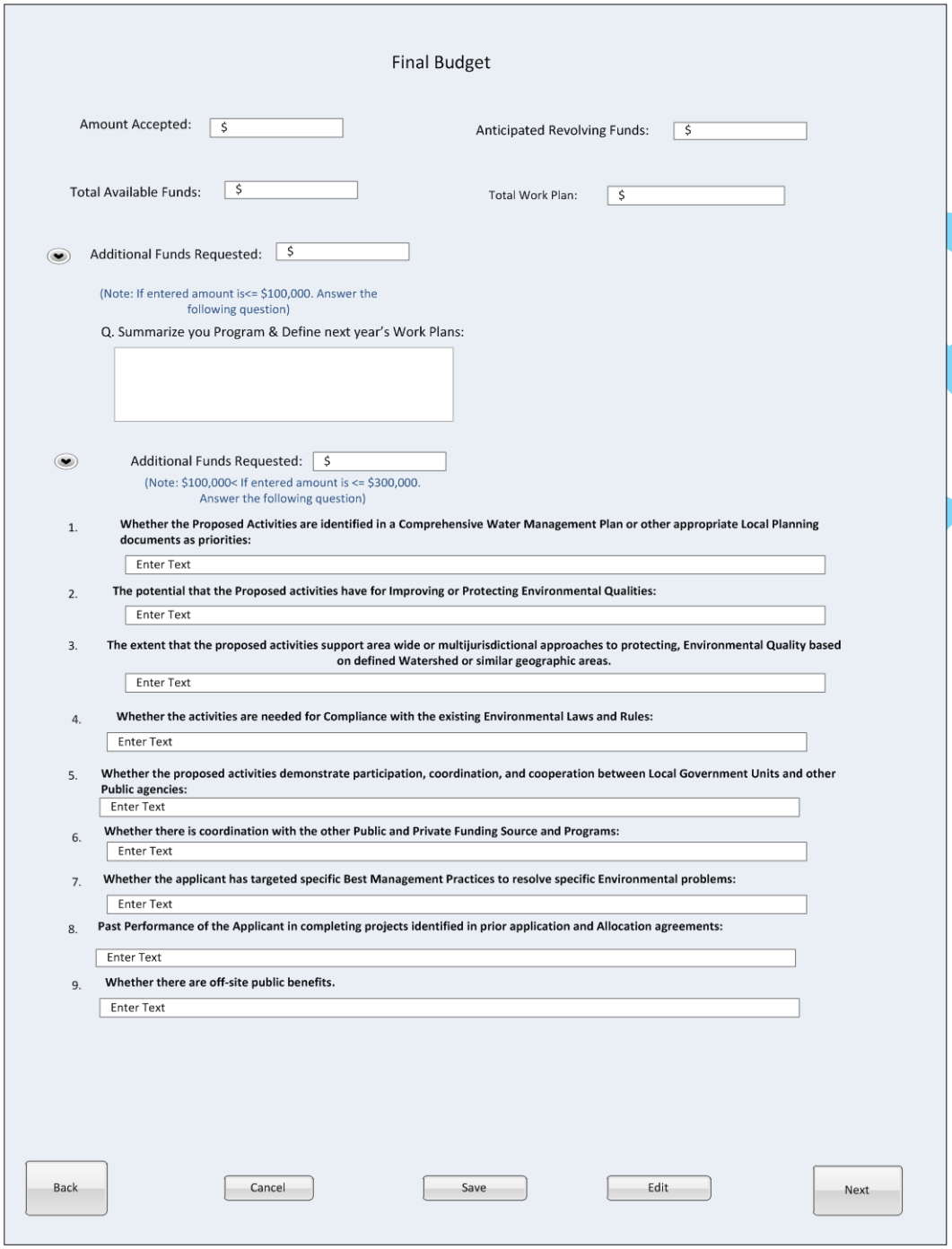
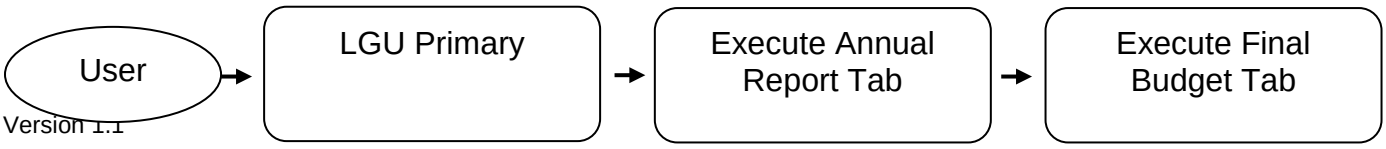
10.15 LGU Annual Report - Tab Interface-3 Final Budget (Use Case 12)

Figure 10.16. Annual Report Interface - 4: Final Budget.



10.15.1 User: LGU

10.15.2 Navigational Flow to Annual Report – Contact Information Interface



10.15.3 Functional Requirements for Annual Report – Final Budget Information

Ref#	Client	Requirements	A	B	C	N
LGUBUD1.1	LGU	Execution of **'Next' button on the 'Initial Budget'** interface shall navigate the user to this: '**Final Budget' interface**.				
		This interface shall have the following fields:				
LGUBUD1.2	LGU	**Amount Accepted:** a. This field shall display the same amount, entered by the LGU on the 'Initial Budget' Interface (previous to this). b. System shall display this amount on this interface, once the user has saved it on the previous interface.				
LGUBUD1.3	LGU	**Anticipated Revolving Funds:** a. **The value displayed in this field, shall be a derived entity, i.e. the number shall be calculated based on the Amortization schedule**. b. This value shall be calculated based on the Amortization schedule for all the Loans, a particular Lender has issued from the Locally Revolving Account for that particular LGU (entering the Annual Report information.) c. System shall have the procedures to calculate the Additional Funds Requested Value based on the data given in the 'Repaysched' file in the current database.				
LGUBUD1.4	LGU	**Pending Projects ($):** **a. The amount in this field shall represent the amount the LGU will need, to fund the already committed projects.** b. This shall be a user input field. c. This shall be an editable field.				
LGUBUD1.5	LGU	**Total Available Funds:** a. Shall be a sum total of the Carry Over Amount, Repayments & Anticipated Revolving Funds.				
LGUBUD1.6	LGU	**Additional Funds Requested:** a. User/LGU shall be able to enter an amount in this field that the LGU may require as additional funds. b. System shall have following checks for the amount entered by the User/LGU in this field. **Case-1** $0< Entered Amount<= $100,000 If the entered amount satisfies the above given condition in Case-1, the system shall then trigger a pop-up message: **Message:** **'Please answer the question given below'** **Ok** **Case-2** $100,000< Entered Amount<= $300,000 If the entered amount satisfies the above given condition in Case-2, the system shall then trigger a pop-up message: Message: '**Please answer the 9 questions given below'**				

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		Ok a. **Execution of the 'Ok' button on in both cases** shall **navigate the user back to** the '**Final Budget' interface**. The system shall accept the amount entered in the' **Additional Funds Requested'** field. c. **These questions and the pertaining text box shall be disabled for all other times, except for when either of Case-1 or Case-2 is true.** b. User/LGU shall not be allowed to move to the next interface, if Case-2 is satisfied and the User has not answered the questions.				
LGUBUD1.7	LGU	**Case-1** a. Text box shall have a word limit of 500 words. The box shall be Dynamic & scrollable. (**A wire frame representation is given below).** b. Following is the Question, which shall be enabled when Case-1 is true and shall be disabled at all other times: **'Summarize your Program & Define next year's work plans':** c. This text box shall be Mandatory (*) if Case-1 is true.				
LGUBUD1.8	LGU	**Case-2** a**.** Each text box shall have a word limit of 500 words. The box shall be Dynamic & scrollable. (**A wire frame representation is given below).** b. **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.** f. Each text box shall be Mandatory (*) if Case-2 is true				
LGUBUD1.9	LGU	**Total Work Plan:** a. Shall be a sum total of the **Total Available Funds + Additional Funds Requested.**				
LGUBUD1.10	LGU	**Save:** a. Execution of this button shall allow the user to save all the data that the				

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		user has entered on this interface. (Including all the answers if any).				
LGUBUD1.11	LGU	**Next:** a. This button shall be disabled, until the user has saved all the information (data) on this interface by executing the 'Save' button (given above) **b. 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 been answered by the User.** **c. 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.** **d. When Case-1 or Case-2 is false, the system shall allow the user to move to the next interface, by executing the Next button, post the user has saved all the information (data).** d. System shall have the mechanism to trigger the 'Next' button as disabled or enabled based on the condition given above (a, b, c, d).				
LGUBUD1.12	LGU	**Cancel:** a. User can execute this button, to cancel or abort the current session at any time. b. Execution of this button, shall trigger the system to clear all the user entered information in the fields on this interface.				

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10.16 LGU Annual Report - Tab Interface-4 Attachments (Use Case 13) - 04

Figure 10.17. Annual Report Interface - 4: Attachments. – AgBMP Loan Program – Attach Files - 04

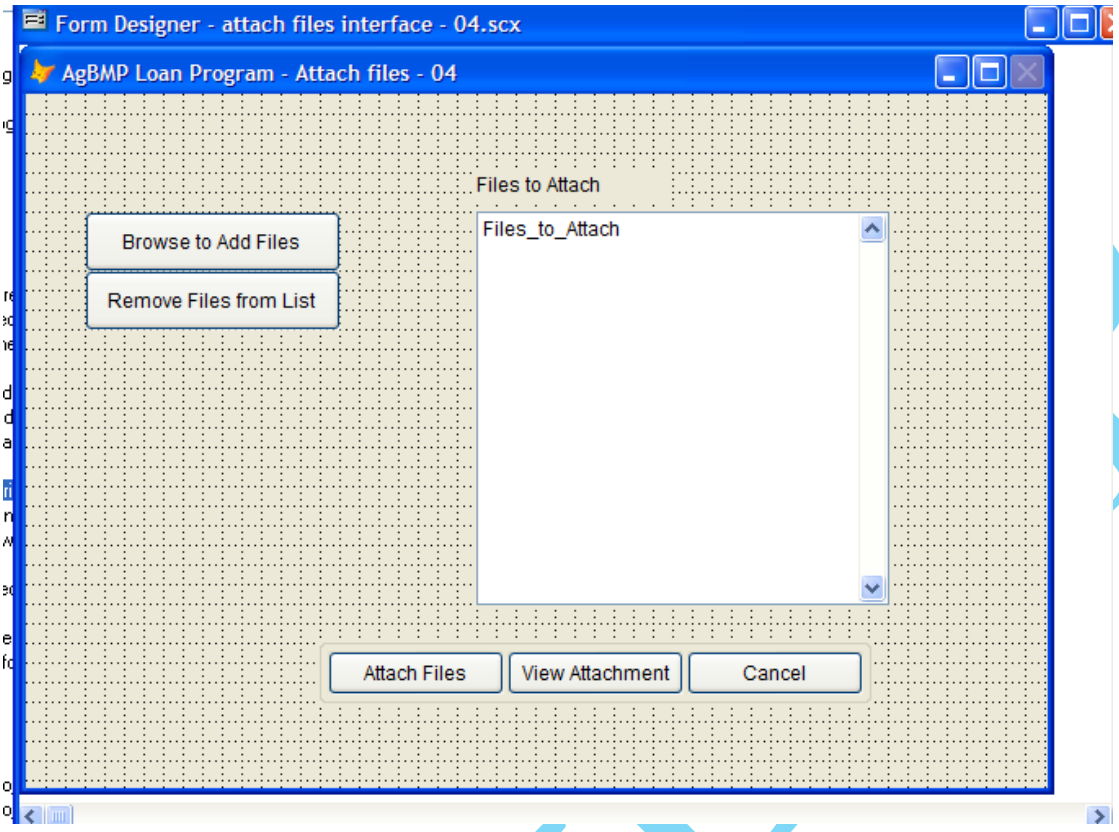
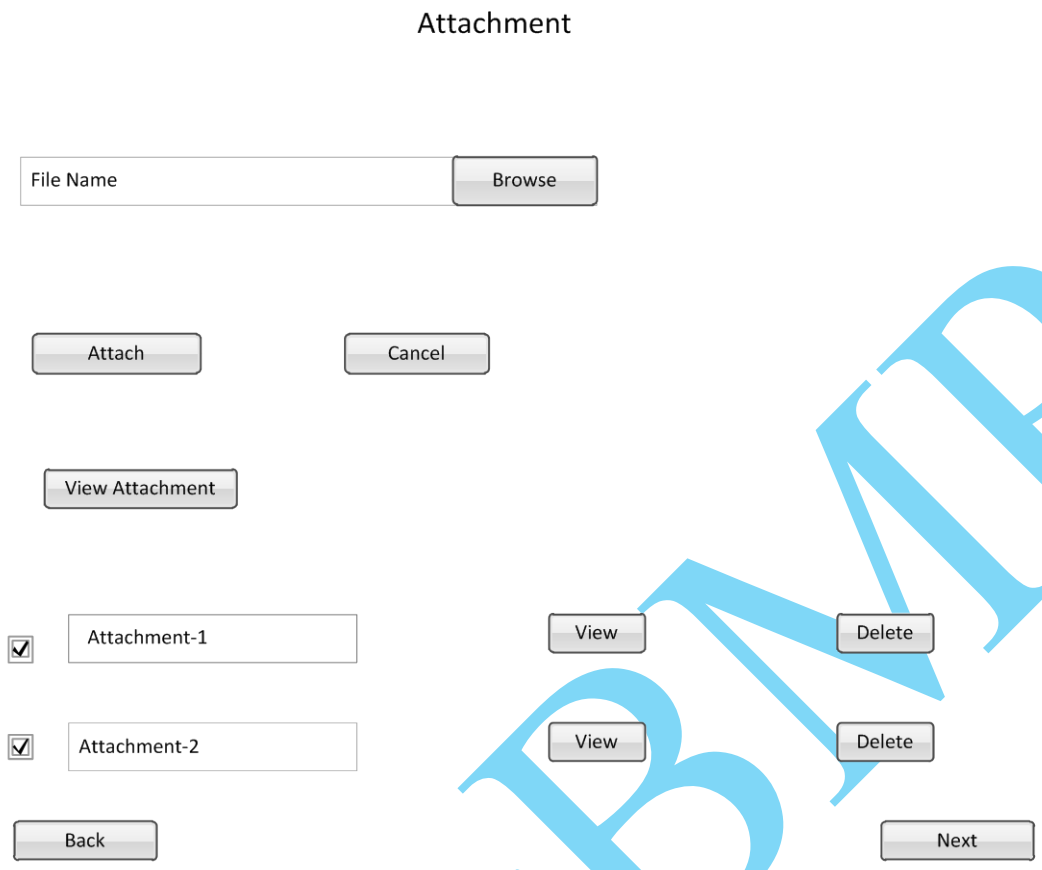
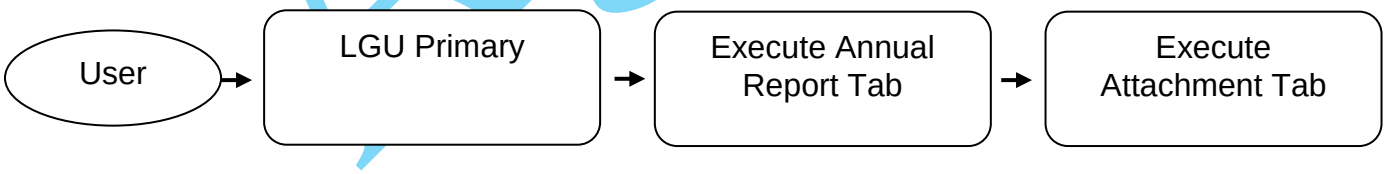


Figure 10.18. Annual Report Interface - 4: Attachments. – AgBMP Loan Program – Attach Files – 04 – ALTERNATE VERSION



10.16.1 User: LGU

10.16.2 Navigational Flow to Annual Report – Attachments Interface



10.16.3 Functional Requirements for Annual Report – Attachments Interface

Ref#	Client	Requirements	A	B	C	N
LGUAtt.1.1	LGU	Execution of **'Next'** button on the **Final Budget tab interface**, shall navigate the user to the '**Attachment**' Interface.				
LGUAtt.1.2	LGU	User shall be able to attach documents on this interface, from their Local Hard drive on their local work station.				
LGUAtt.1.3	LGU	**Browse:** a. Execution of this button on this interface shall navigate the user to the Hard				

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		Drive for the local workstation of the User. b. User shall be able to select any file he/she wishes to attach. c. User shall be able to select the file by executing the 'Open' button, post selection of the file. d. a. Post selection of the file, the pathname to the file shall be visible in the field adjacent to the 'Browse' button.				
LGUAtt.1.4	LGU	**Attach:** a. Execution of the 'Attach' button shall make a copy of the file in the server and shall attach the file to the document (Annual Report).				
LGUAtt.1.5	LGU	**Cancel:** a. Execution of this tab, shall trigger the system to abort the attachment, made by the user to the report. b. Execution of this tab shall trigger the system to remove the copy of the attachment from the server. c. To attach a file, post execution of the 'Cancel' button, user shall have to follow the same steps given above in (Browse and Attach).				
LGUAtt.1.6	LGU	**View Attachments:** a. Post attaching the documents, user shall be able to view all the attachments, by executing this button. b. Execution of this button shall trigger the system to display the list of the attachment(s), user has attached to the system (system has copied in the server). c. Each attachment in the list shall have a check box, for the user to check or uncheck the box i.e. selecting or deselecting the attachment (s). **d. Each attachment in the list shall have a 'Delete' button adjacent to it.** **e. Selection of the Attachment record from the list of attachments, and execution of the 'Delete' tab shall trigger the system to delete the copy of that attachment from the system.** **f. System shall allow the user to attachment and/or delete multiple files in multiple attempts.**				
LGUAtt.1.7	LGU	**View:** a. Each attachment shall have this button adjacent to it. b. Execution of this button shall trigger the system to open the attachment file in the containing folder on the user's workstation. **Delete:** a. Each attachment in the list shall have a 'Delete' button adjacent to it. e. Selection of the Attachment record from the list of attachments, and execution of the 'Delete' tab shall trigger the system to delete the copy of that attachment from the system. c. System shall allow the user to delete multiple files. **Given below is a Wireframe of this tab interface:**				
LGUAtt.1.8	LGU	**Back: The Back button shall Navigate the user to the Final Budget Interface.**				
LGUAtt.1.9	LGU	**Next: The Next button shall Navigate the user to the Submit Report Interface.**				

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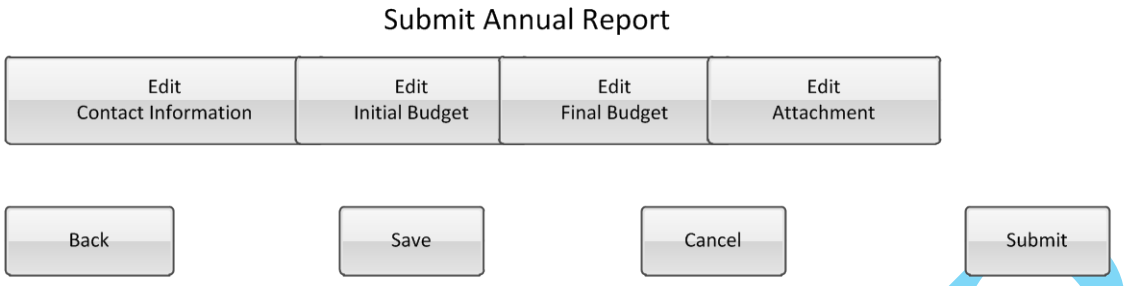
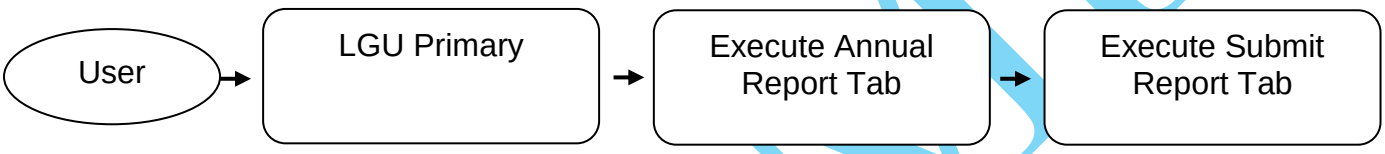
10.17 LGU Annual Report - Tab Interface-5 Submit Report (Use Case 14)

Figure 10.19. Annual Report Interface - 5: Submit Annual Report.



10.17.1 User: LGU

10.17.2 Navigational Flow to Annual Report – Submit Annual Report Interface



10.17.3 Functional Requirements for Annual Report – Submit Annual Report Interface

Ref#	Client	Requirements	A	B	C	N
LGUSub1.1	LGU	Execution of the **'Next' button on the 'Attachment' tab interface**, shall **navigate** the user **to** the **'Submit Report' interface**.				
LGUSub1.2	LGU	System shall display the summary of all the tab-interfaces as a preview on this interface, when the user is navigated to this interface.				
LGUSub1.3	LGU	**This interface** shall be divided in sections, and each section of the interface, **shall have an 'Edit' button**. a. **Execution of 'Edit' button** for a specific section shall navigate the user **back to that specific tab interface**, where the user can edit information. b. Post editing and saving the changes (if any), the user shall navigate to the **'Submit Report'** tab following the same steps, as given above.				
LGUSub1.4	LGU	**Save:** **Execution of this button, shall save the report and remains on this screen, if the user choses to close the current session and return to it later.**				
LGUSub1.4b	LGU	**Cancel:** **Execution of this button shall return the user to the user's Primary interface without saving.**				
LGUSub1.5	LGU	**Submit:** **a. Execution of the 'Submit' button, shall trigger the system to save the Annual Report generate a pop stating that the report has been submitted, and return the user to the Primary Interface.**				

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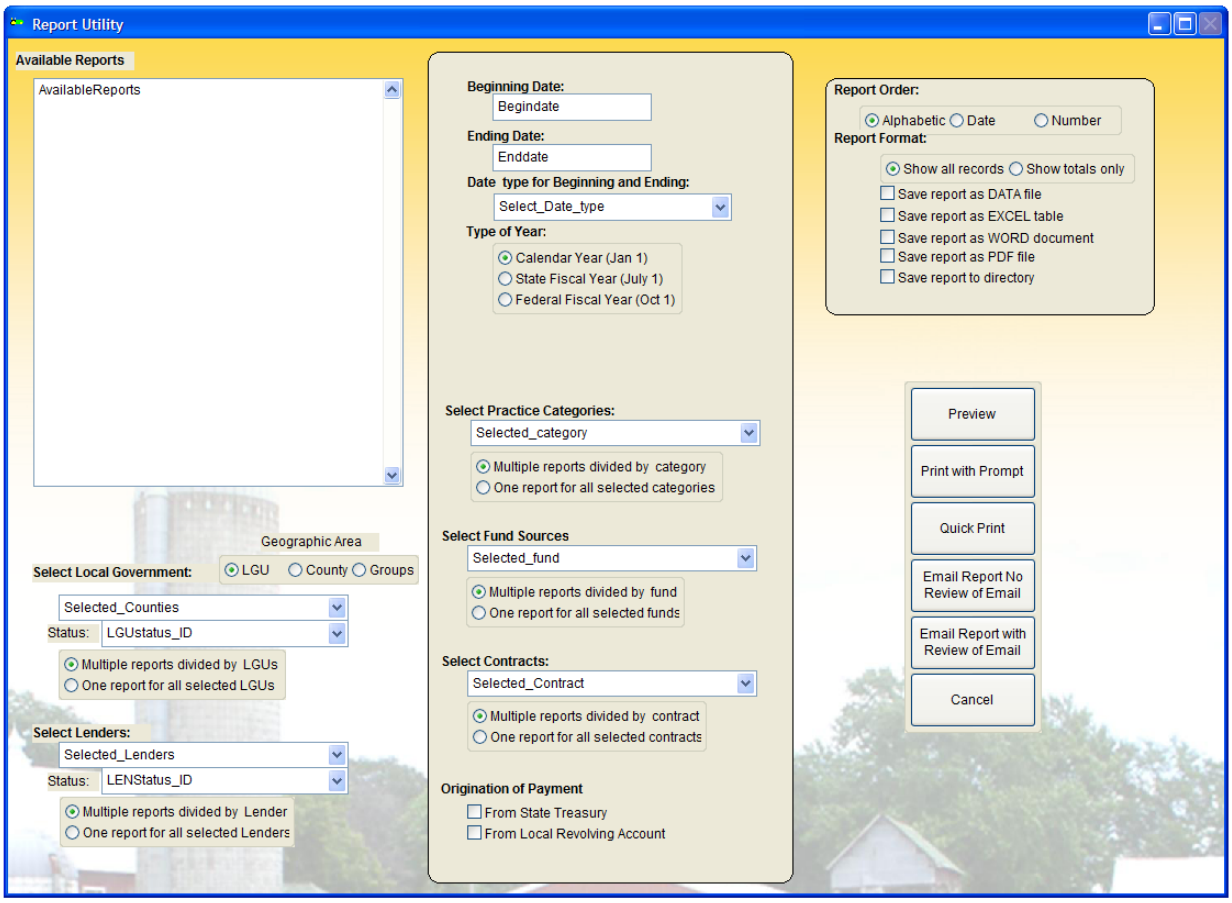
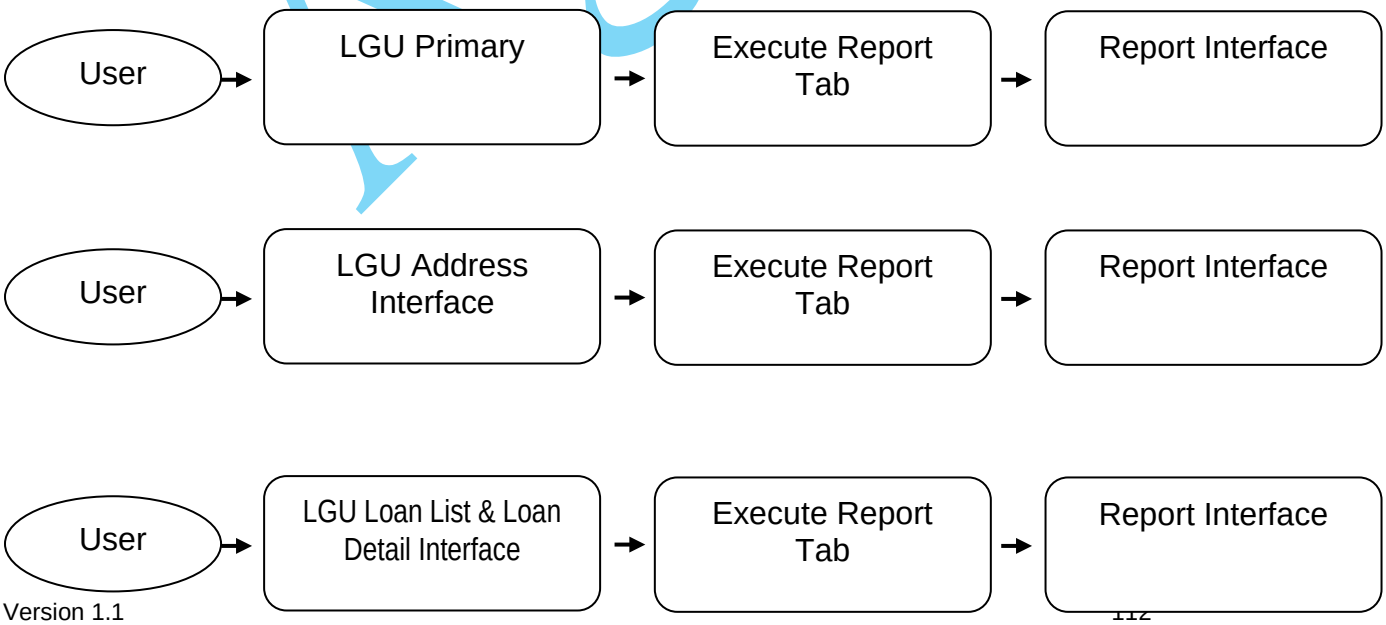
10.18 LGU Reports Interface

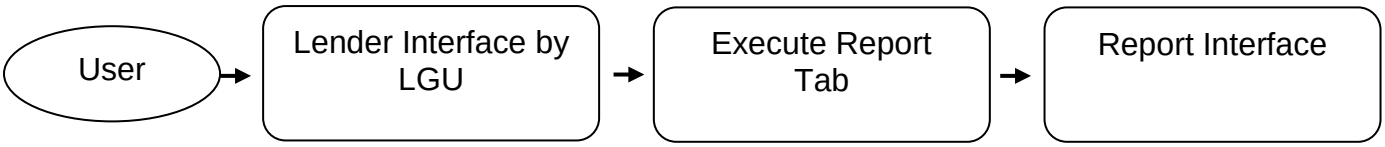
Figure 10.20. Report Utility.



10.18.1 User: LGU

10.18.2 Navigational Flow to Annual Report – Submit Annual Report Interface





10.18.3 Functional Requirements for LGU Report Utility Interface

Ref#	Client	Requirements	A	B	C	N
LGURpt1.1	LGU	Lender/User shall be able to navigate to this interface, post execution of Reports button, from the following interfaces: **1. LGU Primary** **2. Address Interface** **3. Loan Interface: 1, 2 & 3** **4. LGU Primary Interface**				
LGURpt1.2	LGU	**Based on the interface, LGU/User navigates to the Reports interface; system shall filter only the reports pertaining to that particular interface**. **For example**: if LGU/User is navigating to Reports interface, from Address Interface, than system shall filter all the reports pertaining to the User for that particular interface (Address interface) and shall list them out on Address interface. a. System shall have procedures to filter reports, based on the navigational flow to the Reports Interface and User credentials (logging in the system). b. System shall not display all the reports existing in the system on the Reports interface for every navigational flow.				
LGURpt1.3	LGU	Reports Interface, accessed by each interface, shall filter the list of reports to be displayed on it, specific to the interface, the user has navigated to the Reports Interface, from.				
LGURpt1.4	LGU	**Available Reports: this section of the interface, shall display the list of reports, associated with a particular Interface, from where the user has navigated to the reports interface. It also filters reports, based on the User group (logged-in the system).** a. This interface shall have a box (drop-down), listing all the reports available for that particular session (performed by the user). b. User shall be able to search for a given report, and select it. c. System shall, based on the report selected by the user, update all other fields (sections) on this interface (explained below) d. Post selection of reports,				
LGURpt1.5	LGU	**Select LGU: Post selection of report from the box (given above), user shall be able to select LGU(s) from this field.** **a. This field shall be drop-down field** b. **System shall update all other parameters (drop-down fields in other sections on this interface),** based on the report selected. For example: if an LGU selects the amortization schedule, system shall recognize the potential list of Lender's associated with LGU (that the LGU user generates reports for). c. System shall pre-select the particular LGU, who has logged in the system, and display in the drop-down field, unless manually changed by the User to a different Lender record (name). d. **System shall recognize the report selected and the User who has logged-**				

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		in the system, to set the parameters (drop-down fields on this interface). e. The default selections of this drop-down field, shall be also based on the report selected by a particular User. f. This drop-down functionality shall have search functionality, i.e. type as you go: system shall auto-select an entry in the list based on the entry typed by the user. g. The drop-down box **shall have** the **functionality** for the user to **select all the entries** (LGUs) from the list. h. User shall be able to select multiple entries. i. System shall retrieve the list of LGUs from the LguLen file or Lguunit file from the database, based on the user group: LGU, Lender or MDA respectively which has selected the report. j. **LGU/User shall be able to select the format of the selected report, by selecting of the following options (radio buttons):** **1. Individual by LGU** **2. Total for Selected LGU(s)** **For example**: if LGU/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. k. System shall print the report, based on one of these selections.				
LGURpt1.6	LGU	**Selected Lender**: **this shall be a drop-down field:** Note: All the requirements for this section of the interface are similar to the requirement given above **see req: LGURpt1.5.** The only difference is this, field shall display the list of Lenders and not LGUs as given in **LGURpt1.5.** **a. All requirements from 'a. to k.' are similar only the drop-down list shall change from LGU to Lender list.**				
LGURpt1.7	LGU	**Select Fund Source: this shall be a drop-down field:** Note: All the requirements for this section of the interface are similar to the requirement given above **see req: LGURpt1.5.** The only difference is, this field shall display the list of Fund Sources and not LGUs as given in **LGURpt1.5.** **a. All requirements from 'a. to k.' are similar only the drop-down list shall change from 'LGU' to 'Fund Sources' list. The User group shall be LGU.**				
LGURpt1.8	LGU	**Select Practice Categories**: **this shall be a drop-down field:** Note: All the requirements for this section of the interface are similar to the requirement given above **see req: LenderRpt1.5.** The only difference is this, field shall display the list of Practice Categories and not LGUs as given in **LenderRpt1.5.** **a. All requirements from 'a. to k.' are similar only the drop-down list shall change from 'LGU' to 'Practice Categories' list. The User group shall be LGU.**				
LGURpt1.9	LGU	**Origination of Payment: this section of the interface, shall have two check boxes:** **1. From State Treasury** **2. From Local Revolving Account** a. These two indexes shall be selected by default, while generating the report, unless the user makes a selection. b. 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				

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		Revolving Funds.				
LGURpt1.10	LGU	**Beginning Date & Ending Date:** this section of the interface, shall have the following fields: **1. Beginning Date** **2. End Date** **3. Date Type for Beginning and Ending** **4. Type of Year:** a. **Beginning Date & Ending Date fields shall have 'Calendar' feature to them**. b. User shall be able to select any particular beginning and ending dates from the calendar. 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 however be allowed to select any date of choice to generate the reports. **e. In case of generating Invoice report, system shall recognize the next due 'Billing Cycle' and shall generate report accordingly.** **e.1 In this case the default 'beginning and ending date' shall be for the, beginning to the next due Billing Cycle and the end date shall be the end of that particular billing cycle.** **e.2 System shall not default both the dates to 1995 to Present date, instead shall default them to the next due billing cycle's beginning and ending date.** e.3 Generation of Invoice Report by user shall always, have the next due billing cycle's dates as default, unless changed by the User to some other date. **f. Date Type for Beginning and Ending: shall be a drop-down field.** f.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. f.2 System shall default the date in this field, based on the report selected by the user, unless changes by the User. 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)** g.1 System shall always default the selection to **'Calendar Year (Jan1)**', unless changed by the User.				
LGURpt1.11	LGU	**Report Order:** shall have the following choices with Radio Buttons: **1. Alphabetic** **2. Date** **3. Numeric** a. Selection of any of the above given choices shall define the order in which the data in the selected report shall be generated. b. 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				

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		by 'Date'. **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)** a. Selection of above given choices: **Show all Records, Show total only**, shall be Radio Button b. Selection of either shall generate the report displaying either all records in the Report or Sum total of all records. 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. c. System shall **default the selection** to **'Show all Records'**, unless changed by the User. d. **System shall default the Report Format to 'Save Report as PDF File',** unless changed by the user. e. 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.**				
LGURpt1.12	LGU	**Print Preview:** a. Execution of this button shall create a preview of the report, selected by the User. b. System shall **not save** this **preview** on User's station, **unless requested** by the User. c. **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)**				
LGURpt1.13	LGU	**Print:** a. Execution of this button shall prompt the system to pop-up the custom 'Print Dialogue Box', where the user can select a default printer to print the selected report.				
LGURpt1.14	LGU	**Email Report with Review:** a. Execution of this button shall trigger the system to open, User's default E-mail browser (on that user's local work station). b. 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. c. 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. d. System shall pre-populate the e-mail with content, based on the type pf report selected by the User. e. 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. f. 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).				

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LGURpt1.15	LGU	**Email Report without Review:** a. Execution of this button shall trigger the system to open, User's default e-mail browser (on user's local work station). b. **System shall repeat step b to d as given in req**.: **LGURpt1.14,** however **system shall** in this case, **auto-send the e-mail** to the respective recipients, **i.e. System shall not wait for the User to execute the 'Send' button on the e-mail browser.** c. 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).				
LGURpt1.16	LGU	**Back:** a. Execution of this button, shall navigate the user to the previous interface (from where the User navigated to the Reports interface.)				
LGURpt1.17	LGU	**Cancel:** a. Execution of this button shall trigger the system, to abort the most recent activity performed by the User on this interface. b. System shall restore the most recent successful session, before execution of **'Cancel'** button by the User.				

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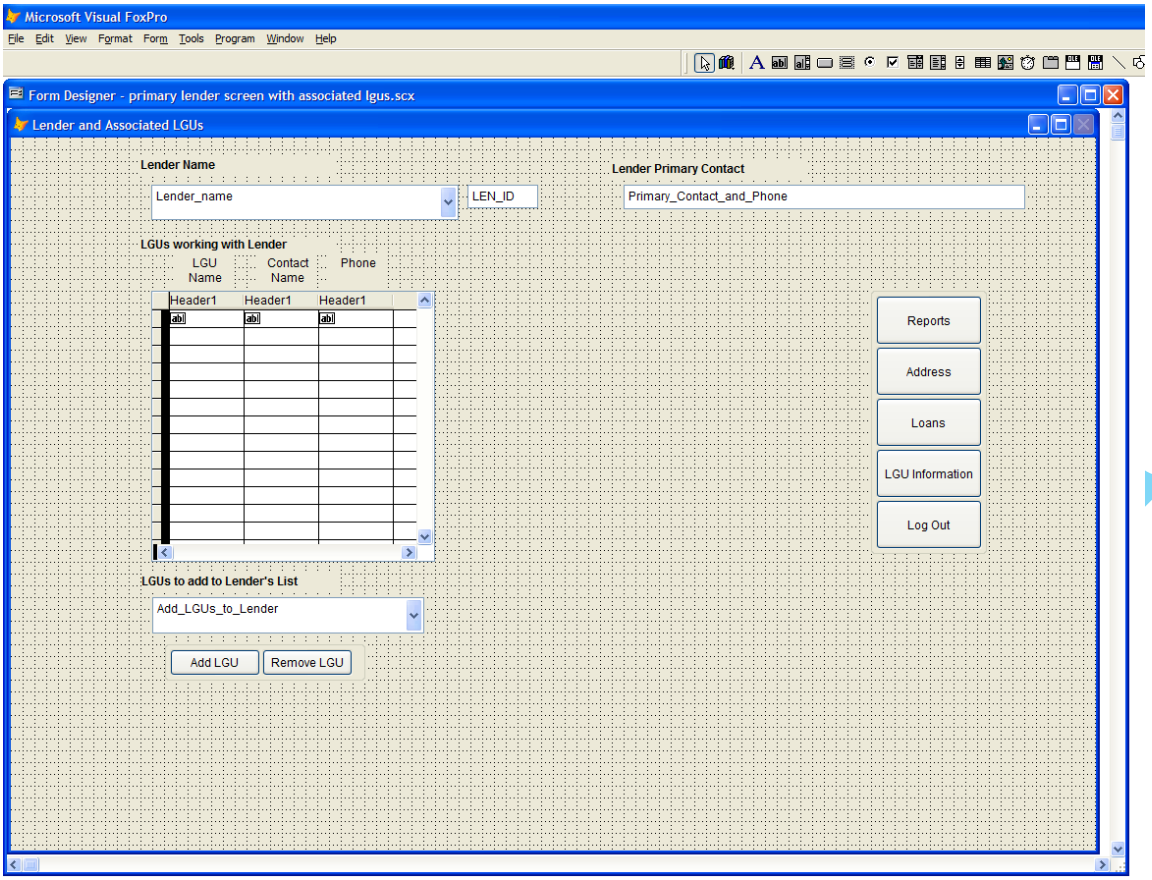
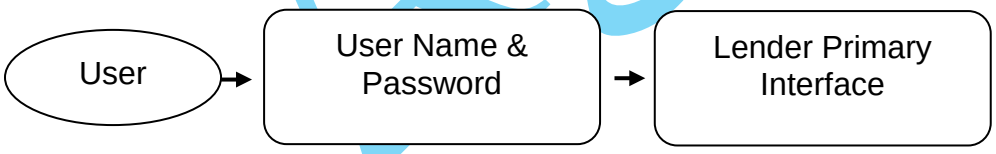
10.19 Lender Primary Interface (Use Case 15)

Figure 10.21. Lender Primary Interface



10.19.1 Users: Lender

10.19.2 Navigational Flow to Lender Primary Interface



10.19.3 Functional Requirements for Lender Primary Interface

Ref#	Client	Requirements	A	B	C	N
L1.1	Lender	After the user has successfully entered the system, the system shall take the user to assigned **Lender Screen**				
L1.2	Lender	This shall be the primary screen for the lenders, after they have logged in the system.				

L1.3	Lender	System shall be able to distinguish Lenders from other users based on their Id & Password				
L1.4	Lender	**Government Unit** Tab: This field currently displays the name of the Local Government Unit existing in the Gov Unit file. This feature is a drop down feature, which lists out all the government units in the database a. This field, shall be **renamed is Organization Name** b. **Organization Name** shall display only the name of that particular Lender who is logged in the system. c. It **shall not be a drop down** field for the Lender, since it shall only show that particular lender's name.				
L1.5	Lender	**Lender Contract#:** Each Lender & LGU existing in the current system database have unique contract number. Lender Contract # displays the unique number of a particular Lender a. **Lender Contract # shall not** exist in the new system				
L1.6	Lender	**Unit Contract#:** Each Lender & LGU existing in the current system database have unique contract number which connects a particular Lender to a particular LGU. Unit Contract # displays the unique Unit number of a particular Lender-LGU association. a. **Unit Contract # shall not** exist in the new system				
L1.7	Lender	**Add Unit Lender:** Currently allows the user to select a Lender from the available list (Data Base File) and add it to its list of existing Lenders. Execution of **Add Unit Lender tab**, leads the user to the general Address Tab (Discussed Later), where the Information of the New Lender can be filled out or selected from the existing database a. In the new system, for the Lender's interface, **Add Unit Lender** shall be **renamed** as **Add LGU and it shall not be a tab feature.** b. Add LGU, tab shall be a drop down field. c. This drop down field shall show a List of all the Local Government Units present in the **LGUunit file, except the ones already in the LGU Name list (see below)**. d. The system shall recognize the Lender, and the LGU associated with the Lender and shall filter that list of LGU's accordingly. e. The system shall filter the list of LGUs already associated with the Lender based on the **Unit Lender Id,** and shall not display them in the drop down list. f. System shall retrieve the drop down list data for all the other LGU's, not associated with that particular Lender Id and display it in the drop down list for Add Unit Lender. g. The User/Lender shall be able to select the LGU from the drop down list by clicking on that particular LGU from the drop				

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		down list. g.1 **User/Lender shall be able to make Multiple Selection from the Drop-Down List of LGUs** g.2 User selects multiple entries by Pressing **'Ctrl' on the Keyboard and Mouse Clicking** on every Entry to be selected. h. Execution of 'Add LGU' tab shall trigger a Pop-up interface: Message: '**Do you wish to Add**' h.1 **Execution of 'Email a Request' shall trigger the system to connect with user's default e-mail browser & create a PDF of the text (for request to add)** h.1.a System shall compose a 'New E-mail' pre-populated with the text, and receiver's (MDA internal staff's) e-mail address. h.1.b System shall attach the PDF file as Attachment to the e-mail. User clicks on the Send tab, to trigger the e-mail h.1.c System shall use the SMTP protocol (**see req. LGUC1.37-e.2 to e.4**) for the e-mail process. h.2 **Execution of 'Cancel' tab shall navigate the User back to the Lender Interface, without sending the e-mail.** i. The selected LGU (s) (for adding) gets displayed in the Lender list, for that Lender, after MDA has assigned a UnitLender_Id to the LGU and Lender (discussed in Internal User's requirements). j. Selection/Approval of the selected LGU to be added to the list of LGU's for that particular Lender is decided by the MDA (out of the scope of the system.)				
L1.8	Lender	**Current Unit Lender's table:** In the current system, the **Current Unit Lenders** table shows the list of Lenders, the LGU in the **Government Unit's** tab is associated with. It also shows the **Lender Contract Number**, **Unit Contract Number and Current POC's details in it.** a. **Lender Name column**, shall be **named as LGU Name**, and it **shall** list out all the names of all the LGU's associated with the particular Lender which is logged on the system (in the Organization Name field). b. Columns **Lender Contract, Unit Contract & Current PO shall** be **removed** from this table for the proposed system. **c.** It shall be a **construct table & shall be a select field**, so that more information can be fed in the field, linking it to the updating database				
L1.9	Lender	'**Remove** Unit **Lender'** tab: Currently is used for removing **Lender** entry which existing in the Lender file and show up in the Lender Name column. a. **Remove Unit Lender** tab shall be **renamed as Remove LGU** for the Lender's primary Interface b. This tab shall be executed only after the user has selected				

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		an entry (LGU from the List) to be removed. b.1 User cannot execute 'Remove LGU' tab without selection an Entry to remove from the 'LGU Name' list. b.2 System shall display a Pop-up message, if the User does not make a valid selection from the '**LGU Name'** list. Message:' **Please Select an LGU to Remove'** c. User/Lender shall be able to execute the '**Remove LGU' tab in case of selection of Multiple Entries from the 'LGU Name' list.** c.2 **System shall allow multiple selection at one time for execution of 'Remove LGU' tab feature.** d. Execution of '**Remove LGU**' tab shall trigger a Pop-up interface: Message: '**Do you wish to Remove**' d.1 **Execution of 'Email a Request' shall trigger the system to connect with user's default e-mail browser & create a PDF of the text (for request to remove)** d.1.a System shall compose a 'New E-mail' pre-populated with the text, and receiver's (MDA internal staff's) e-mail address. d.1.b System shall attach the PDF file as Attachment to the e-mail. User clicks on the Send tab, to trigger the e-mail d.1.c System shall use the SMTP protocol (**see req. LGUC1.37-e.2 to e.4**) for the e-mail process. d.2 **Execution of 'Cancel' tab shall navigate the User back to the Lender Interface, without sending the e-mail.** e. **Post, System Generated E-mail has been sent from the user's device, the selected Entry from Lender List shall become visible and disabled.** f**.** It shall be removed entirely from the 'LGU Name' list for the Lender's Interface once the MDA internal staff has removed that particular from that particular Lender's records.				
L1.10	Lender	'Edit **Unit Lender'** tab: Currently is used for editing Lender entry which existing in the Lender file and show up in the Lender Name column. a. It **shall be hidden on the Lender Screen**, they shall not be able to use this feature				
L1.11	Lender	**Add**: Currently allows the user to add information to the system. **Edit**: Execution of this feature currently allows the user to make changes to the data associated with the LGU & Lender. User cannot change any information, unless the Edit tab has been executed. **Delete**: Allows the user to delete information. **Next & Previous**: These Buttons currently allow the internal				

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		users of MDA to navigate through different LGUs, existent in the database a. **Add, Delete, Next, Previous** Buttons shall be hidden in the new system.				
L1.12	Lender	**Auth.Rep.:** displays the name of the **Authorized personnel within the Local Government Unit**. This information is stored in the Address file in the database a. It **shall be hidden** on the interface **for the Lenders**. This information pertains to just the LGUs and Internal Staff of MDA.				
L1.13	Lender	**Contact**: displays the name of the contact person in the **LGU's** office. This information is stored in the Address file in the database. a. In the Lender's interface, their shall be **one Contact Fields and Buttons**: **Primary Contact** b. **Primary Contact**: shall display the contact information of the Primary Contact for that particular Lender. b.1 System shall recognize the contact information for the **Primary Contact** for a Lender **based on the Lender Id & Address ID.** c. **'Primary Contact' button shall be 'visible and disabled' for all the External Users: Primary Contact (of Lender), Employee Contact (of Lender) and any LGU user.** c.1 The text field adjacent to the 'Primary Contact' tab shall display the name of the Primary Contact of the Lender and shall be visible and disabled (i.e. User cannot edit any information in this text field). c.2 This field shall display the name of the Primary Contact associated with the Lender, whose user has logged-in the system. c.3 **'Primary Contact' of the Lender shall be able to navigate to the Address Interface by executing the 'Address' tab (discussed later see..) on this Interface, to Add, Edit or Delete any contact information (of Employees) pertaining to that particular Lender**. c.4 **Other Employee Contacts of the particular Lender Unit, shall be able to execute the 'Address' tab to 'Edit' their own contact information and to 'View-only' the contact information of other Employees associated with that particular Lender.** d. Only the Primary Contact, shall have the authority to delete an employee record (on the Address Interface see..) associated with the particular Lender.				
L1.14	Lender	**Loans**: Currently Loans feature provides the information about all the loans that a particular LGU has issued, along with the Loans amount, Borrowers information and Lender ID etc. The information is stored in the **Loan file** in the database.				

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		a. Lender's primary screen shall have the **Loans** feature (tab) on it b. Execution of this tab shall guide the particular lender to the Loans Information Table interface (Loan Interface #1). c. **Lender's** shall be able to see the records of all the Loans as default, if a particular LGU is not selected by the Lender, from the LGU Name list (before executing the 'Loans' tab) d. Lender/User shall be able to view the List of Loan of a particular LGU, it has selected from the LGU Name list on the Loans Information table (Loan Interface #1) d.1 System shall navigate the Lender/User to the Loan Interface #1 (List of Loans) post selection of an LGU from the LGU Name list and execution of the 'Loans' tab on it's Primary Interface. e. The system shall recognize each lender based on their log in credentials and extract data files accordingly from the **Loans file**, based on the Unit Lender Id associated with the Lender and the particular LGU it has selected from the LGU Name list.				
L1.15	Lender	**Address:** tab shall be incorporated in the Proposed Lender Interface. **1.Lender/User accessing it's Primary Interface:** a. Execution of this Tab **shall allow the Lender/User to navigate to the Address Interface, with the contact information for the Primary Contact for the Lender, pre-populated in the pertaining fields on that Address Interface.** b. Primary Contact of the Lender shall be able to navigate to this Interface and perform the following functions: **Add, Delete or Edit any information pertaining to that particular Lender Unit.** b.1 Employee Contact (s) of the Lender shall be able to navigate to this interface and perform following functions: **Edit or Delete their own information and View-only the contact information of all other records associated with that particular Lender Unit (they are associated with).** **2. LGU/User accessing Lender's Primary Interface:** a. Execution of the 'Address' tab on Lender's Primary Interface by the LGU user shall allow the LGU/User to navigate to the Address Interface. b. All the pertaining fields on the Address Interface shall be pre-populated with the contact information of the Primary Contact of the Lender, it has selected from the Lender Name list. **(Discussed in LGU on Lender's Primary Interface).** c. Navigational path for the LGU to the Address Information (Address Interface) of a particular Lender shall be by selecting the Lender from Lender List and executing the Address Interface, on the Lender's Primary Interface. d. System shall recognize the security rights for a Lender and				

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		an LGU, based on their respective Log-in credentials.				
L1.16	Lender	**LGU Information**: It shall be a new feature tab that shall be on the Lender's primary screen, to allow the Lender to look at the detailed LGU information. This feature shall allow the lender to access information for only the LGUs Lender is associated a. **Lender**/User shall be able to click on the LGU information tab and the system shall navigate the Lender/User to LGU's primary interface: '**Local Government Unit**'(see LGU Primary Interface) b. User shall be able to see the information of the particular LGU, it has selected from the LGU Name list, on the LGU information screen, which is also the primary interface for the LGU. c. To view the contact information of the LGU selected by the Lender/User (on it's primary interface) the Lender/User shall be able to execute the Address tab on LGU's Primary Interface. d. System shall navigate the User/Lender to the Address Interface, with the fields pre-populated with the contact information of the Primary Contact for that Particular LGU. (Lender/User shall have View-Only rights on this interface).				
L1.17	Lender	**Log-out:** a. This shall be a new tab on the proposed, web-based system. b. The Lender/User shall be able to Log-out of the program, by executing this tab on it's primary interface. c. Execution of Log-out tab shall trigger the system to remove the Lender/User's log-in credentials from the temporary memory. (So the user will have to type in log-in credentials again; before entering the program in the second session).				

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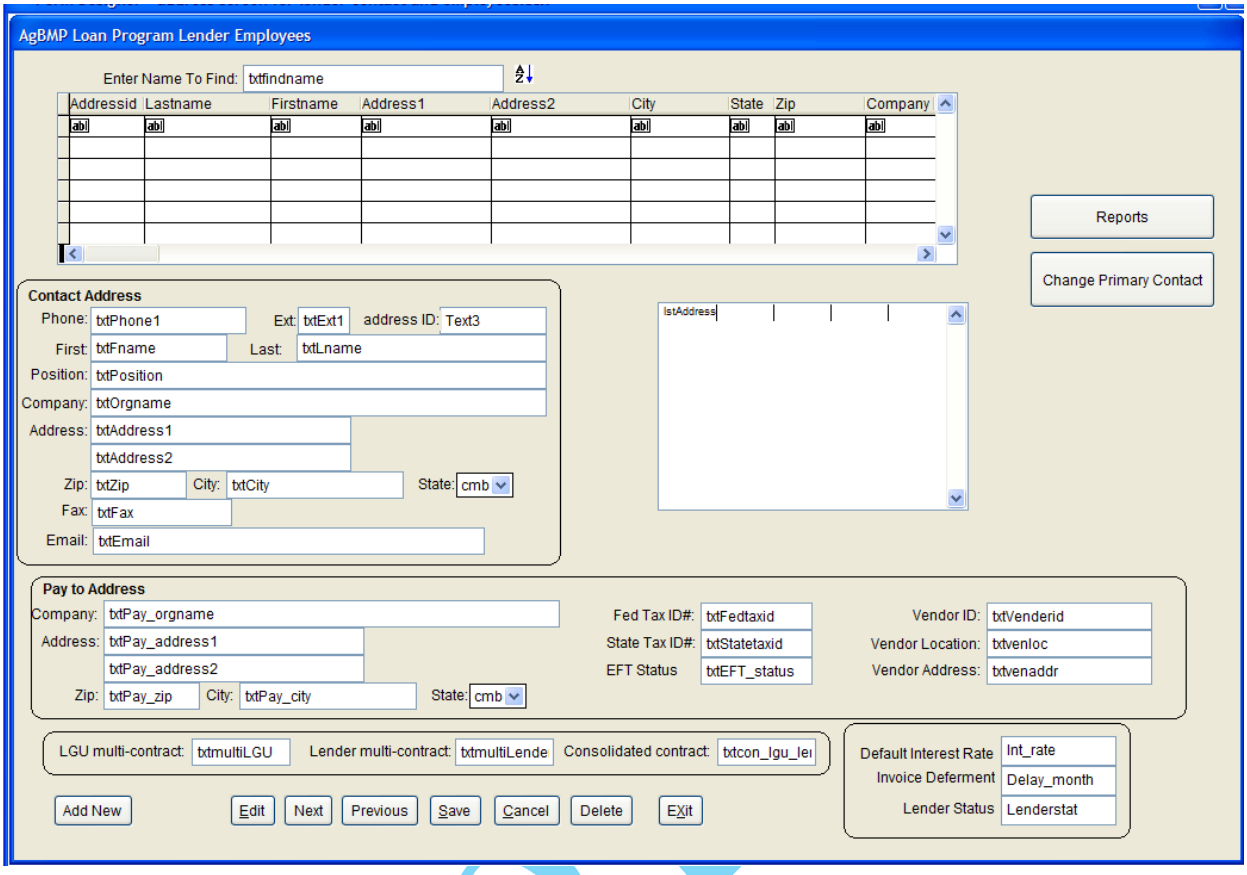
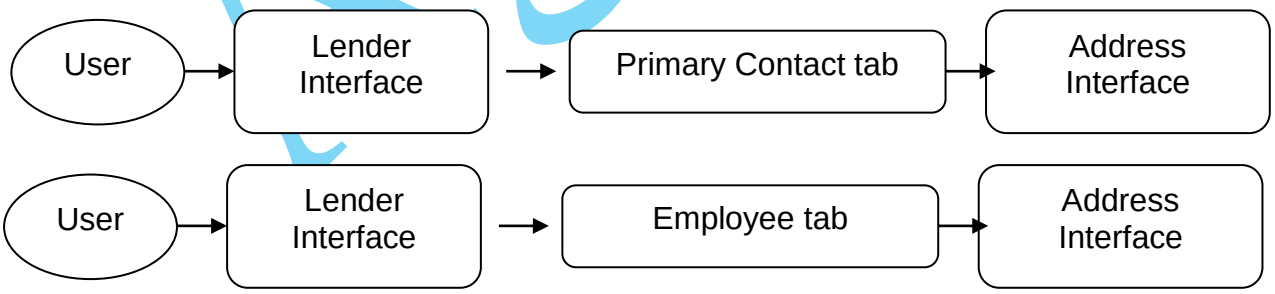
10.20 Lender Address Interface for Primary Contact & Employee Contact Information

Figure 10.22. Lender's Address Interface for Primary Contact & Employee Contact Information.



10.20.1 User: Lender

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



10.20.3 Functional Requirements for Lender's Address Interface for Primary Contact & Employee Contract Information.

Ref#	Client	Requirement	A	B	C	N
LenC1.1	Lender	**Primary Contact**: The system shall **recognize the user as a Primary Contact** for a particular Lender, based on the correct Log-In credentials entered by the User. **Employee Contact:** The system shall **recognize the user as an Employee Contact** for a				

		particular Lender, based on the correct Log-In credentials entered by the User.				
LenC1.4	Lender	System shall recognize the Primary Contact based on the **Address ID** which Links to the **Lender Id.** ---------- System shall recognize the Employee Contact based on the **Address ID** which Links to the **Lender Id in the LenderEmployee file.**				
LenC1.5	Lender	**Log-In credentials shall be associated with the Lender Id and the Address Id;** this security structure shall be recognized by the system.				
LenC1.6	Lender	Execution of the 'Address' tab shall navigate the Lender/User to the Address Interface.				
LenC1.7	Lender	This Address Interface shall have the same data fields and features as in the Current Address Interface (see..), only fields shall now be pre-populated with the **Primary Contact Person's** information. a. All fields shall now be pre-populated with the **Primary Contact Person's** information, and shall be visible once the Lender/User opens the Address Interface.				
LenC1.9	Lender	The navigational flow for this pre- populated Address screen shall be from the **'Address' tab on Lender's Primary Interface.**				
LenC1.10	Lender	**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 populated entry with the existing database to find a match. a. It shall be a **Progressive search field**. b. It **shall be sortable in nature** i.e. the User shall be **able to change the search criteria**, by **double clicking on any column entry in the Database table**				
LenC1.11	Lender	**Database table**: 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. a. This table shall have the same Column fields as existent in the Current System (see Fig.). b. This table shall only list the records of the employees in the database that are associated with that particular Lender Unit. c. The table shall **not show the entire Database**, **instead** just the **records of all the Employee Contacts** for that particular Lender, **along with the record of Primary Contact Person**. d. System shall be able to **filter these records on the basis of Lender Id and the Address Ids mapping that Lender Id.** e. Information displayed here shall be tabular representation of all the information populated in the fields given below (discussed below). f. It shall be a **Scrollable Construct Table**. g. This table shall display all the information that is available in the Address File in the Database. h. The functions and Interface of this table in the new program shall be similar to the old program. i. The table shall be synchronized with the search functionality of the fields given below (discussed below) j. **Selected Data row** in this table, shall display pertaining information in the data fields given below respectively.				
LenC1.12	Lender	**Contact Address**: It lists out data field features that display the Contact information of the record selected from the Database table. 1. **Primary Contact**: The fields shall be pre-populated with the Contact information of the				

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		Primary Contact Person, who is accessing the interface. a. The information in the data fields under the **Contact Address section of the Address interface** shall change according to the record selected from the Database table (given above). **Primary:** a.1 The **Primary Contact** person shall be provided with the Security rights to be able to edit any information in any of the data fields under the **Contact Address section of the Address Interface (post execution of the 'Edit' tab)**. a.2 The **Primary Contact/User shall be** able to edit other employee's contact information, associated with that particular Lender & listed in the database table. **Employee:** b.1 The **Employee Contact** person shall be provided with the Security rights to be able to edit any of their own information in any of the data fields under the **Contact Address section of the Address Interface**. (Described below). b.2 The **Employee Contact/User shall not** be able to edit other employee's contact information, associated with that particular Lender & listed in the database table.				
LenC1.13	Lender	**Phone**: Displays **Contact #** of a record: (Data type: Integer) **Primary:** 1. System shall **allow the Primary Contact/User to Edit or View his/her Contact#** or **the Contact # of any Employee** associated with that particular Lender & is displayed as record in the Database table. 1. This field shall be pre-populated with the **Primary Contact Person's** Phone #, and shall be visible once the User/Primary Contact opens the Address Interface. **Employee**: 1. System shall **allow the Employee Contact/User to Edit or View his/her Contact# just View the Contact# of any other Employee** associated with that particular Lender & is displayed as record in the Database table. ---------- a. It shall have a **Progressive Search Functionality** to it, which shall look for **matching record if any** in the Address File in the Database. b. This field shall be pre-populated with the **Primary Contact Person's** Phone #, and shall be visible once the User/Primary Contact opens the Address Interface. c. This field shall be a dynamic field i.e.; it shall change the Phone# of the Contact Person (set as default) to any record selected from the table above. d. This information shall be retrieved from the **Child table linking the Address file in the database.**				
LenC1.14	Lender	**Ext.**: Displays **Extension#** of an Entity: (Data type: Integer) **Primary:** a. It shall **allow the Primary Contact/User to Edit or View his/her Ext#** or **the Contact # of any Employee** associated with that particular Lender & is displayed as record in the Database table **EMPLOYEE:**				

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		a. . It shall **allow the Employee Contact/User to Edit or View his/her Ext# just View the Ext# of any other Employee** associated with that particular Lender & is displayed as record in the Database table.				
LenC1.15	Lender	**Address ID**: Displays the **Unique ID** of any record generated in the Address File (Data Type: Integer) **Primary:** 1. The **Address ID** field shall be visible but disabled for the **Primary Contact person.** 2. This field shall be pre-populated with the **Primary Contact Person's** Address ID, and shall be visible once the User/Primary Contact opens the Address Interface. **Employee:** 1. The **Address ID** field shall be visible but disabled for the **Employee Contact person.** ---------- a. This field shall be a dynamic field i.e.; it shall change the **Address Id** of the Contact Person (set as default) to any record selected from the table above. d**.** None of the User(s): **Primary/Employee Contact cannot edit** this field for him/herself or for other Employees associated with that particular Lender. d. Editing any information by the User shall not change the Address ID. e. This information shall be retrieved from the Child table linking the Address file in the database (discussed later in the document).				
LenC1.16	Lender	**First Name:** Displays the **First name** of an entity: (Data type: Characters) **Primary**: 1.. System shall **allow the Primary Contact/User to Edit or View his/her First Name** or **the First Name of any Employee** associated with that particular Lender & is displayed as record in the Database table 2. This field shall be pre-populated with the **Primary Contact Person's First Name**, and shall be visible once the User/Primary Contact opens the Address Interface. **Employee**: 1. System shall **allow the Employee Contact/User to Edit or View his/her First Name just View the First Name of any other Employee** associated with that particular Lender & is displayed as record in the Database table ---------- a. It shall have a **Progressive Search Functionality** to it, which shall look for **matching record** in the Database. b. This field shall be pre-populated with the **Contact Person's First Name**, and shall be visible once the User opens the Address Interface. c. This field shall be a dynamic field i.e., it **shall change the First Name of the Contact Person: Primary/Employee (set as default) to any record selected from the table above.** d. This information shall be retrieved from the **Child table linking the Address file in the database (discussed later in the document)** e. In case of the **Primary or Employee** Contact Person editing some information, the Current program allows the system to **Auto-Correct/Spell check** a nick name or wrongly fed data in this field, by retrieving correct name information from a Database file named **Nick Name** f.1**. The system matches the entered information in this field with a similar entry in the**				

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		Nick Name file in the database and if found it auto fills the Full First Name pertaining to the matched entry. f.2 The **New System shall have the same** functionality to it.				
LenC1.17	Lender	**Last Name**: Displays the **Last name** of an entity: (Data type: Characters) **Primary:** 1. System shall **allow the Primary Contact/User to Edit or View his/her Last Name** or **the Last Name of any Employee** associated with that particular Lender & is displayed as record in the Database table 2. This field shall be pre-populated with the **Primary Contact Person's Last Name**, and shall be visible once the User/Primary Contact opens the Address Interface. **Employee:** 1. System shall **allow the Employee Contact/User to Edit or View his/her Last Name just View the Last Name of any other Employee** associated with that particular Lender & is displayed as record in the Database table ---------- a. It shall have a **Progressive Search Functionality** to it, which shall look for **matching record** in the Database. b. This field shall be a dynamic field i.e., it **shall change the Last Name of the Contact Person: Primary/Employee (set as default) to any record selected from the table above.** e. This information shall be retrieved from the **Child table linking the Address file in the database (discussed later in the document)** f. It shall be a **Mandatory (*)** field for the User to fill in, if being edited				
LenC1.18	Lender	**Position**: Displays the **Position (work designation)** of an entity if exists (Data type: Character) **Primary:** 1. System shall **allow the Primary Contact/User to Edit or View his/her Position** or **the Position of any Employee** associated with that particular Lender & is displayed as record in the Database table 2. This field shall be pre-populated with the **Primary Contact Person's Position**, and shall be visible once the User/Primary Contact opens the Address Interface. **Employee:** 1. System shall **allow the Employee Contact/User to Edit or View his/her Position** or **just View the Position of any other Employee** associated with that particular Lender & is displayed as record in the Database table ---------- a. This field shall be a dynamic field i.e., it **shall change the Position of the Contact Person: Primary/Employee (set as default) to any record selected from the table above.** b. This information shall be retrieved from the **Child table linking the Address file in the database (discussed later in the document)** c. It shall be an optional field for the User to fill in, if being edited				
LenC1.19	Lender	**Company:** Displays the **Company(work)** of an entity if exists (Data type: Characters) **Primary:** 1. System shall **allow the Primary Contact/User to Edit or View the Company** name information for all the **Employees associated with the Lender** i.e. the **particular Lender**				

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		Name/Branch Name & is displayed as record in the Database table 2. This field shall be pre-populated with the **Primary Contact Person's Company**, and shall be visible once the User/Primary Contact opens the Address Interface. **Employee:** 1. System shall **allow the Employee Contact/User to Edit or View the Company** name information for him/herself or **just View the Company Information of any other Employee associated with the Lender** i.e. the **particular Lender Name/Branch Name** & is displayed as record in the Database table **----------** c. This field shall be a dynamic field, it **shall change the Company of the Contact Person Primary/Employee (set as default) to any record selected from the table above.** d. This information shall be retrieved from the **Child table linking the Address file in the database (discussed later in the document)** e. It shall be an optional field for the User to fill in, if being edited				
LenC1.20	Lender	**Address:** Displays the **Address** of an entity. It has an additional field:**Address-2** (Data type: Characters) **Position:** 1. System shall **allow the Primary Contact/User to Edit or View his/her Address** or **the Address of any Employee** i.e. the **particular Lender/Branch** & is displayed as record in the Database table 1.a **Address-2 shall be an additional address field, like any other standard address field feature for PO Box description or Long Address compatibility.** 2**.** This field shall be pre-populated with the **Primary Contact Person's Address**, and shall be visible once the User/Primary Contact opens the Address Interface **Employee:** **1. System shall allow the Employee Contact/User to Edit or View his/her Address or just View the Address of any Employee i.e. the particular Lender/Branch & is displayed as record in the Database table** 1.a **Address-2 shall be an additional address field, like any other standard address field feature for PO Box description or Long Address compatibility.** **----------** a. This field shall be a dynamic field i.e., it **shall change the Address of the Contact Person: Primary/Employee (set as default) to any record selected from the table above.** b. This information shall be retrieved from the **Child table linking the Address file in the database (discussed later in the document)** c**.** The Current program allows the system **and shall be in** the **New System as well**, to **Auto-Correct** any **Address or PO Box description** fed in this field, by retrieving correct Address & PO Box information from a Database file named **Postal Records file** d.1 The system **matches** the entered information in fields with a **similar Address & PO Box** format in the **Postal Records file** in the database and if found it auto corrects the **Address to the pertaining to the matched entry** according to the **State Postal Laws.** d.2 **PO Box entry shall always be made in the Address-2 field**. It is a **Mandatory (*)** requirement, if editing. f. It shall be an optional field for the User to fill in, if being edited				

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LenC1.21	Lender	**Zip**: Displays the **Zip code** of the pertaining address entity: (Data type: Integer) **Primary:** 1. System shall **allow the Primary Contact/User to Edit or View his/her Zip** or just View **the Zip of any Employee** i.e. the **particular Lender/Branch** & is displayed as record in the Database table 2.This field shall be pre-populated with the **Primary Contact Person's Zip code**, and shall be visible once the User opens the Address Interface **Employee:** 1. System shall **allow the Employee Contact/User to Edit or View his/her Zip** or **just View the Zip of any Employee** i.e. the **particular Lender/Branch** & is displayed as record in the Database table **----------** a. This field shall be a dynamic field i.e, it **shall change the Zip code of the Contact Person: Primary/Employee (set as default) to any record selected from the table above.** b. It 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 information for **City & State** adjacent to the matched Zip Code is retrievable from the **Zip Phone file** in the database. h. It shall be an optional field for the User to fill in, if being edited				
LenC1.22	Lender	**City**: Displays the **City** of the pertaining address entity: (Data type: Character) **Primary:** 1. System shall **allow the Primary Contact/User to Edit or View his/her City** or **the City of any Employee** i.e. the **particular Lender/Branch** & is displayed as record in the Database table. 2. This field shall be pre-populated with the **Primary Contact Person's City**, and shall be visible once the User/Primary Contact opens the Address Interface **Employee**: 1. System shall **allow the Employee Contact/User to Edit or View his/her City** or **just View the City of any Employee** i.e. the **particular Lender/Branch** & is displayed as record in the Database table. ---------- a. This field shall be a dynamic field i.e, it **shall change the City of the Contact Person: Primary/Employee (set as default) to any record selected from the table above** b. It shall have a **Progressive Search Functionality** to it, which shall look for **matching record** in the Database file **Zip Phone**				

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		c. Similar Matched results shall be displayed in a **search based drop-down** format for every progressing Integer entered, till the exact City record has been matched from the **Zip Phone File** in the database d. System shall **auto-fill** the matched City 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 Character data type f. System shall **auto fill** the **Zip** & the **State** field, after the exact match for the City has been populated in the **City Field**. g. The information for **Zip & State** adjacent to the matched Zip Code is retrievable from the **Zip Phone file** in the database. f. It shall be an optional field for the User to fill in, if being edited.				
LenC1.23	Lender	**State:** Displays the **State (Address)** of the pertaining address entity: (Data type: Character) **Primary**: 1. System shall **allow the Primary Contact/User to Edit or View his/her State** or **the State of any Employee** i.e. the **particular Lender/Branch** & is displayed as record in the Database table 2. This field shall be pre-populated with the **Primary Contact Person's State**, and shall be visible once the User/Primary Contact opens the Address Interface **Employee:** **1. System shall allow the Employee Contact/User to Edit or View his/her State or just View the State of any Employee i.e. the particular Lender/Branch & is displayed as record in the Database table** **----------** a. This field shall be a dynamic field i.e, it **shall change the State of the Contact Person: Primary/Employee (set as default) to any record selected from the table above** b. **State** field shall have a **Drop-Down scroll** feature c. The **Drop-Down scroll State field** shall have the updated list of all the States in the Country, with the feature of selecting any one of them based on the user's requirement. d. System shall allow the user to Select or View the **State** of any entity either in the database or currently being fed. e. **State** field shall have an **Auto-Fill** feature. f. 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. g. The information for the **State field** adjacent to the matched Zip Code & City is retrievable from the **Zip Phone file** in the database h. It shall be an optional field for the User to fill in, if being edited				
LenC1.24	Lender	**Pay to Address:** This **section of the Address Interface** lists out the Address information for the particular Lender (signed-in the system), where the Loan Amount is disbursed to, from the State of Minnesota. a. **Company**: System shall **allow the Primary/ Employee Contactto just View the Company** name information, where the Loan Amount gets disbursed from the State of Minnesota. b. This field shall be visible to the **Primary/Employee Contact** but shall be disabled, i.e. **Lender Users** shall not have security rights to edit any of the information in this field. c. Information in this field is **linked to the Vendor ID** (discussed later), which is currently				

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		stored in the Address File. d. The **Vendor ID** provides the Company Name (Lender) which is displayed in the Pay-to-Address-**Company data field**. e. In the new system, this information shall be stored in the Child Table to the Address file (see database requirements) f. This Child table shall be mapped to the Address file based on the Lender Unit Id, currently the Pay-to-Address information is linked to the Primary Contact (Address ID) (see database requirements) g. It shall be a Constant/un-editable field, i.e. **it shall not be changed based on selections made from the database table (given above) on the Address Interface.**				
LenC1.25	Lender	**Address**: System shall **allow the Primary/Employee Contact to just View the** Lender **Address (Branch)** information, where the Loan Amount gets disbursed from the State of Minnesota. a. This field shall be visible to the **Primary/Employee Contact** but shall be disabled, i.e. **Lender Users** shall not have security rights to edit any of the information in this field. b. Information in this field is linked to the **Vendor Location** (discussed later), which is currently stored in the Address File. c. The **Vendor Location** provides the **Branch Address** (Lender) which is displayed in the Pay-to-Address-**Address data field**. d. In the new system, this information shall be stored in the Child Table to the Address file (see database requirements) e. This Child table shall be mapped to the Address file based on the Lender Unit Id, currently the Pay-to-Address information is linked to the Primary Contact (Address ID) (see database requirements) f. It shall be a Constant/un-editable field, i.e. **it shall not be changed based on selections made from the database table (given above) on the Address Interface**				
LenC1.26	Lender	**Zip**: System shall **allow the Primary/Employee Contact to just View the** Lender Address-**ZIP (Branch)** information, where the Loan Amount gets disbursed from the State of Minnesota. a. This field shall be visible to the **Primary/Employee Contact** but shall be disabled, i.e. **Lender Users** shall not have security rights to edit any of the information in this field. b. Information in this field is linked to the **Vendor Location** (discussed later), which is currently stored in the Address File. c. The **Vendor Location** provides the **Branch Address** (Lender) which is displayed in the Pay-to-Address-**Address data field** d. In the new system, this information shall be stored in the Child Table to the Address file (see database requirements) e. This Child table shall be mapped to the Address file based on the Lender Unit Id, currently the Pay-to-Address information is linked to the Primary Contact (Address ID) (see database requirements) f. It shall be a Constant/un-editable field, i.e. **it shall not be changed based on selections made from the database table (given above) on the Address Interface**				
LenC1.27	Lender	**City**: System shall **allow the Primary/Employee Contact to just View the** Lender Address-**City (Branch)** information, where the Loan Amount gets disbursed from the State of Minnesota a. This field shall be visible to the **Primary/Employee Contact** but shall be disabled, i.e. **Lender Users** shall not have security rights to edit any of the information in this field.				

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		b. Information in this field is linked to the **Vendor Location** (discussed later), which is currently stored in the Address File. c. The **Vendor Location** provides the **Branch Address** (Lender) which is displayed in the Pay-to-Address-**Address data field** d. In the new system, this information shall be stored in the Child Table to the Address file (see database requirements) e. This Child table shall be mapped to the Address file based on the Lender Unit Id, currently the Pay-to-Address information is linked to the Primary Contact (Address ID) (see database requirements) f. It shall be a Constant/un-editable field, i.e. **it shall not be changed based on selections made from the database table (given above) on the Address Interface**				
LenC1.28	Lender	**State:** System shall **allow the Primary/Employee Contact to just View the** Lender Address-**State (Branch)** information, where the Loan Amount gets disbursed from the State of Minnesota a. **State** field shall have a **Drop-Down scroll** feature, and shall have the list of all **States in the Country**. b. This field shall be visible to the **Primary/Employee Contact** but shall be disabled, i.e. **Lender Users** shall not have security rights to edit any of the information in this field. c. Information in this field is linked to the **Vendor Location** (discussed later), which is currently stored in the Address File. d. The **Vendor Location** provides the **Branch Address** (Lender) which is displayed in the Pay-to-Address-**Address data field** e. In the new system, this information shall be stored in the Child Table to the Address file (see database requirements) f. This Child table shall be mapped to the Address file based on the Lender Unit Id, currently the Pay-to-Address information is linked to the Primary Contact (Address ID) (see database requirements) g. It shall be a Constant/un-editable field, i.e. **it shall not be changed based on selections made from the database table (given above) on the Address Interface**				
LenC1.29	Lender	**Fax:** Displays the **Fax# information** of the pertaining address entity: (Data type: Integer) **Primary:** 1. System shall **allow the Primary Contact/User to Edit or View his/her Fax#** or **the Fax# of any Employee** i.e. the **particular Lender/Branch** & is displayed as record in the Database table 2. This field shall be pre-populated with the **Primary Contact Person's Fax#**, and shall be visible once the User/Primary Contact opens the Address Interface **Employee:** 1. System shall **allow the Employee Contact/User to Edit or View his/her Fax#** or **just View the Fax# of any Employee** i.e. the **particular Lender/Branch** & is displayed as record in the Database table ---------- a. **Shall be in the Contact Address section of the Address Interface, i.e. shall be moved from the current location and shall be placed in the Contact Address section along with other fields.** b. This field shall be a dynamic field i.e, it shall change the Fax# of the Contact				

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		Person: Primary/Employee (set as default) to any record selected from the table above c. This information shall be retrieved from the **Child table linking the Address file in the database (discussed later in the document)** d. It shall be an optional field for the User to fill in, if being edited				
LenC1.30	Lender	**Email:** Displays the **Email Address** of the pertaining address entity: (Data type: Characters) **Primary:** 1. System shall **allow the Primary Contact/User to Edit or View his/her Email** or **the Email of any Employee** i.e. the **particular Lender/Branch** & is displayed as record in the Database table 2. This field shall be pre-populated with the **Primary Contact Person's Email,** and shall be visible once the User/Primary Contact opens the Address Interface **Employee:** 1. System shall allow the Employee Contact/User to Edit or View his/her Email or just View the Email of any Employee i.e. the particular Lender/Branch & is displayed as record in the Database table ---------- a**. Shall be in the Contact Address section of the Address Interface, i.e. shall be moved from the current location and shall be placed in the Contact Address section along with other fields** b. This field shall be a dynamic field i.e, it **shall change the Fax# of the Contact Person: Primary/Employee (set as default) to any record selected from the table above** c. This information shall be retrieved from the **Child table linking the Address file in the database (discussed later in the document)** **d.** The system shall only retrieve the E-mail information of the person selected. e. **It shall not display the e-mail information of other Contact People for the particular LGU/Lender Unit, under the E-mail tab field of the person selected. (see DB.1.3, DB.1.4, DB.1.5 for database specifications).** f. It shall be a **Mandatory (*) field** for the User to fill in.				
LenC1.31	Lender	**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. a. This **field shall be visible to the Primary/Employee Contact but shall be disabled**, i.e. **Lender Users** shall not have security rights to edit any of the information in this field. b. . The **Fed Tax Id#** provides the Lender information which is displayed in the Pay-to-Address-**Address data field** c**.** This field shall be pre-populated, and shall be visible once the User/Lender opens the Address Interface d. In the new system, this information shall be stored in the Child Table to the Address file (see database requirements) e. It shall be a Constant/un-editable field, i.e. **it shall not be changed based on selections made from the database table (given above) on the Address Interface**				
LenC1.32	Lender	**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				

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		a. This **field shall be visible to the Primary/Employee Contact but shall be disabled**, i.e. **Lender Users** shall not have security rights to edit any of the information in this field. b. The **State Tax Id#** provides the Lender information which is displayed in the Pay-to-Address-**Address data field** c. This field shall be pre-populated, and shall be visible once the User/Lender opens the Address Interface d. In the new system, this information shall be stored in the Child Table to the Address file (see database requirements) e. It shall be a Constant/un-editable field, i.e. **it shall not be changed based on selections made from the database table (given above) on the Address Interface**				
LenC1.33	Lender	**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 a. This **field shall be visible to the Primary/Employee Contact but shall be disabled**, i.e. **Lender Users** shall not have security rights to edit any of the information in this field. b**.** The **Vendor ID** provides the Lender information (**Company Information**) which is displayed in the Pay-to-Address-**Address data field** c**.** This field shall be pre-populated, and shall be visible once the User/Lender opens the Address Interface d**.** It shall be a Constant/un-editable field, i.e. **it shall not be changed based on selections made from the database table (given above) on the Address Interface.**				
LenC1.34	Lender	**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 a**.** This **field shall be visible to the Primary/Employee Contact but shall be disabled**, i.e. **Lender Users** shall not have security rights to edit any of the information in this field. b**.** The **Vendor Location** provides the Lender information :**Branch Address, Zip, City & State** which is displayed in the Pay-to-Address-**Address data field** c**.** This field shall be pre-populated, and shall be visible once the User/Lender opens the Address Interface **d.** It shall be a Constant/un-editable field, i.e. **it shall not be changed based on selections made from the database table (given above) on the Address Interface.** **e. The system shall recognize the User as a Lenders, based on the Log-In credentials and shall recognize the security rights based on the User.**				
LenC1.35	Lender	**LGU multi-contract:** It's a contract number assigned to a particular Local Government Unit. a. It **shall be hidden** when a **Primary/Employee Contact** (Lender) **is viewing or editing information on the Address Interface. (discussed later)** **b. The system shall recognize the User as a Lenders, based on the Log-In credentials and shall recognize the security rights based on the User.**				
LenC1.36	Lender	**Lender multi-contract**: It's a contract number assigned to a particular Lender a. This **field shall be visible to the Primary/Employee Contact but shall be disabled**, i.e. **Lender Users** shall not have security rights to edit any of the information in this field b. This field shall be pre-populated, and shall be visible once the User/Lender opens the Address Interface c. **Lender multi-contract is mapped to the Address file** currently; in the new system, the database structure shall be such, that it maps the Lender multi-contract to the Lender ID				

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		(discussed in the database requirements) d. **The system shall recognize the User as a Lenders, based on the Log-In credentials and shall recognize the security rights based on the User.**				
LenC1.37	Lender	**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 existent, however their records are in the database. **Currently:** a. The **Consolidated contracts** have **LenderContract ID & UnitContract Id** (currently in Unit Lender File in the database) **as the same**. b. There are **two forms of Loans**, provided by the ,MDA 1. **Normal 1- Year Loan (existent pre-2006 & post 2006)** : **repayment** from Lender's side to MDA starts **after 1 year of issuing of the Loan** by MDA. 2. **10 –Year Loan (existent only pre-2006): repayment** from Lender's side to MDA starts **after 10 year of issuing** of the Loan by MDA c. **Until 2006 same, LenderContract Id & UnitContract** Id meant that, the amortization schedule for loans to a particular combination of LGU and Lender was based on a 10 year repayment schedule i.e. the Lender starts repayments to the MDA after 10 years. d. **The Loans with a 10 year schedule have unique Consolidated Contract Id**. These Loans are non-existent any more i.e. MDA does not issue 10 year Loans post 2006; however the amortization schedule is still existent for these loans. e. The other form of Loan, which is the **Normal 1-Year Loan doesn't** have a **Consolidated Contract Id, and the LenderContract Id & the UnitContract Id are different.** **Proposed:** a. The type of amortization schedule (**10-year or 1-Year**) calculation shall not be mapped on the Consolidated Contracts anymore. b. The amortization schedule shall be mapped with the Lender Id and not the **Consolidated Contracts (see database requirements)** c. Consolidated contract information shall be stored as a data record, and shall not link to any amortization schedule (these records shall still be in the system as independent records). d. **This Tab field shall not be visible to a Primary Contact or other Employees from the Lender's perspective as a User.** e. **The system shall recognize the User as a Lenders, based on the Log-In credentials and shall recognize the security rights based on the User.**				
LENC1.37b	Lender	**Default Interest Rate:** The default interest rate as recorded in the LenUnit file shall be displayed. It shall not be editable from this interface.				
LENC1.37c	Lender	**Invoice Deferment:** The default deferment period in months as recorded in the LenUnit file shall be displayed. IT shall not be editable from this interface.				
LENC1.37d	Lender	**Lender Status:** The text description of current status of the lender as recorded in the LenUnit file shall be displayed.				
LenC1.38	Lender	**Old Mm Number:** a. It **shall be removed from the Address Interface for every User Class**				
LenC1.39	Lender	**Add New**: this tab feature allows the user to **Enter New Set of information** in this particular **Address interface**				

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		a. The Primary Contact (only) associated with that particular Lender **shall be able to execute the 'Add New' feature tab** (i.e. it shall be visible and enabled). b**. Any other Employee** from the Lender's office associated with the Program **shall not have the authority to Add a New Employee record to the system.** **c. 'Add New' tab shall be 'visible and disabled' for all other Employees of the** Lender Unit (system shall recognize them based on their log-in credentials). d. Execution of 'Add New' tab by the 'Primary Contact' (from Lender Unit), shall display all fields on the 'Address' interface as blank (for the User to enter new information to it.) e. System shall provide the new contact information (just added) a new Address Id (post the User/Primary Contact has saved it by executing the 'Save' tab). f. **The system shall recognize the User as a Lenders, based on the Log-In credentials and shall recognize the security rights based on the User.**				
LenC1.40	Lender	**Edit**: this tab feature allows the user to **Edit** any **information on** this particular **Address interface**. a. The Primary Contact or any other Employee from the Lender's office associated with the Program **shall have the authority to Edit their contact information in the Editable fields given on the Address Interface.** b. The Primary Contact **shall be able to also Edit, the contract information of any other Employee other than him/herself for that particular associated Lender, by clicking the Edit feature tab.** c**.** The **other Employees** associated with that particular Lender, **can only execute the Edit feature tab, and edit information, which pertains to them (**which shall be pre-populated when a user access the Address Interface- based on their log-in credentials). e. **Rest of the records selected by an Employee/User other than his/her own, from the table shall trigger the Edit tab feature as disabled.** System shall not allow any user other than the Primary Contact to edit any information selected from the table (given above) other than their own. f. This tab shall be **Visible and Enabled for Editing**, for every record selected from the table by the Primary Contact/User. g. **The system shall recognize the User as a Lenders, based on the Log-In credentials and shall recognize the security rights based on the User.**				
LenC1.41	Lender	**Next & Previous: these tab features shall be removed in the New System.**				
LenC1.42	Lender	**Duplicate**: this tab feature allows the user to **Duplicate Entered information:** **a.** This field **shall be removed** in the new system.				
LenC1.43	Lender	**Reports Utility:** Prints out the reports pertaining to Loan information **(discussed reports interface, given below)** **a.** Shall be renamed as **Reports**				
LenC1.43	Lender	**Back:** **a. This shall be a new tab on the Address Interface.** **b. Execution of this tab shall allow the user to navigate back one interface, i.e. user can only navigate to the previous interface post execution of this tab.** **c. For a Lender/User execution of this tab shall navigate the user to the Lender's Primary Interface.** **d. This tab shall be visible and enabled once the User has, either Saved or Canceled the**				

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		current changes on this interface.				
LenC1.44	Lender	**Save:** a. System shall alert the user, to save the current changes before the user attempts to exit the system or go back one interface. b. **Execution of 'Save' tab shall trigger the system to save the current session in the database.** c. 'Save' tab shall be visible and enabled when the user has changed or added information on this interface, post execution of the 'Edit' tab. d. **Execution of the Save tab shall trigger the 'Back' tab to be enabled, the user shall be allowed to execute the back tab once the current information has been saved.**				
LenC1.44	Lender	**Cancel:** a. **Execution of 'Cancel' tab shall trigger the system to abort current session in the database.** b. '**Cancel**' tab shall be visible and enabled when the user has changed or added information on this interface, post execution of the '**Edit**' tab. c. **Execution of the 'cancel' shall abort the current changes and trigger the 'Back' tab to be visible and enabled.**				
LenC1.44	Lender	**Delete:** allows the user to delete any existing information**.** **a. User/Lender/Primary Contact shall have the authority to delete a particular selected record, by executing the 'Delete' tab.** **b.** User/Lender/Primary Contact shall not be allowed to delete the 'Primary Contact' itself and/or 'Authorized Rep.' for that particular Lender, by executing the 'Delete tab'. (**for more req. see: DelLen1.1 to DelLen1.7**)				
LenC1.44	Lender	**Minimize, Maximize & Close Title bar:** a. **Minimize**: execution of this tab, on the title bar, shall minimize the screen. b. **Maximize**: execution of this tab, on the title bar shall maximize the screen. c. **Close**: Execution of this tab shall trigger the system to close the program, for the User. c.1 **Execution** of '**Close'** tab on the Address Interface, **shall trigger a pop-up interface (alert message) for the User to either save or cancel any current changes made to the interface.** **Message: 'Do you wish to Save before exiting'** **Execution of the 'Save' tab by the User/Lender on this pop-up interface shall trigger the system to save the information** **Execution of 'Cancel' tab by the User/Lender on this pop-up interface shall trigger the system to close the current interface and exit the program, aborting the current session and any changes made.** c.2 **Unlike Log-out tab**, execution of this tab, **shall not remove the log-in credentials of the user from the temporary memory, so that the system shall navigate the user to the last active session (for that user) once the user enters the program.** **c.2 The system shall not ask the user to enter the log-in credentials, before entering the system, if the user has exited the program by executing the Close tab and not the Log-out**				

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		tab (in previous session).				
DelLen1.1	Lender	**User/Lender/Primary Contact shall select a record from the database table on the Address Interface to execute the delete tab.**				
DelLen1.2	Lender	**System shall run through a number of Checks, post execution of 'Delete' tab and deleting the selected record (based on the results of the Checks):** **Condition 1: If the selected record is an 'Authorized Rep. or Primary Contact' of LGU.** **Condition 2: If the selected record is a 'Primary Contact' for a Lender.** **Condition 3: If there is a Loan attached with the selected record.** **Condition 4: If the selected record is an employee of the LGU** **Condition 5: If the selected record is an employee of the Lender.**				
DelLen1.3	Lender	**Condition 1:** **Execution of 'Delete' tab after selecting a record, shall trigger the system to match the Address Id of that record with the Govunit.Contact and Govtunit.AuthRep IDs in the Govt Unit. File.** **a. 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/Lender/Primary Contact to delete the record.** **b. System shall display a pop-up message if the above condition is true:** **Message: 'Cannot delete selected record'** **c. Execution of 'Ok' tab shall bring the User back to the previous session.**				
DelLen1.4	Lender	**Condition 2:** **If the above mentioned Condition 1 is 'False', then system shall match the Address ID of that record with the Lender.Contact (ID) in the Lenderunit.file.** **a. If the system finds a match of the Address Id with the Lender.Contact ID, then system shall not allow the User/Lender/Primary Contact to delete the record.** **b. System shall display a pop-up message if the above condition is true:** **Message: 'Cannot delete selected record'** **c. Execution of 'Ok' tab shall bring the User back to the previous session**				
DelLen1.5	Lender	**Condition 3:** **If the above mentioned Condition 3 is 'False', then system shall match the Address ID of that record with the Borrower Id in the Loan file.** **a. If system finds a match, then system shall match that particular Address ID in the Govemployee file and Lenemployee file: Condition 4 & 5** **b. If condition 4 and/or 5 , true then the system shall remove the selected record from the Govemployee file and/or Lenemployee file (if the record exists in both), but shall not remove it from the Loan file.** **c. Removal of the selected record's Address Id from the Govemployee and/or Lenemployee file, shall remove the record from the Address file, and also from the list of records for that particular Lender, on the Address Interface.**				
DelLen1.6	Lender	**Execution of the 'delete' tab by the User/Lender/Primary Contact on the Address Interface** **a. Shall not allow the User/Lender/Primary Contact to delete the Primary Contact and or Authorized Rep. record from this navigational flow.** **b. Shall not delete the record from the Loan file, if there is a loan attached to that**				

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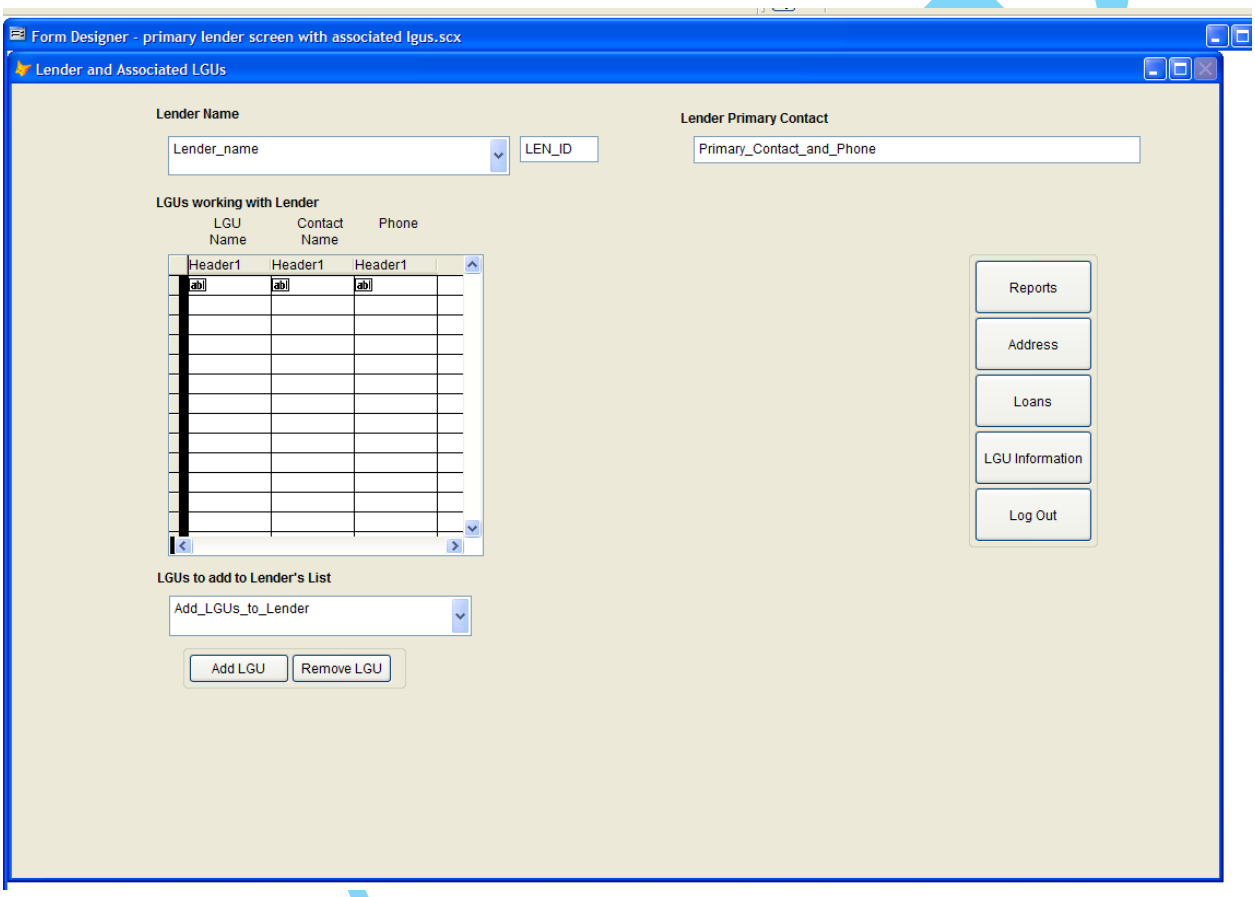
		particular record. **c. Shall delete the record from the Govemployee file and/or Lenemployee file, which shall remove the record from the list of records in the database table on the Address Interface, however shall not remove it from the entire database.** **d. Conditions 1 to 5 shall be followed after execution of the 'delete' tab by the User/Lender/Primary Contact on the Address Interface.**				
DelLen1.7	Lender	**System shall navigate the user back to the previous successful session, after the system has followed the steps to delete a record (post execution of the 'delete' tab).**				

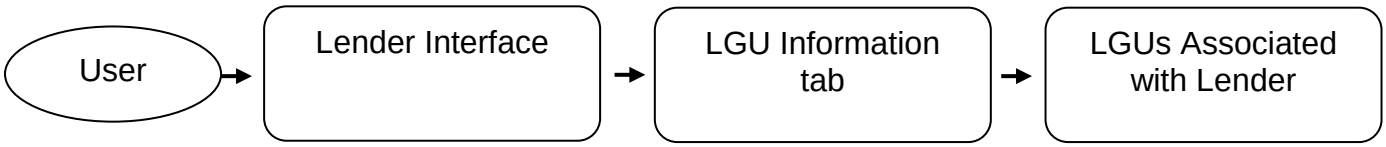
10.21 Lender List of Associated LGUs (Use Case 16)

Figure 10.23. LGUs Associated with Lender as Viewed by Lender.



10.21.1 User: Lender

10.21.2 Navigational Flow LGUs Associated with Lender as Viewed by Lender:



10.21.3 Functional Requirements LGUs Associated with Lender as Viewed by Lender

Ref#	Client	Requirement	A	B	N	C

LGPLen1.1	Lender	**Lender/User** shall be able to navigate to Local Government Unit's Primary Interface, with the execution of '**LGU Information**' tab on it's own Primary Interface.				
LGPLen1.2	Lender	**Lender/User** shall be allowed to navigate to the LGU's Primary Interface, post selection of a particular LGU from the list of LGU Name, on Lender's Primary Interface.				
LGPLen1.3	Lender	System shall display an error message (pop-up) if the Lender/User has not selected an LGU from the list and has executed 'LGU Information' tab. Message: **'Please Select an LGU from the List'**				
LGPLen1.4	Lender	**Pop-up message shall have 'Ok'** tab, execution of which by the User/Lender, shall navigate the user back to Lender's Primary Interface (to select an LGU)				
LGPLen1.5	Lender	System shall display an error message (pop-up) if the Lender/User selects more than one LGU from the LGU Name list, and **executes 'LGU Information'** tab. Message: **'Multiple Selections not allowed'**				
LGPLen1.6	Lender	**Pop-up message shall have 'Ok'** tab, execution of which by the User/Lender, shall navigate the user back to Lender's Primary Interface (to select only one LGU)				
LGPLen1.7	Lender	**User/Lender**, shall be able to navigate to LGU Primary Interface, after the above given conditions are satisfied (see req. LGPLen1.3 to LGPLen1.6)				
LGPLen1.8	Lender	System shall be able to provide the User with respective Security Rights, based on their Log-in credentials.				
LGPLen1.9	Lender	**Organization Name:** on the Primary Interface of LGU, displays the name of the Local Government Unit, selected by the Lender, to review information about. (data type: Characters) a. **Lender/User shall not have editing rights to this data field on LGU's Primary Interface**. b. It shall show the name the of the Local Government Unit, Lender selected from it's Primary Interface.				
LGPLen1.10	Lender	**Primary Contact:** has a tab, and an adjacent data field, displaying the name of the Primary Contact for the LGU on it's Primary Interface. a. Lender/User shall not have editing rights to the text field adjacent to the '**Primary Contact**' tab on LGU's Interface. b. **This tab shall be 'Visible & Disabled' for the Lender/User on LGU's Primary Interface**.				
LGPLen1.11	Lender	**Authorized Rep.:** has a tab, and an adjacent data field, displaying the name of the Authorized Rep. for the LGU on it's Primary Interface. a. Lender/User shall not have editing rights to this text field adjacent to the 'Authorized Rep.' tab on LGU's Interface. b. **This tab shall be 'Visible & Disabled' for the Lender/User on LGU's Primary Interface**.				
LGPLen1.12	Lender	**Contact Phone#:** data field displays the **office contact phone #** of the Primary Contact, for the LGU. a. **User/LGU shall not have editing rights to this data field on LGU's Primary Interface.**				
LGPLen1.13	Lender	**LGU Id:** field displays the ID for the Local Government Unit (GovUnit_ID) a. This tab shall be hidden for the Lender/User on LGU's Primary Interface.				
LGPLen1.14	Lender	**Find, Next & Previous Buttons:** a. Shall be hidden, for the Lender/User on LGU's Primary Interface.				
LGPLen1.15	Lender	**Reports Utility:** navigates the User to Reports Utility Interface, user can view and/or print reports. a. **This tab shall be renamed as 'Reports'.** b. Execution of this tab shall navigate the Lender/User to 'Reports Utility' interface, where User/Lender can print or view reports pertaining to that				

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		particular LGU.				
LGPLen1.16	Lender	**Address Utility:** navigates the User to Address Interface, user can view and/or print reports. a. **This tab shall be renamed as 'Address'.** b. Execution of this tab shall navigate the Lender/User to 'Address' interface. c. Lender/User can view contact information for the Authorized Rep., Primary Contact and all the Employees associated with the particular LGU. d. Lender/User shall not have editing rights on this Interface, it shall View-Only. e. Execution of this tab by the Lender/User shall always display the Contact information of the Primary Contact, as default, regardless the number of sessions a Lender/User performs on the Interface from LGU's Primary Interface.				
LGPLen1.17	**Lender**	**LGU/Lender Utility:** navigates the User to Lender's Primary Interface. a. It shall be renamed as 'Lender'. b. Execution of this tab by the Lender/User, shall navigate the Lender/User back to it's Primary Interface.				
LGPLen1.18	Lender	**Allocations:** a. This tab shall be hidden for a Lender/User on LGU's Primary Interface.				
LGPLen1.19	Lender	**Loans:** navigates the user to Loan Interface-1. a. Execution of this Tab shall allow the Lender/User to navigate to the Loan Interface-1, to view all the list of Loans; the Lender and that particular LGU are associated with.				
LGPLen1.20	Lender	**Last Allocation/Amendment Date:** a. Shall be hidden on this Interface for the Lender/User.				
LGPLen1.21	Lender	Account Summary Table on the Primary Interface: a. Shall be renamed as '**Proposed Budget'** table. b. See requirements: **LGU1.20 to LGU1.37, for general requirements about this table.** **c. Lender/User shall not have editing rights to this table, they shall be view-only.** **d. All Lender/Users can view the information in this table, for that particular LGU.**				
LGPLen1.22	Lender	**Available Repayments**: a. This is a new field on LGU's Primary Interface See Requirements: LGU1.38, LGU1.39 & LGU1.41 b. **Lender/User shall not have editing rights to this field, they shall be View-Only**				
LGPLen1.23	Lender	**Available Funds:** a. This is a new field on LGU's Primary Interface See Requirements: LGU1.38, LGU1.40 & LGU1.41 b. **Lender/User shall not have editing rights to this field, they shall be View-Only**				
LGPLen1.24	Lender	**Request Budget Change:** a. Shall be a new tab on LGU's Primary Interface. b. Shall be 'Visible but disabled' when Lender/User is on LGU's Primary Interface.				
LGPLen1.25	Lender	**Back:** a. This shall be a new tab on this Interface. b. Execution of this tab shall allow the user to navigate back one interface, i.e. user can only navigate to the previous interface post execution of this tab. c. For a Lender/User execution of this tab shall navigate the user to the				

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		Lender's Primary Interface.				

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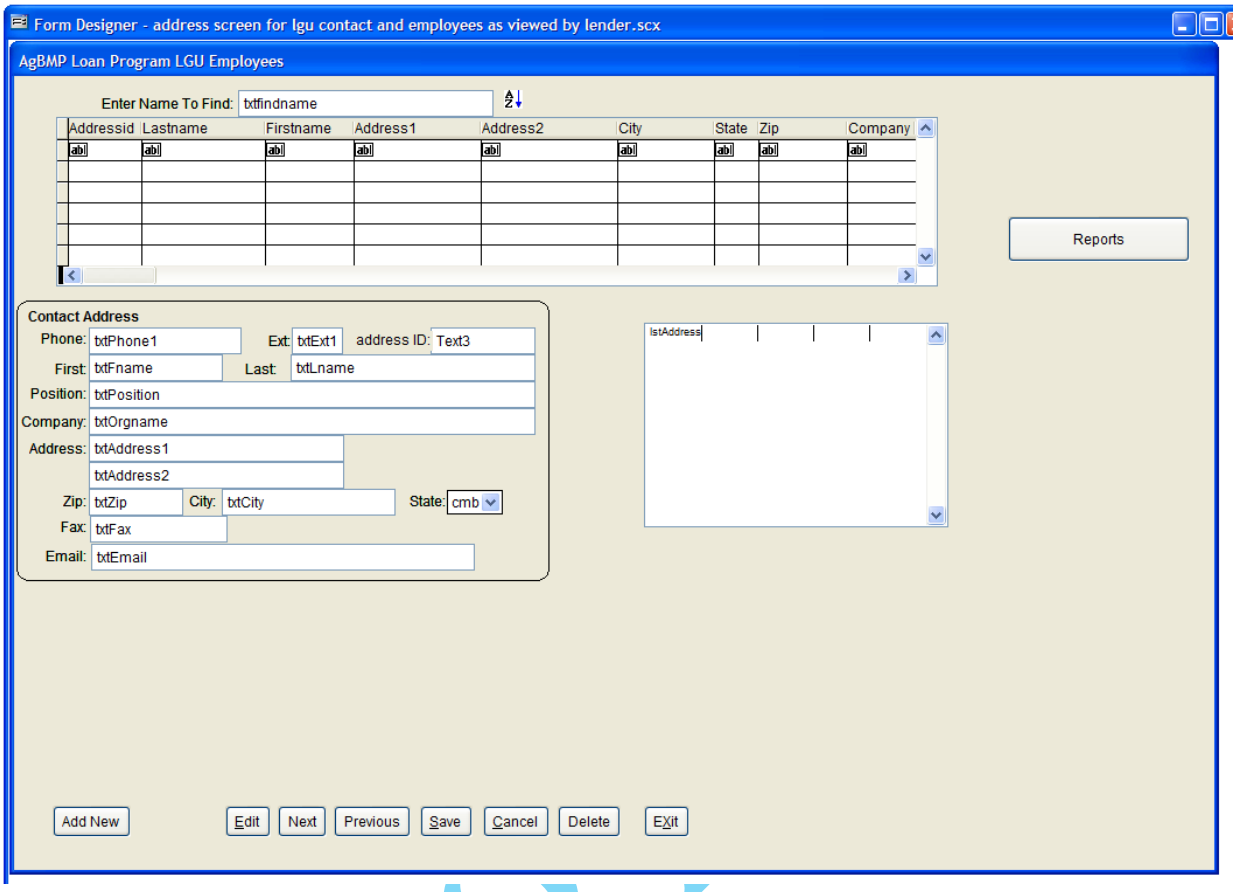
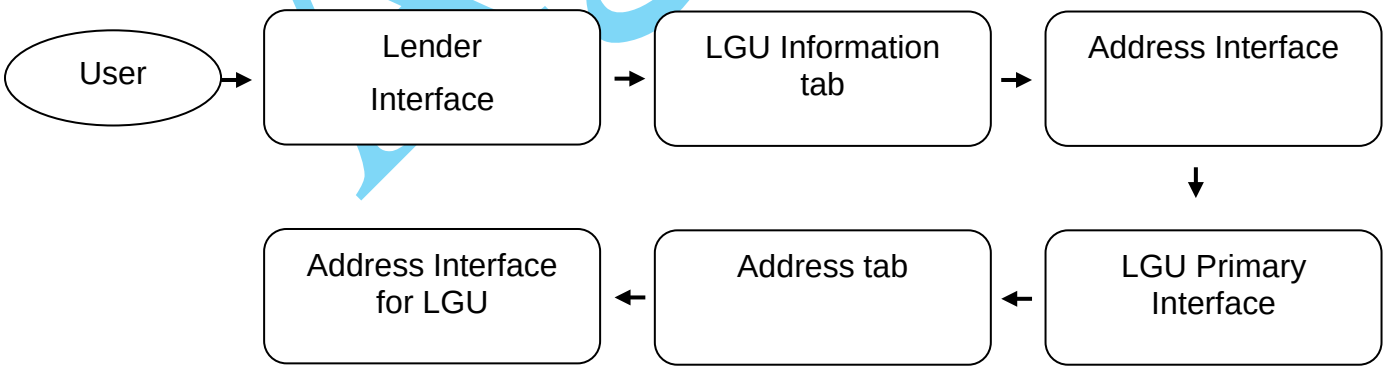
10.22 Lender Address Interface for LGU Information from Lender's Perspective (Use Case 17)

Figure 10.24. Lender's Address Interface for LGU's Address for Employee Contact Information from.



10.22.1 User: Lender

10.22.2 Navigational Flow to Changing/Removing the Authorized Representative



10.22.3 Functional Requirements for Changing or Removing the LGU's Primary Contact from Address Interface

Ref#	Client	Requirements	A	B	N	C

LenLGU1.1	Lender	Lender/User shall be able View-only the Contact information for any selected LGU, associated with it.				
LenLGU1.2	Lender	Lender/User shall be able to select a particular LGU from the LGU name list on Lender's Primary Interface (see Lender Primary Interface requirements)				
LenLGU1.3	Lender	Lender/User shall be able to **navigate to** the **Primary Interface of the LGU**, from Lender's Primary Interface by **executing the LGU information** tab.				
LenLGU1.4	Lender	The information on the Primary Interface for the LGU shall be pre-populated with the information pertaining to that particular Local Government Unit selected by the Lender, from Lender's Primary Interface.				
LenLGU1.5	Lender	**Lender shall only have Viewable rights for** the information pertaining to the LGU, it has selected from the list of LGU's it works with (listed on Lender's Primary Interface)				
LenLGU1.6	Lender	Lender/User shall be able to view the Contact information for the Primary Contact, Employees and the Authorized Rep. by executing the **'Address' tab on LGU's Primary Interface.**				
LenLGU1.7	Lender	**The Contact information in the fields on the Address Interface, shall be pre-populated with the contact information for the Primary Contact Person associated with the particular LGU selected from Lender's Interface.**				
LenLGU1.8	Lender	**'Primary Contact' and 'Authorized Rep.' tab** shall be **Visible and Disabled** for the Lender accessing LGU's Primary Interface.				
LenLGU1.9	Lender	System shall recognize the security rights for a Lender's on the LGU interface, based on the User's (Lender) Log-in credentials.				
LenLGU1.10	Lender	**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 populated entry with the existing database to find a match. a. It shall be a **Progressive search field**. b. It **shall be sortable in nature** i.e. the User shall be **able to change the search criteria**, by **double clicking on any column entry in the Database table**				

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LenLGU1.11	Lender	**Database Table:** 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 a. This table shall have the same Column fields as existent in the Current System (see Fig.). b. This table shall only list the records of the employees in the database that are associated with that particular LGU. c. The table shall **not show the entire Database**, **instead** just the **records of all the Employee Contacts** for that particular LGU, **along with the record of Authorized Representative and the Primary Contact Person**. d. System shall be able to **filter these records on the basis of Govunit Id and the Address Ids mapping that Govunit Id (see database requirements).** e. Information displayed here shall be tabular representation of all the information populated in the fields given below (discussed below). f. It shall be a **Scrollable Construct Table**. g. This table shall display all the information that is available in the Address File in the Database. h. The functions and Interface of this table in the new program shall be similar to the old program. i. The table shall be synchronized with the search functionality of the fields given below (discussed below) j. **Selected Data row** in this table, shall display pertaining information in the data fields given below respectively.				
LenLGU1.12	Lender	**Contact Address**: It lists out data field features that display the Contact information of the record selected from the Database table. a. The information in the data fields under the **Contact Address section of the Address interface** shall change according to the record selected from the Database table (given above). **b.** None of the information populated in the data fields under this section of the Interface are editable by the Lender, they are **View-Only**				
LenLGU1.13	Lender	**Phone**: Displays **Contact #** of a record: (Data type: Integer) *a.* This field shall be a **dynamic field** i.e.; it shall change the **Phone#** of the Contact Person (set as default) to the **record of the LGU** Contact person **(Primary/Authorized or Employee) selected** from the table above b. None of the information populated in this data fields under this section of the Interface is editable by the Lender, it's are **View-Only**				
LenLGU1.14	Lender	**Ext**.: Displays **Extension#** of an Entity: (Data type: Integer) ***a.*** This field shall be a **dynamic field** i.e.; it shall change the **Ext#** of the Contact Person (set as default) to the **record of the LGU** Contact person **(Primary/Authorized or Employee) selected** from the table above b. None of the information populated in this data fields under this section of the Interface is editable by the Lender, it's are **View-Only**				

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LenLGU1.15	Lender	**Address ID**: Displays the **Unique ID** of any record generated in the Address File (Data Type: Integer) a**.** This field shall be a **dynamic field** i.e.; it shall change the **Address ID** of the Contact Person (set as default) to the **record of the LGU** Contact person **(Primary/Authorized or Employee) selected** from the table above b**.** None of the information populated in this data fields under this section of the Interface is editable by the Lender, it's are **View-Only**				
LenLGU1.16	Lender	**First Name:** Displays the **First name** of selected record of that **particular LGU** (from the Database table): (Data type: Characters) a**.** This field shall be a **dynamic field** i.e.; it shall change the **First Name** of the Contact Person (set as default) to the **record of the LGU** Contact person **(Primary/Authorized or Employee) selected** from the table above b**.** None of the information populated in this data fields under this section of the Interface is editable by the Lender, it's are **View-Only**				
LenLGU1.17	Lender	**Last Name:** Displays the **Last name** of selected record of that particular LGU (from the Database table): (Data type: Characters) a**.** This field shall be a **dynamic field** i.e.; it shall change the **Last Name** of the Contact Person (set as default) to the **record of the LGU** Contact person **(Primary/Authorized or Employee) selected** from the table above b. None of the information populated in this data fields under this section of the Interface is editable by the Lender, it's are **View-Only**				
LenLGU1.18	Lender	**Position:** Displays the **Position** of selected record of that particular LGU (from the Database table): (Data type: Characters) a**.** This field shall be a **dynamic field** i.e.; it shall change the **Position** of the Contact Person (set as default) to the **record of the LGU** Contact person **(Primary/Authorized or Employee) selected** from the table above b**.** None of the information populated in this data fields under this section of the Interface is editable by the Lender, it's are **View-Only**				
LenLGU1.19	Lender	**Company:** Displays the **Company** of selected record of that **particular LGU** (from the Database table): (Data type: Characters) a. This field shall be a **dynamic field** i.e.; it shall change the **Company** of the Contact Person (set as default) to the **record of the LGU** Contact person **(Primary/Authorized or Employee) selected** from the table above b. None of the information populated in this data fields under this section of the Interface is editable by the Lender, it's are **View-Only**				
LenLGU1.20	Lender	**Address:** Displays the **Address** of selected record of that **particular LGU.** It has an additional field:**Address-2** (from the Database table): (Data type: Characters) a. This field shall be a **dynamic field** i.e.; it shall change the **Address** of the Contact Person (set as default) to the **record of the LGU** Contact person **(Primary/Authorized or Employee) selected** from the table above b. None of the information populated in this data fields under this section of the Interface is editable by the Lender, it's are **View-Only**				

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LenLGU1.21	Lender	**ZIP:** Displays the **ZIP** of selected record of that **particular LGU** (from the Database table): (Data type: Characters) a. This field shall be a **dynamic field** i.e.; it shall change the **ZIP** of the Contact Person (set as default) to the **record of the LGU** Contact person **(Primary/Authorized or Employee) selected** from the table above b. None of the information populated in this data fields under this section of the Interface is editable by the Lender, it's are **View-Only**				
LenLGU1.22	Lender	**City:** Displays the **City** of selected record of that **particular LGU** (from the Database table): (Data type: Characters) a. This field shall be a **dynamic field** i.e.; it shall change the **City** of the Contact Person (set as default) to the **record of the LGU** Contact person **(Primary/Authorized or Employee) selected** from the table above b. None of the information populated in this data fields under this section of the Interface is editable by the Lender, it's are **View-Only**				
LenLGU1.23	Lender	**State:** Displays the **State** of selected record of that **particular LGU** (from the Database table): (Data type: Characters) a. This field shall be a **dynamic field** i.e.; it shall change the **State** of the Contact Person (set as default) to the **record of the LGU** Contact person **(Primary/Authorized or Employee) selected** from the table above b**.** None of the information populated in this data fields under this section of the Interface is editable by the Lender, it's are **View-Only**				
LenLGU1.24	Lender	**Pay to Address:** a. **Company**: this field under the **Pay to Address shall be hidden** when a Lender is viewing LGU information on LGU's Address Interface. b. **Address**: this field under the **Pay to Address shall be hidden** when a Lender is viewing LGU information on LGU's Address Interface. c. **Zip:** this field under the **Pay to Address shall be hidden** when a Lender is viewing LGU information on LGU's Address Interface d. **City:** this field under the **Pay to Address shall be hidden** when a Lender is viewing LGU information on LGU's Address Interface e. **State**: this field under the **Pay to Address shall be hidden** when a Lender is viewing LGU information on LGU's Address Interface				
LenLGU1.25	Lender	**Fax:** Displays the **Fax#** of selected record of that **particular LGU** (from the Database table): (Data type: Characters) **a.** This field shall be a **dynamic field** i.e.; it shall change the **Fax#** of the Contact Person (set as default) to the **record of the LGU** Contact person **(Primary/Authorized or Employee) selected** from the table above b. None of the information populated in this data fields under this section of the Interface is editable by the Lender, it's are **View-Only** ***c.* Shall be in the Contact Address section of the Address Interface, i.e. shall be moved from the current location and shall be placed in the Contact Address section along with other fields.**				
LenLGU1.26	Lender	**E-mail:** Displays the **E-mail** of selected record of that **particular LGU** (from the Database table): (Data type: Characters) a. This field shall be a **dynamic field** i.e.; it shall change the **Fax#** of the Contact Person (set as default) to the **record of the LGU** Contact person **(Primary/Authorized or Employee) selected** from the table above b. None of the information populated in this data fields under this section of				

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		the Interface is editable by the Lender, it's are **View-Only** **c. Shall be in the Contact Address section of the Address Interface, i.e. shall be moved from the current location and shall be placed in the Contact Address section along with other fields.**				
LenLGU1.27	Lender	**Fed Tax Id#:** this field **shall be hidden** when a Lender is viewing LGU information on LGU's Address Interface.				
LenLGU1.28	Lender	**State Tax ID#*:*** this field **shall be hidden** when a Lender is viewing LGU information on LGU's Address Interface.				
LenLGU1.29	Lender	**Vendor ID*:*** this field **shall be hidden** when a Lender is viewing LGU information on LGU's Address Interface.				
LenLGU1.30	Lender	**Vendor Location*:*** this field **shall be hidden** when a Lender is viewing LGU information on LGU's Address Interface.				
LenLGU1.31	Lender	**LGU multi-contract*:*** this field **shall be hidden** when a Lender is viewing LGU information on LGU's Address Interface.				
LenLGU1.32	Lender	**Lender multi-contract:** this field **shall be hidden** when a Lender is viewing LGU information on LGU's Address Interface				
LenLGU1.33	Lender	**LGU-Lender Consolidated Contract:** this field **shall be hidden** when a Lender is viewing LGU information on LGU's Address Interface				
LenLGU1.34	Lender	**Old Mm Number:** It **shall be removed from the Address Interface for every User Class**				
LenLGU1.35	Lender	**Add New:** this tab feature **shall be hidden and disabled**, when the **Lender is viewing LGU's information** on the Address Interface.				
LenLGU1.36	Lender	**Edit:** this tab feature **shall be hidden and disabled**, when the **Lender is viewing LGU's information** on the Address Interface.				
LenLGU1.37	Lender	**Next & Previous: these tab features shall be removed in the New System**				
LenLGU1.38	Lender	**Duplicate:** This tab feature **shall be removed** in the new system				
LenLGU1.39	Lender	**Delete:** this tab feature **shall be hidden and disabled**, when the **Lender is viewing LGU's information** on the Address Interface.				
LenLGU1.40	Lender	**Save & Cancel:** these tab features **shall be hidden and disabled**, when the **Lender is viewing LGU's information** on the Address Interface.				
LenLGU1.41	Lender	**Reports: see Reports Interface requirements, given below.**				
LenLGU1.42	Lender	**Back:** a. This shall be a new tab on the Address Interface. b. Execution of this tab shall allow the user to navigate back one interface, i.e. user can only navigate to the previous interface post execution of this tab. c. For an Lender/User execution of this tab shall navigate the user to the Lender's Primary Interface. d. This tab shall be visible and enabled at all times. d.1 It shall not be contingent upon the User saving or canceling current information on the Address Interface, when the Lender is viewing LGU's Address information on Address Interface.				

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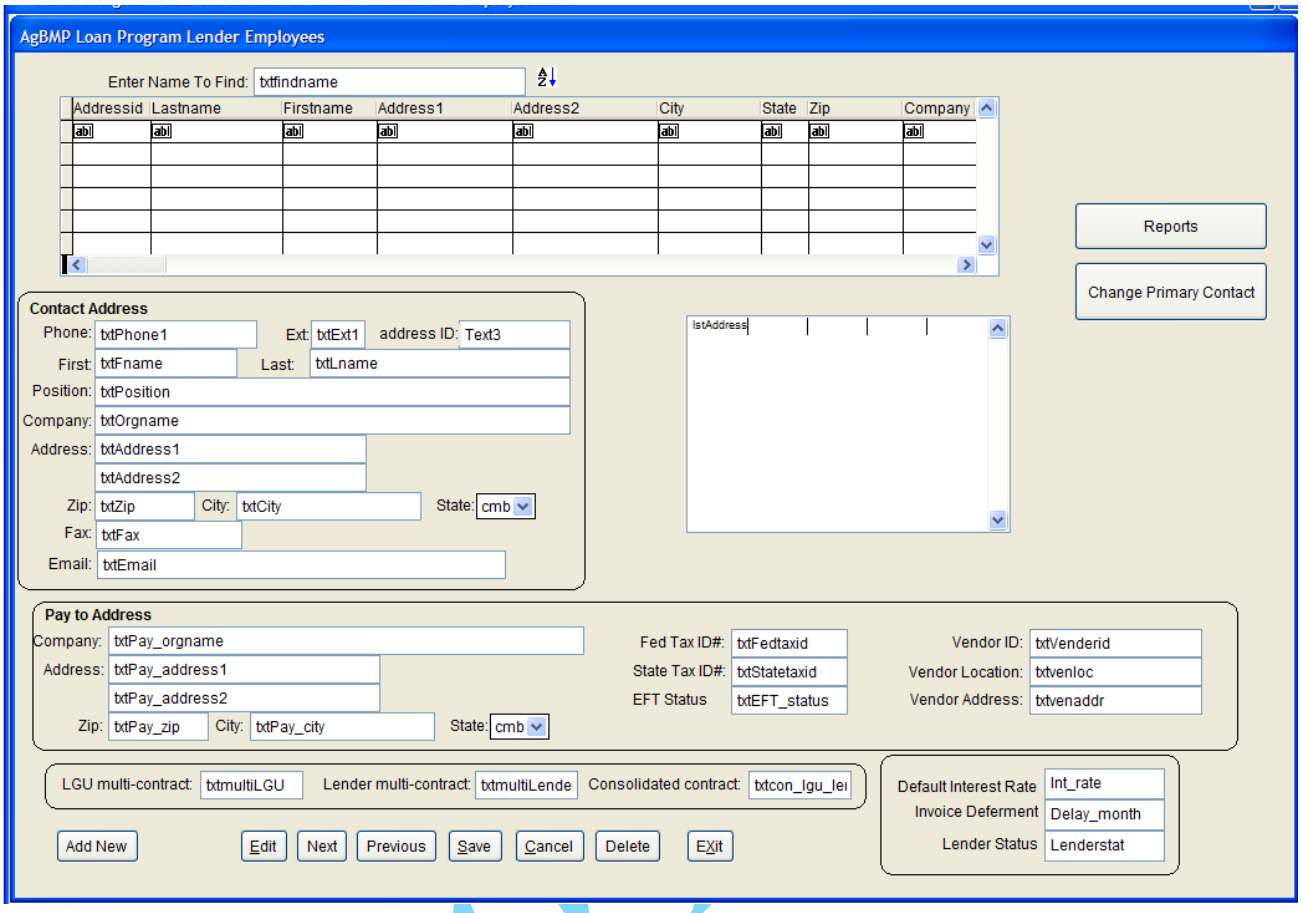
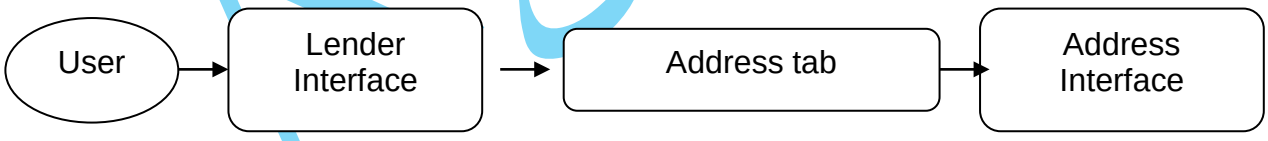
10.23 Lender Changing/Removing Primary Contact Interface (Use Case 18)

Figure 10.25. Lender's Address Interface for Primary Contact & Employee Contact Information.



10.23.1 User: Lender – Lender Primary Contact Only

10.23.2 Navigational Flow to Changing/Removing the Lender's Primary Contact



10.23.3 Functional Requirements for Changing or Removing the Lender's Primary Contact

Ref#	Client	Requirements	A	B	C	N
LenPC1.1	Lender	Primary Contact user shall be able to navigate to the Address Interface by executing the 'Address Button' on Lender's Primary Interface.				
LenPC1.2	Lender	System shall pre-populate all the fields on this interface, with the Primary Contact's (who has logged in) information				
LenPC1.3	Lender	Primary Contact shall have the authority to edit his/her own contact information. Primary Contact shall also have the authority to edit the contact information of all the employees associated with the particular Lender.				

LenPC1.4	Lender	**In the Case where the Primary contact has to request a change for the Primary Contact:**				
LenPC1.5	Lender	**The Primary contact shall execute the 'Change Primary Contact' on the Address Interface for the Lender.** **a. The 'Change Primary Contact' shall be visible and enabled to the Primary Contact at all times.** **b. This tab shall be disabled for all other entries including the scenario.** **c. System shall recognize the user as a Primary Contact and shall accordingly make the 'Change Primary Contact' button enabled at all times for the user.** **d. Execution of the 'Change Primary Contact' tab shall trigger the system to display a pop-up message:** **Message: 'Contact MDA to change Primary Contact'** **Call** **Send E-mail** **Cancel**				
LenPC1.6	Lender	**d. Execution of Call button by the Primary Contact shall trigger the system to display the contact# for the concern MDA employee/user** **e. Execution of Send E-mail shall trigger the system to send an e-mail from the Primary Contact's e-mail browser with a pre-defined format requesting a change in Primary Contact, to the MDA employee.** **f. Execution of the Cancel tab shall abort the current session and shall navigate the user back to the Address Interface.**				

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10.24 Lender Loan Interface -1 - Existing/Approved Loans (Use Case 19)

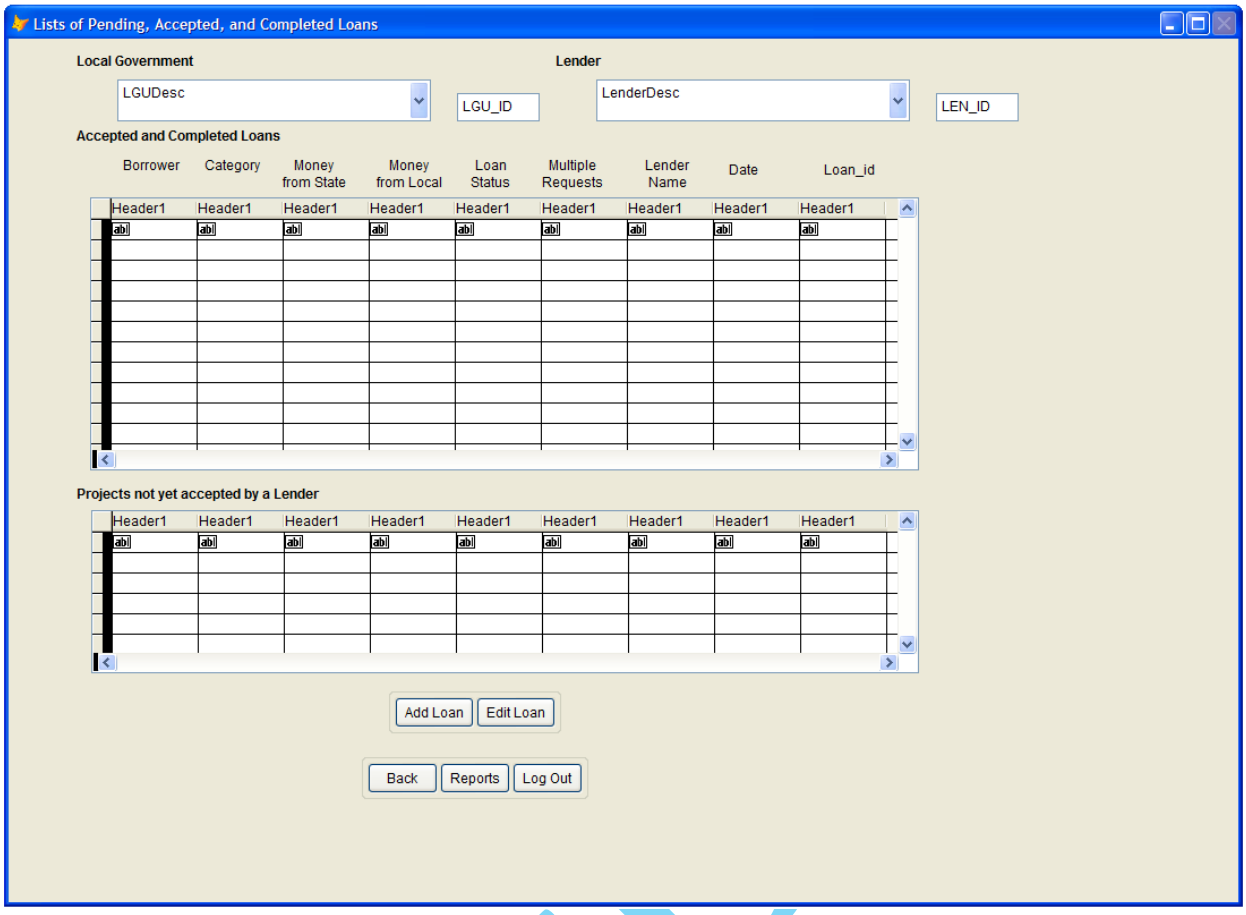
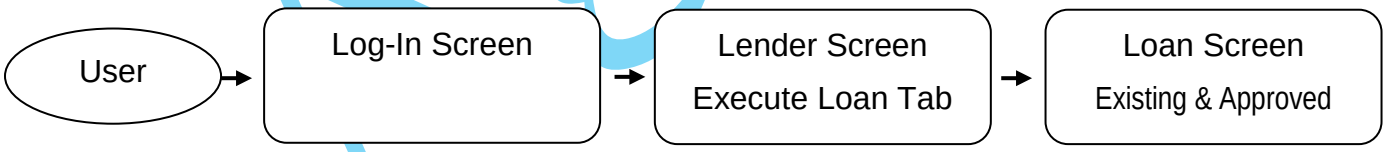


Figure 10.26. Lender Loan Interface-1 - Existing and Approved Loans.

10.24.1 Users: Lender

10.24.2 Navigational Flow to Lender Loan Interface-1 - Existing and Approved Loans



10.24.3 Functional Requirements for Lender Loan Interface-1 - Existing and Approved Loans

Ref #	Client	Requirement	A	B	C	N
LLI.1.1	Lender	When an LGU adds a new loan, the system shall synchronize the new loan information to every Lender; the particular LGU is associated with.				
LLI.1.2	Lender	The system shall update the new loan information, for every lender through the unique Lender IDs, that particular LGU is associated with its LGU ID.				
LLI.1.3	Lender	The LGU approved loans and lender accepted loans shall be visible to all the associated lenders on their interfaces in theAccepted Loan List respectively.(see				

		LLI.1) (All loans LGU approved but not yet accepted by a lender is shown in Pending Loan List.)				
LLI.1.4	Lender	The system shall not assign a Unit Lender ID, for the new loan unless one of the Lender has accepted the Loan application.				
LLI.1.5	Lender	After the Lender's acceptance of the loan, the system shall assign a Unit Lender ID, based on the LGU id & the Lender id who accepted that particular loan.				
LLI.1.6	Lender	The Unit Lender ID shall be retrieved from the Loan File (database file),				
LLI.1.7	Lender	After a loan has been approved by the LGU, a Loan ID shall be generated, and shall be stored in the Loan File in the Database.				
LLI.1.8	Lender	Approval of Loan by Lender shall populate the Lender Acceptance Date Field. (see req. LLI.2.18)				
LLI.1.9	Lender	Acceptance of Loan by Lender, shall assign a Unit Lender ID to the Loan, and shall transfer the Loan information from general Pending List to the Existing Loan list for that particular Lender and LGU.				
LLI.1.10	Lender	Information about loans accepted by one lender shall not be deleted, but rather hidden from all other Lenders. It however shall now be visible as Existing loan information to only that particular Lender who has accepted the loan.				
LLI.1.11	Lender	The new Loan Application in the 'Existing' list can be edited after selection, similar to the already Existing Loans. (see…..for Edit Loan information)				
LLI.1.12	Lender	Removal of the Loan from the Lender, shall trigger the removal of the Unit Lender ID assigned to that particular Loan and shall also trigger the removal of Approval date of the loan				
LLI.1.13	Lender	Removal of the Approval date from the Loan Information file shall make the Loan visible to all the Lenders again with a Pending Status and will be shown in the Pending loan list.				
LLI.1.14	Lender	The previously hidden Loan Information for that particular loan shall be now visible again to all the Lenders associated with the particular LGU.				
LLI.1.15	Lender	The system shall follow the same process, as followed previously if a new Lender decides to approve the Loan for the same borrower.				
LLI.1.16	Lender	The Loan Information table shall have two set of information to it. Pending Loans & Existing/Approved Loans				
LLI.1.17	Lender	Lender shall be able to access the List of Loans Interface, by executing the Loans Tab on its Primary Interface.				
LLI.1.18	Lender	The system shall have a default setting, to show all the List of Loans for the particular Lender, who has requested for it by executing the Loans tab feature.				
LLI.1.19	Lender	The User/Lender however shall also have the option of Selecting one or Multiple LGU/LGU from List of LGUs displayed on the Lender screen for that particular Lender.				
LLI.1.20	Lender	The system shall then display the List of Loans, for the Lender only for the LGU(s) selected from the List. The selected LGU(s) will be selected in the Local Government tab. The Lender may select alternate Local Governments in the Local Government tab and the Existing Loan information will be updated accordingly.				
LLI.1.21	Lender	The system shall allow Multiple Selections only when the Control Tab on the Keyboard has been pressed until the selection process has been completed.				
LLI.1.22	Lender	The User/Lender shall be able to De-Select any entry from the List, by just clicking				

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		on it.				
LLI.1.23	Lender	The User/Lender shall be able to execute the Loans Tab on it's Primary Interface				
LLI.1.24	Lender	Majority of the Interface Table shall have the Existing loan information for that particular Lender. It shall be a construct table				
LLI.1.25	Lender	The bottom half of the table shall have the Pending loan information, which an LGU has approved, but no lender has accepted it yet. It shall be a construct table.				
LLI.1.25	Lender	Pending Loan information unlike Existing Loan information shall be visible to all the Lenders associated with a particular LGU (who approved the loan) and the Internal Staff. If the Lender changes default selection of all LGUs associated to any other selection of LGUs, the Pending list shall display only pending loans for the selected LGU.				
LLI.1.27	Lender	Lender Name: Field shall display the name of the particular Lender which has logged in the system, using the login credentials. Lenders cannot select and display other lender's loan based on login credentials.				
LLI.1.28	Lender	The Loan Interface shall have a table showing information about the Loans, that particular lender has issued till date.				
LLI.1.29	Lender	Borrower's Name: It shall display the list of all the borrowers who have issued loan(s) with the particular lender in a recent to old order. This data can be retrieved from the Address File in the database. The format shall be LastName, FirstName				
LLI.1.30	Lender	Category: It shall display the Category for which the Loan was issued. (Amongst the list of all Categories)				
LLI.1.31	Lender	Money From the State: It shall display the amount of Loan sent by the State to the particular borrower for the particular category. Retrieved from the Loan file a. For the set of Existing & Pending Loan, this Column Field shall be same.				
LLI.1.32	Lender	Money from Local A/C: It shall display the amount of Loan, the Lender has disbursed to the borrower internally, from the money it already was provided by the State. (only 60 lenders have this a/c).It can be retrieved from the Loan File. a. For Existing Loan, this column field shall be a visible column field for that particular lender, who happens to have money in the Local/Revolving A/C (see Loan file in database). b. However for the Pending Loan i.e. in the absence of a Lender, this column field shall empty/blank. c. It shall update to a Populated field, soon as the Loan shifts from Pending to Existing (for that particular Lender), if the Lender has a Revolving A/C (see Loan file in database).				
LLI.1.33	Lender	Different dates present in the Loan File currently contain dates that are informative of different processes that occur during approval of a Loan. These dates shall be represented as Statuses for each step respectively.				
LLI.1.34	Lender	Status: column field shall be a new addition to the existing table. It shall show the status of the new loan & the existing loan application in the system.				
LLI.1.35	Lender	Status column field shall be a representation of all the Date fields in the Loan File (database file) but it shall be Data (character field) rather than a date field (existent in the old system).				
LLI.1.36	Lender	The Status column shall display a similar status pertaining to the Date that has been updated in the Loan File, that it would retrieve information from.				

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LLI.1.37	Lender	It shall be a Dynamic column field corresponding to every Loan information, which shall keep changing based on the current status of the application				
LLI.1.38	Lender	A loan shall be in the Pending list at the bottom of the table, till its status displays 'Incomplete' and then 'LGU Approved'.				
LLI.1.39	Lender	Following execution of the' Lender Acceptance of Loan' tab (by the Lender) on the Edit Loan Interface (see req.: LenELI.1…) that loan information shall be now listed in the Existing loans table, of the particular lender who has approved/accepted the Loan information.				
LLI.1.40	Lender	Incomplete Status: shall be displayed when the user (LGU) executes the Save tab, but has not yet officially approved it, by executing the LGU Approval tab.				
LLI.1.41	Lender	Incomplete Status: It shall be synchronized to the Entry Date in the Loan File, if Entry date field is not populated the Incomplete Status shall be displayed. (see Add Loan req.)				
LLI.1.42	Lender	LGU Approved Status: shall be displayed when the user (LGU) approves the Loan and executes the LGU Approval tab feature. This shall be the next status after the 'Incomplete' status.				
LLI.1.43	Lender	LGU Approved Status: status shall be synchronized with the Entry Date field in the Loan File, if this date field is populated, the system shall display LGU Approved Status.				
LLI.1.44	Lender	Lender Acceptance Status: shall be displayed when the user (Lender) approves the Loan and executes the Lender Acceptance tab feature. a. This shall be the next status after the 'LGU Approved' status b. This status shall be synchronized with the Lender Acceptance Date field in the Loan File, if this date field is populated, the system shall display Lender Acceptance Status c. The Population of Date field shall be triggered by the assignment of a UnitLender_Id to that particular Loan. d. Assignment of a UnitLender_Id to the particular Loan shall be triggered by the execution of the Lender Acceptance of Loan tab (on the Edit Loan Interface) by the Lender/User. (see req.: LenELI.1….)				
LLI.1.45	Lender	Funds Requested Status: shall be displayed when the user (Lender) approves the multiple funds (requested by the borrower) on the pre-existing Loan and executes the Lender Acceptance tab feature. This shall be the next status after the 'Funds Requested' status				
LLI.1.46	Lender	Funds Requested Status: status shall be synchronized with the Multiple Funds Requested date field in the Loan Req. file, if this date field is populated, the system shall display 'Funds Requested' Status				
LLI.1.47	Lender	AgBMP Approved status: shall be displayed when the user (Internal Staff) approves the Loan and executes the AgBMP Approved tab feature. This shall be the next status after the 'Lender Acceptance' status in case of normal loan application with no multiple requests for funds				
LLI.1.48	Lender	AgBMP Approved Status: shall be the next status after 'Funds Requested' in case if there are multiple funds requested in addition to the primary loan amount.				
LLI.1.49	Lender	AgBMP Approved Status: status shall be synchronized with the AgBMP Processed date field in the Loan file, if this date field is populated, the system shall display 'AgBMP Approved Status				

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LLI.1.50	Lender	AgBMP Paid Status: shall be displayed when the actual loan amount has been disbursed by Internal Staff. This shall be next to the 'AgBMP Approved' status.				
LLI.1.51	Lender	AgBMP Paid Status: status shall be synchronized with the AgBMP Paid date field in the Loan file, if this date field is populated, the system shall display 'AgBMP Paid' Status				
LLI.1.52	Lender	LGU Name: Shall display the name of the particular LGU associated with every loan & borrower's name. This LGU shall be from the list of Counties the Lender works with. Data is retrievable from the Loan File.				
LLI.1.53	Lender	Edit Loan: feature shall allow the Lender to edit the Loan information, it is associated with. a. Execution of this feature shall be active, when the user clicks on a particular loan entry from the Loan information table.				
LLI.1.54	Lender	Reports: feature shall guide the user to the reports interface, where reports pertaining to Lender Loans can be retrieved.				
LLI.1.55	Lender	Back: a. This shall be a new tab on this Interface. b. Execution of this tab shall allow the user to navigate back one interface, i.e. user can only navigate to the previous interface post execution of this tab. c. For a Lender/User execution of this tab shall navigate the user to the Lender's Primary Interface. d. This tab shall be visible and enabled at all times.				

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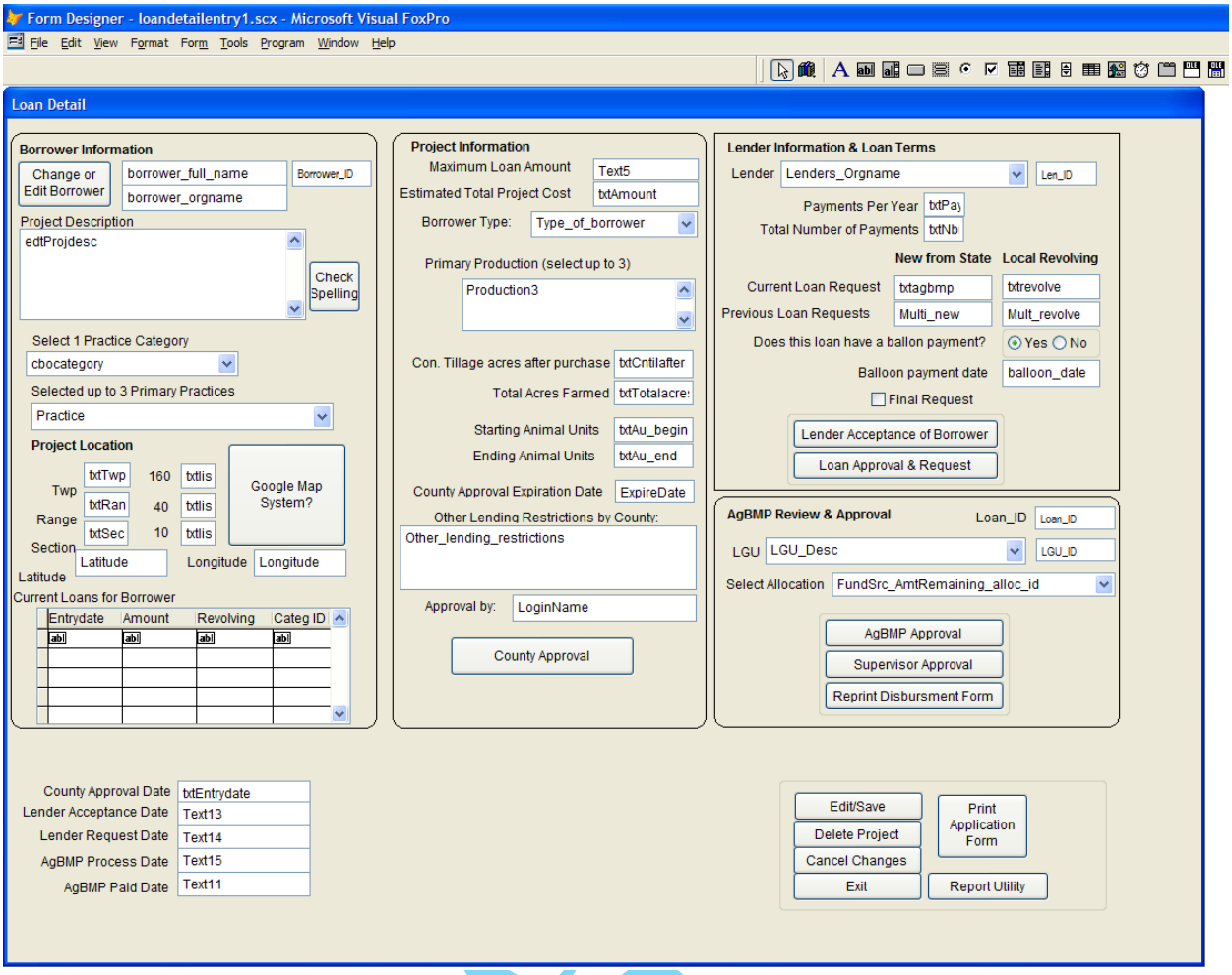
10.25 Lender Edit Loan Interface – Loan Details (Use Case 20)

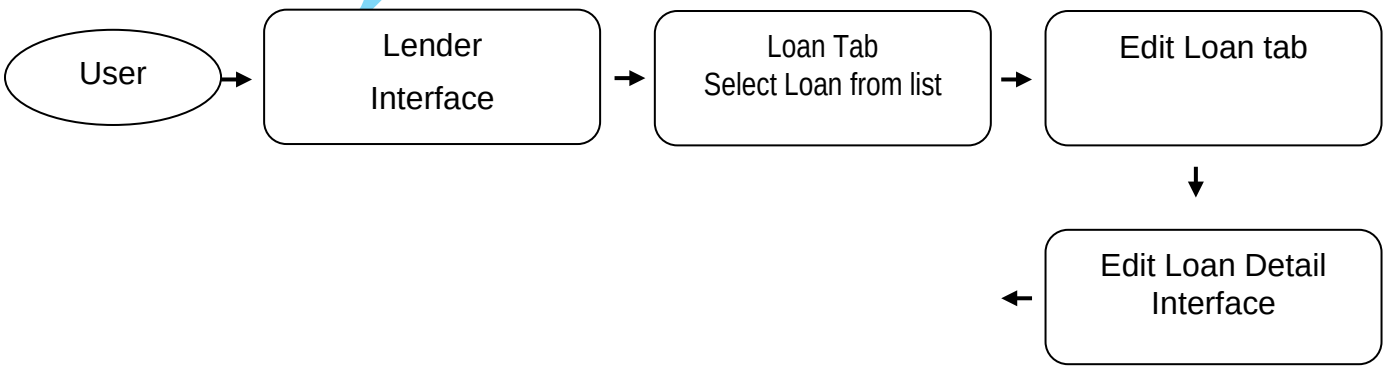
Figure 10.27. Loan Add and Edit Screen - Lender Interface.



10.25.1 User: Lender

(Lenders cannot ADD Loans – only edit existing loans initiated by others.)

10.25.2 Navigational Flow to Lender Edit Loan Interface – Loan Details



10.25.3 Functional Requirements for Lender Edit Loan Interface – Loan Details

Ref#	Client	Requirements	A	B	N	C
LenELI1.1	Lender	The System, shall guide the **Users/Lender to their respective Loan Interface** after they Log in the Program with their Unique ID and Password				
LenELI1.2	Lender	The Loan Interface for the Lender shall have the **Edit Loan tab feature** which shall allow them to **navigate to the Edit Loan Information Interface**.				
LenELI1.3	Lender	Edit Loan Interface for the Lenders shall be the same as the LGU.				
LenELI1.4	Lender	**Lender Users however shall not be able to Edit any information on the Edit Loan Interface, filled in by the LGU**				
LenELI1.5	Lender	**Lenders shall have VIEW-ONLY rights for the information populated by the LGU on the Edit Interface. (LGU Edit loan reqs. See: LELI)**				
LenELI1.6	Lender	Lender Users shall be able to Edit only the field in 'Lender Information & Loan Terms' section of the Edit Loan Interface.				
LenELI1.7	Lender	The Lender User shall be able to edit a loan, only after selecting a Loan record from the List of Loans (Pending/Complete)				
LenELI1.8	Lender	The **Security roles for the Users** (**associated with Lender**) to **Edit a Loan**, shall be **defined by** their respective **Log-In credentials**				
LenELI1.9	Lender	Data fields on the Edit Loan Interface shall be pre-populated with the information associated with the Loan Record selected by the User (on the Add Loan Interface).				
LenELI1.10	Lender	**Payments Per Year:** data fields display the number 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) a. For existing Loans this information shall be retrieved from the **Loan File based on the Loan Id.** b. This field shall be pre-populated when User/Lender opens this Interface post, selection of a Loan record from the Loan Information table. c. For New Loans, Lender shall be able to populate this field.				
LenELI1.11	Lender	**Total Number of Payments:** data field displays the Total Number of Payments that the Borrower has agreed to provide the Lender with, for the entire life of the Loan, according to the Loan Agreement between the Lender and the Borrower. (data type: Integer) a. For existing Loans this information shall be retrieved from the **Loan File based on the Loan Id** b. This field shall be pre-populated when User/Lender opens this Interface post, selection of a Loan record from the Loan Information table. c. For New Loans, Lender shall be able to populate this field				
LenELI1.12	Lender	**Current Loan Request:** **Money Requested from the State:** data field displays the Amount of money requested for the Loan (from the MDA). This amount is decided by the Lender. MDA disburses the Check for the Amount that is populated in this field. (data type: Integer) a. For existing Loans this information shall be retrieved from the **Loan File, based on the Loan Id** b. This amount shall **be less than or equal to (<=)** to the '**Maximum Loan Amount'** c. This field shall be pre-populated when User/Lender opens this Interface post, selection of a Loan record from the Loan Information table.				

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		d. For New Loans, Lender shall be able to populate this field e. **System shall have procedures to calculate the Amortization schedule for the Loan amount entered by the User, in this field.** f. **System shall be triggered to generate an amortization schedule for the Current Loan Request (either multiple or new request), post execution of Loan Approval & Request tab.** g. System shall update this field to zero, after the end of every session performed by the User (Lender) pertaining to that particular Loan Record. h. For a New Loan, this field shall be blank				
LenELI1.13	Lender	**Current Loan Request:** **Money from Locally held Account:** data field displays the Amount of Money, that is or will be paid by the Lender, from their **Revolving Account**. This amount is from the Account that has pre-existing balance in it, as result of early repayments made to the Lender by the Borrower. **(**data type: Integer) a. For existing Loans this information shall be retrieved from the **Loan File, based on the Loan Id. (**see reqs. **LGUC1.31 & LLI.2.17)** b. This amount shall **be less than or equal to (<=)** the '**Maximum Loan Amount'** c. This field shall be pre-populated when User/Lender opens this Interface post, selection of a Loan record from the Loan Information table d. For New Loans, Lender shall be able to populate this field. g. For a New Loan, this field shall be blank h. **This field shall be hidden for the Lenders without the Revolving Accounts.** i. **System shall recognize the Lender/User, with or without Revolving Accounts, based on the Log-in Credentials**.				
LenELI1.14	Lender	**Final Request: In the Proposed system this shall be a Check Box.** a. This shall be a Check Box b. User/Lender can check this box, when the Loan Requested by the Borrower is has a Final Amount (out of the Scope of the System) c. Execution of this Check Box shall trigger a **Pop-Up Message**, asking for the User/Lender's approval. **Message**: '**Is this the Final Request for Funds'** d. **Execution of the 'Ok' tab on this pop-up interface shall trigger the Check Box and perform following steps 'e' to 'l'** e. **Execution of this Check box by the User shall trigger the system to Add (Total) all the data (numbers) in the fields: Money Requested from the State, Money from the Locally Held Account, Previously Requested Funds from the State & Previously Requested Funds from Locally Held Account**. f. The Arithmetic Result of this Total (sum), shall be updated in the '**Maximum Loan Amount**' field (under the Project Information Section). g. 'Maximum Loan Amount' shall update based on the triggering of the Check Box 'Final Request'. h. The System shall store the updated value in the '**Maximum Loan Amount**' field in the Loan file, pertaining to that particular Loan. i. The system shall update the Funds Remaining for that particular LGU, for that particular Practice Category based on the Updated '**Maximum Loan Amount**'. j. **Logical Condition**: **System shall subtract the Total of all the Loan Amounts for a particular Allocation Id, for all the Loans in the Loan File from the Total**				

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		Allocations made. k. System shall **update the Loan Record with the updated 'Maximum Loan Amount' in the Loan file after the Save tab** has been **executed** by the User. l. System shall perform the '**Logical Condition' based on the 'Maximum Loan Amount' updated in the Loan file.** m**. Execution of the 'Cancel' tab on this pop-up interface shall restore the previous session for the User/Lender without triggering the Check Box**.				
LenELI1.15	Lender	**Previous Loan Request:** **Previously Requested Funds from the State:** data field displays the total amount of Funds that the Lender had requested for from the MDA for the Loan, applied by the borrower. a. This field shall display the amount, the Lender requested previously for that particular borrower. b. This information shall be retrieved from the Loans file. c. This field shall display the sum of all the previously requested Loan amounts, from the State. d. System shall update this field (**sum of previously requested amounts**), after the end of every session performed by the User (Lender) pertaining to that particular Loan Record. e. For a New Loan, this field shall be blank, since there shall be no Previously Requested Funds from the State for a New Loan. f. This field shall be populated only for the existing Loan Records in the system. g. **User/Lender shall be able to see a sum of all the previously requested amount for the particular borrower from the State Funds, when Lender selects that particular borrower's record from the Loan table (may be to Add a new request for fund or just for View-only purposes)** h. This amount shall be **less than or equal to (<=)** the '**Maximum Loan Amount**'				
LenELI1.16	Lender	**Previous Loan Request:** **Previously Requested Funds from Locally Held Account:** data field displays the total amount of Funds that the Lender issued to the Borrower (for Loan) from the Locally Held Account**: Revolving Account** (see LenELI.14) **a.** This shall be a **New Field in the Proposed System** on the Edit Loan Interface **(Lender's Perspective).** b. This field shall display the amount, the Lender issued from the Previously held 'Revolving Accounts' (Locally Held Account) c**.** This information shall be retrieved from the Loans file. d. This field shall display the sum of all the previously requested Loan amounts, from the Locally Held Revolving Account by the Lender for the particular Loan Application. e. System shall update this field (**sum of previously requested amounts**), after the 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 shall be no Previously Requested Funds from the State for a New Loan. g**.** This field shall be populated only for the existing Loan Records in the system h. **User/Lender shall be able to see a sum of all the previously requested amount for the particular borrower from the Locally Held Account, when Lender selects that particular borrower's record from the Loan table (may be**				

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		to Add a new request for fund or just for View-only purposes) i. This amount shall be **less than or equal to (<=)** the '**Maximum Loan Amount**'				
LenELI1.16	Lender	**Amortization Schedule:** a. **System shall have procedures to calculate the Amortization schedule for the total Loan amount**: **Current + Previous for both State Paid and Locally held funds.** **a. A new Loan** **b. A Multiple Loan Request.** b. System shall calculate the amortization schedule based on the sum of Current Loan Amount and the Previously issued Loan amount (If any) for the particular Loan request. c. **Execution of Loan Approval & Request button shall trigger the system to generate (calculate) the Amortization schedule for the**				
LenELI1.17	Lender	The Sum of: **Money Requested from State + Money Requested from Locally Held Account shall be <= to the 'Maximum Loan Amount'**				
LenELI1.18	Lender	The Sum of: **Previously Requested Funds from the State + Previously Requested Funds from Locally Held Account shall be <= to the 'Maximum Loan Amount'**				
LenELI1.19	Lender	**The Sum of all four fields shall be <= to the 'Maximum Loan Amount', apart from each of them being Individually <= to the 'Maximum Loan Amount'**				
LenELI1.20	Lender	The **system shall run a check of the Logical Conditions (mentioned above), when** the User/Lender is **populating** the **'Money Requested from the State' & 'Money Requested from Locally Held Account' data fields for a New Loan Application**.				
LenELI1.21	Lender	The system **shall display an Error Message, if** the **populated number** in the data fields: Logical Condition: '**Money Requested from the State' and/or 'Money Requested from Locally Held Account' exceeds** the '**Maximum Loan Amount' number.**				
LenELI1.22	Lender	This **Error Message shall be a Pop-Up message**, which shall be **triggered** by the execution of the '**Lender Acceptance of Loan'** tab. **Message: 'Entered Amount exceeds Maximum Loan Amount'**				
LenELI1.23	Lender	User/Lender shall click or execute 'OK' tab to restore back to the Interface.				
LenELI1.24	Lender	System shall not allow the User/Lender to successfully execute the 'Lender Acceptance of Loan' tab until the number populated in: '**Money Requested from the State' and/or 'Money Requested from Locally Held Account' is <= to the 'Maximum Loan Amount'**				
LenELI1.25	Lender	**Balloon Payment:** a set of **Radio Buttons**, displaying a **'Yes' if the Balloon Payment 'Logical condition' of the Loan is True and 'No' if it is False.** a. **Logical Condition: if the division of 'Total Number of Payments' and 'Payments Per Year' is greater than '10' then the system shall trigger the 'Yes' radio button (on it's own).** **b.** System shall **'Run' the Logical Condition based on** the values populated in the data fields**: 'Total Number of Payments' and 'Payment Per Year'.** **c.** The population of **these fields shall be the triggering even for** the System to 'Run' **the above mentioned 'Logical Condition'.** **d.** System shall recognize **the result of this 'Logical Condition'** which **shall be the triggering event for the radio button to turn 'Yes' or 'No' (**based on the arithmetic result of the logical condition)				

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LenELI1.26	Lender	**Balloon Payment Date:** field displays the Date, **when the Balloon Payment** is due from the Borrower to the Lender. a. For **existing Loans, this information is retrieved from the Loan File**, based on the Loan Id for that particular Loan. b. In the **New System, their shall be a Calendar Feature, to select the date from.** c. User shall be able to select a Date by clicking on the Date for a particular Month and Year. d. System **shall populate the date field, with the day, month and year selected from the Calendar.** e. This calendar **shall display dates for only the next '10 Year & 6 Months'** from Today's date. f. System **shall recognize the Present Date and shall select it on the calendar Interface as default (**but shall not populate it in the date field)**.** g. User shall be able to Navigate through the different dates (up till 10 years and 6 months) from the current date (selected by the system as a default). h. Entered/Populated date in this field shall be in: mm/dd/yyyy format.				
LenELI1.27	Lender	**Lender Acceptance of Loan:** In the New System shall be an execution tab. Execution of this tab shall be mapped with the Status of New Loan (see LLI.2.29, LLI.2.30, LLI.2.31 and LLI.2.33) a. Execution of this tab shall check for the logical condition (see req. LenELI1.22) to be true or false. b. If the condition is False, execution of this tab shall trigger the system to follow steps LenELI.1.23 to LenELI.1.25) c. If the condition is True, execution of this tab shall trigger the system to: c.1 **Assign UnitLender Id**: execution of this tab (if logical condition is true) shall assign the particular New Loan (being edited by the Lender), a UnitLender_Id. (see req. **LLI.2.29**) c.1.a **This UnitLender_Id shall be recognized and retrieved by the system from the Unit Lender File in the Database.** c.1.b The UnitLender_Id (a unique number), shall be a combination of the Local Government Unit, who approved the Loan before the Lender's approval and the Lender who is currently approving the Loan. c.2 **Assign a Date in Loan File**: following the assignment of **UnitLender_Id** to that particular Loan, system shall assign **Present Date (todays' date)** to the '**Acceptance Date field' in the Loan File**. (see req.: LLI.2.29) c.2.a Population of this date field in the Loan File in the database, shall trigger the 'Status' Change for that Loan. c.2.b. Status of the Loan shall now be changed from 'LGU Approval' to 'Lender Acceptance'. c.2.c 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 both the LGU and the Lender on the Loan Interface-1. c.2.d Both the LGU and the Lender associated with this particular Loan shall be able to see the Loan record in their own list of Existing Loans on the **Loan Interface**. (see req.: LLI.2.24)				
LenELI1.28	Lender	**Reject Loan:** In the New System shall be an execution tab. Execution of this tab shall be conditioned based on '**Lender Acceptance of the Loan'**. a. **Lender Acceptance of Loan tab shall be changed to 'Reject Loan' tab, following the execution.**				

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		b. User/Lender shall be able to execute Reject a Loan, **by executing the Reject Loan tab, after the pre-condition of; accepting the Loan has been recognized by the system.** c. User/Lender shall be able to **Reject a Loan** (by executing 'Reject Loan' tab), **until** the Loan has been **approved by the AgBMP Supervisor** (Internal User). d. AgBMP Supervisor/Internal User can approve the Loan by executing the Supervisor Approval tab on the same Edit Loan Interface (see req.:…) e. Execution of the 'Reject Loan' tab by the User/Lender shall be the triggering event for the Removal of the already assigned UnitLender_Id to that Loan from the Loan File. f. Execution of the 'Reject Loan' tab by the User/Lender shall be the triggering event for the Removal of the already assigned Acceptance Date to that Loan from the Loan File. g. Execution of '**Reject Loan'** tab shall be a triggering event for a **Pop-Up message**, which shall alert the User/Lender about the possible rejection of the Loan. Message: '**Do you wish to Reject this Loan**' g.1. **Execution of the 'Ok' tab shall allow the User to Reject that Particular Loan.** g.2. **Execution of the 'Cancel' tab shall navigate the User back to the Edit Loan Interface from the Pop-up interface, without Rejecting the Loan** (& restoring the previous session on the Edit Loan Interface) h. **Following requirements 'e' and 'f'** (given above), the system shall change the status of the Loan from **'Lender Acceptance' to 'LGU Approval'**, and shall remove the Loan record from the list of Loans for that particular Lender. i. 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. j. This Loan shall await a new 'Lender Acceptance'.				
LenELI1.29	Lender	**E-mail Rejection of Loan:** execution of '**Reject Loan'** shall trigger an **e-mail alert to the MDA (Internal) User.** a. Execution of the Reject Loan tab by the User/Lender shall send an E-mail to the Internal Staff of MDA, alerting them about the potential Rejection of Loan, by the Lender, it was assigned to initially. b. The e-mail shall be made from the User/Lender's system using it's mailing program, following the SMTP protocol. (**see req.: LenC1.43 e.2, e.3 and e.4**) c. '**Reject Loan'** shall be visible and enabled until the AgBMP Supervisor has approved it, by executing the Supervisor Approval tab, on the Edit Loan page (see req.:…) d. Execution of 'Supervisor Approval' tab shall be a triggering event, for the system to make the 'Reject Loan' tab 'visible & disabled'.				
LenELI1.30	Lender	**View Document: User shall be able to View the saved Document.** a. **This tab shall be 'Visible' and 'Disabled' until the document (PDF) has been 'Saved' by the User by executing the Save tab on the Pop-up Interface. (see req.: LenELI1.38)** b. **This tab shall be 'Visible' and 'Enabled' for the User to use, after the PDF Document has been saved**. c. **User/Lender shall be able to execute this tab to view the PDF document of the Request Form and bill previously saved and e-mailed to MDA**. d. Execution of this tab shall call for/connect to user's default PDF reader. e. User/Lender shall be able to view all the previously submitted documents, in				

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		a form of **one PDF file.** f. **Since the system shall have only one PDF file pertaining to a Loan in the Database/File system at any given point of time, View Document shall display only that particular file, which is currently stored in the Database.**				
LenELI1.31	Lender	**'Print Hard Copy':** a**.** Execution of 'Print Hard Copy' tab shall trigger the system to connect with the default Printer on the User/Lender's workstation. b. System shall open the Print Dialogue Box for the default Printer on User/Lender's workstation, and allow the User to navigate through, to print the Request Form. c. User shall be able to Print the Request Form with all the pertaining fields 'Printed' on it. d. Following the Successful Printing of the Form, system shall restore the session back to the Edit Loan Interface (parent interface of the Pop-up interface)				
LenELI1.32	Lender	**'Email Request Form'** a. Execution of '**Email Request Form**' tab shall trigger a **Pop-Up Interface.** b. This Pop-Up Interface shall have the following Buttons/fields, for the User to interact with the system: 1. **Scan Bill/Invoice**: execution of this tab shall connect the Program with the default scanner (If any) on the User/Lender's workstation. 1. a 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). 1.b Following the Scanning of the document, the system shall navigate the user back to the Program's Pop-Up Interface (previously active session). 2. **Attach a File**: shall have a **field displaying the Location** of a file **and a 'Browse' tab.** 2.a **System shall automatically search for the Location of the 'Recently' scanned document and select it.** 2.b The location of this selected scanned document shall be displayed in the field adjacent to the 'Browse' tab. 2.c System shall only search and select the most recent scanned document, and display it's location in the location field (next to Browse tab). 2.d User/Lender shall be able to the select the Location of the Scanned Document (bill) manually if they choose so. 2.e System shall over rite, every previously selected scanned document, with the most recent one, either searched and selected by the system itself or the User.				
LenELI1.33	Lender	**Attach:** tab allows attaching the scanned document to the system. a. Execution of this tab shall trigger the system to create a copy of the scanned document. b. Execution of this tab, shall trigger the system to create a **PDF format file**, **attaching the recently copied** (Page-2) **Scanned Document** (executing Attach tab) **and the Request Form (Page-1**), with all the pertaining fields 'Printed' on it. c. System shall not **'Save'** this PDF file, until the '**Save**' (see req.: **LenELI1.38**) function has been executed by the User/Lender.				
LenELI1.34	Lender	**Multiple Request:**				

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		a. In case of Multiple Requests for Funds, User/Lender shall be able to follow the same steps as followed previously. b. System shall create the same PDF file as done previously for a New Loan (discussed above) c. The Request Form shall have the updated fields (entered on the Edit Loan Interface) printed on the new Request Form. d. **However in case of Multiple Requests, the system shall add the previously Saved and E-mailed documents along with the new Request Form and New Bill**. e. **Execution of Attach tab after scanning the New Bill in case of Multiple Request for the same loan, shall trigger the system to combine the Old Request Form (s) and Bill (s) previously saved to the New PDF file created in the Current Session by the User.** f. All the steps following this process shall be the same as previously followed.				
LenELI1.35	Lender	**Preview: User shall be able to Preview the recently generated PDF file, if required.** a. Execution of this tab shall allow the system to call for the PDF file generated (after execution of 'Attach' tab) of the 'Request Form' (page 1) and the 'Scanned Bill'(page 2) b. User shall be able to preview (view-only) the PDF file before saving it on the database. c. The PDF file shall be opened in the default PDF reader on the User/Lender's workstation. d. **In case of Multiple Requests for the Loan, the preview of the PDF file shall now show the combination of all the Request Form (s) and Bill (s) previously requested (combined by the system into one document.) (see req.: LenELI1.35)**				
LenELI1.36	Lender	**Cancel: User shall be able to cancel the current session, if required.** a. Execution of this tab shall trigger the removal of the copy of the PDF file recently generated from the temporary location (it is stored in). b. Execution of this tab shall allow the system to remove the Recently Scanned document from the temporary location (it was stored in the Program Database). c. Execution of this tab shall navigate the user back to the Edit Loan Interface, without saving the PDF file generated, i.e. cancelling the previous active session of the User.				
LenELI1.37	Lender	**Save: User shall be able to Save the PDF file.** a. Execution of this tab shall allow the User to **Save the PDF file** (recently generated) with the **Request Form and the Scanned Document** (Bill/Invoice). b. Execution of this tab shall trigger the system to 'Save' the PDF document in the **Database** as a file with a unique identifier and shall be related with the **Unique 'Loan Id'**. c. **Execution of 'Save' tab shall trigger the system to 'Enable' the 'Send' tab.** d. Successful **Saving** of the document (either BLOB or File System), shall **trigger the system to 'Visible' and 'Enable': 'View Document' (see req.: LenELI1.31)** on the Edit Loan Interface for the User/Lender. e. **In case of Multiple Requests for the Loan, the document to be Saved shall now be the PDF file of the combination of all the Request Form (s) and Bill (s) previously requested (combined by the system into one document.) (see req.: LenELI1.35)**				

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		f. **The File System/Database shall have only one document/attachment pertaining to a Loan at one time**. g. The New PDF document generated by the system, with Multiple Request Form (s) and Bill (s) for the same Loan, along with the previously created document for the New Loan, shall now be the only document stored for that particular Loan in the Database/File System. h. **System shall overwrite the previously created document for the same Loan, with the New document (combination of all Request Forms and Bills for the same Loan).**				
LenELI1.38	Lender	**Send: User shall be able to E-mail the PDF file to MDA Users (see req.: LenC1.43 e.2, e.3 and e.4).** a. **Execution of 'Send' tab on the Pop-Up Interface shall allow the User to E-mail the generated PDF document to the Users (MDA Internal Users), using User/Lender's default E-mail browser, on its workstation.** b. Execution of the 'Send' tab shall allow the system to connect to (call for) the default e-mail browser for the User, and open the '**Compose New Mail Interface**' for that E-mail browser. c. **The System shall locate and populate the default E-mail Address of the receiver: MDA (Internal Users: AgBMP Program)** d. System shall retrieve the E-mail Address of the receiver (MDA) from the Address file in the Database, based on its unique Address Id. e. The E-mail shall be populated, with the default text. f. **The System shall populate the default E-mail Address of the receiver: MDA (Internal Users: AgBMP Program)** g. **The System shall attach the 'Saved' PDF file to the e-mail as an 'Attachment'**. h. E-mail with the 'Attachment' shall be received by the MDA (Internal Users), following the execution of the 'Send' tab on User's default e-mail browse ('**Compose New Mail' interface**). i. System shall exit the E-mail browser for the User and navigate the User back to the Edit Loan Interface.				
LenELI1.39	Lender	**Print Application Form:** a. Execution of this tab shall trigger the system to Print the Application form, with all the fields printed on it. b. 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.				
LenELI1.40	Lender	**Save:** a. System shall alert the user, to save the current changes before the user attempts to exit the system or go back one interface. b. Execution of 'Save' tab shall trigger the system to save the current session in the database. c. 'Save' tab shall be visible and enabled when the user has changed or added information on this interface d. **Execution of the Save tab shall trigger the 'Exit' tab** to be enabled, the user shall be allowed to execute the 'exit' tab once the current information has been saved.				
LenELI1.41	Lender	**Edit:**				

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		a. Execution of this tab, shall allow the user to make changes, to the existing record. b. Edit tab shall be visible and enabled only when the information has been saved by the User.				
LenELI1.42	Lender	**Cancel:** a. Execution of 'Cancel' tab shall trigger the system to abort the current session in the database. b. 'Cancel' tab shall be visible and enabled when the user has changed or added information on this interface. c. Execution of the 'Cancel' tab shall trigger the 'Exit' tab to be enabled; the user shall be allowed to execute the 'Exit' tab once the current information has been saved.				

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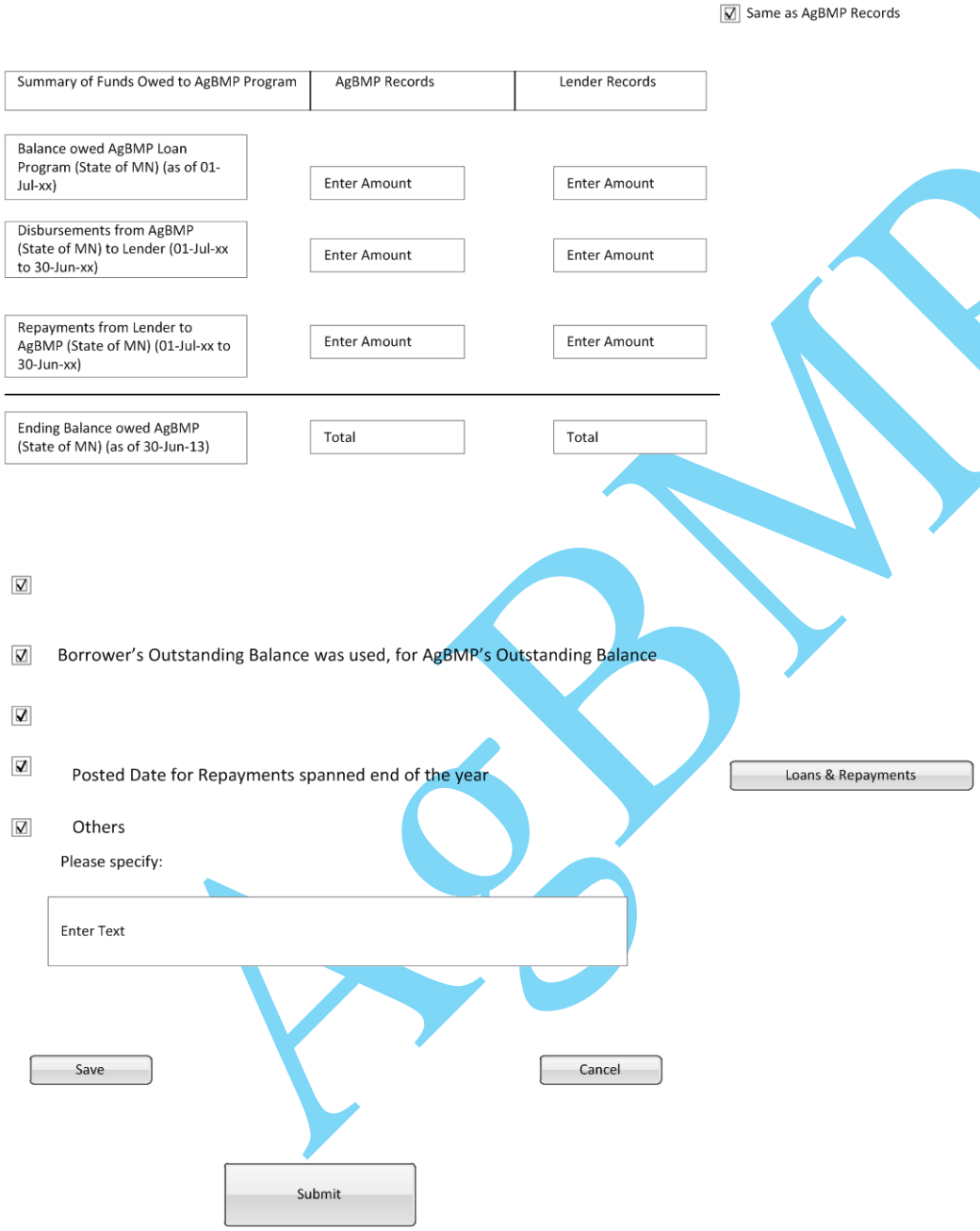
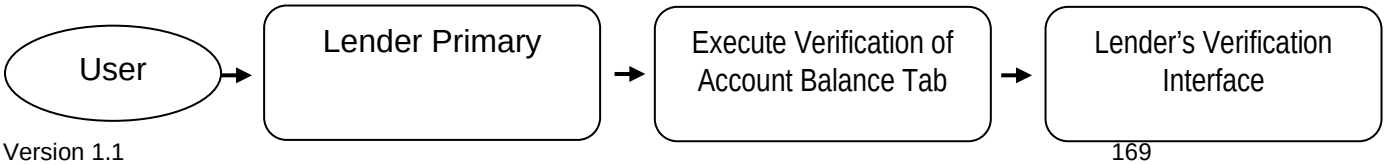
10.26 Lender Verification of Account Balance Interface (Use Case 21)

Figure 10.28. Verification of Account Balance Interface.



10.26.1 User: Lender

10.26.2 Navigational Flow to Verification of Account Balance Interface



10.26.3 Functional Requirements for Lender's Verification of Account Balance Interface

Ref#	Client	Requirements	A	B	C	N
LenVer1.1	Lender	Execution of 'Verification of Account Balance' button on Lender's Primary Interface, shall navigate the User/Lender to this Interface				
LenVer1.2	Lender	**Lender/User shall also be able to navigate to this interface (apart from Lender Primary Interface as given above), by clicking on the Link, sent to them by MDA via e-mail (once every year), requesting them to provide with Verification of Account Balance.** a. System shall be able to send an e-mail to all the associated Lenders, every year with a pre-populated text, **and a Hyperlink to the 'Verification of Account Balance Interface'.**				
LenVer1.3	Lender	**User/Lender shall be able to navigate to this interface, from Lender's Primary Interface as well:** a. Lender's Primary interface shall have a **hyperlink** that shall link the User to the '**Verification of Account Balance**' interface. b. This hyperlink shall be visible to the **Lender/User starting the month of July every year**, and **shall be hidden, once the user has submitted the 'Verification of Account Balance' report to MDA. (discussed later in this requirement).** c. This hyperlink shall be triggered to be visible and hidden based on two triggering events respectively: 1. **July 1st of every Year: Visible and Enabled for the Lender/User**. 2. **Lender/User executes the 'Submit' button on this interface** (discussed later in this requirement): **hidden from the 'interface.**				
LenVer1.4	Lender	**Verification of Account Balance:** **The top most part of this interface shall have this content (Boiler Plate):** The Agricultural Best Management Practices Loan Program requires you to report annually your obligations to us. Please review the Amounts shown below and enter the amounts shown on your records. If there are differences, please provide any information in the space below, that will assist us in reconciling the differences. In **Table 1**, please verify your total obligations to us. **Amounts according to our AgBMP records have been shown in Table-1**. On the back of the sheet is our list of your transactions for the year.				
LenVer1.5	Lender	**Table-1 Summary of Funds Owed to AgBMP Program:** a. This table shall be a data entry platform for both the MDA and the Lender Users. **Wire Frame Table-1:**				

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		Summary of Funds Owed to AgBMP Program Balance owed AgBMP Loan Program (State of MN) (as of 01-Jul-xx) Disbursements from AgBMP (State of MN) to Lender (01-Jul-xx to 30-Jun-xx) Repayments from Lender to AgBMP (State of MN) (01-Jul-xx to 30-Jun-xx) Ending Balance owed AgBMP (State of MN) (as of 30-Jun-13) AgBMP Records Enter Amount Enter Amount Enter Amount Total Lender Records ☑ Same as AgBMP Records Enter Amount Enter Amount Enter Amount Total					
LenVer1.6	Lender	**Same as AgBMP Records:** a. **Verification of Account Balance Interface shall have a 'Checkbox' feature to it.** b. Execution of this Check Box by the user shall trigger the system to copy all the AgBMP records to the Lender Records in the provided data fields. c. Lender/User shall click on the 'Check Box' to activate it, if the Lender Records and same as the AgBMP Records. d. Lender/User shall however have the functionality to Enter and/or Edit any of the amounts in the given data fields for the Lender Records if he/she choose to do so. e. This feature shall be a useful add-on for the Lender/User. If the User does not want to Enter the same values again. f. **Execution of the 'Check Box' shall trigger the condition** **AgBMP Records = Lender Records as True, and the text color as 'Green'.**					
LenVer1.7	Lender	1. **Balance owed AgBMP Program (State of MN) (as of 01-Jul-xx):** This entry represents the beginning of Fiscal year's total balance that the Lender owes to AgBMP Program. a. System shall be able to populate the adjacent data entry field under the **AgBMP Records** column. b. This amount shall be a derived entity and shall be based on mathematical calculations. c. **System shall have procedures to calculate this amount based on the given Lender Id for that particular Lender unit and data from the Loan file in the database.** d. System shall be able to calculate this amount based on **the total disbursements – total repayments received, as of 01-Jul-xx or the date given in 'Limitations' file in the Database**. e. Lender user shall be able to enter their amount for the **Balance owed to AgBMP Program** in the data field under the **Lender Records** column. f. System shall have procedures to calculate this amount (for AgBMP records) as an aggregate amount for all the years < July 01 or the **date given in the 'Limitations' file in the Database for that particular year**. g. System shall have an error check for these amounts:					

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		AgBMP Records = Lender Records g.1 **If the above given error check is false, system shall change the color of the text in the data field (entered by the Lender) to 'Red'.** g.2 **If the above given error check is true, system shall display the text color as 'Green'.**				
LenVer1.8	Lender	2. **Disbursements from AgBMP (State of MN) to Lender (01-Jul-xx to 30-Jun-xx: Fiscal Year):** This entry represents the total disbursements made to the particular Lender for the period of 01 July xxxx to 30 June xxxx or the **date given in the 'Limitations' file in the Database**. a. System shall be able to populate the adjacent data entry field under the **AgBMP Records** column. b. This amount shall be a derived entity and shall be based on mathematical calculations. c. **System shall have procedures to calculate this amount based on the given Lender Id for that particular Lender unit and data from the Loan file in the database.** d. **System shall have procedures to derive the Disbursement amount for the time between 01-Jul-xx to 30-Jun-xx, or the dates given in the 'Limitations' file in the database.** e. Lender user shall be able to enter their amount for the **Disbursements from AgBMP (State of MN) to Lender (as of 01-Jul-xx to 30-Jun-xx, or the date given in the 'Limitations' file in the database)** in the data field under the **Lender Records** column. f. System shall have procedures to calculate this amount (for AgBMP records) yearly as of 01-Jul-xx to 30-Jun-xx, or the date given in the 'Limitations' file in the Database. g. System shall have an error check for these amounts: **AgBMP Records = Lender Records** g.1 **If the above given error check is false, system shall change the color of the text in the data field (entered by the Lender) to 'Red'.** g.2 **If the above given error check is true, system shall display the text color as 'Green'.**				
LenVer1.9	Lender	3. **Repayments from Lender to AgBMP (State of MN) (01-Jul-xx to 30-Jun-xx: Fiscal Year):** This entry represents the **total repayments** to AgBMP by the Lender for the period of 01 July xxxx to 30 June xxxx or the **date given in the 'Limitations' file in the Database**. a. System shall be able to populate the adjacent data entry field under the **AgBMP Records** column. b. This amount shall be a derived entity and shall be based on mathematical calculations. c. **System shall have procedures to calculate this amount based on the given Lender Id from the 'Payment_Rcvd' and 'RepaySched' file in the database.** d. **System shall have procedures to calculate the Repayments amount for the time between 01-Jul-xx to 30-Jun-xx, or the dates given in the 'Limitations' file in the database.** e. Lender user shall be able to enter their amount for the **Repayments from Lender to AgBMP (State of MN) (as of 01-Jul-xx to 30-Jun-xx, or the date given in the 'Limitations' file in the database)** in the data field under the **Lender Records** column. f. System shall have procedures to calculate this amount (for AgBMP records)				

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		Yearly as of 01-Jul-xx to 30-Jun-xx, or **the date given in the 'Limitations' file in the Database.** g. System shall have an error check for these amounts: **AgBMP Records = Lender Records** g.1 **If the above given error check is false, system shall change the color of the text in the data field (entered by the Lender) to 'Red'.** g.2 **If the above given error check is true, system shall display the text color as 'Green'.**				
LenVer1.10	Lender	**Ending Balance owed AgBMP (State of MN) as of 30-Jun-xx (Total Obligation to AgBMP Loan Program):** This amount represents the Total amount owed to AgBMP Loan Program by the Lender, as of the End of the Fiscal year: **30-Jun-xxxx or the date given in the 'Limitations' file in the database**. a. System shall be able to populate the adjacent data entry field under the **AgBMP Records** column. b. This amount shall be a derived entity and shall be based on mathematical calculations. c. **System shall have procedures to calculate this amount based on following calculation: Ending Balance (Balance Owed as of 30-Jun-xxxx) = Beginning Balance (Balance Owed as of 01-Jul-xxxx) + Disbursements - Repayments** d. System shall be able to calculate this amount based on **the total as of 30-Jun-xx or the date given in 'Limitations' file in the Database**. e. This amount shall be a derived entity and shall be calculated by the System. System shall calculate the Ending Balance for Lender Records as well (when Lender/User is accessing this interface) f. System shall have an error check for these amounts: **AgBMP Records = Lender Records** f.1 **If the above given error check is false, system shall change the color of the text in the data field (entered by the Lender) to 'Red'.** f.2 **If the above given error check is true, system shall display the text color as 'Green'.**				
LenVer1.11	Lender	**Reasons/Comments for differences in AgBMP & Lender Records:** a. 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. **Wire Frame:**				

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		Reason/Comments for differences in AgBMP & Lender Records: ☑ Borrower Fees was not properly deducted ☑ Borrower's Outstanding Balance was used, for AgBMP's Outstanding Balance ☑ Posted Date for Loan spanned end of the year ☑ Posted Date for Repayments spanned end of the year ☑ Others Please specify: Enter Text **d. Each 'Checkbox' option shall have a Help icon and Help feature adjacent to it.** e. Execution of this 'Help' button shall navigate the Lender/User to the Help interface, where the user can look for help in understanding the functionality of each Reason/Comment. f. **Selection of 'Others' check box by the Lender/User, shall trigger the system to enable the description Text Box (below Please specify).** g. 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. h. Entered text in this Text Box shall trigger the system to allow the user to navigate further on this interface. i. The text box shall have a limit of 1024 characters.				
LenVer1.12	Lender	**Loans and Repayments:** a. This shall be a button on the **Verification of Account Balance** interface. b. Execution of this tab shall trigger the system to open a PDF file. c. All four tables shall be in the form of one PDF file d. The PDF file shall have the following tables in it: **1. List of New & Revolving loans reported and used in calculation of Account Balance.** **2. List of New & Revolving loans reported but issued after the selected Report Period.** **3. List of Repayments used in calculation of Account Balance** **4. List of Repayments deposited after the selected Report Period.** **5. List of Pending Loans not yet paid, Not used in calculation of Account Balance.** **6. Repayment schedule for xxxxxx Bank (Lender Name)- All Branches as of xxxxx.**				
LenVer1.13	Lender	Table 1: **List of Loans made from New Funds and From Locally Revolving Funds:** a. This table shall be in the PDF file. b. System shall have procedures to list all the Loans issued by MDA for a particular Year.				

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		c. System shall recognize the Lender based on the Lender ID and shall retrieve the information from the database d. System shall be capable to run some error-checks to list the Loan amount as New funds or Revolving funds: Check #1: **If Amount> 0,** **Then system shall look for the Paid Date for that particular Loan in the Warehouse file. This date and the amount shall be listed in the Table** **If Amount <0,** **Then system shall look for the Entry Date of that particular Loan in the Ware house. This date and the Amount shall be listed in the Table, only this time the Amount shall be listed under the Revolving Column.** e. All the Date in shall be for the particular year under review (in this case it is the from 01-Jul-xxxx to 30-Jun-xxxx)				
LenVer1.14	Lender	Table 2: **List of Repayments received by MDA from xxxxxxxx (Lender)** a. This table shall be in the PDF file. b. System shall have the procedures to retrieve the information from the database. c. System shall recognize the Lender Id, based on the Lender/User, and shall retrieve the information from the database. d. System shall have procedures to retrieve the information from a derived entity: **Deposit** (DBF). e. The amount of Repayments received by MDA is stored in the Deposit Detail file in the database, and the date is stored in the Warehouse data file. f. System shall have procedures to retrieve information such as repayments received by MDA and the date it was received from the Database file. g. System shall have procedures to list all the repayments made to the particular Lender (Lender ID) in the form of a Table.				
LenVer1.15	Lender	**Table 3: List of Pending Disbursements to xxxxxxxx (Lender)** a. This table shall be in the PDF file. b. System shall have the procedures to retrieve the information from the database. c. System shall recognize the Lender Id, based on the Lender/User, and shall retrieve the information from the database. **d. System shall retrieve the information for all the Pending Loans for that particular Lender Unit, for the particular year (01-Jul-xxxx to 30-Jun-xxxx) based on the Lender Id.** **e. System shall look for the Paid dates for the all the Loans for that particular Lender for the particular year, and list out all the Loans, that have an 'Amount', but don't have a 'Paid Date', in the Loan file.** g. System shall have procedures to list all the Pending Loans for the particular year (01-Jul-xxxx to 30-Jun-xxxx, or the dates given in the 'Limitations' file), for the particular Lender in the form of a Table.				
LenVer1.16	Lender	Table 4: **Repayment schedule for xxxxxx (Lender)** a. This table shall be in the PDF file. b. System shall have the procedures to retrieve the information from the				

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		database. c. System shall recognize the Lender Id, based on the Lender/User, and shall retrieve the information from the database. d. System shall retrieve this information from the '**repaysched'** file in the database, for the particular Lender Id and for the particular year (01-Jul-xxxx to 30-Jun-xxxx, or the dates given in the 'Limitations' file).				
LenVer1.17	Lender	**<u>Submit:</u> Execution of this button by the Lender/User shall save the entered information and shall save the report in the database.** **a. 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.** **b. 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.**				
LenVer1.18	Lender	**Save: Post entering/editing information on this interface**, the Lender/User shall be able to save the information, **by executing the 'Save' button**. a. **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.**				
LenVer1.19	Lender	**Cancel: Lender/User shall be able to cancel or abort the changes or current session by executing the 'Cancel' button on this interface.** **a. Execution of Cancel button by the user shall trigger the system to delete Lender entered data from the system.**				

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MINNESOTA DEPARTMENT OF AGRICULTURE
AgBMP Loan Program

Verification of Account Balance

The Agricultural Best Management Practices Loan Program requires you to report annually your obligations to us. Please review the Amounts shown below and enter the amounts shown on your records. If there are differences, please provide any information in the space below, that will assist us in reconciling the differences.
In **Table 1**, please verify your total obligations to us. **Amounts according to our AgBMP records have been shown in Table-1**. On the back of the
sheet is our list of your transactions for the year.

Summary of Funds Owed to AgBMP Program	AgBMP Records	Lender Records
Balance owed AgBMP Loan Program (State of MN) (as of 01-Jul-xx)	Enter Amount	Enter Amount
Disbursements from AgBMP (State of MN) to Lender (01-Jul-xx to 30-Jun-xx)	Enter Amount	Enter Amount
Repayments from Lender to AgBMP (State of MN) (01-Jul-xx to 30-Jun-xx)	Enter Amount	Enter Amount
Ending Balance owed AgBMP (State of MN) (as of 30-Jun-13)	Total	Total

Reason/Comments for differences in AgBMP & Lender Records:

- ☑ Borrower Fees was not properly deducted
- ☑ Borrower's Outstanding Balance was used, for AgBMP's Outstanding Balance
- ☑ Posted Date for Loan spanned end of the year
- ☑ Posted Date for Repayments spanned end of the year
- ☑ Others

Please specify:

Enter Text

Loans & Repayments

Save

Cancel

Submit

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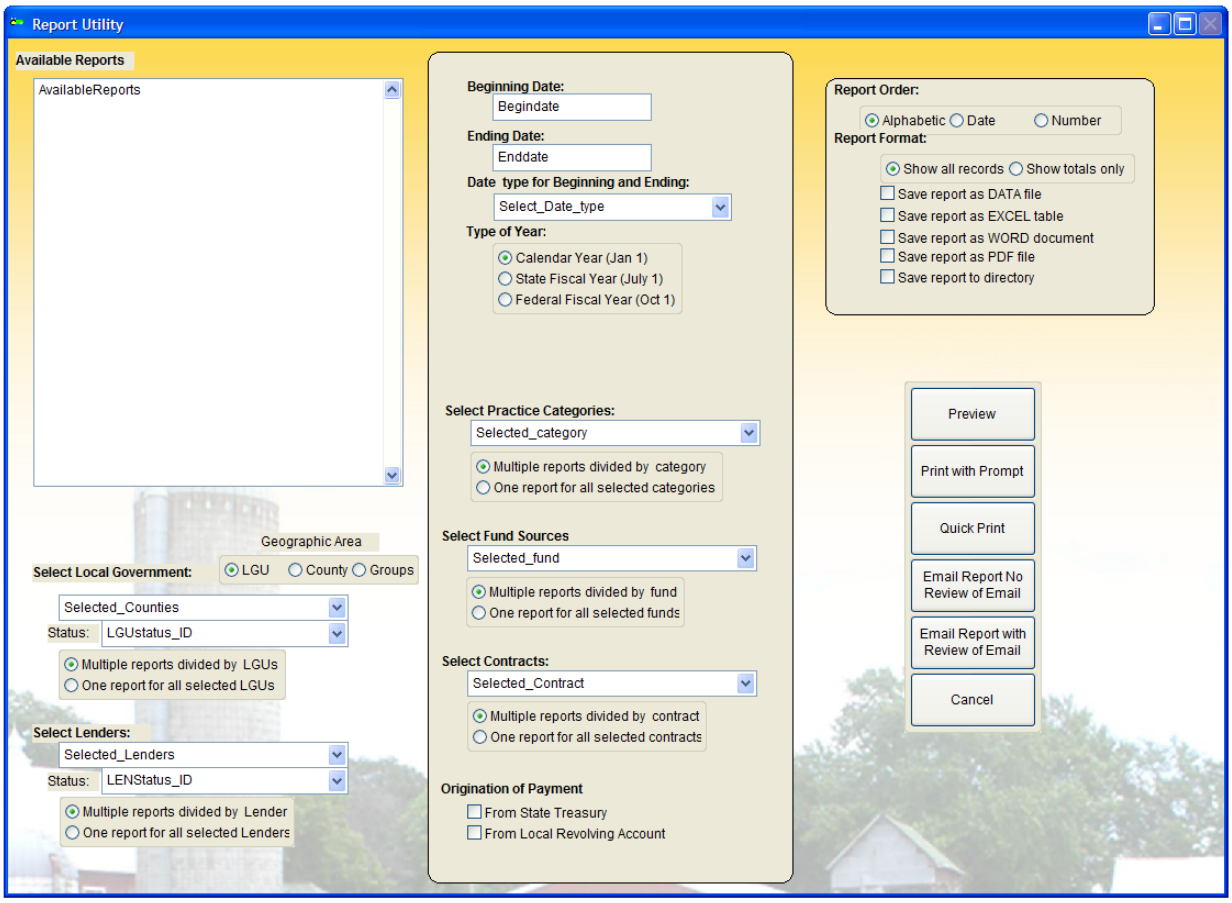
Figure 10.29. Wire Frame (Entire Interface): Verification of Account Balance.

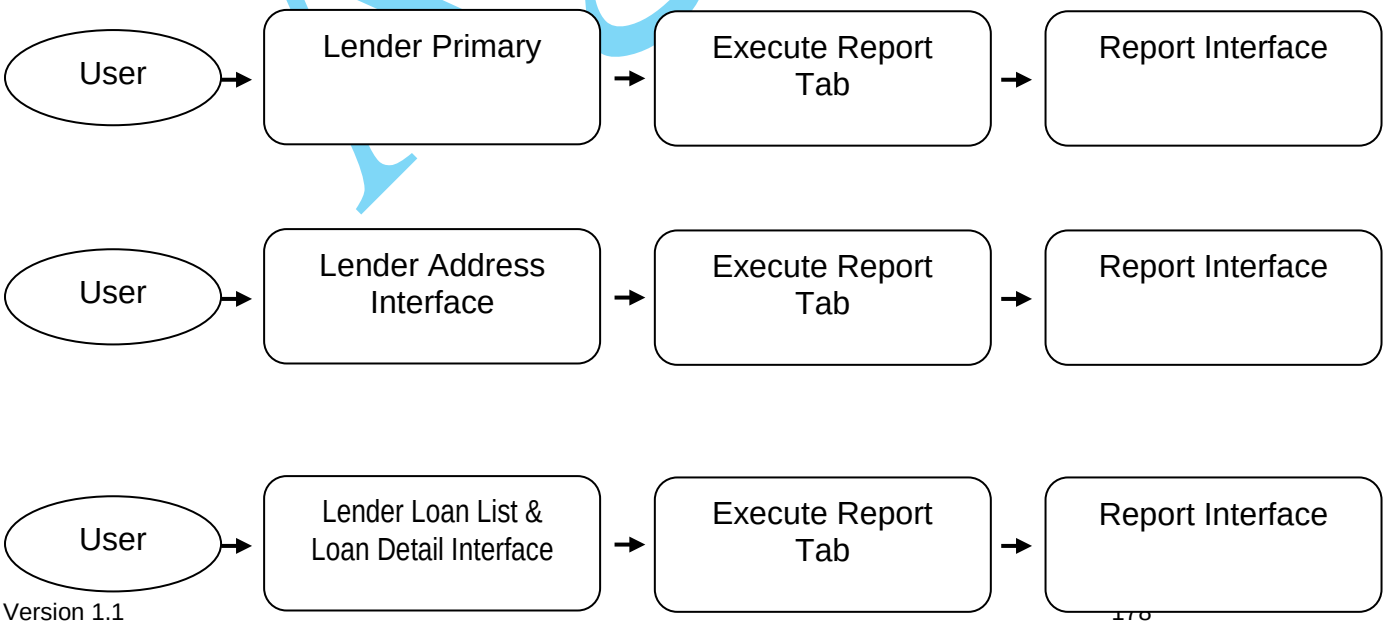
10.27 Lender Reports Interface

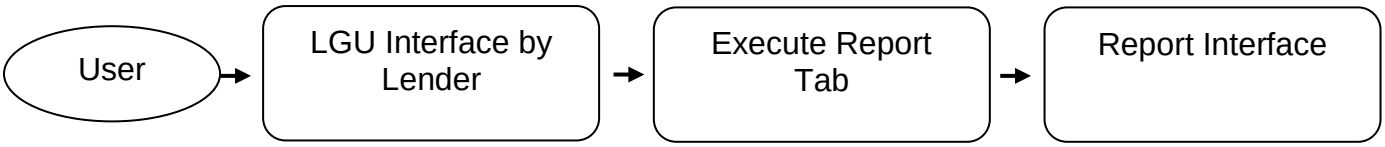
Figure 10.30. Lender Report Utility.



10.27.1 User: Lender

10.27.2 Navigational Flow to Lenders Report Utility Interface





10.27.3 Functional Requirements for Lender's Report Utility Interface

Ref#	Client	Requirements	A	B	C	N
LenderRpt1.1	Lender	Lender/User shall be able to navigate to this interface, post execution of Reports button, from the following interfaces: **1. Lender Primary** **2. Address Interface** **3. Loan Interface: 1& 3** **4. LGU Primary Interface**				
LenderRpt1.2	Lender	**Based on the interface, Lender/User navigates to the Reports interface; system shall filter only the reports pertaining to that particular interface**. **For example**: if Lender/User is navigating to Reports interface, from Address Interface, than system shall filter all the reports pertaining to the User for that particular interface (Address interface) and shall list them out on Address interface. a. System shall have procedures to filter reports, based on the navigational flow to the Reports Interface and User credentials (logging in the system). b. System shall not display all the reports existing in the system on the Reports interface for every navigational flow.				
LenderRpt1.3	Lender	Reports Interface, accessed by each interface, shall filter the list of reports to be displayed on it, specific to the interface, the user has navigated to the Reports Interface, from.				
LenderRpt1.4	Lender	**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 (logged-in the system).** a. This interface shall have a box (drop-down), listing all the reports available for that particular session (performed by the user). b. User shall be able to search for a given report, and select it. c. System shall, based on the report selected by the user, update all other fields (sections) on this interface (explained below) d. Post selection of reports,				
LenderRpt1.5	Lender	**Select LGU: Post selection of report from the box (given above), user shall be able to select LGU(s) from this field.** **a. This field shall be drop-down field** b. **System shall update all other parameters (drop-down fields in other sections on this interface),** based on the report selected. For example: if an LGU selects the amortization schedule, system shall recognize the potential list of Lender's associated with LGU (that the LGU user generates reports for). c. **System shall recognize the report selected and the User who has logged-in the system, to set the parameters (drop-down fields on this interface).** d. The default selections of this drop-down field, shall be also based on the report selected by a particular User.				

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		c. This drop-down functionality shall have search functionality, i.e. type as you go: system shall auto-select an entry in the list based on the entry typed by the user. d. The drop-down box shall have the functionality for the user to select all the entries (LGUs) from the list. f. User shall be able to select multiple entries. g. System shall retrieve the list of LGUs from the LguLen file or Lguunit file from the database, based on the user group: Lender or MDA respectively which has selected the report. h. **Lender/User shall be able to select the format of the selected report, by selecting of the following options (radio buttons):** **1. Individual by LGU** **2. Total for Selected LGU(s)** **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. i. System shall print the report, based on one of these selections.				
LenderRpt1.6	Lender	**Selected Lender**: **this shall be a drop-down field:** Note: All the requirements for this section of the interface are similar to the requirement given above **see req: LenderRpt1.5.** The only difference is this, field shall display the list of Lenders and not LGUs as given in **LenderRpt1.5.** **a. All requirements from a. to i. are similar only the drop-down list shall change from LGU to Lender list.** b. System shall pre-select the particular Lender, who has logged in the system, and display in the drop-down field, unless manually changed by the User to a different Lender record (name).				
LenderRpt1.7	Lender	**Select Fund Source: this shall be a drop-down field:** Note: All the requirements for this section of the interface are similar to the requirement given above **see req: LenderRpt1.5.** The only difference is this, field shall display the list of Fund Sources and not LGUs as given in **LenderRpt1.5.** **a. All requirements from a. to i. are similar only the drop-down list shall change from 'LGU' to 'Fund Sources' list. The User group shall be Lender.**				
LenderRpt1.8	Lender	**Select Practice Categories**: **this shall be a drop-down field:** Note: All the requirements for this section of the interface are similar to the requirement given above **see req: LenderRpt1.5.** The only difference is this, field shall display the list of Practice Categories and not LGUs as given in **LenderRpt1.5.** **a. All requirements from a. to i. are similar only the drop-down list shall change from 'LGU' to 'Practice Categories' list. The User group shall be Lender.**				
LenderRpt1.9	Lender	**Origination of Payment: this section of the interface, shall have two check boxes:** **1. From State Treasury** **2. From Local Revolving Account** a. These two indexes shall be selected by default, while generating the report, unless the user makes a selection. b. 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				

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		Revolving Funds.				
LenderRpt1.10	Lender	**Beginning Date & Ending Date:** this section of the interface, shall have the following fields: **1. Beginning Date** **2. End Date** **3. Date Type for Beginning and Ending** **4. Type of Year:** a. **Beginning Date & Ending Date fields shall have 'Calendar' feature to them**. b. User shall be able to select any particular beginning and ending dates from the calendar. 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 however be allowed to select any date of choice to generate the reports. **e. In case of generating Invoice report, system shall recognize the next due 'Billing Cycle' and shall generate report accordingly.** **e.1 In this case the default 'beginning and ending date' shall be for the, beginning to the next due Billing Cycle and the end date shall be the end of that particular billing cycle.** **e.2 System shall not default both the dates to 1995 to Present date, instead shall default them to the next due billing cycle's beginning and ending date.** e.3 Generation of Invoice Report by user shall always, have the next due billing cycle's dates as default, unless changed by the User to some other date. **f. Date Type for Beginning and Ending: shall be a drop-down field.** f.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. f.2 System shall default the date in this field, based on the report selected by the user, unless changes by the User. 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)** g.1 System shall always default the selection to **'Calendar Year (Jan1)**', unless changed by the User.				
LenderRpt1.11	Lender	**Report Order:** shall have the following choices with Radio Buttons: **1. Alphabetic** **2. Date** **3. Numeric** a. Selection of any of the above given choices shall define the order in which the data in the selected report shall be generated. b. Based on the report selected by the User, system shall set a default				

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		choice For example: If it's list of Loans, issued, system shall default to Report Order by 'Date'. **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)** a. Selection of above given choices: **Show all Records, Show total only**, shall be Radio Button b. Selection of either shall generate the report displaying either all records in the Report or Sum total of all records. 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. c. System shall **default the selection** to **'Show all Records'**, unless changed by the User. d. **System shall default the Report Format to 'Save Report as PDF File',** unless changed by the user. e. 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.**				
LenderRpt1.12	Lender	**Print Preview:** a. Execution of this button shall create a preview of the report, selected by the User. b. System shall **not save** this **preview** on User's station, **unless requested** by the User. c. **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)**				
LenderRpt1.13	Lender	**Print:** a. Execution of this button shall prompt the system to pop-up the custom 'Print Dialogue Box', where the user can select a default printer to print the selected report.				
LenderRpt1.14	Lender	**Email Report with Review:** a. Execution of this button shall trigger the system to open, User's default E-mail browser (on that user's local work station). b. 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. c. 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. d. System shall pre-populate the e-mail with content, based on the type pf report selected by the User. e. 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. f. 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				

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		respective recipient (s).				
LenderRpt1.15	Lender	**Email Report without Review:** a. Execution of this button shall trigger the system to open, User's default e-mail browser (on user's local work station). b. **System shall repeat step b to d as given in req**.: **LenderRpt1.14,** however **system shall** in this case, **auto-send the e-mail** to the respective recipients, **i.e. System shall not wait for the User to execute the 'Send' button on the e-mail browser.** c. 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).				
LenderRpt1.16	Lender	**Back:** a. Execution of this button, shall navigate the user to the previous interface (from where the User navigated to the Reports interface.)				
LenderRpt1.17	Lender	**Cancel:** a. Execution of this button shall trigger the system, to abort the most recent activity performed by the User on this interface. b. System shall restore the most recent successful session, before execution of **'Cancel'** button by the User.				

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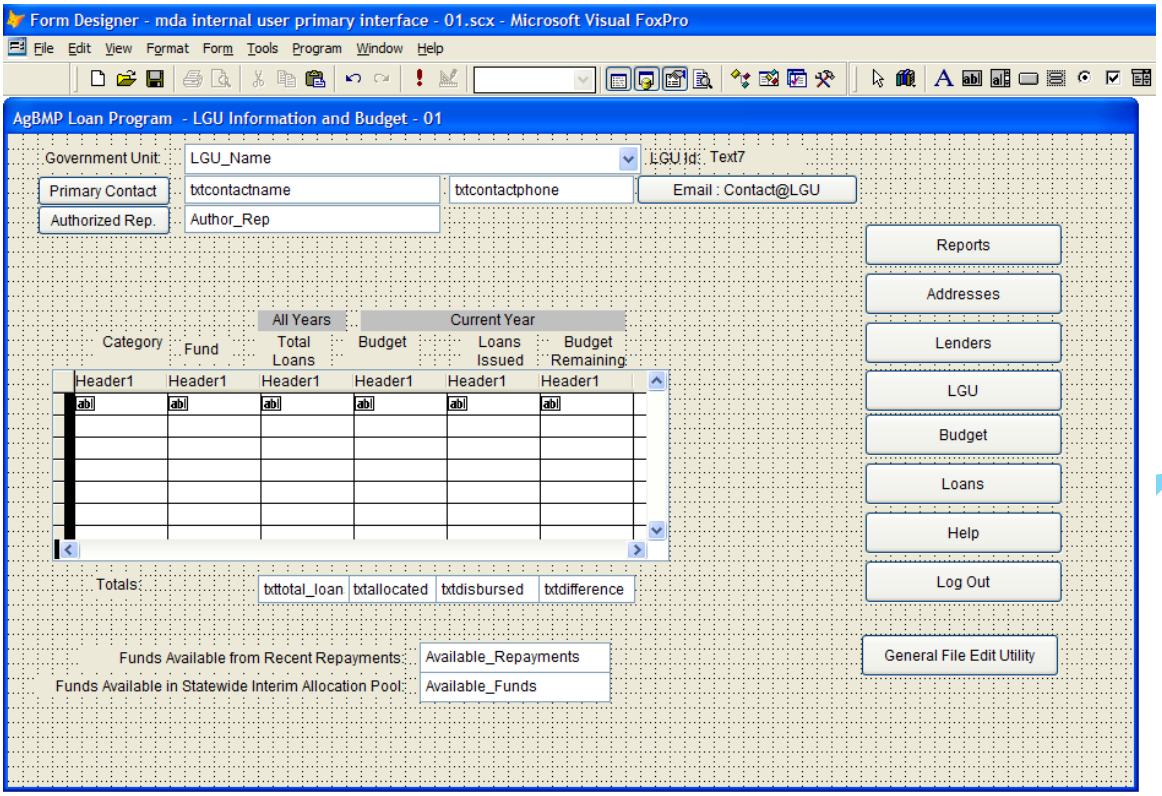
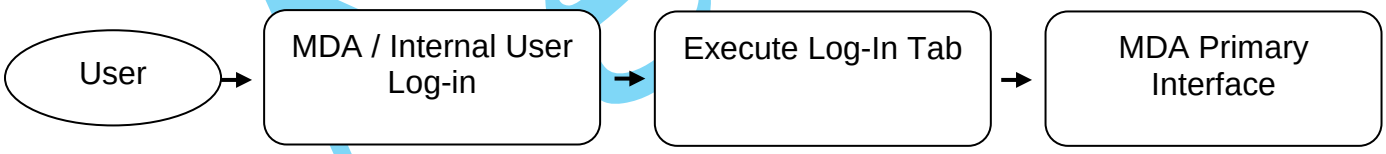
10.28 MDA Internal User Primary Interface (Use Case 22) - 01

Figure 10.31. MDA – Internal User Primary Interface. - 01



10.28.1 User: MDA/Internal User

10.28.2 Navigational Flow to MDA Primary Interface - LGU



10.28.3 Functional Requirements for MDA Primary Interface - 01

Ref#	Client	Requirement	A	B	C	N
MDAPI1.1	MDA	After the User/MDA has successfully entered the system, the system shall take the user to its assigned **Primary Interface.**				
MDAPI1.2	MDA	The **Organization Name: tab** shall be a drop down tab. a. User/MDA shall be able to find and select an LGU, existing in the database by clicking on its name appearing in the drop-down list. b. The drop down tab shall have **search functionality** to it c. It shall dynamically search & match for the name of the LGU, based on the key-letters executed by the user on the keyboard. d. Drop-down tab field shall auto-select the matched result in the drop-down				

		list & shall display the name of the LGU in the Organization Name field (adjacent to the 'drop-down' tab), post it's selection, by the User/MDA. e. System shall retrieve and display all information pertaining to the selected LGU on the respective Interfaces.				
MDAPI1.3	MDA	**Primary Contact:** tab and text field: a. This information shall be retrieved from the Address File, based on the Govunit_ID. b. MDA/User shall have the maximum security authority in the AgBMP Program, to view, edit or delete any record pertaining to any external user (LGU or Lender). c. MDA/User shall be able to execute the 'Primary Contact' tab to navigate to the Address Interface (with pre-populated information about Primary Contact) d. MDA/User shall have the authority to Edit or Add New or Delete a Primary Contact record. e. System shall display the saved changes done to the Primary Contact on Address interface by MDA/User, in the text field adjacent to the 'Primary Contact' tab.				
MDAPI1.4	MDA	**Authorized Rep.:** tab and text field: a. This information shall be retrieved from the Address File, based on the Govunit_ID. b. MDA/User shall have the maximum security authority in the AgBMP Program, to view, edit or delete any record pertaining to any external user (LGU or Lender). c. MDA/User shall be able to execute the 'Authorized Rep.' tab to navigate to the Address Interface (with pre-populated information about Authorized Representative). d. MDA/User shall have the authority to Edit or Add New or Delete an Authorized Rep. record. e. In an event of **changing the 'Authorized Rep.'** MDA/User shall have the authority to change the Authorized Rep. based on the approval from the LGU (out of the scope of the system.) f. **Changing an Authorized Rep. see req.: LGUAR1.7 to LGUAR1.14.**				
MDAPI1.5	MDA	The **Contact Phone: text field** a. shall display the contact number of that respective Primary Contact mentioned in the Contact Name tab, for the particular LGU, selected from the Organization Name drop-down list. b. This information shall be retrieved from the Address File, based on the GovUnit_ID				
MDAPI1.6	MDA	**The New System** shall **not have** the **Find; Next & Previous Buttons** on the Primary Interface for the MDA/Users.				
MDAPI1.7	MDA	**LGU ID:** text field: a. Shall display the ID for the particular selected Local Government Unit. b. **This ID shall be same as the GovUnit_Id in the GovUnit_ID file in the database.**				
MDAPI1.8	MDA	**The Table on the New Screen shall be named as 'Proposed Budget'**				
MDAPI1.9	MDA	**Under this Table, there shall be two Parent Columns namely: 'All Years' & 'Current Year'.**				
MDAPI1.10	MDA	**'All Years'** should be a parent Column to **Total Loans**.				

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MDAPI1.11	MDA	**'Current Year;** should be a parent column to **Category, Budget, Loans Issued & Remaining**				
MDAPI1.12	MDA	Under the Proposed Budget **Table, column#1** shall be **renamed** as **'Category'. There shall be as many rows in the table as records in allocation for the select LGU under the current allocation.**				
MDAPI1.13	MDA	Column#2- '**Proposed**' shall not exist, in the new Proposed Budget Table.				
MDAPI1.14	MDA	Column#3- '**Completed**' in the old program, which shall be column #2 in the new one, shall be renamed as '**Total Loans'.**				
MDAPI1.15	MDA	**Total Loans Issued**: **a. Shall display the summation result of the Loan.Amount + Loan.Revolving of all the Loans issues till date pertaining under each Category & Funding Source for the Particular LGU (selected).** **b. System shall retrieve this information, as a derived table from the Loan file.** **c. System shall derive this value for a particular LGU, based on the GovUnit_ID, Category_ID & Fundsrc_ID, from the Loan File, and display the summation amount in each row, pertaining to the particular Category and Funding Source.** (Refer to Database relationship).				
MDAPI1.16	MDA	'**Allocated**': a. shall be renamed as '**Budget**'. b. **Shall display the summation result of the Dollar Amounts of all the Allocations in the Current Year, pertaining under each Category & Funding Source for the Particular LGU (selected).** **c. System shall look for the maximum of 'Allocation Date' and 'Approval Date' for the particular GovUnit_ID under the AllocDate file in the database.** **d. System shall derive this value for a particular LGU, based on the Alloc_ID, AllocDate_ID, Category_ID & Fundsrc_ID, from the Allocation file, and display the summation amount in each row, pertaining to the particular Category and Funding Source.** (Refer to Database relationship).				
MDAPI1.17	MDA	**Disbursed:** a. Shall be renamed as '**Loans Issued'**. b. **Shall display the summation result of the Loan.Amount of all the Loans issued in the Current Year, pertaining to the under each Category & Funding Source for the Particular LGU (selected).** **c. System shall look for the maximum of 'Allocation Date' and 'Approval Date' for the particular GovUnit_ID under the AllocDate file in the database.** **d. System shall derive this value for a particular LGU, based on the Alloc_ID, AllocDate_ID, Category_ID, GovtUnit_ID & Fundsrc_ID, from the Allocation file and Loan file, and display the summation amount in each row, pertaining to the particular Category and Funding Source.** (Refer to Database relationship).				

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MDAPI1.18	MDA	**Fund:** a. This column shall be on the Proposed Budget Table for the Primary Interface of the MDA/Internal Users. b. It shall display the '**Funding Source**' from which a particular Loan has been issued, under a particular Category. Each category can have multiple **'Funding Sources'** c. System shall retrieve this information from the 'Loan file', based on the GovUnit_ID (for the particular Local Government Unit selected by the MDA/Internal User).				
MDAPI1.19	MDA	**Remaining:** a. Shall be renamed as **'Budget Remaining'** b. System shall retrieve this information, based on a derived relationship between the 'Budget Allocated' & 'Loans Issued' c. Derived relationship shall be '**Budget Allocated-Loans Issued'**.				
MDAPI1.20	MDA	**The Proposed Budget table shall have an additional row named Total:** a. System shall display the summation results of the dollar amounts for each of the 4 individual columns. 1. Total Loans (Total): shall display the calculated result of the Sum of all Loans issued for each category, till date for that particular LGU. 1. a System shall retrieve this information, as a derived relationship (adding all values) between all the 'Total Loans Issues' values. 2. **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. 2.a System shall retrieve this information, as a derived relationship (adding all values) between all the '**Budget**' values. 3. **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. 3.a System shall retrieve this information, as a derived relationship (adding all values) between all the '**Loans Issued**' values. 4. **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. 4.a System shall retrieve this information, as a derived relationship (adding all values) between all the '**Budget Remaining'** values				
MDAPI1.21	MDA	**Available Repayments**: shall be a new field, on this interface. a. Displays the amount of Repayment a particular LGU has, and may send a **'Request For Budget Change'** (to MDA) a.1. This amount is a derived relationship between the Payments received and				

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		the Release Pay-off for current year. b. The system shall retrieve the received repayments, based on their :Deposit Detail ID, Transection Number, Funding Source, Date of Entry, GovUnit_ID (for the loan the repayment is made) c. 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). d. System shall recognize the User (LGU/MDA) Unit logged-in the system and shall retrieve this information, based on the GovtUnit_Id for the particular Loan and it's repayment.				
MDAPI1.22	MDA	**Available Funds:** shall be a new field, on this interface. a. **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 (Post Jan-1 of the current year) – Outstanding Balance (Pre Jan-1 of the current year). d. System shall display the Available Funds in the pertaining field on the Primary Interface for the MDA, based on above given derived relationship (mathematical calculation). e. This information shall be displayed (common) for every LGU/MDA User.				
MDAPI1.23	MDA	**Reports Utility:** a. Execution of this tab, shall allow the User/MDA to navigate to the 'Reports' interface to print or view reports pertaining to the particular LGU (MDA is reviewing information about).				
MDAPI1.24	MDA	**Address:** a. Execution of this tab, shall allow the User/MDA to navigate to the '**Address**' interface, **to View, Edit, Delete or Add any information pertaining to that particular LGU (MDA is reviewing information about).**				
MDAPI1.25	MDA	**Lender:** a. Execution of this tab, shall allow the User/MDA to navigate to the '**Lender**' interface, **to View, Edit, Delete or Add any information pertaining to the Lenders that particular LGU is associated with.**				
MDAPI1.26	MDA	**Allocations:** a. Execution of this tab, shall allow the User/MDA to navigate to the '**Allocations**' interface, **to View, Edit, Delete or Add any information pertaining to all the Allocations for that particular LGU (MDA is reviewing information about).**				
MDAPI1.27	MDA	**Loans:**				

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		a. Execution of this tab, shall allow the User/MDA to navigate to the '**Loan**' interface#1: Loan Information table. MDA/User, shall be able to view the list of all the Loans, it has issued for all Lender's it is associated with. b. System shall display the list of all the Loans for the LGU under review, as default on the Loan Interface # 1: Loan Information table, on execution of this tab by MDA/User, and shall not display loans pertaining to a particular Lender. c**. MDA/User shall be able to view the list of all the Existing and Pending loans, for the particular LGU, it is currently reviewing information about.**				
MDAPI1.28	MDA	**Help:** a. Execution of this tab shall navigate the User/MDA to the Help Interface, to view all the help options (that may help User/MDA, to perform set of actions with the system/program/use case).				
MDAPI1.29	MDA	**LGU:** a. This shall be a new tab feature on the Primary Interface for the User/MDA. b. Execution of this tab shall navigate the User/MDA to the interface similar to 'Lender' discussed above (in this section of requirements), but this interface shall have the list of LGU's a particular Lender works with. c. In the proposed system, the Lender Interface shall display the list of the Lenders the particular Local Government Unit (either acting as a User or selected by the MDA from it's Primary Interface) is associated with, in the Lender Name list (on Lender Interface). This is a common functionality for LGU and MDA as Users respectively on their Primary Interface (since both share the same Primary Interface). c.1 MDA/User shall have the added new tab feature: 'LGU' on it's Primary Interface. The functionality of this new tab shall be similar to the Lender Interface, but shall now display the List of LGUs a particular Lender works with. c.2 Execution of this tab shall navigate the User/MDA to an Interface similar to the Lender Interface (in the proposed system), with a particular Lender Unit's Name pre-populated in the Organization Name field. c.3 The table in this case shall have the list of all the Local Government Unit, that selected Lender works with. c.**4 System shall select the first Lender (alphabetically placed), from the List of the Lender Name list displayed on the Lender interface, for the particular LGU selected by the User/MDA on it's Primary Interface.** **c.5 All information on this Interface shall be pertaining to that particular Lender (alphabetically placed 1st in the Lender Name list), selected by the system from the Lender Name list on the Lender Interface for the MDA as a User.**				
MDAPI1.30	MDA	**Log-out:** a. This shall be a new tab on the proposed, web-based system.				

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		b. The MDA/User shall be able to Log-out of the program, by executing this tab on it's primary interface. c. Execution of Log-out tab shall trigger the system to remove the MDA/User's log-in credentials from the temporary memory. (so the user will have to type in log-in credentials again; before entering the program in the second session).				
MDAPI1.31	MDA	**Email: This button will open the default email program of the user and insert the email of the primary contact for the current LGU.**				
MDAPI1.32	MDA	**The General File Edit Utility tab will be enabled only for individuals with rights to edit all data.**				
MDAPI1.33	MDA	**Execution of the General File Edit Utility tab will trigger the system to open the General File Edit Utility Interface.**				

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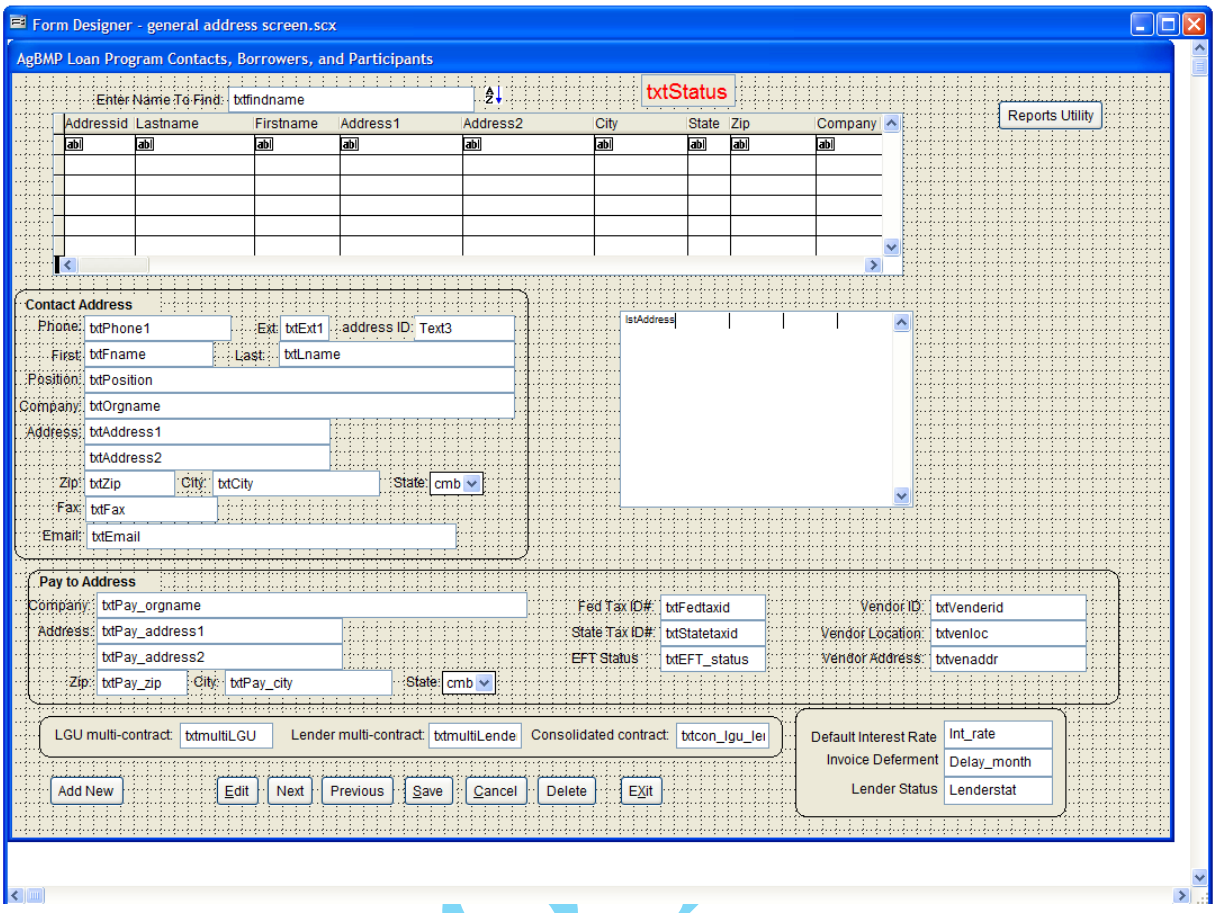
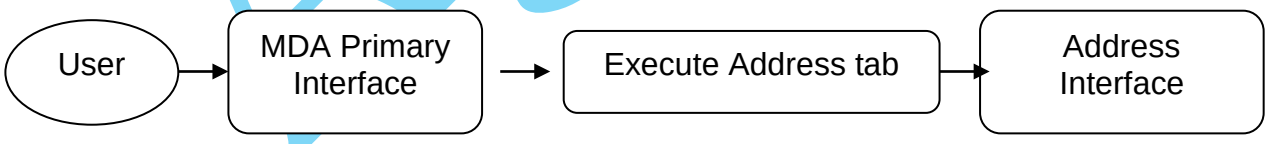
10.29 MDA Internal User Address Interface (Use Case 23)

Figure 10.32. MDA-Internal User Address Interface.



10.29.1 User: MDA/Internal User

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



10.29.3 Functional Requirements for MDA User Address Interface for Primary Contact & Employee Contract Information.

Ref#	Client	Requirements	A	B	N	C
MDALGUAI1.1	MDA	System shall recognize the User as MDA Internal User, and shall recognize the security rights assigned to the Internal User Class.				
MDALGUAI1.2	MDA	User/MDA shall be able to select an LGU from the drop-down list on it's primary list (from Organization Name drop-down list).				
MDALGUAI1.3	MDA	System shall retrieve all pertinent information from the database for that				

		particular selected LGU (from drop-down list).				
MDALGUAI1.4	MDA	**All the fields and Buttons shall be visible and accessible/executable for the MDA/Internal Users, on the Address Interface.**				
MDALGUAI1.5	MDA	**User/MDA shall be able to navigate to the 'Address', after executing the 'Address' (Address Utility renamed as Address in new system) tab on it's Primary Interface.**				
MDALGUAI1.6	MDA	System shall retrieve all the contact information for all the records pertaining to that particular selected LGU.				
MDALGUAI1.7	MDA	**Delete/Assign Authorized Rep.:** a. User/MDA shall have security rights to delete or assign an Authorized Rep. for an LGU. **b. User/MDA shall not be able to delete or assign an Authoried Rep. to an LGU on the Address Interface, by navigating to the Address Interface by executing Address tab on it's (MDA's) Primary Interface.** **c. For User/MDA to delete or Assign an Authorized Rep., the User/MDA shall navigate to the Address Interface, by executing the Authorized Rep. tab on it's (MDA's) Primary Interface, and the 'Address' tab. (**see req.: Deleting/ Assigning Authorized Rep./Primary Contact) d. **System shall recognize the user as MDA Internal User, and shall provide the User/MDA with the security rights to 'delete or assign' an Authorized Rep. (only if navigated to the Address Interface, after executing the specific 'Authorized Rep.' tab on it's Primary Interface).**				
MDALGUAI1.8	MDA	**Delete/Assign Primary Contact:** a. User/MDA shall have security rights to delete or assign a Primary Contact for an LGU. b. **User/MDA shall not be able to delete or assign an 'Primary Contact' to an LGU on the Address Interface, by navigating to the Address Interface by executing Address tab on it's (MDA's) Primary Interface.** **c. For User/MDA to delete or Assign an Primary Contact, the User/MDA shall navigate to the Address Interface, by executing the 'Primary Contact' tab on it's (MDA's) Primary Interface, and the 'Address' tab. (**see req.: Deleting/ Assigning Authorized Rep./Primary Contact) d. **System shall recognize the user as MDA Internal User, and shall provide the User/MDA with the security rights to 'delete or assign' an 'Primary Contact' (only if navigated to the Address Interface, after executing the specific 'Primary Contact' tab on it's Primary Interface).**				
MDALGUAI1.9	MDA	**Employee Contacts:** a. User/MDA shall be able to **View, Edit or Delete** any information pertaining to all the employee contacts of the particular LGU, by executing the 'Address' tab on it's (MDA) Primary Interface. b. User shall be able to View, Edit or Delete any information, for the Employee Contacts pertaining to the LGU, by selecting the record from the 'Database Table' listed on the 'Address' Interface.				
MDALGUAI1.10	MDA	**Primary Contact:** a. User/MDA shall be able to View and/or Edit, this information (**except the First and Last Name**) by executing the 'Address' tab on it's Primary Interface. b. **To Add, Assign or Delete a Primary Contact for an LGU, User/MDA shall navigate to the Address interface, by executing the 'Primary Contact' tab.**				

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MDALGUAI1.11	MDA	**Authorized Rep.:** a. User/MDA shall be able to View and/or Edit, this information (**except the First and Last Name**) by executing the 'Address' tab on it's Primary Interface. b. **To Add, Assign or Delete a Authorized Rep. for an LGU, User/MDA shall navigate to the Address interface, by executing the 'Authorized Rep.' tab.**				
MDALGUAI1.12	MDA	**System shall pre-populate all the fields, with the information pertaining to the Primary Contact for that particular LGU, when the User/MDA is accessing the 'Address' interface, by executing the 'Address' tab.**				
MDALGUAI1.13	MDA	System shall update information in the fields on the Address Interface, based on the record selected by the User/MDA from the 'Database Table' on the Address Interface.				
MDALGUAI1.14	MDA	**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 populated entry with the existing database to find a match. a. It shall be a **Progressive search field**. b. It **shall be sortable in nature** i.e. the User shall be **able to change the search criteria**, by **double clicking on any Index in the Database table**				
MDALGUAI1.15	MDA	**Database table**: 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. a. This table shall have the same Indexes as Columns, existent in the Current System (see Fig.). b. This table shall only list the records of the employees in the database that are associated with that particular Local Government Unit. c. The table shall **not show the entire Database**, **instead** just the **records of all the Employee Contacts** for that particular LGU, **along with the record of Primary Contact Person and Authorized Rep.**. d. System shall be able to **filter these records on the basis of GovUnit_ID and the Address Ids mapping that GovUnit_ID.** e. Information displayed here shall be tabular representation of all the information populated in the fields given below (discussed below). f. It shall be a **Scrollable Table**. g. This table shall display all the information that is available in the Address File in the Database. h. The functions and Interface of this table in the new program shall be similar to the old program. i. The table shall be synchronized with the search functionality of the fields given below (discussed below) j. **Selected Data row** in this table, shall display pertaining information in the data fields given below respectively.				
MDALGUAI1.16	MDA	**Contact Address**: It lists out data field features that display the Contact information of the record selected from the Database table. **a. User/MDA shall have maximum security rights to edit any information populated in these fields (except for First and Last name of Authorized Rep. and Primary Contact, for that particular LGU.)**				

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		b. The information in the data fields under the **Contact Address section of the Address interface** shall change according to the record selected from the Database table (given above).				
MDALGUAI1.17	MDA	**Phone**: Displays **Contact #** of a record, pertaining to the particular LGU, User/MDA is reviewing information about: (Data type: Integer) a. **User/MDA shall have maximum security rights to View/Edit this information, pertaining to any record for the LGU.** **b. User/MDA shall have maximum security rights to Add New information, in this field for a particular record.** c. 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 User/MDA is adding new information. d. This field shall be a dynamic field i.e.; it shall change the Phone# of the Contact Person (set as default) to any record selected from the table above.				
MDALGUAI1.18	MDA	**Ext.:** Displays **Extension#** of a record, pertaining to the particular LGU, User/MDA is reviewing information about: (Data type: Integer) a. **User/MDA shall have maximum security rights to View/Edit this information, pertaining to any record for the LGU.** **b. User/MDA shall have maximum security rights to Add New information, in this field for a particular record.** c. 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 User/MDA is adding new information. d. This field shall be a dynamic field i.e.; it shall change the Ext.# of the Contact Person (set as default) to any record selected from the table above				
MDALGUAI1.19	MDA	**Address ID**: Displays the **Unique ID** of any record generated in the Address File (Data Type: Integer) a. This field shall be a dynamic field i.e.; it shall change the **Address Id** of the Contact Person (set as default) to any record selected from the table above. b. User/MDA shall not have the security rights to edit this information. c. Editing any information by the User shall not change the Address ID				

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MDALGUAI1.20	MDA	**First Name:** displays the 'First Name' of a record, selected from the database table. **a. User/MDA shall have maximum security rights to View/Edit this information for all the Employee Contact records for the LGU (except for First and Last name of Authorized Rep. and Primary Contact, for that particular LGU.)** b. It shall have a **Progressive Search Functionality** to it, which shall look for **matching record** in the Database, when User/MDA is adding new information. *c.* This field shall be a dynamic field i.e., it **shall change the First Name of the Contact Person to any record selected from the table above.** d**.** In case of the Editing/Adding by the User/MDA some information, the Current program allows the system to **Auto-Correct/Spell check** a nick name or wrongly fed data in this field, by retrieving correct name information from a Database file named **Nick Name** e **The system matches the entered information in this field with a similar entry in the Nick Name file in the database and if found it auto fills the Full First Name pertaining to the matched entry.** f. The **New System shall have the same** functionality to it.				
MDALGUAI1.21	MDA	**Last Name**: Displays the **'Last name'** of a record, selected from the database table: (Data type: Characters) **a. User/MDA shall have maximum security rights to View/Edit this information for all the Employee Contact records for the LGU (except for First and Last name of Authorized Rep. and Primary Contact, for that particular LGU.)** b. It shall have a **Progressive Search Functionality** to it, which shall look for **matching record** in the Database, when User/MDA is adding new information c. This field shall be a dynamic field i.e., it **shall change the Last Name of the Contact Person to any record selected from the table above.** d. The **New System shall have the same** functionality to it				
MDALGUAI1.22	MDA	**Position**: Displays the **Position (work designation)** of a record if exists, selected from the database table. (Data type: Character) a. **User/MDA shall have maximum security rights to View/Edit this information, pertaining to any record for the LGU.** **b. User/MDA shall have maximum security rights to Add New information, in this field for a particular record.** c. This field shall be a dynamic field i.e., it **shall change the Position of the Contact Person to any record selected from the table above.**				
MDALGUAI1.23	MDA	**Company:** Displays the **Company (work)** of a record if exists, selected from the database table. (Data type: Characters) a. **User/MDA shall have maximum security rights to View/Edit this information, pertaining to any record for the LGU.** b. **User/MDA shall have maximum security rights to Add New information, in this field for a particular record.** c. This field shall be a dynamic field i.e., it **shall change the Company of the Contact Person to any record selected from the table above.**				

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MDALGUAI1.24	MDA	**Address:** Displays the **Address** of a record, selected from the database table. It has an additional field:**Address-2** (Data type: Characters) a. **User/MDA shall have maximum security rights to View/Edit this information, pertaining to any record for the LGU.** b. **User/MDA shall have maximum security rights to Add New information, in this field for a particular record.** c. This field shall be a dynamic field i.e., it **shall change the Address (line 1 & 2) of the Contact Person to any record selected from the table above.** d. The Current program allows the system **and shall be in** the **New System as well**, to **Auto-Correct** any **Address or PO Box description** fed in this field, by retrieving correct Address & PO Box information from a Database file named **Postal Records file** d.1 The system **matches** the entered information in fields with a **similar Address & PO Box** format in the **Postal Records file** in the database and if found it auto corrects the **Address to the pertaining to the matched entry** according to the **State Postal Laws.** d.2 **PO Box entry shall always be made in the Address-2 field**. It is a **Mandatory (*)** requirement, if editing/adding. f. It shall be an optional field for the User to fill in, if being edited				
MDALGUAI1.25	MDA	**Zip**: Displays the **Zip code** of the pertaining address: (Data type: Integer) a. **User/MDA shall have maximum security rights to View/Edit this information, pertaining to any record for the LGU.** b. **User/MDA shall have maximum security rights to Add New information, in this field for a particular record.** c. This field shall be a dynamic field i.e, it **shall change the Zip code of the Contact Person to any record selected from the table above.** d. This field shall have a **Progressive Search Functionality** to it, which shall look for **matching record** in the Database file **Zip Phone** e. 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**.** f**.** System shall **auto-fill** the matched Zip Code that progressively appears in the drop down list. g. The size of the **search based drop-down** tab shall be dynamic, based on the progressive matching of the Integer data type. h. System shall **auto fill** the **City** & the **State** field, after the exact match for the Zip Code has been populated in the Zip Field. i. The information for **City & State** adjacent to the matched Zip Code is retrievable from the **Zip Phone file** in the database. j. It shall be an optional field for the User to fill in, if being edited				
MDALGUAI1.26	MDA	**City**: Displays the **City** of the pertaining address entry: (Data type: Character) a. **User/MDA shall have maximum security rights to View/Edit this information, pertaining to any record for the LGU.** b. **User/MDA shall have maximum security rights to Add New**				

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		information, in this field for a particular record. c. 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.** **d.** It shall have a **Progressive Search Functionality** to it, which shall look for **matching record** in the Database file **Zip Phone** e. System shall **auto-fill** the matched City that progressively appears in the drop down list f. The size of the **search based drop-down** tab shall be dynamic, based on the progressive matching of the Character data type g. System shall **auto fill** the **Zip** & the **State** field, after the exact match for the City has been populated in the **City Field**. h. The information for **Zip & State** adjacent to the matched Zip Code is retrievable from the **Zip Phone file** in the database. i. It shall be an optional field for the User to fill in, if being edited.				
MDALGUAI1.27	MDA	**State:** Displays the **State (Address)** of the pertaining address entry: (Data type: Character) a. **User/MDA shall have maximum security rights to View/Edit this information, pertaining to any record for the LGU.** b. **User/MDA shall have maximum security rights to Add New information, in this field for a particular record.** c. 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.** **d. State** field shall have a **Drop-Down scroll** feature e**.** The **Drop-Down scroll State field** shall have the updated list of all the States in the Country, with the feature of selecting any one of them based on the user's requirement. f. System shall allow the User/MDA to Select or View the **State** of any entity either in the database or currently being fed. e. **State** field shall have an **Auto-Fill** feature. f. 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. g**.** The information for the **State field** adjacent to the matched Zip Code & City is retrievable from the **Zip Phone file** in the database h. It shall be an optional field for the User to fill in, if being edited				
MDALGUAI1.28	MDA	**Pay to Address:** This **section of the Address Interface** lists out the Address information for the particular Lender, where the Loan Amount is disbursed to, from the State of Minnesota. a. **User/MDA shall have maximum security rights to View/Edit information in all the fields: Company, Address, Zip, City & State, pertaining to any record for the LGU (where LGU is a Lender).** b. **User/MDA shall have maximum security rights to Add New information, in these fields for a particular record.** c. **Company, Address (1&2), Zip, City & State fields shall be blank, when the Internal User/MDA is accessing the 'Address' Interface, for an LGU,**				

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		by executing the 'Address' tab, on it's own (MDA's) Primary Interface. d. User/MDA shall be able to Edit/View or Add information, for all the fields (mentioned above) in the Pay-to-Address section of the Interface, when accessing the 'Address' Interface, to review Lender information.				
MDALGUAI1.29	MDA	**Fax:** Displays the **Fax# information** of a record selected from the database: (Data type: Integer) a. **User/MDA shall have maximum security rights to View/Edit this information, pertaining to any record for the LGU.** **b. User/MDA shall have maximum security rights to Add New information, in this field for a particular record.** c. This field shall be a dynamic field i.e., it **shall change the Fax# of the Contact Person to any record selected from the table above.** **d. Shall be in the Contact Address section of the Address Interface, i.e. shall be moved from the current location and shall be placed in the Contact Address section along with other fields.**				
MDALGUAI1.30	MDA	**E-mail:** Displays the **Email Address** of a record selected from the database: (Data type: Characters). a. **User/MDA shall have maximum security rights to View/Edit this information, pertaining to any record for the LGU.** **b. User/MDA shall have maximum security rights to Add New information, in this field for a particular record.** c. This field shall be a dynamic field i.e., it **shall change the E-mail address of the Contact Person to any record selected from the table above.** **d. Shall be in the Contact Address section of the Address Interface, i.e. shall be moved from the current location and shall be placed in the Contact Address section along with other fields.** **e.** The system shall only retrieve the E-mail information of the person selected. f. **It shall not display the e-mail information of other Contact People for the particular LGU/Lender Unit, under the E-mail tab field of the person selected. (see DB.1.3, DB.1.4, DB.1.5 for database specifications).** g. It shall be a **Mandatory (*) field** for the User to fill in.				
MDALGUAI1.31	MDA	**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. a. **User/MDA shall have maximum security rights to View/Edit information in this field pertaining to any record for the LGU.** ***b.* User/MDA shall have maximum security rights to Add New information, in these fields for a particular record.** **c. This field shall be blank, when the Internal User/MDA is accessing the 'Address' Interface, for an LGU, by executing the 'Address' tab, on it's own (MDA's) Primary Interface.** d**.** User/MDA shall be able to Edit/View or Add information, for this field, when accessing the 'Address' Interface, to review Lender information.				
MDALGUAI1.32	MDA	**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				

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		particular Lender and is stored in the Address File currently **a. User/MDA shall have maximum security rights to View/Edit information in this field pertaining to any record for the LGU.** ***b.* User/MDA shall have maximum security rights to Add New information, in these fields for a particular record.** **c. This field shall be blank, when the Internal User/MDA is accessing the 'Address' Interface, for an LGU, by executing the 'Address' tab, on it's own (MDA's) Primary Interface.** d. User/MDA shall be able to Edit/View or Add information, for this field, when accessing the 'Address' Interface, to review Lender information.				
MDALGUAI1.33	MDA	**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 **a. User/MDA shall have maximum security rights to View/Edit information in this field pertaining to any record for the LGU.** ***b.* User/MDA shall have maximum security rights to Add New information, in this field for a particular record.** **c. This field shall be blank, when the Internal User/MDA is accessing the 'Address' Interface, for an LGU, by executing the 'Address' tab, on it's own (MDA's) Primary Interface.** d. User/MDA shall be able to Edit/View or Add information, for this field, when accessing the 'Address' Interface, to review Lender information.				
MDALGUAI1.34	MDA	**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 **a. User/MDA shall have maximum security rights to View/Edit information in this field pertaining to any record for the LGU.** ***b.* User/MDA shall have maximum security rights to Add New information, in this field for a particular record.** **c. This field shall be blank, when the Internal User/MDA is accessing the 'Address' Interface, for an LGU, by executing the 'Address' tab, on it's own (MDA's) Primary Interface.** d. User/MDA shall be able to Edit/View or Add information, for this field, when accessing the 'Address' Interface, to review Lender information.				
MDALGUAI1.35	MDA	**LGU multi-contract:** It's a contract number assigned to a particular Local Government Unit. **a. User/MDA shall have maximum security rights to View/Edit information in this field pertaining to any record for the LGU.** ***b.* User/MDA shall have maximum security rights to Add New information, in this field for a particular record.**				
MDALGUAI1.36	MDA	**Lender multi-contract**: It's a contract number assigned to a particular Lender **a. User/MDA shall have maximum security rights to View/Edit information in this field pertaining to any record for the LGU.** **b. User/MDA shall have maximum security rights to Add New information, in this field for a particular record.**				

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		c. Lender multi-contract is mapped to the Address file currently; in the new system, the database structure shall be such, that it maps the Lender multi-contract to the Lender ID (discussed in the database requirements)				
MDALGUAI1.37	MDA	**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 existent, however their records are in the database. **Currently:** a. The **Consolidated contracts** have **LenderContract ID & UnitContract Id** (currently in Unit Lender File in the database) **as the same**. b. There are **two forms of Loans**, provided by the ,MDA 1. **Normal 1- Year Loan (existent pre-2006 & post 2006)** : **repayment** from Lender's side to MDA starts **after 1 year of issuing of the Loan** by MDA. 2. **10 –Year Loan (existent only pre-2006): repayment** from Lender's side to MDA starts **after 10 year of issuing** of the Loan by MDA c. **Until 2006 same, LenderContract Id & UnitContract** Id meant that, the amortization schedule for loans to a particular combination of LGU and Lender was based on a 10 year repayment schedule i.e. the Lender starts repayments to the MDA after 10 years. d. **The Loans with a 10 year schedule have unique Consolidated Contract Id**. These Loans are non-existent any more i.e. MDA does not issue 10 year Loans post 2006; however the amortization schedule is still existent for these loans. e. The other form of Loan, which is the **Normal 1-Year Loan doesn't** have a **Consolidated Contract Id, and the LenderContract Id & the UnitContract Id are different.** **Proposed:** a. The type of amortization schedule (**10-year or 1-Year**) calculation shall not be mapped on the Consolidated Contracts anymore. b. The amortization schedule shall be mapped with the Lender Id and not the **Consolidated Contracts (see database requirements)** c. Consolidated contract information shall be stored as a data record, and shall not link to any amortization schedule (these records shall still be in the system as independent records). d. **User/MDA shall have maximum security rights to View/Edit information in this field pertaining to any record for the LGU.** **e. User/MDA shall have maximum security rights to Add New information, in this field for a particular record.**				
MDALGUAI1.38	MDA	**Old Mm Number:** a. It **shall be removed from the Address Interface for every User Class**				
MDALGUAI1.39	MDA	**Add New**: this tab feature allows the User/MDA to **Enter New Set of information** in this particular **Address interface** a. **User/MDA shall have maximum security rights to execute this tab, for any Local Government Unit under review.** **b. User/MDA shall have maximum security rights to Add New**				

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		information, by executing this tab. c. Execution of this tab by the User/MDA shall provide the User/MDA with blank fields on the Address Interface, to enter new information in them (to add a new record). d. System shall recognize the user as MDA Internal Employee, to provide maximum access (security) to this Interface.				
MDALGUAI1.40	MDA	**Edit**: this tab feature allows the user to **Edit** any **information on** this particular **Address interface** a. **User/MDA shall have maximum security rights to execute this tab, for any Local Government Unit under review.** **b. User/MDA shall have maximum security rights to Edit information, by executing this tab.** c. Execution of this tab by the User/MDA shall provide the User/MDA, the security rights to edit any information for the record (associated with the LGU) selected from the Database table. d. System shall recognize the user as MDA Internal Employee, to provide maximum access (security) to this Interface.				
MDALGUAI1.41	MDA	**Next & Previous: these tab features shall be removed in the New System.**				
MDALGUAI1.42	MDA	**Duplicate**: this tab feature allows the user to **Duplicate Entered information:** **a.** This field **shall be removed** in the new system for the Internal User (MDA).				
MDALGUAI1.43	MDA	**Save:** tab allows the User to save New or Edited information on the Address Interface, in the database. a. **User/MDA shall have maximum security rights to execute this tab, for any Local Government Unit under review.** **b. User/MDA shall have maximum security rights to Save information, by executing this tab.** c. **This tab shall be enabled, when the User/MDA executes 'Add New' or 'Edit' tab on the Address interface.** d. Execution of this tab shall allow the system to store (save) the saved information in the database.				
MDALGUAI1.44	MDA	**Cancel:** tab allows the User to cancel any changes made to any information on the Address Interface (in the database). a. **User/MDA shall have maximum security rights to execute this tab, for any Local Government Unit under review.** **b. User/MDA shall have maximum security rights to Cancel information, by executing this tab.** c. **This tab shall be enabled, when the User/MDA executes 'Add New' or 'Edit' tab on the Address interface.** d. Execution of this shall cancel the current session performed by the User/MDA on the Address Interface and navigate the use back to the previous successful session on this Interface.				

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MDALGUAI1.45	MDA	**Delete:** allows the user to delete any existing information**.** a. **User/MDA shall have maximum security rights to execute this tab, for any Local Government Unit under review.** **b. User/MDA shall have maximum security rights to delete a record, by executing this tab.** (further requirements see DelMDA1.1 to DelMDA 1.9).				

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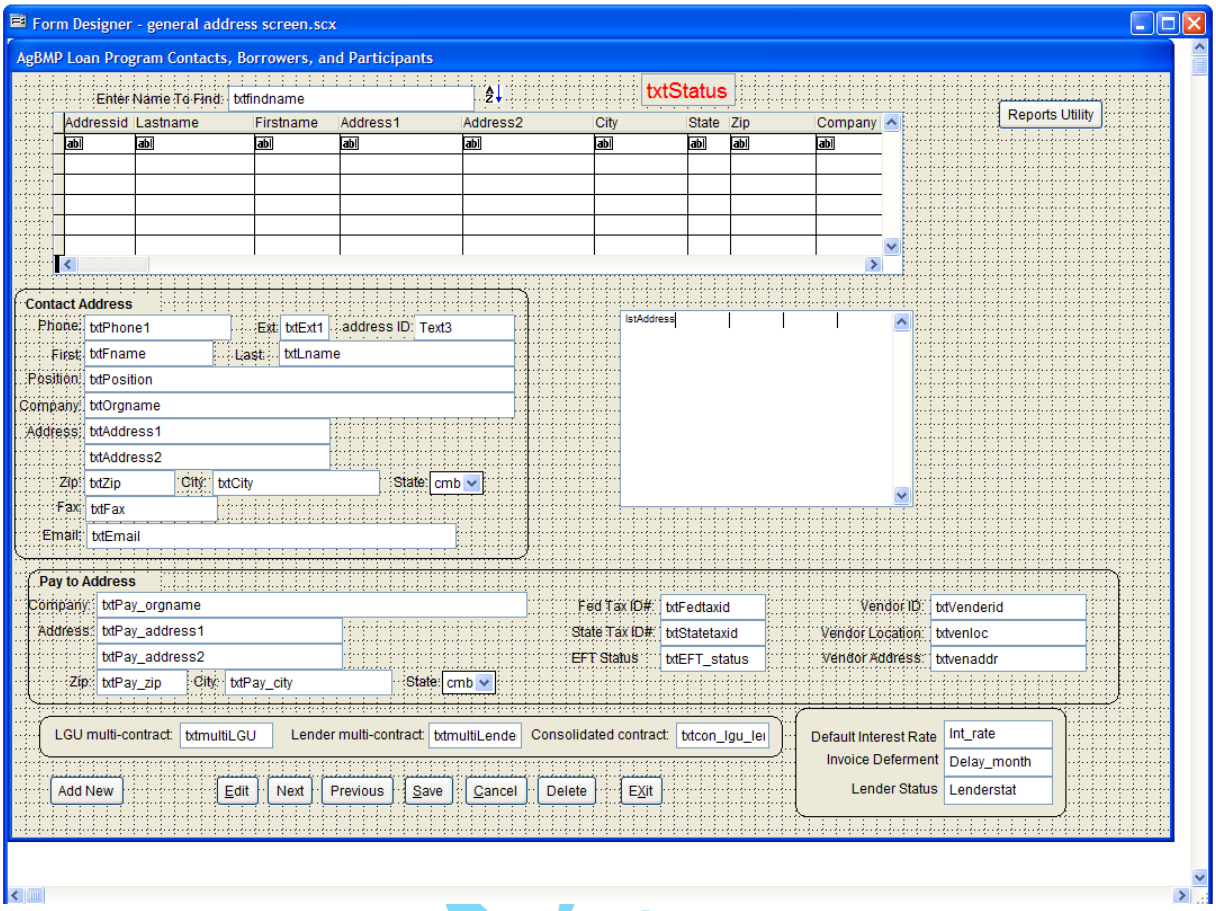
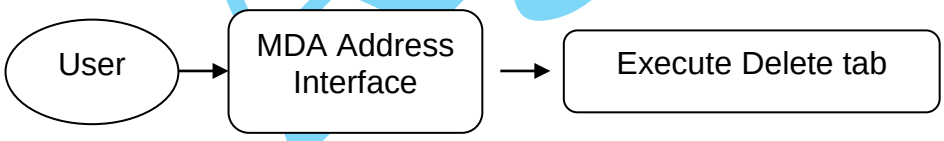
10.30 MDA Deleting a Record from the Address Interface by executing 'Address' tab on the Primary Interface

Figure 10.33. MDA-Internal User Address Interface.



10.30.1 User: MDA/Internal User

10.30.2 Navigational Flow to Address Interface to Delete Address Record.



10.30.3 Functional Requirements for MDA User Deleting Address Record.

Ref#	Client	Requirements	A	B	N	C
DelMDA1.1	MDA	**User/MDA shall have maximum security rights to execute this tab, for any Local Government Unit under review.**				
DelMDA1.2	MDA	**User/MDA shall have maximum security rights to delete a record, by executing this tab.**				
DelMDA1.3	MDA	**User/MDA shall select a record from the database table on the Address Interface to execute the delete tab.**				

DelMDA1.4	MDA	System shall run through a number of Checks, post execution of 'Delete' tab and deleting the selected record (based on the results of the Checks): **Condition 1: If the selected record is an 'Authorized Rep. or Primary Contact' of LGU.** **Condition 2: If the selected record is a 'Primary Contact' for a Lender.** **Condition 3: If there is a Loan attached with the selected record.** **Condition 4: If the selected record is an employee of the LGU** **Condition 5: If the selected record is an employee of the Lende**r.				
DelMDA1.5	MDA	**Condition 1:** **Execution of 'Delete' tab after selecting a record, shall trigger the system to match the Address Id of that record with the Govunit.Contact and Govtunit.AuthRep IDs in the Govt Unit. File.** a. 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/MDA to delete the record. b. System shall display a pop-up message if the above condition is true: Message: 'Cannot delete selected record' c. Execution of 'Ok' tab shall bring the User back to the previous session.				
DelMDA1.6	MDA	**Condition 2:** **If the above mentioned Condition 1 is 'False', then system shall match the Address ID of that record with the Lender.Contact (ID) in the Lenderunit.file.** a. If the system finds a match of the Address Id with the Lender.Contact ID, then system shall not allow the User/MDA to delete the record. b. System shall display a pop-up message if the above condition is true: Message: 'Cannot delete selected record' c. Execution of 'Ok' tab shall bring the User back to the previous session				
DelMDA1.7	MDA	**Condition 3:** **If the above mentioned Condition 3 is 'False', then system shall match the Address ID of that record with the Borrower Id in the Loan file.** a. If system finds a match, then system shall match that particular Address ID in the Govemployee file and Lenemployee file: **Condition 4 & 5** b**. If condition 4 and/or 5 , true then the system shall remove the selected record from the Govemployee file and/or Lenemployee file (if the record exists in both), but shall not remove it from the Loan file.** **c.** If condition 4 and 5 are true, system shall trigger a Pop-Up message**:** Message**: 'Do you wish to delete this record'** **d**. Execution of 'Ok' tab by the User/MDA shall trigger the removal of the selected record's Address Id from the Govemployee and/or Lenemployee file, shall remove the record from the Address file, and also from the list of records for that particular LGU, on the Address Interface.				
DelMDA1.8	MDA	**Execution of the 'delete' tab by the User/MDA on the Address Interface (after executing Address tab on it's primary Interface) shall do the following:** **a. Shall not allow the User/MDA to delete the Primary Contact and or Authorized Rep. record from this navigational flow (they can be deleted from their own interfaces)** **b. Shall not delete the record from the Loan file, if there is a loan attached to that particular record.** **c. Shall delete the record from the Govemployee file and/or Lenemployee file, which shall remove the record from the list of records in the database**				

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		table on the Address Interface, however shall not remove it from the entire database. **d. Conditions 1 to 5 shall be followed after execution of the 'delete' tab by the User/MDA on the Address Interface, navigating there after executing the' Address' tab on it's Primary Interface.**				
DelMDA1.9	MDA	System shall navigate the user back to the previous successful session, after the system has followed the steps to delete a record (post execution of the 'delete' tab).				

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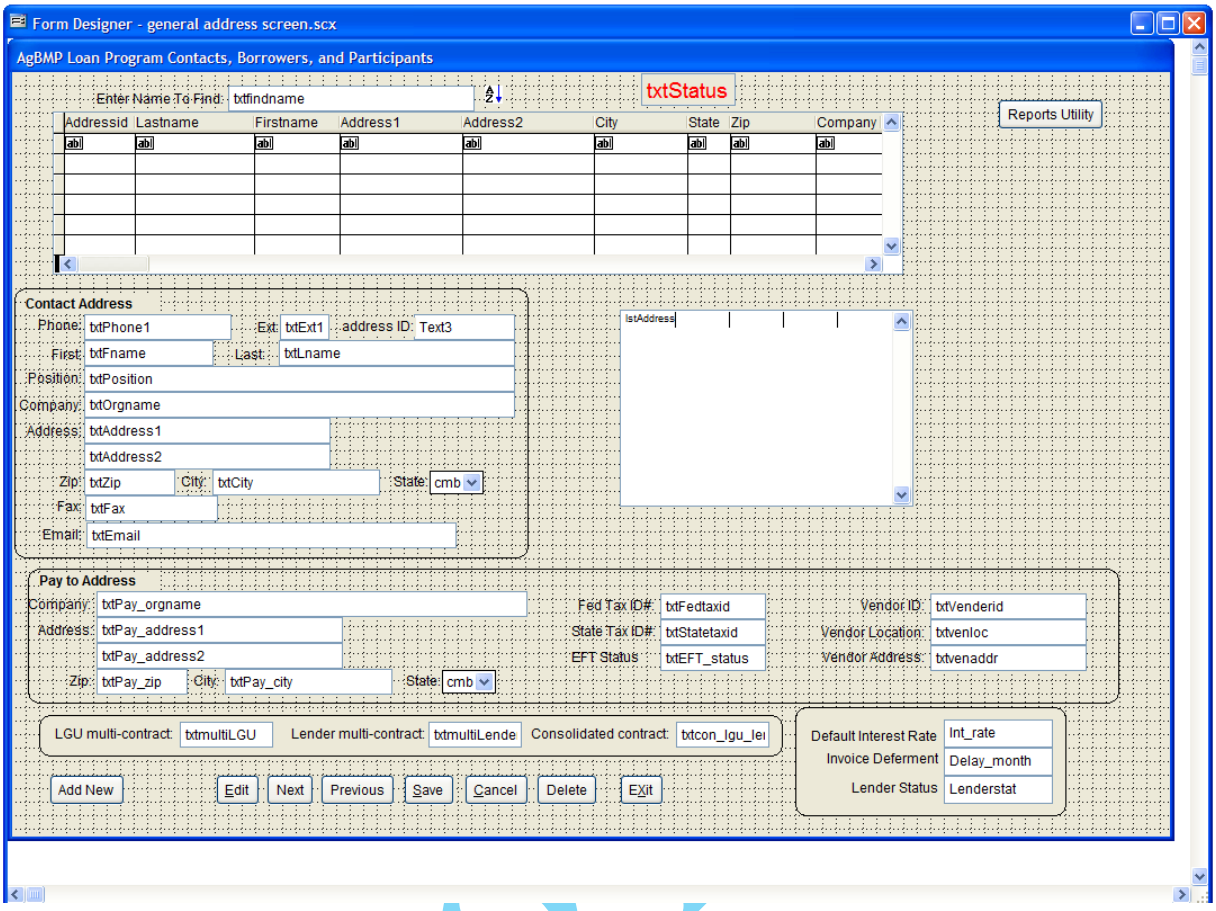
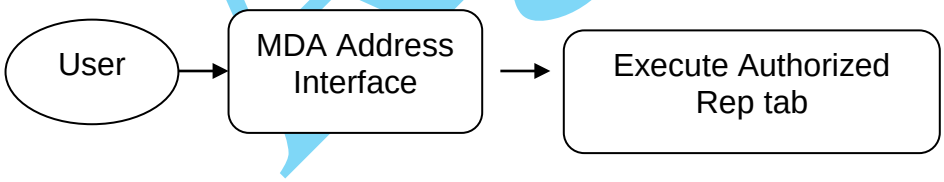
10.31 MDA Assigning/Deleting Authorized Rep for an LGU (Use Case 24)

Figure 10.34. MDA-Internal User Address Interface.



10.31.1 User: MDA/Internal User

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



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

Ref#	Client	Requirement	A	B	C	N
MDAAR1.1	MDA	The Address Interface, when accessed by the MDA/Internal User by executing the Authorized Rep. tab on it's Primary Interface, shall have a new tab: **'Assign'**				
MDAAR1.2	MDA	**Assigning a new Authorized Rep. by executing the 'Assign' (tab by MDA, shall replace the Address Id of the Old Authorized Rep. from the**				

		Govtunit.Auth.Rep, with the Address ID of the New Authorized Rep.				
MDAAR1.3	MDA	**User/MDA shall be able to assign a Authorized Rep. to the LGU by"** **a. Executing the 'Authorized Rep.' tab on that particular LGU's Primary Interface** **b. Navigating to the Address Interface (with old Authorized Rep.'s contact information pre-populated on the Address Interface)** **c. Selecting the newly created/saved record by the LGU/Primary Contact from the Database table on the Address Interface.** **d. Finally executing the 'Assign' tab.** **e. Execution of this tab shall replace the Address ID of the Old Authorized Rep. in the Govunit.Auth.Rep ID with the Address ID of the new Authorized Rep.** **f. Execution of this tab shall navigate the User/MDA back to it's Primary Interface, with the text field adjacent to Authorized Rep. tab updated with the First and Last name of the new assigned Authorized Rep.**				
MDAAR1.4	MDA	The 'Delete' tab shall be disabled for the User/MDA on this Address interface, when accessing it by executing the Authorized Rep. tab on it's own Primary Interface. a. All other fields and Buttons shall be the same and perform the same functions as on the Address Interface (in usual navigational circumstances).				
MDAAR1.5	MDA	**User/MDA shall be able to 'delete' an old Authorized Rep. record (if required and the LGU/User doesn't do it) by executing the 'Delete' when:** **a. A new Authorized Rep. has been assigned** **b. The User/MDA is accessing the Old Authorized Rep.'s information on the Address Interface, by executing the 'Address' tab on it's Primary Interface (and not by executing the Authorized Rep.)**				
MDAAR1.6	MDA	User/MDA cannot delete any record or information from the database, when accessing the Address Interface, by executing the Authorized Rep. tab. a. User/MDA shall be able to do so, only by navigating to the Address Interface, after executing the 'Address' tab.				

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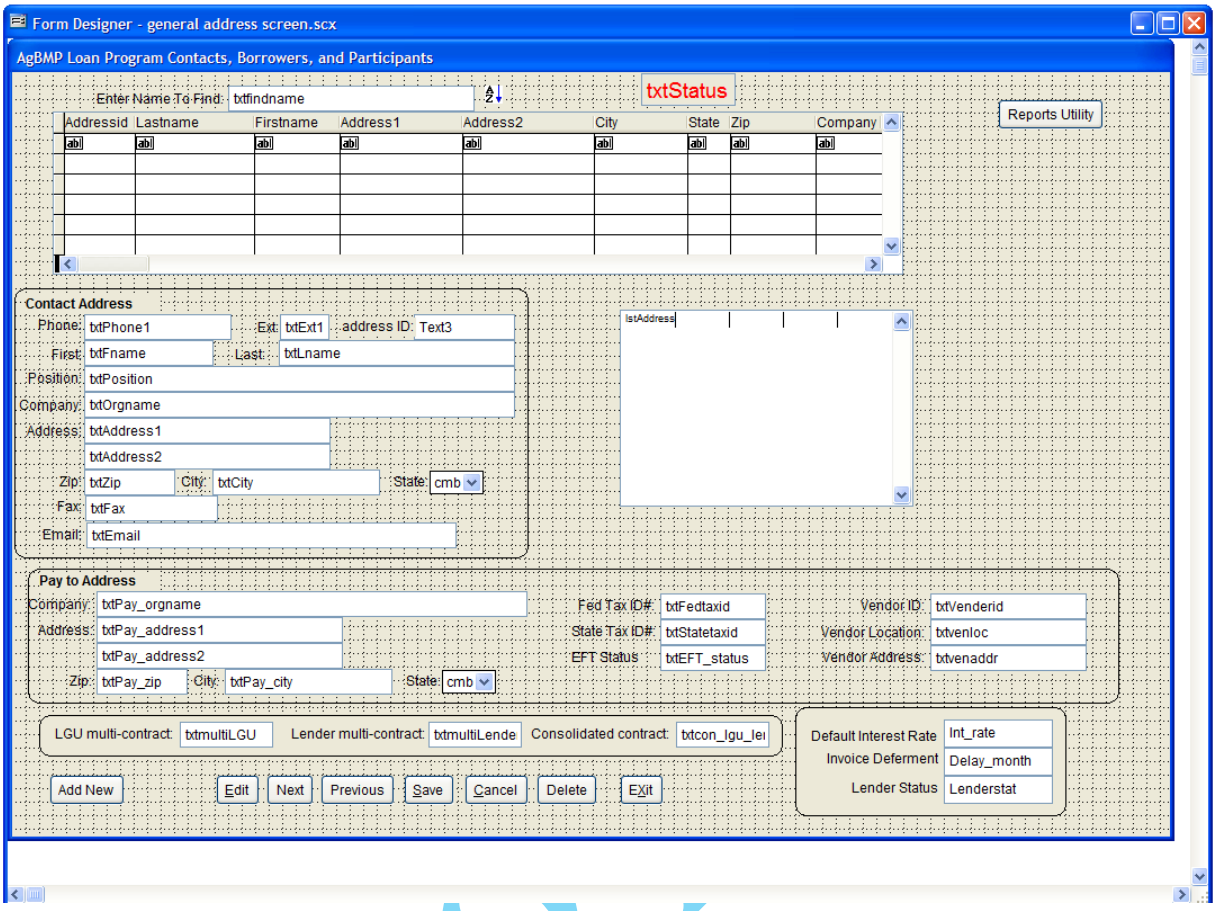
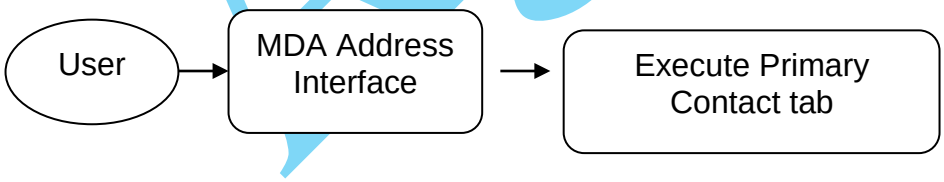
10.32 MDA Assigning/Deleting Primary Contact for an LGU

Figure 10.35. MDA-Internal User Address Interface.



10.32.1 User: MDA/Internal User

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



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

Ref#	Client	Requirement	A	B	C	N
MDAPCLG1.1	MDA	User/MDA shall change the Primary Contact for an LGU, when the LGU requests MDA to do so (outside the scope of the system).				
MDAPCLG1.2	MDA	The Address Interface, accessed by the MDA/Internal User post execution of the Primary Contact. tab on it's Primary Interface, shall have a new tab: **'Assign'**				
MDAPCLG1.3	MDA	**Assigning a new Primary Contact by executing the 'Assign' tab by MDA, shall replace the Address Id of the Old Primary Contact from the**				

		Govtunit.Contact, with the Address ID of the New Primary Contact.				
MDAPCLG1.4	MDA	**User/MDA shall be able to assign a new Primary Contact to the LGU by"** **a. Executing the 'Primary Contact' tab on that particular LGU's Primary Interface (which is the Primary Interface for MDA as well)** **b. Navigating to the Address Interface (with old Primary Contact's contact information pre-populated on the Address Interface)** **c. User shall be able to execute the 'Add New' tab to add a new record (to assign it as Primary Contact.)** **c.1 User/MDA shall add a new Primary Contact (Address ID) to the database, when the previous Primary Contact may still be in the AgBMP database (as an Authorized Rep. or Employee Contact or if a Loan is associated with the user).** **d. User shall be able to edit the contact information of the existing Primary Contact, by executing the 'Edit' tab, with the information of the New Primary Contact (this process will not change the Address ID)** **d.1 User/MDA shall be able to edit the existing information, if the Old Primary Contact, is no longer a part of the AgBMP database (out of the scope of the system).** **e. Post Adding, Editing, Selecting (from existing database) the information of the new Primary Contact (and saving it), User/MDA shall be able to execute the 'Assign' tab to assign that person (contact information)as Primary Contact.** **e. Execution of this tab shall replace the Address ID of the Old Primary Contact in the Govunit.Contact ID with the Address ID of the new Primary Contact.(refer to database structure)** **f. Execution of this tab shall navigate the User/MDA back to it's Primary Interface, with the text field adjacent to Primary Contact tab updated with the First and Last name of the new assigned Authorized Rep.**				
MDAPCLG1.5	MDA	The 'Delete' tab shall be disabled for the User/MDA on this Address interface, when accessing it by executing the Primary Contact tab on MDA's own Primary Interface. a. All other fields and Buttons shall be the same and perform the same functions as on the Address Interface (in usual navigational circumstances).				
MDAPCLG1.6	MDA	**User/MDA shall be able to 'delete' an old Primary Contact record (if required) by executing the 'Delete' tab when:** **a. A new Primary Contact has been assigned** **b. The User/MDA is accessing the Old Primary Contact's information on the Address Interface, by executing the 'Address' tab on it's Primary Interface (and not by executing the Primary Contact tab on MDA's Primary Interface.)**				
MDAPCLG1.7	MDA	User/MDA cannot delete any record or information from the database, when accessing the Address Interface, by executing the Primary Contact tab. a. User/MDA shall be able to do so, only by navigating to the Address Interface, after executing the 'Address' tab.				

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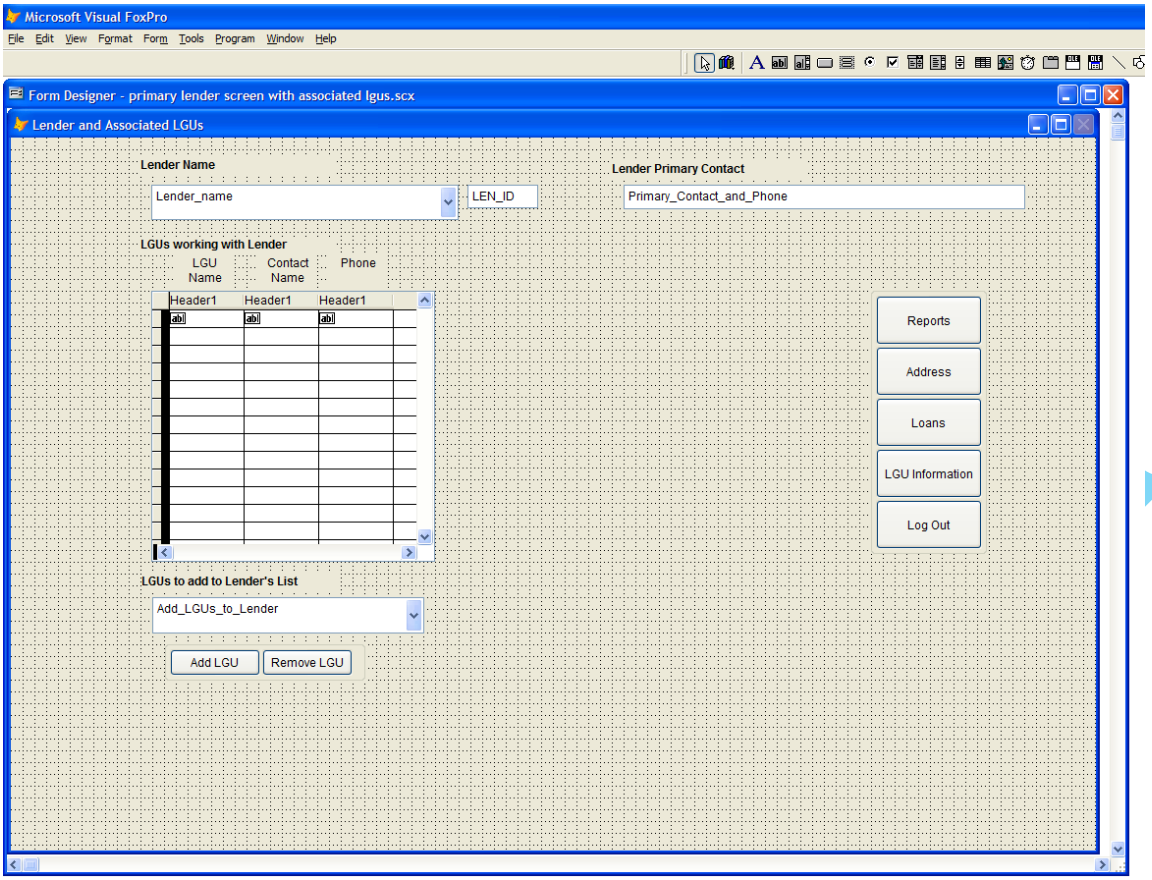
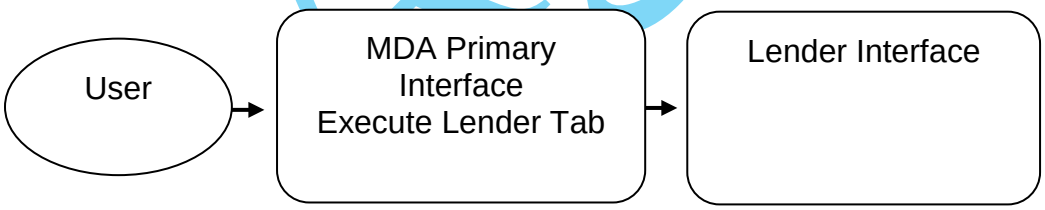
10.33 MDA Lender Interface (Use Case 25)

Figure 10.36. Lender Primary Interface



10.33.1 Users: MDA Internal Users

10.33.2 Navigational Flow to Lender Interface



10.33.3 Functional Requirements for Lender Primary Interface

Ref#	Client	Requirements	A	B	C	N
MDALen1.1	MDA	**User/MDA shall navigates to Lender Interface after executing the 'Lender' tab on it's Primary Interface.**				
MDALen1.2	MDA	System shall pre-populate this interface with the information pertaining to the LGU (just selected by the User/MDA from it's Primary Interface).				
MDALen1.3	MDA	**Government Unit** Tab: This field currently displays the				

		name of the Local Government Unit existing in the Gov Unit file. This feature is a drop down feature, which lists out all the government units in the database a. This field, shall be **renamed as Organization Name** b. **Organization Name** shall display only the name of that particular Local Government Unit, selected by the User/MDA on it's Primary Interface c. It **shall be a drop down** field for User/MDA d. Execution of the drop-down tab shall display the list of all the Local Government Unit that MDA works with, except the one currently displayed in the Organization Name drop-down field (selected from MDA's Primary Interface).				
MDALen1.4	MDA	**Lender Contract#:** Each LGU & Lender existing in the current system database have unique contract number. Lender Contract # displays the unique number of a particular Lender a. **Lender Contract # shall not** exist in the new system				
MDALen1.5	MDA	**Unit Contract#:** Each LGU & Lender existing in the current system database have unique contract number which connects a particular LGU to a particular Lender. Unit Contract # displays the unique Unit number of a particular LGU-Lender association. a. **Unit Contract # shall not** exist in the new system				
MDALen1.6	MDA	**Add Unit Lender:** Currently allows the user to select a Lender from the available list and add it to its list of existing Lenders. Execution of **Add Unit Lender tab**, navigates the user to the general Address Tab (Discussed Later), where the Information of the New Lender can be filled out or selected from the existing database a. In the new system, for the this interface, **Add Lender** shall allow the User/MDA to add new Lender (s) **to the list of associated Lenders for that particular LGU.** b**.** Add Lender, tab shall be a drop down field. c. This drop down field shall show a List of all the Lenders present in the **Lender unit file, except the ones already in the Lender Name list (see below)**. d. The system shall recognize the LGU (selected by MDA), and the Lender associated with that LGU and shall filter that list of Lenders accordingly. e. 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 f. System shall retrieve the drop down list data for all the other LGU's, not associated with that particular GovUnit Id and display it in the drop down list for Add Lender. g. The User/MDA shall be able to select the Lender (s) by clicking on that particular Lender name (s) from the Drop-Down list. (Post receiving the e-mail from the LGU, with the list of potential Lender Units to be added to their List). g.1 **User/MDA shall be able to make Multiple Selection from the Drop-Down List of Lenders** g.2 User selects multiple entries by Pressing **'Ctrl' on the Keyboard and**				

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		Mouse Clicking on every Entry to be selected. h. Execution of 'Add Lender' tab shall trigger a Pop-up interface: Message: '**Do you wish to Add**' h.1 **Execution of 'Ok' tab shall trigger the system to Add the selected Lenders from the drop-down list to the list of Lenders the LGU works with** **h.2 Execution of 'Ok' tab shall triggers the system to assign a new Unit Lender ID, in the Unit Lender file. System shall look for the maximum ID in the list (at the bottom) and assign (Maximum ID + 1) to the new selection (s)).** h.2 **Execution of 'Cancel' tab shall navigate the User back to the LGU Interface** i. The selected Lender (s) (for adding) gets displayed in the Lender list, for that LGU, after system has assigned a new UnitLender_Id to the LGU and Lender				
MDALen1.7	MDA	**Current Unit Lender's table:** In the current system, the **Current Unit Lenders** table shows the list of Lenders, the LGU in the **Government Unit's** tab is associated with. It also shows the **Lender Contract Number**, **Unit Contract Number and Current Point of Contact's details in it.** a. **Lender Name column**, **shall** list out all the names of all the Lenders' associated with the particular LGU selected by the User/MDA and is displayed in the Organization Name field. b. Columns **Lender Contract, Unit Contract & Current PO shall** be **removed** from this table for the proposed system. **c.** It shall be a **construct table & shall be a select field**, so that more information can be fed in the field, linking it to the updating database				
MDALen1.8	MDA	'**Remove** Unit **Lender'** tab: Currently is used for removing **Lender** entry which existing in the Lender file and show up in the Lender Name column. b. This tab shall be executed only after the User/MDA has selected an entry (Lender from the List) to be removed. (post receiving the e-mail request to remove specified Lender, from LGU/User). b.1 User/MDA **cannot execute 'Remove Lender'** tab without selection an Entry to remove from the '**Lender Name'** list. b.2 System shall display a Pop-up message, if the User/MDA does not make a valid selection from the '**Lender Name'** list. Message:' **Please Select a Lender to Remove'** c. User/MDA shall be able to execute the '**Remove Lender' tab in case of selection of Multiple Entries from the 'Lender Name' list.** c.2 **System shall allow multiple selection at one time for execution of 'Remove LGU' tab feature.** d. Execution of '**Remove Lender**' tab shall trigger a Pop-up interface: Message: '**Do you wish to Remove**' d.1 **Execution of 'Ok' tab shall trigger the system to remove the selected Lender (s) from the Lender Name list (it removes the selection from the UnitLender file)**				

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		d.2 **Execution of 'Cancel' tab shall navigate the User back to the Lender Interface.** e. **Post removal of the selected Lender after execution of 'OK' tab by the Internal User/MDA (on LGU's request) and removal of the selection from Unit Lender file, the visible but disabled entry in the Lender Name list for the LGU shall now be completely removed, and shall not be visible to LGU as a User on it's Lender Interface.**				
MDALen1.9	MDA	'Edit **Unit Lender'** tab: Currently is used for editing Lender entry which exists in the Lender file and show up in the Lender Name column. a. It **shall be hidden on the Lender Screen**, they shall not be able to use this feature				
MDALen1.10	MDA	**Add**: Currently allows the user to add information to the system. **Edit**: Execution of this feature currently allows the user to make changes to the data associated with the LGU & Lender. User cannot change any information, unless the Edit tab has been executed. **Delete**: Allows the user to delete information. **Next & Previous**: These Buttons currently allow the internal users of MDA to navigate through different LGUs, existent in the database a. **Add, Delete, Next, Previous** Buttons shall be hidden in the new system.				
MDALen1.11	MDA	**Auth.Rep.:** displays the name of the **Authorized personnel within the Local Government Unit**. This information is stored in the Address file in the database a. This tab and adjacent text field shall be removed from this Interface.				
MDALen1.12	MDA	**Primary Contact**: displays the name of the **Primary Contact person in the Lender's office**. This information is stored in the Address file in the database. a. This tab and adjacent text field shall be removed from this Interface.				
MDALen1.13	MDA	**Loans**: Currently Loans feature provides the information about all the loans that a particular LGU has issues, along with the Loans amount, Borrowers information and Lender ID etc. The information is stored in the **Loan file** in the database. a. This Interface shall have the **Loans** feature (tab) on it b. Execution of this tab, by User/MDA shall navigate the User to Loan Information table (Loan Interface #1). c. **User/MDA shall be able to view all Loan's Information the particular LGU (selected by User/MDA on it's Primary Interface) has with the selected Lender from the Lender Name list of Lenders associated with that particular LGU.** d. **System shall display a default list of all Loans that particular LGU has ever issued, if User/MDA fails to select a Lender Unit from the Lender Name list, before executing the 'Loans' tab**, on the Loan Information table (Loan Interface #1).				
MDALen1.14	MDA	**Address:** tab shall be incorporated in the Proposed Lender Interface. a. **Execution of this tab shall allow the User/MDA to navigate to the**				

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		Address Interface, with the Contact Information of the Lender: selected from the Lender Name list, pre-populated on the Address Interface. b. This tab shall be **'visible and disabled'**, and shall be triggered as Enabled for the User/MDA once the User has selected an LGU to view it's contact information. c. **System shall not allow the User/MDA to navigate to the Address Interface, with multiple selections on the Lender Name list. System shall display a pop-up message:** Message: **'Select one entry at a time'**. **d. Execution of 'Ok' tab on this pop-up interface, shall navigate the User/MDA back to the Lender Interface.**				
MDALen1.15	MDA	**LGU Information**: a. This tab shall be hidden from the Lender Interface; User/MDA shall navigate to the LGU interface by executing 'LGU' tab on User/MDA's Primary Interface.				
MDALen1.16	MDA	**Save & Cancel**: All users shall be able to Save & Cancel information				

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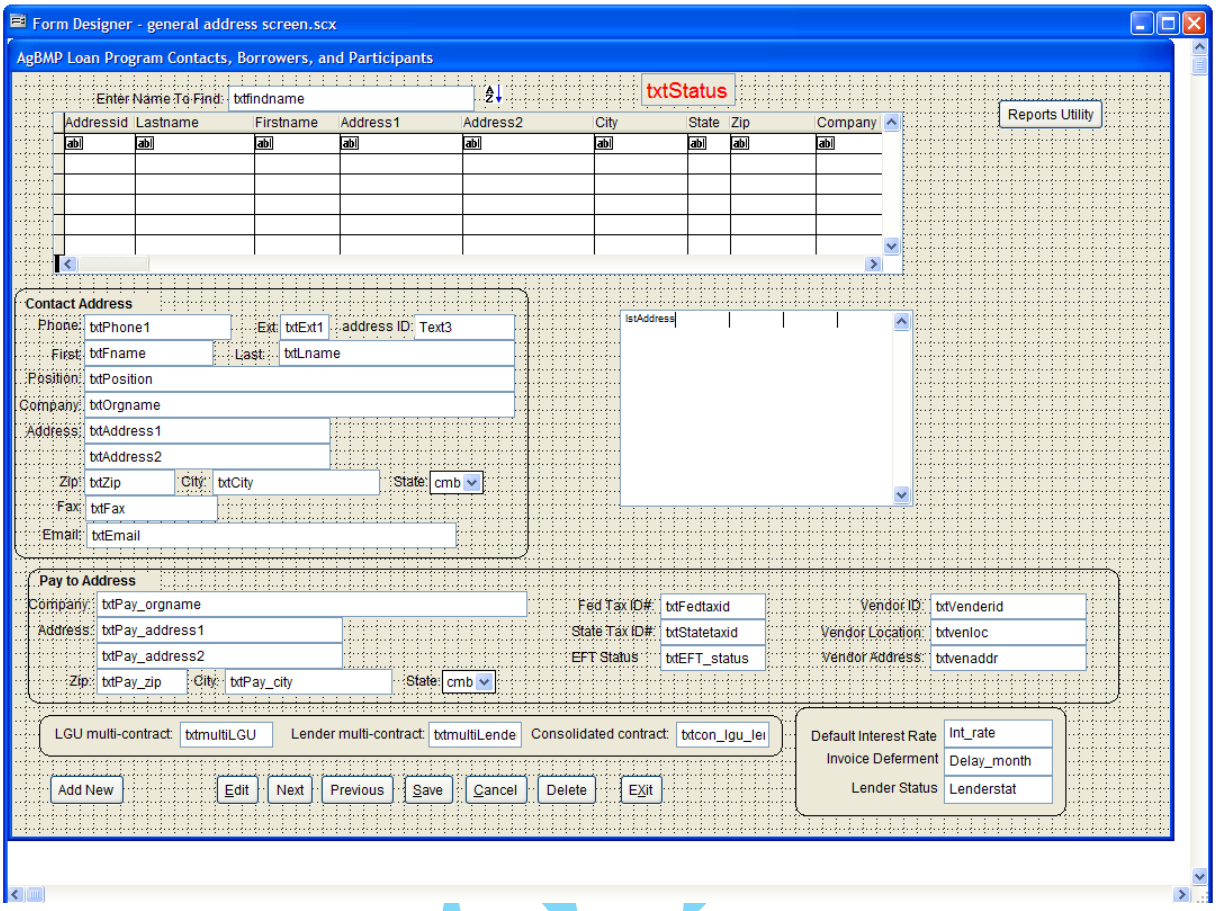
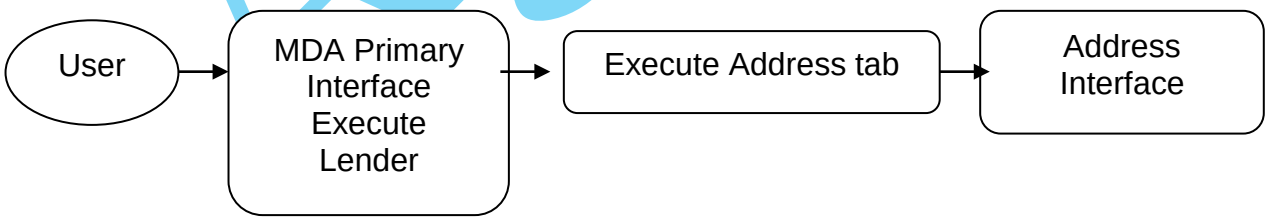
10.34 MDA Internal User Address Interface for Lender:

Figure 10.37. MDA-Internal User Address Interface.



10.34.1 User: MDA/Internal User

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



10.34.3 Functional Requirements for MDA User Address Interface for Primary Contact & Employee Contract Information.

Ref#	Client	Requirement	A	B	C	N
MDALenAI1.1	MDA	User shall be able to navigate to the Address interface, post execution of 'Address' tab on Lender Interface.				
MDALenAI1.2	MDA	MDA/User shall select a Lender record from the Lender name list on this Interface, and execute the Address tab.				
MDALenAI1.3	MDA	System shall navigate the user to the Address Interface, with the Primary				

		Contact information of the selected Lender, pre-populated on the Address Interface.				
MDALenAI1.4	MDA	System shall retrieve only the Address information (from the database), pertinent to the selected Lender unit				
MDALenAI1.5	MDA	**Delete/Assign Primary Contact:** a. User/MDA shall have security rights to delete or assign a Primary Contact for a Lender. b. **User/MDA shall not be able to delete or assign an 'Primary Contact' to a Lender on the Address Interface, by navigating to the Address Interface by executing Address tab.** **c. For User/MDA to delete or Assign an Primary Contact, the User/MDA shall navigate to the Address Interface, by executing the 'Primary Contact' tab on Lender Interface, and the 'Address' tab. (**see req.: Deleting/ Assigning Primary Contact) d. **System shall recognize the user as MDA Internal User, and shall provide the User/MDA with the security rights to 'delete or assign' a 'Primary Contact' (only if navigated to the Address Interface, after executing the specific 'Primary Contact' tab).**				
MDALenAI1.6	MDA	**User/MDA** shall be **allowed to add, edit or delete any other employee contact information associated with the Lender unit (except Primary Contact) on the Address Interface**.				
		Note: Address Interface requirements for Lender are similar to the Address Interface requirements for the LGU, when the client is MDA. **Differences between LGU & Lender's Address Interface requirements:** **1. In case of the Address Information requirements for LGU, the system shall display the information pertaining to the LGU only (in the fields on Address Interface).** **2. In case of the Address information requirements for Lender, the system shall display the information pertaining to the Lender only (in the fields on the Address Interface).** **Requirements are similar to MDALGUAI1.14 to MDALGUAI1.27, only the requirements are from Lender's perspective and not from LGU's, for the MDA as User/Client.**				
MDALenAI1.7	MDA	**Pay to Address:** This **section of the Address Interface** lists out the Address information for the particular Lender, where the Loan Amount is disbursed to, from the State of Minnesota. a. **User/MDA shall have maximum security rights to View/Edit information in all the fields: Company, Address, Zip, City & State, pertaining to any record for the Lender.** b. **User/MDA shall have maximum security rights to Add New information, in these fields for a particular record.** c. User/MDA shall be able to Edit/View or Add information, for all the fields (mentioned above) in the Pay-to-Address section of the Interface, when accessing the 'Address' Interface, to review Lender information.				
		Note: Following Requirements are similar to MDALGUAI1.29 to MDALGUAI1.30, only the requirements are from Lender's				

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		perspective and not from LGU's, for the MDA as User/Client.				
MDALenAI1.8	MDA	**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. a. **User/MDA shall have maximum security rights to View/Edit information in this field pertaining to any record for the Lender.** **b. User/MDA shall have maximum security rights to Add New information, in these fields for a particular record.** **c.** User/MDA shall be able to Edit/View or Add information, for this field, when accessing the 'Address' Interface, to review Lender information.				
MDALenAI1.9	MDA	**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 **a. User/MDA shall have maximum security rights to View/Edit information in this field pertaining to any record for the Lender.** **b. User/MDA shall have maximum security rights to Add New information, in these fields for a particular record.** c. User/MDA shall be able to Edit/View or Add information, for this field, when accessing the 'Address' Interface, to review Lender information.				
MDALenAI1.10	MDA	**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 **a. User/MDA shall have maximum security rights to View/Edit information in this field pertaining to any record for the Lender.** **b. User/MDA shall have maximum security rights to Add New information, in this field for a particular record.** c. User/MDA shall be able to Edit/View or Add information, for this field, when accessing the 'Address' Interface, to review Lender information.				
MDALenAI1.11	MDA	**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 **a. User/MDA shall have maximum security rights to View/Edit information in this field pertaining to any record for the Lender.** **b. User/MDA shall have maximum security rights to Add New information, in this field for a particular record.** d. User/MDA shall be able to Edit/View or Add information, for this field, when accessing the 'Address' Interface, to review Lender information.				
MDALenAI1.12	MDA	**LGU multi-contract:** It's a contract number assigned to a particular Local Government Unit. a. This field shall be blank, since the LGU multi-contract # does not apply to a Lender.				
MDALenAI1.13	MDA	**Lender multi-contract**: It's a contract number assigned to a particular Lender **a. User/MDA shall have maximum security rights to View/Edit information in this field pertaining to any record for the Lender.** **b. User/MDA shall have maximum security rights to Add New**				

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		information, in this field for a particular record. **c. Lender multi-contract is mapped to the Address file** currently; in the new system, the database structure shall be such, that it maps the Lender multi-contract to the Lender ID (discussed in the database requirements)				
MDALenAI1.14	MDA	**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 existent, however their records are in the database. **Currently:** a. The **Consolidated contracts** have **LenderContract ID & UnitContract Id** (currently in Unit Lender File in the database) **as the same**. b. There are **two forms of Loans**, provided by the ,MDA 1. **Normal 1- Year Loan (existent pre-2006 & post 2006)** : **repayment** from Lender's side to MDA starts **after 1 year of issuing of the Loan** by MDA. 2. **10 –Year Loan (existent only pre-2006): repayment** from Lender's side to MDA starts **after 10 year of issuing** of the Loan by MDA c. **Until 2006 same, LenderContract Id & UnitContract** Id meant that, the amortization schedule for loans to a particular combination of LGU and Lender was based on a 10 year repayment schedule i.e. the Lender starts repayments to the MDA after 10 years. d. **The Loans with a 10 year schedule have unique Consolidated Contract Id**. These Loans are non-existent any more i.e. MDA does not issue 10 year Loans post 2006; however the amortization schedule is still existent for these loans. e. The other form of Loan, which is the **Normal 1-Year Loan doesn't** have a **Consolidated Contract Id, and the LenderContract Id & the UnitContract Id are different.** **Proposed:** a. The type of amortization schedule (**10-year or 1-Year**) calculation shall not be mapped on the Consolidated Contracts anymore. b. The amortization schedule shall be mapped with the Lender Id and not the **Consolidated Contracts (see database requirements)** c. Consolidated contract information shall be stored as a data record, and shall not link to any amortization schedule (these records shall still be in the system as independent records). d. **User/MDA shall have maximum security rights to View/Edit information in this field pertaining to any record for the Lender.** **e. User/MDA shall have maximum security rights to Add New information, in this field for a particular record.**				
		Note: Following Requirements are similar to MDALGUAI1.38 to MDALGUAI1.45, only the requirements are from Lender's perspective and not from LGU's, for the MDA as User/Client.				

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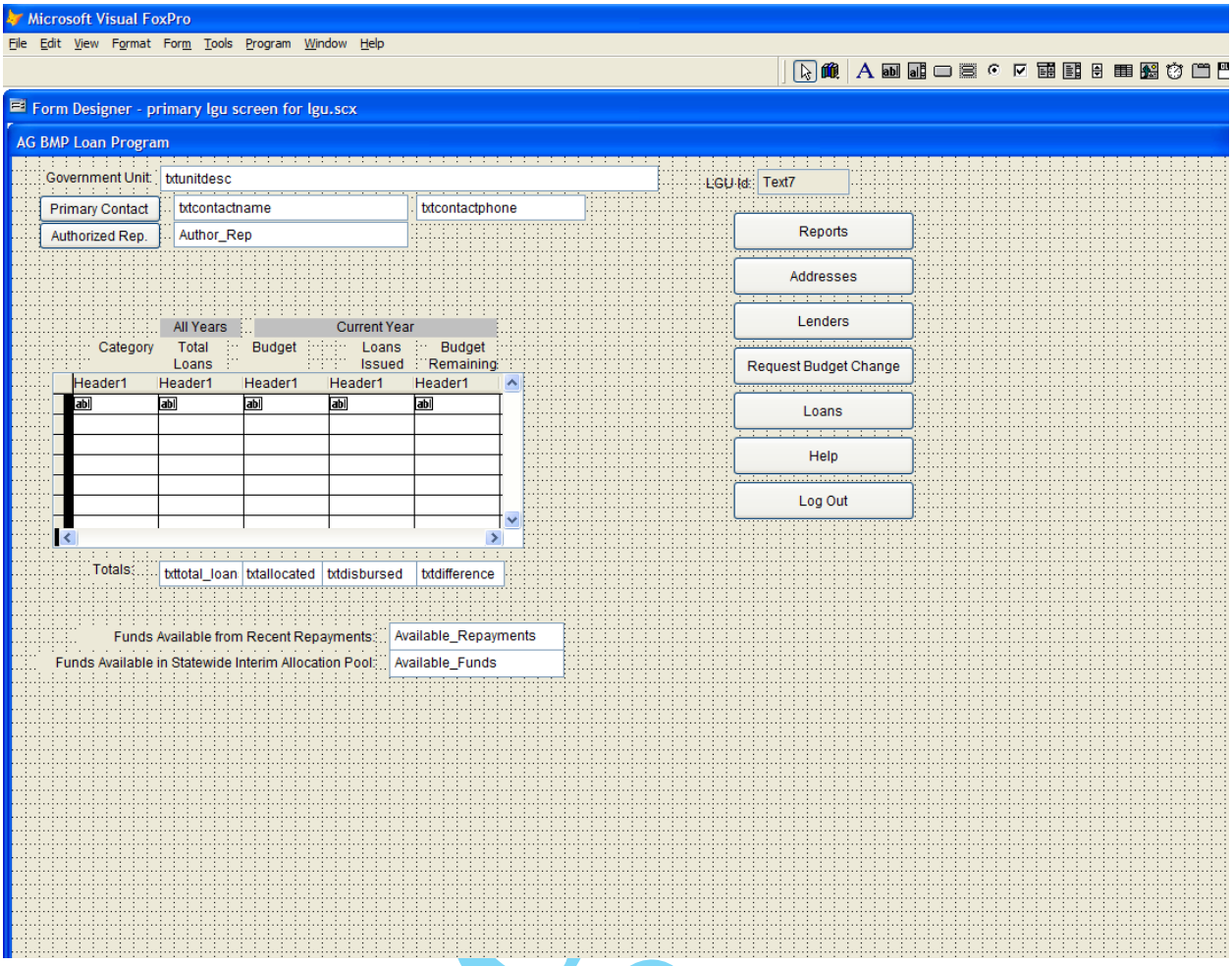
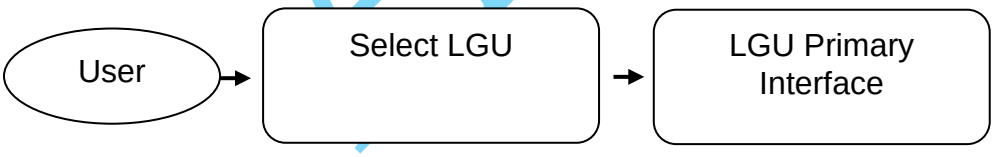
10.35 MDA LGU INTERFACE

Figure 10.38. MDA - LGU Interface



10.35.1 Users: MDA Internal Users

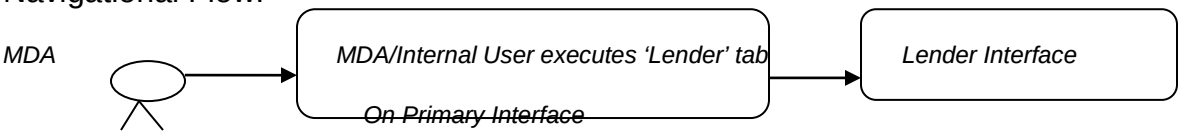
10.35.2 Navigational Flow to LGU Interface



10.35.3 Functional Requirements LGU Primary Interface

10.35.4 User: MDA

Navigational Flow:



Ref#	Client	Requirements	A	B	C	N
MDALGU1.1	MDA	**User/MDA shall navigates to LGU Interface (also the Primary Interface for Lender as a User), after executing the 'LGU' tab on it's Primary Interface.**				
MDALGU1.2	MDA	System shall pre-populate this interface with the information pertaining to the Lender				
MDALGU1.3	MDA	**Execution of 'LGU' tab shall navigate the User/MDA to an Interface similar to the Lender Interface (in the proposed system), with a particular Lender Unit's Name pre-populated in the Organization Name field.** a. The table in this case shall have the list of all the Local Government Unit that the selected Lender works with. b. **System shall select the first Lender (alphabetically placed), from the List of the Lender Name, for the particular LGU selected by the User/MDA on it's Primary Interface.** c. All information on this Interface shall be pertaining to that particular Lender (alphabetically placed 1st in the Lender Name list), selected by the system from the Lender Name list.				
MDALGU1.4	MDA	**Government Unit** Tab: This field currently displays the name of the Local Government Unit existing in the Gov Unit file. This feature is a drop down feature, which lists out all the government units in the database a. This field, shall be **renamed is Organization Name** b. **Organization Name** shall display only the name of that particular Lender selected by the system as Alphabetically the first amongst the list of Lenders the particular LGU works with. c. It **shall be a drop down** field for User/MDA d. Execution of the drop-down tab shall display the list of all the Lenders, that the MDA works with, except the one currently displayed in the Organization Name drop-down field				
MDALGU1.5	MDA	**Lender Contract#:** Each Lender & LGU existing in the current system database have unique contract number. Lender Contract # displays the unique number of a particular Lender a. **Lender Contract # shall not** exist in the new system				
MDALGU1.6	MDA	**Unit Contract#:** Each Lender & LGU existing in the current system database have unique contract number which connects a particular Lender to a particular LGU. Unit Contract # displays the unique Unit number of a particular Lender-LGU association. a. **Unit Contract # shall not** exist in the new system				
MDALGU1.7	MDA	**Add Unit Lender:** Currently allows the user to select a Lender from the available list (Data Base File) and add it to its list of existing Lenders. Execution of Add Unit Lender tab, leads the user to the general Address Tab (Discussed Later), where the Information of the New Lender can be filled out or selected from the existing database a. **This tab shall be renamed as 'Add LGU' for this Interface, when User/MDA is accessing it.** b. In the new system, for the this interface, **Add LGU** shall allow the User/MDA to add new LGU (s) **to the list of associated Lenders for that**				

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		particular Lender. c**. Add LGU, tab shall be a drop down field.** d. This drop down field shall show a List of all the Local Government Units present in the **Govunit file, except the ones already in the LGU Name list (see below)**. e. The system shall recognize the Lender, and the LGUs associated with that Lender and shall filter the list of LGU's accordingly. f. The system shall filter the list of LGUs which are already associated with the Lender based on the **Unit Lender Id,** and shall not display them in the drop-down list g. System shall retrieve the drop down list data for all the other LGU's, not associated with that particular LenderUnit Id and display it in the drop down list for Add Unit Lender. h. The User/MDA shall be able to select the LGU (s) by clicking on that particular LGU name (s) from the Drop-Down list. (Post receiving the e-mail from the particular Lender) h.1 **User/MDA shall be able to make Multiple Selection from the Drop-Down List of LGUs** h.2 User selects multiple entries by Pressing **'Ctrl' on the Keyboard and Mouse Clicking** on every Entry to be selected. i. **Execution of 'Add LGU' tab shall trigger a Pop-up interface**: Message: '**Do you wish to Add**' i.1 **Execution of 'Ok' tab shall trigger the system to Add the selected LGU(s) from the drop-down list to the list of LGUs that the Lender works with** **i.2 Execution of 'Ok' tab shall trigger the system to assign a new Unit Lender ID, in the Unit Lender file. System shall look for the maximum ID in the list (at the bottom) and assign (Maximum ID + 1) to the new selection (s)).** i.2 **Execution of 'Cancel' tab shall navigate the User back to the Lender Interface** j. The selected LGU (s) (for adding) gets displayed in the LGU Name list, for that Lender, after system has assigned a new UnitLender_Id to the LGU and Lender				
MDALGU1.8	MDA	**Current Unit Lender's table:** In the current system, the **Current Unit Lenders** table shows the list of Lenders, the LGU in the **Government Unit's** tab is associated with. It also shows the **Lender Contract Number**, **Unit Contract Number and Current POC's details in it.** a. '**Lender Name' column**, **shall be renamed as 'LGU Name'** b. **LGU Name list** shall list out all the names of all the LGUs associated with the particular Lender selected by the User/MDA. b. Columns **Lender Contract, Unit Contract & Current PO shall** be **removed** from this table for the proposed system. **c.** It shall be a **construct table & shall be a select field**, so that more information can be fed in the field, linking it to the updating database				

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MDALGU1.9	MDA	'**Remove** Unit **Lender'** tab: Currently is used for removing **Lender** entry which existing in the Lender file and show up in the Lender Name column. a. This tab shall be renamed as 'Remove LGU' on this Interface for the User/MDA. b. This tab shall be executed only after the User/MDA has selected an entry (LGU from the List) to be removed. (Post receiving the e-mail request to remove specified LGU, from Lender/User). b.1 User/MDA **cannot execute 'Remove LGU'** tab without selection an Entry to remove from the '**LGU Name'** list. b.2 System shall display a Pop-up message, if the User/MDA does not make a valid selection from the '**LGU Name'** list. Message:' **Please Select an LGU to Remove'** c. User/MDA shall be able to execute the '**Remove LGU' tab in case of selection of Multiple Entries from the 'LGU Name' list.** c.2 **System shall allow multiple selection at one time for execution of 'Remove LGU' tab feature.** d. Execution of '**Remove LGU**' tab shall trigger a Pop-up interface: Message: '**Do you wish to Remove**' d.1 **Execution of 'Ok' tab shall trigger the system to remove the selected LGU (s) from the LGU Name list (it removes the selection from the UnitLender file)** d.2 **Execution of 'Cancel' tab shall navigate the User back to the Lender Interface.** e. **Post removal of the selected LGU after execution of 'OK' tab by the Internal User/MDA and removal of the, selection from Unit Lender file, the visible but disabled entry in the LGU Name list for the Lender shall now be completely removed, and shall not be visible to Lender as a User on it's Primary Interface.**				
MDALGU1.10	MDA	'Edit **Unit Lender'** tab: Currently is used for editing Lender entry which exists in the Lender file and show up in the Lender Name column. a. It **shall be hidden on this Interface**, they shall not be able to use this feature				
MDALGU1.11	MDA	**Add**: Currently allows the user to add information to the system. **Edit**: Execution of this feature currently allows the user to make changes to the data associated with the LGU & Lender. User cannot change any information, unless the Edit tab has been executed. **Delete**: Allows the user to delete information. **Next & Previous**: These Buttons currently allow the internal users of MDA to navigate through different LGUs, existent in the database a. **Add, Delete, Next, Previous** Buttons shall be hidden in the new system.				
MDALGU1.12	MDA	**Auth.Rep.:** displays the name of the **Authorized personnel within the Local Government Unit**. This information is stored in the Address file in the database				

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		a. This tab and adjacent text field shall be removed from this Interface.				
MDALGU1.13	MDA	**Primary Contact**: displays the name of the **Primary Contact person in the Lender's office**. This information is stored in the Address file in the database. a. This tab and adjacent text field shall be 'Visible and Enabled' for the User/MDA. b. The text field adjacent to the Primary Contact tab shall display the name of the Primary Contact person (based on the Address Id of the Primary Contact). **c. User/MDA shall be able to navigate to the Address tab after executing the 'Primary Contact' tab.** **c.1 User/MDA shall only be able to 'Assign' a new Primary Contact, by executing 'Assign' tab on the Address Interface from this navigational flow to the Address Interface.** **c.2 User/MDA shall not be able to perform any editing, adding or deleting of any record on the Address interface, after navigating to it post execution of the 'Primary Contact' tab.** **c.3 User/MDA shall be able to select any record from the database table on the Address Interface, and execute 'Assign' tab. User/MDA shall navigate to the Address Interface, after executing the 'Address' tab (discussed below) on this Interface if User/MDA has to Edit, Add, or Delete any record.** **c.4 User/MDA shall be able to edit existing record, or add a new record, which the Lender, wishes to make the new Primary Contact, on the Address interface, only by navigating there, post; execution of the 'Address' tab and not the 'Primary Contact' tab.** **c.5 System shall update the First Name and the Last name of the newly assigned Primary Contact in the text field on this Interface, adjacent to the 'Primary Contact' tab, once the User/MDA has executed the 'Assign' tab on the Address Interface and navigated back to the Lender Interface.** d. The **'Primary Contact' tab shall be 'Visible and Disabled'** for the Lender/User.				
MDALGU1.14	MDA	**Address:** tab shall be incorporated in the Proposed LGU Interface. a. **Execution of this tab shall allow the User/MDA to navigate to the Address Interface, with the Primary Contact's Information of the Lender on the Address Interface.** b. User/MDA and the Primary Contact from the Lender Unit, shall be able to navigate to the Address Interface, post execution of this tab. b.1 User/MDA shall be able to View, Edit, Add and Delete all records associated with the particular Lender Unit on this Interface. b.2 User/MDA shall make changes to the existing record or Add a new record to Assign that record as a New Primary Contact, by navigating to the Address interface, post execution of the Address tab. b.3 **User/MDA shall however not be allowed to 'Assign' a New Primary Contact from this navigational flow (since there shall not be any 'Assign'**				

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		tab when User/MDA is on the Address Interface, after executing the 'Address' tab.) b.4 User/MDA shall only be allowed to **'Assign'** a **New Primary Contact**, by executing the **'Primary Contact'** tab (discussed above) and navigating to the **'Address'** Interface.				
MDALGU1.15	MDA	**Loans**: Currently Loans feature provides the information about all the loans that a particular LGU has issued, along with the Loans amount, Borrowers information and Lender ID etc. The information is stored in the **Loan file** in the database. a. This Interface shall have the **Loans** feature (tab) on it b. Execution of this tab, by User/MDA shall navigate the User to Loan Information table (Loan Interface #1). c. **User/MDA shall be able to view all Loans Information the particular Lender has with the selected LGU (by User/MDA) from the LGU Name list of LGUs associated with that particular Lender.** d. **System shall display a default list of all Loans that particular Lender has ever issued, if User/MDA fails to select an LGU from the LGU Name list, before executing the 'Loans' tab**, on the Loan Information table (Loan Interface #1).				
MDALGU1.16	MDA	**LGU Information**: It shall be a new feature tab that shall be on the this Interface, to allow the User/MDA to navigate back to it's Primary Interface (where User/MDA can view the selected LGU's information and perform other actions related to that particular LGU). a. **User/MDA shall be able to navigate to it's Primary Interface, after executing 'LGU Information' tab on this Interface.**				

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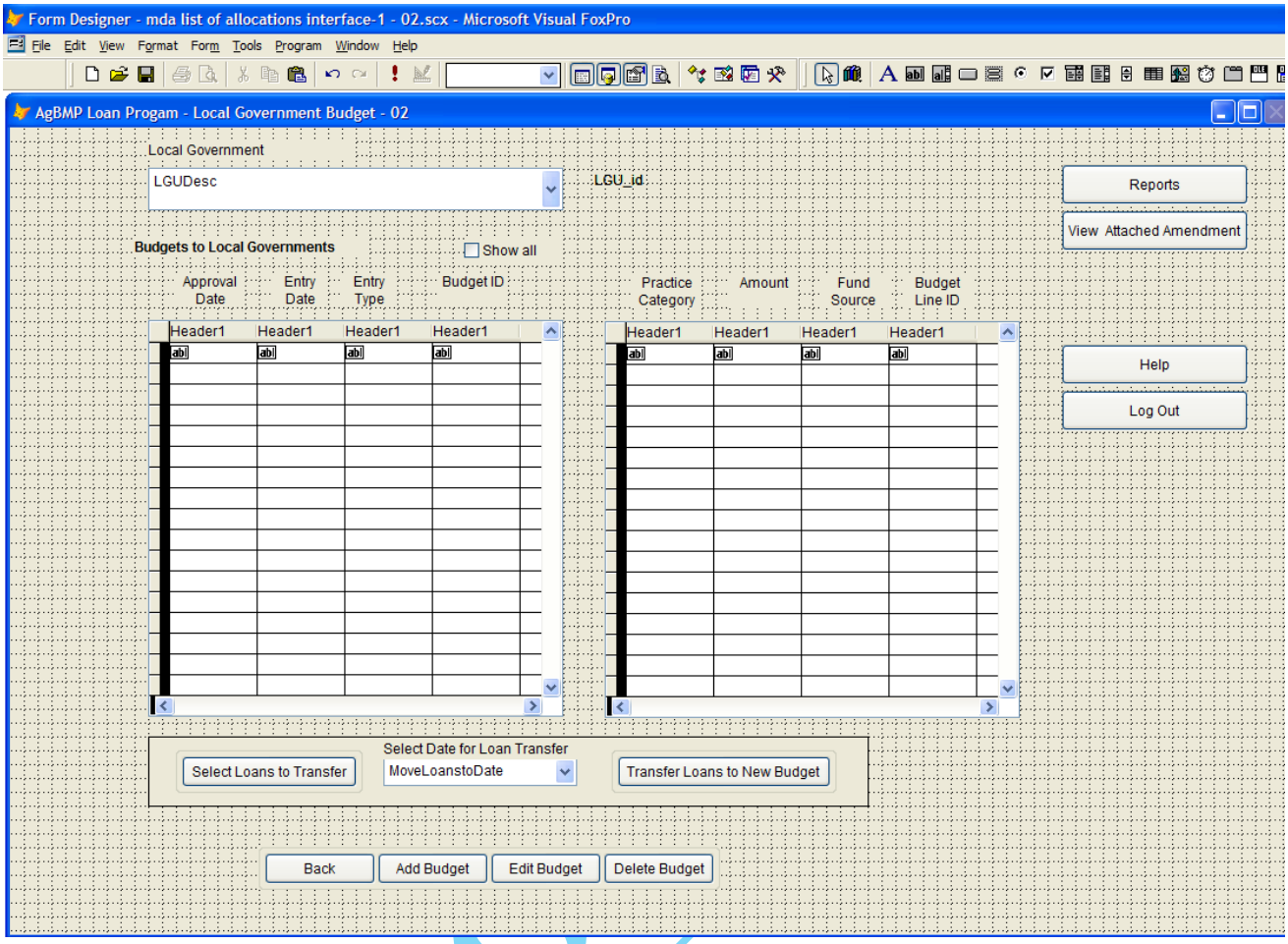
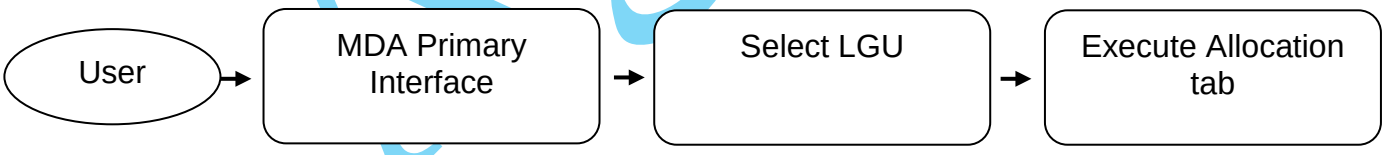
10.36 MDA List of Allocations Interface-1 (Use Case 26) -02

Figure 10.39. List of Allocations for LGU Interface-1 - 02



10.36.1 User: MDA/Internal User

10.36.2 Navigational Flow to MDA-List of Allocations Interface-1



10.36.3 Functional Requirements for MDA-List of Allocations Interface-1 - 02

Ref#	Client	Requirements	A	B	C	N
MDAAlloc1.1	MDA	**User/MDA** shall be able to navigate to Allocation Interface, by executing the Allocations tab on MDA's primary interface.				
MDAAlloc1.2	MDA	This interface and tab shall be visible and enabled to the MDA Internal staff only. Other external users shall not have the security rights to either view or access this interface.				
MDAAlloc1.3	MDA	**Allocations Interface:** a. Shall display the list of current allocations based on each category for the current year.				

		b. It shall also display the allocations for the previous year. c. System shall be able to update the list of loans to be associated with the current allocation				
MDAAlloc1.4	MDA	**Government Unit:** a. This field shall **be renamed as 'Organization Name'** b. **It shall be a drop-down list** of all LGU's associated in the Program. c. The LGU selected by the Internal User on it's Primary Interface, shall be pre-selected on this interface as well. d. The drop-down field shall display the name of the pre-selected LGU. e. Internal staff shall be able to click on the drop-down tab to select any other LGU from the drop-down list (of all LGUs) on this **allocations interface**.				
MDAAlloc1.5	MDA	**Annual Report Entry:** a. This **tab shall be removed from this interface in the new system**. b. Execution of this interface, by the Internal User, currently navigates the user to an Interface, to enter annual report information for an LGU b. There shall be a new interface in the new system (discussed later) for the LGUs to enter information about their annual report themselves. (currently done manually by Internal Staff)				
MDAAlloc1.6	MDA	**Currently there are two tables on this interface:** **a. Table 1 displays the allocation dates and type and** **b. Table 2 displays the allocation details**				
MDAAlloc1.7	MDA	**Table 1:** This table **currently** has indexes/columns that display: **the approval date** of an allocation**, entry date** of an allocation**, allocation type ID** of the allocation and **allocation date ID** of an allocation. a. **The new system shall have the same column/index**. b. The **Current table displays** the list of all allocations for all the years, for that particular LGU. b.1 The new system shall display all the allocations for the previous year and the current year only, unless the SHOW ALL tab is checked. b.2 System shall hide all other entries (allocations for all previous years) on the interface in the table. b.3 System shall however retain the information for all allocations for all years in the database, but display only the allocations for the current year and the previous year, unless the SHOW ALL tab is checked. **For example: If the current year is 2013, then system shall display all the allocations in the current year and all the allocations for the previous year, which in this case shall be 2012.** b.4 System shall update the record in the table after year, for example system shall remove the data for 2012, when the current year is 2014, and make 2013 as the previous year in this case. b.5 System shall perform this task, only when there exists allocation information for year 2013 or 2014 (current year) in the system. b.6 If the current year has no allocation record, then system shall retain previous two years records, for example: if 2013 has no allocation record, then 2012 shall be the current year and 2011 shall be the previous year, till an allocation record has been added to the list and system database. c. **New system shall not display allocation records for all the years which are prior to: current year- Max (2 years)** d. System shall retrieve this information from the Allocdate file in the				

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		database. e. Every year can have multiple allocation records: e.1 This table shall have multiple records for a single year of allocation.				
MDAAlloc1.8a	MDA	**Show All: When the Show All tab is checked, the Allocdate grid will show all allocations for the selected LGU. The default setting for this tab is not checked (false).**				
MDAAlloc1.8	MDA	**Approval Date (Apv Date):** currently display the date when a new allocation request is approved by MDA. a. New system shall display the same information, but in the new table this index/column shall only display the approval dates for: **current year- Max (2 years) of allocations.**				
MDAAlloc1.9	MDA	**Entry Date:** currently display the date when a new allocation request is entered in the system by MDA. a. New system shall display the same information, but in the new table this index/column shall only display the entry dates for: **current year- Max (2 years) of allocations.**				
MDAAlloc1.10	MDA	**Allocation Type ID (Alloc Type ID):** currently displays the allocation type as text for every allocation. Each allocation has an ID based on the activity performed on the allocation: some of the examples of the allocation type IDs are: Allocation type ID#1: is allocation Proposal by the LGU to MDA. Allocation type ID# 2: is Allocation for funds to the LGU. Allocation type ID# 3: Budget Adjustment for the LGU Allocation type ID# 4: Budget Amendment for the LGU a. Allocation type ID#1 shall not be displayed in this list, in the new system. The allocation details pertaining to ID#1 shall also be hidden in the new system for all LGU allocation records. b. Allocation information pertaining to ID#1 shall, be a part of the new Interface for the Annual Report (see req.: MDAAlloc1.5)				
MDAAlloc1.11	MDA	c. System shall retrieve this information from the Allocdate file.				
MDAAlloc1.12	MDA	**Allocation Date ID (Allocdt_id):** currently display the allocation date ID for an allocation. Every allocation has a unique ID in the Allocadate file, which relates the allocation record from Allocdate file to Allocation file in the database. a. The new system shall have the procedure to relate the Allocdate file to Allocation file with the Allocdt_id (allocation date ID). b. The new system shall have the procedure to recognize the Allocdt_id from the Allocdate file and display the corresponding allocation details (from the Allocations file) in table 2. c. Allocdt_id in the Allocdate file shall be a primary key for the Alloc_id (s) in the Allocation file i.e. each allocdt_id shall have multiple Alloc_id associated with it. d. System shall recognize the Allocation details for any allocation entry from the Allocdate file based on the Allocdt_id and display pertaining information in the table 2 (which is the information given in Allocations file in the database).				
MDAAlloc1.13	MDA	**Table 2:** This table **currently** has indexes/columns that display: **the Allocation ID (Alloc_id)** of an allocation**, Category** of an allocation**, Amount** of the allocation and **Fund** of an allocation.				

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		a. **The new system shall have the same column/index**. b. The new system shall have the procedure to display the Allocation details (id, category, amount and fund) of an allocation, based on the relation between Allocdate and Allocation file, with Allocdt_id and the primary key. The table shall display approximately 13 rows without need to scroll. c. System shall have procedures to recognize each allocation and display it's details in table 2 based on the Allocdt_id which shall be the common/primary key between the two data files (Allocdate and Allocation file). d. Allocdt_id shall be the primary or parent key to the multiple Alloc_id in the Allocation file. For example: one allocation date ID (allocdt_id) in the allocation date file will have multiple Allocation ID (Alloc_id) in the allocation file and each Alloc_id will have a category, an amount and a Fund. e. System shall display the Allocation details in table 2 pertaining to the selected record from table 1. e.1 System shall recognize the details pertaining to that selected record based on the Allocdt_id (which is a common key in the Allocdate and Allocation file).				
MDAAlloc1.14	MDA	**Allocation ID (Alloc_id):** currently displays the unique allocation id for each category, amount and fund. This ID has a child relation to the parent Allocdt_id in the allocation date file. a. New system shall have procedures to relate the Allocdt_id in the Allocdate file to the Alloc_id in the Allocation file to list out all the allocation details for a particular allocation. b. Each allocation for an LGU shall have a parent Allocdt_id. c. System shall have procedures to map the Allocdt_id in the Allocdate file to the Allocdt_id in the Allocation file and display all the Allocations pertaining to that Allocdt_id, which has multiple Alloc_id (s) in table 2.				
MDAAlloc1.15	MDA	**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**. a. All these records shall be mapped with the Allocdt_id (parent key) b. The new system shall have the same index/column				
MDAAlloc1.16	MDA	**Amount:** displays the **amount allocated** to each category, made to an LGU. There may be multiple Alloc_id & Amounts for one category with multiple **Alloc_id.** a. All these records shall be mapped with the Allocdt_id (parent key) b. The new system shall have the same index/column				
MDAAlloc1.17	MDA	**Fund:** displays the **Fund source as funddesc** 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.** a. All these records shall be mapped with the Allocdt_id (parent key) b. The new system shall have the same index/column				
MDAAlloc1.18	MDA	**Total:** 1. Map Yr 2. Farm, and 3. Non-Farm fields shall be removed from this interface, in the new system.				
MDAAlloc1.19	MDA	**Total Amount:** field displays the **sum total of all the Amounts allocated** to				

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		the LGU for various categories and from different funding sources. a. The new system shall have the same functionality. b. System shall sum all the amounts for various categories and funding sources allocated to an LGU and display it in this **Total Amount field**.				
MDAAlloc1.20	MDA	**Transfer Loans**: execution of this tab currently transfers all the Loans associated with an allocation to a new allocation made to the LGU in the same year. User selects a current date of the current allocation, and the new date (where the Loans need to be transferred to) of the new allocation and executes the '**Transfer Loans**' tab. a. The new system shall have this functionality. b. **In the new system User shall have only the list of allocations for the current year and the previous year in the Table 1 to select from (as discussed above).** c. User must select a date by clicking on any allocation entry available in Table 1 if not already selected. C1. The system will open a list of all loans funded by selected allocation (using View Loans tab) with all loans selected by default. The user may select all or any of the loans that will be transferred. C2. User shall be able to select a New Date from a drop down list of dates of allocations. A new allocation must be previously added by executing the Add record tab on this interface (see req.: MDAAlloc1.21) before attempting to transfer loans to it. D1. The system will verify that the new allocation has sufficient funds and funding sources for the loans to be transferred into it. D2. If sufficient funds are available, an execute transfer button will be enabled and visible to implement transfer. D3. If insufficient funds are available, an abort message with explanation of difficiency is displayed, the transfer button is disabled, and the user returned to MDA allocation interface with no changes to the loans. e. Execution of 'Transfer Loan' tab post selection of current and new date, the system shall transfer all the loans pertaining to the current allocation (date) to the new allocation (date) for the current year. f. System shall recognize the new Alloc_id (s) for the new allocation and shall map all the Loans for the current year to the new Alloc_Id (s).				
MDAAlloc1.21	MDA	**Add Record**: execution of this tab allows the user to add a new allocation record with a new date. a. The new system shall have the same functionality. b. User shall be able to add a new allocation record, by executing the Add Record tab and navigating to the Add/Edit record Interface.				
MDAAlloc1.22	MDA	**Edit Record:** execution of this tab allows the user to edit an existing allocation record. a. The new system shall have the same functionality. b. User shall be able to edit an allocation record, by executing the Edit Record tab and navigating to the Add/Edit record Interface.				
MDAAlloc1.23	MDA	**View Loans:** execution of this tab after selecting an allocation record from Table 1 allows the user to view all the Loans, attached to a particular Allocation. a. The new system shall have the same functionality. b. In the new system Table 1 shall have allocations for the current and previous years only, the system shall display the list of Loans, for only the				

		allocation record, that has all loans attached to it. c. System shall not display list of loans for any allocation record, which does not have loans attached to it, even if that allocation record belongs to the same year.				
MDAAlloc1.24	MDA	**Delete Record**: execution of this tab allows the user to delete an existing allocation record. a. The new system shall have the same functionality. b. User shall be able to delete an allocation record, by selecting a record from Table 1, and executing the Delete Record tab. c. System shall pop-up an alert message, post execution of 'Delete tab by the User/MDA: Message: **' Are you sure, you want to Delete '** **Ok** **Cancel** d. Execution of 'Ok' button shall trigger the system to delete the selected record (by the User). e. Execution of 'Cancel' tab shall abort the deletion process, and navigate the user back to the previous session (prior to the pop-up alert interface).				
MDAAlloc1.25	MDA	**Reports Utility:**				
MDAAlloc1.26	MDA	**Back:** Execution of this button by User shall trigger the system to navigate the user to the previous interface (back one interface).				
MDAAlloc1.27	MDA	**Help: The execution of this button will direct the User to the help file for the screen.**				
MDAAlloc1.28	MDA	**LogOut: The execution of this button will close all files and exit the system.**				

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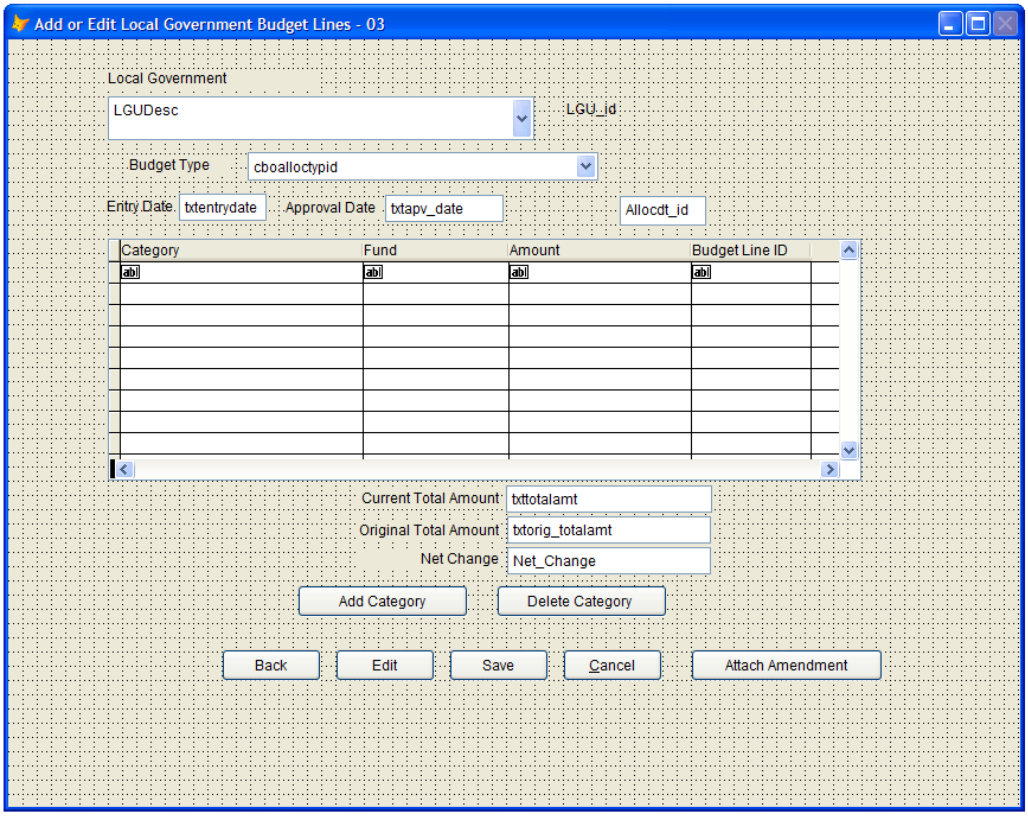
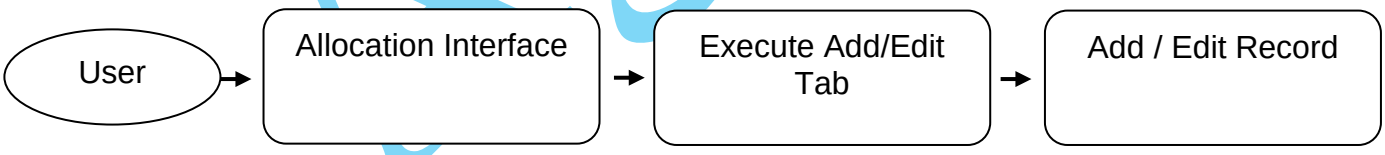
10.37 MDA Add/Edit Allocation Record: Allocation Interface-2 -03

Figure 10.40. Add / Edit Allocation Record Interface - 03



10.37.1 User: MDA

10.37.2 Navigational Flow to Repayment Revenue Entry Interface-2



10.37.3 Functional Requirements for MDA Add/Edit Allocation Interface-2

Ref#	Client	Requirement	A	B	C	N
AEAlloc1.1	MDA	MDA/User shall be able to navigate to the Add/Edit record interface, by executing on the Add Record Or Edit Record tab on the Allocations Interface.				
AEAlloc1.2	MDA	Interface for Add Record and Edit Record shall be the same, as in the current system.				
AEAlloc1.3	MDA	User shall be able to Add a new Allocation record, after performing necessary tasks on the Add/Edit Interface.				
AEAlloc1.4	MDA	User shall be able to Edit an existing Allocation record, by performing a set				

		of tasks on the Add/Edit Interface.				
		Add Record:				
AEAlloc1.5	MDA	System shall navigate the user to the Add Allocation interface, post execution of the Add Record Tab				
AEAlloc1.6	MDA	The system shall pre-populate the interface with the pertinent information about the most recent Allocation entry (from Primary Allocation interface) when the user is navigated to this particular interface.				
AEAlloc1.7	MDA	**Allocation type:** is a drop-down field, which displays the list of allocation types, for example: **Budget Adjustment** **Budget Amendment** **Proposal** **Allocation** etc. a. **The new system shall have the same drop-down functionality and shall provide the user with the same list of Allocation types** (for the user to select based on the allocation activity user needs to perform). b. Each allocation type has unique id #, new system shall be able to recognize the id# existent in the Allocation type file in the database.				
AEAlloc1.8	MDA	**Original Total Amount:** a. shall be the sum of all the Amount, pertaining to each category in the current Allocations, for that particular LGU. b. This shall be a derived relationship (calculative) based on the Allocation Amounts.				
AEAlloc1.9	MDA	**Current Total Amount:** a. Shall be the sum of all the Amounts, currently being changed by MDA for the new Allocation record, for that particular LGU. b. This shall be a derived relationship (calculative) based on the Allocation Amounts.				
AEAlloc1.10	MDA	**Net change:** Current system does not have this field on the Add Allocation Interface. a. This shall be a new field on the Add Allocation interface, in the proposed system. b. This shall be a derived relationship (calculative) based on the Original Total Amount and Current Total Amount (difference between them).				
AEAlloc1.11	MDA	**Table: current system has a table, with category, Fund, Farm, Non-Farm and Allocated as indexes/columns.**				
AEAlloc1.12	MDA	**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**. a. All these records shall be mapped with the Allocdt_id (parent key) b. The new system shall have the same index/column				
AEAlloc1.13	MDA	**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.** a. All these records shall be mapped with the Allocdt_id, in the Allocation file, a database file. b. The new system shall have the same index/column. c. This column shall display the unique id for each funding source (and not				

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		full description).				
AEAlloc1.14	MDA	**Farm & Non-Farm:** a. These columns shall be removed from this table in the new system.				
AEAlloc1.15	MDA	**Allocated:** displays the amount allocated to each category, and from a funding source. This amount can be changed by the MDA while adding a new allocation. a. The new system shall have the same functionality. b. The Original Total Amount, Current Total Amount shall be a derived relationship of the Allocated Amounts. c. All these records shall be mapped with the Allocdt_id, in the Allocation file, a database file.				
AEAlloc1.16	MDA	**Add Category:** execution of this tab, navigates the User/MDA to a pop-up interface. User can select the category and appropriate funding source for a necessary allocation. a. The new system shall have the same pop-up interface. b. The **'Funding Source'** field on this interface shall be a drop-down field, and it shall retrieve the list of Funding Source (full description) from the **fundsrc file** in the database. c. The 'Category' field on this interface shall be a drop-down field, and it shall retrieve the list of Categories, from the Category file in the database. d**. User shall be able to execute 'Ok' tab** on this interface to save the selection from the drop-down lists on the main Add Allocation Interface (as a new line in the table). e. **Execution of 'Cancel' tab shall trigger the system to cancel** the drop-down selections (for the user to make appropriate selections from the drop-down tab).				
AEAlloc1.17	MDA	**Delete Category: execution of this tab triggers the system to match the selected category, to be deleted with all prior allocations, to search for the same category & funding source (selected for deletion), have a loan attached to them. If so then system doesn't trigger the deletion process, otherwise system triggers the deletion process for the selected category.** a. This functionality shall be available in the new system as well. b. The system shall look for the selected category and the funding source in the database, for a possible loan association.				
AEAlloc1.18	MDA	**Date:** corresponding field displays the current date, when the user is performing the task on this interface. a. The new system shall default to the present date, when the User/MDA is accessing this interface to Add a new Allocation. b. **This date shall be displayed on the Allocations interface in Table 1 as an entry date.**				
AEAlloc1.19	MDA	**To Attorney:** a. This field shall be removed from this interface, in the new system.				
AEAlloc1.20	MDA	**Approval Date:** displays the date, when the new allocation request is approved, by the MDA supervisor. This date is entered by the MDA Internal staff in the system. a. This field shall be there on this interface in the new system. b. The date shall be manually filled in by MDA staff in the new system, while the User is editing the existing Allocation record, on the Edit Allocation Interface. (out of the scope of the system).				

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AEAlloc1.21	MDA	**Execution of 'Ok' tab on the Add Allocation interface, shall save the Added Allocation as a new record in the database, and shall come up as a new record on Table 1 and Table 2 on the Primary Allocation Interface.**				
AEAlloc1.22	MDA	**Execution of 'Cancel' tab shall navigate the user back to the Primary Allocation interface, aborting any additions or changes made to the allocations.**				
AEAlloc1.23	MDA	**MDA/User** shall have maximum security rights to Add any Allocation record on this interface.				
		Edit Record:				
AEAlloc1.24	MDA	Execution of Edit Record tab, shall navigate the user to the Edit Allocation interface. a. The database and functional requirements for this interface, is similar to the Add record requirements given above.				
AEAlloc1.25	MDA	The system shall pre-populate the interface with the pertinent information about the selected Allocation entry (from Primary Allocation interface) to be edited, when the user is navigated to this particular interface.				
AEAlloc1.26	MDA	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				
AEAlloc1.27	MDA	**Execution of 'Ok' tab on this interface, shall save the changes made to the Allocations by the MDA/User, but the system shall not create a new allocation record to the database, just update the existing.** a. 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.				
AEAlloc1.28	MDA	**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.** a. Execution of this tab shall also trigger the system to navigate the user back to the Primary Allocation interface, with no changes made to the selected allocation record.				
AEAlloc1.29	MDA	**MDA/User** shall have maximum security rights to Edit any Allocation record on this interface.				

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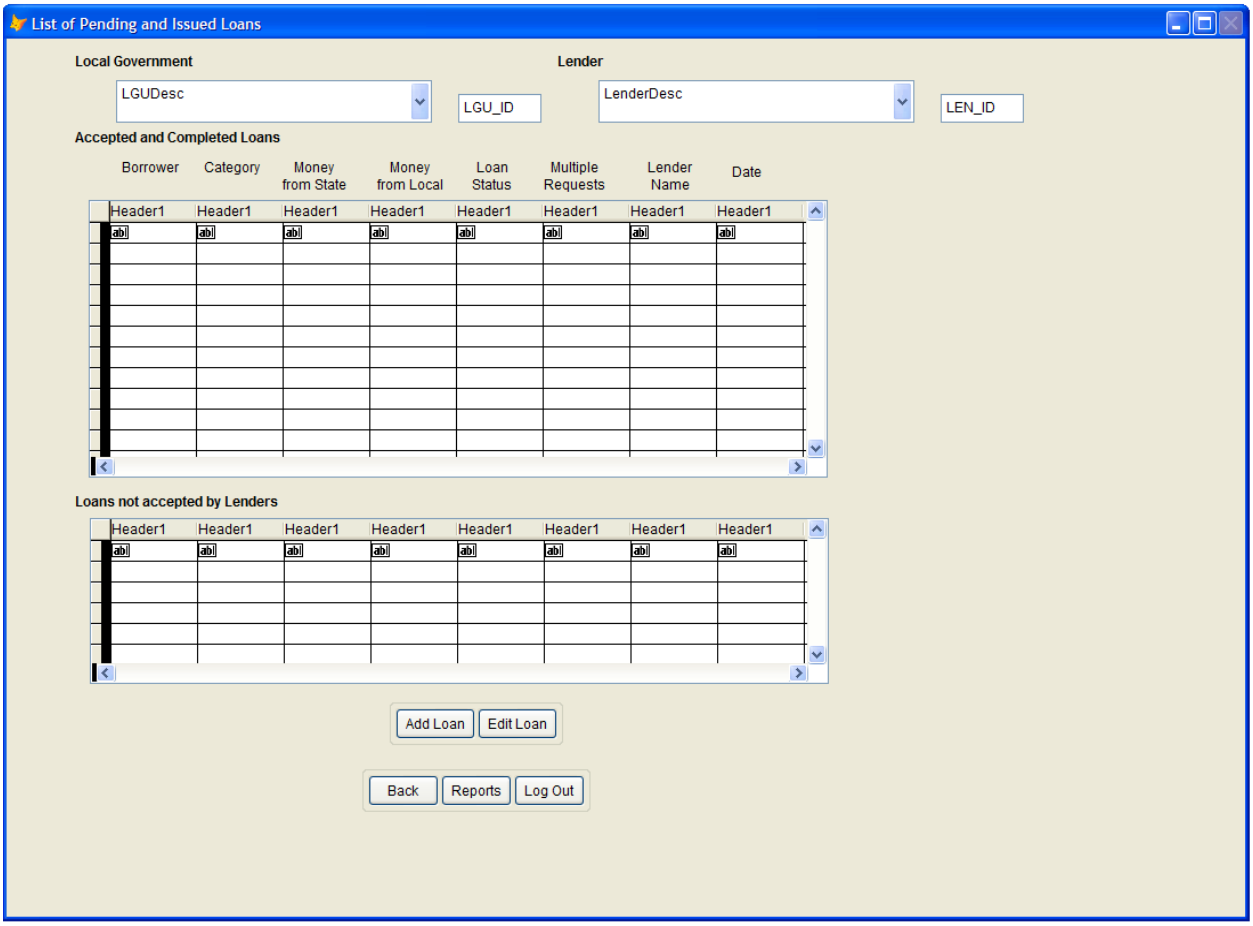
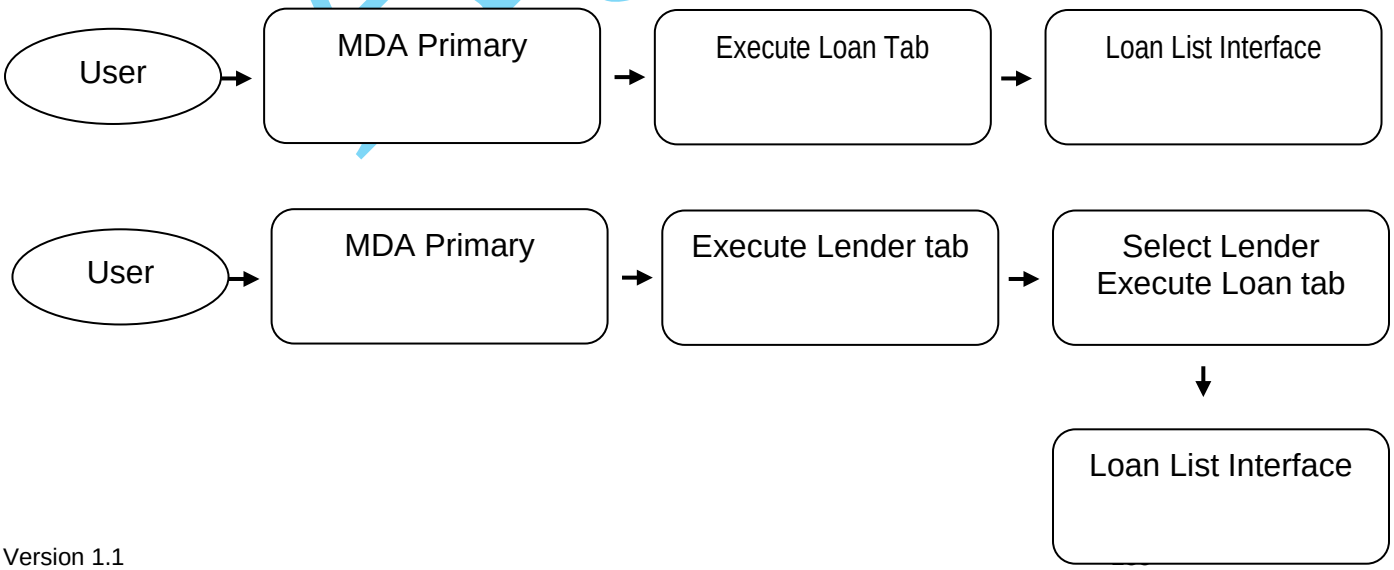
10.38 MDA Loan List for Selected LGU or Lender Interface-1

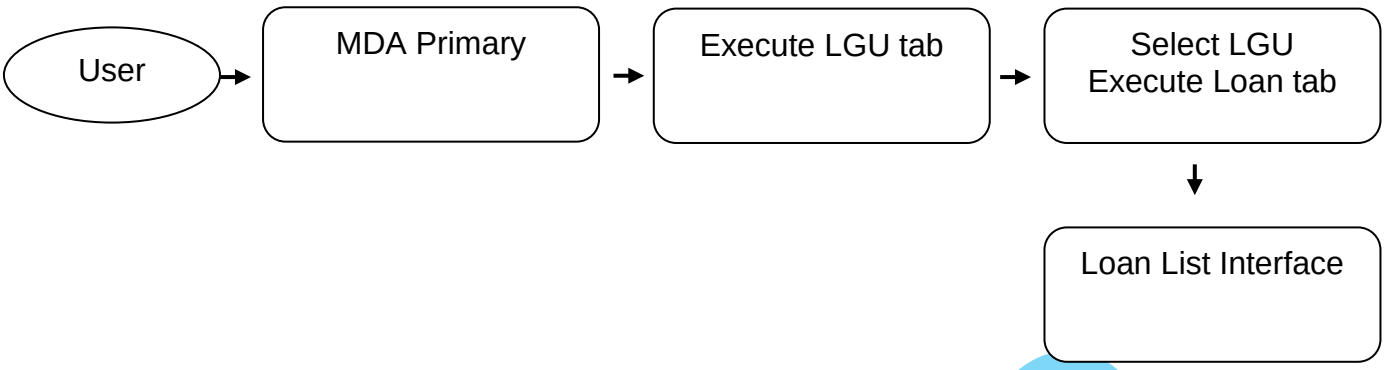
Figure 10.41. Loan List for Selected LGU or Lender.



10.38.1 User: MDA

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





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

Ref#	Client	Requirements	A	B	N	C
MDALoan1.1	MDA	**Navigational Flow1: to the Loan Interface-1 (tabular information of Pending and Existing Loans) for the MDA:** **a.** Shall be from the MDA's Primary Interface: Execution of 'Loans' tab, post selection of an LGU from the drop-down list by MDA User. b. Execution of this tab shall navigate the MDA user to Loan Interface-1. System shall display a default list of all the Loans, associated with the entire AgBMP Loan Program.				
MDALoan1.2	MDA	**Navigational Flow2: to the Loan Interface-1 (tabular information of Pending and Existing Loans) for the MDA:** **a.** Shall be from the MDA's Primary Interface: Execution of 'LGU' tab, post selection of an LGU from the drop-down list by MDA User. b. Execution of this tab, shall navigate the MDA user to the LGU Interface. MDA/User shall be able to select a Lender from the List of Lenders, that LGU is associated with, and execute the 'Loans' tab to navigate to the Loan Interface-1 c. The Loan Interface shall display the list of Loans, the particular LGU and the selected Lender are associated with. d. In a situation where the MDA/User does not select a valid Lender entry from the Lender Name list, prior to executing 'Loan' tab, system shall display the default list of all the Loans associated with the particular LGU on the Loan Interface-1.				
MDALoan1.3	MDA	**Navigational Flow3: to the Loan Interface-1 (tabular information of Pending and Existing Loans) for the MDA:** **a.** Shall be from MDA's Primary Interface**: Execution of 'Lender' Tab,** post selection of an LGU from the drop-down list by MDA user**.** b. Execution of this tab, shall navigate the MDA user to the Lender Interface. MDA/User shall be able to select an LGU from the List of LGU's, that Lender is associated with, and execute the 'Loans' tab to navigate to the Loan Interface-1. b.1 Selection of the Lender shall be based on the selection of the LGU on MDA's primary interface (see req.: MDALen1.3). c. The Loan Interface shall display the list of Loans, the particular Lender and the selected LGU are associated with.				

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		d. In a situation where the MDA/User does not select a valid LGU entry from the LGU Name list, prior to executing 'Loan' tab, system shall display the default list of all the Loans associated with the particular Lender on the Loan Interface-1.				
MDALoan1.4	MDA	**Government Unit:** this tab on the Loan Interface-1 displays the name of the LGU selected on the Primary Interface. a. **This field** shall display the name of the Local Government depending on the navigational flow followed by MDA User to reach Loan Interface-1. b. **This field shall have a drop-down** feature and shall list all LGUs.. c. The MDA use may select all or any LGUs and the loan data shall be updated accordingly. If the selection of an LGU is in conflict with selected lender in the LENDER tab, the LENDER tab will be changed to select all lenders.				
MDALoan1.4b	MDA	**Lender: this tab on the Loan Interface-1 shall display the name of the Lender selected depending on navigational flow to reach the interface or all lenders for the selected LGU.** a. **This field shall have a drop-down** feature and shall list all Lenders associated with selected LGUs. c. The MDA use may select all or any lenders associated with the selected LGUs and the loan data shall be updated accordingly.				
MDALoan1.5	MDA	The proposed system shall allow the external users to Add or Edit a Loan application, as compared to the current system, where MDA users Add/Edit all Loan applications. a. MDA user shall have maximum authority to Add/Edit or Delete a Loan application (if the LGU/Lender don't perform their tasks).				
MDALoan1.6	MDA	**Note: All following requirements for this Interface are similar to LLI1.1 to LLI1.55 & LGLI1.1 to LGLI1.57 The Perception of the User, i.e. 'Client' in this case is MDA Internal User.**				
MDALoan1.7	MDA	**MDA Internal User shall have maximum security rights to access this Interface.** **a. MDA user can Add, Edit or Delete any Loan record for any external user group (LGU or Lender).**				

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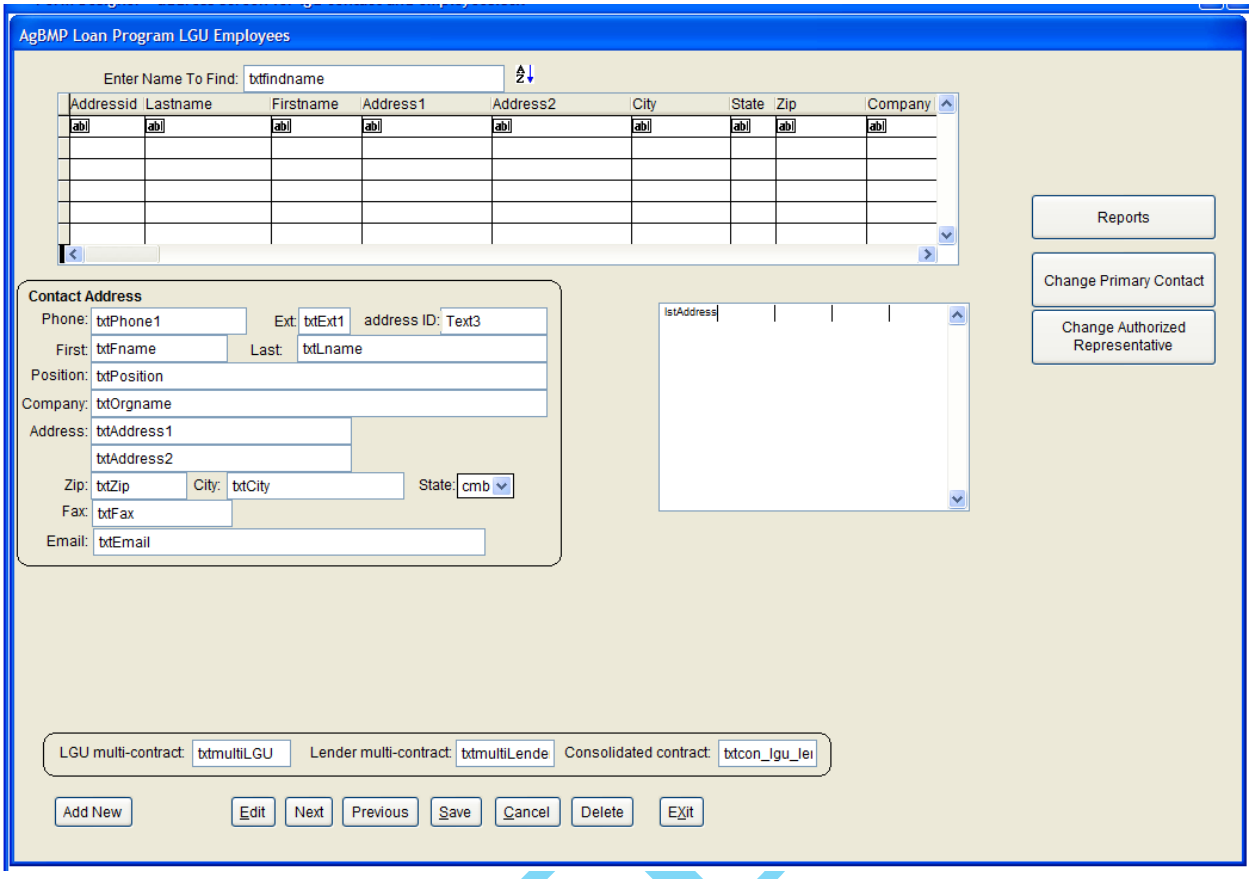
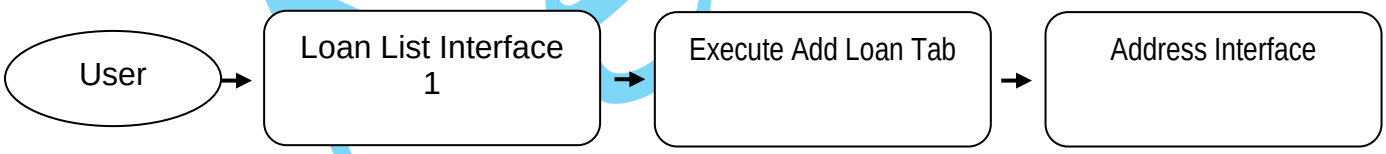
10.39 MDA Add Loan (Interface-2) Enter Borrower Address

Figure 10.42. MDA User Add / Edit Loan - Enter Borrower Interface-2.



10.39.1 User: MDA

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



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

Ref#	Client	Requirement	A	B	C	N
MDAAL1.1	MDA	MDA user shall be able to execute the Add Loan tab on Loan Interface-1 regardless of the navigational flow for example: MDA user shall be able to execute the Add Loan tab, from Lender's perspective or from LGU's perspective or from it's own primary interface.				
MDAAL1.2	MDA	The navigational flow to Loan Interface-1 shall not be a triggering event for changes in security rights for a MDA user.				
MDAAL1.3	MDA	**MDA user shall be provided with maximum security rights to perform tasks while adding a Loan.**				

MDAAL1.4	MDA	Execution of Add Loan tab on Loan Interface-1 shall navigate the MDA user to the Address Interface, where MDA user can fill out the contact information of the borrower for a new Loan application.				
MDAAL1.5	MDA	MDA user shall have maximum security rights on the Address interface.				
MDAAL1.6	MDA	**Note: All following requirements for this Interface are similar to LALI1.1 to LALI1.34 & DelLGU1.1 to DelLGU1.7. The Perception of the User i.e. 'Client' in this case is MDA Internal User.**				
MDAAL1.7	MDA	System shall navigate MDA user to the Edit Loan interface, after the user has successfully saved the contact information (as a record) and executed the 'Exit' interface.				

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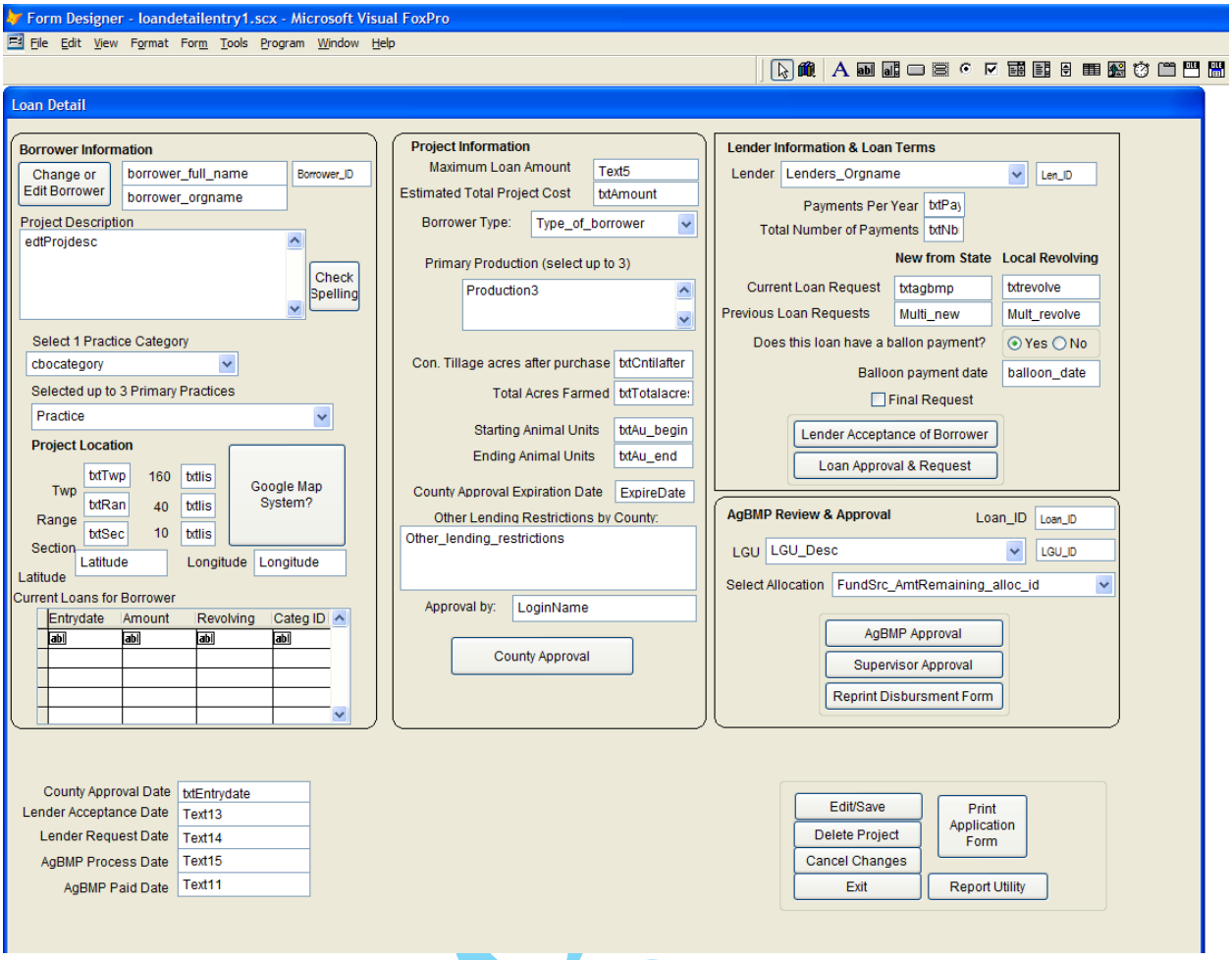
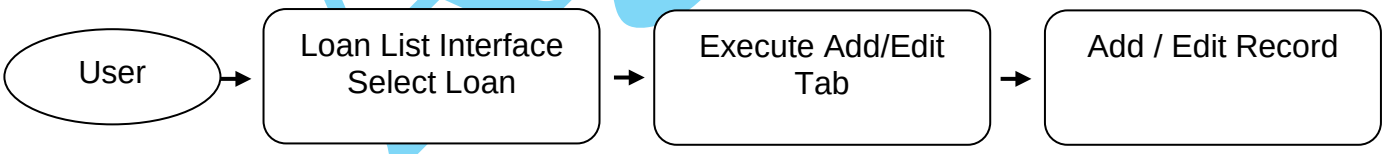
10.40 MDA Add Loan (Interface-3) / MDA Edit Loan Interface-3

Figure 10.43. MDA Add Loan (Interface 3) / MDA Edit Loan Interface 3.



10.40.1 User: MDA

10.40.2 Navigational Flow to MDA Add Loan / MDA Edit Loan Interface-3



10.40.3 Functional Requirements for MDA Add/Edit Loan Interface-3

Ref#	Client	Requirement	A	B	C	N
MDAEL1.1	MDA	MDA user shall be able to navigate to Edit Loan interface by: a. Executing the Edit Loan tab on Loan Interface-1 b. After successfully saving the contact information for a new loan application on the Address Interface and executing the' Exit' tab on that interface.				
MDAEL1.2	MDA	MDA user shall be able to execute the Edit Loan tab on Loan Interface-1 regardless of the navigational flow for example: MDA user shall be able to execute the Edit Loan tab, from Lender's perspective or from LGU's				

		perspective or from it's own primary interface.				
MDAEL1.3	MDA	**MDA user shall be provided with maximum security rights to perform tasks while editing a Loan.**				
MDAEL1.4	MDA	**Note: All following requirements for this Interface are similar to LELI1.7 to LELI1.36 (LGU section of Interface) and LenELI1.1 to LenELI1.38 (Lender section of Interface) The Perception of the User i.e. 'Client' in this case is MDA Internal User.**				
		AgBMP Review & Approval (Edit Loan Interface MDA's section):				
MDAEL1.5	MDA	**Lender:** a. **This field shall have a drop-down tab.** b. Execution of this drop-down tab shall display the list of all the Lenders associated with the entire AgBMP program. c. This field shall be pre-populates with the Lender name, associated with the particular Loan application, under MDA's review. d. In the case, when MDA fills out the entire Loan details for a Loan Application, MDA user shall be able to select the pertaining Lender entry from the drop-down list.				
MDAEL1.6	MDA	LGU: a. **This field shall have a drop-down tab.** b. Execution of this drop-down tab shall display the list of all the LGUs associated with the entire AgBMP program. c. This field shall be pre-populates with the LGU name, associated with the particular Loan application, under MDA's review. d. In the case, when MDA fills out the entire Loan details for a Loan Application, MDA user shall be able to select the pertaining LGU entry from the drop-down list.				
MDAEL1.7	MDA	**Select Allocation:** a. **This field shall have a drop-down tab.** b. The drop down field shall have three columns in it. (**see wire frame given below for the drop-down field.)** c. Based on the LGU selected from the drop-down tab, the system shall update the allocation drop-down list, with allocation information for that particular LGU. d. **System shall perform, accordingly based on the following conditions, for this drop-down field:** **Condition 1: When the Loan has been paid, Prior to current year:** a. System shall, **display** the **Fund Source, Allocation category** and **Remaining Amount** in that **particular Allocation=0,** in the drop-down list for the three columns, for that particular Loan, selected by the User/MDA b. The amount displayed in the **Remaining Amount column in the drop-down shall always be '0', for the Loans issued under 'Condition-1'**. c. **System shall display only the particular Fund Source, Allocation and Remaining Amount = 0, the particular Loan (under review by MDA/User) was issued under**. System **shall not display** all **other Allocations, Fund Sources and Remaining Amount**, not associated with the particular Loan. **Condition 2: When the Loan has been paid, in the current year:** a. System shall, **display** the **Fund Source, Allocation category** and **Remaining Amount** in that **particular Allocation (actual remaining amount in allocation for the current year),** in the drop-down list for the				

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		three columns, for that particular Loan, selected by the User/MDA b. The amount displayed in the **Remaining Amount column in the drop-down shall always be the actual amount remaining in the current allocation for the current allocation year, for Condition-2** (in the particular Allocation, the Loans was paid from.) c. **System shall display only the particular Fund Source, Allocation and Remaining Amount (actual remaining amount in allocation for the current year), the particular Loan (under review by MDA/User) was issued under**. System **shall not display** all **other Allocations, Fund Sources and Remaining Amount**, not associated with the particular Loan Condition 3: **When the Loan is unpaid:** a. System shall, **display** the **Fund Source, Allocation category** and **Remaining Amount (actual remaining amount in allocations for the current year)** in all Allocations and Fund Sources for the current year in the drop-down list for the three columns. There shall be multiple entries in this list, since there are multiple Funding Sources and Allocations. b. The amounts displayed in the **Remaining Amount column in the drop-down shall always be the actual amounts remaining in current allocations for the current allocation year, for Condition-3.** **c.** System **shall display** all **other Allocations, Fund Sources and Remaining Amounts from the current allocations**, for the User/MDA to choose the funding source and allocation (for the loan) from the list, before approving the Loan Application d. **MDA/User shall be able to select an Allocation entry from the drop-down list, when approving a new loan. The system shall deduct the Loan amount from the particular current Allocation.** (System shall always display the updated remaining amounts for each allocation when Condition-3 is true).				
		e. The allocation drop-down list shall be the same as the allocation information for the selected LGU in the allocations file (also given in Table 2 on Allocations interface see req: MDAAlloc1.13). **For data flow, see: Database Requirements.** **Wire Frame:** Select Allocation: Select Allocations Fundsrc | Allocations | Remaining Amount				
MDAEL1.8	MDA	Execution of AgBMP Approval tab shall trigger the system to perform following tasks: a. Execution will trigger the system to send an e-mail message to the LGU and the Lender (primary contact) users, updating them about the approval by MDA internal staff. (system shall follow the SMTP protocol as discussed earlier phases of the document) b. Execution shall trigger the system to update the status of the Loan application on Loan Interface-1 as AgBMP Approved. (see req: LLI1.47 to LLI1.49). c. Execution of this tab shall trigger the system to print out the Application form, with all the fields and information printed on the application form. (this application form currently is forwarded to the AgBMP supervisor for				

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		approval).				
MDAEL1.9	MDA	**Execution of 'AgBMP Approval' tab by the MDA/User shall trigger the system to run a check for a logical condition :** **a. Maximum Loan Amount >= Total Remaining Funds for LGU.** If this condition is true then system shall display an alert message in the form of a Pop-up interface. Message: **'Entered Loan Amount is greater than Total Remaining Funds'**. • Add Repayments (if any) • Request New Funds (if any) • Refer to Revolving Account (if any).				
MDAEL1.10	MDA	**Total Cost:** a. This field shall display the total cost of a Project, for which the Loan is being applied for, by the borrower. b. Mathematical calculation of this 'Total Cost' is out of the scope of the system.				
MDAEL1.11	MDA	**Supervisor Approval:** a. Current requirements for the proposed AgBMP program, does not involve any functionality for this tab. b. There is a scope of implementing this tab feature and its corresponding functionality in the future phases of the project. b.1 **Execution of this tab, shall allow the user to navigate to a proposed interface, where the user shall be able to approve a Loan application by just selecting the loan application (waiting approval) and executing 'Approve' tab on that proposed interface. (Currently there are no requirements for this functionality in the immediate development phase).**				
MDAEL1.11	MDA	**Current Status:** a. This field shall display the current status of the Loan Application. b. The statuses shall be the same as displayed on **List of Loans interface (Loan Interface-1).** **c. System shall retrieve this information from the Status Desc field in the Status file (in database), for the particular LGU and Lender Unit.** d. **This field shall not be editable by any User, the statuses displayed field, shall be based on the dates (entry, approved etc.) associated with a particular Loan application.**				
MDAEL1.12	MDA	**Reprint Disbursement Form:** a. Execution of this tab by MDA user shall trigger the system to print out the Application form with all the relevant data fields printed on the form. b. Unlike execution of AgBMP Approval tab, execution of this tab shall not update the status of the project or send out e-mails to LGU and Lender, it shall only print the application form out, with the all the fields printed on it.				

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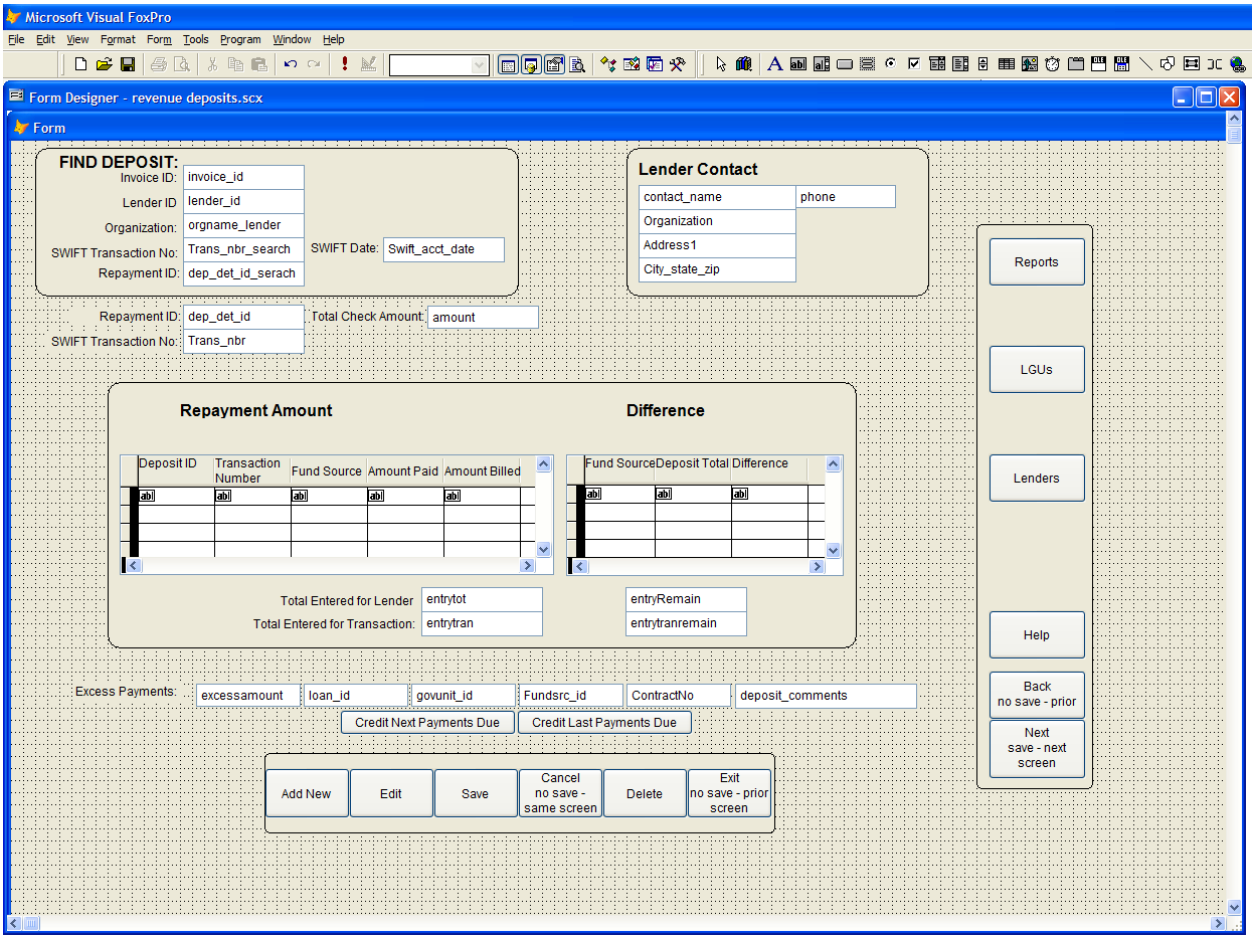
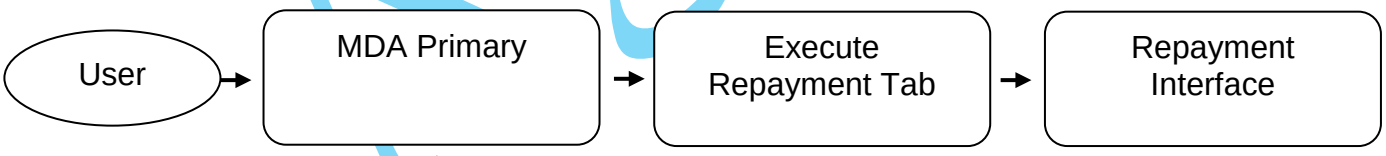
10.41 MDA Repayments Interface

Figure 10.44. Repayment Revenue Interface.



10.41.1 User: MDA

10.41.2 Navigational Flow to Repayment Revenue Entry Interface



10.41.3 Functional Requirements for MDA Repayment Revenue Entry Interface

Ref#	Client	Requirements	A	B	C	N
MDAREPM1.1	MDA	MDA/User shall be able to navigate to this interface, post **execution of 'Repayments'** button on MDA's Primary Interface.				
MDAREPM1.2	MDA	MDA/User shall have maximum security rights to access this interface.				
MDAREPM1.3	MDA	MDA/User generates an Invoice Id # for each Invoice form that is mailed to the Lender (out of the scope)				
MDAREPM1.4	MDA	**Each Invoice Id# has an Amount (that the Lender owes to MDA) associated with it.** a. Each invoice Id # is stored in the Invoice1 file in the database.				

		b. System shall have the procedure to retrieve this information when called for.				
MDAREPM1.5	MDA	**MDA/User shall be able to enter/edit information for the Amount owed by the Lender to MDA, on the 'Repayments' interface, post receiving funds from Lender (out of the scope of system).**				
MDAREPM1.6	MDA	**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:**				
MDAREPM1.7	MDA	**Invoice ID:** this is the ID that is generated by the system, when the User/MDA Prints out the Invoice form (discussed in Reports requirements). a. This field shall be a drop-down field. b. It shall have progressive functionality to it, i.e. the system shall match User inputs in this field, to find the exact match. c. The drop-down list shall display the list of all the Invoice Id, as a default. d. Each entry in the drop-down list for Invoice ID shall also display the Date, when the ID was generated. (when the Invoice form is generated by the system). **e. System shall retrieve this information from the 'Invoice 1' file in the database.** **f. Selection of Invoice Id by the User shall pre-populate the LenderID and Organization Name fields, & otherwise.**				
MDAREPM1.8	MDA	**Lender Id:** unique Id for the particular Lender Unit, MDA/User is reviewing information about. a. This field shall be a drop-down field. b. It shall have progressive functionality to it, i.e. the system shall match User inputs in this field, to find the exact match. c. **The drop-down list shall display the list of all the Lender IDs, as a default, when the User has not selected an Invoice ID or typed in a Lender Id.** d. System shall pre-populate this field, if the User/MDA has selected an Invoice Id or Organization Name. e. System shall retrieve this information from the Address file in the Database.				
MDAREPM1.9	MDA	**Organization Name: 'Lender Name'** a. This field shall be a drop-down field. b. It shall have progressive functionality to it, i.e. the system shall match User inputs in this field, to find the exact match. c. **The drop-down list shall display the list of all the Lenders as default, when the User has not selected an Invoice ID or Lender Id or typed in the Organization Name.** d. System shall pre-populate this field, if the User/MDA has selected an Invoice Id or Lender Id. e. System shall retrieve this information from the Address file in the Database.				
MDAREPM1.10	MDA	**SWIFT Transection No:** is a unique ID for a set of Checks, received by MDA. All the Paid checks are entered in the SWIFT Account and a unique ID is				

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		generated for that list of checks, for that particular transection date. All the checks are assigned the same SWIFT Transection No. A SWIFT Transection No. may have checks from more than one Lending Unit. a. This shall be a drop-down field. b. It shall have progressive functionality to it, i.e. the system shall match User inputs in this field, to find the exact match. c. System shall retrieve this information from the **Warehouse Revenue: wh_Rev file.** d. 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.				
MDAREPM1.11	MDA	**SWIFT Date:** is the Acceptance date, for the transactions. a. This shall update/pre-populate, based on the SWIFT Transection No. b. System shall retrieve this information from the wh_rev file.				
MDAREPM1.12	MDA	**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 **final amount paid by the Lender**, as compared to the Invoice (invoice ID) billed to the Lender by MDA. a. This shall be a drop-down field. b. It shall have progressive functionality to it, i.e. the system shall match User inputs in this field, to find the exact match. c. System shall retrieve this information from the dep_det file in the database. d. System shall retrieve all the **Repayment Amount information** pertaining to the particular Lender, post selection of that particular Repayment ID from the drop-down list by MDA/User.				
MDAREPM1.13	MDA	**Lender Contact:** This box/section of the interface, has data fields for the Contact information for the Lender, as follows: **Contact Name**: a. This field shall display the name of the Primary Contact information for the particular Lender Unit. b. System shall retrieve this information from the Address file in the database, based on the Lender ID and the Address ID. **Phone#:** a. This field shall display the Phone # of the Primary Contact information for the particular Lender Unit. b. System shall retrieve this information from the Address file, based on the Lender ID and Address Id. **Organization Name:** a. This field shall display the Organization name, i.e. Lender Unit's name. b. System shall retrieve this information from the Address file in the database, based on the Lender Id and Address Id. **Address 1:** a. This field shall display the Address (line 1) for the Lender Unit. b. System shall retrieve this information from the Address Interface. **City, State, Zip:** a. This field shall display the City, Zip Code and State for the Lender unit. b. System shall retrieve this information from the Address file.				

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MDAREPM1.14	MDA	**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 **final amount paid by the Lender**, as compared to the Invoice (invoice ID) billed to the Lender by MDA. **Case-I: When User/MDA is entering new information:** a. Execution of **Add New button** (discussed later) on this interface, shall trigger the system to assign a **new Repayment ID** to the record and display it in this field. b. System shall assign **last entry** (in the Deposit detail file) **+ 1** as a new Repayment ID. **Case-II: When User/MDA selecting existing information** (querying): a. System shall display the same Repayment ID in this field, as selected by the User from the drop-down field for Repayment ID in the Find Deposit box/section (see req.: MDAREPM1.12) , for the particular Lender and Deposit. b. System shall retrieve this information from the Deposit Detail file in the database.				
MDAREPM1.15	MDA	**SWIFT Transection No.:** (see req**.: MDAREPM1.10**, for explanation) **Case-I: When User/MDA is entering new information, for a new SWIFT Transection No.** a. Execution of **Add New button** (discussed later) on this interface, shall allow the system to enter a new SWIFT Transection No. in this field. b. System shall run an error check, to verify the validity of entered SWIFT Transection No.: **Condition: SWIFT Transection No. = Transection_nbr in wh_rev file in the database**. b.1 **If the above given condition is true**, **system** shall **update** the pertaining **transection information** (for the entered SWIFT Transection No.) in the 'SWIFT Transection table (see req.: **MDAREPM1.14**), **as given in the 'Wh_rev' file in database.** b.2 **If the above given condition is false**, system shall display an **error message:** **'Transection Number not found'** **OK** **Case-II: When User/MDA selecting existing information** (querying): a. System shall display the same SWIFT Transection No.: in this field, as selected by the User from the drop-down field for SWIFT Transection No.: in the Find Deposit box/section (see req.: **MDAREPM1.10**), for the particular Lender and Deposit. b. System shall retrieve this information from the wh_rev (warehouse Repayments) database file.				
MDAREPM1.16	MDA	**Total Check Amount:** a. User/MDA shall be able to enter the Check Amount in this field. b. System shall allow the User/MDA to populate this field, post execution of the 'Add New' button on this interface. c. **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).				
MDAREPM1.17	MDA	**Repayment Amount:** this box/section of the interface, tables out the **Invoice**				

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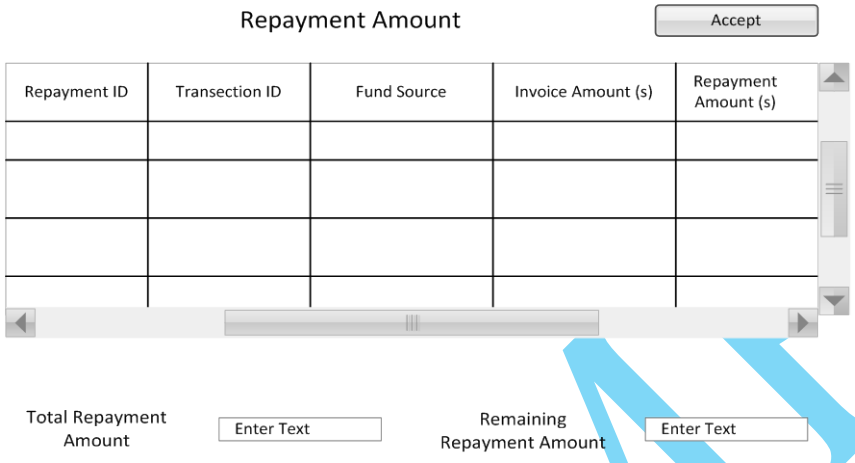
		Amounts & Actual Repayment Amounts, for each funding source, for individual Invoice record (**from the list of multiple invoice records in the SWIFT Transection report**). **Wire Frame** for Repayment Amount box/section:  				
MDAREPM1.18	MDA	a. **Repayment Id:** **Case-I: When User/MDA is Entering new information:** a. This Id shall be same as the ID generated post execution of 'Add New' tab (see req.: **MDAREPM1.14**) b. Each Funding Source information in this table shall have the same repayment ID, for a particular invoice. **Case-II**: **When User/MDA selecting existing information** (querying): a. This ID shall be same as the ID selected by the User/MDA in the Find Deposit box/section of the interface. (see req. : **MDAREPM1.12**) b. Each Funding Source information in this table shall have the same repayment ID, for a particular invoice. c. System shall retrieve this information from Deposit file in the database.				
MDAREPM1.19	MDA	**Transection ID:** **Case-I: When User/MDA is Entering new information** a. The ID entered by **MDA/User in SWIFT Transection No** (see req.: **MDAREPM1.15**) shall be displayed in this table, for each funding source information. b. Each Funding Source information in this table shall have the same Transection ID, for a particular invoice. **Case-II: When User/MDA selecting existing information** (querying): a. This ID shall be same as the ID selected by the User/MDA in the Find Deposit box/section of the interface for SWIFT Transection No. (see req. : **MDAREPM1.10**) b. Each Funding Source information in this table shall have the same Transection ID, for a particular invoice. c. System shall retrieve this information from **Deposit file** in the database.				
MDAREPM1.20	MDA	**Fund Source:** Each loan amount disbursed has a funding source, and the repayments are deposited in the same Funding Sources. a. Fund Source column shall display the list of all the funding sources, to which the repayments have been made.				

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		b. System shall display the same funding sources in this table, with which the amount was disbursed by MDA (for the Loan). c. System shall retrieve this information from the Deposit file in the database.				
MDAREPM1.21	MDA	**Invoice Amount:** this amount represent s the amount that MDA **bills** the **Lender** in the **invoice** which is sent to the Lender. a. Invoice amount shall be divided based on the Funding Source, the Loan was issued. Invoice shall be appropriated to the respective funding source a. The amount is based on the Amortization schedule for a particular Lender. b. This is a derived entity **system shall calculate Invoice Amount** (**divided amongst multiple or single funding source**), **triggered by the generation of Invoice report for the lender from 'Reports' functionality in the system.** c. System shall retrieve all the information pertaining to a particular Invoice, post selection of the specific Invoice ID by the User/MDA from the **Find Deposit box/section** on this interface. d. System shall retrieve this information from the **Invoice1 file** in the database.				
MDAREPM1.22	MDA	**Repayment Amount:** these amount (s) represent the amount (s), Lenders sends a check for, post receiving the Invoice from MDA. a. User/MDA shall be able to enter amount (s) in this index, for multiple funding sources (if applicable). b. Post execution of 'Add New', User/MDA, shall be able to enter information in this index column of the table. c. Post entering amount (s) in this index column and executing 'Save' button, the system shall save this information in the 'Deposit Detail' file. d. System shall retrieve this information from the Deposit file, when queried for, by the User/MDA (selecting an entry from drop-down field).				
MDAREPM1.23	MDA	**Accept:** a. This shall be a button in the Repayment Amount box/section of this interface. b. **Execution of 'Accept' button shall trigger the system to copy the amount (s) from the Invoice Amount (s), over to the Repayment Amount (s)** c. System shall copy the amount (s) given in the invoice 1 file in the database to the deposit detail file, for that particular Lender unit, post execution of this tab. d. **User/MDA shall have 2 options to enter the new Repayment Amount (s) in the table** (and in the system): 1. **Manually enter the amount (s)** (see req.: **MDAREPM1.22**) 2. **Click 'Accept' tab and trigger the system to copy the amount (s) in invoice amount (s) index column over to repayment amount (s) index column.**				
MDAREPM1.24	MDA	**Total Repayment Amount:** a. This field shall display the total sum of all the Repayment Amount (s) entered in the table by the User/MDA. b. This shall be a derived entity. c. **System shall have an error check for this amount, post execution of 'Save' tab by the User/MDA:** **Condition: Total Check Amount** (see req.: **MDAREPM1.16**) = **Total Repayment Amount** c.1 If the above given condition is true, system shall allow the User/MDA to navigate further in the interface.				

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		c.2 If the given condition is false, system shall display a pop-up error message: Message: **Total Repayment Amount is different from, Total Check Amount OK** d**. System shall not allow the User/MDA to save the information, post execution of the 'Save' button, if the above given condition is False.** **e. System shall display the error pop-up message (see c.2 given above) if the User/MDA attempts to save information, by execution of 'Save' button.**				
MDAREPM1.25	MDA	**Remaining Repayment Amount:** a. **This field shall display the difference between the amount in the Total Check Amount field and the Total Repayment Account field.** b. This shall be a derived entity. c. This field is purely informative for the User/MDA.				
MDAREPM1.26	MDA	**SWIFT Transection** table**:** this box/section of the interface, tables out the **SWIFT Transection Amounts, for each funding source** and the **difference between the Repayment Amount (s) and the SWIFT Transection amount**, for the **corresponding funding source** (s). **Wire Frame for SWIFT Transection table:** SWIFT Transection Funding Source | SWIFT Transection | Difference Total SWIFT Transection: Enter Text Remaining Transections: Enter Text				
MDAREPM1.27	MDA	**Funding Source:** this shall be one of the index columns in the SWIFT Transection table. a. This Index Column shall display the list of all Funding Sources (associated with the AgBMP Program) in the SWIFT Transection report. b. For a particular SWIFT Transection No.: (entered new/selected existing) system shall display the corresponding funding sources, from **Wh_rev file** in the database and display in this column.				
MDAREPM1.28	MDA	**SWIFT Transection:** this shall be one of the index columns in the SWIFT Transection table. a. This column shall display the SWIFT Transection amounts, for the particular **SWIFT Transection No**. **(entered new/selected existing).** b. For a particular SWIFT Transection No.: (entered new/selected existing) system shall display the corresponding SWIFT Transection amount for each funding source, from **Wh_rev file** in the database and display in this column.				
MDAREPM1.29	MDA	**Difference:** this shall be one of the index columns in the SWIFT Transection				

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		table. a. Information in this column shall be **derived (calculated).** b. System shall calculate the **difference between the SWIFT Transection Amount** (see req.: **MDAREPM1.28**) **and** the **Repayment Amount, for the corresponding Funding Source, for each Invoice ID having the same SWIFT Transection No.** **SWIFT Transection Amount (for each funding source) – Repayment Amount (for the corresponding funding source, Invoice ID),** for a **particular SWIFT Transection No.** **Note*: (Each Invoice may or may not have repayments in all funding sources, but all Repayment Amounts (summed up for different Invoice IDs) for a particular Transection No., shall match the SWIFT Amounts)**				
MDAREPM1.30	MDA	**Total SWIFT Transection:** a. **System shall calculate the sum of all the SWIFT Transection Amounts, for a particular SWIFT Transection No. and display in this field.** b. This field shall display the same amount (sum) for all the different Invoice IDs, associated with the same particular SWIFT Transection No.				
MDAREPM1.31	MDA	**Total Remaining:** **a. System shall calculate the sum of all the 'Difference'** (see req.: **MDAREPM1.29**) amounts, for the particular Invoice ID and Repayment ID. b. This field shall display the sum of the entire difference amount, **for different Invoice ID and Repayment ID, for the particular SWIFT Transection No.** c. System shall have a validity check for this information: **Condition: 'Sum of the difference amounts shall be 0'** **c.1 If the above given 'Condition' is 'True', system shall display a message, adjacent to the field: 'Difference is 0' (font shall be Green).** **c.2 If the above given 'Condition' is 'False', system shall display a message, adjacent to the field: 'Difference is not 0' (font shall be Red).** **d. The amount in this field, shall be '0' when the User/MDA has entered all the correct repayment amounts (to make the difference amount = 0). User/MDA shall navigate to other record with the same SWIFT Transection No. by executing the 'Next' button (discussed later on this interface).**				
MDAREPM1.32	MDA	**Designated Payments:** this field shall be a User/MDA entered field**. This field shall be entered by the User/MDA, when the repayment/or a part of it is paid by a particular Borrower** (out of the scope of the system)**.** a. **MDA/User shall be able to enter/edit this field, based on the Paid Invoice, received from the Lender, specifying the amount repaid by a particular borrower (out of the scope of the system).** b. 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). c. This field shall be pre-populated when the User/MDA is viewing an existing record. **User/MDA shall be able to edit this field, post execution of 'Edit' button on this interface (discussed later in this requirement).** d. User/MDA shall be able to enter now information (amount) in this field, when adding new record. **User/MDA shall be able to enter new information in this field, post execution of 'Add New' button on this interface. (discussed later in this requirement).**				
MDAREPM1.33	MDA	**Loan ID:** this field shall be a User/MDA populated field**. This field shall be entered by the User/MDA, when the repayment/or a part of it is paid as**				

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		early or full repayment by a particular Borrower (out of the scope of the system)**.** a. User/MDA shall populate this field, based on the Borrower information or Loan Id, received in the invoice from the Lender, **for the particular Designated Loan amount discussed in MDAREPM1.32.** b. This field shall have error check: **Condition: Loan ID shall exist in the Loan file i.e. Loan ID = Loan ID in Loan file.** b.1 If the above given condition is True, system shall allow the user to navigate further. b.2 If the above given condition is False, system shall display a pop-up message: **'Entered Loan ID is invalid'** **OK** b.2.1 **User/MDA shall not be able to save the entered information (when the User/MDA executes the 'Save' tab to save entered information), if** the above given **Condition is not 'True'.**				
MDAREPM1.34	MDA	**Government Unit ID:** this field shall display the **Government Unit id-govunit_id for the particular valid Loan ID** (entered by the User/MDA, see req.: **MDAREPM1.33**) a**. System shall pre-populate this field associated with the particular loan_id entered by the User/MDA** (as given in the Loan file in the database).				
MDAREPM1.35	MDA	**Fund Source ID**: this field shall display the '**Fund Source ID-Fundsec_id' for** the particular valid **Loan ID** (entered by the User/MDA, see req.: **MDAREPM1.33**) a. **System shall pre-populate this field associated with the particular loan_id entered by the User/MDA** (as given in the Loan file in the database).				
MDAREPM1.36	MDA	**Lender Contract No.:** this field shall display the '**Lender Contract No.-Lendrcontr' for** the particular valid **Loan ID** (entered by the User/MDA, see req.: **MDAREPM1.33**) a. System shall pre-populate this field, associated with the particular **unit lender id, which is linked with the loan_id in the loan file** in the database.				
MDAREPM1.37	MDA	**Comments:** this shall be a text field, for any comments entered by the User/MDA. a. For an existing record, selected by the User, system shall retrieve this information from the '**Deposit detail: Dep_detail' file** in the database.				
MDAREPM1.38	MDA	**Credit Front Payment Due:** this shall be a button (tab) on the interface. a. Execution of this button by User/MDA shall store the **'Designated Payment'** (see req.: **MDAREPM1.32) in the 'Payoff front' file in the database.** b. This button shall be **visible and enabled**, when the **Designated Payment** field has been populated by the **User/MDA.** c. It shall be disabled, for all other cases				
MDAREPM1.39	MDA	**Credit Rear Payment Due:** this shall be a button (tab) on the interface. a. Execution of this button by User/MDA shall store the **'Designated Payment'** (see req.: **MDAREPM1.32) in the 'Payoff rear' file in the database.** b. This button shall be **visible and enabled**, when the **Designated Payment** field has been populated by the **User/MDA.** c. This button shall be **visible and enabled**, when the **Designated Payment** field has been populated by the **User/MDA.**				

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MDAREPM1.44	MDA	**Reports: Execution of this tab shall navigate the User to 'Reports' interface. (see reports requirements).**				
MDAREPM1.44	MDA	**Address:** a. Execution of **'Address'** tab on the **Repayment** interface, shall navigate the User/MDA to Lender's Address interface. b. System shall pre-populate all fields, on this interface with information pertaining to the particular Lender.				
MDAREPM1.44	MDA	**Loans:** a. Execution of **'Loans'** button on this interface, shall navigate the User/MDA to the **Loan Information table (Loan Interface-1).** b. System shall filter all Loans, for the list of Loans, associated with the particular Lender (selected on Repayments interface) and display it on the '**Loan Information table' (Loan Interface-1).**				
MDAREPM1.42	MDA	**Save:** a. Execution of 'Save' button shall trigger the system to **'Save'** any changes made to an existing record. b. User/MDA shall not be allowed to execute the **'Next'** button (discussed later) on this interface, until the User has executed the **'Save'** button, post adding/editing information.				
MDAREPM1.43	MDA	**Cancel:** a. Execution of 'Cancel' button shall trigger the system to abort all the changes to all the data entry fields on this interface.				
MDAREPM1.44	MDA	**Delete:** a. **Execution of 'Delete'** button shall trigger the system **to delete the Repayment ID from the Dep_detail file.** b. Execution of **'Delete' button shall trigger** the system to delete the **'Designated Payment'** amount entered in the Payoff front file in the database, post execution of '**Credit Front Payment Due**' button. (see req.: **MDAREPM1.38**) c. Execution of **'Delete' button shall trigger** the system to delete the **'Designated Payment'** amount entered in the Payoff rear file in the database, post execution of '**Credit Rear Payment Due' button.** (see req.: **MDAREPM1.39**) d. System shall pop-up an alert message, post execution of 'Delete tab by the User/MDA: **Message:** **' Are you sure, you want to Delete '** **Ok** **Cancel** e. Execution of **'Ok' button** shall trigger the system to delete the selected record (by the User). f. Execution of **'Cancel' button** shall abort the deletion process, and navigate the user back to the previous session (prior to the pop-up alert interface).				
MDAREPM1.45	MDA	**Next:** a. **This button shall be visible but disabled, post execution of 'Add New' button by the User to add/enter a new record to the system.** b. 'Next' button shall be visible and enabled, post execution of 'Save' button by the User/MDA to save any entered information. c. **Execution of 'Next' button, shall trigger the system to move to a new**				

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		record, i.e. execution of 'Next' button by the User, shall act as 'Add New' button and shall open a new interface, for the User to enter new information with a new Repayment ID and the same SWIFT Transection No. **d. Execution of 'Next' button shall navigate the user to a new Repayments interface. System shall assign a new Repayment ID to this record mathematically: Last Repayment ID (in dep_detail file) + 1. System shall pre-populate the same SWIFT Transection No. as saved on the record (prior to pressing 'Next' button) previous to the current.** e. User/MDA shall be able to select the pertaining Invoice ID from the invoice id drop-down field, associated with the SWIFT Transection No. User shall perform same functions (as actor) as performed while adding a new record. f. In the SWIFT Transection table for the new record, the system shall display the new difference amounts (between SWIFT and Repayment amounts) from the previous record, i.e system shall mathematically calculate the difference between the aggregate of Repayments for the previous record and the current record (for the same SWIFT Transection No.) with the SWIFT Amounts, for each Funding source. g. New repayment amounts, entered for the new record, shall reduce the difference between the Repayment Amounts and SWIFT amounts, for the same Transection no. System shall also calculate the **aggregate of Difference amounts and the aggregate of SWIFT Amount.** **h. System shall calculate the total sum of differences.** **i. User/MDA shall be able to execute the 'Next' button once again to repeat the same process (new repayment ID same SWIFT Transection No.) till the Difference amounts (SWIFT Amounts- Repayment Amounts) for each funding source become 0, and the total sum of difference also become 0.** **j. System shall recognize the following condition for the same SWIFT Transection No.:** **Condition: 'Total Difference amount= 0'** **j.1 User/MDA shall be able to execute the Next button for the same SWIFT Transection No. with new Repayment Id being generated by the system, every time a 'Next' button is executed, till above given condition is not true.** **j.2 Each new Repayment Id and associated Repayment Amounts, entered in the system by the user for the same SWIFT Transection No. shall reduce the Difference amount (eventually to 0).** **j.3 System shall trigger the 'Next' button to be disabled, post the above given condition is True, (until then the User shall be allowed to execute the Next button and keep entering new Repayment amounts for a new Repayment ID record, for the same SWIFT Transection No.)** **k. System shall 'Auto Save' each record post execution of the 'Next' tab by the user. When above given condition is true, 'Next' button shall be disabled, System shall not allow the User to exit the interface, without 'Saving'.**				
MDAREPM1.46	MDA	**Back:** a. Execution of this button by User, shall trigger the system to do the following: a. **If no new information was entered or edited on the interface by the user, system, shall navigate the user to the previous interface (one interface back), post execution of 'Back' button.** b. If new information was entered/ edited by the User, the execution of this button shall trigger a pop-up alert message:				

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		Message: **'Entered information will be lost, do you wish to save'** **OK** **Cancel** c. Execution of **'OK'** button shall trigger the system to save the entered information, and navigate the user to the previous interface (back one interface) d. Execution of **'Cancel'** tab shall, trigger the system to navigate the user to the previous interface (back one interface) without saving the information.				
MDAREPM1.47	MDA	**Exit:** a. Execution of this button shall trigger the system to exit, this interface and navigate back to the Primary Interface for the User/MDA. b. Execution of this tab shall trigger a pop-up alert message: **Message:** **'Do you wish to exit'** **Ok** **Cancel** c. Execution of **'Ok'** button shall trigger the system to **Exit** and navigate the user back to User/MDA's Primary Interface. d. Execution of **'Cancel'** button shall close the pop-up interface, and allow the user to stay on the same (Repayments) interface.				

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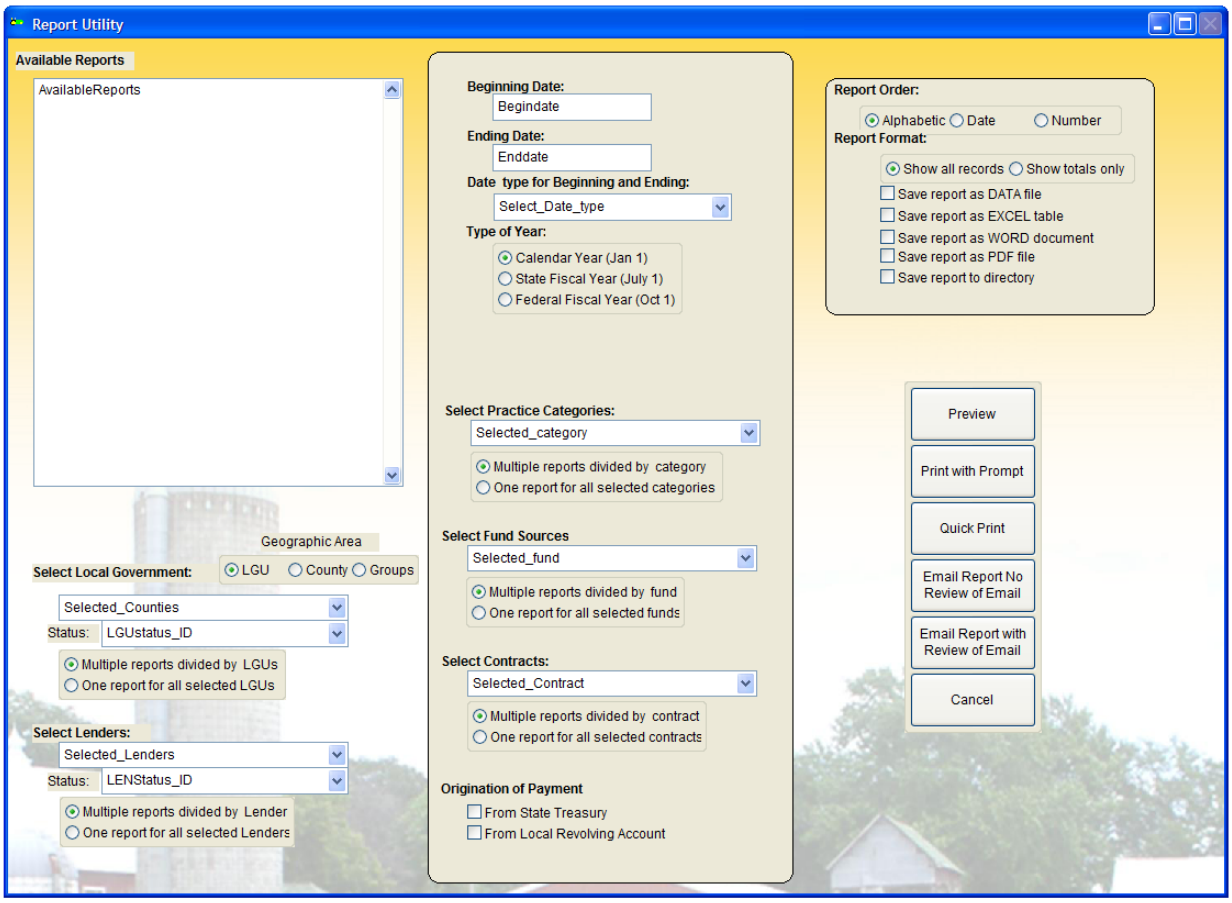
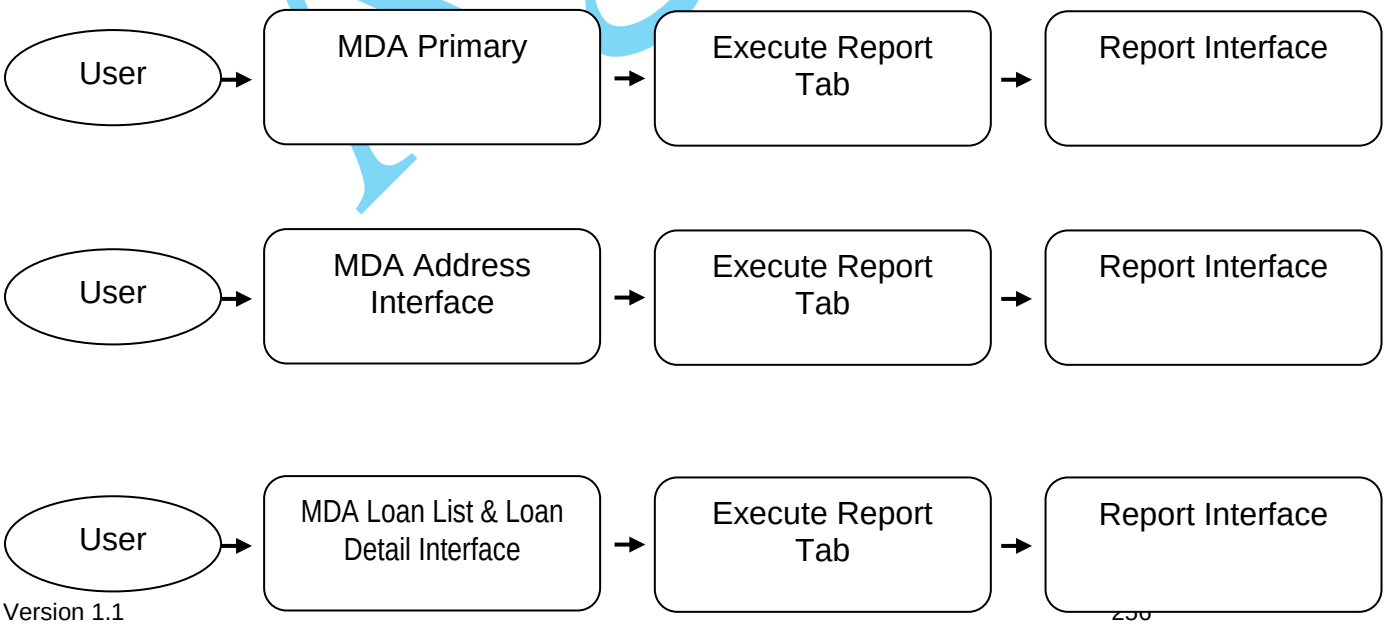
10.42 MDA Reports Interface

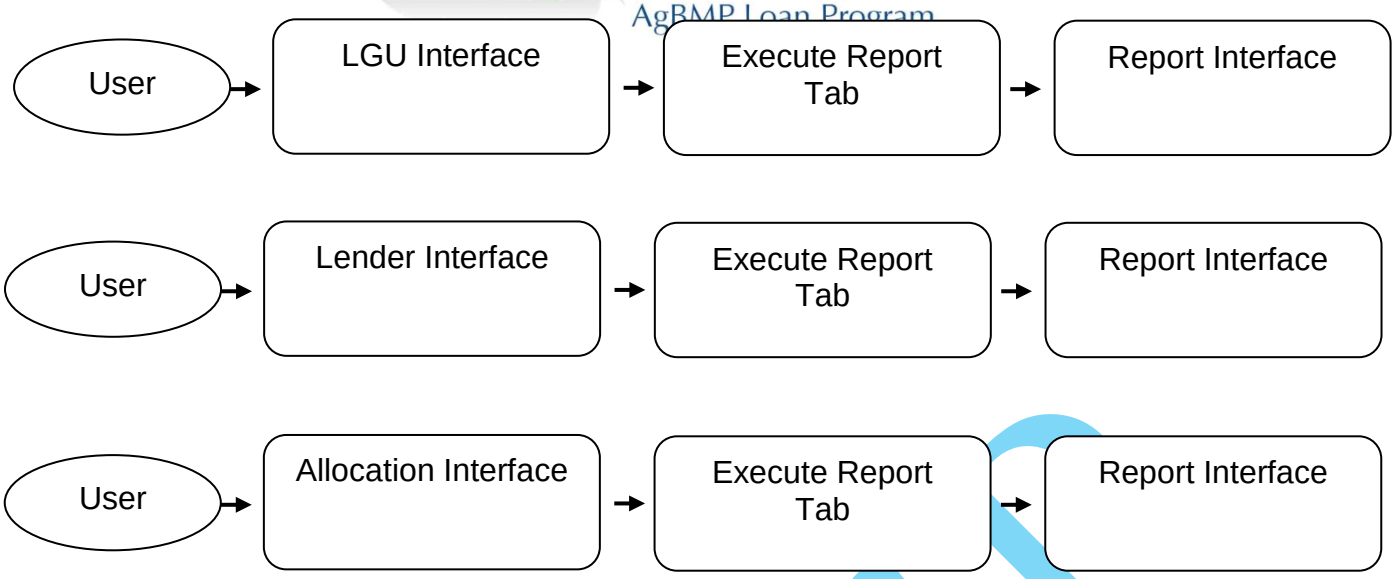
Figure 10.45. MDA Report Utility Interface



10.42.1 User: MDA

10.42.2 Navigational Flow to Annual Report – Submit Annual Report Interface





10.42.3 Functional Requirements for MDA Report Utility Interface

Ref#	Client	Requirements	A	B	C	N
MDARpt1.1	MDA	MDA/User shall be able to navigate to this interface, post execution of Reports button, from the following interfaces: 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)				
MDARpt1.2	MDA	**Based on the interface, MDA/User navigates to the Reports interface; system shall filter only the reports pertaining to that particular interface**. **For example**: if MDA/User is navigating to Reports interface, from Address Interface, than system shall filter all the reports pertaining to the User for that particular interface (Address interface) and shall list them out on Address interface. a. System shall have procedures to filter reports, based on the navigational flow to the Reports Interface and User credentials (logging in the system). b. System shall not display all the reports existing in the system on the Reports interface for every navigational flow.				
MDARpt1.3	MDA	Reports Interface, accessed by each interface, shall filter the list of reports to be displayed on it, specific to the interface, the user has navigated to the Reports Interface, from.				
MDARpt1.4	MDA	**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 (logged-in the system).** a. This interface shall have a box (drop-down), listing all the reports available for that particular session (performed by the user).				

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		b. User shall be able to search for a given report, and select it. c. System shall, based on the report selected by the user, update all other fields (sections) on this interface (explained below) d. Post selection of reports,				
MDARpt1.5	MDA	**Select LGU: Post selection of report from the box (given above), user shall be able to select LGU(s) from this field.** **a. This field shall be drop-down field** b. **System shall update all other parameters (drop-down fields in other sections on this interface),** based on the report selected. For example: if an LGU selects the amortization schedule, system shall recognize the potential list of Lender's associated with LGU (that the LGU user generates reports for). c. **System shall recognize the report selected and the User who has logged-in the system, to set the parameters (drop-down fields on this interface).** d. The default selections of this drop-down field, shall be also based on the report selected by a particular User. c. This drop-down functionality shall have search functionality, i.e. type as you go: system shall auto-select an entry in the list based on the entry typed by the user. d. The drop-down box shall have the functionality for the user to select all the entries (LGUs) from the list. f. User shall be able to select multiple entries. g. System shall retrieve the list of LGUs from the LguLen file or Lguunit file from the database, based on the user group: Lender or MDA respectively which has selected the report. h. **MDA/User shall be able to select the format of the selected report, by selecting of the following options (radio buttons):** **1. Individual by LGU** **2. Total for Selected LGU(s)** **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. i. System shall print the report, based on one of these selections.				
MDARpt1.6	MDA	**Selected Lender**: **this shall be a drop-down field:** Note: All the requirements for this section of the interface are similar to the requirement given above **see req: MDARpt1.5.** The only difference is this, field shall display the list of Lenders and not LGUs as given in **MDARpt1.5.** **a. All requirements from a. to i. are similar only the drop-down list shall change from LGU to Lender list. The User group shall be MDA.**				
MDARpt1.7	MDA	**Select Fund Source: this shall be a drop-down field:** Note: All the requirements for this section of the interface are similar to the requirement given above **see req: MDARpt1.5.** The only difference is this, field shall display the list of Fund Sources and not LGUs as given in **MDARpt1.5.** **a. All requirements from a. to i. are similar only the drop-down list shall change from 'LGU' to 'Fund Sources' list. The User group shall be MDA.**				
MDARpt1.8	MDA	**Select Practice Categories**: **this shall be a drop-down field:** Note: All the requirements for this section of the interface are similar to the requirement given above **see req: MDARpt1.5.** The only difference is this,				

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		field shall display the list of Practice Categories and not LGUs as given in **MDARpt1.5.** **a. All requirements from a. to i. are similar only the drop-down list shall change from 'LGU' to 'Practice Categories' list. The User group shall be MDA.**				
MDARpt1.9	MDA	**Origination of Payment: this section of the interface, shall have two check boxes:** **1. From State Treasury** **2. From Local Revolving Account** a. These two indexes shall be selected by default, while generating the report, unless the user makes a selection. b. 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.				
MDARpt1.10	MDA	**Beginning Date & Ending Date:** this section of the interface, shall have the following fields: **1. Beginning Date** **2. End Date** **3. Date Type for Beginning and Ending** **4. Type of Year:** a. **Beginning Date & Ending Date fields shall have 'Calendar' feature to them**. b. User shall be able to select any particular beginning and ending dates from the calendar. 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 however be allowed to select any date of choice to generate the reports. **e. In case of generating Invoice report, system shall recognize the next due 'Billing Cycle' and shall generate report accordingly.** **e.1 In this case the default 'beginning and ending date' shall be for the, beginning to the next due Billing Cycle and the end date shall be the end of that particular billing cycle.** **e.2 System shall not default both the dates to 1995 to Present date, instead shall default them to the next due billing cycle's beginning and ending date.** e.3 Generation of Invoice Report by user shall always, have the next due billing cycle's dates as default, unless changed by the User to some other date. **f. Date Type for Beginning and Ending: shall be a drop-down field.** f.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. f.2 System shall default the date in this field, based on the report selected by the user, unless changes by the User. 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)**				

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		2. State Fiscal Year (July 1) **3. Federal Fiscal Year (Oct 1)** g.1 System shall always default the selection to **'Calendar Year (Jan1)**', unless changed by the User.				
MDARpt1.11	MDA	**Report Order:** shall have the following choices with Radio Buttons: 1. Alphabetic 2. Date 3. Numeric a. Selection of any of the above given choices shall define the order in which the data in the selected report shall be generated. b. 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'. **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**)** a. Selection of above given choices: **Show all Records, Show total only**, shall be Radio Button b. Selection of either shall generate the report displaying either all records in the Report or Sum total of all records. 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. c. System shall **default the selection** to **'Show all Records'**, unless changed by the User. d. **System shall default the Report Format to 'Save Report as PDF File',** unless changed by the user. e. 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.**				
MDARpt1.12	MDA	**Print Preview:** a. Execution of this button shall create a preview of the report, selected by the User. b. System shall **not save** this **preview** on User's station, **unless requested** by the User. c. **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)**				
MDARpt1.13	MDA	**Print:** a. Execution of this button shall prompt the system to pop-up the custom 'Print Dialogue Box', where the user can select a default printer to print the selected report.				

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MDARpt1.14	MDA	**Email Report with Review:** a. Execution of this button shall trigger the system to open, User's default E-mail browser (on that user's local work station). b. 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. c. 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. d. System shall pre-populate the e-mail with content, based on the type pf report selected by the User. e. 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. f. 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).				
MDARpt1.15	MDA	**Email Report without Review:** a. Execution of this button shall trigger the system to open, User's default e-mail browser (on user's local work station). b. **System shall repeat step b to d as given in req**.: **MDARpt1.14,** however **system shall** in this case, **auto-send the e-mail** to the respective recipients, **i.e. System shall not wait for the User to execute the 'Send' button on the e-mail browser.** c. 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).				
MDARpt1.1	MDA	**Back:** a. Execution of this button, shall navigate the user to the previous interface (from where the User navigated to the Reports interface.)				
MDARpt1.1	MDA	**Cancel:** a. Execution of this button shall trigger the system, to abort the most recent activity performed by the User on this interface. b. System shall restore the most recent successful session, before execution of **'Cancel'** button by the User.				

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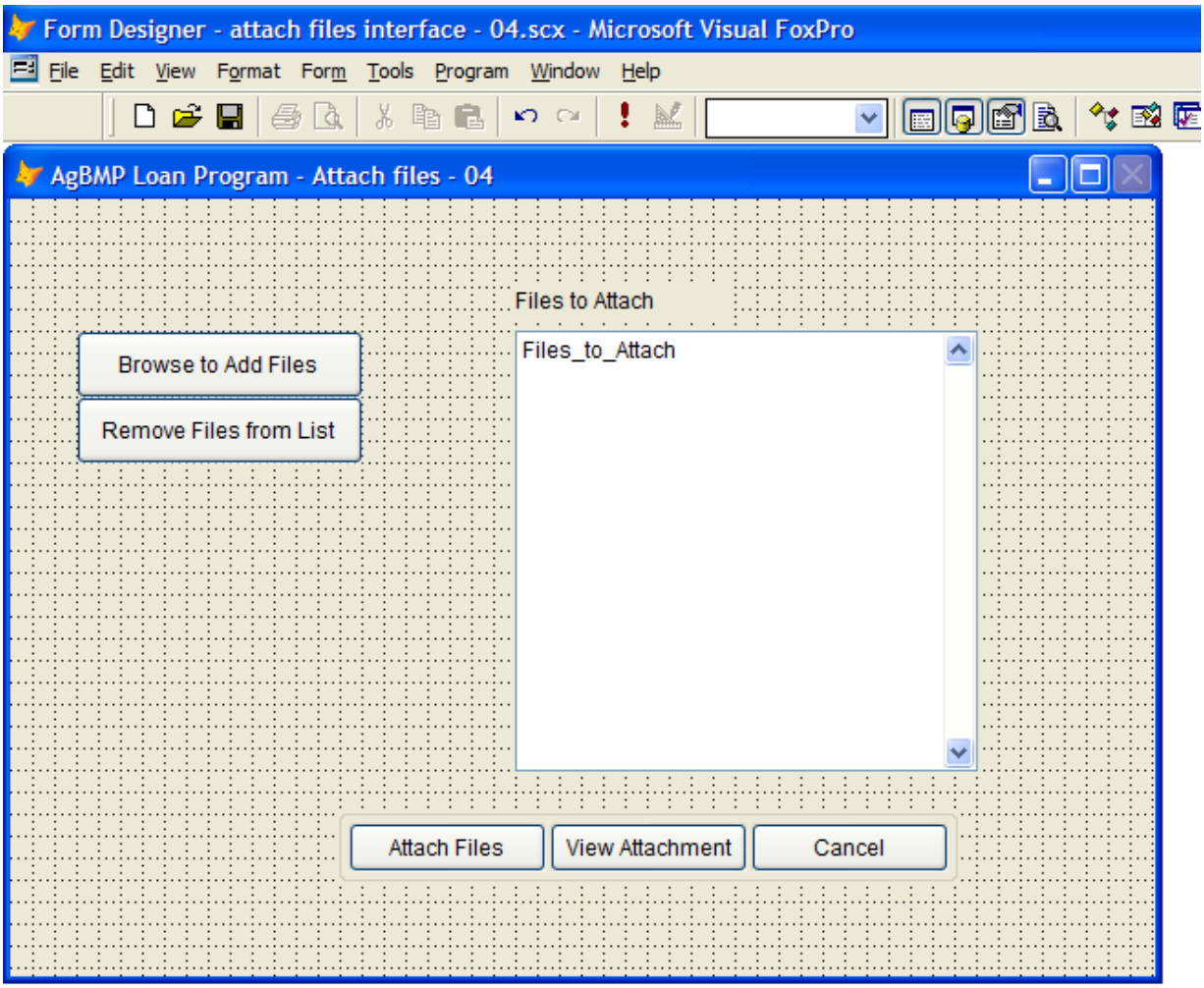
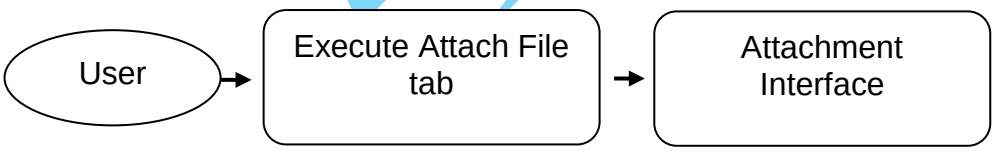
10.43 General Purpose Attachment Interface - 04

Figure 10.46. General Purpose Select, View, and Attach File Interface - 04



10.43.1 Users: MDA Internal Staff, LGU, Lender

10.43.2 Navigational Flow to General Purpose Attachment Interface - 04



10.43.3 Functional Requirements for General Purpose Attachment Interface - 04

Ref#	Client	Requirements	A	B	C	N
LGUGAtt.1.1	ALL	Execution of **'Attach Files'** button on selected **interfaces**, shall navigate the user to the **Attachment** Interface.				
LGUGAtt.1.2	ALL	User shall be able to attach documents on this interface, from their Local Hard drive on their local work station, scanner, camera, flash drive, or any other locally available drive or file source.				

LGUGAtt.1.3	ALL	**Browse to Add Files:** a. Execution of this button on this interface shall navigate the user to the Hard Drive or scanner for the local workstation of the User and open a local system open or select file dialog. b. User shall be able to select any number of files he/she wishes to attach. c. User shall be able to select the file by executing the 'Open' button, post selection of the file. d. a. Post selection of the file, the pathname to the file shall be visible in the Files_to_Attach list field adjacent to the 'Browse' button. e. The user may select additional files by subsequent execution of the Browse to Add File Button.				
LGUGAtt	ALL	**Remove Files from List:** **a. The user may select any or all files from the Files_to_Attach list.** **b. Execution of this button shall remove the selected files from the list.**				
LGUGAtt.1.4	ALL	**Attach Files:** a. Execution of the 'Attach' button shall make a copy of the file in the server and shall attach the file to the appropriate selected record from the current interface. b. The Files_to_Add list field is cleared c. The user is returned to the calling screen.				
LGUGAtt.1.5	ALL	**Cancel:** a. Execution of this tab, shall trigger the system to abort the attachment, made by the user to the report. b. Execution of this tab shall trigger the system to remove the copy of the attachment from the server. c. The Files_to_Add list field is cleared d. The user is returned to the calling screen. e. To attach a file, post execution of the 'Cancel' button, user shall have to follow the same steps given above in (Browse and Attach).				
LGUGAtt.1.7	ALL	**View Attachment:** a. The user may select any file shown in the Files_to_Add List. b. Execution of this button shall trigger the system to open the selected file in the containing folder on the user's workstation. c. If no files are in the Files_to_Add list, the button is disabled.				
LGUGAtt.1.8	ALL					
LGUGAtt.1.9	ALL					

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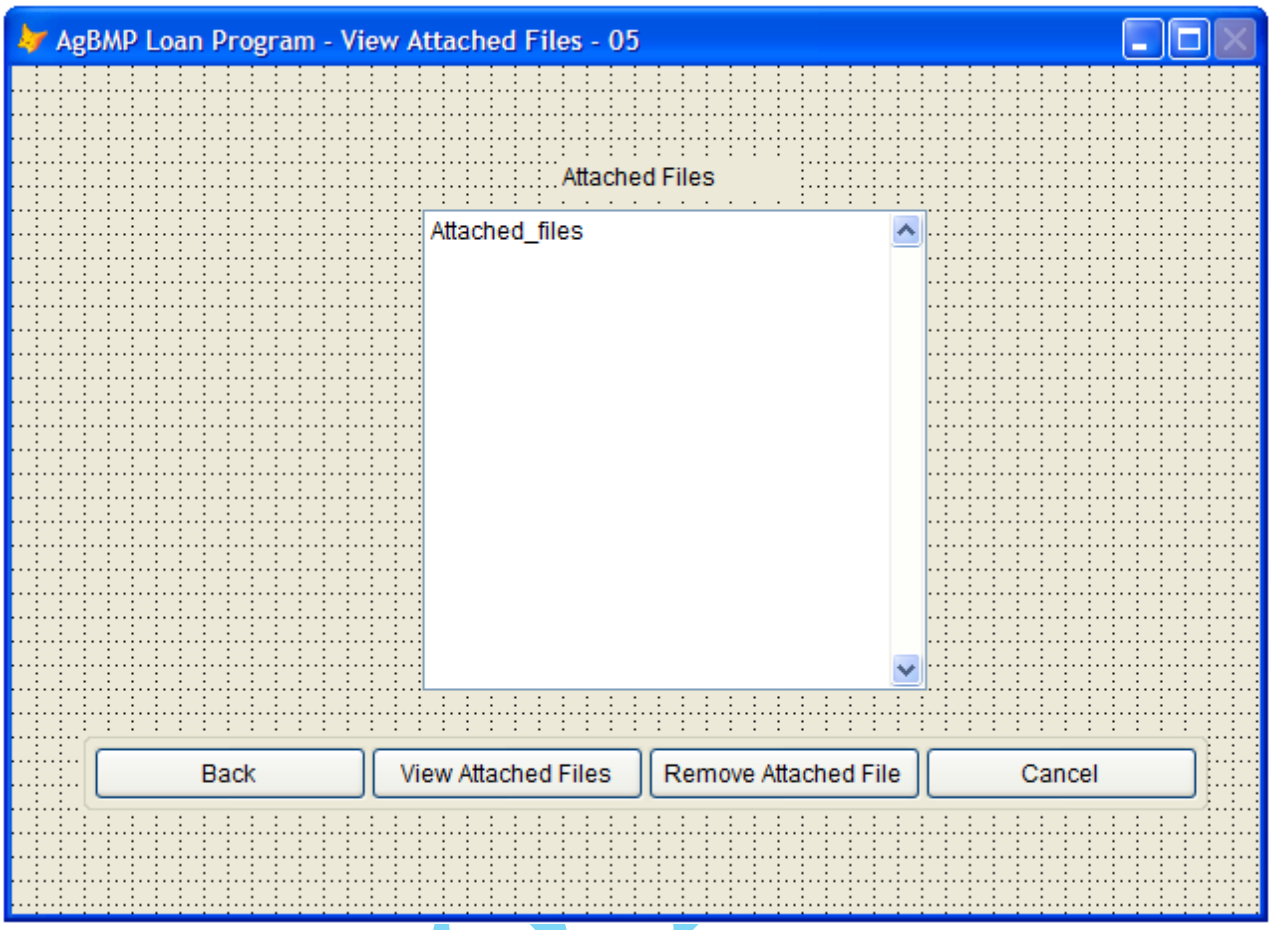
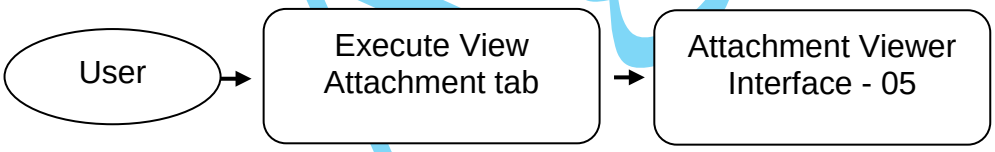
10.44 General Purpose Attachment Viewer

Figure 10.47. General Purpose Attachment Viewer



10.44.1 Users: MDA Internal Staff, LGU, Lender

10.44.2 Navigational Flow to General Purpose Attachment Viewer Interface - 05



10.44.3 Functional Requirements for General Purpose Attachment Viewer Interface - 05

Ref#	Client	Requirements	A	B	C	N
LGUGView.1.1	ALL	Execution of **'View Attached Files'** button on selected **interfaces**, shall navigate the user to the **Attachment View** Interface - 05.				
LGUGView.1.2	ALL	Attached_Files list: a. User shall be able to select any number of files in the Attached_file list.				
LGUGView.1.3	ALL	**View Attached Files:** a. Execution of this button on this interface shall open the selected files				

		using default associated file programs. If associated file program allows multiple files to be open, all select files shall open. b. User shall be able to use any of the features in the associate file program to print, copy, or email the selected file. c. User shall not be able to edit the attached file.				
LGUGView	ALL	**Remove Attached File:** **a. The user may select any or all files from the Attached File list.** **b. Execution of this button shall remove the selected files from the list.**				
LGUGView.1.5	ALL	**Cancel:** f. Execution of this tab, shall trigger the system to abort the removal of any attachment made by the user.				
LGUGView.1.7	ALL	**Back:** Execution of this button returns the user to the calling screen.				
LGUGView.1.8	ALL					
LGUGView.1.9	ALL					

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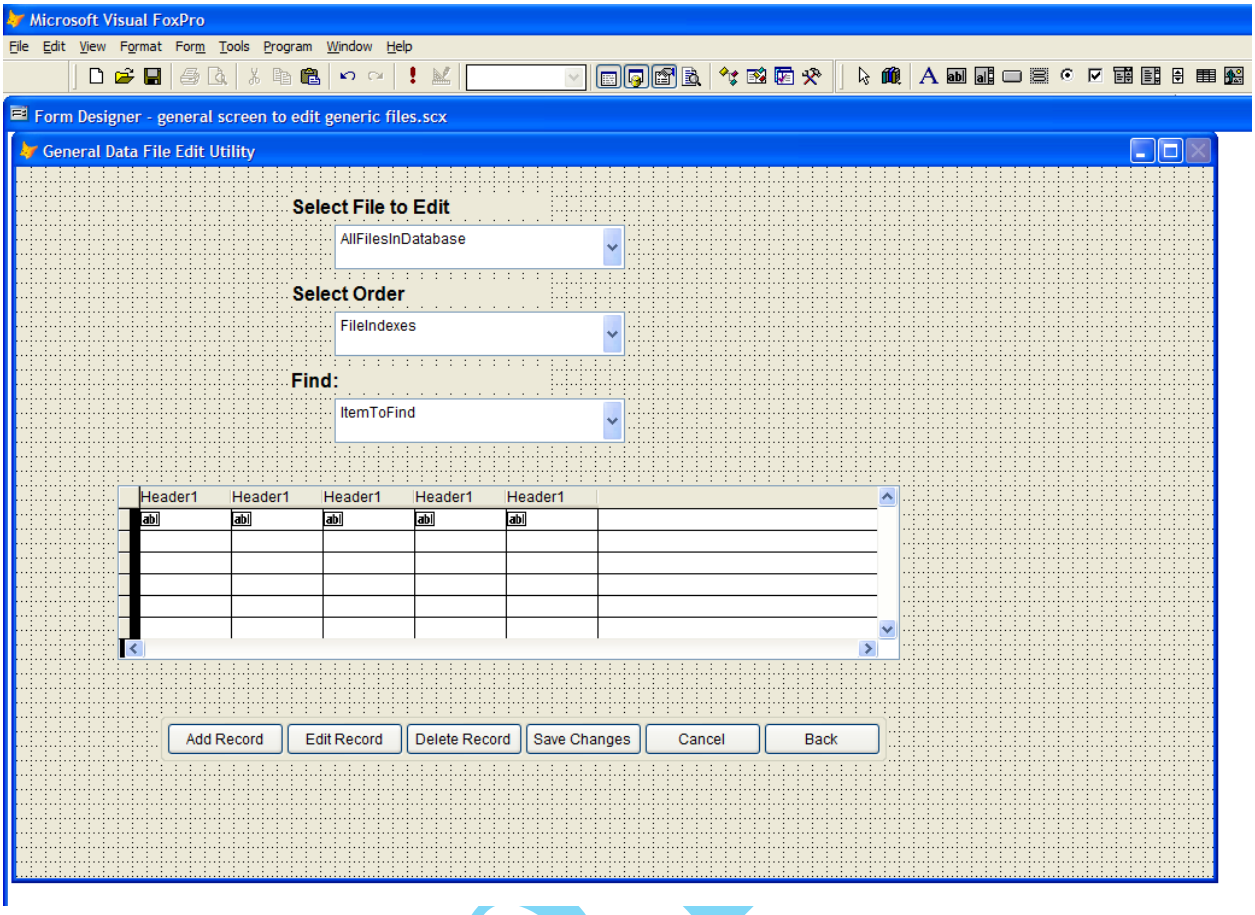
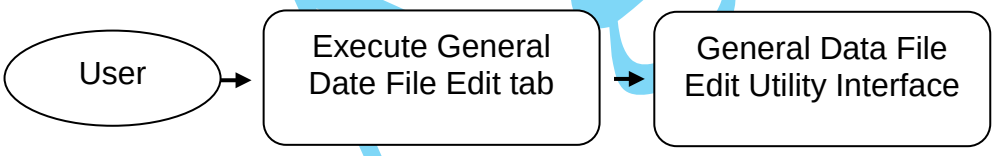
10.45 General Data File Edit Utility

Figure 10.1. General Data File Edit Utility.



10.45.1 Users: MDA Internal Staff

10.45.2 Navigational Flow to General Data File Edit Utility Interface



10.45.3 Functional Requirements for General Data File Edit Utility Interface

Ref#	Client	Requirements	A	B	C	N
LGUGEditUt1.1	LGU	e. Execution of **'General Data File Edit Utility'** button on the MDA Primary interface, shall navigate the user to the General Data File Edit Utility Interface.				
LGUGEditUt1.2	LGU	a. The AllFilesInDatabase 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.				
LGUGEditUt1.3	LGU	a. The FileIndexes tab shall show all indexs 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.				
LGUGEditUt1.4	LGU	a. The user may select the ItemToFind tab. b. The user may edit the ItemToFind tab and 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.				
LGUGEditUt1.5	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 select the row of the record.				
LGUGEditUt1.6	LGU	a. The user may press the Add Record tab to create a new record to table. b. The new record shall be blank. c. The new record shall be selected and the user may enter data into the fields.				
LGUGEditUt1.7	LGU	a. The user may press the Edit Record to edit any field in the currently selected record.				
LGUGEditUt1.8	LGU	a. 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 for the selected file must be performed before the deletion is executed. c. If a validation test fails, a pop-up warning 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. The Cancel and Saved Changes tabs are disabled and the Add, Edit, Delete and Back are enabled.				
LGUGEditUt1.9	LGU	a. When the Add, Edit, or Delete Record tabs are executed, the Save Changes and Cancel buttons are enabled and the Add, Edit, Delete and Back are disabled.				
LGUGEditUt1.10	LGU	a. The user must select the Save Changes tab to execute changes to the record. b. Once the Saved Changes tab is executed, the Cancel and Saved Changes tabs are disabled and the Add, Edit, Delete and Back are enabled..				
LGUGEditUt1.11	LGU	a. The user may select the Cancel tab to revert the file back to the previous state before any Add, Edit, or Deletions. b. Once the Cancel tab is executed, the Cancel and Saved Changes tabs are disabled and the Add, Edit, Delete and Back are enabled.				
LGUGEditUt1.12	LGU	a. When the Back tab is executed, the user is returned to the				

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		previous interface.				

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11 SYSTEM REQUIREMENTS:

11.1 HARDWARE AND SOFTWARE SPECIFICATIONS

This section details the hardware and software requirements for the AgBMP Loan Program.

11.1.1 Hardware Requirements

- Database Server:
- Operating System:
- Operating System:
- User Interface:

11.1.2 Software Requirements

- Application Server Software:
- Database Server:

11.1.3 Dynamic Requirements:

11.1.4 Static Requirements:

12 OPERATIONAL REQUIREMENTS

12.1 OPERATIONAL REQUIREMENTS

12.2 SYSTEM STYLES AND THEMES

The system shall comply with Web-based style and theme requirements of the MDA and state MIN.IT.

The user may utilize the user's operating system to adjust operating system display parameters.

Each interface will be designed using consistent styles and themes throughout including:

- Headline
- Body Content
- Navigation
- Credits
- Help

The system's styles and theme shall be editable by MDA Internal Users using web-content utility managers.

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12.3 Security

12.4 System Availability

12.5 Performance

12.6 Historical and Archival Information

12.7 Auditing

12.8 Retention

12.9 Disaster Recovery

12.10 Backup and Recovery

12.11 Fault Tolerance

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Use Case Document

AgBMP Loan Program

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The entities i.e. LGU's shall be able to type in the ID & Password on the front screen of the new Web Based AgBMP program. 19
The system shall ask the user to create a New Password once they have logged in the system with the old one (the password provided to them individually). 20
Once the New Password has been created, the system shall allow the user to navigate to the next screen. (Listed in next section) 20
10.2 LGU PRIMARY INTERFACE (USE CASE 3) 21
10.2.1 Users: LGU 22
10.2.2 Navigational Flow to LGU Primary Interface 22
10.2.3 Functional Requirements LGU Primary Interface 22
The New Screen shall have a new 'Request Budget Change' tab on it: Which shall send an e-mail in PDF format, with request for funds application to the inbox of MDA internal staff. (description in the next screen section) 23
The New Screen shall have a new 'Help' tab on it. (description in the next screen section) 23
The Table on the New Screen shall be named as 'Proposed Budget' 24
Under this Table, there shall be two Parent Columns namely: 'All Years' & 'Current Year' 24
'All Years' should be a parent Column to Total Loans. 24
Current Year: should be a parent column to Category, Budget, Loans Issued & Remaining. 24
Under the Proposed Budget Table, sub- column#1 shall be renamed as 'Category' 24
The Rows of this table shall sum up the identical categories, to show one row per category. 24
The system shall always show the number of defined categories listed in file CATEGORY. 24
Column#2- 'Proposed' shall not exist, in the new Proposed Budget Table. 24
Column#3- 'Completed' in the old program, which shall be column #2 in the new one, shall be renamed as 'Total Loans'. 24
Total Loans shall display the summation result of the Dollar Amounts of all the Loans issued till date pertaining to the identical category rows 24
Column#4- 'Allocated' shall be renamed as 'Budget' and similar to the 'Completed' it shall also display the summation results. 24
Column#5- 'Fund' column in the old screen shall not exist in the new screen/new table. 24
Column#6- 'Disbursed' shall be renamed as 'Loan Issued' and shall also display the summation results like previous columns 24

Column#7- 'Remaining' shall be renamed as 'Budget Remaining' and shall display the summation results for identical category of rows. *24*
The Proposed Budget table shall have an additional row named Total: which shall display the summation results of the dollar amounts for each of the 4 individual columns in their bottom cell respectively *24*
'Budget Total' shall be the summation of all the column values in the Budget Column mentioned above. *24*
'Loans Issued Total' shall be the summation of all the column values in the Loans Issued Column mentioned above *24*
'Budget Remaining Total' shall be the summation of all the column values in the Remaining Column mentioned above *25*
The 'Total Loans' tab at the bottom shall show the summation of all the loans the particular LGU/LGU/User has ever issued. *25*
The new screen shall have two new Buttons at the bottom of the screen namely: 'Available Repayments' & 'Available Funds *25*
The 'Available Repayments' to shall be the summation of all Repayments made to the MDA: These payments are made twice every year. *25*
The 'Available Funds' shall provide the summation all the unallocated funds to any LGU/LGU, which can be used by any LGU on basis of application & approval. *25*
The amounts available in 'Available Funds' & 'Available Repayment' Buttons shall work as a triggering event for the Request Budget Change process. *25*
Log-out: *25*
a. This shall be a new tab on the proposed, web-based system. *25*
b. The LGU/User shall be able to Log-out of the program, by executing this tab on its primary interface. *25*
c. Execution of Log-out tab shall trigger the system to remove the LGU/User's log-in credentials from the temporary memory. (so the user will have to type in log-in credentials again; before entering the program in the second session) *25*
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Minimize, Maximize & Close Title bar: *139*
a. Minimize: execution of this tab, on the title bar, shall minimize the screen. *139*
b. Maximize: execution of this tab, on the title bar shall maximize the screen *139*
c. Close: Execution of this tab shall trigger the system to close the program, for the User. *139*
c.1 Execution of 'Close' tab on the Address Interface, shall trigger a pop-up interface (alert message) for the User to either save or cancel any current changes made to the interface. *139*
Message: 'Do you wish to Save before exiting' *139*
Execution of the 'Save' tab by the User/Lender on this pop-up interface shall trigger the system to save the information *139*
Execution of 'Cancel' tab by the User/Lender on this pop-up interface shall trigger the system to close the current interface and exit the program, aborting the current session and any changes made. *139*
c.2 Unlike Log-out tab, execution of this tab, shall not remove the log-in credentials of the user from the temporary memory, so that the system shall navigate the user to the last active session (for that user) once the user enters the program. *139*
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10.28.3 Functional Requirements for MDA Primary Interface - 01 ..... *184*
Column#2- 'Proposed' shall not exist, in the new Proposed Budget Table. *186*
Column#3- 'Completed' in the old program, which shall be column #2 in the new one, shall be renamed as 'Total Loans'. *186*
Total Loans Issued: *186*

a. Shall display the summation result of the Loan.Amount + Loan.Revolving of all the Loans issues till date pertaining under each Category & Funding Source for the Particular LGU (selected). 186
b. System shall retrieve this information, as a derived table from the Loan file. 186
c. System shall derive this value for a particular LGU, based on the GovUnit_ID, Category_ID & Fundsrc_ID, from the Loan File, and display the summation amount in each row, pertaining to the particular Category and Funding Source. (Refer to Database relationship). 186
'Allocated': 186
a. shall be renamed as 'Budget'. 186
b. Shall display the summation result of the Dollar Amounts of all the Allocations in the Current Year, pertaining under each Category & Funding Source for the Particular LGU (selected). 186
c. System shall look for the maximum of 'Allocation Date' and 'Approval Date' for the particular GovUnit_ID under the AllocDate file in the database. 186
d. System shall derive this value for a particular LGU, based on the Alloc_ID, AllocDate_ID, Category_ID & Fundsrc_ID, from the Allocation file, and display the summation amount in each row, pertaining to the particular Category and Funding Source. (Refer to Database relationship). 186
Disbursed: 186
a. Shall be renamed as 'Loans Issued'. 186
b. Shall display the summation result of the Loan.Amount of all the Loans issued in the Current Year, pertaining to the under each Category & Funding Source for the Particular LGU (selected). 186
c. System shall look for the maximum of 'Allocation Date' and 'Approval Date' for the particular GovUnit_ID under the AllocDate file in the database. 186
d. System shall derive this value for a particular LGU, based on the Alloc_ID, AllocDate_ID, Category_ID, GovtUnit_ID & Fundsrc_ID, from the Allocation file and Loan file, and display the summation amount in each row, pertaining to the particular Category and Funding Source. (Refer to Database relationship). 186
Fund: 187
a. This column shall be on the Proposed Budget Table for the Primary Interface of the MDA/Internal Users. 187
b. It shall display the 'Funding Source' from which a particular Loan has been issued, under a particular Category. Each category can have multiple 'Funding Sources'. 187
c. System shall retrieve this information from the 'Loan file', based on the GovUnit_ID (for the particular Local Government Unit selected by the MDA/Internal User). 187
Remaining: 187
a. Shall be renamed as 'Budget Remaining' 187
b. System shall retrieve this information, based on a derived relationship between the 'Budget Allocated' & 'Loans Issued' 187
c. Derived relationship shall be 'Budget Allocated-Loans Issued'. 187
The Proposed Budget table shall have an additional row named Total: 187
a. System shall display the summation results of the dollar amounts for each of the 4 individual columns. . 187
1. Total Loans (Total): shall display the calculated result of the Sum of all Loans issued for each category, till date for that particular LGU. 187
1. a System shall retrieve this information, as a derived relationship (adding all values) between all the 'Total Loans Issues' values. 187
2. 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. 187
2.a System shall retrieve this information, as a derived relationship (adding all values) between all the 'Budget' values. 187
3. 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. 187
3.a System shall retrieve this information, as a derived relationship (adding all values) between all the 'Loans Issued' values. 187

4. 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. 187
4.a System shall retrieve this information, as a derived relationship (adding all values) between all the 'Budget Remaining' values 187
Available Repayments: shall be a new field, on this interface. 187
a. Displays the amount of Repayment a particular LGU has, and may send a 'Request For Budget Change' (to MDA) 187
a.1. This amount is a derived relationship between the Payments received and the Release Pay-off for current year. 187
b. The system shall retrieve the received repayments, based on their :Deposit Detail ID, Transection Number, Funding Source, Date of Entry, GovUnit_ID (for the loan the repayment is made) 188
c. 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). 188
d. System shall recognize the User (LGU/MDA) Unit logged-in the system and shall retrieve this information, based on the GovtUnit_Id for the particular Loan and it's repayment. 188
Available Funds: shall be a new field, on this interface. 188
a. Displays the Total amount of Funds, the State of Minnesota has, for which the LGU may send a 'Request for Budget Change' (to MDA). 188
b. System shall be able to retrieve this information based on a derived relationship (mathematical calculation). 188
c. The mathematical relationship: All Appropriations (total) – Current Year Allocation (Post Jan-1 of the current year) – Outstanding Balance (Pre Jan-1 of the current year). 188
d. System shall display the Available Funds in the pertaining field on the Primary Interface for the MDA, based on above given derived relationship (mathematical calculation). 188
e. This information shall be displayed (common) for every LGU/MDA User. 188
Reports Utility: 188
a. Execution of this tab, shall allow the User/MDA to navigate to the 'Reports' interface to print or view reports pertaining to the particular LGU (MDA is reviewing information about). 188
Address: 188
a. Execution of this tab, shall allow the User/MDA to navigate to the 'Address' interface, to View, Edit, Delete or Add any information pertaining to that particular LGU (MDA is reviewing information about). 188
Lender: 188
a. Execution of this tab, shall allow the User/MDA to navigate to the 'Lender' interface, to View, Edit, Delete or Add any information pertaining to the Lenders that particular LGU is associated with. 188
Allocations: 188
a. Execution of this tab, shall allow the User/MDA to navigate to the 'Allocations' interface, to View, Edit, Delete or Add any information pertaining to all the Allocations for that particular LGU (MDA is reviewing information about). 188
Loans: 188
a. Execution of this tab, shall allow the User/MDA to navigate to the 'Loan' interface#1: Loan Information table. MDA/User, shall be able to view the list of all the Loans, it has issued for all Lender's it is associated with. 189
b. System shall display the list of all the Loans for the LGU under review, as default on the Loan Interface # 1: Loan Information table, on execution of this tab by MDA/User, and shall not display loans pertaining to a particular Lender. 189
c. MDA/User shall be able to view the list of all the Existing and Pending loans, for the particular LGU, it is currently reviewing information about. 189
Help: 189
a. Execution of this tab shall navigate the User/MDA to the Help Interface, to view all the help options (that may help User/MDA, to perform set of actions with the system/program/use case). 189

LGU: *189*
a. This shall be a new tab feature on the Primary Interface for the User/MDA. *189*
b. Execution of this tab shall navigate the User/MDA to the interface similar to 'Lender' discussed above (in this section of requirements), but this interface shall have the list of LGU's a particular Lender works with. *189*
c. In the proposed system, the Lender Interface shall display the list of the Lenders the particular Local Government Unit (either acting as a User or selected by the MDA from it's Primary Interface) is associated with, in the Lender Name list (on Lender Interface). This is a common functionality for LGU and MDA as Users respectively on their Primary Interface (since both share the same Primary Interface). *189*
c.1 MDA/User shall have the added new tab feature: 'LGU' on it's Primary Interface. The functionality of this new tab shall be similar to the Lender Interface, but shall now display the List of LGUs a particular Lender works with. *189*
c.2 Execution of this tab shall navigate the User/MDA to an Interface similar to the Lender Interface (in the proposed system), with a particular Lender Unit's Name pre-populated in the Organization Name field. *189*
c.3 The table in this case shall have the list of all the Local Government Unit, that selected Lender works with. *189*
c.4 System shall select the first Lender (alphabetically placed), from the List of the Lender Name list displayed on the Lender interface, for the particular LGU selected by the User/MDA on it's Primary Interface. *189*
c.5 All information on this Interface shall be pertaining to that particular Lender (alphabetically placed 1st in the Lender Name list), selected by the system from the Lender Name list on the Lender Interface for the MDA as a User. *189*
Log-out: *189*
a. This shall be a new tab on the proposed, web-based system. *189*
b. The MDA/User shall be able to Log-out of the program, by executing this tab on it's primary interface. . *190*
c. Execution of Log-out tab shall trigger the system to remove the MDA/User's log-in credentials from the temporary memory. (so the user will have to type in log-in credentials again; before entering the program in the second session). *190*
Email: This button will open the default email program of the user and insert the email of the primary contact for the current LGU. *190*
The General File Edit Utility tab will be enabled only for individuals with rights to edit all data. *190*
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RELATIONSHIP TO FUNCTIONAL REQUIRMENTS DOCUMENTS

The following Use Cases provide basic flow, data requirements, and conditions for each interface in the ***AgBMP-db*** project. The associated Functional Requirement is identified parenthetically in each Use Case heading in the format: FRD-##.#. The Functional Requirements can be reviewed in the file *AgBMP-db Functional Requirements-##.##*. These documents are subject to change as inconsistency, conflicts, omissions, and unnecessary processes are identified.

USE CASE

1 LOG-IN INTERFACE (FRD-10.1)

1. **Name**: Log-In Interface

2. **No.:** 01

3. **Description**: System allows the user to provide with log-in information and allows the user to enter the program.

4**. Pre-condition**: User executes the Program icon/opens the application and navigates to the log-in interface.

5**. Post-Condition**:

5.1 **Success end condition**: User successfully enters User Name & Password and logs in the Program.

5.2 **Failure end Condition**: User cannot log in the system

5.3 **Minimal Guarantee**: User will be logged off the program after (#) unsuccessful log-in attempts

6. **Trigger**: **User clicks the AgBMP program**

7. **Basic Flow**:

7.1 User clicks on the AgBMP icon to open the Program

7.2 Program displays log-in screen, with User Name & Password fields

7.3 User populates the User Name field with the **System defined user name provided to the user** after installation of the program.

7.4 User populates the Password field with the **User defined** password, created by user.

7.5 User **executes the Log-In tab to enter the system**.

7.6 **System recognizes** the **User**, **based on** the entered **User Name & Password** and **navigates** to the user **to** the **particular pre-defined Primary Interface** for that type of user.

7.7 System retrieves and displays the information pertaining to that particular user from the Database.

7.8 Use-Case ends.

8. **Alternate Flow**:

8.1 **Wrong or Invalid information**: User enters wrong or invalid **User Name or Password**.

Wrong User Name:

1. System prompts the user about the wrong User Name that has been entered by the user in the User Name field.

2. User enters the Correct User Name system accepts it.

Wrong Password:

1. System prompts the user about the wrong Password that has been entered by the User in the Password field.

2. User enters the Correct Password system accepts it.

3. User requests the system for password, system displays the password based on some security question's right answers.

9. Data Definitions:

9.1 User Name: (first letter of First Name (Uppercase) and full Last Name (lowercase), Max 20 characters, Mandatory field)

9.2 Password: (Minimum of 8 characters, include combination of alpha, numeric and special characters (example: A$b13%5&, Mandatory field)

10. **Business Rule:**

10.1 User name provided by the user should fulfill the requirements of data definition.

10.2 Password provided by the user should fulfill the requirements of data definition.

10.3 Mandatory fields should be filled in by the user.

11. **Validation Rule:**

11.1 If User name does not fulfill requirements as per data definition, display error message 12.1

11.2 If Password requested does not fulfills the format requirement as per data definition, display error message 12.2

11.3 If user does not fills all the mandatory information, display error message 12.3

12 **Error Message:**

12.1 'Invalid User Name'

12.2 'Incorrect Password'

12.3 'Required fields cannot be left blank'

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USE CASE

2 FORGOT PASSWORD (FRD-NA)

1. **Name**: Forgot Password

2. **No**.: 02

3. **Description**: System allows the user to **retrieve Password information**, if the user types in a wrong password.

4. **Pre-condition**: User types in a wrong Password, and then clicks of '**Forget Password!**' link to retrieve a new password

5. **Post-condition**:

   5.1 Success end condition: User successfully retrieves the Password information, by providing correct answers to security questions.

   5.2 Failure end condition: User cannot retrieve correct Password information.

   5.3 Minimal Guarantee: User will be logged of the program after (#) unsuccessful attempts to answer the security questions.

6. **Trigger**: User clicks on the **'Forget Password'** link.

7. **Basic Flow**:

   7.1 User types in the wrong password first time.

   7.2 System provides the user with 'Forget Password' link.

   7.3 User clicks on the 'Forget Password' link.

   7.4 List of security question appear successively if answer to a question is wrongly fed by the user:

   7.5 User types in the answers to the security question.

   7.6 User then clicks on the '**Get Password'** tab

   7.7 System recognizes the answers as correct and displays the **Password** for the User.

   7.8 User then clicks on '**Back to Login'** link; system takes the user to the login screen.

   7.9 User enters the **correct User Name & Password**; **system recognizes the correct log-in information** and navigates the user to the **respective primary interface**.

   7.10 Use-Case ends.

8. **Alternate Flow**:

   8.1 Wrong or Invalid information: User enters wrong or invalid **Answer to first Security question.**

   Wrong Answer:

   1. User answers the first question wrong.
   2. System displays the second security question the user, and the user answers it wrong.
   3. System displays the third and final security question, user answers it wrong.
   4. System displays the error message (12…)

Correct Answer:

1. User types in the correct answer to any of the three questions which appear successively on the screen, after every a question is answered wrong.

2. System takes the user to step 7.6 (given above)

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USE CASE

3 LGU PRIMARY INTERFACE (FRD-10.2)

1. **Name**: LGU Primary Interface

2. **No**.:03

3 **Description**: User/LGU navigates to its Primary Interface, to view information associated with it, and perform various other activities in the Program**.**

4. **Pre-Condition**: **User/LGU enters the Log-In credentials assigned to that particular user (associated with the Local Government Unit), and navigates to the Primary Interface for that particular Local Government Unit.**

5. **Post Condition**:

5.1 **Success end condition**: User can successfully enter the respective Primary Interface (for LGU) and can access all the **'features'** available to the User (who has logged-in the system) on this Interface.

5.2 **Failure end Condition**: User cannot proceed to the Primary Interface (for LGU), after successfully Logging – in the system, (possibly wrong Log-in credentials).

5.3 Minimal Guarantee: LGU/User cannot navigate to the Primary Interface or cannot perform desired actions on this interface. User is logged off the system.

6. **Trigger**: **User enters the correct log-in credentials (as an LGU user), and clicks on the 'LOGIN' tab.**

7. **Basic Flow**:

7.1 User (LGU) enters correct Log-in information and clicks log-in

7.2 **System as an actor** recognizes the User as an employee of a particular Local Government Unit, and allows the User to enter the Program.

7.3 **System as an actor** retrieves the information related to that particular LGU (User), the current user is associated with.

7.4 **System as an actor** populates all the pertaining fields on the Primary Interface with the information retrieved about the particular User/LGU.

7.5 **System as an actor**, populates the name of the LGU in the '**Organization Name'** data field (whose user has logged-in the program), from the database.

7.6 System as an actor, **populates the Primary Contact, Authorized Rep. & Contact Phone text fields**, with respective information (from the database).

7.7 **System as an actor populates the: Allocated Budget, Loans Issued, Total Loans, Budget Remaining & Total fields in the Proposed Budget table for all five Categories, for that particular LGU**.

7.8 **User as an actor can click on the 'Lender tab'**, to navigate to the Lender's Primary Interface, to access Lenders information.

7.9 **User as an actor can click on the 'Loan tab'**, to navigate to the List of Loan's Interface, to Add or Edit Loan(s).

7.10 **System as an actor populates the 'Available Repayments' and 'Available Funds' data field** that the User/LGU can review.

7.11 **User as an actor clicks on the 'Request Budget Change' tab, to** send a request e-mail to MDA, from User/LGU's workstation and e-mail browser (requesting for more funds).

7.12 **User can click on the 'Reports' tab** to navigate to the Reports Interface (to view reports pertaining to the Particular LGU).

7.13 **User clicks on the 'Help' tab** to navigate to the help interface (to view instructions regarding User's interaction with AgBMP Program.)

7.14 **User clicks on 'Log-Out' tab**, to log out of the Program (entirely).

7.15 Use Case Ends.

8. **Alternate Flow**:

8.1 **System doesn't recognize the User:** Primary Interface for the LGU does not open, if the User is not recognized by the system:

a. User Enters correct log-in information, system recognizes the User as a LGU user

b. User can now access the Primary Interface for that particular LGU, system has recognized it as.

c. Steps 7.3-7.17 can now be followed.

9. **Special Requirements**:

9.1 **Organization Name** (drop-down box):

a. User/LGU cannot execute the drop-down list, to view the list of other LGUs.

b. Only Internal Users of MDA can execute this tab (security roles).

9.2 **Request Budget Change** (tab):

a. User clicks on this tab, system displays a Pop-Up Interface.

b. Message: '**Do you wish to e-mail a Request to MDA'**

c. **User clicks 'Ok', system creates a PDF file, for the (request for budget change).**

c.1. System opens, User's default e-mail browser, with MDA's e-mail address pre-populated & the PDF document attached to the e-mail as Attachment.

c.2. User clicks 'Send', system e-mails the document to MDA (internal staff).

f. **User Clicks 'Cancel' (after step 'b' given above), system cancels current session exits the pop-up interface and navigates the user back to Primary Interface.**

10. **Data Definitions: (* is Mandatory)**

1. Organization Name: Max 90 Characters
2. Primary Contact (field): Max 30 Characters
3. Authorized Rep.(field): Max 30 Characters
4. Allocated Budget: Max (12,2) Numbers
5. Loans Issued: Max(12,2) Numbers
6. Total Loans: Max (12,2) Numbers
7. Budget Remaining: Max (12,2) Numbers

8. Total Allocated Budget: Max (12,2) Numbers

9. Total Loans Issued: Max (12,2) Numbers

10. Total Budget Remaining: Max (12,2) Numbers

11. Category: Max (50) Characters

12. Available Repayments: Max (12,2) Numbers

13 Available Funds: Max (12,2) Numbers

11. **Business Rule:**

1. User can access this Interface, only if the system recognizes log-in credentials for that user.

2. Data pre-populated in the Data fields shall be pertaining and relevant to the User who has logged in.

3. Data pre-populated shall fulfill the data definition requirements.

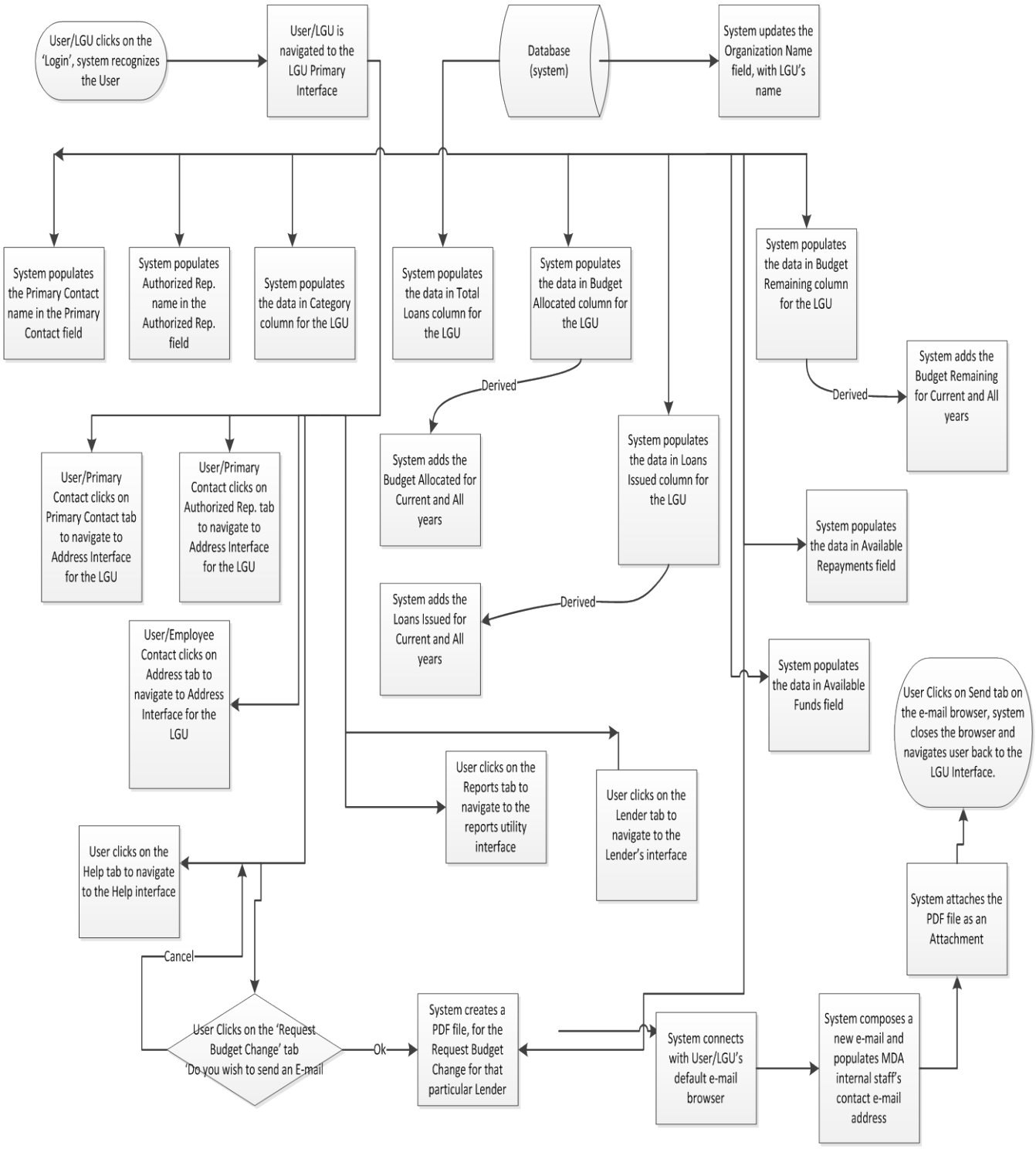
12. **Validation Rule:**

1. Proposed Budget Table is View-only for the User/LGU.

2. All the Mandatory fields have to be filled.

3. User/LGU has to comply with all the special requirements (given above) in order to complete a successful interaction with the System on this Interface.

Work Flow:


User/LGU clicks on the 'Login', system recognizes the User
User/LGU is navigated to the LGU Primary Interface
Database (system)
System updates the Organization Name field, with LGU's name
System populates the Primary Contact name in the Primary Contact field
System populates Authorized Rep. name in the Authorized Rep. field
System populates the data in Category column for the LGU
System populates the data in Total Loans column for the LGU
System populates the data in Budget Allocated column for the LGU
System populates the data in Budget Remaining column for the LGU
Derived
System adds the Budget Remaining for Current and All years
User/Primary Contact clicks on Primary Contact tab to navigate to Address Interface for the LGU
User/Primary Contact clicks on Authorized Rep. tab to navigate to Address Interface for the LGU
System adds the Budget Allocated for Current and All years
System populates the data in Loans Issued column for the LGU
System populates the data in Available Repayments field
Derived
System adds the Loans Issued for Current and All years
User/Employee Contact clicks on Address tab to navigate to Address Interface for the LGU
System populates the data in Available Funds field
User Clicks on Send tab on the e-mail browser, system closes the browser and navigates user back to the LGU Interface.
User clicks on the Reports tab to navigate to the reports utility interface
User clicks on the Lender tab to navigate to the Lender's interface
User clicks on the Help tab to navigate to the Help interface
System attaches the PDF file as an Attachment
Cancel
User Clicks on the 'Request Budget Change' tab 'Do you wish to send an E-mail
Ok
System creates a PDF file, for the Request Budget Change for that particular Lender
System connects with User/LGU's default e-mail browser
System composes a new e-mail and populates MDA internal staff's contact e-mail address

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USE CASE

4 LGU LIST OF ASSOCIATED LENDERS (10.4)

1. **Name**: LGU List of Associated Lenders

2. No.: 04

3. **Description**: **User (LGU) navigates to Lender's Primary Interface, to view list of Lenders associated with it, view their Address Information and perform other features in the Program, by executing the 'Tab (s)' respectively.**

4**. Pre-condition**: User (LGU) enters the Log-In credentials assigned to that particular user (associated with the Lender), and navigates to the Lender Primary Interface.

5**. Post-Condition**:

5.1 **Success end condition**: User (LGU) can successfully enter 'Lender's Primary Interface' and can access all the '**Tab features'** available on this Interface.

5.2 **Failure end Condition**: User (LGU) cannot proceed to Lender's Primary Interface, after successfully Logging –in the system.

5.3 **Minimal Guarantee**: No minimal condition in this Use case, User can either successfully access the Interface or cannot (**possible server issues**). User may voluntarily log out and log in again (out of the scope of the system)

6. **Trigger**: **User (LGU) executes 'Lender' tab on it's respective Primary Interface (LGU Primary Interface) system navigates the User to Lender's Primary Interface.**

7. **Basic Flow**:

7.1 **User (LGU) executes the 'Lender' tab on it's Primary Interface**.

7.2 System navigates the User (LGU) to the Lender's Primary Interface.

7.3 System retrieves the information related to that particular Lender (s); the current user is associated with.

7.4 System populates the data fields on the Primary Interface with the information retrieved about the particular Lender/LGU/User.

7.5 User (LGU) can view the List of Lender Unit; it is associated with under the 'Lender Name' list.

7.6 User can **Scroll and Select any entry from this 'Lender Name' list**.

7.7 User can **execute the 'Add Lender' drop-down list, to view the list of all the Lender Units, except the ones it already is associated with.**

7.8 **User can find a Lender record from the Drop-Down list, by entering 'Key-Letters' of the Name, system will filter out the results based on the recognition of the 'Key Letters' (Progressive Search Functionality)**

7.9 User can select any entry (s) (to show up in the 'Lender Name' list) from the drop-down list (see 7.8), with a mouse click.

7.10 User clicks on 'Add Lender' tab, after selecting Lender (s) from the drop-down list.

7.11 User can **execute the 'Remove Lender' tab to trigger a system- generated, E-mail from the User's device:** requesting MDA to remove it's association with a particular LGU **(**after selecting it from the **Lender Name list)**.

7.12 **LGU users can 'View-Only'** the names of Primary Contact name, in their respective Data fields

7.13 User (LGU) can **execute the 'Address' tab to access the Address Interface for information pertaining to a particular Lender (selected from the 'Lender Name' list)**, from the Lender's primary interface.

7.14 User (LGU) can execute **'Go Back'** tab to navigate back to its; LGU's Primary Interface.

8. **Special Requirements**:

8.1 **Multiple Lender Selections: User cannot select more than 4 Lender's from the drop-down box**

a. User can select up to 4 Lender Records from the drop-down box listing for the List of Lenders.

b. User selects multiple entries by Pressing **'Ctrl' on the Keyboard and Mouse Clicking** on every Entry to be selected.

c. Pop-Up message, comes up if user selects more than 4 entries from the list of Lenders

Message: '**Cannot select more than 4 entries at one time'**

d**.** User clicks 'OK'

e. Steps 7.10-7.14 can now be followed (with 4 selected entries).

8.2 Remove Lender: **User cannot execute the Remove Lender tab, without selecting a Lender entry from the Lender Name list.**

a. User cannot execute the **'Remove Lender'**, tab without selecting an Entry from the '**Lender Name'** list.

b. Pop-up Message comes up if User doesn't select an entry:

Message: '**Please Select a Lender to Remove'**

c. User clicks 'OK'

d. Steps 7.11 is followed

8.3 **Remove Lender: User cannot execute the Remove Lender tab, with multiple selections**

a. User can only select one Entry from the Lender Name list, to execute the Remove Lender tab.

b. Pop-up Message comes up if User selects more than one entry.

Message: '**Multiple Selections are not allowed'**

c**.** User clicks 'OK'

d. User comes back to the Interface (with 1 selected entry).

8.4 **Remove Lender Email**: an E-mail will be sent to the MDA, if the user executes the 'Remove Lender' tab.

a. Pop-Up Message will be displayed, after the User has executed the 'Remove Lender' tab.

b. Message: '**Request for Removal will be sent to MDA'**

c. User Clicks 'Ok'

d. Email is sent to MDA, using User's e-mail service.

e. The '**Lender Name'** selected for Removal, becomes **Visible but Disabled**, after system has sent the E-mail (using SMTP Protocol)

f. User comes back to the Interface, with the previous record (now Visible and Disabled) selected.

e. User clicks '**Cancel**'

f. **User is taken back to the previous step, with the 'Lender Name' selected.**

9. Data Definitions:

1. **Organization Name:** Max 90 Characters
2. **Primary Contact (field)**: Max 30 Characters
3. **Employee Contact:** Max 30 Characters
4. **LGU Name:** Max 90 Characters

10. **Business Rule:**

1**.** User can access this Interface, only if the system recognizes log-in credentials for that user.

2. Data pre-populated in the Data fields shall be pertaining and relevant to the User who has logged in.

3. Data pre-populated shall fulfill the data definition requirements.

11. **Validation Rule**:

1. User cannot select more than 4 Lenders from the Drop-Down list, at one time.

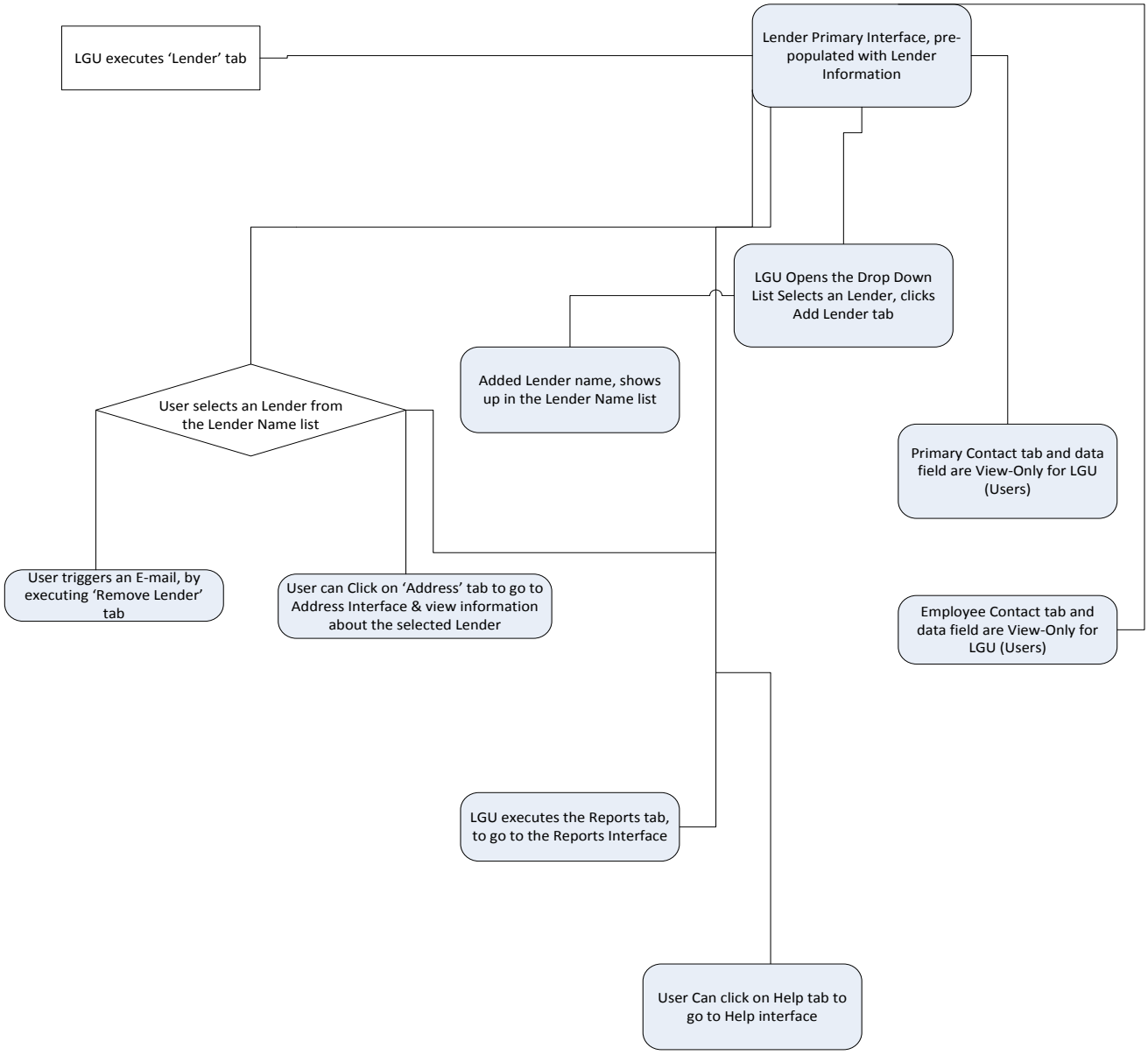
2. User cannot access 'Remove LGU' tab, unless an LGU Name has been selected from the LGU Name list.

3. Post, System Generated E-mail has been sent from the user's device, the selected Entry from Lender List will become visible and disabled.

4. **Primary Contact tab and data field is View –Only**

5. **Employee Contact tab and data field is View-Only**.

Use Case Flow:


LGU executes 'Lender' tab
Lender Primary Interface, pre-populated with Lender Information
LGU Opens the Drop Down List Selects an Lender, clicks Add Lender tab
Added Lender name, shows up in the Lender Name list
User selects an Lender from the Lender Name list
Primary Contact tab and data field are View-Only for LGU (Users)
User triggers an E-mail, by executing 'Remove Lender' tab
User can Click on 'Address' tab to go to Address Interface & view information about the selected Lender
Employee Contact tab and data field are View-Only for LGU (Users)
LGU executes the Reports tab, to go to the Reports Interface
User Can click on Help tab to go to Help interface

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USE CASE

5 LGU CHANGING/REMOVING AUTHORIZED REPRESENTATIVE FROM ADDRESS INTERFACE (FRD-10.5)

1. **Name:** LGU Changing/Removing Authorized Representative from Address Interface

2. **No:** 05

3. **Description**: User/LGU navigates to the Address Interface, and either adds a new record or selects an existing record, to print the Resolution Report. MDA on receiving the approved report from LGU assign the new Authorized Rep. for that particular LGU, based on the representative chosen by the LGU.

4. **Pre-condition**: **User enters a new record, selects an existing one** or changes contact information for the existing one except the First and Last name of the existing Authorized Rep. and prints a report in two condition (not the third one).

5. **Post Condition:**

5.1 **Success end Condition:** User can successful Add, Edit a record and system prints the Resolution Report for the record/person selected by the LGU before printing the report.

5.2 **Failure End Condition**: User cannot print the Resolution Report.

5.3 **Minimal Guarantee Condition:** User shall be able to Add or Edit the existing record for the Authorized Representative. In case of failure to generate report, the User shall report the problem to MDA to allow the MDA to send the report to the LGU/User via e-mail or fax (out of the scope of the system).

6. **Trigger:**

1. Execution of Address tab on LGU's Primary Interface by the LGU User.

2. Changing/Removing Authorized Representative is out of the scope of the system.

7. Basic Flow:

7.1 User/LGU executes the Address tab on it's Primary Interface.

7.2 User/LGU is navigated to the Address Interface.

7.3 Creating, Editing or Selecting Authorized Representative record:

a. User/LGU executes on the Add New tab for a new Authorized Representative (out of the scope of the system) on the Address Interface, system clears out all the pre-populated fields on the Address Interface for the User to enter new information. (Refer to use case LGU Address Interface and LGU Address Interface Requirements).

b. User selects an existing entry from the database to assign a new Authorized Representative, but from the existing records (out of the scope of the system) on the Address Interface. User may change the contact information for this selected record **(except the first and last name) based on the requirements (out of the scope of the system).**

7.4 User/LGU performs any of the above given two tasks. For either of the tasks, the User executes the 'Save' tab on the Address Interface to save the activity the user has performed on this interface.

7.5 Post saving, User/LGU executes the 'Reports' tab on the Address Interface, system navigates the user to the reports interface.

7.6 **User selects the 'Resolution Report' and Prints it, by executing the 'Print' tab on the Reports interface.**

7.7 LGU gets approval for the new intended Authorized Representative from the Board (out of the scope of the system) and once approved, sends the report to MDA, where MDA reviews it and Assigns the requested person (by the LGU) as a New Authorized Representative. (discussed in the Use case Changing/Removing Authorized Representative by MDA).

7.8 Use Case Ends

8. **Alternate Flow**: There is no alternate flow in this process of Assigning/ Deleting or Editing an Authorized Representative. Alternate flow to the Failure in performing the basic flow steps (given above) by the user, will be out of the scope of the system.

9. **Special Requirements:**

9.1 Authority Issues: Any attempt made by the Employee Contact (not the Primary Contact) to edit any information pertaining to an existing Authorized Rep. will not be allowed by the system.

a. Only Primary Contact can have the authority to edit any contact information apart from the First and Last name of the Authorized Representative.

b. Employee contact cannot edit any information for an existing record of the Authorized Representative.

c. System shall display an error message, on any such attempt made by any user other than the Primary Contact for that particular LGU.

d. For any employee contact to have the authority to perform these tasks, the MDA has to provide the user with the pertinent authority rights.

9.2 **Deleting old record:**

a. In a case where the User is attempting to delete an old record for the Authorized Representative, post assigning a new one, the system will match the selected record (for deletion) with the database to check for any other Loan or employee record that is connected to the selected record.

b. System will not allow the user to delete the record in such a case. System shall trigger a pop-up message

'Cannot delete the selected record'.

c. User clicks on the 'Ok' tab and system navigates the user back to the Address Interface.

d. If a match is not found, system as an actor displays a pop-up message:

Message: **'Are you sure you want to delete'**

e. User clicks on the 'Ok' tab and system deletes the record and navigates the user back to Address Interface.

10 Data Definition: (* is Mandatory)

1. Phone: Max 10 characters (*)
2. Ext: Max 4 characters (*)
3. Address Id: Max 4 integers (*)

4. First Name: Max 20 characters (*)

5. Last Name: Max 30 characters (*)

6. Position: Max 60 characters

7. Company: Max 90 characters

8. Address1: Max 30 characters (*)

9. Address2: Max 30 characters

10. Zip: Max 10 characters (*)

11. City: Max 25 characters (*)

12. State: Max 2 characters (*)

13. Fax#: Max 10 characters

14 E-mail Id: Max 150 characters (*)

11. Business Rule:

1**.** User can access this Interface, only if the system recognizes log-in credentials for that user.

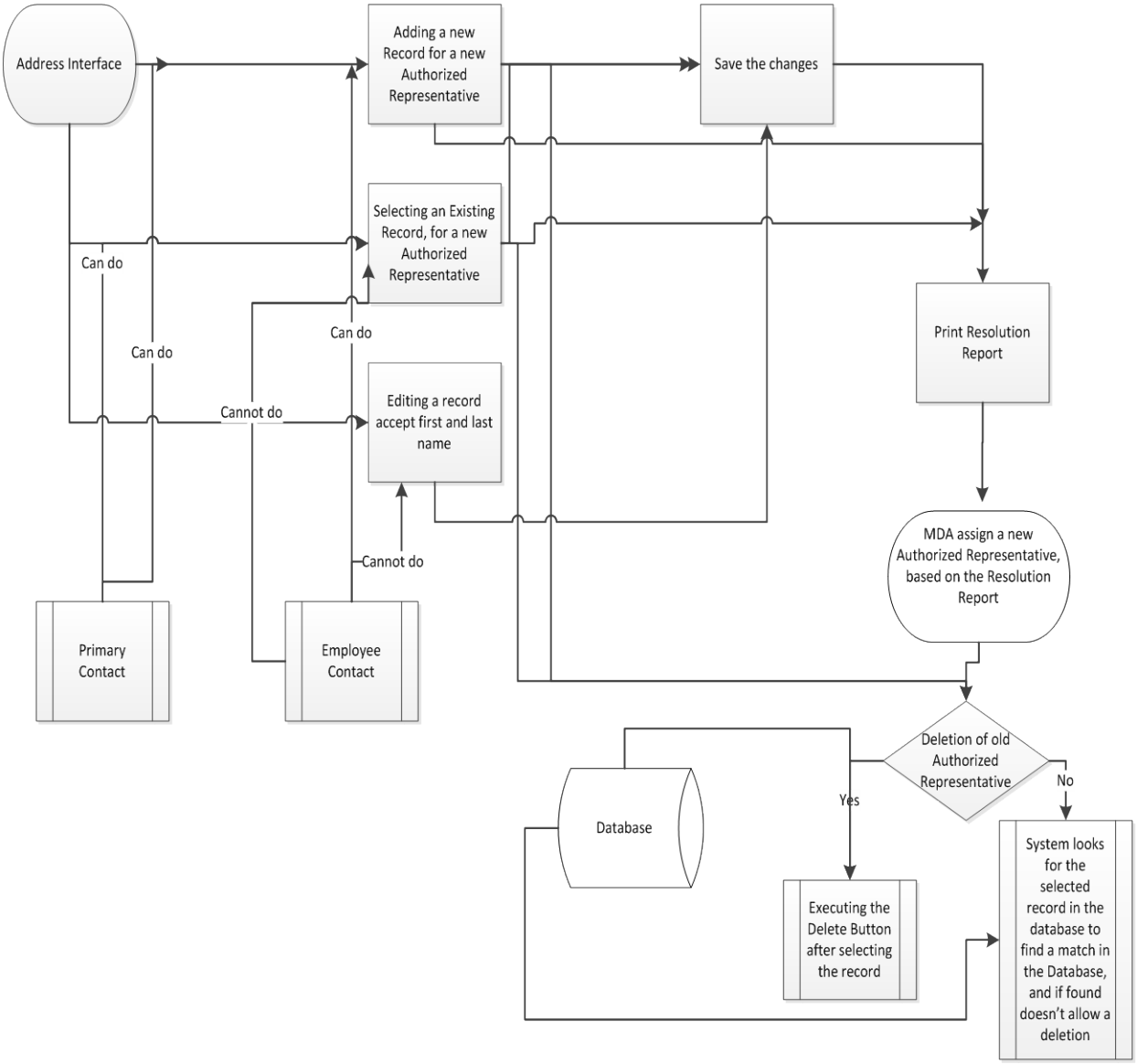
2. Employee Contact cannot edit an existing Authorized Representative's record.

3. Primary Contact cannot edit the First and Last name of the Authorized Representative's record.

12. Validation Rule:

1. System pops up a message in an attempt made to delete a record (which is associated with some other file in the database).

13. Work Flow:


Address Interface
Adding a new Record for a new Authorized Representative
Save the changes
Selecting an Existing Record, for a new Authorized Representative
Can do
Can do
Can do
Print Resolution Report
Cannot do
Editing a record accept first and last name
Cannot do
MDA assign a new Authorized Representative, based on the Resolution Report
Primary Contact
Employee Contact
Deletion of old Authorized Representative
Yes
No
Database
Executing the Delete Button after selecting the record
System looks for the selected record in the database to find a match in the Database, and if found doesn't allow a deletion

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USE CASE

6 LGU CHANGING/REMOVING PRIMARY CONTACT FROM PRIMARY INTERFACE (FRD-10.6)

1. Name: LGU Changing/Removing Primary Contact from Primary Interface

2. No.: 06

3. Description: User/LGU navigates to Address Interface, to View/Edit Address Information for all data records associated with that particular LGU (Primary Contact, Employee Contact etc.). User/LGU performs certain actions on this Interface as an Actor.

4. Pre-Condition: User/LGU clicks on Address Interface, and navigates to the Address Interface.

5. Post Condition:

5.1 **Success end-Condition**: User can successfully enter the respective **Address Interface** (for LGU) and can access all the **'features'** available to the User (who has logged-in the system) on this Interface

5.2 **Failure end Condition**: User cannot proceed to the **Address Interface** (for LGU), after clicking on respective tab on LGU's primary interface.

5.3 **Minimal Guarantee**: No minimal condition in this Use case, User can either successfully access the Interface or cannot (**possible server issues**). User may voluntarily log out and log in again (out of the scope of the system)

6. Trigger: User/LGU clicks on Primary Contact, Authorized Rep. or Address tab from Local Government Unit's Primary Interface.

7. **Basic Flow:**

7.1 User/LGU/Primary Contact clicks on the '**Primary Contact'** tab on LGU interface to navigate to the Address Interface, with all fields (on Address interface) pre-populated with Primary Contact's information.

7.2 User/LGU/Employee Contact clicks on the 'Address' tab on LGU interface to navigate to the Address Interface, with all fields (on Address interface) pre-populated with Employee Contact's information.

7.3 System populates the information for each user, based on system's recognition of the User's security roles in the Program.

7.4 User as an actor enters the name of any person in the 'Enter Name to Find' (progressive search field), which the user wants to find in the database records.

7.5 **System as an actor retrieves all the records pertaining to that particular LGU, and displays it in a sortable order in the 'Database Table'**.

7.6 **User changes the searching criteria (given above in step 7.4) by 'double clicking' on any of the index in the Database table (given in 7.5)**

7.7 **User/LGU as an actor enters/views/edits the Phone# & Ext.#** for a new record or an existing record associated with that particular LGU.

7.8 **User/LGU as actor enters/views/edits the First Name and Last Name** for a new record or an existing record associated with that particular LGU.

7.9 **User/LGU as actor enters/views/edits the Position** for a new record or an existing record associated with that particular LGU.

7.10 User/LGU as actor enters/views/edits the Company for a new record or an existing record associated with that particular LGU

7.11 User/LGU as actor enters/views/edits the Address (Line 1 and Line 2) for a new record or an existing record associated with that particular LGU

7.12 User/LGU as actor enters/views/edits the Zip (of the Address) for a new record or an existing record associated with that particular LGU

7.13 User/LGU as actor enters/views/edits the City (of the Address) for a new record or an existing record associated with that particular LGU

7.14 User/LGU as actor selects/views/edits the State (of the Address) for a new record or an existing record associated with that particular LGU

7.15 User/LGU as actor enters/views/edits the Fax# for a new record or an existing record associated with that particular LGU

7.16 User/LGU as actor enters/views/edits the E-mail Id for a new record or an existing record associated with that particular LGU

7.17 User/LGU as actor clicks on the 'Reports' tab to navigate to the Reports Utility Interface, for a selected record.

7.18 **System as an actor populates all the fields given above, for any selected record (existing in database) upon selection of that record from the database table by the User.**

7.19 System as an actor populates the LGU multi-contract field. User/LGU cannot edit or change this field.

7.20 **User/LGU/Primary Contact clicks on Add New button to add new contact information. Only the Primary Contact for the LGU has the User rights to Add a new record.**

7.21 User/LGU as an actor clicks on 'Edit' tab to edit information pertaining to the records. User will have to select a record from the list, to edit it.

7.22 User as an actor clicks on 'Save' tab to save all the changes (or new added record) made on this interface.

7.23 User Clicks on 'Exit' tab to exit the program.

7.24 Use Case ends.

8. **Alternate Flow**:

8.1 **User as an actor can click on 'Cancel' tab to cancel all the changes made on this interface**.

8.2 **User as an actor can click on 'Delete' tab to delete any particular selected record.**

9. **Special Requirements**:

9.1 **Database Table:**

a. System as an actor lists out all the records pertaining to Address information, only for particular LGU, whose user has logged in the system.

b. User/LGU as an actor can only search for the Address Information records (associated with the particular LGU) from the database table for this Interface.

9.2 **User as Primary Contact**:

a. Edits, View, Adds and Deletes all records in the database pertaining to the particular LGU.

9.3 **User as Employee Contact:**

a. Edits only his/her own information on this interface, but can view information of all other records in the database for that particular LGU.

b. Does not have the authority to Add or Delete any record.

9.4 **Authorized Representative:**

a. User/Primary Contact, can edit every information pertaining to a record for an Authorized Representative for that LGU, except the First and the Last name of that Authorized Representative.

b. Primary Contact as an actor cannot add a new record for the Authorized Representative. MDA internal users have the authority to do so.

9.4 **Deleting a Record:**

a. Only Primary Contact as an actor can delete a record.

b. Primary Contact executes the 'Delete' tab after selecting a record to delete.

c. **System as an actor runs the selected record against 3 files (LGUUnit file, LenUnit file & Loan file.) in the database to find a match.**

d. If a match so found, system as an actor displays a pop-up message:

Message: 'Cannot delete the selected record; an E-mail has been sent to AgBmp for further review'!

d.1. User clicks 'Ok' tab, system takes the user back to the Address Interface for the previous successful session (without deleting a file) & e-mails an alert to the MDA, regarding the attempt to delete the file by the User.

e. If a match is not found, system as an actor displays a pop-up message:

Message: **'Are you sure you want to delete'**

e.1 User clicks 'Ok' tab, system deletes the record, the record is no longer visible to the LGU users.

e.2 User clicks 'Cancel' tab, system aborts the session, and navigates the user back to the Address

Interface and restores the previous session.

10. Data Definition: (* is Mandatory)

1. Phone: Max 10 characters (*)
2. Ext: Max 4 characters (*)
3. Address Id: Max 4 integers (*)
4. First Name: Max 20 characters (*)
5. Last Name: Max 30 characters (*)
6. Position: Max 60 characters
7. Company: Max 90 characters
8. Address1: Max 30 characters (*)
9. Address2: Max 30 characters
10. Zip: Max 10 characters (*)
11. City: Max 25 characters (*)

12. State: Max 2 characters (*)

13. Fax#: Max 10 characters

14 E-mail Id: Max 150 characters (*)

15. LGU multi-contract: Max 6 characters

11. **Business Rules**:

1**.** User can access this Interface, only if the system recognizes log-in credentials for that user.

2. Data pre-populated in the Data fields shall be pertaining and relevant to the User who has logged in.

3. Data pre-populated shall fulfill the data definition requirements.

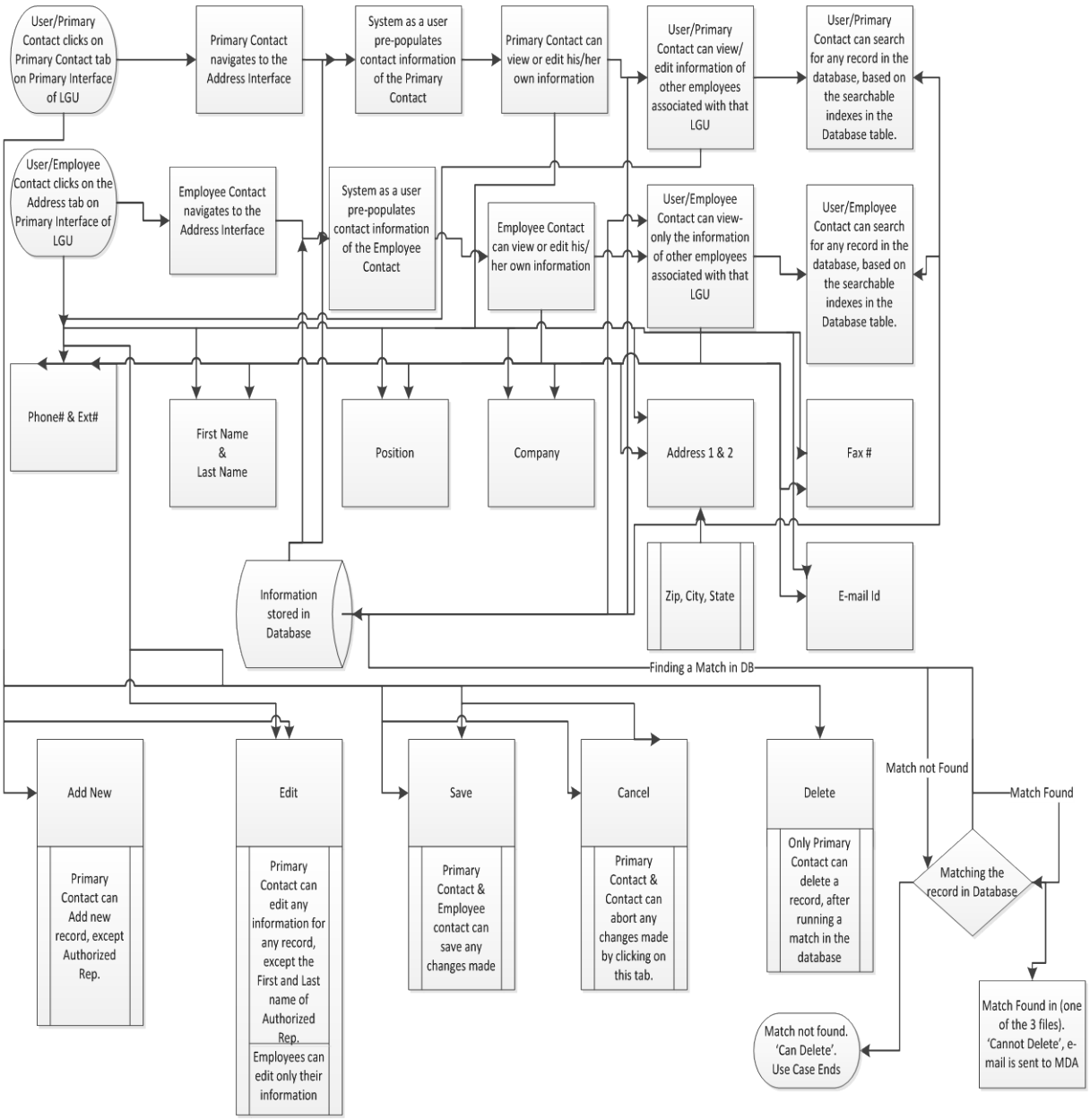
12 **Validation Rule:**

1. **Primary contact can view/edit/add and delete any record associated with the particular LGU, but cannot edit the First and Last Name of Authorized Rep. and cannot add a new Authorized Rep. to the database**.

2. **Employee contact can view and edit only his/her own contact information, Employee contact can view only the information about all other records pertaining to that particular LGU.**

3. **System pops-up alert message, in an attempt to delete a file**.

13. Work Flow:


User/Primary Contact clicks on Primary Contact tab on Primary Interface of LGU
Primary Contact navigates to the Address Interface
System as a user pre-populates contact information of the Primary Contact
Primary Contact can view or edit his/her own information
User/Primary Contact can view/ edit information of other employees associated with that LGU
User/Primary Contact can search for any record in the database, based on the searchable indexes in the Database table.
User/Employee Contact clicks on the Address tab on Primary Interface of LGU
Employee Contact navigates to the Address Interface
System as a user pre-populates contact information of the Employee Contact
Employee Contact can view or edit his/ her own information
User/Employee Contact can view-only the information of other employees associated with that LGU
User/Employee Contact can search for any record in the database, based on the searchable indexes in the Database table.
Phone# & Ext#
First Name & Last Name
Position
Company
Address 1 & 2
Fax #
Information stored in Database
Zip, City, State
E-mail Id
Finding a Match in DB
Add New
Primary Contact can Add new record, except Authorized Rep.
Edit
Primary Contact can edit any information for any record, except the First and Last name of Authorized Rep.
Employees can edit only their information
Save
Primary Contact & Employee contact can save any changes made
Cancel
Primary Contact & Contact can abort any changes made by clicking on this tab.
Delete
Only Primary Contact can delete a record, after running a match in the database
Match not Found
Match Found
Matching the record in Database
Match not found. 'Can Delete'. Use Case Ends
Match Found in (one of the 3 files). 'Cannot Delete', e-mail is sent to MDA

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USE CASE

7 LGU ASSOCIATED LENDER INFORMATION (FRD-10.8)

1**. Name**: LGU Changing/Removing Primary Contact Information

2. **No**.: 07

3. **Description: LGU/User** executes **'Lender' button on it's Primary Interface**. System navigates LGU/User to Lender Interface. LGU/User selects a Lender from the list of Lenders (the LGU works with) on Lender Interface. LGU/User **executes 'Address' button on Lender Interface**, post selecting a particular Lender. System navigates the LGU/User to the Address Interface for that particular selected Lender. System pre-populates the Address interface, with the contact information of the Primary Contact, for that particular Lender. LGU/User has View-Only rights on this interface, when viewing the Address information for that particular Lender.

4. **Pre-Condition:** LGU/User clicks on the **'Address' button** on Lender's Interface and navigates to the Address Interface.

5. **Post Condition**:

5.1 **Success End-Condition**: LGU/User can successfully navigate to the Address interface for the particular Lender, and View-Only the contact information for all the record for the particular Lender, he/she is accessing the information for.

5.2 **Failure End-Condition**: LGU/User cannot view and/or navigate to the Address Interface, to view the contact information for the Lender records, or LGU/User **can have more than View-Only** rights to this interface **(possible security issues).**

5.3 **Minimal Guarantee**: No minimal condition in this Use case, User either successfully accesses the Interface or cannot (**possible server issues**). User may voluntarily log out and log in again (out of the scope of the system).

6. **Trigger:** LGU/User clicks on the '**Address'** button on Lender's Interface, post selection of a Lender from the Lender Name list.

7. **Basic Flow:**

7.1 LGU/User clicks on the **'Lender'** button on it's Primary Interface

7.2 LGU/User navigates to that Lender Interface.

7.3 User/LGU executes selects a particular Lender from the Lender List on Lender Interface and executes the **'Address' button** to navigate to the Address Interface.

7.4 User/LGU can view the contact information and other pertaining information for the particular Lender.

7.5 User/LGU as an Actor to the system can enter any query in the **'Enter Name to Find'** field on this interface. The System will look for matching records based on the query entered by the user.

7.6 User/LGU can select any record to view its details from the **'Database Table'** on this interface.

7.7 **User/LGU will have only 'View-only' security rights for Lender's Address Interface.**

7.8 User/LGU can execute the **'Reports'** button, to navigate to the **Reports Interface**. User/LGU can view/print any report pertaining to the particular Lender.

7.9 User/LGU **cannot Add, Edit or Delete any information** from this interface, pertaining to that particular Lender.

7.10 User/LGU clicks on the **'Back' button** to navigate back to Lender Interface.

7.11 Use-Case ends.

8. **Alternate Flow:**

There is no alternate flow to this Use-Case. LGU/User can only View the information on this interface for the Lender.

9**. Special Requirements:**

a. System as an actor lists out all the records pertaining to Address information, only for the particular Lender.

b. User/LGU as an actor can only search for the Address Information records (associated with the particular Lender) from the database table for this Interface.

10. **Data-Definition:**

Since the User/LGU does not enter any information on this Interface, there is no data definition. The fields on this Interface are same as Address Interface, but are not editable by the LGU/User (for the Lender).

11. **Business Rule:**

1**.** User can access this Interface, only if the system recognizes log-in credentials for that user.

2. Data fields on this Interface, shall be pre-populated with the Primary Contact's (for the Lender) contact information, when the LGU/User is navigated to the Address Interface for the Lender.

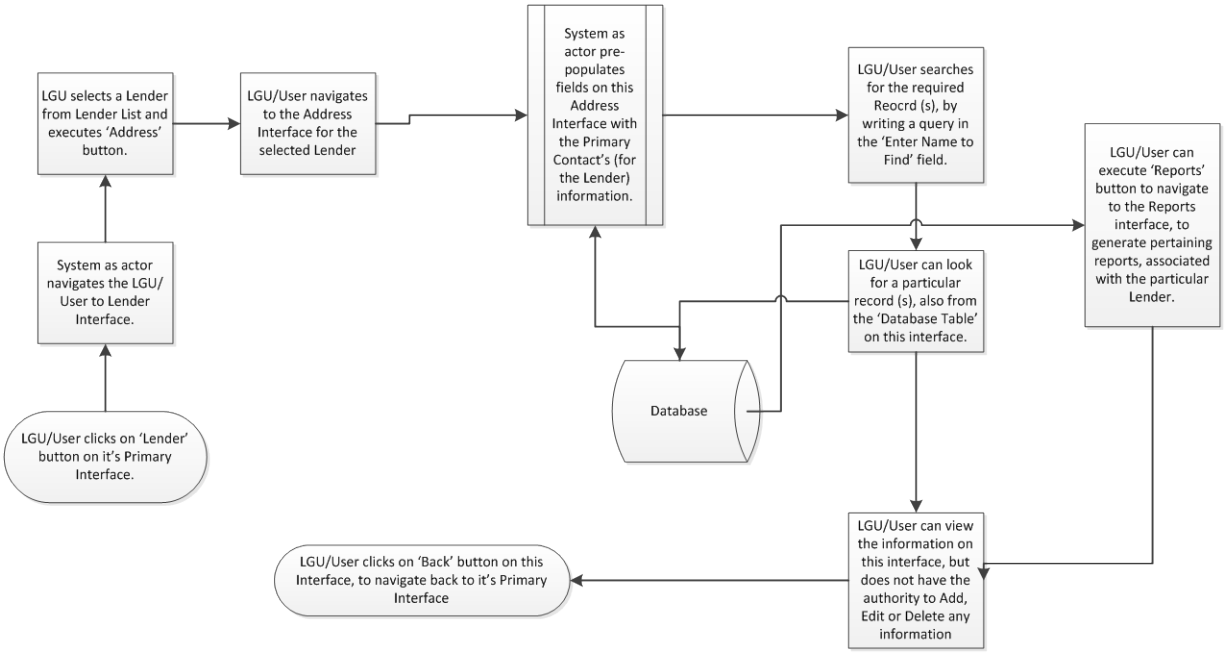
3. Data pre-populated shall fulfill the data definition requirements.

12. **Validation Rule**:

1. LGU/User has view-only rights to this interface, the LGU/User will have security rights to Add, Edit or Delete any information pertaining to the Lender on this interface.

2. **Add, Delete, Cancel, Save buttons** will be disabled for the LGU/User on this interface.

13. **Work-Flow:**



USE CASE

8 LGU ADD LOAN INTERFACE (FRD-10.10)

1. **Name:** Add Loan Interface

2. **No.:** 08

3. **Description:** LGU/User executes the 'Loan' button on it's Primary Interface, and navigates to the Loan Information Table, where the user can see the list of all the Loans, that particular LGU has issued till now. User executes the 'Add Loan' tab on this interface and navigates to the Address Interface. User/LGU Adds New or Edit the contact information of the borrower on the Address Interface and saves it. Post saving the Contact information, the user navigates to **Loan Interface-2 Edit Loan**, where the user enters other details about the Loan.

4. **Pre-Condition**: **User clicks on the 'Add Loan' tab**, to navigate to the Address Interface, where the User Adds New or Edit the contact information of a borrower for a new Loan, and executes the **'Save' tab to save the inputs** and navigate to the **Loan Interface-2 Edit Loan**.

5. **Post Condition:**

5.1 **Success End Condition**: LGU/User successfully navigates to the Address Interface, Adds or Edits the contact information of the borrower and saves the information. Post saving the contact information on the Address Interface the User navigates to the Loan Interface-2 Edit Loan.

5.2 **Failure End Condition**:

1. LGU/User cannot Add or Edit contact information for a New Loan.

2. LGU/User cannot save and navigate to the Loan Interface-2 Edit Loan, post Adding or Editing borrower's information for a new loan.

5.3 **Minimal Guarantee**: LGU/User cannot Add or Edit borrower's information and save it. User is logged off the system.

6. **Trigger:** LGU/User clicks on the 'Add Loan' tab, to navigate to the Address Interface, to Add or Edit borrower's information for a new Loan Application.

7. **Basic Flow:**

7.1 LGU/User **clicks on the 'Add Loan' button** on the Loan Info Table Interface.

7.2 LGU/User navigates to the Address interface. All the fields on this interface are blank.

7.3 Few Fields are hidden on the Address Interface, while the User/LGU is entering borrower information for new loan. (see data definition)

7.4 User performs any of the following actions:

7.4.1 Adding New Record:

7.4.1.1User/LGU enters new information of a new borrower in the given fields on this interface, for the new Loan.

7.4.2 Editing Existing Record:

7.4.2.1 User/LGU clicks on a record in the database table.

7.4.2.2 System populates all the fields on this interface with the data pertaining to the selected (existing) record.

7.4.2.3 User/LGU edits the information (if required) pertaining to that particular record.

7.5 **User clicks on 'Save' button post Adding, Editing information on this interface**

7.6 System saves the information and updates it.

7.7 **User clicks on the 'Next' button after saving.**

7.8 **System navigates the user to Loan Interface-2: Edit Loan**

7.9 Use Case ends.

8**. Alternate Flow:**

8.1 User **clicks on 'Cancel' button**

8.2 System aborts the current session and changes made by the User/LGU

8.3 User **clicks on 'Back' button**

8.4 System navigates the User to the previous interface (Loan Information table).

9. **Special Requirements**:

Reports:

a. User clicks on the '**Reports' button**, to access Report utility Interface.

Deleting a Record:

a. Only Primary Contact as an actor can delete a record.

b. Primary Contact executes the '**Delete**' tab after selecting a record to delete.

c. **System as an actor runs the selected record against 3 files (GovtUnit file, LenderUnit file & Loan file.) in the database to find a match.**

d. If a match so found, system as an actor displays a pop-up message:

Message: **'Cannot delete the selected record; an E-mail has been sent to AgBMP for further review'!**

d.1. User clicks 'Ok' tab, system takes the user back to the Address Interface for the previous successful session (without deleting a file) & e-mails an alert to the MDA, regarding the attempt to delete the file by the User.

e. If a match is not found, system as an actor displays a pop-up message:

Message: **'Are you sure you want to delete'**

e.1 User clicks 'Ok' tab, system deletes the record, the record is no longer visible to the users.

10. **Data Definition: (* is Mandatory)**

1. Phone: Max 10 characters
2. Ext: Max 4 characters
3. Address Id: Max 4 integers (*)
4. First Name: Max 20 characters (*)
5. Last Name: Max 30 characters (*)
6. Position: Max 60 characters
7. Company: Max 90 characters

8. Address1: Max 30 characters (*)
9. Address2: Max 30 characters (*)
10. Zip: Max 10 characters (*)
11. City: Max 25 characters (*)
12. State: Max 2 characters (*)
13. Fax#: Max 10 characters
14 E-mail Id: Max 150 characters
15. Pay to Company: Max 90 characters
16 Pay to Address1: Max 30 characters (hidden/disabled)
17 Pay to Address2: Max 30 characters (hidden/disabled)
18 Pay to City: Max 25 characters (hidden/disabled)
19 Pay to State: Max 2 characters (hidden/disabled)
20 Pay to Zip: Max 10 characters (hidden/disabled)
21. Fed Tax Id: Max 12 characters (hidden/disabled)
22. State Tax Id: Max 12 characters (hidden/disabled)
23. Vendor Id: Max 10 characters (hidden/disabled)
24. Vendor Location: Max 3 characters (hidden/disabled)
25. Lender multi-contract: Max 6 characters (hidden/disabled)

11. **Business Rule:**

1**.** User can access this Interface, only if the system recognizes log-in credentials for that user.
2. Data Added/Edited in the Data fields should fulfill the data definition requirements.
3. Mandatory fields should be filled by the User.
4. **Primary contact can view/edit/add and delete any record.**

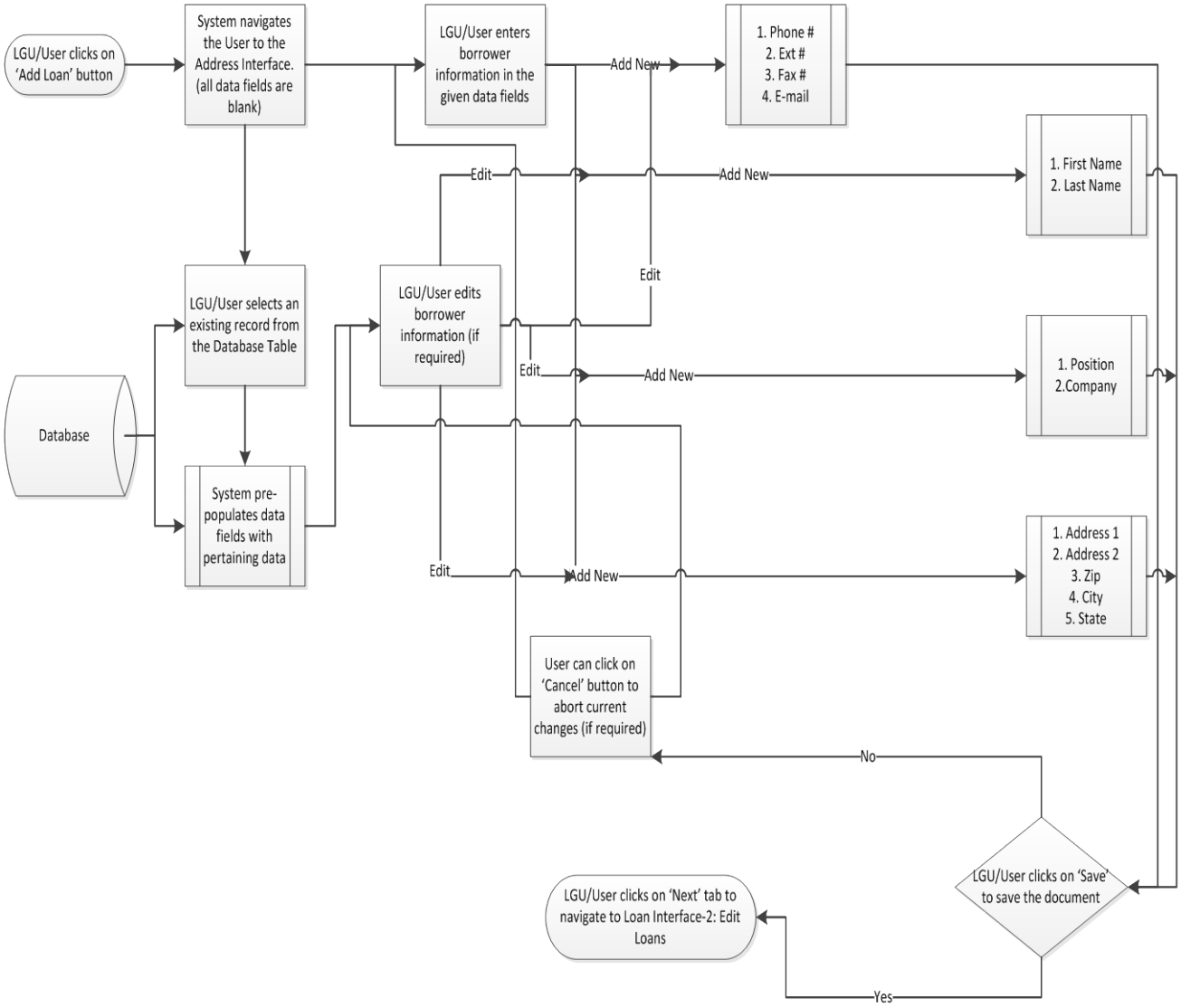
12. **Validation Rule:**

1. System pops-up alert message, in an attempt to delete a file. (see Special Requirements)
2. System displays error message, if data definition requirements are not complied.

13. Error Message:

1. 'Mandatory (*) fields are required.

14. Work Flow:


LGU/User clicks on 'Add Loan' button
System navigates the User to the Address Interface. (all data fields are blank)
LGU/User enters borrower information in the given data fields
Add New
1. Phone #
2. Ext #
3. Fax #
4. E-mail
Edit
Add New
1. First Name
2. Last Name
LGU/User selects an existing record from the Database Table
LGU/User edits borrower information (if required)
Edit
Edit
Add New
1. Position
2.Company
Database
System pre-populates data fields with pertaining data
Edit
Add New
1. Address 1
2. Address 2
3. Zip
4. City
5. State
User can click on 'Cancel' button to abort current changes (if required)
No
LGU/User clicks on 'Save' to save the document
LGU/User clicks on 'Next' tab to navigate to Loan Interface-2: Edit Loans
Yes

Use Case

9 LGU EDIT LOAN INTERFACE (FRD-10.11)

1. **Name:** LGU Edit a Loan Interface

2. **No**: 09

3. **Description:** User/LGU navigates to this Interface, after selecting a particular Loan record & clicking on the **Edit Loan tab** from the Loan Information Interface (Loan Interface #1). User/LGU can Edit or View information pertaining to a Loan and perform other Use Case Activities on this Interface.

4. **Pre-Condition**: User/LGU selects a Loan Record from the list of Loans, on the Loan Information table and executes/clicks the Edit Loan tab, to navigate to the Edit Loan Interface.

5. **Post-Condition**:

   5.1 **Success End Condition: User/LGU can successfully view or edit the information pertaining to an Old Loan or a New Loan, respectively after clicking on the Edit Loan Tab from the previous interface (Loan Information Interface)**

   5.2 **Failure Condition**: User cannot access the Edit Loan Interface.

   5.3 **Minimal Guarantee**: No minimal condition in this Use case, User can either successfully access the Interface or cannot (**possible server issues**). User may voluntarily log out and log in again (out of the scope of the system)

6. **Trigger**: Execution of the Edit Loan tab, after selecting a Loan from the Loan Information list.

7. **Basic Flow**:

   7.1. User/LGU selects a particular Loan Entry from the List of Loan (Pending/Existing) for that particular LGU

   7.2. User/LGU clicks on the Edit Loan tab (on the Loan Information Interface) to navigate to the Edit Loan Interface.

   7.3. Fields on the Edit Loan Interface will be pre-populated by the preliminary Information about the Loan.

   7.4 User/LGU clicks on the Change or Edit Borrower, to navigate to the Address Interface with borrower's information (applying for the Loan).

   7.5 User/LGU edits Borrower's Name (first and last) & Organization's name (if any), if required on the Address Interface, and navigates back to the Edit Loan Interface after saving any changes. These changes are updated in Full Name and Organization Name; data fields.

   7.6 User/LGU can write brief description about the Project in Project Description.

   7.7 User/LGU selects 1 Practice Category from the Drop-Down list.

   7.8 User/LGU can selects up to 3 Primary Practices from the Primary Practices Drop-Down list.

   7.9 User/LGU clicks on the Google Maps to find the exact location of the Project site, and clicks on the exact address on the Google Maps interface. The system fills out the Latitude and Longitude to that particular Address automatically.

   7.10 User/LGU can use the alternative method of entering in the Township, Range and Section of the particular project site.

7.11 System enters the previous Loan history of the Borrower (if any) under the Current Loans for Borrower section on the interface. System retrieves this information from the Loan file (this function is not performed by the Actor on the system, rather system performs it).

7.12 User/LGU enters/views the Maximum Loan Amount issued to the borrower for that particular Loan.

7.13 User/LGU enters/views the Estimated Total Project Cost for that particular Project.

7.14 Based on the Practice Category selected, system automatically triggers the Farm or Non-Farm radio button.

7.15 User/LGU has to enter in either/or of the Starting Animal or Ending Animal Unit

7.16 User/LGU selects up to 3 Primary Live Stock from the Drop-Down list, if required

7.17 User/LGU enters the Conservation Tillage acres after purchase & Total Acres Farmed.

7.18 **User/LGU** selects up to 3 Primary Crops produced from the Drop-Down List, if required.

7.19 **User/LGU** enters the date when the LGU Approval expires. User Selects this date from a **calendar feature** (to be provided on this Interface).

7.20 **User/LGU** may or may not enter '**Other Lender Restrictions**'

7.21 **System** automatically enters the **LoginName** of the person who logged-in the system, in the Approval by data field.

7.22 User/LGU clicks on the LGU Approval tab, Prints the Request Form, and e-mails a copy of the Form, to a selected Lender's e-mail address.

7.23 User/LGU can save the information, by clicking on the Save Tab.

7.23 Use Case Ends.

8. **Alternate Flow:**

8.1 User cannot select or enter any information on this Page.

8.2 System doesn't update all the pertinent fields (pre-populate), with the existing Loan Information, if the user is attempting to View or Edit information about them.

8.3 Possible server/system issues (out of the scope of the system), user has to voluntarily log-off and log-in again, to restore back to a successful session. (out of the scope of the system).

9. Special Requirements:

9.1 **Select Up to 3 Primary Practices**:

a. User/LGU can select up to 3 Primary Practices

b. User can make multiple selections by Pressing 'Ctrl' tab on the key board and clicking on the record from the Drop Down list. User can scroll the data down as well.

c. User cannot select more than 3 records. In an attempt from the User to do so, system will display an error message, in the space just above the drop-down box (in red).

Message: '**Cannot select more than 3 Practices**'

9.2 **Maximum Loan Amount**:

a. User/LGU can enter an amount not more than the Statutory Limit (currently $100,000).

b. User/LGU cannot enter an amount greater than this Statutory Limit Amount.

c. If done so, System will prompt an **error message (pop-up)**

d. Message: '**Entered Amount exceeds 100,000'**

e. User clicks on the 'OK' tab on this pop-up box, user resumes from step 7.12 (given above).

9.3 **Farm of Non-Farm (Radio Button):**

a. The Radio Button for Farm will be automatically triggered if User selects any of the following Practice Category from the Practice Category drop-down list.

1. AgWaste 2. Conservation Tillage

b. The radio buttons for **'Farm' and 'Non-Farm'** will be active or inactive for every other case (except the two given above), based on User's choice.

9.4 **Starting Animal Units & Ending Animal Units:**

a. User/LGU has to populate (*) either of these two fields:

1. **If User has selected Practice Category #1 from the drop-down list**.

2. **Any of the Primary Practices other than 1018 and/or 1085 from the Primary Practices drop-down list**.

b. System will prompt a prompt an error message (pop-up), if above condition is not satisfied.

c. Message: '**Enter at least one of Animal Units**'

d. User/LGU cannot enter a number more than 1000 for the Animal Units (Starting and/or Ending)

e. If done so, System will prompt an **error message, adjacent to the entered animal unit text field (in red)**

f. Message: '**Entered Units cannot exceed 1000**'

9.5 **Select up to 3 Primary Livestock Produced**:

a. User/LGU can select up to 3 Primary Livestock

b. User can make multiple selections by Pressing 'Ctrl' tab on the key board and clicking on the record from the Drop Down list. User can scroll the data down as well.

c. User cannot select more than 3 records. In an attempt from the User to do so, system will display an error message, in the space just above the drop-down box (in red).

Message: '**Cannot select more than 3 Primary Livestock**'

9.6 **Select up to 3 Primary Crops Produced**:

a. User/LGU can select up to 3 Primary Livestock

b. User can make multiple selections by Pressing 'Ctrl' tab on the key board and clicking on the record from the Drop Down list. User can scroll the data down as well.

c. User cannot select more than 3 records. In an attempt from the User to do so, system will display an error message, in the space just above the drop-down box (in red).

Message: '**Cannot select more than 3 Primary Crops**'

'Above listed conditions need to be satisfied for the User/LGU to execute 'LGU Approval' tab and E-mail and Print: **Request Form Application**

10 Data Definitions: (* is Mandatory Field)

1. LGU: Max 90 Characters
2. Borrower Full Name: Max 50 Characters (*)
3. Borrower Organization Name: Max 90 Characters
4. Project Description: Max 255 Characters (*)
5. Select 1 Practice Category: (*)
6. Select up to 3 Primary Practices: (*)
7. TWP, Range & Section: Max 7 Characters (*)
8. Latitude & Longitude: Max 30 Characters (*)
9. Max Loan Amount: Max (12,2) numbers (*)
10. Estimated Project Cost: Max (12,2) numbers
11. Starting/Ending Animal Units: Max 4 Integers (* if above conditions satisfy: 9.4)
12. Select up to 3 Primary Livestock Produced: (*)
13. Conservation Tillage for Purchase: Max 4 Integers
14. Total Acres: Max 4 Integers
15. Select up to 3 Primary Crops Produced: (*)
16 LGU Approval Expiration date: Max 8 Data (*)
17. Other Lending Restrictions: Max 255 Characters
18. Approval by: Max 10 Characters

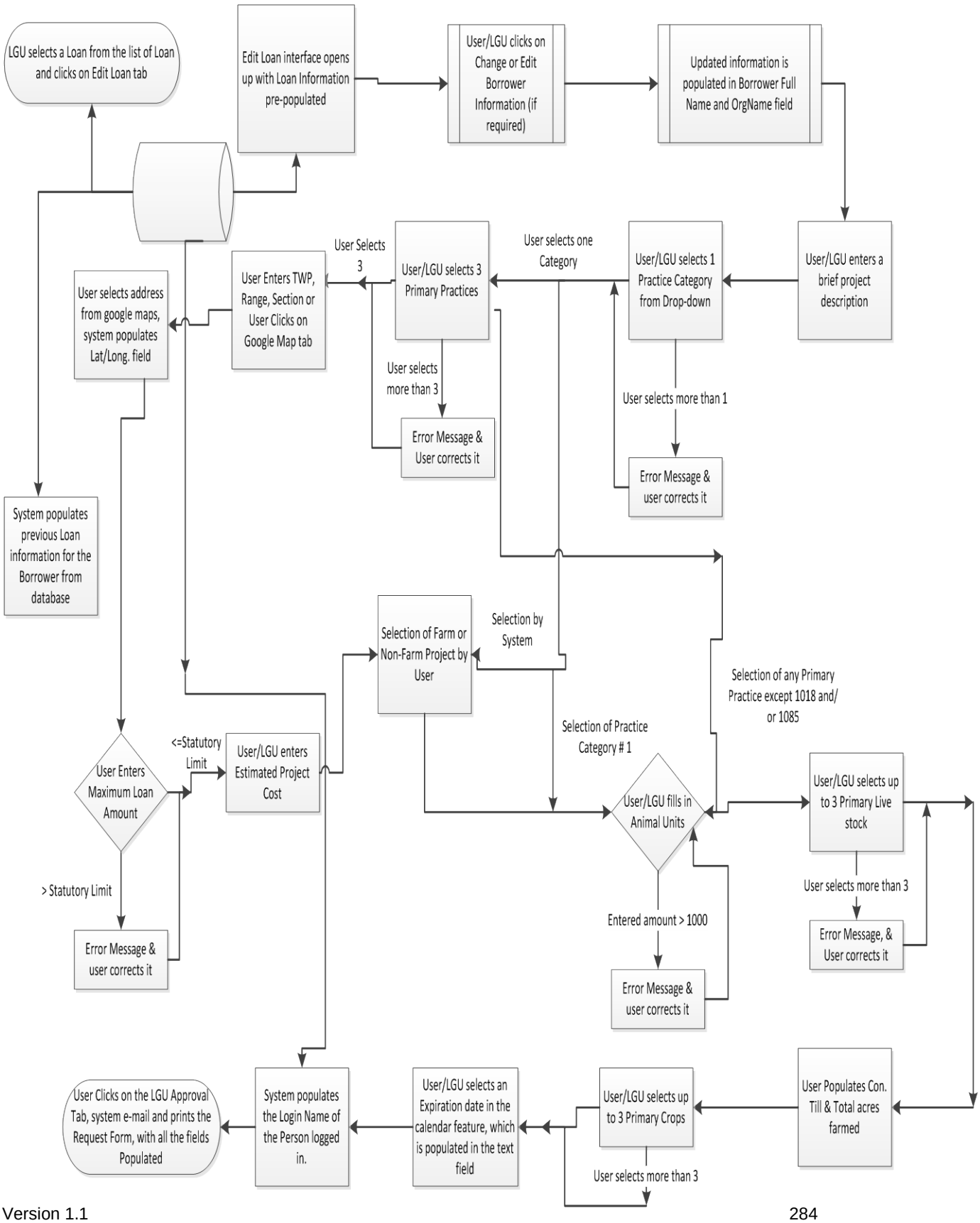
11. Business Rules:

1. User can access this Interface, only if the system recognizes log-in credentials for that user.
2. Data pre-populated in the Data fields shall be pertaining and relevant to the User who has logged in.
3. Data pre-populated shall fulfill the data definition requirements.

12. Validation Rule:

1. All the Mandatory fields have to be filled.
2. User/LGU has to comply with all the special requirements (given above) in order to complete a successful interaction with the System on this Interface.
3. Failure to do so, system displays Error Messages respectively (see special requirements).

Work Flow:


LGU selects a Loan from the list of Loan and clicks on Edit Loan tab
Edit Loan interface opens up with Loan Information pre-populated
User/LGU clicks on Change or Edit Borrower Information (if required)
Updated information is populated in Borrower Full Name and OrgName field
User/LGU enters a brief project description
User/LGU selects 1 Practice Category from Drop-down
User selects one Category
User/LGU selects 3 Primary Practices
User Selects 3
User Enters TWP, Range, Section or User Clicks on Google Map tab
User selects address from google maps, system populates Lat/Long. field
User selects more than 3
Error Message & User corrects it
User selects more than 1
Error Message & user corrects it
System populates previous Loan information for the Borrower from database
Selection of Farm or Non-Farm Project by User
Selection by System
Selection of any Primary Practice except 1018 and/ or 1085
Selection of Practice Category # 1
User Enters Maximum Loan Amount
<=Statutory Limit
User/LGU enters Estimated Project Cost
> Statutory Limit
Error Message & user corrects it
User/LGU fills in Animal Units
User/LGU selects up to 3 Primary Live stock
User selects more than 3
Error Message, & User corrects it
Entered amount > 1000
Error Message & user corrects it
User Populates Con. Till & Total acres farmed
User/LGU selects up to 3 Primary Crops
User selects more than 3
User/LGU selects an Expiration date in the calendar feature, which is populated in the text field
System populates the Login Name of the Person logged in.
User Clicks on the LGU Approval Tab, system e-mail and prints the Request Form, with all the fields Populated

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USE CASE

10 LGU ANNUAL REPORT-CONTACT INFORMATION (FRD-10.13)

1. **Name:** LGU Annual Report-Contact Information

2. **No**.: 10

3. **Description:** LGU/User can View/Edit their contact information on this Interface. All the fields on this interface are the fields provided on the Address Interface for the particular LGU. System as Actor pre-populates all the fields with the information pertaining to the particular LGU/User logged in. LGU/User as actor reviews the information in all the fields, if necessary clicks on **'Edit'** button, to navigate to the Address Interface and change/add or delete any information (**as required**). LGU/User as actor reviews the contact information and clicks on the **'Next' button** to navigate to the next **'Tab interface'**: Initial Budget (**see Use Case: LGU Annual Report: Initial Budget**).

4. **Pre-condition**: LGU/User executes **'Annual Report'** button on LGU's Primary Interface.

5**. Post-Condition**:

5.1 **Success end condition**: LGU/User can successfully navigate to the Annual Report interface, Tab Interface1- Contact Information, navigate to other Tab Interfaces and **'Submit' the report successfully** at the termination of session.

5.2 **Failure end Condition**: MDA/User cannot access the Annual Report Interface, and Submit the Report at the end of the session.

5.3 **Minimal Guarantee**: User is logged-out of the system post multiple attempts. System logs how far it got.

6. **Trigger**: **MDA/User executes 'Annual Report' button and navigates to Tab Interface1- Contact information.**

7. **Basic Flow:**

7.1 LGU/User clicks on Annual Report Button, to navigate to Tab Interface1- Contact information.

7.2 System as actor pre-populates all the fields (given in data definition) on this interface, **under the Local Government Unit section and Contact Information section, of the interface.**

7.3 User as actor reviews all the information.

7.4 If all the information is correct, User clicks on 'Save' button to save all the information.

7.5 User clicks on 'Next' button and navigates to the next Tab Interface2- Initial Budget.

7.6 Use Case Ends.

8. **Alternate Flow:**

8.1 User clicks on **'Edit' button in the Local Government Unit section and/or Contact Information section on the Interface, respectively**, if the user needs to change/edit any contact information as given on this interface, in respective field (s).

8.2 Execution of 'Edit' button, navigates the user to the Address interface, with all pertaining information pre-populated for the particular LGU.

8.3 User makes necessary changes, clicks on 'Save' button on Address Interface.

8.4 **Execution of 'Save' button on 'Address interface, closes the Address Interface window and navigates the User back to Annual Report Tab Interface1- Contact Information interface, with all changes, updated.**

8.5 **Steps 7.3 given above and following are followed.**

8.6 User can click on 'Cancel' button and cancel current session at any time.

9. **Special Requirements**:

9.1 **Employee Contact (LGU) as User**: **cannot edit any information on Address Interface**, for Primary Contact or Authorized Representative. Employee Contact/User will contact MDA to make any changes (out of the scope of the system).

9.2 **Primary Contact (LGU) as User**: can edit every other information pertaining to the LGU or Contact person information except the First & Last name of the Authorized Representative. User will contact MDA to make changes (out of the scope of the system).

9.3 User cannot move to next Tab Interface, until all information on this Interface has been saved, i.e. 'Next' button will be disabled, until User executes the 'Save' button. It will be enabled once system has saved the information.

10. **Data Definition:** (* is Mandatory)

Local Government Unit:

1. Organization Name: Max 90 Characters (*)
2. Authorized Representative: Max 30 Characters (*)
3. Phone: Max 10 characters (*)
4. Ext: Max 4 characters (*)
5. Address1: Max 30 characters (*)
6. Address2: Max 30 characters
7. Zip: Max 10 characters (*)
8. City: Max 25 characters (*)
9. State: Max 2 characters (*)
10. Fax#: Max 10 characters

11 E-mail Id: Max 150 characters (*)

12. LGU multi-contract: Max 6 characters

Contact Person:

1. Contact Organization: Max 90 Characters (*)
2. Contact Person: Max 30 Characters (*)
3. Zip: Max 10 characters (*)
4. City: Max 25 characters (*)
5. State: Max 2 characters (*)
6. Fax#: Max 10 characters
7. E-mail Id: Max 150 characters (*)
8. Other E-mails: Max 150 characters (*)

11. **Business Rules:**

1. All Mandatory fields have to be filled.
2. User can access this Interface, only if the system recognizes log-in credentials for that user.
3. Data pre-populated shall fulfill the data definition requirements.
4. Primary Contact cannot edit the First and Last Name of Authorized Representative.
5. Employee contact cannot edit any information, unless provided with the Security Role Based rights to do so.

12. Validation Rule:

System pops-up an alert message: '**All Mandatory fields have to be entered**'

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USE CASE

11 LGU ANNUAL REPORT-INITIAL BUDGET (FRD-10.14)

1. Name: LGU Annual Report-Initial Budget.

2. No: 11

3. **Description:** LGU/User reviews the Current Budget Allocation and Total of All Loans issued by the LGU, and enters the Amount, LGU wants to have allocated to them for the new Fiscal Year. System as actor calculates, Current Allocated Amount, Budget Remaining, Total Loans Issued by the LGU (all years) etc. LGU/User as actor enters the Amount, LGU Accepts for the coming Fiscal Year based on the Amounts calculated by the System as actor. LGU/User saves the entered information, **clicks on 'Next' button and navigates to next Tab Inteface2- Final Budget.**

4. **Pre-Condition**: LGU/User executes **'Annual Report'** button on LGU's Primary Interface.

5**. Post-Condition**:

5.1 **Success end condition**: LGU/User can successfully navigate to the Annual Report interface, Tab Interface2- Initial Budget, navigate to other Tab Interfaces and **'Submit' the report successfully** at the termination of session.

5.2 **Failure end Condition**: MDA/User cannot access the Annual Report Interface, and Submit the Report at the end of the session.

5.3 **Minimal Guarantee**: User is logged-out of the system post multiple attempts. System logs how far it got.

6. **Trigger**: **LGU/User executes Next button from Tab Interface1-Contact Information and navigates to Tab Interface2- Initial Budget.**

7. **Basic Flow:**

7.1 LGU/User navigates to Initial Budget Interface, post execution of 'Next' button on Tab Interface1- Contact Information.

7.2 System calculates Budget Information for the LGU (see MDA Primary or LGU Primary Use Cases for detailed steps for Budget Table), and displays them in the Proposed Budget table (same as MDA or LGU Primary interface table.)

7.3 System as Pre-populates the **Carry Over Amount** field, **Recent Repayments** field and Calculates and populates the Sum Total of the amounts in these mentioned fields in the **Total Amount Available** field.

7.4 **User enters the 'Amount Accepted' in the Amount Accepted field, system calculates and populates the Amount Rescinded (Total Amount Available – Amount Accepted) and displays it in the 'Amount Rescinded' field.**

7.5 User clicks on the 'Save' button and save all the information.

7.6 **User Clicks on 'Next' button to navigate to the next Tab Interface3- Final Budget**.

7.7 Use Case ends.

8. **Alternate Flow:**

8.1 User can click on 'Cancel' button and cancel current session at any time

8.2 Steps 7.4 and following can be followed.

9. **Special Requirements**:

9.1 Information given in the table cannot be edited.

9.2 User cannot move to next Tab Interface, until all information on this Interface has been saved, i.e. 'Next' button will be disabled, until User executes the 'Save' button. It will be enabled once system has saved the information

10**. Data Definitions**: **(* is Mandatory, fields with NO (*) are system generated**)

1. **Fields given in the 'Proposed Budget' table have the same definition as given in MDA or LGU Primary Interface Use Cases**.

2. Carry Over Amount: Max (12,2) Numbers

3. Recent Repayments: Max (12,2) Number

4. Total Available Amount: Max (12,2) Number

5. Amount Accepted: Max (12,2) Number (*).

6. Amount Rescinded: Max (12,2) Number.

11. **Business Rules:**

1. **Amount Accepted cannot be > Total Available Amount**.

2. **Amount Rescinded cannot be > Amount Accepted**

3. User can access this Interface, only if the system recognizes log-in credentials for that user.

4. Data pre-populated in the Data fields shall be pertaining and relevant to the User who has logged in.

5. Data pre-populated shall fulfill the data definition requirements.

12. **Validation Rule:**

1. System pop-up error message: '**Amount Accepted cannot be > Total Available Amount'**

2. System pop-up error message:' **Amount Rescinded cannot be > Amount Accepted** '

3. System pop-up error message: '**All Mandatory fields have to be entered**'

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USE CASE

12 LGU ANNUAL REPORT-FINAL BUDGET (FRD – 10.15)

1. Name: LGU Annual Report-Final Budget.

2. No: 12

3. **Description:** LGU/User enters the Total Work Plan amount and any Additional Funds if required. System as actor calculates and displays the Estimated Revolving Funds available to that particular LGU. User answers the Question (s) to justify the request for Additional Funds. LGU/User saves the entered information, **clicks on 'Next' button and navigates to next Tab Inteface4- Attachments.**

4. **Pre-Condition**: LGU/User executes **'Annual Report'** button on LGU's Primary Interface.

5**. Post-Condition**:

5.1 **Success end condition**: LGU/User can successfully navigate to the Annual Report interface, Tab Interface3- Final Budget, navigate to other Tab Interfaces and **'Submit' the report successfully** at the termination of session.

5.2 **Failure end Condition**: LGU/User cannot access the Annual Report Interface, and Submit the Report at the end of the session.

5.3 **Minimal Guarantee**: User is logged-out of the system post multiple attempts. System logs how far it got.

6. **Trigger**: **LGU/User executes Next button from Tab Interface2-Initial Budget and navigates to Tab Interface3- Final Budget.**

7. Basic Flow:

7.1 LGU/User navigates to Final Budget Interface, post execution of 'Next' button on Tab Interface2- Initial Budget.

7.2 System as actor pre-populates the **'Amount Accepted' field**, with the Amount entered by the User on previous Tab Interface.

7.3 System as actor calculates and pre-populates the **'Anticipated Revolving Funds'** field.

7.4 System as actor calculates and enters the '**Total Available Funds' (Amount Accepted + Anticipated Revolving Funds.)** for the LGU.

7.5 User enters, amount in the 'Pending Projects' field, if any.

7.6 User enters, amount in 'Addition Funds Requested Field', if any.

7.7 User clicks on the 'Save' button and save all the information.

7.8 **User Clicks on 'Next' button to navigate to the next Tab Interface3- Final Budget**.

7.9 Use Case ends.

8. **Alternate Flow:**

8.1 User can click on 'Cancel' button and cancel current session at any time

8.2 Steps 7.5 and following can be followed.

9. **Special Requirements**:

9.1 Amount entered in 'Additional Funds Requested' <= $100,000, User answers the following question:

'Summarize your Program & define next year's work plans':

9.2 Amount entered in 'Additional Funds Requested' > $100,000, but<= $300,00 , User answers the following questions:

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.

9.3 User cannot move to next Tab Interface, until all information on this Interface has been saved, i.e. 'Next' button will be disabled, until User executes the 'Save' button. It will be enabled once system has saved the information

10. **Data Definitions: (* is Mandatory, fields with NO (*) are system generated)**

1. Amount Accepted: Max (12,2) Numbers

2. Anticipated Revolving Funds: Max (12,2) Numbers

3. Total Available Funds: Max (12,2) Numbers

4. Pending Projects: Max (12,2) Numbers (if any)

5. Additional Funds Requested: Max (12,2) Numbers (if any)

6. Text field (Answer (s): Max 500 Words (*, if Additional Funds Requested is entered).

11. Business Rules:

1. If Additional Funds Field is entered by the User, User has to mandatorily answer respective Question (s).

2. User can access this Interface, only if the system recognizes log-in credentials for that user.

3. Data pre-populated in the Data fields shall be pertaining and relevant to the User who has logged in.

4. Data pre-populated shall fulfill the data definition requirements.

12. **Validation Rule:**

1. System pop-up error message: '**All Mandatory fields have to be entered**'

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USE CASE

13 LGU ANNUAL REPORT-ATTACHMENTS (FRD-10.16)

1. Name: LGU Annual Report-Attachments.

2. No: 13

3. **Description:** LGU/User clicks on **'Browse' button** to browse files on their local work station, and post selection of File clicks on **Attach button** to attach the selected file with the report as Attachment. User can attach multiple files.. LGU/User saves the entered information, **clicks on 'Next' button and navigates to next Tab Inteface5-Submit Report.**

4. **Pre-Condition**: LGU/User executes **'Annual Report'** button on LGU's Primary Interface.

5**. Post-Condition**:

5.1 **Success end condition**: LGU/User can successfully navigate to the Annual Report interface, Tab Interface4-Attachments, navigate to other Tab Interfaces and **'Submit' the report successfully** at the termination of session.

5.2 **Failure end Condition**: LGU/User cannot access the Annual Report Interface, and Submit the Report at the end of the session.

5.3 **Minimal Guarantee**: User is logged-out of the system post multiple attempts. System logs how far it got.

6. **Trigger**: **LGU/User executes Next button from Tab Interface3-Final Budget and navigates to Tab Interface4-Attachments.**

7. **Basic Flow:**

7.1 LGU/User navigates to Attachment Interface, post execution of 'Next' button on Tab Interface3- Final Budget.

7.2 LGU/User clicks on 'Browse' button to select a file, from User's own local workstation.

7.3 System opens My Computer dialogue box on user's station, for the User to browse and select a file.

7.4 User post selection on file, clicks on 'Attach' button.

7.5 System attaches the selected file and displays the file name and path.

7.6 Same steps are followed for multiple file selections.

7.7 User clicks on the 'Save' button and save all the information.

7.8 **User Clicks on 'Next' button to navigate to the next Tab Interface3- Final Budget**.

7.9 Use Case Ends.

8. **Alternate Flow:**

8.1 User can cancel the selection at any time, by executing 'Cancel' button.

8.2 User Views the selected file, by executing 'View' button, if required.

8.3 User Deletes selected file, by executing 'Delete' button, if required.

9. **Special Requirements:**

9.1 User cannot move to next Tab Interface, until all information on this Interface has been saved, i.e. 'Next' button will be disabled, until User executes the 'Save' button. It will be enabled once system has saved the information.

10. **Business Rules:**

10.1 Attached file should comply with the specified File Format (by MDA).

10.2 Attached document should comply with the File Size (by MDA).

11. **Validation Rule:**

1. System pops-up message: 'Please select an Attachment to Remove'.

USE CASE

14 LGU ANNUAL REPORT-SUBMIT REPORT (FRD-10.17)

1. Name: LGU Annual Report-Submit Report.

2. No: 14

3. **Description: LGU/User navigates to this interface, post execution of 'Next' button on Tab Interface4-Attachments. System displays all the information entered on all previous 4 tab interfaces of the Annual Report interface, on this interface. User reviews it and makes necessary changes if required and clicks on 'Submit' button to successfully Submit it.**

4. **Pre-Condition**: LGU/User executes **'Annual Report'** button on LGU's Primary Interface.

5**. Post-Condition**:

5.1 **Success end condition**: LGU/User can successfully navigate to the Annual Report interface, Tab Interface5-Submit Report, and **'Submit' the report successfully** at the termination of session.

5.2 **Failure end Condition**: LGU/User cannot access the Annual Report Interface, and Submit the Report at the end of the session.

5.3 **Minimal Guarantee**: User is logged-out of the system post multiple attempts. System logs how far it got.

6. **Trigger**: **LGU/User executes Next button from Tab Interfac4-Attachments and navigates to Tab Interface5-Submit Report.**

7. **Basic Flow**:

7.1 LGU/User navigates to this interface, post execution of 'Next' button on previous interface.

7.2 System as actor displays all the information entered on previous 4 Tab Interfaces, of the Annual Report interface.

7.3 User reviews information.

7.4 User clicks on 'Save' button to save all the information.

7.5 User Clicks on 'Submit' button and submits the Annual Report.

7.6 Use Case ends.

8. **Alternate Flow:**

8.1 **User clicks on 'Edit' button and system allows the User to do necessary changes following the steps listed in previous 4 Annual Report Use Cases, based on which section of information (based on Tab Interface #) is the user trying to Edit the information for.**

8.2 User can cancel the session at any time, by executing 'Cancel' button.

9. **Special Requirements:**

9.1 User cannot execute 'Submit' button, until the information has been saved, post execution of 'Save' button by the User.

10. **Data Definition:**

Note: A combination of all the data definitions for Previous 4 Use Cases for Annual Report.

11. **Business Rule:**

    1. All mandatory fields shall be filled.
    2. Entered information should comply with data definitions.

12. **Validation Rule:**

    1. System pops up message: 'Do you wish to Submit'.

Use Case

15 LENDER PRIMARY INTERFACE (FRD-10.19)

1. **Name**: Lender Primary Interface

2. No.: 15

3. **Description**: **User (Lender) navigates to its Primary Interface, to view list of LGU's associated with it, view their Address Information and perform other features in the Program, by executing the 'Tab (s)' respectively.**

4**. Pre-condition**: User (Lender) enters the Log-In credentials assigned to that particular user (associated with the Lender), and navigates to the Primary Interface for that particular Lender Unit .

5**. Post-Condition**:

5.1 **Success end condition**: User can successfully enter the respective Primary Interface (for Lender) and can access all the '**Tab features'** available on this Interface.

5.2 **Failure end Condition**: User cannot proceed to the Primary Interface (for Lender), after successfully Logging –in the system.

5.3 **Minimal Guarantee**: No minimal condition in this Use case, User can either successfully access the Interface or cannot (**possible server issues**). User may voluntarily log out and log in again (out of the scope of the system)

6. **Trigger**: **User enters the correct log-in credentials (as a Lender user), and clicks on the 'LOGIN' tab.**

7. **Basic Flow**:

7.1 User (Lender) enters correct Log-in information and clicks log-in

7.2 System recognizes the User as an employee of a particular Lender Unit, and allows the User to enter the Program.

7.3 System retrieves the information related to that particular Lender (User), the current user is associated with.

7.4 System populates all the pertaining fields on the Primary Interface with the information retrieved about the particular Lender/User/LGU.

7.5 User can view the List of Local Government Units; it is associated with under the 'LGU Name' list.

7.6 User can **Scroll and Select any entry from this LGU Name list**.

7.7 User can **execute the 'Add LGU' drop-down list, to view the list of all the Local Government Units, except the ones it already is associated with.**

7.8 **User can find an LGU record from the Drop-Down list, by entering 'Key-Letters' of the Name, system will filter out the results based on the recognition of the 'Key Letters' (Progressive Search Functionality)**

7.9 User can select any entry (to show up in the 'LGU Name' list) from the drop-down list, with a mouse click.

7.10 User can **execute the 'Add LGU' button to trigger a system- generated, E-mail from the User's device:** requesting MDA to add it's association with a particular LGU **(**after selecting it from the **LGU Name list)**.

7.11 User can **execute the 'Remove LGU' button to trigger a system- generated, E-mail from the User's device:** requesting MDA to remove it's association with a particular LGU **(**after selecting it from the **LGU Name list)**.

7.12 Lender/User (Primary or Employee contact) **navigate to Address interface,** to view, edit their respective Contact Information **post, execution of 'Address' button on this interface**.

7.13 User can **execute the 'LGU Information' button to access the Address Interface for information pertaining to a particular LGU (selected from the 'LGU Name' list)**, from the Lender's primary interface.

7.14 User **executes the 'Loans' button (see Use case-'Lender Loan info Table') to access the Loan Interface**, from the **Lender's primary interface**.

7.15 User can **execute the 'Help' button (see Use case-Help) to access the Help Interface**, from the **Lender's primary interface**.

8. **Alternate Flow**:

8.1. User Enters correct log-in information, system recognizes the User as a Lender user

8.2. User can now access the Primary Interface for that particular Lender, system has recognized it as.

8.3. Steps 7.4-7.13 can now be followed.

8.4. User can **execute the 'Help' button to access the Help Interface**, from the **Lender's primary interface.**

9. Special Requirements:

9.1 Add LGU: **User cannot execute the 'Add LGU tab, without selecting an LGU entry from the 'LGU Name' list.**

a. User cannot execute the **'Add LGU'**, tab without selecting an Entry from the '**LGU Name'** list.

b. Pop-up Message comes up if User doesn't select an entry:

Message: '**Please Select a LGU to Add'**

c. User clicks 'OK'

d. Steps 7.10 is followed

9.2 **Add LGU: User executes the Add LGU tab, with multiple selections**

a. User can select multiple Entries from the LGU Name list, to execute the '**Add LGU**' tab.

b. Pop-up Message comes up if User executes '**Add LGU**' tab.

Message: '**Do you wish to Add**'

c**.** User clicks on '**E-mail a Request**' which creates a PDF file of the request (text) & connects the system to User's default e-mail browser.

d. System as an actor open the e-mail browser for composing e-mail, with the e-mail address of receiver (MDA) pre-populated and the PDF file attached as an attachment.

e. User as actor clicks on the **'Send'** tab, **e-mail** is **sent** to the receiver.

f. User comes back to the Lender's Interface

g. User can click '**Cancel**'

h. **User is taken back to the previous step, with no e-mail sent.**

9.3 Remove LGU: **User cannot execute the 'Remove LGU tab, without selecting an LGU entry from the 'LGU Name' list.**

a. User cannot execute the **'Remove LGU'**, tab without selecting an Entry from the '**LGU Name'** list.

b. Pop-up Message comes up if User doesn't select an entry:

Message: '**Please Select a LGU to Remove'**

c. User clicks 'OK'

d. Steps 7.11 is followed

9.4 **Remove Lender: User executes the Remove LGU tab, with multiple selections**

a. User can select multiple Entries from the LGU Name list, to execute the Remove LGU tab.

b. Pop-up Message comes up if User executes Remove LGU tab.

Message: '**Do you wish to Remove**'

c**.** User clicks on '**E-mail a Request**' which creates a PDF file of the request (text) & connects the system to User's default e-mail browser.

d. System as an actor open the e-mail browser for composing e-mail, with the e-mail address of receiver (MDA) pre-populated and the PDF file attached as an attachment.

e. User as actor clicks on the 'Send' tab, e-mail is sent to the receiver.

f. The **LGU** (s) selected for Removal, becomes **Visible but Disabled**, after system has sent the E-mail (using SMTP Protocol) in the 'LGU Name' list, on the Lender's Interface.

g. User comes back to the Interface, with the previous record (now Visible and Disabled) selected.

h. User can click '**Cancel**'

f. **User is taken back to the previous step, with no e-mail sent.**

10. Data Definitions:

1. **Organization Name:** Max 90 Characters
2. **Primary Contact (field)**: Max 30 Characters
3. **Employee Contact:** Max 30 Characters
4. **LGU Name:** Max 90 Characters

11. **Business Rule:**

1**.** User can access this Interface, only if the system recognizes log-in credentials for that user.

2. Data pre-populated in the Data fields shall be pertaining and relevant to the User who has logged in.

3. Data pre-populated shall fulfill the data definition requirements.

12. **Validation Rule**:

1. User cannot select more than 4 LGUs from the Drop-Down list, at one time

2. Primary Contact (for the Lender) cannot click the Employee Contact tab and data field its: **View-Only**

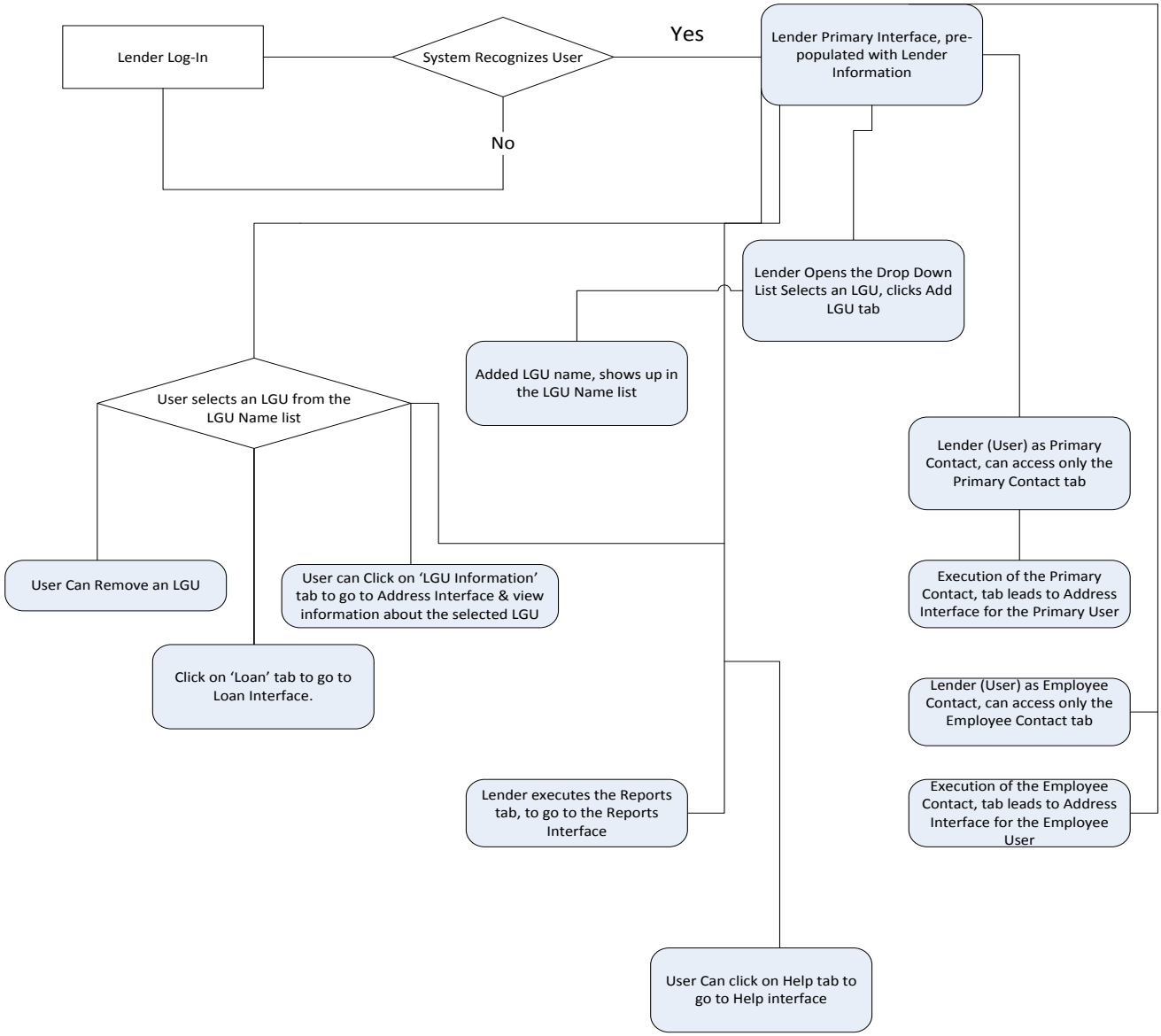
3. Employee Contact (for the Lender) cannot click the Primary Contact tab and data field it's: **View-Only**

4. User cannot access 'Remove LGU' tab, unless an LGU Name has been selected from the LGU Name list.

5. Selected entry becomes Visible and Disabled after the E-mail for Removal has been sent.

6. Post, System Generated E-mail has been sent from the user's device, the selected Entry from LGU's List will become visible and disabled.

Data Flow:


Lender Log-In
System Recognizes User
Yes
No
Lender Primary Interface, pre-populated with Lender Information
Lender Opens the Drop Down List Selects an LGU, clicks Add LGU tab
Added LGU name, shows up in the LGU Name list
User selects an LGU from the LGU Name list
Lender (User) as Primary Contact, can access only the Primary Contact tab
User Can Remove an LGU
User can Click on 'LGU Information' tab to go to Address Interface & view information about the selected LGU
Execution of the Primary Contact, tab leads to Address Interface for the Primary User
Click on 'Loan' tab to go to Loan Interface.
Lender (User) as Employee Contact, can access only the Employee Contact tab
Lender executes the Reports tab, to go to the Reports Interface
Execution of the Employee Contact, tab leads to Address Interface for the Employee User
User Can click on Help tab to go to Help interface

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USE CASE

16 LENDER ON LGU'S PRIMARY INTERFACE (FRD10.21)

1. **Name**: Lender on LGU's Primary Interface

2. **No**: 16

3. **Description**: User/Lender navigates to Local Government Unit's Primary Interface, to view information associated with it, and perform various other activities in the Program**.**

4. **Pre-Condition**: User/Lender selects an LGU from the LGU Name list, and clicks on the 'LGU Information' tab on its own Primary Interface, and navigates to that particular (selected LGU) LGU's Primary Interface.

5. **Post Condition**:

5.1 **Success end-Condition**: User/Lender can successfully enter the Primary Interface from its own (Lender's Primary Interface) of the selected LGU and can view pertinent information about that particular LGU on its Primary Interface.

5.2 **Failure end Condition**: User cannot proceed to the Primary Interface (for LGU), after successfully Logging – in the system.

5.3 **Minimal Guarantee**: No minimal condition in this Use case, User can either successfully access the Interface or cannot (**possible server issues**). User may voluntarily log out and log in again (out of the scope of the system).

6. **Trigger**: **User/Lender selects an LGU, from the 'LGU Name' list, and executes the 'LGU Information'**

7**. Basic Flow:**

7.1 User/Lender as actor selects an LGU from the 'LGU Name' list and clicks on the 'LGU Information' tab.

7.2 System as actor navigates the User, to the LGU's Primary Interface.

7.3 System as actor retrieves and populates the information pertaining to that particular LGU (selected by User/Lender from Lender's Primary Interface.) in all the fields on LGU's Primary Interface.

7.4 System as actor Populates the Organization Name field, with the name of the LGU, User has viewable rights only to this field.

7.5 System as actor Populates the Authorized Rep., Primary Contact and Contact Phone # fields, on LGU's interface, User has viewable rights only to these fields.

7.6 **System as an actor populates the: Allocated Budget, Loans Issued, Total Loans, Budget Remaining & Total fields in the Proposed Budget table for all five Categories, for that particular LGU**.

7.7 **System as an actor populates the 'Available Repayments' and 'Available Funds' data field** that the User/Lender can review for that particular LGU.

7.8 **User/Lender clicks on the 'Reports' tab** to navigate to the Reports Interface (to view reports pertaining to the Particular LGU).

7.9 **User/Lender as an actor clicks on the 'Lender tab'**, to navigate back to its Primary Interface

7.10 **User as an actor clicks on the 'Loan tab'**, to navigate to the List of Loan's Interface, to Add or Edit Loan (s).

7.11 **User/Lender clicks on the Address tab**, to navigate to the Address Interface, to view Address information for all the records associated with that particular LGU.

7.12 **User/Lender can click on the 'Help' tab** to navigate to the help interface (to view instructions regarding User's interaction with AgBMP Program.)

7.13 Use Case Ends.

8. **Special Requirements:**

8.1 Executing **LGU Information tab without selection**:

a. User/Lender must select one entry from the LGU Name list on Lender's Primary Interface, before executing 'LGU Information' tab.

b. If the above given condition is False, system displays a pop-up message (error)

Message: **'Please Select an LGU from the List'**

c. User Clicks 'Ok' tab, system as actor navigates the User back to previous session on Lender's Interface.

d. **User Selects an LGU condition is now true, system starts from step 7.2 (given above).**

8.2 Executing **LGU Information tab, with multiple selections**:

a. User can select only one entry (LGU), from the **'LGU Name'** list, before executing 'LGU Information' tab.

b. If the above given condition is False, system as actor displays a pop-up message (error).

Message: **'Multiple selections not allowed'**

c. User Clicks 'Ok' tab, system as actor navigates the User back to previous session on Lender's Interface.

d. **User selects only one LGU, condition is now true, system starts from step 7.2 (given above).**

8.3 **Primary Contact & Authorized Rep.: tabs are not executable by the Lender as an actor on LGU's Primary Interface.**

9. **Data Definitions**:

1. Organization Name: Max 90 Characters

2. Primary Contact (field): Max 30 Characters

3. Authorized Rep.(field): Max 30 Characters

4. Allocated Budget: Max (12,2) Numbers

5. Loans Issued: Max(12,2) Numbers

6. Total Loans: Max (12,2) Numbers

7. Budget Remaining: Max (12,2) Numbers

8. Total Allocated Budget: Max (12,2) Numbers

9. Total Loans Issued: Max (12,2) Numbers

10. Total Budget Remaining: Max (12,2) Numbers

11. Category: Max (50) Characters

12. Available Repayments: Max (12,2) Numbers

13 Available Funds: Max (12,2) Numbers

11. **Business Rule:**

1. User can access this Interface, only if the system recognizes log-in credentials for that user.

2. Data pre-populated in the Data fields shall be pertaining and relevant to the User who has logged in.

3. Data pre-populated shall fulfill the data definition requirements.

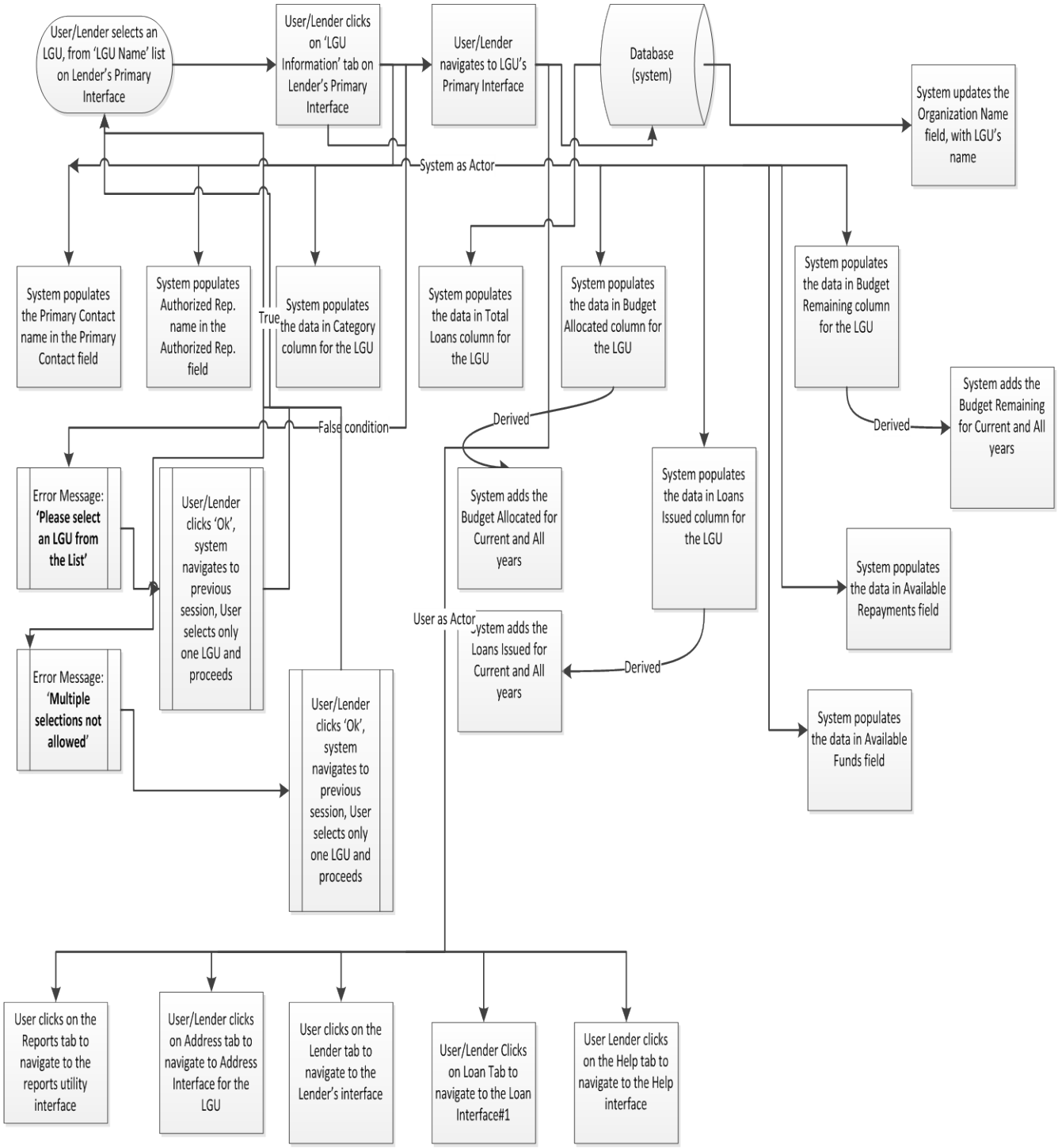
12 **Validation Rule**:

1. Proposed Budget Table is View-only for the User/Lenders.

2. All the Mandatory fields have to be filled.

3. User/LGU has to comply with all the special requirements (given above) in order to complete a successful interaction with the System on this Interface.

Work Flow:


User/Lender selects an LGU, from 'LGU Name' list on Lender's Primary Interface
User/Lender clicks on 'LGU Information' tab on Lender's Primary Interface
User/Lender navigates to LGU's Primary Interface
Database (system)
System updates the Organization Name field, with LGU's name
System as Actor
System populates the Primary Contact name in the Primary Contact field
System populates Authorized Rep. name in the Authorized Rep. field
True
System populates the data in Category column for the LGU
System populates the data in Total Loans column for the LGU
System populates the data in Budget Allocated column for the LGU
System populates the data in Budget Remaining column for the LGU
System adds the Budget Remaining for Current and All years
Derived
False condition
Error Message: 'Please select an LGU from the List'
User/Lender clicks 'Ok', system navigates to previous session, User selects only one LGU and proceeds
System adds the Budget Allocated for Current and All years
System populates the data in Loans Issued column for the LGU
System populates the data in Available Repayments field
User as Actor
System adds the Loans Issued for Current and All years
Derived
Error Message: 'Multiple selections not allowed'
User/Lender clicks 'Ok', system navigates to previous session, User selects only one LGU and proceeds
System populates the data in Available Funds field
User clicks on the Reports tab to navigate to the reports utility interface
User/Lender clicks on Address tab to navigate to Address Interface for the LGU
User clicks on the Lender tab to navigate to the Lender's interface
User/Lender Clicks on Loan Tab to navigate to the Loan Interface#1
User Lender clicks on the Help tab to navigate to the Help interface

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USE CASE

17 LENDER ADDRESS INTERFACE FOR LGU INFORMATION (FRD 10.22)

1. **Name**: Lender Address Interface for LGU Information

2. **No**.: 17

3. **Description:** Lender/User selects an LGU from it's Primary Interface, and **executes 'LGU Information' button**, on its Primary interface. System navigates Lender/User to the selected **LGU's Primary Interface**, where Lender/User executes the **'Address' button** (on LGU's Primary Interface) to **navigate to the Address Interface for the LGU**. System pre-populates the Address interface, with the contact information of the Primary Contact, for that particular LGU, the Lender is accessing Address information for. Lender/User has View-Only rights on this interface.

4. **Pre-Condition**: Lender/User clicks on the 'Address' button on LGU's Primary Interface and navigates to the Address Interface.

5. **Post Condition:**

   5.1 **Success End –Condition**: Lender/User can successfully navigate to the Address interface, and View-Only the contact information for all the record for the particular LGU, he/she is accessing the information for.

   5.2 **Failure End-Condition:** Lender/User cannot view and/or navigate to the Address Interface, to view the contact information for the LGU records, or Lender User can have more than View-Only rights to this interface (possible security issues).

   5.3 **Minimal Guarantee:** No minimal condition in this Use case, User either successfully accesses the Interface or cannot (**possible server issues**). User may voluntarily log out and log in again (out of the scope of the system).

6. **Trigger:** Lender/User clicks on the 'Address' button on it's own Primary Interface.

7. **Basic Flow**:

   7.1 Lender/User clicks on the 'LGU Information' button on it's Primary Interface, post selection of an LGU from the list of Local Government Units, that particular Lender works with.

   7.2 Lender/User navigates to that LGU's (selected earlier) Primary Interface.

   7.3 User/Lender executes the 'Address' button on LGU's Primary Interface and navigates to the Address Interface.

   7.4 User/Lender can view the contact information and other pertaining information for the particular LGU.

   7.5 User/Lender as an Actor to the system can enter any query in the **'Enter Name to Find'** field on this interface. The System will look for matching records based on the query entered by the User/Lender.

   7.6 User/Lender can select any record to view it's details from the **'Database Table'** on this interface.

   7.7 **User/Lender will have only 'View-only' security rights for the LGU's Address Interface.**

   7.9 User/Lender can execute the **'Reports'** button, to navigate to the **Reports Interface**. User/Lender can view/print any report pertaining to the particular LGU.

   7.8 User/Lender cannot Add, Edit or Delete any information from this interface, pertaining to that particular LGU.

7.9 User/Lender clicks on the 'Back' button to navigate back to LGU's Primary Interface.

7.10 Use-Case ends.

8. **Alternate Flow**:

There is no alternate flow to this Use-Case. Lender/User can only View the information on this interface for the LGU.

9. **Special Requirements:**

a. System as an actor lists out all the records pertaining to Address information, only for particular LGU.

b. User/Lender as an actor can only search for the Address Information records (associated with the particular LGU) from the database table for this Interface.

10. **Data-Definition:**

Since the User/Lender does not enter any information on this Interface, there is no data definition. The fields on this Interface are same as Address Interface, but are not editable by the Lender/User (for the LGU).

11. **Business Rule:**

1**.** User can access this Interface, only if the system recognizes log-in credentials for that user.

2. Data fields on this Interface, shall be pre-populated with the Primary Contact's (for the LGU) contact information, when the Lender/User is navigated to the Address Interface for the LGU.

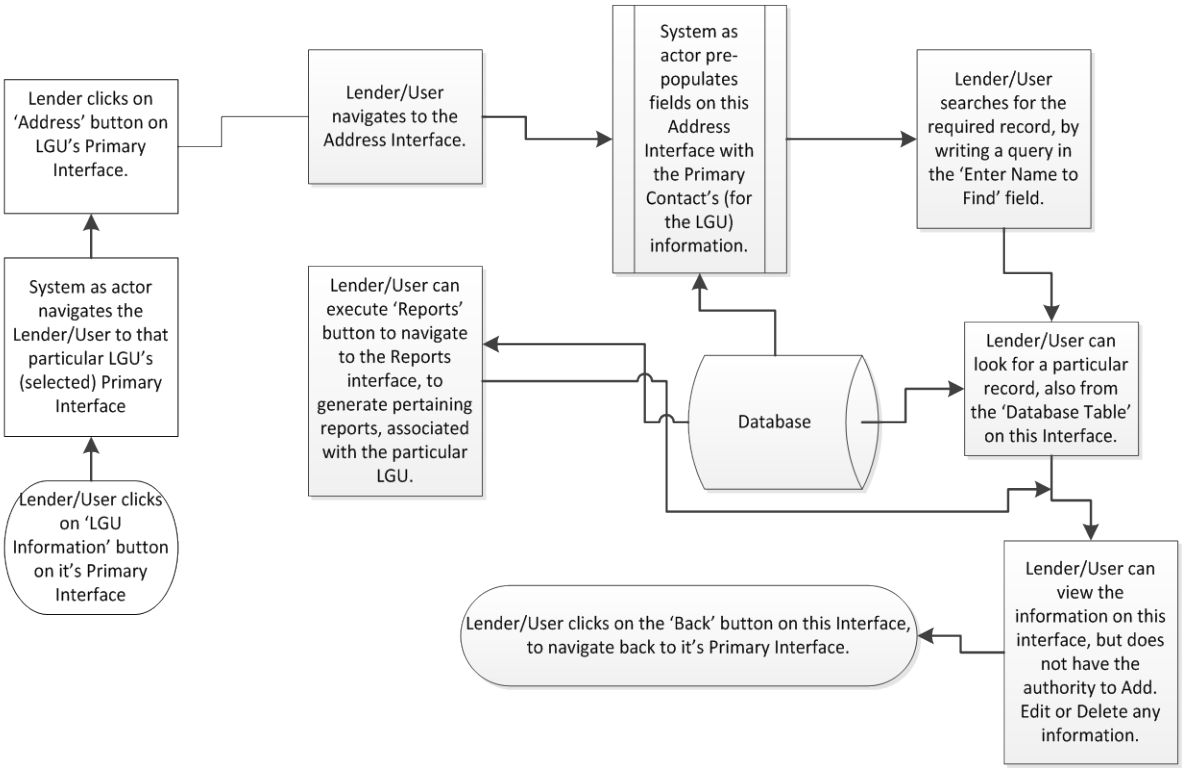
3. Data pre-populated shall fulfill the data definition requirements.

12. **Validation Rule**:

1. Lender/User has view-only rights to this interface, the Lender/User will have security rights to Add, Edit or Delete any information pertaining to the LGU on this interface.

2. Add, Delete, Cancel, save buttons will be disabled for the Lender/User on this interface.

13. **Work Flow:**


Lender clicks on 'Address' button on LGU's Primary Interface.
Lender/User navigates to the Address Interface.
System as actor pre-populates fields on this Address Interface with the Primary Contact's (for the LGU) information.
Lender/User searches for the required record, by writing a query in the 'Enter Name to Find' field.
System as actor navigates the Lender/User to that particular LGU's (selected) Primary Interface
Lender/User can execute 'Reports' button to navigate to the Reports interface, to generate pertaining reports, associated with the particular LGU.
Database
Lender/User can look for a particular record, also from the 'Database Table' on this Interface.
Lender/User clicks on 'LGU Information' button on it's Primary Interface
Lender/User can view the information on this interface, but does not have the authority to Add. Edit or Delete any information.
Lender/User clicks on the 'Back' button on this Interface, to navigate back to it's Primary Interface.

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USE CASE

18 LENDER CHANGING/REMOVING PRIMARY CONTACT FROM PRIMARY INTERFACE (FRD-10.23)

1. Name: Lender Changing/Removing Primary Contact from Primary Interface

2. No.: 18

3. Description: User/Lender navigates to Address Interface, to View/Edit Address Information for all data records associated with that particular Lender (Primary Contact, Employee Contact etc.). User/Lender performs certain actions on this Interface as an Actor.

4. Pre-Condition: User/Lender clicks on the 'Primary Contact' or 'Employee Contact' tab, (based on security roles for each user) on Lender's Primary Interface and navigates to the Address Interface.

5. Post Condition:

5.1 Success end-condition: User can successfully enter the respective **Address Interface** (for Lender) and can access all the **'features'** available to the User (who has logged-in the system) on this Interface.

5.2 Failure end-Condition: User cannot proceed to the **Address Interface** (for Lender), after clicking on respective tab (s) on Lender's primary interface.

5.3 Minimal Guarantee: No minimal condition in this Use case, User can either successfully access the Interface or cannot (**possible server issues**). User may voluntarily log out and log in again (out of the scope of the system)

6 Trigger: User/LGU clicks on 'Primary Contact' or 'Employee Contact' tab from Lender's Primary Interface.

7. Basic Flow:

7.1 User/Lender/Primary Contact clicks on the '**Primary Contact'** tab on Lender's interface to navigate to the Address Interface, with all fields (on Address interface) pre-populated with Primary Contact's information.

7.2 User/Lender/Employee Contact clicks on the '**Employee Contact'** tab on Lender's interface to navigate to the Address Interface, with all fields (on Address interface) pre-populated with that Employee Contact's information.

7.3 **User/Employee Contact can View-only the text field, displaying name of the Primary Contact, but cannot execute/click on the Primary Contact tab, to navigate to the Address Interface**.

7.4 System acts as an actor & populates the information for each user, based on system's recognition of the User's security roles in the Program.

7.5 User as an actor enters the name of any person in the 'Enter Name to Find' (progressive search field), which the user wants to find in the database records.

7.6 System as an actor, filter the database to all the records pertaining to only that particular Lender Unit.

7.7 **System as an actor retrieves all the records pertaining to that particular Lender, and displays it in a sortable order in the 'Database Table'.**

7.8 **User changes the searching criteria (given above in step 7.5) by 'double clicking' on any of the index in the Database table (given in 7.7)**

7.9 **User/Lender as an actor enters/views/edits the Phone# & Ext.#** for a record

7.10 **User/Lender as actor enters/views/edits the First Name and Last Name** for record

7.11 **User/Lender as actor enters/views/edits the Position** for a record.

7.12 **User/Lender as actor enters/views/edits the Company** for a record

7.13 **User/Lender as actor enters/views/edits the Address (Line 1 and Line 2)** for a record.

7.14 **User/Lender as actor enters/views/edits the Zip (of the Address)** for a record.

7.15 **User/Lender as actor enters/views/edits the City (of the Address**) for a record.

7.16 **User/Lender as actor selects/views/edits the State (of the Address)** for a record.

7.17 **User/Lender as actor enters/views/edits the Fax#** for a record.

7.18 **User/Lender as actor enters/views/edits the E-mail Id** for a record.

7.19 User/Lender as actor clicks on the 'Reports' tab to navigate to the Reports Utility Interface, for a selected record.

7.20 **System as actor and pre-populates all the fields: Pay to (Company, Address, Zip, City, State)** for the **Lender Unit, regardless of who has logged-in the system (Primary or Employee Contact, from Lender's office.) Users cannot edit any information in these fields**; they are **View-only** for all users associated with the Lender.

7.21 **System as actor and pre-populates all the fields: Fed Tax Id, State Tax Id, Vendor Id &Vendor Location** for **the Lender Unit, regardless of who has logged-in the system (Primary or Employee Contact, from Lender's office.) Users cannot edit any information in these fields**; they are **View-only** for all users associated with the Lender.

7.22 System as an actor populates the Lender multi-contract field. User/Lender cannot edit or change this field, it is **View-only** for all users associated with the Lender.

7.23 **User/Primary Contact as an actor can click on 'Add New' tab to add a new record to the database. Execution of this tab will, clear all the fields (blank), for the user to add new information to them.**

7.24 User as an actor can click on '**Edit**' tab to edit information pertaining to the records. User will have to select a record from the list, to edit it.

7.25 User as an actor clicks on **'Save'** tab to save all the changes (or new added record) made on this interface

7.26 **User as an actor can click on 'Cancel' tab to cancel all the changes made on this interface**

7.27 **User as an actor can click on 'Delete' tab to delete any particular selected record.**

7.28 User Clicks on 'Exit' tab to exit the program.

7.29 Use Case ends.

8. **Alternate Flow:**

There is no alternate flow, based on the User logged-in the system, the security roles vary, and every user has different levels of interaction with the program, on this interface for the Lender.

9. **Special Requirements**:

9.1 **Database Table:**

a. System as an actor lists out all the records pertaining to Address information, only for particular Lender Unit, whose user has logged in the system.

b. User/Lender as an actor can only search for the Address Information records (associated with the particular Lender) from the database table for this Interface.

9.2 **User as Primary Contact:**

a. Edits, View, Adds and Deletes all records in the database pertaining to the particular Lender.

9.3 **User as Employee Contact:**

a. Edits only his/her own information on this interface, but can **View-only** information of all other records in the database for that particular Lender.

b. Does not have the authority to Add or Delete any record.

9.4 **Deleting a Record:**

a. Only Primary Contact as an actor can delete a record.

b. Primary Contact executes the '**Delete**' tab after selecting a record to delete.

c. **System as an actor runs the selected record against 3 files (GovtUnit file, LenderUnit file & Loan file.) in the database to find a match.**

d. If a match so found, system as an actor displays a pop-up message:

Message: **'Cannot delete the selected record; an E-mail has been sent to AgBmp for further review'!**

d.1. User clicks 'Ok' tab, system takes the user back to the Address Interface for the previous successful session (without deleting a file) & e-mails an alert to the MDA, regarding the attempt to delete the file by the User.

e. If a match is not found, system as an actor displays a pop-up message:

Message: **'Are you sure you want to delete'**

e.1 User clicks 'Ok' tab, system deletes the record, the record is no longer visible to the Lender users.

e.2 User clicks 'Cancel' tab, system aborts the session, and navigates the user back to the Address Interface and restores the previous session.

10. Data Definition: (* is Mandatory)

1. Phone: Max 10 characters (*)
2. Ext: Max 4 characters (*)
3. Address Id: Max 4 integers (*)
4. First Name: Max 20 characters (*)
5. Last Name: Max 30 characters (*)
6. Position: Max 60 characters
7. Company: Max 90 characters
8. Address1: Max 30 characters (*)
9. Address2: Max 30 characters
10. Zip: Max 10 characters (*)

11. City: Max 25 characters (*)

12. State: Max 2 characters (*)

13. Fax#: Max 10 characters

14 E-mail Id: Max 150 characters (*)

15. Pay to Company: Max 90 characters

16 Pay to Address1: Max 30 characters

17 Pay to Address2: Max 30 characters

18 Pay to City: Max 25 characters

19 Pay to State: Max 2 characters

20 Pay to Zip: Max 10 characters

21. Fed Tax Id: Max 12 characters

22. State Tax Id: Max 12 characters

23. Vendor Id: Max 10 characters

24. Vendor Location: Max 3 characters

25. Lender multi-contract: Max 6 characters

11. **Business Rules**:

1**.** User can access this Interface, only if the system recognizes log-in credentials for that user.

2. Data pre-populated in the Data fields shall be pertaining and relevant to the User who has logged in.

3. Data pre-populated shall fulfill the data definition requirements.

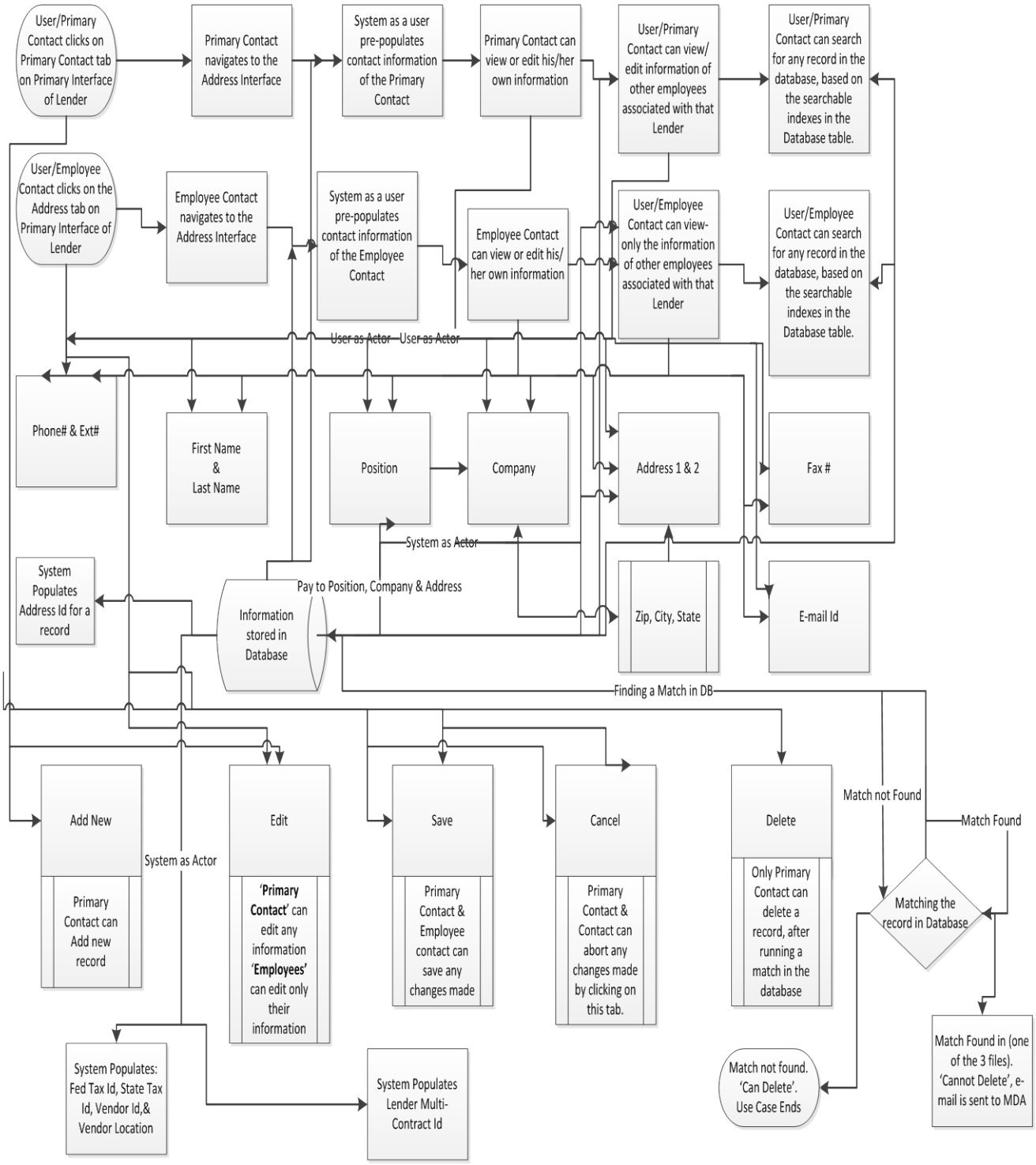
4. **Primary contact can view/edit/add and delete any record associated with the particular Lender**

5. **Employee contact can view and edit only his/her own contact information, Employee contact can view only the information about all other records pertaining to that particular Lender.**

12. **Validation Rule:**

1. **System pops-up alert message, in an attempt to delete a file**.

Work Flow:


User/Primary Contact clicks on Primary Contact tab on Primary Interface of Lender
Primary Contact navigates to the Address Interface
System as a user pre-populates contact information of the Primary Contact
Primary Contact can view or edit his/her own information
User/Primary Contact can view/ edit information of other employees associated with that Lender
User/Primary Contact can search for any record in the database, based on the searchable indexes in the Database table.
User/Employee Contact clicks on the Address tab on Primary Interface of Lender
Employee Contact navigates to the Address Interface
System as a user pre-populates contact information of the Employee Contact
Employee Contact can view or edit his/ her own information
User/Employee Contact can view-only the information of other employees associated with that Lender
User/Employee Contact can search for any record in the database, based on the searchable indexes in the Database table.
User as Actor
User as Actor
Phone# & Ext#
First Name & Last Name
Position
Company
Address 1 & 2
Fax #
System as Actor
System Populates Address Id for a record
Pay to Position, Company & Address
Information stored in Database
Zip, City, State
E-mail Id
Finding a Match in DB
Add New
Primary Contact can Add new record
System as Actor
Edit
'Primary Contact' can edit any information 'Employees' can edit only their information
Save
Primary Contact & Employee contact can save any changes made
Cancel
Primary Contact & Contact can abort any changes made by clicking on this tab.
Delete
Only Primary Contact can delete a record, after running a match in the database
Match not Found
Match Found
Matching the record in Database
System Populates: Fed Tax Id, State Tax Id, Vendor Id,& Vendor Location
System Populates Lender Multi-Contract Id
Match not found. 'Can Delete'. Use Case Ends
Match Found in (one of the 3 files). 'Cannot Delete', e-mail is sent to MDA

Use Case

19 LENDER LOAN INTERFACE EXISTING/APPROVED LOANS (FRD 10.24)

1. Name: Lender Loan Interface Existing/Approved Loans

2. No: 19

3. Description: Lender/User can look at all the Loans, they have issued for the selected LGU (from the Lender's Primary Interface). User/Lender can look at a Default list of all their loans issued till now for all Counties, if no specific County is selected (from the Lender's Primary Interface) on this Interface.

4. Pre-Condition: User/Lender executes the Loans Tab on its Primary screen.

5. Post-Condition:

5.1 Success end condition: Lenders Successfully opens the List of Loans issued by it: **for a selected county or default every county it works with, the list is sortable and in a Newest to Oldest order.**

5.2 Failure end condition: User cannot see the list of all Loans.

5.3 Minimal Guarantee: No minimal condition in this Use case, User can either successfully access the Interface or cannot (**possible server issues**). User may voluntarily log out and log in again (out of the scope of the system)

6. Trigger: Loans tab has been executed by a Lender/User on Lender's Primary Screen.

7. Basic Flow:

7.1 User/Lender selects an LGU from the Primary Interface, to view Loan history with that particular selected LGU

7.2 User/Lender can view the List of all the Loans, it has issued till now, with every LGU it works with.

7.3 User executes the Loans Tab from Lender's Primary Screen.

7.4 System displays the name of Lender who has signed in the system with **Unique ID and Password** in the Organization Name Tab:

7.5 System **calls for and displays the Following Data from the Address File** in the newest to oldest format:

1. Borrower's Name: LastName, FirstName format.
2. Category: Category of Loan
3. Money from the state: Money given to the Lender
4. Money from Local Account: Money Lender already has in it's A/C
5. Status:
    1. Incomplete
    2. County Approved
    3. Lender Acceptance
    4. Funds Requested
    5. AgBMP Approved

6. AgBMP Paid

(System matches the different dates in the database to display pertaining status).

6. LGU Name:

7.6 The List is sortable by double clicking on the particular column

7.7 Lender can select any entry, but cannot change it: Read only format.

7.8 Lender hits the **Edit tab** to edit any information.

7.9 User hits **Reports tab** to come to the Reports Interface.

7.10 User hits the '**Lender**' tab to return back to the Lender's Primary Interface.

7.10 Use Case Ends

8. Alternate Flow:

8.1 Wrong or Invalid information: User changes any information on this **Interface table**. (see business rule, error message)

9. Data definition:

9.1 Organization Name**:** (Max Characters- 90)

9.2 Last Name: (Max Characters-30, A-Z)

9.3 First Name: (Max Characters-20, A-Z)

9.4 Category: (Max Charaters-15)

9.5 Money From State: Numeric (12,2)

9.6 Money from Local Account: Numeric (12,2)

9.7 Status:

1. Incomplete: (Max Characters-15)
2. County Approved: (Max Characters-15)
3. Lender Acceptance: (Max Characters-15)
4. Funds Requested: (Max Characters-15)
5. AgBMP Approved: (Max Characters-15)
6. AgBMP Paid: (Max Characters-15)

9.8 LGU Name: (Max Characters- 90)

10. Business Rule:

10.1 The system shall retrieve the data from Address File in the same order as listed for columns

10.2 The default order is newest to oldest

10.3 Data pre-populated in the Data fields shall be pertaining and relevant to the User who has logged in.

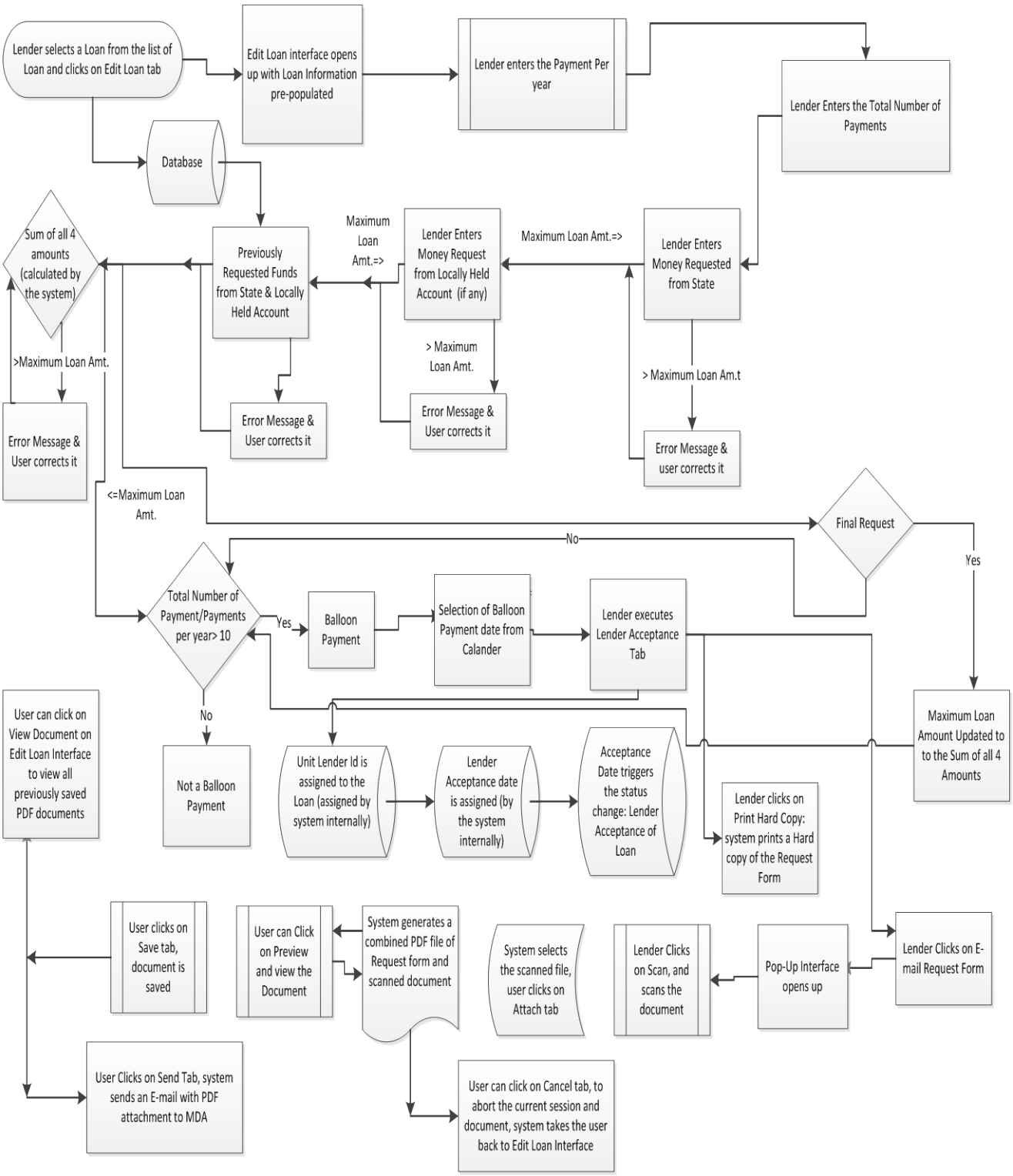
10.4 Data pre-populated shall fulfill the data definition requirements.

11. Validation Rule:

11.1 User cannot change any information on this Interface; this interface is **View-Only**

11.2 User cannot click on any data field, except executing the '**tabs**' on this Interface.

12. Work Flow


Lender selects a Loan from the list of Loan and clicks on Edit Loan tab
Edit Loan interface opens up with Loan Information pre-populated
Lender enters the Payment Per year
Lender Enters the Total Number of Payments
Database
Sum of all 4 amounts (calculated by the system)
Previously Requested Funds from State & Locally Held Account
Maximum Loan Amt.=>
Lender Enters Money Request from Locally Held Account (if any)
Maximum Loan Amt.=>
Lender Enters Money Requested from State
>Maximum Loan Amt.
> Maximum Loan Amt.
> Maximum Loan Am.t
Error Message & User corrects it
Error Message & User corrects it
Error Message & User corrects it
Error Message & user corrects it
<=Maximum Loan Amt.
Final Request
No
Yes
Total Number of Payment/Payments per year> 10
Yes
Balloon Payment
Selection of Balloon Payment date from Calander
Lender executes Lender Acceptance Tab
No
Not a Balloon Payment
Unit Lender Id is assigned to the Loan (assigned by system internally)
Lender Acceptance date is assigned (by the system internally)
Acceptance Date triggers the status change: Lender Acceptance of Loan
Lender clicks on Print Hard Copy: system prints a Hard copy of the Request Form
Maximum Loan Amount Updated to to the Sum of all 4 Amounts
User can click on View Document on Edit Loan Interface to view all previously saved PDF documents
User clicks on Save tab, document is saved
User can Click on Preview and view the Document
System generates a combined PDF file of Request form and scanned document
System selects the scanned file, user clicks on Attach tab
Lender Clicks on Scan, and scans the document
Pop-Up Interface opens up
Lender Clicks on E-mail Request Form
User Clicks on Send Tab, system sends an E-mail with PDF attachment to MDA
User can click on Cancel tab, to abort the current session and document, system takes the user back to Edit Loan Interface

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USE CASE

20 LENDER EDIT LOAN INTERFACE (FRD-10.25)

1. **Name:** Lender Edit Loan Interface

2. **No**.20

3. **Description**: User/Lender navigates to this Interface, after selecting a particular Loan record & clicking on the **Edit Loan tab** from the Loan Information Interface (Loan Interface #1). User/Lender can Edit or View information pertaining to a Loan and perform other Use Case Activities on this Interface

4. **Pre-Condition:** User/Lender selects a Loan Record from the list of Loans, on the Loan Information table and executes/clicks the Edit Loan tab, to navigate to the Edit Loan Interface.

5. **Post Condition**:

5.1 **Success End Condition: User/Lender can successfully view or edit the information pertaining to an Old Loan or a New Loan, respectively after clicking on the Edit Loan Tab from the previous interface (Loan Information Interface)**

5.2 **Failure Condition**: User cannot access the Edit Loan Interface

5.3 **Minimal Guarantee**: No minimal condition in this Use case, User can either successfully access the Interface or cannot (**possible server issues**). User may voluntarily log out and log in again (out of the scope of the system)

6. **Trigger**: Execution of the Edit Loan tab, after selecting a Loan from the Loan Information list.

7 **Basic Flow**:

7.1 User/Lender selects a particular Loan Entry from the List of Loan (Pending/Existing) for that particular Lender.

7.2 User/Lender clicks on the Edit Loan tab (on the Loan Information Interface) to navigate to the Edit Loan Interface

7.3 Fields on the Edit Loan Interface will be pre-populated by the preliminary Information about the Loan.

7.4. User/Lender enters/views the Payments Per Year (for the particular Loan under review) in the adjacent text field.

7.5 User/Lender enters/views the Total Number of Payments (for the particular Loan under review) in the adjacent text field.

7.6 User/Lender enters/views the Money Requested from State (for the particular Loan under review) in the adjacent text field.

7.7 User/Lender enters/views the Money from Locally held Account (for the particular Loan under review) in the adjacent text field.

7.8 System will populate the Previously Requested Funds from State (by adding all previous requested funds from State) in the adjacent text field.

7.9 System will populate the Previously Requested Funds from Locally Held Account (by adding all previous requested funds from locally held account) in the adjacent text field.

7.10 User/Lender checks the 'Final Request' check box, based on the requirement (out of the scope of the system).

7.11 Triggered by the check box, System adds up all the amounts in Money Requested from State, Money Requested from Locally Held Account, Previously Requested Funds from State & Previously Requested Funds from Locally Held Account.

7.12 System updates Maximum Loan Amount, text field with the Added Result of previous step.

7.13 System automatically triggers the radio button as a 'Yes' or 'No' for Balloon Payment, based on the Logical Calculation: (Total Number of Payments/Number of Payments per Year)>10, then Yes or else No.

7.14 **User/Lender** enters the date when for the Balloon Payment. User selects this date from a **calendar feature** (to be provided on this Interface).

7.15 **User/Lender clicks on the Lender Acceptance of Borrower:**

System as a User does following:

1. assigns a Unit Lender Id to the Loan from the database

2. assign an Acceptance Date to the Loan, in the database.

3. Changes the Status of the Loan from 'LGU Approval' to 'Lender Acceptance'

4. Change the Tab from 'Lender Acceptance of Loan' to 'Reject Loan'

7.16 User clicks on 'Print Hard Copy', to trigger the system to print a copy of the Request Form.

7.17 User/Lender clicks on the 'E-mail Request Form', to trigger the system to e-mail the 'Request Form' to MDA internal staff.

7.18 User/Lender clicks on the 'View Document' after saving it (the 'Request Form')

7.19 **User/Lender clicks on the 'Reject Loan' tab (if required) following the execution of 'Lender Acceptance of Loan' tab, system does the opposite of step 1 to 4 (7.15) given above & e-mails an alert about the Rejection of Loan to MDA internal staff**.

7.20 Use Case Ends

8. **Alternate Flow**:

8.1 User cannot select or enter any information on this Page.

8.2 System doesn't update all the pertinent fields (pre-populate), with the existing Loan Information, if the user is attempting to View or Edit information about them.

8.3 Possible server/system issues (out of the scope of the system), user has to voluntarily log-off and log-in again, to restore back to a successful session. (out of the scope of the system).

9. **Special Requirements**:

9.1 **Money Requested**: **From State and/or Locally Held Account**

&

Previously Requested Funds: From State and/or Locally Held Account:

a. User/Lender enters an amount in '**Money Requested from State'** which is <= '**Maximum Loan Amount'**

b. User/Lender enters an amount in '**Money Requested from Locally Held Account'** which is **<=** '**Maximum Loan Amount'**

c. **Previously Requested Funds (from State and Locally Held Account) must be <= 'Maximum Loan Amount'**

d. Sum of all four amounts must be <= **'Maximum Loan Amount'**

e. System displays error message if above given conditions are not true.

Message: '**Entered Amount(s) Exceed Maximum Loan Amount'**

d. User clicks 'Ok' tab on the pop-up box, and resumes from step 7.6 or 7.7 (given above)

9.2 **Final Request:**

a. User/Lender checks this box, system displays a pop-up alert:

Message: **'Is this the Final Request for Funds'**

b. **User Clicks 'Ok', system goes to step 7.11 (given above), User clicks 'Cancel', system takes the User to the previously restored session, without checking the box.**

9.3 **Reject Loan**:

a. User/Lender clicks on the 'Reject Loan' tab, system displays a pop-up alert:

Message: '**Do you wish to Reject this Loan'**

b. **User Clicks 'Ok', system follows 7.19 (given above), User clicks 'Cancel', and system takes the User to the previously restored session (7.15), without rejecting the Loan**

9.4 **Email Request Form**:

a. User clicks on this tab, system displays a Pop-Up Interface.

a.1 **Scan Bill/Invoice**: User/Lender clicks on this tab on the Pop-up Interface, system connects users station to a default scanner.

a.2 System locates the location of the recently scanned document (bill) and displays it in the 'File Location' field.

a.3 User clicks can click on the '**Browse**' tab to manually find the scanned file, select the file, it displays in the 'File Location' field adjacent to the 'Browse' tab.

a.4 **User clicks on the 'Attach' tab, system attaches the scanned document to the 'Request Form' (with all the fields on it) and makes a PDF document of both the documents.**

a.5 **User clicks can click on the 'Preview' tab to view the PDF document.**

a.6 User clicks on the **'Save'** tab to save the PDF document.

a.7 **User clicks on the 'Send' tab system sends the PDF file as an attachment to the E-mail to MDA Internal Users**.

a.7 User can click on the **'Cancel'** tab to cancel the current session, system takes the user to Edit Loan Interface (previously restored session), and deletes the PDF file (if it is not saved yet).

10. Data Definitions: (* is Mandatory Field)

1. Payment Per Year: Max 4 Integers (*)
2. Total Number of Payments: Max 4 Integers (*)
3. Money Requested from State: Max (12,2) Number (*)
4. Money Requested from Locally Held Account: Max (12,2) Number (*)

5. Previously Request Funds from State: Max (12,2) Number
6. Previously Requested Funds from Locally Held Account: Max (12,2) Number
7. Balloon Payment Date: Max 8 Data (*)

11. **Business Rules:**

1. User can access this Interface, only if the system recognizes log-in credentials for that user.
2. Data pre-populated in the Data fields shall be pertaining and relevant to the User who has logged in.
3. Data pre-populated shall fulfill the data definition requirements

12. **Validation Rule:**

1. All the Mandatory fields have to be filled.
2. **User/Lender has to comply with all the special requirements (given above) in order to complete a successful interaction with the System on this Interface.**
3. **Failure to do so, system displays Error Messages respectively (see special requirements).**

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Use Case

21 LENDER VERIFICATION OF ACCOUNT BALANCE (FRD-10.26)

1. **Name:** Lender Verification of Account Balance

2. **No**: 21

3. **Description:** This interface (Data input interface), allows the Lender, to enter the following information:

   a. **Balance owed AgBMP Program (State of MN) (as of 01-Jul-xx):**

   b. **Disbursements from AgBMP (State of MN) to Lender (01-Jul-xx to 30-Jun-xx: Fiscal Year):**

   c. **Repayments from Lender to AgBMP (State of MN) (01-Jul-xx to 30-Jun-xx: Fiscal Year):**

   d. **Ending Balance owed AgBMP (State of MN) as of 30-Jun-xx (Total Obligation to AgBMP Loan Program):** and reconcile the information with the AgBMP records. Lender/User will submit the Verification of Account Balance, form to AgBMP Database, by clicking on Submit, after completing all the required information. MDA will receive this form and store it in the Database.

4. **Pre-Condition**: User is able to successfully navigate to this interface, and perform the required tasks

5. **Post Condition:**

   5.1 **Success End Condition:** User can successfully navigate to this interface, enter all required information and submit the form. System as actor successfully pre-populates all required fields with pertinent data, associated with the particular Lender.

   5.2 **Failure end condition:** User cannot navigate to this interface, the link does not appear on Lender's Primary Interface, system does not pre-populate the right information or User cannot submit the Verification of Account Balance form, possible system failure.

   5.3 **Minimal end condition**: System logs how far it got.

6. **Trigger:** Lender clicks on the link, on it's Primary interface (The link is available to the Lender user, once every year for a specific duration) and navigates to the Verification of Account Balance interface.

7. **Basic Flow:**

   7.1 System as actor displays a live link on Lender's Primary interface, triggered on July month of every year (once a year, for a specific time).

   7.2 User as actor, clicks on the link and navigates to the Verification of Account Balance interface.

   7.3 System as actor pre-populates the top section of this interface, with Boiler-Plate content (given in requirements).

   7.4 **System as actor, calculates pre-populates the following fields with pertinent information for the Lender/User, under the AgBMP Records column:**

   - Balance owed AgBMP Program (State of MN) (as of 01-Jul-xx):
   - Disbursements from AgBMP (State of MN) to Lender (01-Jul-xx to 30-Jun-xx: Fiscal Year):
   - Repayments from Lender to AgBMP (State of MN) (01-Jul-xx to 30-Jun-xx: Fiscal Year):

- Ending Balance owed AgBMP (State of MN) as of 30-Jun-xx (Total Obligation to AgBMP Loan Program):

7.5 **Lender/User as actor enters, information (amount) in these respective first 3 fields (given above, 7.4) under the Lender Records column. System as actor calculates the 4th field i.e. the sum total of all amounts entered by Lender User in the above given 3 fields respectively.**

7.6 **Lender/User clicks on 'Same as AgBMP Records' checkbox**, in a condition, **when information** to be entered **by Lender/User** under Lender Records column, is **same as** the system **entered information** for all **above given (7.4) 3 fields**, under **AgBMP Records**.

7.7 If the above given field: **Ending Balance owed AgBMP (State of MN) as of 30-Jun-xx** for **AgBMP Records does not match the Lender Records**, then system displays the **text (entered in this field for Lender Record)** in '**Red' Color**. System displays the **text in Green Color if** the **AgBMP & Lender Records** for this field **match**.

7.7 Lender/User as actor, **checks one or all** the **Check Boxes**, for **Reasons/Comments**, in a **condition when** the **amount in** the above given **field**: **Ending Balance owed AgBMP (State of MN) as of 30-Jun-xx** for both **AgBMP Records and Lender Records do not match**.

Following are the Reasons/Comments with Check Boxes selected by the Lender/User:

- **Borrower Fees was not properly deducted.**
- **Borrower's Outstanding Balance was used, for AgBMP's Outstanding Balance.**
- **Posted Date for Loans spanned end of the year.**
- **Post date for Repayments spanned end of the year.**
- **Others.**

7.8 Lender/User provides a **brief description**, when **Check-Box 'Others'** is selected.

7.9 User Clicks on Loan & Repayments button, system opens a PDF file, with the following tables for Lender/User's review:

- List of New & Revolving loans reported and used in calculation of Account Balance.
- List of New & Revolving loans reported but issued after the selected Report Period.
- List of Repayments used in calculation of Account Balance
- List of Repayments deposited after the selected Report Period.
- List of Pending Loans not yet paid, Not used in calculation of Account Balance.
- Repayment schedule for xxxxxx Bank (Lender Name)- All Branches as of xxxxx.

7.10 Lender/User **closes or minimizes the PDF file, clicks on 'Save' button**, to save the entered information on

7.11 Lender/User Clicks on **'Submit' button** and **submit the Verification of Account Balance form**. System stores the information for that particular Lender in the Database.

8. **Alternate Flow**:

8.1 **Lender/User clicks** on the **'Cancel' button**, **system aborts the current session**, and Lender/User enters the information again.

9. **Data Definitions: (**Fields with **NO (*) are system generated).**

1. Balance owed AgBMP Program (State of MN) (as of 01-Jul-xx) **AgBMP Records: Max (12,2) numbers.**

2. Balance owed AgBMP Program (State of MN) (as of 01-Jul-xx) **Lender Records: Max (12,2) numbers (*).**

3**.** Disbursements from AgBMP (State of MN) to Lender (01-Jul-xx to 30-Jun-xx: Fiscal Year) **AgBMP Records**: **Max (12,2) numbers.**

4**.** Disbursements from AgBMP (State of MN) to Lender (01-Jul-xx to 30-Jun-xx: Fiscal Year) **Lender Records**: **Max (12,2) numbers (*).**

5. Repayments from Lender to AgBMP (State of MN) (01-Jul-xx to 30-Jun-xx: Fiscal Year) **AgBMP Records: Max (12,2) numbers.**

6. Repayments from Lender to AgBMP (State of MN) (01-Jul-xx to 30-Jun-xx: Fiscal Year) **Lender Records: Max (12,2) numbers (*).**

7. Ending Balance owed AgBMP (State of MN) as of 30-Jun-xx (Total Obligation to AgBMP Loan Program) **AgBMP & Lender records**: **Max (12,2) numbers.**

8. **Please Specify (Text Box): Max 1024 characters** (* **Mandatory**, **if Lender/User checks 'Others' Check-Box**).

10**. Business Rules:**

1. If the difference between **Ending Balance owed AgBMP (State of MN) as of 30-Jun-xx,** for both AgBMP Records and Lender Records is <100, then system does not prompt the Lender/User to provide one or multiple Reasons/Comments. System allows the Lender/User to proceed with the submission successfully, in the absence of Reasons/Comments.

2. System generates the Link to the Verification of Account Balance interface, starting July 1 on each and send automated e-mails to all Lenders, addressing the Submission of this form, following the generated link.

3. The Link, disappears, post submission of the Form, by the Lender/User, from their respective Primary Interface.

11. **Validation Rule:**

1. All Mandatory fields have to be filled.

2. System should comply with above mentioned Business Rules.

3. System shall comply with all the alternate requirements.

4. System shall prompt messages when required (given below).

12. **Pop- Up Message:**

When **Ending Balance owed AgBMP (State of MN) as of 30-Jun-xx,** for both **AgBMP Records** and **Lender Records** is >100.

Submission of Form, without selecting Reasons/Comments: **'Please select a Reason/Comment for Submission'**.

Submission of Form: **'Are you sure, you want to Submit'**.

Use Case

22 MDA INTERNAL USER PRIMARY INTERFACE (FRD-10.28)

1. **Name**: MDA Internal User Primary Interface

2. **No.**: 22

3. **Description:** MDA/User navigates its Primary Interface, post logging-in the system. This interface shall display the information pertaining to a particular LGU (selected by the User). MDA/User as an actor to the system will perform set of tasks on this interface.

4. **Pre-Condition**: MDA/User navigates to this interface, post logging-in the system. System displays information pertaining to a particular LGU (either pre-selected in the previous session by the MDA/User or selected in the current session). All buttons will be enabled and executable on this interface.

5. **Post Condition**:

5.1 **Success End Condition**: MDA/User can successfully navigate to this interface, post logging in the system. User can execute any given buttons on this interface, and navigate to their respective interfaces in the system. User can also view budget information for the particular LGU, selected by the User/MDA from the drop-down field on this interface.

5.2 **Failure End-Condition**: MDA/User cannot perform the above given (success end condition) function, on this interface as an actor.

5.3 **Minimal Guarantee**: MDA/User cannot navigate to the Primary Interface or cannot perform desired actions on this interface. User is logged off the system.

6. **Trigger**: **User enters the correct log-in credentials (as a MDA user), and clicks on the 'LOGIN' tab.**

7**. Basic Flow:**

7.1 User/MDA log-in the system, post clicking on the 'Log-in' button, and navigates to this interface.

7.2 User/MDA selects an LGU from the **Organization Name- drop-down field on this interface.**

7.3 System as an actor pre-populates all the **fields** and **Proposed Budget table (see Use Case LGU Primary Interface, Basic Flow: 7.7, 7.8, 7.9, 7.12)** on this interface, with information pertaining to the particular LGU, selected by MDA/User on this interface.

7.4 **User/MDA navigates to the Address Interface, post clicking on Primary Contact and/or Authorized Rep. button on this interface, to edit, delete or assign either or both of them.**

7.5 Execution of 'LGU' button on this interface, will navigate the User/MDA to LGU interface, which is similar to Lender Primary Interface, except on this interface, system will show the List of LGUs a particular Lender works with (see requirements).

7.6 Execution of **'Address' button** on this interface, will navigate the User/MDA to the **Address Interface**, with the information of Primary Contact for the LGU pre-populated.

7.7 Execution of **'Allocations' button** on this interface, will navigate the User/MDA to the **'Allocations' interface**.

7.8. **User clicks on the 'Help' tab** to navigate to the help interface (to view instructions regarding User's interaction with AgBMP Program.)

7.9 **User clicks on 'Log-Out' tab**, to log out of the Program (entirely).

7.10 Use case ends.

8. **Alternate Flow:**

8.1 **System doesn't recognize the User:** Primary Interface for the MDA/User does not open, if the User is not recognized by the system:

a. User Enters correct log-in information, system recognizes the User as a MDA user

b. User can now access the Primary Interface.

c. Steps 7.2-7.10 can now be followed.

9. **Special Requirements**:

9.1. **Primary Contact tab**: on the interface, will navigate the User to **Address interface**, **where MDA/User can only Assign a Primary Contact**, to **edit, add or delete**, an existing record, User/MDA will click on **'Address' button** on this interface, to navigate to the Address Interface.

9.2 **Authorized Rep. tab**: on the interface, will navigate the User to **Address interface**, **where MDA/User can only Assign a Authorized Rep.**, to **edit, add or delete**, an existing record, User/MDA will click on **'Address' button** on this interface, to navigate to the Address Interface.

10. **Data Definition**:

See: **Use Case LGU Primary Interface: Data Definitions**

11**. Business Rule:**

1**.** User can access this Interface, only if the system recognizes log-in credentials for that user.

2. Data pre-populated in the Data fields shall be pertaining and relevant to the User who has logged in.

3. Data pre-populated shall fulfill the data definition requirements.

12. **Validation Rule**:

1. Proposed Budget Table is View-only.

2. All the Mandatory fields have to be filled.

USE CASE

23 MDA INTERNAL USER ADDRESS INTERFACE (FRD-10.29)

1. Name: MDA Internal User Address Interface

2. No.: 23

3. **Description:** MDA/User navigates to Address Interface, to View/Edit Address Information for all data records associated with that particular LGU. MDA/User performs certain actions on this Interface as an Actor.

4. **Pre-Condition**: **MDA/User clicks on Address button**, on its Primary Interface and navigates to the Address interface, for the particular LGU (whose information is on MDA's Primary Interface).

5. Post Condition:

5.1 **Success end-condition**: User can successfully enter the respective **Address Interface** (for LGU) and can access all the **'features'** available to the User (who has logged-in the system) on this Interface.

5.2 **Failure end-Condition**: User cannot proceed to the **Address Interface**, after clicking on the Address tab on MDA/User's Primary Interface, or User cannot perform required actions as actor on this interface.

5.3 **Minimal Guarantee**: User is logged-out of the system. System logs how far the session was active.

6. **Trigger: MDA/User clicks on Address button on its Primary Interface.**

7. **Basic Flow**:

7.1 MDA/User clicks on 'Address' button on it's Primary Interface and navigates to the Address Interface, for that particular LGU, selected on MDA's Primary Interface by MDA/User.

7.2 System as actor, pre-populates the information pertaining to the LGU (Primary Contact of LGU).

7.3 System as an actor retrieves all the records pertaining to that particular LGU, and displays it in a sortable order in the 'Database Table'.

7.4 User as an actor enters the name of any person in the 'Enter Name to Find' (progressive search field), which the user wants to find in the database records.

7.5 **User changes the searching criteria (given above in step 7.4) by 'double clicking' on any of the index in the Database table (given in 7.5)**

7.7 **MDA/User as actor enters/views/edits the following fields** for a new record or an existing record associated with that particular LGU:

1. **Phone# & Ext.#**
2. **Fax#**
3. **First Name and Last Name**
4. **E-mail Id**
5. **Position**
6. **Company**
7. **Address (Line 1 and Line 2), Zip, City, State**

7.8 MDA/User as actor clicks on the **'Reports' tab to navigate to the Reports Interface**, for a selected record.

7.9 System as an actor populates the LGU multi-contract field. MDA/User can edit this field.

7.10. MDA/User **clicks on 'Add New' button to Add new contact** information for the LGU.

7.11 MDA/User **clicks on 'Edit' button to edit existing contact** information for the LGU.

7.12 MDA/User clicks on **'Save' button to save all the current changes** made.

7.13 MDA/User clicks on **'Exit' or 'Back'** tab to exit the Program or go the Previous Interface, respectively..

7.14 Use Case Ends.

8. **Alternate Flow:**

8.1 **User as an actor can click on 'Cancel' tab to cancel all the changes made on this interface, steps 7.7 and onwards are followed.**.

8.2 **User as an actor can click on 'Delete' tab to delete any particular selected record, steps 7.7 and onwards are followed.**.

9. Special Requirements:

9.1 **Database Table:**

a. System as an actor lists out all the records pertaining to Address information, only for particular LGU, for the MDA/User, logged in the system.

b. User/LGU as an actor can only search for the Address Information records (associated with the particular LGU) from the database table for this Interface.

9.2 **MDA/User as actor:**

a. Has **Maximum Security Rights to Add, Edit or Delete any record** for a particular LGU.

9.3 Deleting a Record:

Deleting a Record:

a. MDA/User can Delete, any record based on the following steps (given below b. to e.2):

b. **System as an actor runs the selected record against 3 files (LGUUnit file, LenUnit file & Loan file.) in the database to find a match.**

c. If a match so found, system as an actor displays a pop-up message:

Message: **'Cannot delete the selected record; an E-mail has been sent to AgBmp for further review'!**

c.1. User clicks 'Ok' tab, system takes the user back to the Address Interface for the previous successful session (without deleting a file) & e-mails an alert to the MDA, regarding the attempt to delete the file by the User.

d. If a match is not found, system as an actor displays a pop-up message:

Message: **'Are you sure you want to delete'**

d.1 User clicks 'Ok' tab, system deletes the record, the record is no longer visible to the LGU users.

d.2 User clicks 'Cancel' tab, system aborts the session, and navigates the user back to the Address Interface and restores the previous session.

10. **Data Definition**: (* is Mandatory)

1. Phone: Max 10 characters (*)

2. Ext: Max 4 characters (*)

3. Address Id: Max 4 integers (*)

4. First Name: Max 20 characters (*)

5. Last Name: Max 30 characters (*)

6. Position: Max 60 characters

7. Company: Max 90 characters

8. Address1: Max 30 characters (*)

9. Address2: Max 30 characters

10. Zip: Max 10 characters (*)

11. City: Max 25 characters (*)

12. State: Max 2 characters (*)

13. Fax#: Max 10 characters

14 E-mail Id: Max 150 characters (*)

15. LGU multi-contract: Max 6 characters

11. **Business Rules:**

1. MDA/User has Maximum Role Based Security to Add, Edit or Delete any Record on this Interface.
2. User can access this Interface, only if the system recognizes log-in credentials for that user.
3. Data pre-populated shall fulfill the data definition requirements.
4. All Mandatory (*) Fields are required.

12**. Validation Rule:**

1. **System pops-up Alert Message, in an attempt to Delete a File** (see Special Requirements).

Use Case

24 MDA ASSIGNING/DELETING AUTHORIZED REPRESENTITIVE FOR LGU (FRD-10.31)

1. **Name:** MDA Assigning/Deleting Authorized Representative for LGU

2. **No:** 24

3. **Description:** User/MDA navigates to the Address interface, post execution of the Authorized Rep. button on MDA's Primary Interface. User/MDA will select the entry from the database records (for the LGU) on the Address Interface and execute the 'Assign' button. The system will update the Authorized Rep. information with the new one.

4. **Pre-Condition:** User/MDA receives Resolution Report from the LGU (out of the scope of the system). User/MDA 'Assign' the new Authorized Representative, by executing the Assign button on the Address Interface. System updates the Authorized Representative's record database with the new record.

5. **Post Condition:**

5.1 Success end Condition: User/MDA can successfully assign a new Authorized Representative (and system updates it).

5.2 **Failure End Condition**: User/MDA cannot assign a new **Authorized Rep**.

5.3 **Minimal Guarantee Condition:** User/MDA shall be able to assign a new Authorized Representative, by manually entering the Information in the system.

6. **Trigger:** MDA receive the report from LGU (out of the scope of the system). User/MDA clicks on the Authorized Rep. tab on its Primary Interface.

7. **Basic Flow:**

7.1 User/MDA executes the Authorized Rep. tab on its Primary Interface.

7.2 System will guide the User/MDA to the Address Interface.

7.3 All the fields on the Address Interface will be pre-populated with the contact information for the LGU and the Primary Contact.

7.4 User/MDA can select the record from the table which is approved by the LGU to be assigned as the new Authorized Representative.

7.5 Post selection of the record from the database table by the User/MDA, the system shall pre-populate the fields with the information of the record selected from the database table.

7.6 **Post selection of the record from the database table, MDA/User will execute the 'Assign' button on the Address Interface. (**MDA shall have the authority to edit any information for this record, before assigning it, if required).

7.7 System will update the Authorized Rep. records associated with the particular LGU, with the new Authorized Representative's information.

7.8 Use case ends.

8. **Alternate Flow:**

8.1 If the User cannot assign a new Authorized Rep. in the system, then the User can enter the Information of the new Authorized Rep. (manually) in the database.

8.2 System will update the database with the information of the newly assigned Authorized Rep.

8.3 Alternate Flow ends.

9. **Special Requirements:**

9.2 **Deleting old record:**

a. In a case where the User is attempting to delete an old record for the Authorized Representative, post assigning a new one, the system will match the selected record (for deletion) with the database to check for any other Loan or employee record that is connected to the selected record.

b. System will not allow the user to delete the record in such a case. System shall trigger a pop-up message

'Cannot delete the selected record'.

c. User clicks on the 'Ok' tab and system navigates the user back to the Address Interface.

d. If a match is not found, system as an actor displays a pop-up message:

Message: **'Are you sure you want to delete'**

e. User clicks on the 'Ok' tab and system deletes the record and navigates the user back to Address Interface.

10. **Data Definition: (* is Mandatory)**

1. Phone: Max 10 characters (*)
2. Ext: Max 4 characters (*)
3. Address Id: Max 4 integers (*)
4. First Name: Max 20 characters (*)
5. Last Name: Max 30 characters (*)
6. Position: Max 60 characters
7. Company: Max 90 characters
8. Address1: Max 30 characters (*)
9. Address2: Max 30 characters
10. Zip: Max 10 characters (*)
11. City: Max 25 characters (*)
12. State: Max 2 characters (*)
13. Fax#: Max 10 characters

14 E-mail Id: Max 150 characters (*)

11. Business Rule:

1. User can access this Interface, only if the system recognizes log-in credentials for that user.

2. User/MDA cannot delete an old Authorized Rep. if:

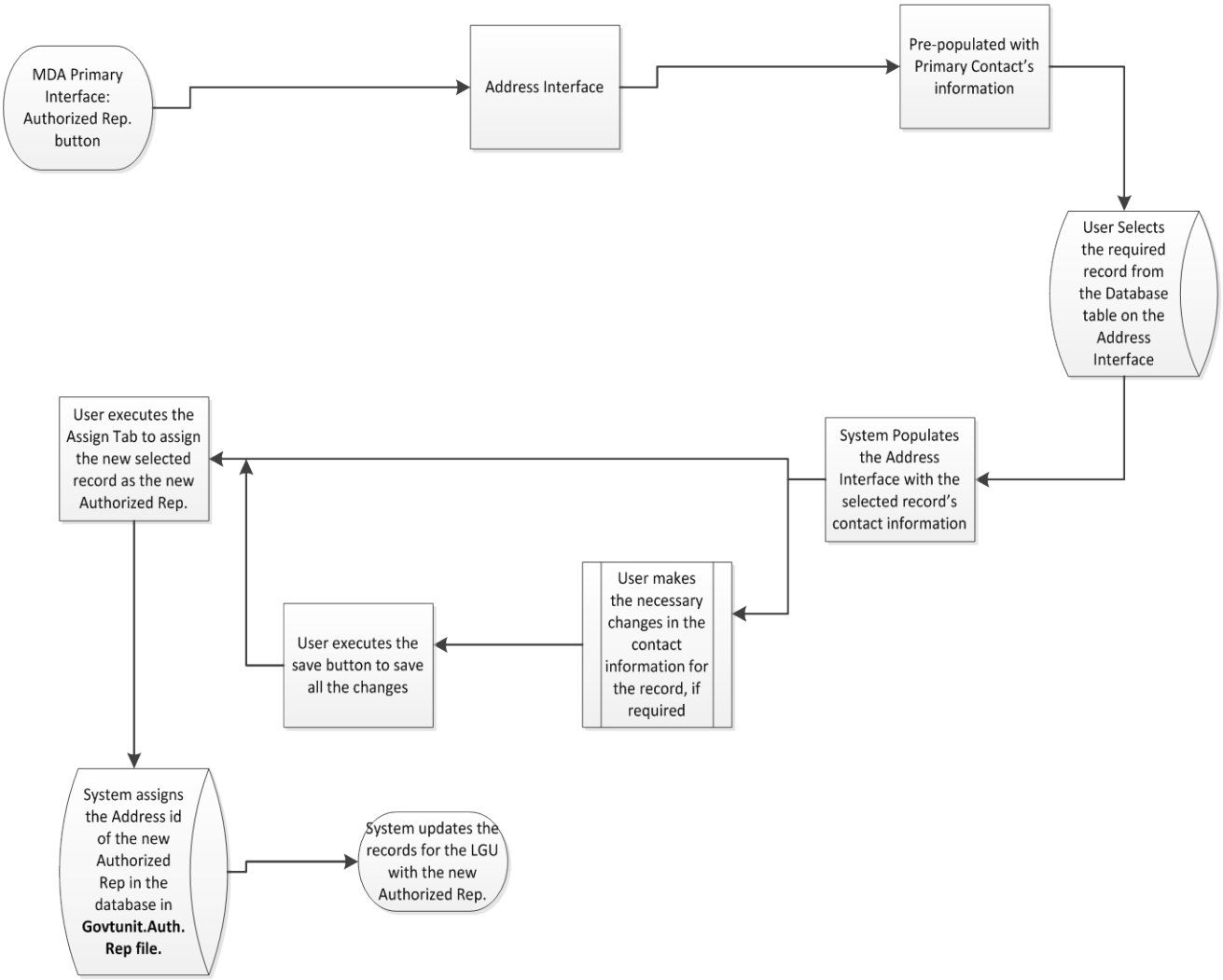
a. The record is associated with any other information in the system (system will not permit deletion).

b. The New Authorized Rep. hasn't been officially assigned by the MDA.

12. Validation Rule:

1. System pops up a message in an attempt made to delete a record (which is associated with some other file in the database).

13. Work Flow:



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USE CASE

25 MDA LENDER INTERFACE (FRD-10.33)

1. Name: MDA Lender Interface.

2. No.: 25

3. **Description**: MDA/User navigates to Lender' Primary Interface, post execution of 'Lender', button on it's (MDA's) Primary Interface. MDA/User can Add, Edit, Remove Lender Records, view Lender contact information and navigate to the List of Loans Interface (Loan Interface-1) to view the list all Loans, issued by that particular Lender, whose information is currently under review by MDA/User.

4**. Pre-condition**: MDA/User executes **'Lender'** button on it's Primary interface, and navigates to the Lender's Primary Interface.

5**. Post-Condition**:

5.1 **Success end condition**: User can successfully enter the respective Primary Interface (for Lender) and can access all the '**Tab features'** available on this Interface.

5.2 **Failure end Condition**: MDA/User cannot navigate to Lender' Primary Interface, or not perform required tasks on this Interface.

5.3 **Minimal Guarantee**: User is logged-out of the system post multiple attempts. System logs how far it got.

6. **Trigger**: **MDA/User executes 'Lender' tab on it's Primary Interface and navigates to Lender's Primary Interface.**

7. **Basic Flow:**

7.1 MDA/User navigates to this interface, post execution of 'Lender' button, on MDA's Primary Interface.

7.2 System as actor pre-populates all the information pertaining to the Lender **(which is the first Lender in the List of Lender, given on LGU interface, explained in 'Use Case- MDA on LGU Interface')**, selected by MDA/User**.**

7.3 MDA/User can view the List of Lenders **associated with the particular LGU (selected by MDA/User on MDA's Primary Interface or LGU Interface) under the Lender Name List.**

7.4 User can **execute the 'Add Lender' drop-down list, to view the list of all the Lenders**

7.5 **User can find a Lender record from the Drop-Down list, by entering 'Key-Letters' of the Name, system will filter out the results based on the recognition of the 'Key Letters' (Progressive Search Functionality)**

7.9 User can select any entry (to show up in the 'LGU Name' list) from the drop-down list, with a mouse click.

7.10 User can **execute the 'Add LGU' button to trigger a system- generated, E-mail from the User's device:** requesting MDA to add it's association with a particular LGU **(**after selecting it from the **LGU Name list)**.

7.11 User can **execute the 'Remove LGU' button to trigger a system- generated, E-mail from the User's device:** requesting MDA to remove it's association with a particular LGU **(**after selecting it from the **LGU Name list)**.

7.12 Lender/User (Primary or Employee contact) **navigate to Address interface,** to view, edit their respective Contact Information **post, execution of 'Address' button on this interface**.

7.13 User can **execute the 'LGU Information' button to access the Address Interface for information pertaining to a particular LGU (selected from the 'LGU Name' list)**, from the Lender's primary interface.

7.14 User **executes the 'Loans' button (see Use case-'Lender Loan info Table') to access the Loan Interface**, from the **Lender's primary interface**.

7.15 User can **execute the 'Help' button (see Use case-Help) to access the Help Interface**, from the **Lender's primary interface**.

8. **Alternate Flow**:

8.1. User Enters correct log-in information, system recognizes the User as a Lender user

8.2. User can now access the Primary Interface for that particular Lender, system has recognized it as.

8.3. Steps 7.4-7.13 can now be followed.

8.4. User can **execute the 'Help' button to access the Help Interface**, from the **Lender's primary interface.**

9. **Special Requirements**:

9.1 Add Lender: **User cannot execute the 'Add Lender' button, without selecting a Lender entry from the 'LGU Name' list.**

a. Pop-up Message comes up if User doesn't select an entry:

Message: '**Please Select a Lender to Add'**

b. User clicks 'OK'

c. Steps 7.10 is followed

9.2 **Add Lender: User executes the 'Add Lender' button, with multiple selections**

a. Pop-up Message comes up if User executes '**Add LGU**' tab.

Message: '**Do you wish to Add**'

9.3 Remove Lender: **User cannot execute the 'Remove Lender' button, without selecting a Lender entry from the list.**

a. Pop-up Message comes up if User doesn't select an entry:

Message: '**Please Select a Lender to Remove'**

c. User clicks 'OK'

d. Steps 7.11 is followed

9.4 **Remove Lender: User executes the 'Remove Lender' tab, with multiple selections**

b. Pop-up Message comes up if User executes Remove Lender tab.

Message: '**Do you wish to remove**'

10. **Data Definitions:**

1. **Organization Name:** Max 90 Characters
2. **Primary Contact (field)**: Max 30 Characters
3. **Employee Contact:** Max 30 Characters
4. **LGU Name:** Max 90 Characters

11. **Business Rule:**

1**.** User can access this Interface, only if the system recognizes log-in credentials for that user.

2. Data pre-populated in the Data fields shall be pertaining and relevant to the User who has logged in.
3. Data pre-populated shall fulfill the data definition requirements.

12. **Validation Rule**:

1. User cannot select more than 4 Lenders from the Drop-Down list, at one time.
2. System has to **comply with** all **'Special Requirements'**, mentioned above.

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Use Case

26 MDA LIST OF ALLOCATIONS INTERFACE (FRD-10.36)

1. **Name:** MDA List of Allocations Interface

2. **No**.: 26

3. **Description**: This interface, will display the Allocation details (amounts) for a particular LGU for all the years (including the current year). System shall also display other information like the Allocation ID, Allocation Type and Fund Source etc. MDA/User can **Add, Edit or Delete** any allocation record, by **executing Add, Edit or Delete button** on this interface.

4. **Pre-Condition**: MDA/User clicks on the 'Allocation' button on MDA's Primary Interface and navigates to the Allocation Interface.

5. **Post Condition:**

5.1 **Success End-Condition**: MDA/User can successfully navigate to the Allocation Interface, and perform all functions as an Actor. MDA/User can also Add, Edit or Delete a record successfully.

5.2 **Failure End-Condition**: MDA/User, cannot navigate to the Allocation interface, or cannot perform a successful session as an actor, possible system failure.

5.3 **Minimal Guarantee:** User is logged-off the system after multiple attempts to perform certain functions on the Interface.

6. **Trigger:** MDA/User clicks on the Allocation button.

7. **Basic Flow:**

7.1 MDA/User clicks on the Allocation button on MDA's primary interface, and navigates to the Allocation Interface.

7.2 MDA/User as actor selects the LGU from the Organization Name drop-down field, or System as actor auto-selects the particular LGU, selected by on MDA's Primary Interface.

7.3 System as actor pre-populates all allocation information, pertaining to the particular LGU (selected by User or System itself).

7.4 This interface will have two scrollable tables:

Table 1 has the following indexes: **Approval Date, Entry Date, Allocation Type ID and Allocation Date ID**

Table 2 has the following indexes: **Allocation ID, Category, Amount and Fund Source**.

System as actor, retrieves all the pertaining information for above given indexes from the database, for the selected LGU.

7.5 System places the most recent allocation at the top in Table 1, **this table will display Allocation records only for the Current Year and the Previous Year.**

7.6 System as actor will calculate the **sum total of the Amounts given in Table 2 and display it in the bottom most cell in Table 2 under the Amount Column.**

7.7 User Clicks on 'Add record' and adds a new allocation record for the LGU.

7.8 User Clicks on 'Transfer Loans', system transfers all the Loans associated with the previous allocation for the LGU to the new, recently added Allocation record (by the user).

7.9 User exits of goes back one interface, post performing desired actions on this interface (as an actor).

7.10 Use Case Ends.

8. Alternate Requirements:

8.1 Add Record Interface:

8.1.1 MDA/User clicks on **'Add record'** button and navigates to the Add Record interface.

8.1.2 User selects the Allocation type (from the list of Allocation types) from the drop-down field on this interface.

8.1.3 **System pre-populates the current date in 'Date' field. User can change the date by clicking on the calendar button and selecting an appropriate date from the drop-down calendar function.**

8.1.4 This **interface has one Table with the following indexes: Category (category of the allocation amount), and Allocated (allocated amount).**

8.1.5 System as actor will display all the allocations made for all available categories for the particular LGU.

8.1.6 User clicks on **'Add Category'**, and navigates to **Add category interface**:

8.1.6.1 User selects a category from the Category drop-down list.

8.1.6.2. **User clicks on 'Add category' post selecting the category from drop-down list and system navigates the User back to the Add record interface, user resumes from 8.6.**

8.1.7 User enters new information for the recently added category, or the User can also change the existing record, by clicking on the particular cell in the table.

8.1.8 User enters the Amount for Allocation

8.1.9 System displays the Original Total Amount for Allocation, and calculates the Current Total Amount based on the recent amount added or changes.

8.1.10 System calculates the net amount (difference) between the Original and the Current Amount.

8.1.11 User can select a record from the table and **click on 'Delete Category Entry' button.**

8.1.12 User **clicks on 'Ok' after step 8.7 and navigates back to the 'Add Record' interface.**

8.1.13 Alternate flow ends, **use case resumes from step 7.7 given above.**

8.2 Edit Record Interface:

8.2.1 User clicks on 'Edit Record' button on Allocation interface, and navigates to Edit Record Interface.

8.2.2 User performs the same actions on this interface as on Add Record interface; only the User will not 'Add' any new record on this interface.

8.2.3 User clicks on any record in the given table and 'Edit' it.

8.2.4 User can select a record and execute 'Delete record' button, to remove that record.

8.2.5. User clicks on 'Ok' button post editing, and navigates back to Allocation interface, system as actor saves all the changes made.

8.2.6 Alternate flow ends, **use case resumes from step 7.7 given above**

8.3 Delete Record:

8.3.1 User selects a record from Table 1 and clicks on **'Delete record'** button on Allocation interface.

8.3.2 System displays a pop-up message.

8.3.3 **User clicks on 'OK' button, system deletes the record and User navigates back to the Allocation interface.**

8.3.4 **User can click on 'Cancel' button on the pop-up interface**, system aborts the current session (does not delete) and user navigates back to Allocation Interface.

8.3.5 Alternate flow ends, **use case resumes from step 7.7 given above**

9. Data Definition: (Fields with **NO (*) are system generated).**

1. Organization Name: Max 90 Characters

2. **Approval Date**: Max 8 characters

3. Entry Date: Max 8 characters

4. Allocation Type ID: Max 4 Integers

5. Allocation Date ID: Max 6 integers

6. Allocation ID: Max 6 integers

7. Category: Max 50 characters

8. Amount: Max (12,2) numbers

9. Current Date: Max 8 characters

10. New Date: Max 8 characters

11. **Fund:** Max 30 characters

Add, Edit and Delete record interface:

12. Date: Max 8 characters

13. Approval Date: Max 8 characters

14. Original Total Amount: Max (12,2) numbers

15. Current Total Amount: Max (12,2) numbers

16. Allocation Type: Max 20 characters (*)

17. Allocated: Max (12,2) numbers (*)

18. Net Change: Max (12,2) numbers (*)

10. Business Rules:

1. An LGU cannot have more than 1 Pending Amendment on the Allocation Interface.

2. Recent Allocation should be listed at the top in Table-1 and corresponding distribution of allocation, based on categories in Table-2.

3. There should only be one Allocation Type ID # 2 for an year, for a particular LGU.

4. Allocation Date ID is always a unique number.

5. A category and corresponding allocated amount, for a particular allocation, cannot be deleted, if it has a loan attached to it. The ones with no loans attached can be deleted if required.

11. Validation Rule:

1. All Mandatory fields have to be filled.
2. System should comply with above mentioned Business Rules.
3. System shall comply with all the alternate requirements.
4. **System shall prompt an error message, when a record is triggered for deletion**.

12. Error Message(s):

1. **Delete a Record: 'Do you wish to delete the selected record'**
2. **Delete a Record: 'Selected record cannot be deleted'**
3. **Mandatory fields (*) cannot be left blank.**