



*Enterprise Services Center  
Center of Excellence  
for Financial Management Systems*

## **Delphi Standard System and Value-Added Functionality**



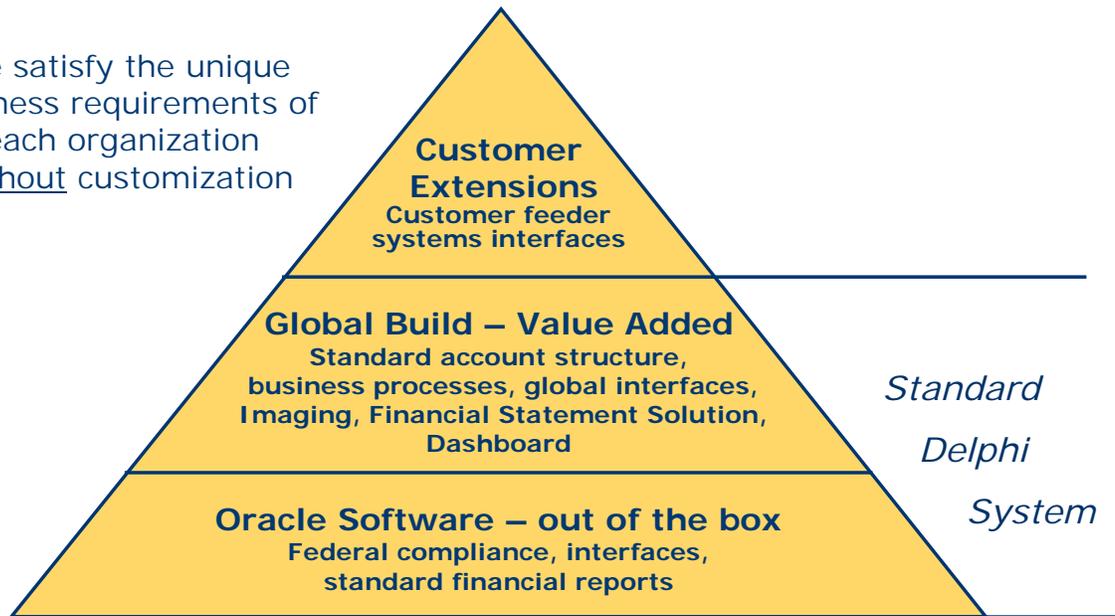
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# Introduction

This document describes the products and services that are included in the Delphi standard system package, which includes the Oracle standard design functionality and the Enterprise Services Center value-added features. The following pyramid illustrates the layers in the Delphi system design. The bottom two layers (out of the box and value-added) are included in the standard Delphi system design. Optionally, elements in the top layer can be added as required.

We satisfy the unique business requirements of each organization without customization



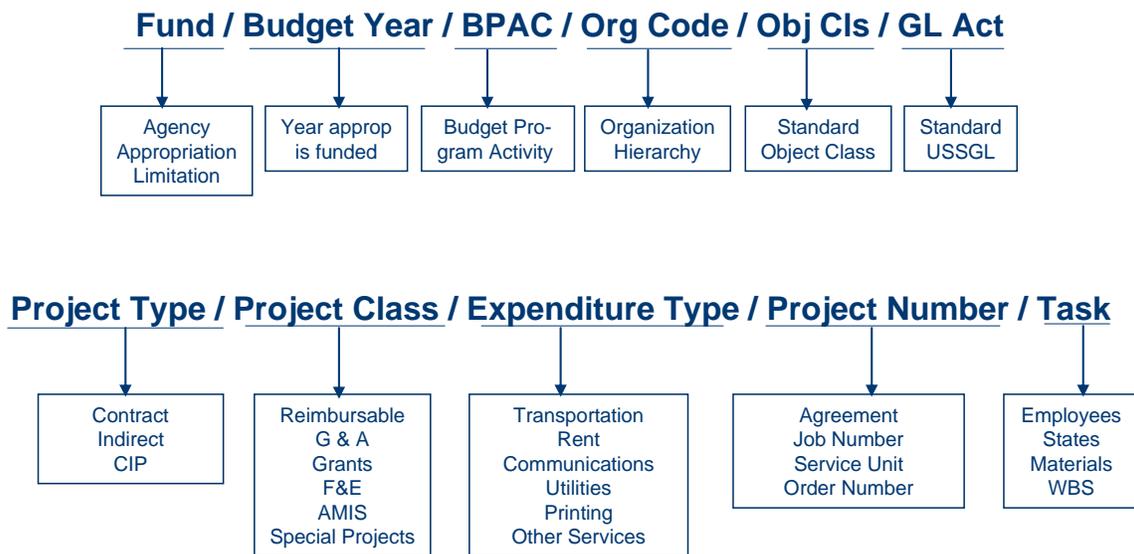
# Standard Delphi System Configuration

The ESC will implement a separate, complete and identifiable distinct set of books using the standard configuration of Delphi (Oracle Federal Financials), which is Joint Financial Management Improvement Program (JFMIP) compliant. ESC will provide redundant access to Delphi.

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## ESC Global Accounting Flexfield

The following chart illustrates the ESC standard Accounting Flexfield. A description of each segment is provided below. The structure of the standard Project Accounting Flexfield is included.



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## Federal General Ledger Module

The following functionality is included in the standard configuration of the General Ledger:

- U.S. Standard General Ledger;
- Budget execution, for entry of allocations and cascading down;
- Fund tracking and fund usage at the allotment level;
- Standard general ledger reports;
- Status of funds reports in the familiar terms of Commitments, Obligations and Expenditures;
- Financial reporting
  - FMS 224,
  - SF 133,
  - Financial Statements – Financial statements produced directly from the core system,
  - Balance Sheet,
  - Statement of Net Cost,
  - Statement of Budgetary Resources;
- FACTS I and II.

## Federal Purchasing Module

The following functionality is included in the standard configuration of Purchasing:

- Centralized entry/modification of vendor data;
- Obligations interface – an application programming interface (API) and a multi-functional interface to enter purchase orders, grants, and contracts created in external systems. This interface can also be used to adjust and cancel purchase orders, and convert purchase orders from the legacy system;
- Requisitions interface;
- Requisitions;
- Purchase orders;
- Travel obligations;
- Standard purchasing reports.

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## Federal Accounts Payable Module

The following functionality is included in the standard configuration of Accounts Payable:

- Purchase order matching;
- Vendor Invoices
  - Purchases,
  - Travel payments,
  - Clearing payments;
- Invoice Distributions;
- Interface Government credit card systems transactions;
- Interface travel system transactions;
- Interface GSA Supply and Motor pool transactions;
- Travel advance offset;
- Inbound interface from U.S. Treasury for verification of bank information;
- Interface to U.S. Treasury for bulk transmission of payments;
- Standard accounts payable reports;
- Commercial off-the-shelf (COTS) invoice imaging software that fully integrates with Delphi. Invoices are scanned into the system and placed in queues for the appropriate personnel to approve, create, and pay online invoices. This allows for significant improvement in managing and processing documents.

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## Federal Accounts Receivable Module

The following functionality is included in the standard configuration of Accounts Receivable:

- Entry/modification of customer data;
- Accounts receivable invoice creation (billings);
- Multi-fund accounts receivable;
- Miscellaneous collections;
- Inbound collections interface;
- Standard accounts receivable reports.

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## Project Accounting Module

The following functionality is included in the standard configuration of Project Accounting:

- Project Costing:
  - Ability to define projects, work breakdown structures, and budgets
    - Enter projects and tasks,
    - Define chargeability control to limit charges to projects/tasks;
  - Record and report costs against projects
    - Track committed costs of requisitions, purchase orders and supplier invoices,
    - Report project status online and in reports;
  - Integrate with Purchasing, Payables, General Ledger and Assets to account for costs
    - Interface costs between other applications while maintaining a detail audit trail,

- Collect construction in process (CIP) costs and interface asset costs when asset is ready to be in service;
  - Standard Project Accounting Reports;
- Project Billing:
  - Ability to define revenue and invoicing rules
    - Enter project customers and contacts with whom negotiated and contracted work,
    - Enter agreements (contracts) from customers and fund projects;
  - Record and report revenue against projects
    - Generate Revenue,
    - Create Invoices from detail transactions and milestones for online approval by project or accounting managers,
    - Report project revenue, invoice, and receivables status online and in reports;
  - Integrate with Receivables
    - Interface revenue to General Ledger and invoices to receivables while maintaining a detail audit trail;
  - Standard Project Accounting Reports.

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## Fixed Assets Module

The following functionality is included in the standard configuration of Fixed Assets:

- Receive asset lines from payables, for Capital, CIP (Construction in Process), and Expensed assets;
- Receive asset lines from projects for capitalized construction projects;
- Automated monthly depreciation and depreciation projections;
- Can be recorded by bar code numbers for easy asset inventory reconciliation;
- Accommodates full or partial retirements;
- Records all asset transactions, and interfaces them to General Ledger;
- View detailed transaction history of an asset;
- Maintenance of assets can be scheduled and tracked;
- Accommodates leased assets, records payment schedules for leases, as well as amortization schedules;
- Interface to Accounts Payable for lease payments;
- Warranty information can be tracked for assets;
- Standard Fixed Asset reports.

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## Payroll

The following payroll functionality is included in the standard configuration:

- Payroll Interface
  - National Business Center (NBC) Federal Payroll and Personnel System (DOI FPPS),
  - National Finance Center (NFC) payroll system;
- Time and Attendance – An integrated T & A system on a single entry process sends a direct feed to the DOI FPPS. Data is entered via one screen for T&A and Labor Distribution.

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## Reporting

In addition to the core reports provided Federal Financials products, the following are provided:

- Over 300 custom reports;
- A data warehouse that uses Oracle's embedded data warehouse technology; enabling users to produce large volume reports and queries without affecting the response time of the production system;
- The latest versions of COTS reporting tools, such as Discoverer and Oracle Web Reports;
- On-line access to Delphi performance data;
- On-line access to Delphi notifications and accounting operations calendar.

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## Customer Documentation

Complete on-line customer documentation is provided. Documentation is updated monthly and includes the following features:

- Hyperlinked customer procedures and detailed navigation instructions;
- Reference documents;
- Links to download training guides and self-assessment forms;
- Access to policy documents;
- Search helps such as:
  - Quick reference guides,
  - A glossary,
  - Full-text search.

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## Month-end and Year-end

Month-end:

- Closing occurs overnight and is normally finished by 8:00 am ET on the first working day of the new month;
- Monthly financial statements directly from the core system;
- FMS224 to U.S. Treasury.

Fiscal Year-end:

- Timing of year-end is adjusted each accounting cycle to correspond with published reporting dates;
- Year-end closing process with the following features
  - Zero out cancelled appropriations,
  - Auto-verify exceptions,
  - Pre-closing trial balance,
  - Post-closing trial balance,
  - Incremental close and carry-forward for auditor adjustments;
- Financial statements directly from the core system;

Calendar Year-end:

- Transmission of IRS 1099 data to the Internal Revenue Service (IRS);
- Generation of IRS Form 1099 for mailing.

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## Customer Support Tool

On-line access to a customer support help desk tool with the following features:

- Forms to report a problem or issue;
- Reports to track the progress of the problem or issue;
- Forms to record notes and comments as the resolution of the problem or issue progresses;
- Automated customer survey when the resolution is complete.

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## Global Interfaces

- Inbound:
  - Payroll,
  - Third Party Pay,
  - Travel Advance Offset,
  - Credit Card,
  - Collections,
  - Travel,
  - GSA Supply,
  - GSA Motor pool;

- Outbound:
  - Payroll Data,
  - U. S. Treasury Payment Data,
  - IRS 1099 Data;
- Client Side Validation: CSV, also referred to as Web Client and Web Call, allows agencies to verify the accounting entered into an external system is valid in Delphi using real-time validation. This feature reduces the number of invalid accounting code combinations interfaced into Delphi. Therefore rejections and error corrections are significantly reduced. At this time GovTrip and US Bank Access Online are connected to Delphi with CSV.

## Delphi Value-Added Functionality

Description	Standard Oracle Functionality	Added Value
Financial Statements per OMB Form and Content requirements	Oracle Financial Statement System Financial Statements based on FACTS I per set of books are at the summary level only.	<ul style="list-style-type: none"> <li>• Financial Statements can be run at the summary and detail level by Standard General Ledger (SGL) account and by Fund and SGL.</li> <li>• Delphi allows the customer to drill down from financial statement line items in SGL account and by fund to access details from the sub-ledger.</li> <li>• Financial Statements can be run by Report Group, Parent, and Fund.</li> <li>• Value sets accommodate Treasury requirements for proper line reporting on Statement of Budgetary Resources and Statement of Financing.</li> <li>• Delphi can produce consolidated Financial Statements.</li> </ul>
	Does not yet comply with OMB Circular A-136 (A-136 replaces OMB Form and Content).	Does comply with A-136 reporting on Earmarked Funds, Authority type.
	Requires FACTS I to be run again if an adjustment is made in order to reflect the change on statements.	Adjustments are reflected on the Financial Statements without rerunning FACTS I.
	Financial Statements do not meet Intra-governmental Eliminations requirements.	Delphi has the ability to report Intra-Governmental, Intra-Departmental, and Intra-Bureau Eliminations.
	Performance has not been enhanced.	Enhanced performance is suitable for agencies with high transaction volumes.
Government-wide Financial Report System (GFRS) Closing Package	Closing package is not available, but Federal requirement effective fiscal year 2004.	Closing Package uses a combination of automated and manual processes.

Description	Standard Oracle Functionality	Added Value
FACTS I	Oracle produces FACTS I Trial Balance by Fund Group.	<ul style="list-style-type: none"> <li>Delphi produces proprietary Trial Balance with FACTS I attributes by Fund and GL account.</li> <li>Delphi enhanced FACTS I provides vendor and customer details for each Trading Partner Code.</li> <li>Delphi submits bulk transmission to Treasury.</li> </ul>
Budget Execution Module (BEM) Interface	Must use SQL Loader to move the data to the Budget Interface table, which requires knowledge of SQL Loader to perform this task.	Custom forms mirror the Budget Interface tables. This allows the customers to upload data from an Excel spreadsheet to the Budget Interface table (enhancement, <i>not</i> a customization).
FMS 224	Oracle does not have the capability of reporting payments made by Federal Reserve Banks as a negative collection in Section 3 of the FMS 224.	FMS 224 enhanced to correctly report payments made by Federal Reserve Banks as a negative collection in Section 3 of the FMS 224.
	Performance - 12 hours for large agencies, such as the FAA (60,000 employees).	Delphi has improved performance by 85%.
	FMS 224 Interagency Transfers	Delphi has the ability to move collections in Accounts Receivable (AR) module from Section 3 to Section 2.
	FMS 224 Receipt Reversals	Delphi verifies Date/Timestamp of AR Receipt Reversals to have the proper FMS 224 effect (Month/Section).
	Oracle produces the FMS 224 report.	Delphi submits bulk transmission to Treasury.
Month-end Close	Oracle provides standard month-end close.	Closing is conducted overnight and is normally finished by 8:00 am ET the next day (or the first working day of the new month).

Description	Standard Oracle Functionality	Added Value
Draft Monthly Financial Statements	Draft Monthly Financial Statements	Delphi has the ability to produce financial statements on the first working day of the month.
Year-end Process	Carry Forward Process: the year-end requires all the journals generated from prior year-end to be reversed out. You must rerun the Carry Forward Process to reflect the adjustments made after the prior year-end on the Trial Balance.	<ul style="list-style-type: none"> <li>Year-end custom program picks up only the adjustments after the first year-end process; thus saving time and resources.</li> <li>Delphi produces automated Year-end Verification report to ensure all SGL accounts close properly in accordance with Treasury requirements. Since the process is automated, it saves time and resources.</li> </ul>
Accounts Receivable Bills (1080/1081)	Oracle does not provide proper format for printing of Accounts Receivable bills.	Delphi provides proper print format of Accounts Receivable bills.
FACTS II	Oracle produces the FACTS II report.	Delphi submits bulk transmission to Treasury.
IRS 1099	Oracle produces IRS 1099 forms.	Delphi submits bulk transmission to IRS and produces IRS 1099 to send to customers.
Treasury Interface (Used to process and send to Treasury both ACH and paper check payment files.)	Oracle's e-Commerce Gateway produces a flat file for ACH payments.	<ul style="list-style-type: none"> <li>Programs convert the Oracle flat file to an ACH file that meets Treasury requirements. The process merges all of the vendor and employee ACH files into consolidated files.</li> <li>Programs create and merge the paper check files into a single "consolidated" file that is sent to Treasury for processing.</li> </ul>

Description	Standard Oracle Functionality	Added Value
Global Interfaces	Oracle does not provide these interfaces.	<p>Delphi provides the following global interfaces:</p> <ul style="list-style-type: none"> <li>• Payroll processes that accommodate NFC and DOI Payroll Interface;</li> <li>• GSA Supply;</li> <li>• GSA Motor pool;</li> <li>• Procurement Card (US Bank);</li> <li>• GovTrip;</li> <li>• Electronic and Paper Check Interface to Treasury;</li> <li>• Financial Organization Directory (FOD) Interface - monthly download from Treasury of Financial Organization Master File, which is used in Delphi to edit bank routing numbers.</li> </ul>
	Oracle provides a standard API for obligations. It does not allow any upward or downward adjustments.	Delphi provides custom interface for purchase orders and adjustments to Delphi. Custom forms allow a customer to view any errors encountered during transmission and correct data using the Obligation Interface Correction form. This is an indispensable tool when interfacing large volumes of purchase orders from an external system.
	Oracle provides a standard API for requisitions. It does not allow any upward or downward adjustments.	Delphi provides customer interface from external systems requisitions and adjustments to Delphi. Custom forms allow a customer to view any errors encountered during transmission and correct data using the Requisition Interface Correction form. This tool is valuable for processing large numbers of requisitions, as in grant transactions.

Description	Standard Oracle Functionality	Added Value
Payment Schedule (SF 1166)	Oracle produces two payment schedules (one for ACH and one for Check) for six Pay Groups per Set-of-Books. This means a possible 165 payment schedules to reconcile and certify in a two-hour window each day. At a minimum of 15 minutes per payment schedule, it would take 41.25 hours to reconcile and certify 165 payment schedules.	Delphi produces a total of three separate Consolidated payment schedules for all Delphi agencies and pay groups each day. This saves resources to complete reconciliation and certification.
Workflow	AP/PO Document Approval workflows/processes	Delphi provides monitoring of the approval processes to detect errors and ensure completion.
	AP/PO Account Generator workflows/processes	Delphi has created and maintains Account Generator workflows.
Data Extracts	None provided.	Delphi provides data extracts from Delphi to agencies. Extracts are used to edit input file to Delphi.
Password/Access Security	A password must be at least five characters, can extend up to 100 characters, and must be alphanumeric characters ('A' through 'Z', and '0' through '9'). Profile option is set to default to 5 characters.	<ul style="list-style-type: none"> <li>• Password is set to a minimum of 8 characters.</li> <li>• Accounts are deactivated if the initial password is not reset within 30 days.</li> </ul>
	You can use the profile option “Sign on Password Hard to Guess” to set rules for choosing passwords to ensure that they will be “hard to guess.”	<ul style="list-style-type: none"> <li>• Accounts are deactivated if the customer does not access the account within 180 days.</li> <li>• Delphi provides automated program to deactivate Federal employees who have separated.</li> </ul>
Federal Aid to States Report	None provided.	Delphi provides summary and detail report to meet US Census annual reporting requirement for Federal Grants.

Description	Standard Oracle Functionality	Added Value
Additional Reporting	Oracle provides canned application reports. (generic)	Delphi provides: <ul style="list-style-type: none"> <li>• Over 300 custom reports that are specific to the customer's needs;</li> <li>• A real-time view of data for most reports.</li> </ul>
Responsibilities	Each application customer is assigned at least one responsibility. A responsibility determines which application functions a customer can use, which reports and concurrent programs the customer can run, and which data those reports and concurrent programs can access.	Delphi provides over 1500 responsibilities to fit customer business needs.
Additional controls for Sarbanes Oxley compliance	Oracle forms must be customized to provide detailed editing or masking of sensitive data.	Delphi provides masking of Privacy Act (SSN) data and detailed security at the form level to allow customers with small workforce to maintain adequate separation of duties.
Delphi DASHboard	Oracle provides Daily Business Intelligence, Balanced Scorecard and Web Portal modules.	Pushes both financial and program performance metrics to managers' desktops for decision-making.  Also provides drill down capability to the individual transaction level and includes detailed financial performance metrics reported monthly to the Office of Management and Budget (OMB).
Cost Accounting and Labor Distribution		Delphi provides a managerial cost accounting solution for both appropriated and reimbursable funds. In addition, Delphi provides an integrated time and attendance (T&A) and labor distribution system with a single entry, using the web-based Consolidated Automation Solution for Time and Labor Entry (CASTLE) system. The T&A component interfaces directly into the DOI FPPS system.