

Definition of Key Bulkload Fields used to understand Status Transitions, Dates, and Other Values for Procurement.

This sheet represents common data scenarios that consumers of the extracts are likely to see, uncommon scenarios are indicated as such, and where common status transitions are identified with from and to values.

File	Layout	Field	Date	Can Change Yes (Y), Not Likely (N), Additional Rows (R)	From Value	To Value	Meaning or common values
PC	PCH	CNTRCT_STATUS		Y			Upon initial entry contracts will have a value of P (Pending OSC), and will switch to A (Approved – this is currently “Request PO”) when approved. Subsequent versions (amendments) will automatically be saved in A. Inactive contracts will have a value of X (Canceled) or C (Closed).
PC	PCH	VERSION_NUM			1 or current version	+1	System generated sequence number that indicates the amendment version of a contract. All contracts start at version 1.
PC	PCH	ORIGIN		N			Bulkload (BLK), Online Entry (ONL), or OSC (ON2). Another type for Conversion (CNV) exists, but should not be seen on extract
PC	PCH	APPROVAL_DT	Y	N			Date on which the version of a contract is approved
PC	PCH	CNTRCT_CORP_FLG		N			This is a Yes/No field that indicates if a given contract is a “Corporate Contract”, meaning it can be utilized by all business units.
PC	PCL	LINE_STATUS		Y	O	C	Indicates the line status of a contract. O – Open (default) ; C – Cancelled
PC	PCL	INCLUDE_FOR_RELS		Y	N	Y	Indicates if a contract line is available for PO Release. Also implies that a pre-encumbrance is established for a contract line. Set to Y on all contract lines associated with a pre-encumbrance. Generally set to N on future year lines of a multi-year contract.
PO	POH	PO_STATUS					The extracts will typically return the following statuses: PA (Pending Approval) for those in workflow A (Approved) for those that have been approved but not dispatched D (Dispatched) for those that have been full dispatched, and are eligible to be paid against DE (Denied) for those that have been denied back to the originator for resubmission into workflow

							Inactive Purchase Orders can be represented by C (Complete), X (Canceled), R (Rejected) Uncommon statuses include PX (Pending Cancel), I (Initial) and O (Open), none should appear on the extracts often.
PO	POH	HOLD_STATUS		Y	Y N	N Y	Not commonly used, this can only be marked as yes by an online PO processor, and will hold the PO from further processing.
PO	POH	CHANGE_STATUS		Y	U	C	Indicates that a change order has been created against a dispatched PO.
PO	POH	CHNG_ORD_BATCH		Y			System generated PO change order sequence number.
PO	POH	MATCH_STATUS_PO			T T P	M P M	Indicates if Matching is applicable to a PO and if the PO has been partially or fully matched. N (Do Not Match); M (Matched); P (Partial); T(To be Matched)
PO	POH	APPROVAL_DT	Y				The date a PO was most recently approved.
PO	POH	ACTIVITY_DATE	Y				The date a PO was most recently updated.
PO	POL	CANCEL_STATUS					This field indicates if a given PO Line has been canceled. Active lines are A, Canceled are X, and Closed are C.
PO	POL	AMT_ONLY_FLG		N			This is a Yes/No field that indicates if a given PO is "Amount Only". The Amount Only flag in conjunction with the PO line being distributed by Amount, allows the user(s) to receive the PO lines by amount instead of quantity.
PO	POS	LIQUIDATE_METHOD		N			This indicates that a given Purchase Order Shipment Line can be liquidated by Amount (A) or Quantity (Q).
PO	POS	MATCH_STATUS_LN_PO		Y			Indicates if a PO Shipment has been Matched (M), Partially Matched (P), or Not Matched/Unmatched (N).
PO	POD	ROLL_STAT_R					Indicates if a PO distribution line has been rolled from one budget year to another
KK	KTH	KK_TRAN_DT	Y	N			Date on which a transaction (for example an AP voucher) is budget checked for the first time in an accounting period. If a voucher is budget checked more than once in the same accounting period, this date remains the same.
KK	KTH	KK_DATETIME_STAMP	Y	Y			Timestamp of the last execution of budget check (success or failure) for a transaction.
VO	VOH	APPR_STATUS		Y	V	A	V – Pending OSC; A - Approved for payment
VO	VOH	APPR_STATUS			P	U, V	Under OSC (U), Pending OSC (V). These are OSC approval steps.
VO	VOH	APPR_STATUS			U,V	A	Voucher has been Approved (A) for Payment
VO	VOH	APPR_STATUS			P, U, V	D, R	Denied, Rejected
VO	VOH	APPR_STATUS			P,U,V	W, Y, Z	Released for Approval, Released from Audit, Released for Denial. These are intermediate processing steps that should not appear on the extracts

VO	VOH	ORIGIN		N			Bulkload (BLK), Online Entry (ONL), Inter-Agency Bill (INB) or OSC (ON2). Another type for Conversion (CNV) exists, but should not be seen on extract
VO	VOH	CLOSE_STATUS		Y	O	C	O – Open (active, valid voucher); C – Closed (liability is closed)
VO	VOH	ENTRY_STATUS		Y	P	X	P – Postable (active, valid voucher); R – Recycled (failed key validations; invalid); X – Deleted
VO	VOH	POST_STATUS_AP		Y	U	P	U – Unposted (not posted yet no acctg entries in VA/GL Extracts); P – Posted to VA Extract
VO	VOH	MATCH_STATUS_VCHR		Y	T	M or E	N – Not applicable (bulkload and non-po vouchers) T – To Be Matched – applicable to Online PO vouchers only. Can change to M (Matched) or E (Exceptions) status.
VO	VOH	MANUAL_CLOSE_DT	Y	Y			Date on which the voucher was closed.
VO	VOH	OPRID_LAST_UPDT	Y	Y			Date on which the voucher was last updated. Indicates that the Voucher was saved, not always changed.
VO	VOH	BUDGET_HDR_STATUS		Y	N	V or E	Can change multiple times through the lifecycle of a voucher. Will begin in Not Budget Checked (N), and either become Valid (V), or go to Error (E) for each run of the budget check process. Once the status is V, it will not re-check until/unless the distribution on the voucher changes. Documents in Process (I) is a status that occurs only when a document is currently in the budget check process, and should not occur on the extracts, if it does it can be an indication that the document is stuck in budget check. Once posted the budget header status cannot be changed. N – Not Checked (initial status for all vouchers) V – Valid upon successful budget check (Look for updates to budget ledgers on KK/KB Files) E – Exceptions upon budget check failure
VO	VOH	DELETE_DT	Y	Y			Date on which the voucher was deleted.
VO	VOL	WTHD_SW		Y			Withholding Switch; indicates if withholding is applicable (Y/N)