

**Functional Design Document**

Prepared for

**[Payroll]**

Project

**[File Active Bank File]**

FDD #

**CCAF\_FDD\_0001]**

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**Description of Deliverable**

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| **Description of Deliverable:** **Functional Requirements Document**  The requirements specification for the application. | | | |
| **Department Manager Sign-Off** (To be signed off by team member upon completion) | | | |
| Name | Date | | Signature |
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| **Team Sign-Off** (To be signed off by team leader only when deliverable has been satisfactorily completed and quality is acceptable) | | | |
| Name | | Date | Signature |
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# Introduction

The functional requirements document is the starting point of the solution and system development and is a collaborative effort between all business and technology stakeholders.

The functional requirements document defines ‘what’ the user needs. It is not intended to specify how the needs are to be met. The ‘how’ will be worked out in the Complete System Configuration Document and in the Design Phase.

## Business Requirements

Business require to encrypt bank file before sending to ANZ without human intervention. Therefore, ESS will export encrypted file which then use secure file transfer (SFTP) to ANZ portal.

Transactive manual upload has already been set up for Coca-Cola Amatil (Fiji) Pte Ltd for domestic payments & overseas vendor payments for one- offs as well as EFT payment. Technically, the system has been developed but will require confidentiality set ups for payroll.

Parameter set up will require to be done as the payroll file sent will be deemed authorized and approved from the Linksoft payroll system, hence straight released for payments (host-to-host).

This project will be done in conjunction with ANZ Bank & Edge Business Solution.

# Fileactive Bank File

## Fileactive Bank File

### ***2.1.1 Introduction***

Currently in CCAF the bank file is emailed directly to bank using Diskpay. Encrypted file is sent with Payroll Officer in CC to the bank officials for release of salaries/wages.

As per new requirement, encrypted bank file needs to be directly uploaded to ANZ portal through a host-to -host Fileactive payment option.

UAT testing for the set ups will take 6 weeks duration.

### ***2.1.2 Edge Business Solution***

ESS to be configured to encrypt bank file as per ANZ requirement and exported to local folder.

Digital signatures to be setup for bank file approval process along with approval workflow.

### ***2.1.3 ANZ Bank***

- ANZ bank to whitelist UAT and PROD Payroll Server IP.

- ANZ to provide folder path along with credentials for SFTP for File Upload

- Once File is uploaded to portal, a PDF document to be emailed to designated emails/folder as response files after the release of payments.

There will be minimal 3 rounds of testing

* + 1st and 2nd round testing done by Edge Business and ANZ
  + Final SFTP to be tested by CCA

### ***2.1.4*** ***Coca-Cola Amatil (Fiji) Pte Ltd***

* A folder to be created on payroll server (UAT and PROD). Encrypted file will be saved into that folder through ESS once bank file is ready to be sent.
* Configure SFTP on Payroll server and provide keys to ANZ for File transfer
* Setup automated task schedule to execute File transfer to ANZ portal/drive
* Setup restriction access to folder in payroll server.
* Encrypted File to be deleted from local folder once uploaded to ANZ portal.
* Payroll team to monitor the Encrypted files and task schedules- they will have read access over files sent downstream.

***2.1.5 File format of Payroll File***

* There will be batch indicator & confidential indicator on the file format sent from CCAFiji downstream to ANZ portal.
* There will be a fixed length file format sent downstream.
* ANZ bank will set up a separate folder for receive of OTR for host to host integration of payroll files.

***2.1.6 Payroll File Runs***

* Monthly
* Weekly
* Ad-hoc

# Bank File Approval

## Bank File Approval

### ***3.1.1 Introduction***

Pay values must be approved before the pay in LinkSOFT can be updated and sent to the bank.

Current process is that the Payroll Officer generates the “pay edit report” and gets it signed by the authorized signatories before updating the pay and sending the diskpay file to ANZ bank.

New requirement is that CCA Fiji wants to automate the current manual process.

### ***3.1.2 Process Proposal***

1. Once the payroll officer has completed the pay creation, he should be able to set the status of the pay for "Approval".
2. The pay files become non-editable. No changes should be allowed after the payment has been marked for "Approval".
3. Here an email can be sent to the approver with all required reports. The email alert will be sent with the "Pay Summary and Pay Edit" reports.
4. The approver should be able to approve the pay values from the email. The approver will be able to approve or reject using an embedded link in the email. Approver should be able to add a reason for rejection.
5. Once approval is done, an email notification is sent to Payroll Officer that pay has been approved.
6. Payroll officer can then only update pay & run the bank file to be sent to the bank.
7. 2.1.4 kicks in after step 6 of 3.1.2 is completed.
8. Pay is closed once all essential steps are completed by Payroll Officer.

### ***3.1.3 Required Reports***

The below required reports must be emailed to the authorized signatories once Payroll Officer submits pay for approval.

* 1. Pay summary report
  2. Pay edit report

***3.1.4 Approval Delegation***

CCAF would also require the below options:

1. To be able to control delegation and reassign authority of approvals, that is escalation if one approver is away and not accessing email embedded approval link and reports.
2. Creator & approver cannot be the same person: Eg, *Person B* can be a back up to *Person A*. *Person B* and *Person C* are authorized approvers of payroll. If *Person A* creates Pay, it can be approved by *Person B*. But If *Person B* creates the pay it needs to be approved by *Person C* regardless that *Person B* is an authorized signatory.
3. If the pay is rejected, the Payroll Officer should be able to edit and resend for approval.
4. If the pay is approved, there needs to be a provision that:
   1. Payroll Officer is unable to make any changes to the approved pay
   2. If changes are required, then Payroll Officer needs to request for change which goes through the approval workflow, after which, if approved, the pay becomes editable & previous approval voided. Payroll officer will need to redo 3.1.2
      1. The change request approval/rejection email should be as below:
         1. The change request for pay run ID ABC dated 31/01/2021 has been approved. Add the approver comment in the next line.
         2. The change request for pay run ID ABC dated 31/01/2021 has been rejected. Add the approver comment in the next line.