Centralized Administrative Accounting System (CAATS) Phase III

Requirements Specification Document



Department of Veterans Affairs

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Revision History

Note: The revision history cycle begins once changes or enhancements are requested after the Requirements Specification Document has been baselined.

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1. Introduction

This document provides high level functional requirements for the production releases for CAATS Phase III project that are scheduled for incremental releases over a period of two year (base year and an option year) to national deployment planned completion of the project December of 2017. This document includes the introduction, overall description, applicable standards, interfaces, purchased components, user class characteristeristics, estimation, appendix A(system architecture), and appendix B Acroynn List and Glossary.

1.1. Purpose

The purpose of this document is to give a detailed description of the requirements for the Centralized Administration Accounting Transaction System (CAATS) Phase III new functionality that will be added. . It will explain the purpose and features of the system, the interfaces of the system, what the system will do, the constraints under which it must operate and how the system will react with external systems. This document is intended for both CAATS stakeholders and developers of the system and will be provided to the PMAS Board.

The following are the new modules and / or processes along with the target audience:

1.1.1.1.1. Recertification Accounting Transaction System (RATS) Integration and Modifications

- Design and develop the process to migrate the RATS system into the CAATS infrastructure
- o Target Audience: VBA Finance Center Hines.

• VBMS Interface for Contract Exam Module

- Design and develop the process for CAATS to accept the files from VBMS for the Contract Exam module.
- Target Audience: Compensation Service and regional office Veterans Service Center Employees.

• Archiving Functionality

- o Design and develop process to archive data in the system.
- o Target Audience: All users of CAATS to include VBA regional office finance divisons, Vocational, Rehabilition and Employment (VR&E) Service, and Compensation Service / regional office Veterans Service Center employees.

• Requisition Module for Vocational Rehabilitation and Employment Service (VR&E)

- Design a new requisition module for VR& E to streamline the VA Form 2237 process.
- o Target Audience: VR & E employees who purchase supplies on behalf of Veterans.

• Purchase Card Module for VR&E

- o Design purchase card module /sub modules for VR&E to streamline the purchase card process.
- o Target Audience: VR & E employees who purchase supplies on behalf of Veterans.

• Paralympics Phase III

 Design and develop process for the Paralympics Veterans and the US Olympic Committee coaches to access CAATS to update and verify training data for payment. o Target Audience: US Olympic Committee.

• Processing and Enhancement Module

- o Design module/ sub modules to allow the user to electronically submit processing and/or enhancement requests to the CAATS Administrators.
- o Target Audience: All CAATS users to include VBA Regional office finance divisons, Vocational, Rehabilition and Employment (VR&E) Service, and Compensation Service / regional office Veterans Service Center employees.

• Help Functionality

- o Design and develop the functionality for users to be able to find needed information inside the CAATS system.
- All CAATS users to include VBA regional office finance divisons, Vocational, Rehabilition and Employment (VR&E) Services, and Compensation Service / regional office Veterans Service Center employees.

• New Payment Module for Dignified Burial and Other Veterans' Benefits – NCA only

- o Design a new module that would allow for the payment of caskets and/or burial urns for Dignified Burial and Other Veterans' Benefits NCA only.
- o Target Audience: All NCA users.

1.2. Scope

The CAATS Phase III functionality will be designed to provide additionally functionality for existing modules, add new modules, add help functionality to users, and plan for archiving older data. In providing the new functionality, CAATS will provide more effective centralized accounting and user efficiency. The Phase III specifications do not cover fixes for existing modules. Below are the new modules and or processes that will be added to include the purpose for it.

1.2.1 BN 1 - Recertification Accounting Transaction System (RATS) Integration and Modification

This functionally will automate the current Access database used by the VBA Finance Center – Hines to process funds returned to Veterans or to the proper appropriation.

1.2.2 BN 2 - VBMS Interface for Contract Exam Module

This module will streamline the current medial examination process where VBA employees input examination information directly into CAATS. The Veteran would initiate the request in VBMS, CAATS would receive that file, and CAATS would automatically create the medical examination request based on that initial VBMS input by the Veteran.

1.2.3 BN - 3 Archiving Functionality

This process will take CAATS historical records and store them in a different location in the database so users will not run into duplicate transactions and so CAATS will be in compliance with VA records management policies.

1.2.4 BN 4 - Requisition Module for VR &E

This module will automate the current manual processing of VA Form 2237 for purchase of goods/services on the behalf of Veterans.

1.2.5 BN 5 - Purchase Card Module for VR&E

This module will automate the current manual purchase card process for VR&E.

1.2.6 BN 6 - Paralympics Phase III

This module will steamline the current process of the US Olympic Committee updating and verifying training information for payment to the Veterans. The committee member would be able to go online and provide the necessary status information that would assist in appropriately paying Veterans particulating in the program.

1.2.7 BN 7- Processing and Enhancement Module

This module will automate the manual process of requesting CAATS processing changes and/or enchancements. CAATS users will be able to submit these requests electronically, and track the status of their requests.

1.2.8 BN 8 - Help Functionality

This module will provide, within the CAATS application, helpful processing information to help reduce the number of rejects.

1.2.9 BN 9 - New Payment Module – Diginified Burial and Other Veterans' Benefits – NCA only

This module would automate the payment process for caskets and/or burial urns for Dignified Burial and Other Veterans Benefits.

1.3. References

- 1. 44 U.S.C. § 3541, "Federal Information Security Management Act (FISMA) of 2002"
- 2. Federal Information Processing Standards (FIPS) Publication 140-2, "Security Requirements For Cryptographic Modules"
- 3. FIPS Pub 201, "Personal Identity Verification of Federal Employees and Contractors," March 2006
- 4. 10 U.S.C. § 2224, "Defense Information Assurance Program"
- 5. Software Engineering Institute, Software Acquisition Capability Maturity Modeling (SA CMM) Level 2 procedures and processes
- 6. 5 U.S.C. § 552a, as amended, "The Privacy Act of 1974"

- 7. **42 U.S.C. § 2000d** "Title VI of the Civil Rights Act of 1964"
- 8. Department of Veterans Affairs (VA) Directive 0710, "Personnel Suitability and Security Program," May 18, 2007
- 9. VA Directive 6102, "Internet/Intranet Services," July 15, 2008
- 10. 36 C.F.R. Part 1194 "Electronic and Information Technology Accessibility Standards," July 1, 2003
- 11. OMB Circular A-130, "Management of Federal Information Resources," November 28, 2000
- 12. 32 C.F.R. Part 199, "Civilian Health and Medical Program of the Uniformed Services (CHAMPUS)"
- 13. An Introductory Resource Guide for Implementing the Health Insurance Portability and Accountability Act (HIPAA) Security Rule, October 2008
- 14. Sections 504 and 508 of the Rehabilitation Act (29 U.S.C. § 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220), August 7, 1998
- 15. Homeland Security Presidential Directive (12) (HSPD-12), August 27, 2004
- 16. VA Directive 6500, "Information Security Program," August 4, 2006
- 17. VA Handbook 6500, "Information Security Program," September 18, 2007
- 18. VA Handbook 6500.1, "Electronic Media Sanitization," March 22, 2010
- 19. VA Handbook 6500.2, "Management of Security and Privacy Incidents," June 17, 2008.
- VA Handbook 6500.3, "Certification and Accreditation of VA Information Systems," November 24, 2008.
- 21. VA Handbook, 6500.5, Incorporating Security and Privacy in System Development Lifecycle.
- 22. VA Handbook 6500.6, "Contract Security," March 12, 2010
- 23. Project Management Accountability System (PMAS) portal (reference PWS References Technical Library at https://www.voa.va.gov/)
- 24. OIT ProPath Process Methodology (reference PWS References -Technical Library and ProPath Library links at https://www.voa.va.gov/) NOTE: In the event of a conflict, OIT ProPath takes precedence over other processes or methodologies.
- 25. Technical Reference Model (TRM) (reference at http://www.ea.oit.va.gov/Technology.asp)
- 26. National Institute Standards and Technology (NIST) Special Publications
- 27. VA Directive 6508, VA Privacy Impact Assessment, October 3, 2008
- 28. VA Directive 6300, Records and Information Management, February 26, 2009

2. Overall Description

There is business need to create a web-based system that will allow users at regional offices to input transactions themselves instead of sending those documents to the Administrative and Loan Accounting Center (ALAC) for processing. This assists with the centralization efforts mandated by VBA Central Office.

2.1. Accessibility Specifications

CAATS adheres to 508 Compliance standards and has self-certified that it is compliant with Section 508 of the Rehabilitation Act. CAATS continues to monitor new module development to ensure any additional enhancements will not adversely affect CAATS's current compliance with the provisions of Section 508.

2.2 Business Rules Specification

Business Need (BN)	OWNR Number	Owner Requirement (OWNR)	Priority*			
BN 1: RATS Integr	BN 1: RATS Integration and Modifications					
	1.1	Need the system to be updated to include the RATS modules into the CAATS infrastructure, and include any modification(s) needed to ensure compliance with policy and regulations.	High			
BN 2: VBMS Inter	face for Co	ontract Exam Module				
	2.1	Need to add the ability for CAATS to accept the file from VBMS for the Contract Exam module.	High			
BN 3: Archiving F	unctionalit	y				
	3.1	Need to add the capability to archive data in the system.	Medium			
BN 4: Requisition	Module for	· VR&E Service				
	4.1	Need to design a new requisition module for VR&E Service.	High			
	4.2	Need to ensure this module contains three sub modules entitled: purchase request, establish purchase order, and modify purchase order.	High			
BN 5: Purchase Car	rd Module	for VR&E Service				
	5.1	Need to design module sub modules for the purchase card process for VR&E Service.	High			
	5.2	Need to ensure this module contains 6 sub modules entitled: purchase card order, purchase card receiving, purchase card reconciliation, purchase card reconciliation approval, purchase card setup list, and purchase card reports.				
BN 6: Paralympics Phase III						

Business Need (BN)	OWNR Number	Owner Requirement (OWNR)	Priority*	
	6.1	Need to add the ability for the Paralympics Veterans and the US Olympic Committee coaches to access CAATS to update and verify training data for payment.	High	
BN 7: Processing an	nd Enhance	ement Module		
	7.1	Need to design module sub modules to allow the user to electronically submit processing and/or enhancement requests to the CAATS Administrators.	High	
BN 8: Help Function	nality			
	8.1	Need to add help functionality for users to be able to find information they need inside the system.	High	
BN 9: New Payment Module for Dignified Burial and Other Veterans' Benefits – NCA only				
	9.1	Need to design a new module that would allow for the payment of caskets and/or burial urns for Dignified Burial and Other Veterans' Benefits. This module would be available to NCA only.	High	

2.3 Design Constraints Specification

CAATS will be designed using .NET Framework using Team Foundation Server (TFS) as the development However, it was brought to the CAATS Team's attention that TFS is no longer an approved Technical Resource Module (TRM) development tool for product development. As such and within the next six months, the CAATS Team is planning to migrate to Rational Tools – the approved TRM development tool.

2.4 Disaster Recovery Specification

CAATS is a major application that feeds data into the Financial Management System (FMS) – VA's accounting system of record. Therefore, CAATS follows the same Continuity of Operations Plan (COOP) as does FMS. CAATS is designated as "Routine Support" for disaster recovery. This level of support acquires replacement processing capacity after an AITC disaster declaration. The recovery time objective (RTO) is for CAATS to be operational either when the AITC resumes

regular processing services, or no later than 30 days after a disaster declaration. Data will be restored from the last backup recovery point objective (RPO).

CAATS servers reside within the confines of the AITC, which means CAATS will follow 31 Enterprise Server Shared Infrastruture's COOP plan. Both documents are located at:

 $\underline{http://vaww.oed.portal.va.gov/products/integrated_operating_model/caats/Documents/Forms/AllIte_ms.aspx}$

2.5 Documentation Specifications

For Fiscal Year 2015, CAATS plans to add the following functionality:

• BN 1 - RATS Integration and Modifications

- Need the ability for the system to be updated to include the RATS modules into the CAATS infrastructure, and any modifications needed to ensure compliance with policy and regulations.
- o Documents generated: user guide, system design document., test cases and test results

• BN 2 - VBMS Interface for Contract Exam Module

- o Add the ability for CAATS to accept the file from VBMS for the Contract Exam module.
- o Document generated: user guide.

• BN 3 - Archiving Functionality

- o Need to add the functionality to archive data in the system.
- o Document generated: user guide.

• BN 4 -Requisition Module for VR &E

- o Design a new requisition module for Vocational, Rehabilitation and Employment Service.
- This module will contain three sub modules: purchase request, establish purchase order and modify purchase order.
- o Document generated: user guide.

• BN 5 - Purchase Card Module for VR&E

- o Design module /sub modules for purchase card process for VR&E.
- o This module will contain 6 sub modules: purchase card order, purchase card receiving, purchase card reconciliation, purchase card reconciliation approval, purchase card setup list; and purchase card reports.
- o Document generated: user guide.

• BN 6 - Paralympics Phase III

- o Add the ability for the Paralympics Veterans and the US Olympic Committee coaches to access CAATS to update and verify training data for payment.
- o Document generated: user guide.

• BN 7 - Processing and Enhancement Module

- Design module sub modules to allow users to electronically submit processing and/or enhancement requests to the CAATS Administrators.
- o Document generated: user guide.

• BN 8 - Help Functionality

- o Add the help functionality for users to be able to find needed information within the CAATS application.
- o Documents generated: user guide.

BN 9 - New Payment Module for Dignified Burial and Other Veterans' Benefits – NCA only

- Design a new module that would allow for the payment of casket and/or urn for Dignified Burial and Other Veterans' Benefits – NCA only.
- o Document generated: user guide.

2.6 Functional Specifications

1. BN 1- RATS Integration and Modifications Module

- o Create a user group named "RATS"
- o Create a user profile labeled "RATS Admin"
- o Integrate five RATS sub-modules listed below:

integrate five KATS sub-modules fisted below:						
1. Import/Export	I. Import/Export Module					
	1.1	The system shall contain two import sub modules	High (1)			
	1.2	The system shall contain one export sub module	High (1)			
	Import Su					
	1.1.1	The system shall allow the user to manually import 3 different types of data files containing transaction data that was generated and placed on the local network server by the VA's mainframe system.	High (1)			
	1.1.2	While the import sub modules are in uses, the system shall prevent assignment approval within the TRACKS sub module of the Workload Management module.	High (1)			
	11.3	The system shall allow the user to select one of three files for import.	High (1)			
	1.1.4	The system shall display the most recent 3 files imported for the selected file type.	High (1)			

1.1.5	Based on the selected file type for import, the system shall display all associated files on the local server fitting that criteria.	High (1)
1.1.6	The system shall perform a data validation (Routine Check 1) for transaction records on each imported file and generate a status message when data cannot be validated.	High (1)
1.1.7	The system shall complete routine check 2 for transaction records on each imported file that have not been assigned a status message.	High (1)
1.1.8	For routine check 2, the system shall process transaction by transaction action code A, followed by the B, C, &	High (1)
1.1.9	If the transaction type code = A the system shall either 1) Establish a receivable on an existing payee record or 2) create a new record and establish a new receivable and 3) generate a status message stating transaction record processed or why record can't be	High (1)

		,
1.1.10	If the transaction type code = B, C, or D the system shall 1) locate a matching receivable on an existing payee record and reduce the receivable by the transaction amount and 2) generate a status message stating transaction record processed or why record can't be	High (1)
1.1.11	At the conclusion of routine check 1 & 2 the system shall generate a Preliminary Summary Import Report, which will immediately display and provide a status message for each transaction on the imported file.	High (1)
1.1.12	The system shall allow the user to view the Preliminary Summary Import Report within the import sub module or download the report in PDF, CSV, Excel, or Word format.	High (1)
1.1.13	The system shall allow the use to either choose to abort the file import (no system changes are applied) or continue to process the import (system changes are applied).	High (1)
1.1.14	The system shall save the Preliminary Summary Import Report for future reference within the Reports and Documents Module when the user selects to continue with processing.	High (1)
Export Su	b Module	
1.2.1	The system shall allow the user to export two types of files.	High (1)
1.2.2	While the export sub-module in uses, the system shall prevent assignment approval within the TRACKS sub module of the Workload Management module.	High (1)
1.2.3	Based on the export type selected by the user, the system shall search the pending queue for transaction fitting export type and placed in the queue as of the prior end of business day.	High (1)
	1.1.11 1.1.12 1.1.13 1.1.14 Export Su 1.2.1 1.2.2	the system shall 1) locate a matching receivable on an existing payee record and reduce the receivable by the transaction amount and 2) generate a status message stating transaction record processed or why record can't be 1.1.11 At the conclusion of routine check 1 & 2 the system shall generate a Preliminary Summary Import Report, which will immediately display and provide a status message for each transaction on the imported file. 1.1.12 The system shall allow the user to view the Preliminary Summary Import Report within the import sub module or download the report in PDF, CSV, Excel, or Word format. 1.1.13 The system shall allow the use to either choose to abort the file import (no system changes are applied) or continue to process the import (system changes are applied). 1.1.14 The system shall save the Preliminary Summary Import Report for future reference within the Reports and Documents Module when the user selects to continue with processing. Export Sub Module 1.2.1 The system shall allow the user to export two types of files. 1.2.2 While the export sub-module in uses, the system shall prevent assignment approval within the TRACKS sub module of the Workload Management module. 1.2.3 Based on the export type selected by the user, the system shall search the pending queue for transaction fitting export type and placed in the queue as

	1.2.4	The system shall export identified transaction from the pending queue to a text file that will follow the naming convention based on export file.	High (1)
	1.2.5	The system shall sort the file in order by 1) transaction action code, B, followed by C, then D, then 2) by transaction lot number	High (1)
	1.2.6	The system shall include a batch file header record and batch record header for each transaction action code type B, C, D.	High (1)
	1.2.7	The system shall update the Exported transaction table and associated Payee records.	High (1)
	1.2.8	The system shall generate a report showing records written to file. The system shall display the report within the export sub module and allow the user to download the report in PDF, CSV, Excel, or Word format. The system shall also save the report in the Reports and Document Module for	High (1)
: Workload Mana	agement M	odule	
	2.1	The system shall contain three (3) workload management sub modules: TRACKS. My Work Queue, and Search.	High (1)
	2.1.1 TR	ACKS Sub Module	
	2.1.1.1	The system shall allow users who have either a Manager or Lead system role to create 13 different types of assignments.	High (1)
	2.1.1.2	The system shall allow the user to assign the various assignment types (task for work) to a user who has either the Analyst or Lead role	High (1)
	2.1.1.3	The system shall allow the user to create, edit, cancel, reassign, and approve/disapprove assignments.	High (1)
	2.1.1.4	The system shall assign a due date for each assignment based on the type.	High (1)
	2.1.1.5	The system shall ensure the user approving the assignment is not the same user who was tasked to work the assignment	High (1)
		MANIOTHERM	i

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2.1.1.7	The system shall display various status messages for each active assignment.	High (1)
2.1.1.8	The system shall extract A26 transactions associated with approved assignments to a temporary transaction holding queue until the next manual	High (1)
2.1.1.9	Upon assignment approval, the system shall update the Payee's records with associated A26 transaction information.	High (1)
2.1.1.10	The system shall provide an audit history for each assignment. Assignment history will display the date, time and user for each action taken on the assignment.	High (1)
2.1.1.11	The system shall allow the user to capture all active assignment header information to file.	High (1)
2.1.1.12	The system shall allow the user to capture to file assignment details for selected assignments.	High (1)
2.1.2 My V	Work Queue Sub Module	
21.2.1	The system shall display a summary of all the user's active assignments.	High (1)
2.1.2.2	The system shall update the status of each assignment to reflect where it is in processing.	High (1)
2.1.2.3	For assignment in a non-approved status, the system shall use a color shading method on the status field of each assignment as a visual indicator of an approaching due date.	High (1)
2.1.2.4	The system shall allow the user to capture all active assignment header and detail information to file.	High (1)
2.1.2.5	The system shall restrict what the user is allowed to do when working each assignment based on assignment type. This can include required fields that must be filled out, available forms, or allowed transaction that can be	High (1)
2.1.2.6	The system shall allow the user to submit the assignment for review when they have completed working the assignment	High (1)

			T
2.		The system shall not allow the assignment to be submitted for review unless the assignment details counts and totals = the assignment header	High (1)
2.		The system shall allow the use to add attachment and comments to the assignments.	High (1)
2.	.1.3 Searc	ch Sub Module	
2.	.1.3.1	The system shall allow the user to search the system for either an	High (1)
2.	.1.3.2	assignment or pavee's records. The system shall search for both active (a) and inactive (I) assignments or payee's record	High (1)
2.	.1.3.3	The system shall all allow the user to add comments to either an assignment or record.	High (1)
2.		The system shall allow the user to input parameters for the assignment search = date range, assignment type, assignment number document number	High (1)
2.	.1.3.5	The system shall allow the user to input parameter for the payee record search = SSN/Claim number, payee code.	High (1)
2.	.1.3.6	The system shall display all records or assignments found based on search parameters input by the user.	High (1)
2.		The system shall allow the user to select the assignment or records they wish to view when multiple results are found	High (1)
BN 3: Reports and Do			
_	.1	The system shall have four (4) Reports and Document Module sub modules: Analyst Reports, General Reports, Management Reports, and Templates	High (1)
3.		The system shall open reports within the sub module. The system shall allow the user to export reports in PDF, Excel, or Word Format	High (1)
3.		yst Reports Sub Module	
3.		Report 1: The system shall allow the user to generate a "Approved Assignment – (User)" report	High (1)

3.	.1.1.1a	The system shall produce the report on demand with no retention	High (1)
3.	.1.1.1b	The system shall have the ability for the user to generate reports that will only display approved assignments completed by that user	High (1)
3.	.1.1.1c	The system shall search both active and inactive assignments based on user criteria.	High (1)
3.	.1.1.1d	The system shall allow the user to input report parameters: Assignment (must choose one of the 8 sub fields), date range start and end date (required).	High (1)
3.	.1.1.1e	The system shall open this report will open in a table.	High (1)
3.	.1.1.1f	The system shall allow the user to sort the report by column headers. The system shall insert a hyperlink for each Assignment # so the user can select to view additional details.	High (1)
3.	.1.1.1g	Upon the user's selection, the system shall open the assignment details in a new IE Tab. The system shall allow the user to export the report in PDF, Excel, or word format.	High (1)
3.	.1.1.1h		High (1)
3.	.1.1.2		High (1)
3.	.1.1.2a	The system shall produce the report on demand with no retention	High (1)
3.	.1.1.2b	The system shall only pull approved assignments that are in the active and inactive status for the user creating the report.	High (1)

3.1.1	The system shall allow and require the user to input a start and end date for report parameters. The system shall display assignments approved within the specified data parameters.	High (1)
3.1.1		High (1)
3.1.1		
3.1.1		e
3.1.1	The system shall perform a calculation: a grand total will be given for all assignment types showing how many assignments were completed, how many were not completed on time	High (1)
3.1.2	General Reports Sub Module	
3.1.2		High (1)
3.1.2		High (1)
3.1.2		High (1)

3.1.2.1c	For the import reports, the system will display the details of each transaction from the data text files that are imported in. The system will display status message for each imported transaction.	High (1)
3.1.2.1d	For the export report, the system will display the details of each transaction from the data text files that are exported.	High (1)
3.1.2.2	Report 2: The system shall allow the user to generate a "Data Report (Summary by C/P and EDU")	High (1)
3.1.2.2a	The system shall produce the report on demand with no retention	High (1)
3.1.2.2b	The system will allow the user to select to view either the Detail or Summary report version.	High (1)
	The system shall search for all active records in RATS within the date range provided by the user. The system shall perform a calculation: a separate grand total count and amount will be given for	
3.1.2.3	Report 3: The system shall allow the user to generate a "A26 Transaction Approved Detail Report (Daily Report)	High (1)
3.1.2.3a	The system shall produce the report on demand with no retention	High (1)
3.1.2.3b	The system shall allow the user to import report parameters: report data type, either C&P or EDU, and starting and ending date.	High (1)
3.1.2.3c	The system shall search for A26 transactions based on report parameters provided by the user.	High (1)
3.1.2.3d	The system shall only display transaction that are in the approved status and in the pending transaction holding queue.	High (1)

3	3.1.2.3e	The system shall sort the report by transaction action code. The system shall perform a calculation: a subtotal count & amount will be given for each action type A26A, B, C, & D. A grand total count & amount for all transaction at bottom of report	High (1)
3	3.1.2.4	Report 4: The system shall allow the user to generate a "Report "A26 Receivable Report – Aging (New)"	High (1)
3	3.1.2.4a	The system shall produce the report on demand with no retention	High (1)
3	3.1.2.4b	The system shall allow the user to select to search either C&P & EDU and will choose to view only a summary report, or detail report.	High (1)
3	3.1.2.4c	When the user selected to view the detail report, the system can consolidate both the detail and summary report into one.	High (1)
3	.1.2.4d	The system will only search for active records.	High (1)
3	3.1.2.4e	The system shall display checks with remaining receivable balances.	High (1)
3	3.1.2.4f	The system shall determine the age of receivable based on Check A26A import date.	High (1)
3	3.1.2.4g	The system shall display retrieved data in one of four categories shown in 3.1.2.4i. Within each category, the system will sort the data by Payee SSN/Claim Number, and Payee Code.	High (1)
3	.1.2.4h	For the Summary Report, the system will only show the grand totals for each of the 4 categories referenced in 3.1.2.4i.	High (1)

3.1.2.4i	The system shall show a grand total for each of the below categories, which will be calculated showing total record count and total remaining check Account Receivable (AR) amount. Items less than Three Months Old Items more than three months old, less than six months old Items more than six months old, less than nine months old Items more than nine months old,	High (1)
3.1.2.5	Report 5: The system shall allow the user to generate a "A26 Receivable Report – Zero Balance (DD&CK Print)"	High (1)
3.1.2.5a	The system shall produce the report automatically upon completion of either importing or exporting a file and retain reports for 1 year.	High (1)
3.1.2.5b	The system shall display the same report categories as the aging report but there is one additional category: Receivables where last transaction action against AP was A26B.	High (1)
3.1.2.5c	The system shall allow the user to input report parameters: User will select to search either C&P & EDU and will choose to view only a summary report, or detail report.	High (1)
3.1.2.5d	The system shall consolidate the detail and summary report into one when the user select to view the detail report.	High (1)
3.1.2.5e	The system will search for both active and inactive records that have a zero remaining balance.	High (1)
3.1.2.6	Report 6: The system shall allow the user to generate a "Report Name: Daily Totals by Document Number for Processing Day(DB1184)"	High (1)
3.1.2.6a	The system shall produce the report on demand with no retention	High (1)

		1
3.1.2.6b	The system shall search for A26 transactions that have been submitted for approval and are in the transaction holding queue.	High (1)
3.1.2.6c	The shall allow user to input report parameters: The user is required to input the date and document number. The Report is sorted by document number.	High (1)
3.1.2.6d	The system shall perform a calculation: a grand total count and amount will print for each document.	High (1)
3.1.2.7	Report 7: The system shall allow the user to generate a "Limited Payability Cancellation Report (New Rpt)"	High (1)
3.1.2.7a	The system shall produce the report automatically upon approval of a limited pay assignment within the Workload Management Module and retain reports for a period of 3 Years	High (1)
3.1.2.7b	The system shall generate this report when an LP assignment is approved.	High (1)
3.1.2.7c	The system shall sort the report by benefit type.	High (1)
3.1.2.7d	The system shall perform a calculation: a grand total count and amount will print at the bottom of the report.	High (1)
3.1.2.8	Report 8: The system shall allow the user to generate a "Regional Office Contact List" Report	High (1)
3.1.2.8a	The system shall pull report data from the Regional Offices table that is maintained within the System Administration Module.	High (1)
3.1.3 Man	agement Reports Sub Module	
3.1.3.1	Report 1: The system shall allow the user to generate a "User Assignment Report (New Rpt)"	High (1)
3.1.3.1a	The system shall produce the report on demand with no retention	High (1)
	· ·	1

	1 2 11.	The existence of all mainers of the main and the	High (1)
3	3.1.3.1b	The system shall mirror this report to the Analyst report, but allow the user to view all Analysts or Leads.	High (1)
3			High (1)
3	.1.3.2a	The system shall produce the report on demand with no retention	High (1)
3		The system shall mirror this report to the Analyst report, but the user will be able to view all Analysts or Leads	High (1)
3		Report 3: The system shall allow the user to generate a "Volume of Assignments by type, broken down by month (New Rpt)"	High (1)
3	3.1.3.3a	The system shall produce the report on demand with no retention	High (1)
3	3.1.3.3b	The system shall display visual graphs and a summarized table supporting the Graph	High (1)
3		The system shall allow the user to input report parameters: User will input date range which. The system shall search all approved assignments within the date range.	High (1)
3			High (1)
3			High (1)
3		Report 4: The system shall allow the user to generate a "System Reconciliation Report (New Rpt)"	High (1)

			1
	3.1.3.4a	The system shall produce the report automatically based upon a reconciliation being completed within the Reconciliation module and retain reports for a period of 7 years.	High (1)
	3.1.3.4b	The system shall displays reports generated during the reconciliation process that was manually initiated within the Process Reconciliation sub module of the Reconciliation Module.	High (1)
	3.1.4 Tem	plates Sub Module	
	3.1.4.1	The system shall make available to the user standard templates, such as BDN transaction code sheets and Letters.	High (1)
	3.1.4.2	The system shall only allow the user to modify or input data into certain areas of the template. For example, Payee name and address can be added to the letters.	High (1)
	3.1.4.3	The system shall open the Templates in either PDF, EXCEL, or WORD format.	High (1)
	3.1.4.4	The system shall allow the system administrator to make changes to templates or add new templates within the Template Modification sub-module	High (1)
	3.1.4.5	of the System Administration Module The system shall initially make available 7 templates: •Code Sheet - A26A - C&P •Code Sheet - A26B - C&P •Code Sheet - A26D - C&P •Code Sheet - A26A - EDU •Code Sheet - A26 Generic - EDU •Letter - POC •Letter - Reclaim	High (1)
BN 4: Reconciliation	Module		·
	4.1	The system shall have one sub module called 'Process Reconciliation', within the Reconciliation module.	High (1)
	Process R	econciliation Sub Module	

4.1.1	The system shall allow the users to manually initiate the reconciliation process, which is a comparison of remaining AR balances between the BDN Mainframe system and RATS.	High (1)
4.1.2	The system shall allow the user to browse for the import file.	High (1)
4.1.3	The system shall validate data in the file is in the proper format.	High (1)
4.1.4	The system shall equate each detail line item of the incoming file as representing one payee's check and the remaining AR balance for that individual check. The system shall compare this data against the RATS remaining AR	High (1)
4.1.5	The system shall compare file data against RATS system data and produce a reconciliation report displaying system variances.	High (1)
4.1.6	She system shall produce Reconciliation report categories:: In RATS not BDN: The system shall identify payee records that appear in RATS only In BDN not RATS: The system shall identify payee records that appear in BDN only. Negative Amounts: The system shall identify items that appear in BDN where the Check Amount "amt ck" field displays a negative Amount Differences: The system shall identify payee records where the A/R field in the BDN is not equal to the	High (1)
4.1.7		High (1)

BN 5: System Adminis	stration M	Iodule	
	5.1		High (1)
	5.1.1 Users	s Sub Module	
	5.1.1.1	I	High (1)
4	5.1.1.2		High (1)
	5.1.1.3		High (1)
	5.1.2 Table	es Sub Module	
	5.1.2.1	•Import/Export Path – The system shall allow the administrator to change the directory path of the incoming and outgoing data files	High (1)
	5.1.2.2	•Benefit Programs – The system shall allow the administrator to add new benefit programs and mark benefit program as active or inactive. Can't	High (1)
4	5.1.2.3	The system shall initially be set up with the following benefit programs: 30, 31, 32, 33, 35, 1606, 1607, C&P, REPS	High (1)
	5.1.2.4	•Assignment Diary Dates – The system shall allow the administrator to modify the diary due dates for assignments created within the TRACKS sub Module. The system shall base diary due dates on business days, however the due date can't fall on a weekend or day office is closed.	High (1)

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	allow the administrator to modify the Regional Offices table, which includes the ability to Edit, Add, or delete a	High (1)
5.1.3 Tem	plate Modification Sub Module	
5.1.3.1	The system shall allow the administrator to modify existing templates within the Templates Sub-Module of the reports and documents Modules	High (1)
5.1.3.2	The system shall allow the administrator to upload new templates in PDF, EXCEL, or WORD format	High (1)
5.1.4 Index	x Schedule Sub Module	
5.1.4.1	The system shall allow the user to establish and change record, assignment and standard report index schedules.	High (1)
	The system shall perform an automated scan on the last business day of each month based on the established schedules	High (1)
5.1.4.3	The system shall display the last 12 scan dates for the user.	High (1)
	The system initially set the index schedule for Payee records as follows: Status is based on Last Action Date against the Record • Three years or less = Active (A) • Over three years to seven years = Inactive (I) • Over seven years = Purge (P) *Note: As long as there is an existing receivable balance on the Payee's the indexing will be Active	

5.1.4.5	The system initially set the index schedule for Assignments as follows: Status is based on create date One years or less = Active (A) Over one years to seven years = Inactive (I) Over seven years = Purge (P) The system initially set the index schedule for Standard Reports as follows: Status is based on create date One years or less = Active (A) Over one years to seven years = Inactive (I) Over seven years = Purge (P)	
5 1 5 Syrata	om Cleanum Cub Madula	
5.1.5 Syste 5.1.5.1	The system shall allow the user to have the ability to manually delete all records, assignments and standard reports where the index is set to Purge (P)	High (1)
5.1.5.2	The system shall display the last 3 dates a system cleanup was performed.	High (1)

2. BN 2 - Veterans Benefit Management System (VBMS) Interface for Contract Exam Module

o Add the ability for CAATS to accept the file from VBMS for the Contract Exam module.

3. BN 3 - Archiving Functionality

- o Add the ability for the system to archive transactions that are older than 10 years to avoid duplicate document number sequencing.
- o Users still should view transactions for audit purposes.

4. BN 4 - Design and develop a new CAATS requisition module for VR&E.

- o Create and display three new submodules:
 - Purchase Request

- Establish Purchase Order
- Modify Purchase Order.
- Initiator role shall have the ability to add and delete a request.
 - Approver role shall have the ability to approve/reject purchase requests input by the initiator role.
 - Finance Approver role shall have the ability to approve/reject purchase requests input by the initiator role.
- o All approved purchase requests shall be submitted to the Electronic Contracting Management System (eCMS) for contracting actions.
 - Status of purchase request shall be updated to "Submitted by eCMS".
 - Once eCMS accepts the purchase requests, status of purchase requests shall be updated to "Accepted by eCMS".
- o CAATS shall receive the incoming purchase orders from eCMS in the "Establish purchase order" submodule.
 - Approver role shall be able to approve and delete purchase orders.
 - Finance approver role shall be able to approve and reject purchase orders.
 - All approved purchase orders shall be sent to the Financial Management System (FMS) for further processing.
 - Status of purchase request shall be updated to "PO Received".
 - Status of purchase order shall be updated to "Submitted to FMS".
 - Once FMS accepts the purchase order, status of purchase order shall be updated to "Accepted by FMS status".
- o If initiator role input a purchase request for a modification to an existing contract, CAATS will receive that purchase order in the "Modify Purchase Order" submodule.

5. BN 5 - Design and develop a new CAATS module for purchase card for VR&E.

- o Design and display the functionality for six submodules:
 - Purchase Card Order
 - Purchase Card Receiving
 - Purchase Card Reconciliation
 - Purchase Card Expense Transfer
 - Purchase Card Reconciliation Approval
 - Purchase Card Setup List
 - Purchase Card Reports
- Setup Admin role shall have the ability to input purchase card information for initiator role.
- o Initiator role shall have the ability to create/submit purchase orders using purchase order submodule.
 - Approver shall have the ability to approve/reject purchase orders.
 - Finance approver shall have the ability to approve/reject purchase orders.
- o All approved purchase card orders will not interface into FMS.
- CAATS shall have the ability to receive purchase card charges from the Credit Card System (CCS).
 - Display those charges under the "Purchase Card Reconciliation" screen.

- Once goods/services are received, initiator role shall upload receipt using purchase card receiving submodule.
 - Received Status on purchase order is updated to "Received" in order to allow for reconciliation process.
- o If the purchase card charge is received for the purchase card order and the receiving has been done, the initiator role shall have the ability to reconcile the items.
 - Initiator role is not allowed to reconcile until the received status is updated to either "Received" or "Not able to Receive" status.
 - Status of purchase order shall be updated to "Fully Reconciled".
- o CAATS shall generate an expenditure transfer transaction for any different accounting information on the purchase card order and purchase card charge.
 - Transaction shall be located under the purchase card expense transfer.
 - Status of expenditure transfer transactions shall be "Approved".
 - All approved expenditure transfer transactions will interface into FMS.
- o Approver role shall have the ability to approve the reconciliation using the purchase card reconciliation approval submodule.
 - Status of purchase order shall be updated to "Reconciled Approved".

6. BN 6 - Design and develop Paralympics module for US Olympic Committee

- Using the current external website, create and design a screen for the US Olympic Committee to log into CAATS and confirm the time period for each Veteran participating in the Paralympics program.
- o CAATS's internal website will accept the verification provided the Veteran is listed in CAATS. Based on that information, a payment is created and submitted to FMS.

7. BN 7 - Design and develop module for processing and enhancements request

- o Display and design functionality for one submodule Requests from Stations
- o Need only the initiator role for this module.
- When station selects the submodule, the system will prompt user to select the type of request.
 - Processing Request
 - Included fields module, submodule, issue, steps taken when issue was encountered, is Issue Critical/Work stoppage/ recommendation, telephone number.
 - Enhancement Request
 - Included fields module, submodule, recommendation, how will this enhancement affect the system, how will this enhancement affect the users, when would you like to see this implemented, telephone number.
 - Cosmetic Request
 - Included fields module, submodule, issue, recommendation, telephone number.

- Depending on the type of request depends on what fields will be displayed- see previous bullet.
- o User will be able to electronically submit processing, cosmetic, and/or enhancement requests to the CAATS Administrators.
- o Email notification will be sent to the CAATS Administrators when requests have been submitted.
- o CAATS Administrators will need the ability to update the request as being approved and/or deleted, and will need the ability to add comments.
- System will maintain station number, name, telephone number, and date of each request.
- Once item has been submitted by the initiator, the initiator cannot edit.
- o Need to include transaction status history and action history.

8. BN 8 - Design and develop online help functionality module / sub modules

- o Design and create module named "Help".
 - With the module, have submodules for the 18 modules in CAATS.
 - Each submodule will show a screen markup of each screen to provide helpful hints for input.
 - Each submodule will display the Frequently Asked Questions.

9. BN 9 - New Payment Module for Dignified Burial and Other Veterans' Benefits (National Cemetery Administration (NCA) only)

- Design a new module to allow for the payment of casket and/or burial urn for Dignified Burial and Other Veterans' Benefits.
- o More requirements will be developed as the requirements become defined.

2.7 Graphical User Interface (GUI) Specifications.

The User Interface (UI) layer is primarily dependent on ASP.Net 4.0. Almost all interfaces are exposed via an internal web application. The only exception to this rule is reporting created using SQL Server Reporting Service. The reports, once created, are delivered via the ASP.Net interface. The ASP.Net AJAX framework is also heavily used in the ASP.Net layer to reduce page post backs on heavily accessed pages.

In the UI layer, the Team Foundation System library used has a rich set of UI controls. The controls primarily include extensions to existing controls such as dropdown lists and textboxes. Most extended controls add validation and data-binding to the existing controls so these

operations may happen in a consistent and reproducible manner. In addition, both a page base class and user control base class are available and contain utility and basic navigation methods.	

2.8 Multi-divisional Specifications

CAATS is designed to allow for multiple stations within the VBA domain to input and view data. User roles determine what the user will be able to do / accomplish within the system. For example, with the RATS integration, users at the VBA Finance Center – Hines will be able to access the sytem to perform their daily recertification job duties. This holds true for both VR&E purchase card and requisition modules . These VR&E users are located across the United States, and they will be able to access CAATS and input and view data inside of CAATS for their station and any other station for which they have access. For the Paralympics Phase III process, the goal is to allow US Olympic Committee members external to the VA domain to access CAATS's external website to verify the Paralympian's time in the program – in order to ensure the Paralympian receives the proper payment.

2.9 Performance Specifications

The number of users in CAATS has increased tremendously within this past year. In 2013, CAATS had approximately 2,000 users accessing the system during peak hours from 8am CST to 5pm CST. Currently, there are approximately 5,900 users accessing the system during those same peak hours. With additional modules being added, there is the potential to add an additional 1,000 users. We estimate those users will create approximately 3,000 transactions per day. The system shall respond to user actions in 5 seconds or less in 10% of the attempts, and no more than 10 seconds 95% of the time. The CAATS system will not be available during the times the iterations are being installed – this is normally a two-to-three hour process depending on the complexity of the tasks involved in the iteration. Other then those times, the system should be available to all users 98% of the time. Currently, CAATS is only using 3% of the available CPU space / allocation. This will be verified with the permance test plan.

CAATS also utilizes a Continuous Integration (CI) process in the development environment to ensure a baseline level of quality. CI helps ensure quality by automatically building the entire CAATS code base and running all unit tests each time a developer checks in code to the CAATS source control repository. If a build or unit test failure occurs, all CAATS developers are immediately notified of the failure via an automated messaging system. Performance testing is also conducted on the CAATS application.

2.10 Quality Attributes Specification

The development team will work with the VA's System Quality Assurance Service (SQAS) to ensure individual development iterations have been successfully tested and any failed tests are resolved. The development team will also ensure the system meets all requirements based on VA Certification and Accreditation requirements, including working with the application's hosting department to complete necessary application risk assessments, security plans and contingency documentation. CAATS uses an automated process, which performs the actions listed below each time CAATS performs a build. The resulting build will not be deployed to test, training, or production until all of the following actions are satisfied:

- The entire CAATS code base must compile. This means a build is run on the entire CAATS system to validate any updated code did not break compilation of any component of the CAATS application.
- O All CAATS unit tests are run on the compiled code base. Currently there are 280 unit tests that are run on the CAATS code base. New unit tests are continually added as necessitated by new functionality. Any new defects that are the result of new modules or conflicts with existing modules must be resolved to the satisfaction of the organization responsible for the sustainment of CAATS or they must be waived with the concurrence of the sustainment organization prior to any deployment to production. In the event a defect is waived, it will not be considered a valid defect for the purposes of defect resolution under sustainment.
- o A report of the build results is produced for each build of the CAATS code base.

CAATS also utilizes a Continuous Integration (CI) process in the development environment to ensure a baseline level of quality. CI helps ensure quality by automatically building the entire CAATS code base and running all unit tests each time a developer checks in code to the CAATS source control repository. If a build or unit test failure occurs, all CAATS developers are immediately notified of the failure via an automated messaging system. Performance testing is also conducted on the CAATS application.

2.11 Reliability Specifications

CAATS, to include the additional modules, shall be available to users 98 percent of the time. CAATS is scheduled for down time when iterations are installed. This down time generally lasts for two-to-three hours, depending on the complexity of the tasks involved in the iteration. The users will be provided with a 48-hour advanced notification for routine scheduled maintenance. Information about response time degradation resulting from unscheduled system outages and other events that degrade system functionality and/or performance shall be disseminated to the user community within 30 minutes of the occurrence. The notification shall include the information described in the current Automated Notification Reporting (ANR) template maintained by the VA Service Desk. The business impact must be noted. The system is expected to be online with two hours of the outage. AITC will provide a real-time monitoring solution during the maintenance windows or when technical issues/problems occur which require a preventative back up

2.12 Scope Integration

CAATS is a self-contaned system with VBA, NCA, Compensation Service / regional office Veterans Service Center staff, VR&E staff, and US Olympic Committee staff utilizing the functionality. Current remote systems with which CAATS interfaces include:

- o VA FMS (Financial Management System) via flat file exchanges.
- o eCMS (Electronic Contract Management System) via web services.
- o VA CCS (Credit Card System) via flat file exchanges.
- o VA Third Party Contracting providing Contract Examination servies via web services.

o VBMS interface via file exchange.

See Appendix A.1 for diagram.

2.13 Security Specifications

CAATS will adhere to all VA security requirements. Based on Federal Information Processing Standard (FIPS) 199 and National Institute of Standards and Technology (NIST) SP 800-60, the recommended Security Categorization for CAATS is major application.

The Security Categorization will drive the initial set of minimal security controls required for the information system. Minimum security control requirements are addressed in NIST SP 800-53 and VA Handbook 6500, Appendix D.

2.14 System Features

	14 Cystem reduces					
	- 1 - RATS Integration and Modification s Module					
1	Add new user group					
2	Add new profile					
3	Integrate RATS System Administration					
4	Integrate RATS Import/Export					
5	Integrate RATS Workload Management					
6	Integrate RATS Reconciliation					
7	Integrate RATS Reports and Document					
BN	-2 -VBMS Interface					
1	Add file exchange with VBMS syste					
2	Load information from file into Contract Exam - Request submodule					
BN	-3 - Archiving Functionality					
1	Add archive screen to view					
BN	4 - Requistion mdoule for VR&E					
1	Add purchase Request submodule					
2	Add Establish purchase request submodule					
3	Add Modify purchase request submodule					
BN	5 - Purchase Card Module for VR&E					
1	Add Purchase Card Order submodule					
2	Add purchase card receiving submodule					
3	Add purchase card reconciliaton submodule					
4	4 Add purchase card expense transfer submodule					
5	Add purchase card reconcilaiton approval submodule					
6	6 Add purchase card setup list submodule					
7	7 Add purchase card repports submodule					
BN	-6 - Paralympics Phase II					
1	Add US Olympic Committee module to the external website					
2	Add feed of data from the external website to the Paralympics payment submodule					
BN	7 - Processing and Enhancement Module					
1	Add Request from Station submodule					
2	Add screen for processing request					
3	Add screen for enhancement request					
4	Add screen for cosmetic request					
BN	8 -Help Functionality					
1	Add Help module					
2	Add help submodule screens for each module					
3	Add FAQ submodule for each module					
BN	9 -New Payment Module for Dignified Burial					
1	Add new payment module					

2.15 Usability Specifications

User acceptance testing personnel shall include ALAC CAATS Team and Regional Office staff who are able to confirm acceptable changes to their workflow. User acceptance training and testing tools shall include user prompts to provide guidance in the use of the application so that the user needs minimal technical support. The ALAC CAATS Team shall update and deliver a training curriculum, user manuals and other training tools to all levels of staff users. The training curriculum shall state the expected training and task completion time required for primary and secondary users to become productive at using the new modules within the CAATS application...

3 Applicable Standards

CAATS is compliant with Section 508 of the Rehabilitation Act, and follows guidelines from both the Federal Information Security Management Act (FISMA) of 2002 and VA handbooks regarding information systems.

4 Interfaces

CAATS will interface with several remote systems. They include the following:

- o FMS (Financial Management System)
- o eCMS (Electronic Contract Management System)
- o VA Credit Card System (CCS)
- o Third party contractors providing Contract Examination services
- o Benefits Delivery Network (BDN) added with RATS integration
- o Veterans Benefit Management System (VBMS) added with the VBMS interface

4.1 Communications Interfaces

CAATS will communicate with those remote systems using the following protocols:

- o CAATS system exchanges data with FMS via file exchanges.
- o CAATS system exchanges messages with eCMS via web services.
- CAATS system receives purchase card transaction information via file exchanges with the VA CCS.
- o CAATS system exhanges information using secure file transfer protocol with the third party contractors for the contract examination module
- o CAATS system will receive exchanges with BDN via file exchanges.
- o CAATS system will receive exchanges with VBMS via file exchanges.

4.2 Hardware Interfaces

Not applicable

4.3 Software Interfaces

- o CAATS system exchanges data with FMS via file exchanges.
- o CAATS system exchanges messages with eCMS via web services.
- o CAATS system receives purchase card transaction information via file exchanges with the VA CCS.
- o CAATS system exhanges information using secure file transfer protocol with the third party contractors for the contract examination module
- o CAATS system will receive exchanges with BDN via file exchanges.

CAATS system will receive exchanges with VBMS via file exchanges

4.4 User Interfaces

The User Interface (UI) layer is primarily dependent on ASP.Net 4.0. Almost all interfaces are exposed via an internal web application. The only exception to this rule is reporting created using SQL Server Reporting Service. The reports, once created, are delivered via the ASP.Net interface. The ASP.Net AJAX framework is also heavily used in the ASP.Net layer to reduce page post backs on heavily accessed pages.

In the UI layer, the HDRI Foundation library is used for its rich set of UI controls. The foundation controls primarily include extensions to existing controls such as dropdown lists and textboxes. Most extended controls add validation and data-binding to the existing controls so these operations may happen in a consistent and reproducible manner. In addition, both a page base class and user control base class are available and contain utility and basic navigation methods.

5 Purchased Components

For the CAATS project the following licenses had to be purchased:

- o 3 licenses of DevExpress Experience ASP.Net
- o 2 commercial edition licenses of Resharper for C#, v5.1 to C#, v6

6 User Class Characteristics

Users include personnel from VBA field stations (regional offices) and NCA stations, as well as personnel in the ALAC in Austin, TX and US Olypmic Committee staff. The users are not required to have any particular level of expertise to use the system. The CAATS Training Guide is a resource to be used for both new and experienced users. Additionally, users can take advantage of CAATS training offered periodically via Lync or in a classroom setting in Austin, TX.

For each registered users profiles modules maybe e enabled / disabled on a per user basis. The matching of users to their respective stations and to the modules / applications they can access is a full, N x N matrix. In other words, a user can have access to a set of stations for a specific application (such as payroll accruals), and have a different set of stations for another application (such as credit cards). So, for each user we must be able to select the set of applications they can access, and for each configured application the system maintains a set of stations the user can process.

7 Estimation

The CAATS development cycle follows a basic agile approach. The customer team enters requirements into a requirement collection system. Developers and testers provide estimates of how long the requirements will take in <u>ideal hours</u>. CAATS uses the term "Ideal Hours" or simply "Hours" to estimate the requirements. The developers and testers determine how long a requirement will take and also provide an estimate of the total number of hours available in the upcoming release cycle. The customer may then select which requirements are most important

for the iteration. The requirements selected by the customer must not exceed the total number of hours available for the iteration.

It is typical that many more requirements are proposed than will fit into a single product release. Because of this discrepancy, it's important to estimate a requirement's duration before it is assigned to a specific release. The project manager determines which requirements are important enough to enter estimation. The project manager will advance the state of a requirement from "Proposed" to "Active" and set the Reason to "Investigate" when the requirement is a candidate for an upcoming release. A requirement must be estimated before it can be considered for inclusion in a release.

There are two estimation steps for a requirement. The project manager will assign the requirements for estimation to the CAATS developer lead. The developer lead will enter a development estimate for the requirement in ideal hours. The developer lead will then assign the estimated requirements to the test lead. The test lead will then enter a test estimate for each requirement in *ideal hours*. When the test lead has finished estimation, the requirement will be reassigned to the CAATS project manager with the status set back to "Proposed" and the reason set to "Investigation Complete". Typically, development hours are the determining factor in how many requirements can fit in an iteration, but it's also important to capture testing estimates in order to verify that the testing team has the bandwidth to properly test the release.

Functional Point Analysis is not used for estimation for the CAATS project.

8 Approval Signatures

REVIEW DATE: October 2014

This section is used to document the approval of the Requirements Specification Document during the Formal Review. The review should be ideally conducted face to face where signatures can be obtained 'live' during the review however the following forms of approval are acceptable:

- 1. Physical signatures obtained face to face or via fax
- 2. Digital signatures tied cryptographically to the signer
- 3. /es/ in the signature block provided that a separate digitally signed e-mail indicating the signer's approval is provided and kept with the document

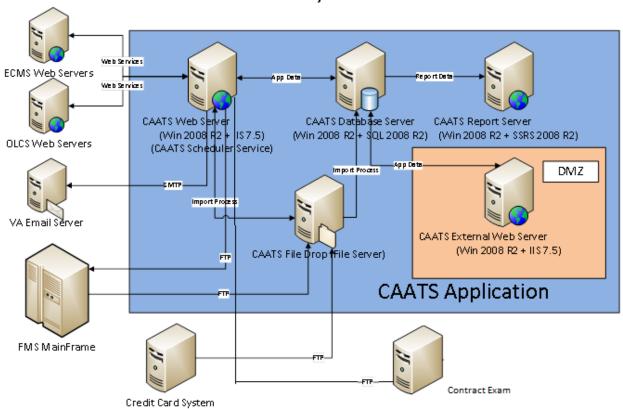
The Chair of the governing Integrated Project Team (IPT), Business Sponsor, IT Program Manager, and the Project Manager are required to sign. Please annotate signature blocks accordingly.

SCRIBE: Alice M. Garrett		
Signed:	Annie Omotosho Date: Integrated Project Team (IPT) Chair	
Signed:	Rodney B. Davis Business Sponsor	Date:
Signed:	Don Sanders IT Program Manager	Date:
Signed:	Annie Omotosho Project Manager	Date:

Appendix A System Architecture

A.1. CAATS System Architecture

CAATS System



B. Acronym List and Glossary

Term	Definition	
AITC	Austin Information Technology Center	
ALAC	Administrative and Loan Accounting Center	
CAATS	Centralized Administrative Accounting Transaction Systems	
CCS	VA Credit Card System	
DBA	Database Administrators	
eCMS	Electronic Contract Management System	
FMS	Financial Management System	
NCA	National Cemetery Administration	
ORM	Office of Resource Management	
TFS	Team Foundation System	
SA	System Administrators	
VBA	Veterans Benefits Administration	
VM	Virtual Machine	
VR&E	Vocational Rehabilitation and Employment	