Software Requirements Specification

for

Auditor-Controller

Version 2.0 approved

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LA County Dept. Auditor Controller

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# Table of Contents

Revisi**on History** | 2
---|---
1. **Introduction** | 4
  1.1 Purpose | 4
  1.2 Document Conventions | 4
  1.3 Intended Audience and Reading Suggestions | 4
  1.4 Product Scope | 4
  1.5 References | 5
2. **Overall Description** | 4
  2.1 Product Perspective | 4
  2.2 Product Functions | 5
  2.3 User Classes and Characteristics | 5
  2.4 Operating Environment | 5
  2.5 Design and Implementation Constraints | 5
  2.6 User Documentation | 5
  2.7 Assumptions and Dependencies | 5
3. **External Interface Requirements** | 6
  3.1 User Interfaces | 6
  3.2 Hardware Interfaces | 6
  3.3 Software Interfaces | 6
  3.4 Communications Interfaces | 6
4. **System Features** | 6
  4.1 Functional Requirements | 6
  4.2 External Interface Requirements | 7
  4.3 Logical Database Requirements | 7
  4.4 Design Constraints | 7
5. **Other Nonfunctional Requirements** | 7
  5.1 User Interfaces | 7
  5.2 Safety Requirements | 7
  5.3 Security Requirements | 8
  5.4 Software Quality Attributes | 8
  5.5 Business Rules | 8
6. **Other Requirements** | 8
Appendix A: Glossary | 8
Appendix B: Analysis Models | 9

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## Revision History

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Reason For Changes</th>
<th>Version</th>
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<td>Initial Draft</td>
<td>2018-10-8</td>
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<td>Final Draft</td>
<td>2019-03-20</td>
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1. Introduction

1.1 Purpose

The purpose of this document is to identify the software requirements for the financial dashboard. The financial dashboard is comprised of data gathered from LA County contracts intended for LA County executives enterprise wide in efforts to display contract data per requirements.

1.2 Document Conventions

LA - Los Angeles
KPI - Key Performance Indicator

1.3 Intended Audience and Reading Suggestions

The intended audiences would be customer representatives, developers, and acceptance testers.

1.4 Product Scope

The Auditor-Controller has access to a wealth of financial data. The project team developed a Power BI dashboard that allows executive managers to make critical decisions for the County. The project team worked with subject matter experts to gather user requirements, to mockup design proposals, and to present proposals to key stakeholders.

1.5 References

- Auditor Controller – Data Science and Analytics
  - Code: 1168

2. Overall Description

2.1 Product Perspective

The product will be a dashboard based on LA County’s contract data. The product is tailored to giving a simple and quick visual to the intended users. Future versions of this product may be implemented into LA County’s database to coincide with two other dashboards LA County is producing internally.
2.2 Product Functions

The product must allow the user to visualize the following information from LA County contracts:

- Department
- Department Name
- Report Code
- Report Name
- Start Date

<table>
<thead>
<tr>
<th></th>
<th>End Date</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Contract Budget</td>
</tr>
<tr>
<td></td>
<td>Expenditure</td>
</tr>
<tr>
<td></td>
<td>Expended Percentage</td>
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<tr>
<td></td>
<td>Days Until Expiration</td>
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</tbody>
</table>

Note: The visualizations will be specified in section 4.

2.3 User Classes and Characteristics

2.3.1 LA County Executives
- Low technical expertise
- Highest security clearance
- Main user

2.4 Operating Environment

This application may be accessed in one of two ways, through Power BI Desktop or Power BI website.

2.5 Design and Implementation Constraints

The dashboards will be built using Power BI. This version of the dashboards will not be required to connect to a database. However, the developers must keep in mind during development that future versions will be connected to a database.

2.6 User Documentation

No user documentation required

2.7 Assumptions and Dependencies

This product depends on the County’s ability to input clean data to the dashboard. This product is constrained by not having access to the County database.
3. **External Interface Requirements**

3.1 **User Interfaces**

The Power BI dashboard is the user interface.

3.2 **Hardware Interfaces**

Not Applicable.

3.3 **Software Interfaces**

The product is built on Microsoft Power BI and utilizes Microsoft libraries.

3.4 **Communications Interfaces**

Products alerts function are connected to Microsoft Outlook.

4. **System Features**

4.1 **Functional Requirements**

4.1.1 **Contracts Expiring in 30, 60, 90 Days**

4.1.1.1 The system shall display Days Until Expiration
4.1.1.2 The system shall display EXPIRE IN 30 DAYS
4.1.1.3 The system shall display EXPIRE IN 60 DAYS.
4.1.1.4 The system shall display EXPIRE IN 90 DAYS.
4.1.1.5 The system shall utilize the Donut Chart visualization.

4.1.2 **30 Days**

4.1.2.1 The system shall display EXPIRE IN 30 DAYS.
4.1.2.2 The system shall display Budget Thresholds.
4.1.2.3 The system shall utilize the Bar Graph visualization.

4.1.3 **60 Days**

4.1.3.1 The system shall display EXPIRE IN 60 DAYS.
4.1.3.2 The system shall display Budget Thresholds.
4.1.3.3 The system shall utilize the Bar Graph visualization.
4.1.4 90 Days

4.1.4.1 The system shall display EXPIRE IN 90 DAYS.
4.1.4.2 The system shall display Budget Thresholds.
4.1.4.3 The system shall utilize the Bar Graph visualization

4.1.5 Contract Status Table

4.1.5.1 The system shall display Department.
4.1.5.2 The system shall display Reporting Code.
4.1.5.3 The system shall display Reporting Name
4.1.5.4 The system shall display Start Date.
4.1.5.5 The system shall display End Date.
4.1.5.6 The system shall display Budget.
4.1.5.7 The system shall display Encumbrance.
4.1.5.8 The system shall display Expenditure.
4.1.5.9 The system shall display Expended Percentage.
4.1.5.10 The system shall display Days Until Expiration.
4.1.5.11 The system shall utilize the Table visualization.

4.2 External Interface Requirements

The dashboard may be accessed using Power BI website and Power BI desktop application.

4.3 Logical Database Requirements

Not applicable.

4.4 Design Constraints

The product does not have access to the County database. It is limited to manual upload of flat files

5. Other Nonfunctional Requirements

5.1 Performance Requirements

Not applicable.

5.2 Safety Requirements

Not applicable.
5.3 Security Requirements

Not applicable

5.4 Software Quality Attributes

Not applicable.

5.5 Business Rules

Not applicable

6. Other Requirements

Not applicable

Appendix A: Glossary

LA - Los Angeles
KPI - Key Performance Indicator
Appendix B: Analysis Models

Contract Facts Jan 28

- DEPT_CD
- DEPT_NM
- RTYP_CD
- RTYP_NM
- RGRP_CD
- RGRP_NM
- RCAT_CD
- RCAT_NM
- RCLS_CD
- RCLS_NM
- RPT_CD
- RPT_NM
- BUD_NM
- STRT_DT
- END_DT
- EXPIRE_IN_90DAYS
- EXPIRE_IN_60DAYS
- EXPIRE_IN_30DAYS
- EXPIRED
- OVER_BUDGET
- ZERO_BUDGET
- NOEND_DATE
- CNTAC_CD
- ORIG_BUD_AM
- CURR_BUD_AM
- CASH_EXP_AM
- UCOMIT_AM
- UCBLG_AM
- UNEXP_CASH_AM
- UNEXP_ACRD_AM
- ACTU_EXP_AM
- Expended Percentage
  - EXP_GRP_%
  - GRP_30,60,90_DAYS