

# Vendor Management Task Order Business Requirements

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## Document Revision Information

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1.8	6/15/2020	Removed: Compliance Buy Photos and Receipt Images kept in the Investigation File. The work group decided this functionality is not needed. Combined: EWIC ID and Card Number added in Investigation Management & Compliance buy time, date, products, pricing information, vendor information, and correspondence auto populated and kept in one place.	Mallory Phelps
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3.0	10/12/2020	Data source change for 8 vendor management reports added, and vendor disqualification and termination date verification added. These additions are seen in sections: Reporting Data Consistency and Vendor Authorization, Updates and Enhancements.	Mallory Phelps
4.0	12/2/2020	Removed several items from the Task Order to reduce the cost of the Task Order. Additionally, the	Mallory Phelps

		tasks have been numbered to help monitor and cross reference documents.	
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## Project Overview

The goal of this project is to identify changes and additions needed for Vendor Management since moving to eWIC. We will review screens, reports, and utilities to identify the changes.

We will capture the requirements necessary to make those changes in this document. These changes will be funded with the General Infrastructure Grant money ITCA received for the MSC.

## General Requirements

1. All transaction dates use calendar date (sometimes called business date in document).
2. Calendar date/business date is defined as the date that the transaction occurred.
3. Settlement date is defined as the date the redemption was settled (paid), settlement date does not always occur on the date of the redemption.
4. Voided transactions are not included in reports unless otherwise indicated.
5. Transaction count is defined as the number of redemption transactions (count of unique Benefit Redemption Id's). Also called the "Host generated trace number."
  - a. Transaction count is not a count of products purchased.
  - b. Balance Inquiries and pre-purchase balance inquiries are not included in transaction counts.
  - c. If either number of balance inquiries, or number of pre-purchase balance inquiries are needed, it will be specified in the report.
6. Transaction ID is defined as the unique benefit redemption ID, this document will use these terms interchangeably.
7. Product and item quantity are defined as a count of each occurrence a unique UPC is redeemed.
  - a. Product and item quantity does not include data for voided transactions.
8. Any field that allows a user to type in a value will accommodate decimals.
9. All reports will be developed with SSRS.
  - a. All reports in this task order will have the ability to be generated as excel files with the generated excel containing additional report data.
  - b. All reports in this task order will have the ability to be saved as a PDF file.
10. All reports will contain the following information in the header of the generated report, the name of report, the search criteria entered by user and the date the report was generated.
11. Reports will utilize either the dollar amount requested by the vendor, or the amount paid to the vendor as indicated in each applicable report requirements.
12. All reporting and processes that utilize a utility will allow the user to change the utility information at any time with an immediate impact on the corresponding reports/screens/windows.
13. Report screens will include a "Generate" button, which will return search results upon selection, like seen in Vendor Management Vendor Transaction Average Report.
14. The "search" and "generate" buttons will be disabled if required fields are not met.
15. If a search results in no results, a "no results found" message will appear on the screen.
16. Screens that contain search functionality will include a "Find" button, which will return report results upon selection, like seen in Vendor Management Vendor screen.

17. All screen will have a “Clear” button, which clears search criteria entered by the user.
18. Screens/windows that function to search and retrieve data will have a “Retrieve” button, which retrieves the data that matches the search criteria.
19. All screens/windows will have a “Close” button in the bottom right corner, which closes the screen upon selection.
20. Add button/ Cancel button- okay to discard changes, okay- cancel- etc.
21. All reports will include a “Save As” button which prompts the user to save the report as either an excel spreadsheet or a PDF file.
22. All reports and system functions that have an “Add” button will also have a “Save” button, which saves the added information.
23. From Date and To Date fields will have a calendar pop up when the field is selected.
  - c. The calendar will pop up in the current month and year and allow the user to navigate to any date in the past or future.
  - d. Additionally, the From date and To date fields will allow the user to type in any date in the MM/DD/YYYY format.
  - e. The From date and TO date fields will validate that the date entered is a date that exists, and the From date occurs prior to the To date.
    - i. An asterisk will be present on the date field that does not pass validation; a hover message will notify the user that the date range is not valid. In the event of a date range validation failure, the search/ generate button is disabled.
24. Vendors that are terminated or disqualified will not be included in the reports, unless specified within the requirements of the report.

## Business Requirements for Reports, New Functionality, Enhancements, and Modifications

- ii. from- monitoring/compliance investigation/ inventory audit etc.

### Vendor Monitoring Enhancements, New Functionality, and Reports

1. Vendor Monitoring Average Price Auto Calculated
  - a. New functionality that is similar to how the application price survey currently works
  - b. Vendor Monitor Price Comparison Utility to be used to select products based on
  - c. Category
  - d. Subcategory
  - e. Utility will allow for the number of days of historical transaction data to include in the average price calculation

- f. The user will be able to enter the shelf prices collected during a vendor monitoring visit, the new functionality will calculate the average requested price for selected products for the user to compare and detect any differences in shelf price and the price requested by the vendor for WIC transactions.
- g. Average price for vendors
  - i. Will be available to fill in on New Monitors
  - ii. Information will be shared between the Vendor Management and Local Vendor applications
  - iii. Average Price displayed will be based on last 15 days
    - 1. Configurable timeframe
    - 2. Default to 15 days for all states
    - 3. This will be calculated from date entered in Day of Monitor date field
    - 4. On screen have text next to list of items
      - a. "Average Price based on last 15 days"
  - iv. On the detail screen, have a list box w/ the Average Price listed next to items
    - 1. These items will have been selected from the Utility
  - v. Next to the Average Price listed, include the percentage different between Shelf Price and Average Price of the items in list box
- h. The Vendor Monitor Price Comparison will have the ability to be printed and saved as a PDF or excel file

## Vendor Investigation Management Enhancements, Changes, and Reports

- 2. Find Vendor Investigation Screen
  - a. Will add a new column to the Find Vendor Investigation Screen
    - i. Column Label will be "End Date"
    - ii. Will be standard date field, mm/dd/yyyy
    - iii. Will pull data in from the "Investigation End Date" field on the Detail tab
- 3. Compliance Buy Card Number, EBA, Time, Date, Products, Pricing information, and Correspondence Populated and Stored on the Vendor Investigation Screen
  - a. Enhance vendor investigation management by populating the card number, EBA, and redemption data for purchases associated with the investigation EBA within the investigation record.
  - b. The vendor investigation record currently contains 5 windows (tabs), which are, Detail, Reasons, Activities, Findings, and Actions windows.
  - c. Two new windows (tabs) will be added to the existing vendor investigation windows, Compliance Buy Transaction Inquiry Window, and Compliance Buy Transactions Window.

- d. The two new windows will have the same header information currently included for the existing 5 windows
  - iv. Vendor ID
  - v. Vendor Name
  - vi. Owner
  - vii. Investigation Number
  - viii. Investigation Start Date
- e. The compliance buy transaction inquiry window will function to search for compliance buy transactions. The compliance buy transactions window functions to display and save the transactions selected from the compliance buy transaction inquiry window. These two windows function as a way to search for compliance buy transactions, both purchase and void transactions, select the transaction desired from the search and save them in a separate window that is tied to the vendor investigation.
  - i. The find compliance buy transaction inquiry window allows the user to enter search criteria to find transaction information for transactions associated with a compliance account.
  - ii. Upon opening the compliance buy transaction inquiry window the screen will contain a watermark or message in light grey that instructs the user that a minimum of one filter criteria must be used to generate results, and that a search with multiple filter criteria will result in slower retrieval times.
  - iii. Upon opening the compliance buy transaction inquiry window, the Vendor Name and Vendor ID fields will contain the name and ID of the vendor associated with the investigation (from the investigation detail screen).
  - iv. User input- the user may enter search criteria for any of the fields below, none of the fields are required fields, and however the user must complete at least one field to generate results.
    - 1. EBA
      - a. User may select the EBA from a drop down that contains all the Compliance Account EBA's or the user may enter the EBA.
      - b. If EBA field is populated the card number field is auto populated with the card assigned to the EBA.
    - 2. Card Number- 16 digits
      - a. User may select the Card Number from a drop down that contains all the Compliance Account card numbers or the user may enter a card number.



- b. If the card number field is populated the card EBA field is auto populated with the EBA associated with the card number.

3. Vendor Name

- a. The vendor name field will be auto populated with the name of the vendor associated with the investigation record. Since this is auto populated the required fields are automatically met when the compliance buy transaction inquiry window is opened.

4. Vendor ID

- a. The Vendor ID field will be auto populated with the Vendor ID of the vendor associated with the investigation record (just like the name above 3.a.). Since this is auto populated the required fields are automatically met when the compliance buy transaction inquiry window is opened.

5. Date Range

- a. Date range is used to select transactions that occurred within a date range by business date (not settlement date).
- b. From date field
  - i. This field will be auto populated with the "Investigation Start Date" found on the investigation "Details" window.
  - ii. This field will be editable by the user, and the user may select any date. Since this is auto populated the required fields are automatically met when the compliance buy transaction inquiry window is opened.
- c. To date field
  - i. This field will be blank when the compliance buy transaction inquiry window is opened. The user may enter any date in this field.
- d. Transaction type field that contains a drop down menu with the following transaction types:
  - i. Purchase
  - ii. Balance Inquiry
  - iii. Pre-Purchase Balance Inquiry
- e. Transaction Action field that contains a drop down menu that allows the user to select one of the following actions:
  - i. Approved
  - ii. Void
  - iii. Invalid PIN

- iv. Insufficient funds
  - v. Denied
- v. The compliance buy transaction inquiry window will contain a “find” button, which upon selection will use the search criteria and generate the search results.
- vi. Search Output- Upon selecting “find” all the transactions that meet the search criteria will populate into a mover box titled “available transactions”, each transaction will be represented on its own line. Each transaction row will contain the following information:
  - 1. Transaction date
  - 2. Store Name
  - 3. EBA
  - 4. Card Number
  - 5. Transaction type
    - a. Purchase
    - b. Balance Inquiry
    - c. Pre-purchase balance inquiry
  - 6. Settlement Amount (included if transaction is a purchase or void)
  - 7. Transaction action
    - a. Approved
    - b. Void
    - c. Invalid PIN
    - d. Insufficient funds
    - e. Denied
- vii. Voided transaction will be presented in red text with a negative settlement amount.
- viii. The user may select transactions in the “available transactions” mover box may and moved them to the “compliance buy transactions” mover box. When a transaction is selected, it will be highlighted.
- ix. The user will have the option to move the highlighted transactions from the “available transactions” mover box to the “compliance buy transactions” mover box by use of arrow buttons that show the direction of movement. The user may also move all available transactions to the compliance buy transactions with a separate select and move all arrow button, and vice versa (example: see the mover boxes on the new training screen, vendor training->”add”->new training screen).
- x. Transactions moved to the compliance buy transaction mover box will be editable, meaning they can be moved back over to the available transactions mover box at any time up until the investigation end date that is entered on the “Detail” screen.
- xi. Upon saving the compliance buy transaction inquiry window, the transactions in the “compliance buy transactions” are moved to the “Investigation Transactions” screen.

- xii. If a transaction is removed from the “compliance buy transactions” mover box, it is removed from the “Investigation Transaction” screen.
- xiii. The Investigation Transactions screen will contain the following information in the header of the screen:
  - 1. Name of vendor
  - 2. Vendor ID
  - 3. Investigation Number
  - 4. Investigation Start Date
- xiv. The Investigation Transactions screen will contain the following information for each transaction
  - 1. Transaction Date
  - 2. EBA
  - 3. Card Number
  - 4. Transaction Type
    - a. Purchase
    - b. Balance Inquiry
    - c. Pre-purchase balance inquiry
  - 5. Action
    - a. Approved
    - b. Void
    - c. Invalid PIN
    - d. Insufficient Funds
    - e. Denied
  - 6. Transaction Time (local time at the store used)
  - 7. Each transaction type will contain the following information
    - a. Product Category Number
    - b. Product Subcategory Number
    - c. Product description
    - d. Product UPC
    - e. Product requested dollar amount
    - f. Product NTE adjustment
    - g. Discount amount at product level if possible, if not available at the product level, include discount amount at the transaction level, discounts include store specials, sales discounts, and use of coupons
    - h. Product approved dollar amount
    - i. Product requested quantity
    - j. Product approved quantity
    - k. Product exchange size
    - l. Product units deducted from EBA
    - m. Settled price (total paid for transaction)

8. Transactions that were voided and voided products will be represented in red front and contain a negative dollar value paid
9. The “Compliance Buy Transaction” screen will contain the option to save the screen info as PDF, or Excel, and will have the ability to be printed.
  - a. The header on the printed report will show the following:
  - b. Vendor Name
  - c. Vendor ID
  - d. Report Name
  - e. Report Date
  - f. Investigation Number
  - g. Investigation Start date
10. Saved information will be available after exiting and re-entering the “Compliance Buy Transaction” screen.
11. If a transaction is moved from the “compliance buy transactions” mover box to the “available transactions” mover box and saved, the transaction will no longer be present on the Investigation Transactions screen.

## Inventory Audit New Functionality and Report

4. Inventory Audit Report and Functionality
  - a. New report and new functionality
  - b. Inventory Audit reporting is used to compare a vendor’s total accrued inventory with a vendor’s total accrued redemptions of products (UPC’s) for a specific period of time
  - c. Audits are conducted on categories/subcategories, usually ranging from 2 subcategories to 10 subcategories, for a selected time frame, ranging from 2 to 6 months
  - d. All dates associated with the inventory audit and functionality will use calendar date.
  - e. Overview of process:
    - i. Quantities of each product found on the shelf, or in storage, are collected in person to gather the in-store product inventory (*initial in store inventory*)
    - ii. Quantities of products found on invoice(s) (*invoice inventory*) are collected and recorded over the audit period to validate the inventory available (*total inventory*) at the store for each day in the audit period.  
*Initial count + inventory from invoices= total inventory.*

- iii. Redemption information is used to determine the quantities of products sold each day during the inventory audit timeframe. The quantities of products redeemed within the audit period are subtracted from the inventory available to gather a running total. *Total inventory – redemptions = running total.*
- iv. The running total calculation examines the total inventory available on the day of each redemption.
  - 1. For example: Store sold 10 units of product on 5/26, the calculation will use the inventory available on 5/26 and subtract the 10 units to gather the running total. The running total calculation accounts for the date of redemption in comparison to available inventory on the specific date of redemption.
  - 2. Calendar dates are used for inventory collected, dates are obtained from invoices and date inventory collected in the store, and this allows the calculation to accommodate quantities of products available for any given day. For example: a vendor has an initial inventory count of 10 cans of formula on May 1<sup>st</sup>, and the vendor has an invoice showing the purchase of another 10 cans of formula dated May 5<sup>th</sup>. This lets us know that between May 1<sup>st</sup> and May 5<sup>th</sup> there were only 10 cans available on the shelf, redemptions for each day of the 1<sup>st</sup>-4<sup>th</sup> are subtracted from the 10 cans available. The amount of cans available on May 5<sup>th</sup> is determined by adding the 10 cans of formula to the running total of formula from May 4<sup>th</sup>, this number is then used as the inventory available for May 5<sup>th</sup>, and any date after, up until additional inventory is documented on a future date.
- v. Products in inventory are compared to redemptions at the subcategory level, and matched by UPC if product information is available.
- vi. Inventory is recorded at the UPC level, when UPC information is not available the product(s) is recorded at the subcategory level. Inventory may include some inventory recorded at the UPC level and some inventory recorded at the subcategory level.
- vii. Inventory is recorded with the unit of measure for the audited subcategory. The unit of measure in the transaction information must match the subcategory unit of measure. Redemption information must be collected in a way that matches up with the subcategory unit of measure, the inventory unit of measure will always use the subcategory unit of measure.
  - 1. Inventory products that are selected in the product selection window will have a UPC number and unit of measure associated with the product, for these products inventory can be recorded by

the number of physical boxes or bags, etc. Example: 18 oz. Cheerios is selected in the product selection window, inventory for this item will be entered as the number of boxes and the system will multiply the number of boxes by the number of ounces associated with the UPC.

2. Products that are not selected in the product selection window will not be associated with a UPC so the exchange rate is unknown, for these products the inventory will need to be entered as the total exchange rate. Example: if 18 oz Cheerios are not selected from the product selection window, the user will need to enter the total ounces in inventory rather than counting boxes.
- viii. A running total is calculated at the subcategory level. The subcategory running total includes all products (with and without UPC information) within the subcategory included in inventory and redemption data. *Total Subcategory Inventory – UPC redemptions within Subcategory – redemptions of products with no UPC info = Subcategory Running Total.*
  - ix. A second in store inventory count (*second in store inventory*) is collected and subtracted from the running total value for each UPC and each subcategory. *Subcategory Running Total – Second in Store Inventory = Final Subcategory Inventory.*
  - x. If the final subcategory inventory calculation results in a negative balance, another calculation is conducted to determine the dollar value of the products redeemed without proof of inventory (*Amount Due*) by use of the vendor redemption data for the audit time period.
    1. If the negative final subcategory inventory value is due to a negative balance for a specific UPC(s), the quantity of negative units is multiplied by the vendors lowest paid price for the UPC(s). *Negative unit(s) for UPC x Lowest paid price for UPC during audit time period = Amount Due.*
    2. If the negative final subcategory inventory value is due to a negative balance not specific to a UPC, the quantity of negative units is multiplied by the lowest paid subcategory price. The lowest subcategory price is obtained by examining the paid price for all subcategory redemptions, for the vendor being audited, during the audit period, and identifying the lowest price. *Negative unit(s) for Subcategory x vendors lowest paid subcategory price for unit(s) during audit time period = Amount Due.*
- f. The inventory audit report will coordinate with an inventory audit utility screen. The inventory audit report will consist of a series of screens to account for the phases of the inventory audit process.

- g. **The inventory audit utility window** will be used to define the following aspects of the inventory audit functionality:
- i. The utility will allow the user to select which subcategories will be used in an inventory audit
    - 1. All subcategories are available to be selected for an audit, the user may select as many or as little subcategories desired
    - 2. Upon save of this screen the selected categories and subcategories are shown on the inventory and invoice screens.
  - ii. The utility will allow the user to enter a margin of error to be applied when calculating the inventory audit results.
    - 1. The margin of error is applied as a percentage
    - 2. The margin of error field will allow for the user to enter a percentage value with the ability to accommodate decimals
    - 3. Because each WIC agency does not use a margin of error, the utility will also contain a 'do not use margin of error' check box. When the 'do not use margin of error' check box is selected, the inventory audit calculation will not include a margin of error.
    - 4. The margin of error percentage is applied to the inventory count when determining the running total of inventory and the final subcategory total. *(Inventory x margin of error) – Redemptions = running total*. Two values will be present for running total values if a margin of error is used, one value will show the total without the margin of error, and the total with the margin of error.
- h. Series of inventory audit screens
- i. Each screen within the inventory audit report will have the ability to be printed and saved as excel and PDF.
  - ii. Each screen within the audit report will contain a header with the following information:
    - 1. Vendor Name
    - 2. Vendor ID
    - 3. Inventory Audit Start Date
    - 4. Investigation Number
- i. **An inventory audit information window (AI Info window)** will allow the user to add the following information, the information entered on this screen is used in the header of the other inventory audit screens:
- i. Vendor Name- selected from dropdown
  - ii. Vendor ID- auto populated if vendor name selected or entered from dropdown
  - iii. Investigation Number- user can type investigation number, this number will be formatted the same as the investigation number used in the vendor investigation screen

- iv. Start date- calendar selection
- v. End date- calendar selection
  - 1. The start and end dates are used to define the dates redemptions are subtracted from inventory
- vi. Name(s) and title(s) of WIC staff conducting the audit
  - 1. Three WIC staff names may be entered
  - 2. Each space for a name will include a space for first name and last name
  - 3. A space for the WIC staff title will be positioned on the screen to identify which title belongs to which name
- vii. Name(s) and title(s) of store staff involved in the audit
  - 1. Three store staff names may be entered
  - 2. Each space for a name will include a space for first name and last name
  - 3. A space for the store staff title will be positioned on the screen to identify which title belongs to which name
- j. The vendor name, vendor ID, Investigation Number, and start date entered on the inventory audit information screen will be present in the header of the other inventory audit screens
- k. **Product selection window** serves to do the following:
  - i. Search for products sold by the vendor, for cats/subcats selected in the IA utilities
  - ii. Allow the user to define the time period for which the vendor redemption history is used in the search
  - iii. Allow the user to view and select which products are desired to be included on the inventory and invoice screens by use of mover boxes
- l. The product selection screen will contain the following search filters:
  - i. Number of previous months- allows the user to type the number of previous months to be used in the search (must enter a number or check the 'use all redemption history' checkbox)
  - ii. Use all redemption history checkbox
  - iii. Category- drop down list with categories selected in utilities
  - iv. Subcategory- drop down list with subcategories selected in utilities
  - v. UPC- user may enter a UPC number to be included in the search
- m. Upon selecting "Find" all the products that meet the search criteria are populated in a mover box titled "available products"
- n. Products in the "available products" mover box will contain the following information for each product
  - i. Product UPC
  - ii. Product description
  - iii. Unit of measure (oz.)



- iv. Product quantity (12)
- o. The user will have the ability to select the products desired to be included in the inventory audit by moving them over into the “selected products” mover box.
  - i. The mover boxes can be operated by using arrow buttons to determine the direction of movement between boxes, the user may select and move all products at once, or select and highlight specific products to be moved
  - ii. This process can be repeated multiple times for any desired categories and subcategories. The user may edit this screen throughout the inventory audit time period, and will no longer be editable after the audit end date (from the IA information screen)
- p. Upon save of this screen, the selected products are shown on the inventory and invoice screens.
- q. **An initial inventory window**
  - i. Allows the user to record the date and time the initial in store inventory was collected
    - 1. The top of the initial inventory screen will have the following fields:
      - a. Calendar date field- user may select date or enter date
      - b. Time field- user enters the time
  - ii. Allow the user to create a row to add products without UPC information
    - 1. The top of the initial inventory screen will contain an “add row” button. When the “add row” button is selected, an empty product row is added to the screen, the empty row will contain the following fields, these fields are editable and allow the user to type in product information
      - a. Product UPC
      - b. Product description (kix cereal)
      - c. Product Unit of measure (oz.)
      - d. Product quantity (12)
      - e. Shelf price
  - iii. Contain the products selected on the product selection screen, listed by:
    - 1. Product UPC
    - 2. Product description (kix cereal)
    - 3. Product Unit of measure (oz.)
    - 4. Product quantity (12)
    - 5. Category Number
    - 6. Subcategory Number
  - iv. Allow the user to type in the quantities and shelf price of the listed products, the following fields will be added to the row of each product
    - 1. A quantity field
    - 2. Shelf price field

- r. **Invoice(s) Window** will allow the user to enter the quantity of products to be added to the inventory by invoice date, and search for inventory previously entered.
- s. The invoice screen will contain the following search filters:
  - i. UPC
  - ii. Invoice Date
  - iii. Category Description
  - iv. Subcategory Description
- t. Upon selecting “Find” the matching invoice records are retrieved and displayed on the screen. The invoice records will include the following information:
  - i. Invoice Date
  - ii. UPC Product Description
  - iii. UPC of Product
  - iv. Category Description
  - v. Subcategory Description
  - vi. Product Invoice Total Quantity – will show the totals by subcategory UOM. *Product UOM quantity (aka exchange size) X Product Quantity = Total Invoice Quantity*, example: a row for 12 oz cheerios with an entered quantity of 5, will show the total as 60 oz., since the subcategory unit of measure is ounces.
- u. Each retrieved record may be drilled down to show each instance of a quantity being entered for the product, for the invoice date (drilldown), by double clicking on a row
- v. The retrieved records will have column headers that are sortable, when the column header is selected the search results are prioritized by the selected column header
- w. Invoice screen will have an “Add Invoice” button in the top right corner, when “Add” is selected the user is prompted to select/enter an invoice date.
- x. Upon selecting “save” the screen is populated with all the products found on the “Initial Inventory Screen”, each product is represented by a row with the following information:
  - i. Product UPC
  - ii. Product description (kix cereal)
  - iii. Product Unit of measure (oz.)
  - iv. Product quantity (12)
  - v. Shelf price
- y. Each row will have several quantity fields for which the user may enter quantities for the product gathered from invoices.
- z. Each time the user selects “Add Invoice” followed by “save” the screen will list all the products by row again, and contain several fields for the user to enter the product quantity gathered from invoices.

- aa. The Invoice Screen will be editable until the investigation audit end date
- bb. **Redemption Screen** will allow the user to search for and retrieve redemption information for the cat/subcat selected in the IA utilities. The redemption screen will contain the following search filters:
  - i. From calendar date
  - ii. From time
  - iii. To calendar date
  - iv. To time
- cc. Upon selecting “Find” redemption information is retrieved for vendor
  - i. All redemptions must fall in between the calendar dates and times entered in the search (not settlement date).
  - ii. Only the redemption information for cats/subcats selected in IA utilities is retrieved
  - iii. Redemption information is listed by a row for each transaction and product (UPC)- example: a transaction that contains cereal and eggs will be represented by two rows, 1 for the cereal, 1 for the eggs (only if cereal and eggs are being audited)
  - iv. Each row will contain the following transaction information
    - 1. Category
    - 2. Subcategory
    - 3. Calendar date
    - 4. Transaction ID
    - 5. Time
    - 6. Card Number
    - 7. UPC
    - 8. Product description
    - 9. Product UOM quantity (exchange size)
    - 10. Purchased quantity
    - 11. Requested price
    - 12. Paid price per unit
    - 13. UOM quantity total (12 oz. box of cereal x 2 boxes = 24 oz.)
- dd. The find redemption information screen collects the redemptions that are subtracted from the running total (*Inventory count + Invoice Inventory – Redemptions = Running Total*).
- ee. **Second Inventory Window** is used to enter a final count of inventory that is subtracted from the running inventory total.
- ff. The second inventory screen contains a copy of the “selected products” from the inventory and invoice screens. The user will enter the quantity for each product. See Initial Inventory Screen for more details, the second inventory screen will function just like the initial inventory screen.

- gg. **Audit Calculation Window** will show the inventory by product in the selected cats/subcats, and show redemptions for the products, while taking into consideration the date inventory was available and redemptions for each day.
- hh. Each redemption will be represented with the following information
  - i. Product UPC
  - ii. Product description
  - iii. Product Unit of Measure
  - iv. Product UOM Quantity (exchange size)
  - v. Product inventory count
  - vi. Total exchange size in inventory prior to the redemption (running inventory)
  - vii. Total exchange size in inventory after the redemption (running inventory)
  - viii. Redemption date (not settlement date)
  - ix. Quantity redeemed
  - x. Total exchange size redeemed
  - xi. Transaction ID
- ii. **Audit Results Window** will show the inventory by product in the selected cats/subcats, and show redemptions for the products, while taking into consideration the date inventory was available and redemptions for each day.
- jj. Each product will be represented with the following information
  - i. Subcategory description
  - ii. Product UPC
  - iii. Product description
  - iv. Product Unit of Measure
  - v. Product UOM Quantity (exchange size)
  - vi. Product inventory count
  - vii. Total exchange size inventory (total count from beginning to end with no removals)
    - 1. This is composed by combining all the inventory for a product and determining the total exchange size. Example: for 18 oz. cheerios the combined inventory is a quantity of 10, this means the total exchange size in inventory is 180 oz. (*product quantity x product exchange size*).
  - viii. Total exchange size redemptions
    - 1. This is composed by combining all the redemptions for a product and determining the total exchange size. Example: 18 oz. cheerios was purchased 2 times, this means the total redeemed exchange size is 36 oz. (*product redemption quantity x product exchange size*).
  - ix. Subcategory Discrepancy Y/N

1. The discrepancy field indicates if there are any instances of redemption quantity exceeding inventory quantity.
  - c. Discrepancies are determined by evaluating the subcategory running total for each day within the audit period
  - d. If the subcategory running total is ever a negative number then it is determined that there is a discrepancy
2. This field populates with either a “yes” or a “no.”
- x. Product Discrepancy Y/N
  1. The discrepancy field indicates if there are any instances of redemption quantity exceeding inventory quantity.
    - e. Discrepancies are determined by evaluating the product running total for each day within the audit period
    - f. If the product running total is ever a negative number then it is determined that there is a discrepancy
  2. This field populates with either a “yes” or a “no.”
- xi. Date(s) the discrepancy occurred
- xii. Total exchange quantity of the discrepancy (calculation is above)
- xiii. Amount due (calculation is above)
- xiv. Signature line for WIC staff person
- xv. Date of signature for WIC staff person
- xvi. Signature line for Vendor staff person
- xvii. Date of signature for Vendor staff person

## Compliance and Education Benefit Issuance Enhancements

5. Compliance and Education Issuance
  - b. Rename menu item under Screens to “Compliance and Education”
  - c. Create a new screen that will be similar to the Vendor screen
  - d. First screen that will display when menu item selected will be a Find screen
    - i. Standard Find Screen
      1. Find Button
        - a. First button at the top right of the screen
        - b. When selected will return results based on any search criteria entered
        - c. If certain search criteria are left blank, will return all data for Compliance and Education
      2. Clear Button
        - a. Second button at the top right of the screen
        - b. When selected will clear out search criteria fields
      3. Retrieve Button

- a. Third button at the top right of the screen
  - b. Will remain disabled until data is returned in the bottom portion of the find screen
  - c. Default to highlight first record for retrieval
  - d. When selected will open a new screen and display the record that is highlighted by the user
- 4. Close Button
  - a. At the bottom of the screen on the right side
  - b. When selected it will close the Find screen
- 5. Screen labeled as "Find Compliance and Education"
- 6. Search criteria for Find Screen
  - a. Compliance
    - i. Radio button labeled "Compliance"
    - ii. Standard Radio button behavior
  - b. Education
    - i. Radio button labeled "Education"
    - ii. Standard Radio button behavior
  - c. Card Number
    - i. Standard numerical field
    - ii. Character limit 16 digits
    - iii. Field labeled as "Card Number"
    - iv. Optional field
    - v. System will determine the card entered is a valid card number by checking the check digit
    - vi. System will return data in the bottom portion of the screen based on the information entered into the Card Number field
      - 1. If field left blank, system will return any card number data, based on other search criteria filled in
    - vii. System will display "No Results Found" in the bottom portion of the screen if no data is found based on the card number entered into the field
  - d. eWIC ID
    - i. Standard numerical field
    - ii. Character limit 12 digits
    - iii. Field labeled as "eWIC ID"
    - iv. Optional field
    - v. System will return data in the bottom portion of the screen based on the information entered into the eWIC ID field

1. If field left blank, system will return any eWIC ID data, based on other search criteria filled in
  - vi. System will display “No Results Found” in the bottom portion of the screen if no data is found based on the eWIC ID entered into the field
- e. If item returned is inactive, display in red and at bottom of returned records
- f. Screen Columns
  - i. Issue Date
  - ii. Card Number
  - iii. eWIC ID
  - iv. Name
    1. First then Last name associated with eWIC ID
- e. Once record retrieved, new screen opens up
- f. Across the header the card number, eWIC ID and Name will be displayed and remain displayed as user moves through each window
- g. Screen will have four tabs across the top
  - i. History
  - ii. Balance
  - iii. Issuance
  - iv. Void
- h. When each tab is selected the user will be switched to a new window within the Compliance and Education Screen
- i. When record retrieved, screen will open and default to the “History” window
- j. When record is retrieved from the Find screen, the system will go out to the eWIC processor to pull redemption information for that eWIC ID and update the Balance screen
- k. When History is selected the user is switched to this new window
  - i. Window will keep all history for the eWIC ID together
  - ii. Will be split into two sections on the screen
  - iii. Will list all contacts created for the eWIC ID
    1. Benefits added
      - a. List Benefit periods
      - b. List Food Packages
      - c. Listings will be in descending order by date with most recent date on top
    2. Benefits voided
      - a. List Benefit periods
      - b. List Food Packages

- c. Listings will be in descending order by date with most recent date on top
- 3. Card deactivated
  - a. List the date card(s) were deactivated
  - b. List the Card number(s) that were deactivated
  - c. List the associated reason why the card(s) were deactivated
  - d. List will be in descending order by date with most recent date on top
  - e. This information will populate from the Compliance and Education Management Utility-Cards
- 4. New card issued
  - a. List the date card(s) were activated
  - b. List the Card number(s) that were activated
  - c. List will be in descending order by date with most recent date on top
  - d. This information will populate from the Compliance and Education Management Utility-Cards
- 5. Issuance Note History
  - a. List the date the note was recorded
  - b. List the corresponding note that was recorded
  - c. List will be in descending order by date with the most recent date on top
  - d. This information will populate from the new notes section (or screen) from the Issuance window
- 6. Void Note History
  - a. List the date the note was recorded
  - b. List the corresponding note that was recorded
  - c. List will be in descending order by date with the most recent date on top
  - d. This information will populate from the notes section (or screen) from the Void window
- l. Second tab that can be selected is "Balance"
- m. When Balance is selected the user is switched to this new window
- n. The Balance window is where the current and any future months benefits issued is displayed
  - i. The Balance window is where the current and any future months benefits issued is displayed
    - 1. Will have similar look as eWIC Balance screen in Client Services
      - a. Balance window will list eWIC ID
      - b. Balance window will list first and last name



2. Balance Window will function the same as the eWIC Balance screen in Client Services
  - a. Balances will be updated based on any redemptions, issuances or voids take place
3. Balance Window will display the benefit balance associated with the eWIC ID
4. Print Button
  - a. At bottom right on screen
  - b. Will print out Balance Window for staff when selected
5. Save As button
  - a. At bottom right on screen
  - b. Save As will allow user to save as PDF when selected
6. Close button
  - a. At bottom right on screen
  - b. Close button will close the record and return user to the Compliance and Education Find screen when selected
- o. Third tab that can be selected is "Issuance"
- p. When Issuance is selected the user is switched to this new window
- q. The Issuance window is where staff will issue new benefits for Compliance and/or Educational buys
  - i. Window will follow current look and behavior of the current Compliance and Education Issuance Screen
  - ii. Will add a note section to step 3 screen (review screen prior to hitting Issue Benefits)
    1. Labeled as "Notes"
    2. Standard text box
    3. Allows staff to enter notes about why benefits are being issued
- r. Fourth tab that can be selected is "Void"
- s. When Void is selected the user is switched to this new window
  - i. Window will function like the Void screen in Client Services
  - ii. Will be able to void a current food package even if redemptions have been made
  - iii. If benefits are voided, staff will be able to issue more benefits same day
  - iv. Will have a Note Section
    1. Labeled as "Notes"
    2. Standard text box
    3. Allows staff to enter notes about why benefits are being voided

## High Risk Reports, Additions, and Changes

### 6. Distance Traveled to Store Report

- a. New Report
- b. Will be used to see how far clients are traveling to redeem their benefits
- c. Report Parameters
  - i. To and from date calendar selection
    - 1. Calendar date is used to retrieve transaction information
    - 2. Transactions that occurred between the dates listed are included in the report. Transaction date is used (not settlement date).
  - ii. County
    - 1. County is used to define the county of client's physical address
  - iii. City
    - 1. City is used to define the City of client's physical address
  - iv. Statewide
    - 1. Statewide is used to define the State of a client's physical address
  - v. Local Agency
    - 1. Local Agency is used to define the Local Agency a client belongs to
  - vi. EWIC ID
  - vii. Distance traveled in miles to be entered by user
- d. Report results
  - i. To and from fields will identify transactions by business date within the selected to and from dates
  - ii. If County selected as a search criteria, the returned results will show the transactions that meet the search criteria entered using the County of the client's physical address. Example: If I choose Maricopa County and 50 miles, the report results will show me the clients that have a physical address is Maricopa County that redeemed benefits 50 miles from their physical address.
  - iii. If City selected in the search criteria the generated results will show the transactions that meet the search criteria entered using the City of the client's physical address. Example: If I choose Phoenix and 50 miles, the report results will show me the clients that have a physical address is in Phoenix that redeemed benefits 50 miles from their physical address.
  - iv. If Statewide is selected in the search criteria the generated results will show the transactions that meet the search criteria entered using the State of the client's physical address. Example: If ITCA chooses Statewide and 50 miles, the report results will show the clients that have a physical

address is Arizona that redeemed benefits 50 miles from their physical address.

- v. If Local Agency selected as a search criteria, the returned results will show the transactions that meet the search criteria entered pulling from all clients that belong to the selected Local Agency, and using the client's physical address. Example: If I choose Hopi WIC Agency, the report results will show me the clients that are served at the Hopi WIC Agency that redeemed benefits 50 miles from their physical address.
- vi. If eWIC ID entered in the search criteria, the report results will show distance traveled to the store at the family level, using the distance between the family's physical address and the vendor location.
- vii. participant physical address, city, state, zipcode, if physical address not available use mailing address
- viii. Vendor physical address city, state, zipcode
- ix. Distance between client physical address and vendor physical address expressed in miles (whole and partial miles/accommodate decimals)
- x. If Distance traveled in miles is entered by user in the report parameters, the report will display distances traveled to the store that are equal to or greater the number of miles entered in the search criteria
- xi. Transaction date is determined by business date listed for all transactions within the search criteria
- xii. Transaction ID (unique benefit Redemption Id's) for all transactions listed in the report
- xiii. Paid amount for all transactions listed in the report
- xiv. Requested amount for all transactions listed in the report
- xv. List vendors by distance travelled in a descending order

## 7. Vendor Last Transaction Date

- a. New report
- b. Report used to view the last transaction date of each vendor
- c. Report Search Criteria
  - i. To and from date
    - 1. Used to retrieve transactions by calendar date (not settlement date)
  - ii. Vendor Name
  - iii. Vendor ID
  - iv. Peer Group
  - v. Front End
  - vi. County
  - vii. Agency
  - viii. Zip Code

- d. Report Results
  - i. Vendor Name
  - ii. Vendor ID
  - iii. Transaction Count showing the number of transactions for each vendor within the selected to and from dates
  - iv. Date of last transaction represented by a numerical month, date and year

## 8. Transaction Reports

- a. New report
- b. Will be used to search for and view transactions using multiple search criteria.
- c. All transactions that meet the search criteria are returned and presented in the report.
- d. The transaction action codes will be provided to Cquest in the redemption file.
  - i. Cquest will reach out to the eWIC processors and their development teams to figure out how to exchange this data.
  - ii. There are two options for retrieving this data
    - 1. By putting in a work order with CDP/ Conduit to change the redemption file information
    - 2. By using the 2020 universal interface
  - iii. This report will contain information up to the day before, meaning yesterday's information will always be included
    - 1. The vendor management work group agrees that this report will not be real time information because it relies on the redemption file
- e. Report Search Criteria
  - i. To and from date (calendar date)
    - 1. The To Date field can have any date entered up to the date prior to the date of running the report (yesterday's information will always be available)
    - 2. If a date is entered that exceeds this rule, the To Date field will contain a red asterisk with a hover message. The hover message will instruct the user to enter a date that occurred prior to today's date.
  - ii. Vendor Name
  - iii. Vendor ID
  - iv. Peer Group
  - v. Category
  - vi. Subcategory
  - vii. UPC(s)
  - viii. Product description(s)
  - ix. Vendor Owner

- x. Vendor County
  - xi. Vendor physical zip code
  - xii. NTE enforced
    - 1. Could be a checkbox
    - 2. If selected it retrieves the redemptions that were priced at or above the NTE
  - xiii. Transaction Action Code
    - 1. Approved
    - 2. Void
    - 3. Invalid PIN
    - 4. Insufficient Funds
    - 5. Denied
- f. Report Results, the following criteria will be included in the report results:
  - i. Calendar date of redemption
  - ii. Settlement date of redemption
  - iii. Vendor Name
  - iv. Vendor ID
  - v. Peer group
  - vi. Transaction ID (unique benefit redemption ID)
  - vii. Category
  - viii. Subcategory
  - ix. Product description
  - x. Product quantity
  - xi. Settlement amount per item
  - xii. Requested amount per item
  - xiii. Quantity per UPC (2 boxes of the same product purchased = a quantity of 2 for that specific UPC)
  - xiv. Product UPC number
  - xv. Number of unique UPC's per subcategory
  - xvi. Transaction Action Code
    - 1. Approved
    - 2. Void
    - 3. Invalid PIN
    - 4. Insufficient Funds
    - 5. Denied
- g. The report results will group products at the transaction level, meaning each product will be presented on a row, and the transaction ID will be duplicated in each row to account for all the products in the same transaction. Only products that meet the search criteria will be included in the report results.

## 9. Percentage of Benefits Redeemed per Transaction Report

- a. New Report
- b. Will be used to view transactions that meet a threshold of quantity of benefits redeemed.
- c. Redemption is compared to issuance to determine the percentage of benefits redeemed/ utilized.
  - i. Benefit issuance is determined by use of the Benefit Issuance ID.
- d. This report is examining utilization rates during single transactions (unique benefit redemption ID).
  - i. A single transaction is determined by use of the unique benefit redemption ID.
    - 1. The unique benefit redemption ID is associated with all products redeemed during the same transaction.
    - 2. There can be several products that have the same unique benefit redemption ID.
- e. The percentage of benefits redeemed is calculated by using the issued food package, the food package =100% of benefits.
- f. The quantity of food in the food package is totaled and used to determine the percentage each food contributes to the food package.
  - i. Example: A food package issued with 3 Gallons of 1% or skim milk, 1 dozen eggs, and 1 package of cheese is a total of 5 foods. These 5 foods represent 100% of the food package issued. The total count of food items is used to determine the percentage each food contributes to the total.  $100/5=20$  so each food item contributes 20% to the food package. If 2 gallons of milk are redeemed in one transaction (unique benefit redemption ID) the client redeemed 40% of the food package.
  - ii. Report search criteria
    - 1. To and from calendar date will find transactions by business date
    - 2. Category and subcategory
    - 3. Quantity of subcategory products redeemed per transaction
      - a. The user may type in any number in this field
  - iii. % of benefits redeemed in the transaction
    - 1. This field allows the user to type in any value, this value is representative of a percentage (example: a 1 is typed in this field, which represents 1%, etc.)
    - 2. This search criteria is applied to the percentage of benefits redeemed during a single transaction at a single vendor location. Example: If 80 is entered in this field, the report results will show instances of 80% or more of the benefits being removed from the account during a single transaction (unique benefit redemption ID).

- iv. Transactions over \$ amount entered
  - 1. This field allows the user to type in any value (example: 100 is typed in this field, which represents \$100.00, etc.)
  - 2. This search criteria is applied to the transaction total amount.  
Example: if 100 is entered in this field, the report results will show transactions (unique benefit redemption ID) that are equal to or greater than \$100.00.
- v. Transactions with NTE enforced
  - 1. If this search criteria is selected, the report results will be narrowed to only transactions that have at least one product with the NTE enforced.
- vi. Peer Group
- vii. Store Size
- g. Report Results
  - i. Vendor Name
  - ii. Vendor ID
  - iii. Calendar date of the Transaction
  - iv. Vendor Physical address
  - v. Vendor county
  - vi. eWIC ID
  - vii. Percentage of benefits redeemed
  - viii. Threshold of benefits redeemed
  - ix. Quantity of items redeemed
  - x. Subcategory

## 10. Pricing Outliers

- a. New Report
- b. Report identifies and displays the pricing outliers within each subcategory and peer group
- c. The pricing outlier report will utilize monthly summarize data
  - i. Redemptions that occurred on a calendar date within the summarized month are included in the report (not exclusively settled in the summarized month).
- d. Outliers will identified by use of the 'inner fence' and 'outer fence' method currently used by the work order outlier report
  - ii. Prices that are outside the inner fence boundaries and within the outer fence boundaries are minor outliers
    - 1. Values greater than the inner fence boundary are minor high outliers
    - 2. Values less than the inner fence boundary are minor low outliers
  - iii. Prices that are outside the outer fence boundaries are major outliers

1. Values greater than the outer fence boundary are major high outliers
  2. Values less than the outer fence boundary are major low outliers
- e. All requested prices for all products redeemed within a subcategory are used to determine the inner fence and outer fence boundaries. See the appendix for full calculation method.
- f. Report Search Criteria
  - i. From and To Month drop down selection (required)
  - ii. Peer Group
  - iii. Vendor Name
  - iv. Vendor ID
  - v. Category
  - vi. Subcategory
  - vii. UPC
  - viii. Outlier Degree
    1. Minor Low
    2. Minor High
    3. Major Low
    4. Major High
- g. Report Results
  - i. Outlier Degree
  - ii. Product Name
  - iii. Product UPC
  - iv. Vendor ID
  - v. Vendor Name
  - vi. Date of transaction
  - vii. Vendor Peer Group Name/Description
  - viii. Purchase Quantity
  - ix. Amount Paid
  - x. Paid Per Unit Price
  - xi. Fence Boundary Values
    1. Minimum value of boundary
    2. Maximum value of boundary
    3. Average value
    4. Quartile 1 pricing (Q1)
    5. Quartile 2 pricing (Q2)
    6. Quartile 3 pricing (Q3)
    7. Quartile 4 pricing (Q4)
    8. Inter Quartile Range (IQR)



## 11. NTE Report Drilldown

- a. Built within the current vendor peer group NTE report, and will have the added drilldown information available in an Excel spreadsheet that can be generated from the vendor peer group NTE screen.
- b. The Excel spreadsheet contains all the transactions that contributed to the NTE value.
- c. Report is used to view NTE values and pricing data that contributes to the calculated NTE.
- d. Report search criteria
  - i. Date range (required)
  - ii. Redemptions that occurred on a calendar date within the selected date range are included in the report (not exclusive to settlement date).
- e. Report Results
  - i. Vendor ID
  - ii. Vendor Name
  - iii. Peer Group
  - iv. Category
  - v. Subcategory
  - vi. Product Name
  - vii. Product UPC
  - viii. Price paid at item level
  - ix. Price requested at item level
  - x. Average subcategory price for peer group
  - xi. Average item price for peer group
  - xii. Number of UPC's contributing to the NTE
  - xiii. Number of vendors contributing to the NTE

## 12. NTE Trend

- a. New report
- b. Shows NTE value increases and decreases on a trend line along with the percentage of increase or decrease.
  - i. The report will show the price and the percentage of increase or decrease.
  - ii. The report will use calendar dates.
  - iii. A percentage difference is calculated by comparing the Oldest NTE value to the NTE value calculated next. (5/1 compared to 5/2, 5/2 compared to 5/3, etc.)
    - 1. Percentage change is calculated by taking the NTE value calculated most recently out of the two NTE values and subtracting the older of the two NTE values from the most recent.

- a. Example: If the NTE is calculated on 5/1, 5/2, 5/3, and 5/4, the first percentage of change will be calculated by taking the NTE values from 5/1 and 5/2. The 5/1 NTE is subtracted from the 5/2 NTE.
  2. The difference is then divide the oldest of the two NTE values.
  3. And lastly the result is multiplied by 100.
    - a. Example: 5/1 NTE is \$4.00, and re-calculated on 5/2 to and NTE of \$3.50.
    - b.  $\$3.50 - \$4.00 = -\$0.50$
    - c.  $-\$0.50 / \$4.00 = - \$0.125$
    - d.  $-\$0.125 \times 100 = - 12.5$
    - e. The NTE value decreased by 12.5 %
  4. A positive number means a percentage increase.
  5. A negative number indicates a percentage decrease.
- c. Report uses NTE values for the previous three quarters up to the date of the report.
  - i. Every time the NTE is calculated/recalculated (it's different per agency, ITCA's NTE's are calculated daily) it is displayed in this report.
    1. Each state agency selects the frequency of which the NTE's are recalculated by use of the "NTE Threshold Settings" in the vendor management application
    2. This report needs to reflect the NTE recalculations that occur at the frequency selected on the "NTE Threshold Settings" and should change when the frequency is changed by the state agency.
  - ii. All NTE calculations that occurred on a calendar date within the previous three quarters, up to the date of the report, are included in this report.
- d. Report search criteria
  - i. Peer group
  - ii. Category
  - iii. Subcategory
- e. Report Results
  - i. Date the report was generated
  - ii. Date(s) of NTE calculation(s)
  - iii. Peer Group
    1. If no peer group is selected the report generates data for all peer groups, all categories, and all subcategories
  - iv. NTE values on a trend line with the NTE value listed and a percentage increase or decrease listed
  - v. The previous NTE value is used to calculate the percentage increase or decrease

- vi. Category
  - 1. If no category is selected the report generates all data for selected peer group
- vii. Subcategory
  - 1. If no subcategory is selected the report generates all data for every subcategory within the selected category

### 13. Transactions Conducted After Hours Report

- a. New report
- b. Report allows user to view transaction information for transaction conducted outside a store's documented hours of operation.
- c. The report will use the hours of operation documented in each vendor's file to determine what is considered to be outside of operating hours for each vendor.
- d. Report search criteria
  - i. Calendar date range from and to (required)
    - 1. All redemptions that occurred on a calendar date within the search criteria are included in the report (not exclusive to settlement date)
  - ii. Vendor Name
  - iii. Vendor ID
  - iv. eWIC ID
  - v. FY Ability?
  - vi. Peer Group
  - vii. City/ County
  - viii. Zip
- e. Report Results
  - i. Vendor Name
  - ii. Vendor ID
  - iii. Calendar date of transaction
  - iv. Time of transaction using vendor's time zone
  - v. Total transaction dollar amount requested by vendor
  - vi. Total transaction dollar amount paid to the vendor
  - vii. eWIC ID
  - viii. Card Number
  - ix. Business hours of vendor

### 14. Price Fluctuation Report (previously named uniform pricing report)

- a. New Report
- b. Report used to view pricing changes at the UPC level for a vendor that occurred during the entered time period
  - i. This evaluation occurs at the vendor level
  - ii. This evaluation occurs at the UPC level

- c. Report will use the price requested by the vendor (do not use the amount paid to the vendor)
- d. Any change in pricing (\$0.01 is a change) is considered a change in pricing
- e. Search criteria (fields are optional)
  - i. Subcategory
  - ii. Vendor Name
  - iii. Vendor ID
  - iv. UPC
  - v. From date and to date
    - 1. All redemptions that occurred on a calendar date within the search criteria are included in the report (not exclusive to settlement date)
  - vi. Number of times the pricing changed used as a minimum number
    - 1. Every redemption that meets the report search criteria is included in the report results.
    - 2. Each time a vendor requests a different price for the same product (UPC) is one instance of a price change
      - a. Example: if a vendor requests a price of \$2.50 for UPC 123, followed by requesting \$2.55 for UPC 123 (same UPC), this is considered one instance of a price change.
    - 3. The number of times the pricing changed is a minimum number, meaning the report results will show all instances of redemptions that meet the minimum count and greater
      - a. Example: if the user enters a value of 3 in this field, the report will return all instances of the requested price change occurring 3 or more times.
- f. Report Results
  - i. Product Description
  - ii. UPC
  - iii. Subcategory
  - iv. Requested price
  - v. Vendor Name
    - 1. If a vendor isn't selected in the search criteria, the report will show results for all vendors
  - vi. Vendor ID
  - vii. Date of requested price change
  - viii. Every instance of the price changing has the requested price, and date
  - ix. Count of requested price change(s)
    - 1. The count of each instance of the vendor requesting a different price for the same UPC

## 15. Vendors without Subcategory Redemptions

- a. New Report
- b. Used to view vendors that do not have redemptions for selected category and subcategory within the selected time frame.
- c. Date range is the only required report filter, all vendors and all categories with corresponding subcategories are assumed if no other report filters are used.
- d. Search criteria
  - i. Date selection from and to calendar dates (required)
    - 1. All redemptions that occurred on a calendar date within the search criteria are included in the report (not exclusive to settlement date)
  - ii. Vendor Name
  - iii. Vendor ID
  - iv. Category
  - v. Subcategory
  - vi. Peer Group
- e. Report Results
  - i. Vendor Name
  - ii. Vendor ID
  - iii. Dates used for report
  - iv. Category
  - v. Subcategory

## Reporting Data Consistency

### 16. Benefit Issuance Audit Report

- a. Modify the existing Benefit Issuance Audit Report to show family issuance(s) and family redemption(s)
- b. The following search criteria will be added to the report:
  - i. Remove issuance(s) with no redemption(s)
  - ii. Only show issuance(s) with no redemption(s)
  - iii. UPC field for user to type in UPC information
- c. The following search criteria will remain in the report
  - i. First use date from and to
  - ii. Redeemed date from and to
  - iii. Client ID will be changed to eWIC ID or EBA
  - iv. Vendor ID
  - v. Category
  - vi. Subcategory
  - vii. Agency
  - viii. Clinic

- ix. Vendor
- d. Upon generating the search results, the screen will retrieve all records that match the search criteria. The retrieved records will be presented with the following information:
  - i. eWIC ID
  - ii. Category
  - iii. Subcategory
  - iv. Issuance Clinic
  - v. Issue Date
  - vi. First Use Date
  - vii. Last Use Date
  - viii. Purchase Date
  - ix. Purchase Quantity (new)
  - x. Amount Requested for subcategory item
  - xi. Amount Paid for subcategory item
  - xii. Vendor Name
  - xiii. Vendor Number
  - xiv. Quantity purchased
- e. The retrieved records may be selected to show the following additional information:
  - i. Purchased item description
  - ii. Purchased item UPC
  - iii. Price per UPC requested
  - iv. Price per UPC paid

#### 17. Food Quantity Report Data Source Adjustment

- a. Modify the existing Food Quantity Report to use a different data source for transaction count, quantities redeemed, date, and dollar value.
- b. Modify the existing Food Quantity Report transaction count data source to use the count of unique benefit redemption ID's.
  - i. Transactions are currently counted by a single product ID, we want to replace this method and data source for counting transactions by counting the unique benefit redemption ID's.
  - ii. Transactions will be counted by each unique benefit redemption ID representing 1 transaction (regardless of the number of products associated with the unique benefit redemption ID).
- c. Modify the existing Food Quantity Report to use the business date of transactions to determine which redemptions are included in the report data. The report is currently using settlement dates to determine which redemptions are included in the month of the report.

- i. Transactions that occur within the business date range selected will be included in the Food Quantity Report.
  - ii. Transaction date is determined by using the business date of the transaction.
- d. Modify the existing Food Quantity Report to use the dollar value paid to the vendor to determine the paid value shown in the report. The Food Quantity Report is currently using the dollar value requested by the vendor and representing it as the paid value, change this to the paid value.
  - i. The amount that the vendor was paid will be used for following fields:
    - 1. "Total Paid Value,"
    - 2. "Actual FVB Total,"
    - 3. "Total w/o FVB".
- e. Modify the existing Food Quantity Report to use the redeemed food quantity to count the food quantities redeemed. The Food Quantity Report is currently using the food quantities requested by the vendor and is representing it as the quantity of food redeemed.
  - i. Food quantities redeemed will be included in Food Quantity Report.
  - ii. Redeemed food quantities are determined by counting the number food quantities that were actually redeemed rather than food quantities requested by the vendor.

#### 18. Food Quantity Owner Report Data Source Adjustment

- a. Modify the existing Food Quantity Owner Report data source for paid dollar value, transaction count, food quantity count, and date.
- b. Modify the existing Food Quantity Owner Report transaction count data source to use the count of unique benefit redemption ID's
  - i. Transactions are currently counted by a single product ID, replace this method and data source for counting transactions by counting the unique benefit redemption ID's
  - ii. Transactions will be counted by each unique benefit redemption ID representing 1 transaction (regardless of the number of products associated with the unique benefit redemption ID)
- c. Modify the existing Food Quantity Owner Report to use the business date of transactions to determine which redemptions are included in the report data. The report is currently using settlement dates to determine which redemptions are included in the month of the report.
  - i. Transactions that occur within the business date range selected will be included in the Food Quantity Owner Report.
  - ii. Transaction date is determined by using the business date of the transaction.

- d. Modify the existing Food Quantity Owner Report to use the dollar value paid to the vendor to determine the paid value shown in the report. The Food Quantity Owner Report is currently using the dollar value requested by the vendor and representing it as the paid value, change this to the paid value.
  - i. The amount that the vendor was paid will be used in the following fields:
    - 1. "Total Paid Value,"
    - 2. "Actual FVB Total"
    - 3. "Total w/o FVB"
- e. Modify the existing Food Quantity Owner Report to use the redeemed food quantity to count the food quantities redeemed. The Food Quantity Owner Report is currently using the food quantities requested by the vendor and is representing it as the quantity of food redeemed.
  - i. Food quantities redeemed will be included in Food Quantity Owner Report.
  - ii. Redeemed food quantities are determined by counting the number food quantities that were actually redeemed rather than food quantities requested by the vendor.

#### 19. Vendor Listing and Volume Report Data Source Adjustment

- a. Modify the existing Vendor Listing and Volume Report data source for dollar value paid, date, transaction count, and excel file column name.
- b. Modify the existing Vendor Listing and Volume Report transaction count data source to use the count of unique benefit redemption ID's.
  - i. Transactions are currently counted by a single product ID, we want to replace this method and data source for counting transactions by counting the unique benefit redemption ID's.
  - ii. Transactions will be counted by each unique benefit redemption ID representing 1 transaction (regardless of the number of products associated with the unique benefit redemption ID).
- c. Modify the existing Vendor Listing and Volume Report to use the business date of transactions to determine which redemptions are included in the report data. The report is currently using settlement dates to determine which redemptions are included in the month of the report.
  - i. Transactions that occur within the date range selected will be included in the Food Quantity Owner Report.
  - ii. Transaction date is determined by using the business date of the transaction.
- d. Modify the existing Vendor Listing and Volume Report to use the dollar value paid to the vendor to determine the paid value shown in the report. The Vendor



Listing and Volume Report is currently using the dollar value requested by the vendor and representing it as the paid value, we want to change this to the paid value.

- i. The amount that the vendor was paid will be used as the “Mo. Volume” field.
- e. Modify the existing Vendor Listing and Volume Reports generated excel spreadsheet. When the report is generated and saved as an excel spreadsheet, the column header above the vendor name says “rpt\_line\_title”, this is a request to change the name of the column to Vendor Name.

## 20. Vendor Transaction Average Report Data Source Adjustment

- a. Modify the existing Vendor Transaction Average Report data source for transaction count, date, dollar value paid, and to ensure all authorized vendors are included in the report.
- b. Modify the existing Vendor Transaction Average Report transaction count data source to use the count of unique benefit redemption ID's
  - i. It's unclear how transactions are being counted by this report, replace the method currently used, and the data source for counting transactions by counting the unique benefit redemption ID's.
  - ii. Transactions will be counted by each unique benefit redemption ID representing 1 transaction (regardless of the number of products associated with the unique benefit redemption ID).
- c. Modify the existing Vendor Transaction Average Report to use the business date of transactions to determine which redemptions are included in the report data. The report is currently using settlement dates to determine which redemptions are included in the month of the report.
  - i. Transactions that occur within the date range selected will be included in the Food Vendor Transaction Average Report.
  - ii. Transaction date is determined by using the business date of the transaction.
- f. Modify the existing Vendor Transaction Average Report to use the dollar value paid to the vendor to determine the paid value shown in the report. The Vendor Transaction Average Report is currently using the dollar value requested by the vendor and representing it as the paid value, we want to change this to the paid value.
  - i. The amount that the vendor was paid will be used to calculate the “Transaction Avg Amt.”
- g. The Vendor Transaction Average Report is currently not displaying information for all authorized vendors. Update this report to include all authorized vendors.

- i. If a vendor is authorized or was authorized for the time frame selected, they must be included and displayed in the Vendor Transaction Average Report.

#### 21. Formula Purchased Report Data Source Adjustment

- a. Modify the existing Formula Purchased Report to use the business date of transactions to determine which formula purchases to include in the report data. The report is currently using settlement dates to determine which redemptions are included in the summary period of the report.
  - i. Formula purchases that occur within the date range selected will be included in the Formula Purchased Report.
  - ii. Purchase date is determined by using the business date of the transaction.

#### 22. Food Category Redemption Report Data Source Adjustment

- a. Modify the existing Food Category Report data source for redeemed quantity count, and date.
- b. Modify the existing Food Category Report to use the business date of transactions to determine which redemptions are included in the report data. The report is currently using settlement dates to determine which redemptions are included in the month of the report.
  - i. Transactions that occur within the date range selected will be included in the Food Category Redemption Report.
  - ii. Transaction date is determined by using the business date of the transaction.
- c. Modify the existing Food Category Redemption Report to use the quantity of food redeemed for each food category. The Food Category Redemption Report is currently using the food quantity requested by the vendor and representing it as the redeemed quantity, change this to the redeemed quantity.
  - i. The quantity of food redeemed per food category will be used to calculate the "Count" field.

#### 23. Vendor Total Volume Report Data Source Adjustment

- a. Modify the existing Vendor Total Volume Report data source for transaction date, and dollar value paid. Ensure all authorized vendors are included in the report, and label each column header in the generated excel spreadsheet.
- b. Modify the existing Vendor Total Volume Report to use the business date of transactions to determine which redemptions are included in the report data. The report is currently using settlement dates to determine which redemptions are included in the report.
  - i. Transactions that occur within the business date range selected will be included in the Vendor Total Volume Report.

- ii. Transaction date is determined by using the business date of the transaction.
- h. Modify the existing Vendor Total Volume Report to use the dollar value paid to the vendor to determine the “Vendor Volume” shown in the report. The Vendor Total Volume Report is currently using the dollar value requested by the vendor and representing it as the paid value, change this to the paid value.
  - i. The amount that the vendor was paid will be used to calculate the “Vendor Volume.”
- i. The Vendor Total Volume Report is currently not displaying information for all authorized vendors. Update this report to include all authorized vendors.
  - i. If a vendor is authorized or was authorized for the time frame selected, they must be included and displayed in the Vendor Total Volume Report.

## Vendor Application Updates, New Functionality, and Reports

### 24. Vendors Application Screen

- b. To authorize a vendor to do level 3 certifications
  - i. Add a new field for level 3 certification date
    - 1. Field will be labeled “Certification Date”
    - 2. Standard date field
    - 3. Not required upon saving the application
    - 4. Once field is completed and saved
      - a. Field will remain editable upon retrieve
  - ii. Update to the “Actual Start Date” field:
    - 1. Make it editable upon retrieve
      - a. Updated function as it currently becomes disabled after record saved
    - 2. Keep current function with auto populating date
      - a. Field will prepopulate with first date in Authorization Cycle from Authorization Cycle drop down field

### 25. Auto Populate Price Survey Pricing for Vendors Renewing Contract

- a. New functionality
- b. Evaluate applications of vendors applying because of contract renewal to determine if they are cost competitive as required by USDA guidelines. A market basket approach is taken to evaluate vendors by comparing the average market basket price of an applicant to the average market basket price of their assigned peer group:
  - i. A range of 10-20 subcategories are selected to create a market basket for which the average subcategory prices are combined to determine the total market basket cost for each vendor.

- ii. The average subcategory cost for the contract renewal applicant will be automatically calculated for the subcategories within the market basket by use of previous month's redemption data. The number of previous month's redemptions is determined by the utility described below.
- iii. The average subcategory cost for authorized vendors in the peer group is determined by use of the requested amount (shelf price) in previous month's redemption data. The number of previous month's redemption data is determined by the utility described below.
  - 1. Redemptions that occurred within the date range selected in the utility will be included in the calculation for average cost, redemption dates are not exclusive to settlement date
- iv. Each subcategory allows for a standard deviation multiplier to assigned and applied to the average price.
- v. Market basket costs are established for the applicant by combining the average subcategory price + standard deviation for all subcategories in the market basket.
- vi. Market basket costs for each authorized vendor are combined and averaged to achieve:
  - 1. the peer group market basket cost
- vii. An application competitive cost utility is used to select the subcategories that the user wants to include in the market basket and to select the standard deviation multiplier desired to be applied to each subcategory within the market basket.
  - 1. An application competitive cost utility has option for user to select up to 20 subcategories in the market basket
    - a. A checkbox next to all available subcategories can be used to select the subcategories
  - 2. An application competitive cost utility allows user to enter any number (including decimals) to indicate the standard deviation multiplier desired to be applied the average subcategory price.
  - 3. An application competitive cost utility allows the user to enter the number of months of previous redemption data to use for calculating market baskets
- viii. An application competitive cost analysis screen that displays the market basket subcategories will be used to enter the applicants subcategory pricing
- ix. The applicant market basket cost is compared to their peer group market basket cost

## 26. Competitive Price Analysis for New Applicants

- a. New functionality

- b. Evaluate applicants to determine if they are cost competitive as required by USDA guidelines. A market basket approach is taken to evaluate vendors by comparing the average market basket price of an applicant to the average market basket price of their assigned peer group:
- i. A range of 10-20 subcategories are selected to create a market basket for which the average subcategory prices are combined to determine the total market basket cost for each vendor.
  - ii. The average subcategory cost for the applicant is determined by entering a vendors self-reported prices for the subcategories within the market basket.
  - iii. The average subcategory cost for authorized vendors in the peer group is determined by use of the requested amount (shelf price) in previous redemption data
  - iv. Each subcategory allows for a standard deviation multiplier to assigned and applied to the average price.
  - v. Market basket costs are established for the applicant by combining the average subcategory price + standard deviation for all subcategories in the market basket.
  - vi. Market basket costs for each authorized vendor are combined and averaged to achieve:
    1. the peer group market basket cost
    2. The peer group market basket cost is calculated by using the previous six months of redemption data
  - vii. An application competitive cost utility is used to select the subcategories that the user wants to include in the market basket and to select the standard deviation multiplier desired to be applied to each subcategory within the market basket.
    1. An application competitive cost utility has option for user to select up to 20 subcategories in the market basket
      - a. A checkbox next to all available subcategories can be used to select the subcategories
    2. An application competitive cost utility allows user to enter any number (including decimals) to indicate the standard deviation multiplier desired to be applied the average subcategory price.
    3. An application competitive cost utility allows the user to enter the number of months of previous redemption data to use for calculating market baskets
  - viii. An application competitive cost analysis screen that displays the market basket subcategories will be used to enter the applicants subcategory pricing

- ix. The applicant market basket cost is compared to their peer group market basket cost

## Competitive Price Analysis New Functionality

### 27. Competitive Price Selection Criteria Generator

- a. New Functionality
- b. Evaluate vendors to determine if they remain cost competitive as required by USDA guidelines. A market basket approach is taken to evaluate vendors by comparing the average market basket price of a vendor to the average market basket price of their assigned peer group or a selected geographic region like county:
  - i. The user creates a market basket by selecting a range of 10-20 subcategories. The total market basket cost is determined by combining the average subcategory prices for each subcategory included in the market basket.
  - ii. The average subcategory cost is determined by use of the requested amount (shelf price) in previous redemption data
  - iii. Each subcategory allows for a standard deviation multiplier to assigned and applied to the average price.
  - iv. Market basket costs are established for each authorized vendor by combining the average subcategory price + standard deviation for all subcategories in the market basket.
  - v. Market basket costs for each vendor are combined and averaged to achieve:
    - 1. the peer group market basket cost
    - 2. Market basket cost of all vendors in the selected geographic region (county, city, zip code)
- c. A utility is used to select the subcategories that the user wants to include in the market basket and to select the standard deviation multiplier desired to be applied to each subcategory within the market basket.
  - i. Utility has option for user to select up to 20 subcategories in the market basket
    - 1. A checkbox next to all available subcategories can be used to select the subcategories
  - ii. Utility allows the user to enter the number of months of previous redemption data to use for calculating market baskets
  - iii. Utility allows user to enter any number (including decimals) to indicate the standard deviation multiplier desired to be applied the average subcategory price.

- d. The vendor market basket cost is compared to their peer group market basket cost if no geographic indicator is selected for the report parameters
- e. If any of the following are geographic regions are selected, the output will be a calculated average market basket cost for all vendors within the geographic region selected
  - i. County
  - ii. City
  - iii. Zip Code
- f. Report Parameters
  - i. Vendor Name
  - ii. Vendor ID
  - iii. Peer Group
  - iv. To and From Date
    - 1. Used to collect redemption data that occurred within these dates selected (not exclusive to settlement date)
  - v. County
  - vi. City
  - vii. Zip
- g. Report Results
  - i. Subheader
    - 1. If no geographic parameter is selected:
      - a. List the peer group name and number
      - b. List the peer group market basket value
    - 2. If a geographic parameter is selected:
      - a. List the geographic region by name (County, name, city name, zip code, etc)
      - b. List the market basket total cost for the geographic region
  - ii. Content
    - 1. List vendors by peer group or geography if geography selected as a report parameter
    - 2. Prioritize vendors with market basket value higher than their assigned peer group or geographic region market basket value
    - 3. Display the % difference for vendors with market basket costs higher than their peer group or geographic region market basket value
    - 4. Vendor Name
    - 5. Vendor ID
    - 6. Peer Group
    - 7. Geographic region
    - 8. Subcategory names

9. List the average Subcategory price for all subcategories in the market basket without the applied standard deviation
10. Standard deviation value for each subcategory in the market basket presented separately but next to the subcategory it was assigned to.
  - a. Subcategory average cost + \$value applied as a result of calculating the standard deviation multiplier
11. The market basket total cost for each vendor
12. The market basket total for each geographic region (if selected in report parameters)
13. The market basket total for each peer group (if geographic region not selected in parameters)

## A-50 Determination New Functionality and Enhancements

### 28. A-50 Determination (WIC Sales Compared to Non WIC Sales)

- a. Enhance the vendor "sales volume" screen calculation to determine a vendors total food sales when the total sales are entered, and to auto populate the WIC sales.
- b. The vendor "sales volume" screen is found in the vendor record and in a vendor application, both need to be updated as described below.
- c. A vendor sales volume utility will be used to assign each existing store type an estimated food sales share percentage to be applied in the calculation performed on the vendor sales volume screen
  - i. The vendor sales utility will allow the user to select a store type (store types are currently created in the vendor demographics utility)
  - ii. The user may enter a percentage with a decimal
  - iii. The percentage entered will be used in the calculation that generates results on the vendor sales screen
  - iv. The percentage field may be edited by the user at any time
- d. The vendor sales screen will have the following fields for the user to type into (bottom half of current Sales Volume screen):
  - i. Total Gross sales (required field)
  - ii. Total Food Sales
  - iii. Total Non-Food Sales
  - iv. Total WIC sales (will auto populate)
  - v. Total SNAP Sales
  - vi. From Date (required field)
  - vii. To Date (required field)
  - viii. Note
  - ix. Projected Sales Radio Button



- x. Actual Sales Radio Button
- e. The WIC sales field will auto populate the WIC sales using historical redemption data.
  - i. The To and From Date fields are used to define the date range of historical redemption data to auto populate in the WIC sales field.
    - 1. Example: If I enter From: 5/1/2020 To: 7/15/2020, the WIC sales field will auto populate with the total sales that occurred within the date range of May first to July fifteenth.
- f. Calculating the WIC sales percentage of total food sales is the goal of the sales volume screen, the screen currently functions with this needed calculation.  $(\text{WIC Sales} / \text{Total Food Sales}) \times 100 = \text{WIC sales percentage of total food sales}$ .
- g. In addition to the WIC sales percentage calculation, the screen needs to apply a calculation to determine the Total Food Sales.
  - 1. The Total Food Sales is determined by using the estimated food sales share percentage assigned to the vendor store type and the Total Sales.  $\text{Total Sales} \times (\text{Store Type Percentage} / 100) = \text{Total Food Sales}$ .
- h. The screen will determine the vendor Total Food Sales upon the entry of the Total Gross Sales.
  - i. The Total Food Sales field will be populated with the calculated value but will remain editable
  - ii. The WIC sales percentage of total food sales will be calculated by using the value in the Total Food Sales field (manually entered or auto populated, either one)
- i. All the current visuals/ functionality will remain in the vendor "sales volume" screen

## 29. A-50 Determination Report

- a. New report
- b. This report is used to report the the A-50 Determination evaluation information (A-50 Determination/ WIC sales screen Section Above)
- c. The report search criteria are:
  - i. Vendor Name
  - ii. Vendor Peer Group
  - iii. Vendor ID
  - iv. Checkbox to only show vendors with WIC sales that are 50% or more of their Food Sales
- d. The report will show the following information:
  - i. Vendor Name
  - ii. Vendor ID

- iii. Date of A-50 Determination (date information was added to the “Sales Volume Screen” and Saved)
- iv. Date Range
  - 1. This is the date range entered on the WIC Sales screen, it consists of the From Date field and the To Date field.
- v. Total Gross Sales
- vi. Total Food Sales
- vii. Total WIC Sales
- viii. Total SNAP Sales
- ix. Store Type
- x. Store Type Percentage
- xi. WIC sales %
- xii. Indicate if the determination was made for actual sales or projected sales

### 30. Vendor Comparison Average Requested Price by Subcategory

- a. New report
- b. Report will allow the user to view the average requested and paid subcategory pricing for each vendor and for each peer group.
- c. Report will be used to view the vendors requested and paid price compared the average requested and paid price of the vendors peer group.
- d. Report search criteria/parameters
  - i. Vendor Name
  - ii. Vendor ID
  - iii. Calendar to and From Date (required)
  - iv. Categories
    - 1. Multiple Food Categories can be selected at one time
  - v. Subcategories
    - 1. Multiple Food Subcategories can be selected at one time
  - vi. Peer Group
- e. Report Results
  - i. Vendor Name
  - ii. Vendor ID
  - iii. Vendor Peer Group
  - iv. Subcategories selected
  - v. Average price requested by the vendor for selected subcategory(ies)
  - vi. Average price paid to the vendor for selected subcategory(ies)
  - vii. The average requested subcategory price for peer group
  - viii. The average paid subcategory price for peer group
  - ix. Redemptions that occurred within the calendar date range selected in the search criteria is used to calculate the averages listed above

## Vendor Authorization Updates, and Enhancements

### 31. Vendor Disqualification Screen Enhancements

- a. Update the vendor disqualification screen to disqualify a vendor for the time frame associated with the reason for disqualification (set in utilities) and keep the vendor disqualified until the vendor has an approved application.
- b. After the disqualification period is over a vendor may submit an application to become an authorized vendor but the vendor is not automatically authorized after the disqualification period is over.
- c. Any application that is submitted during the disqualification period must be denied automatically for the reason of the vendor being in a disqualification period.

### 32. Vendor Disqualification Date Validation

- a. Update the vendor disqualification screen to only allow a future disqualification date.
  - i. If the entered disqualification date is on or prior to the current date, the 'Disqualify Vendor' button will remain disabled.
  - ii. If the entered disqualification date is on or prior to the current date, the date field will display a red asterisk.
    1. The red asterisk will display the hover message "date must be in the future."
  - iii. If the entered disqualification date is after the current date, the 'Disqualify Vendor' button is enabled and the disqualification process will resume as expected.
    1. The vendor will be disqualified effective at midnight of the date entered.
  - iv. If the entered disqualification date is after the current date, the red asterisk on the date field does not display.
- b. Update the vendor disqualification screen to only allow a future stop banking date.
  - i. If the entered stop banking date is on or prior to the current date, the 'Disqualify Vendor' button will remain disabled.
  - ii. If the entered stop banking date is on or prior to the current date, the date field will display a red asterisk.
    1. The red asterisk will display the hover message "date must be in the future."
  - iii. If the entered stop banking date is after the current date, the 'Disqualify Vendor' button is enabled and the disqualification process will resume as expected.
    2. The vendor will be disqualified effective at midnight of the date entered.

- iv. If the entered stop banking date is after the current date, the red asterisk on the date field does not display.

### 33. Vendor Termination Date Validation

- a. Update the vendor termination screen to only allow a future termination date.
  - i. If the entered termination date is on or prior to the current date, the 'Terminate Vendor' button will remain disabled.
  - ii. If the entered termination date is on or prior to the current date, the date field will display a red asterisk.
    - 1. The red asterisk will display the hover message "date must be in the future."
  - iii. If the entered termination date is after the current date, the 'Terminate Vendor' button is enabled and the termination process will resume as expected.
    - 2. The vendor will be terminated effective at midnight of the date entered.
  - iv. If the entered termination date is after the current date, the red asterisk on the date field does not display.
- b. Update the vendor termination screen to only allow a future stop banking date.
  - i. If the entered stop banking date is on or prior to the current date, the 'Terminate Vendor' button will remain disabled.
  - ii. If the entered stop banking date is on or prior to the current date, the date field will display a red asterisk.
    - 1. The red asterisk will display the hover message "date must be in the future."
  - iii. If the entered stop banking date is after the current date, the 'Terminate Vendor' button is enabled and the termination process will resume as expected.
    - 2. The vendor will be terminated effective at midnight of the date entered.
  - iv. If the entered stop banking date is after the current date, the red asterisk on the date field does not display.

## Appendix A

### Outlier Calculation Proposal

To find major outliers in the data set used to calculate a NTE, the outer fence, and/or inner fence boundaries can be used. To calculate the outer fence boundaries, the median must be established, and data needs to be put into Quartiles.

1. Find the mean
2. Put data into quartiles
3. Find the interquartile range(IQR) by subtracting Q1 from Q3

4. Multiply IQR x3
5. Then subtract this number from Q1, and add it to Q3, these two numbers are your outer fence boundaries
6. Any value that lays outside of the outer fence boundaries is considered a major outlier

**Median**-a number that represents the mid-point of the data set

**Quartile 1**- the middle value between the smallest number and median of the data set, and splits off the lowest 25% of data from the highest 75%

**Quartile 2**- is the median, and cuts the data set in half

**Quartile 3**- the middle value between the median and highest value of the data set, and splits off the highest 25% of data from the lowest 75%

**Interquartile range**- tells us how spread out the middle half of our data is, its calculated by subtracting Q1 from Q3

Example: The prices used to calculate the NTE for cheese are:

3.50, 3.50, 4.25, 4.45, 4.50, 4.50, 5.15, 5.25, 5.80

Mean= 4.50 (it's the midpoint value)

Q1= 3.87 (the average of 3.50 and 4.25 is used)

Q2=4.50 (same thing as the mean)

Q3=5.20 (the average of 5.15 and 5.25)

The IQR is 1.33 (5.20-3.87)

IQR x 3= 3.99 (1.33 x 3)

Outer fence boundaries are -0.12, and 9.19 (3.87 – 3.99= -0.12, and 5.20 + 3.99= 9.19). Any price for cheese that exceeds 9.19 will be considered an outlier. Since it's impossible to charge -0.12 for cheese we won't use this number.

The inner fence boundaries can be used to capture mild outliers. The inner fence boundaries are calculated by the same method as the outer fence boundaries except the IQR is multiplied by 1.5, before being added to Q3 and subtracted from Q1.

If we used the inner fence boundaries with the data in the example above, the boundaries would be 1.88, and 7.19. Any price for cheese that is outside the range of 1.88-7.19 is considered a mild outlier.

**Compliance Buy Card Number, EBA, Time, Date, Products, Pricing information, and Correspondence Populated and Stored on the Vendor Investigation Screen**

Mover Box Example: one box will be labeled “available transactions” the other box will be labeled “selected transactions”

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< - Albertson's Food Store 3587 - 2015 - 27 Find Training Vendor Training Vendor Trainer Training Type Training Location New Training >

Detail Notes & Trainers

**Detail**

Training Date and Time 00/00/0000 15 : : Cancel Training

Location

Training Type

☐ County

☐ City

☒ Statewide

☐ Agency

**Available Vendors**

Vendor	City
2465 - Albertson's 1221	Chandler
2229 - Albertson's 2985	Phoenix
8004 - Albertson's Food Store 3587	Blythe
380 - Bashas' 02	Mesa
2550 - Bashas' 07	Scottsdale
2002 - Bashas' 08	Peridot
2540 - Bashas' 109	Maricopa
303 - Bashas' 11	Phoenix
2033 - Bashas' 17	Pinon
1850 - Bashas' 18	Flagstaff
185 - Bashas' 27	Sells
654 - Bashas' 33	Chinle

**Attending Vendors**

Vendor	Registered	Attended	City
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Total Registered 0 Total Attended 0

Save Cancel