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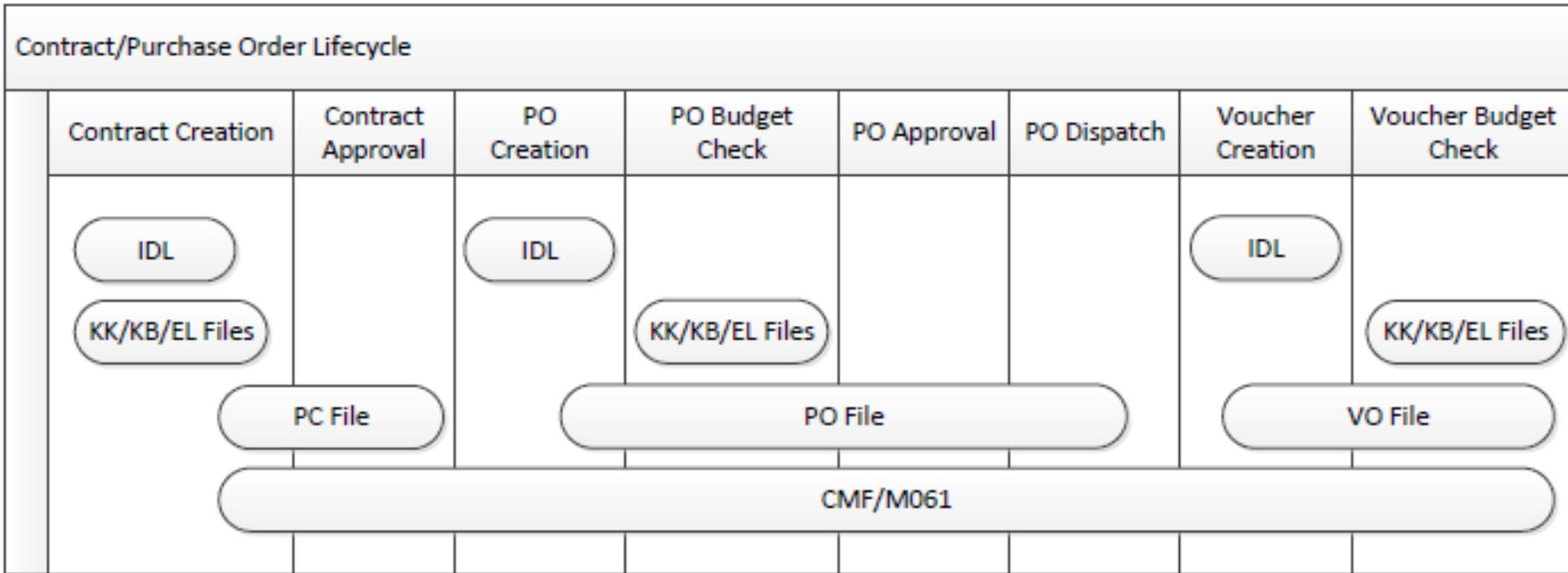
Procurement Contract / Purchase Order Related Extracts

June 24, 2014

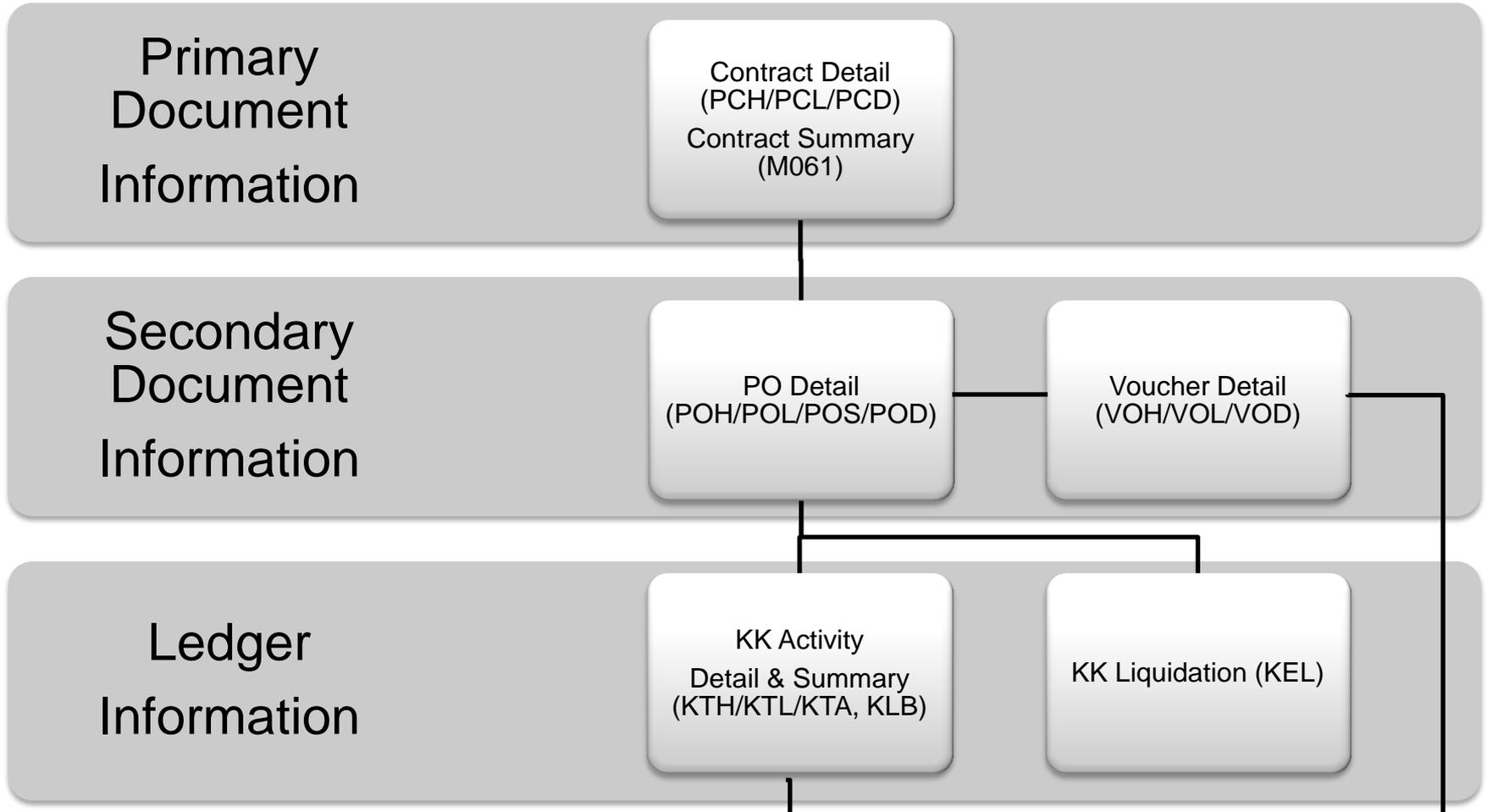
Overview

- Procurement Contract/PO Process Flow
- Procurement Contract/PO Data & Related Extracts
- High Level Scenarios for Detailed Walkthrough:
 - Bulkload Procurement Contract Creation thru PO Release & Dispatch
 - Creation of a Voucher against a Contract PO
 - PO Change Order/PO Cancellation/Non-Contract PO
 - Bulkload Contract Amendment Creation
- Future Workgroup Session Agendas
- Discussion

Contract/Purchase Order Lifecycle



Procurement Contract/PO Data & Related Extracts



Scenario 1 – Bulkload Contract Creation thru PO Dispatch

➤ In this scenario, we will look at key Contract/PO related data elements in all relevant extracts when:

Day 1 – a Procurement Contract is created via bulkload

Day 2 – the contract is Approved by OSC

Day 3 – a PO is created against the contract (via bulkload), budget checked, approved and dispatched

Contract Creation - Day 1

Source System

- ABC01 submits a Procurement Contract transaction via a bulkload file with header/line/distribution information.
- ABC01 receives an IDL notification indicating that the Procurement Contract was successfully created.

SFS

- SFS Creates a Requisition, approves and budget checks to generate a pre-encumbrance record
- Upon successful budget check of the requisition, system creates the Procurement Contract using req. lines and sets
 - PCH.CNTRCT_STATUS = P (Pending OSC)
 - PCH.CNTRCT_ID = <System Generated Sequence #>
 - PCH.DESCR = <NYS CNTRCT ID>
 - PCH.VERSION_NUM = 1
- Generates an IDL for ABC01

Extract Updates on Day 2 for Day 1

1. Contract Detail extract – PC File (PCH/PCL/PCD)
 - Data similar to inbound file with a few updated fields

2. Contract Master extract – M061 File
 - Includes contract activity summary – LTD encumbrance/expenditure
 - 1 line per amendment version of a contract
 - No LTD amounts reflected at this point

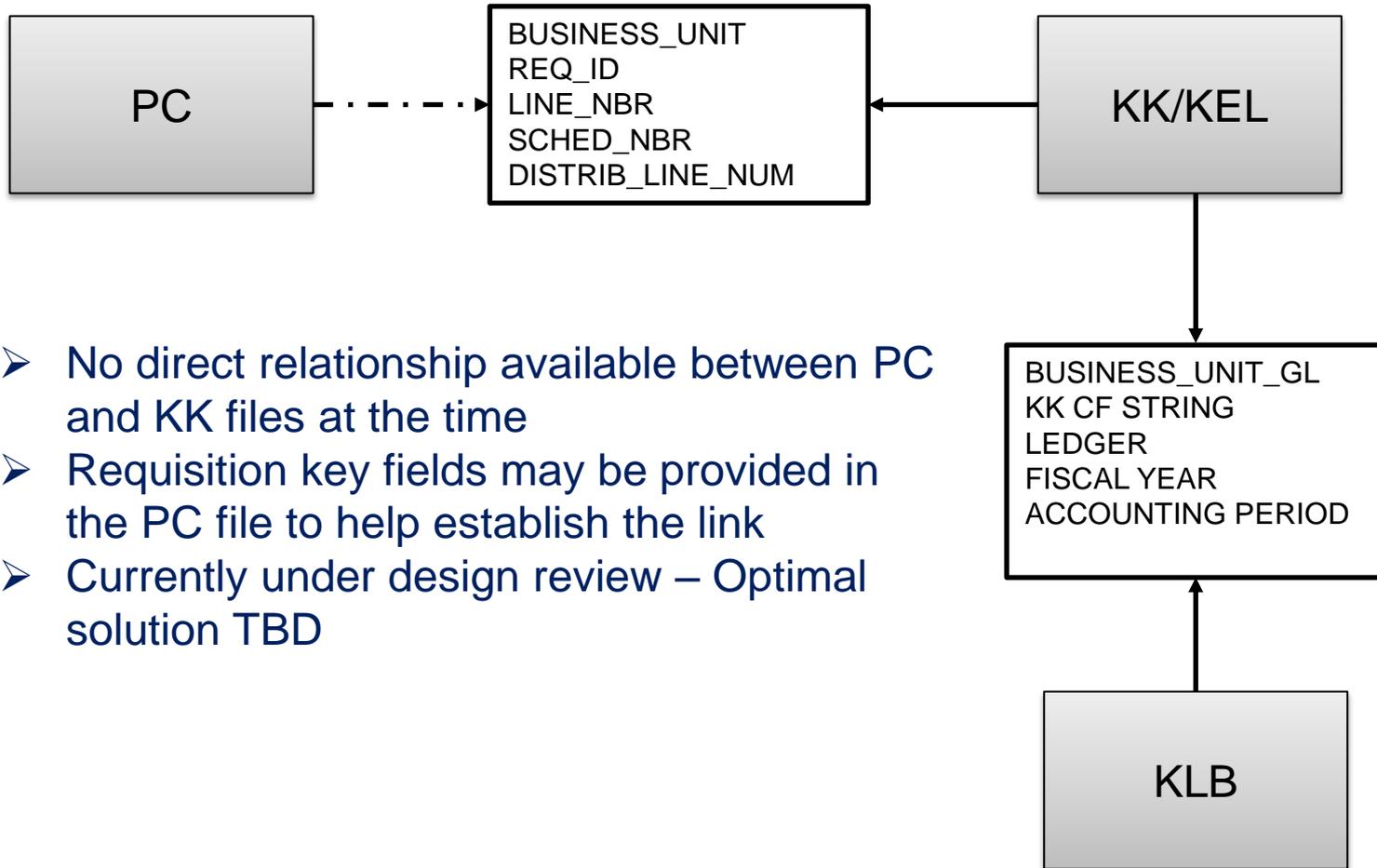
3. KK Activity Detail extract – KK File (KTH/KTL/KTA)
 - Includes pre-encumbrance activity recorded against commitment control ledgers
 - KTH – 1 line per requisition
 - KTL – 1 line per requisition distribution line
 - KTA – 1 line per requisition dist. line and KK ledger

Extract Updates on Day 2 for Day 1

4. KK Encumbrance Liquidation extract – KEL File
 - 1 line per requisition dist. line and KK ledger – includes total pre-encumbrance, activity (encumbrance) and remaining pre-encumbrance

5. KK Ledger Balances extract – KLB File
 - 1 line summarized by CF string for each GLBU, KK ledger, fiscal year & accounting period combination

Data relationship for Day 2 extracts



- No direct relationship available between PC and KK files at the time
- Requisition key fields may be provided in the PC file to help establish the link
- Currently under design review – Optimal solution TBD

Important Fields/Statuses on Day 2 Extracts

Layout	Field Name	Value
PCH	CNTRCT_ID	<NEXT SEQ#>
PCH	VERSION_NUM	1
PCH	CNTRCT_STATUS	P (Pending OSC)
PCH	DESCR	<NYS CNTRCT ID> : BU- CNT-DEPTID
PCH	AMT_CNTRCT_MAX	####.##
PCH	CNTRCT_BEGIN_DT	<BEGIN DATE>
PCH	CNTRCT_EXPIRE_DT	<END DATE>
PCL	INCLUDE_FOR_RELEASE	Y (Yes)

Transaction Updates on Day 2

Source System

SFS

- OSC approves the contract
- Upon approval,
 - PCH.CNTRCT_STATUS is updated from P (Pending OSC) to A (Approved)

Extract Updates on Day 3 for Day 2

1. Contract Detail extract – PC File (PCH/PCL/PCD)
 - Data similar to inbound file – only 1 key field (CNTRCT_STATUS) is updated
2. Contract Master extract – M061 File
 - Includes contract activity summary – LTD encumbrance/expenditure
 - 1 line per amendment version of a contract
 - No LTD amounts reflected at this point

Transaction Updates on Day 3

Source System

- ABC01 submits a Purchase Order transaction via a bulkload file with header/line/ship/distribution information and a reference to Contract ID, Contract Line Number & Version Number.

- ABC01 receives an IDL notification indicating that the Purchase Order was successfully entered.

SFS

- SFS creates the Purchase Order in a Pending Status.
 - POH.PO_STATUS = PA (Pending Approval)
 - POH.BUDGET_HDR_STATUS = N (Not Checked)
 - PO Line references the CNTRCT_ID, CNTRCT_LINE_NBR and VERSION_NUM
- Budget Checks the Purchase Order releasing the pre-encumbrance and creating an encumbrance in commitment control ledgers.
- Upon successful budget check, sets
 - POH.BUDGET_HDR_STATUS = V (Valid)
 - POH.PO_STATUS = A (Approved)
- Generates an IDL for ABC01
- PO Dispatch process (nightly batch) picks up the Approved PO and sets POH.PO_STATUS = D (Dispatched)

Extract Updates on Day 4 for Day 3

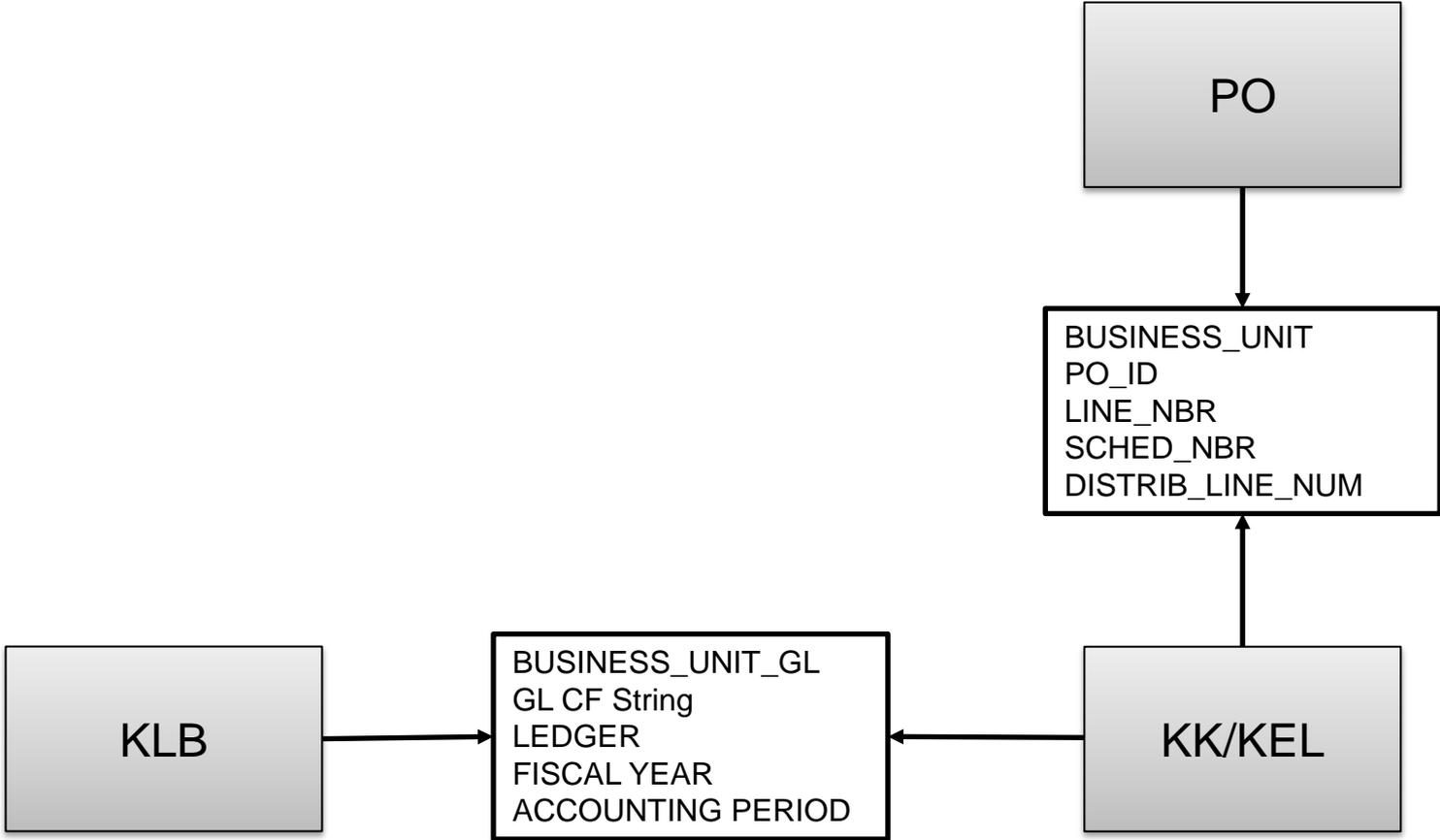
1. Contract Master extract – M061 File
 - Includes contract activity summary – LTD encumbrance/expenditure
 - 1 line per amendment version of a contract
2. Purchase Order Detail extract – PO File (POH/POL/POS/POD)
 - Data similar to inbound PO file with updates to some status fields
3. KK Activity Detail extract – KK File (KTH/KTL/KTA)
 - Includes encumbrance activity recorded against commitment control ledgers
 - KTH – 1 line per PO
 - KTL – 1 line per PO distribution line
 - KTA – 2 lines per PO dist. line and KK ledger (1 line for pre-encumbrance liquidation; 1 line for encumbrance creation)

Extract Updates on Day 4 for Day 3 (Contd.)

4. KK Encumbrance Liquidation extract – KEL File
 - 1 line per PO dist. line and KK ledger – includes total encumbrance, activity (expenditure) and remaining encumbrance
 - 1 line per Req. Dist. Ln (record already exists – update only) – total pre-encumbrance remains unchanged; encumbrance activity increases and remaining pre-encumbrance decreases

5. KK Ledger Balances extract – KLB File
 - 1 line summarized by CF string for each GLBU, KK ledger, fiscal year & accounting period combination

Data relationship for Day 4 extracts



Important Fields/Statuses on Day 4 Extracts

Layout	Field Name	Value
POH	PO_STATUS	D (Dispatched)
POH	BUDGET_HDR_STATUS	V (Valid)
POH	MATCH_STATUS_PO	T (To be matched)
POL	CNTRCT_ID	<SFS Contract ID>
POL	CNTRCT_LINE_NBR	<Contract Line #>
POL	VERSION_NUM	<Contract Version #>

Scenario 2 – Bulkload Voucher against a contract PO

- In this scenario, we will look at key data elements in all relevant extracts when a Regular Voucher is:

Day 4 - Created against a contract PO via bulkload and successfully Budget Checked

PO Voucher Creation - Day 4

Source System

- ABC01 submits a Regular Voucher transaction via a bulkload file with header/line/distribution information referencing the contract PO from Scenario 1.

- ABC01 receives an IDL notification indicating that the Voucher was successfully created.

SFS

- Creates a Regular Voucher and sets
 - VOH.BUDGET_HDR_STATUS = N (Not Checked)
 - VOH.APPR_STATUS = P (Pending)

- Runs Budget Check and creates entries in KK ledgers.
- Runs Matching to match Voucher Qty to PO Qty.
- Upon successful budget check and matching, sets
 - VOH.BUDGET_HDR_STATUS = V (Valid)
 - VOH.MATCH_STATUS_VCHR = M (Matched)
 - VOH.APPR_STATUS = V (Pending OSC)

- Generates an IDL for ABC01.

Extract Updates on Day 5 for Day 4

1. Voucher Detail extract – VOH/VOL/VOD
 - Data similar to inbound file with updated status fields

2. KK Activity Detail extract – KTH/KTL/KTA
 - Includes expenditure activity recorded against commitment control ledgers
 - KTH – 1 line per voucher
 - KTL – 1 line per voucher distribution line
 - KTA – 2 lines per voucher dist. line and KK ledger (1 line to release encumbrance; 1 line to create expenditure)

3. KK Encumbrance Liquidation extract – KEL File
 - 1 line per PO. Dist. Ln (record already exists – update only) – total encumbrance remains unchanged; expenditure activity increases and remaining encumbrance decreases

Extract Updates on Day 5 for Day 4 (Contd.)

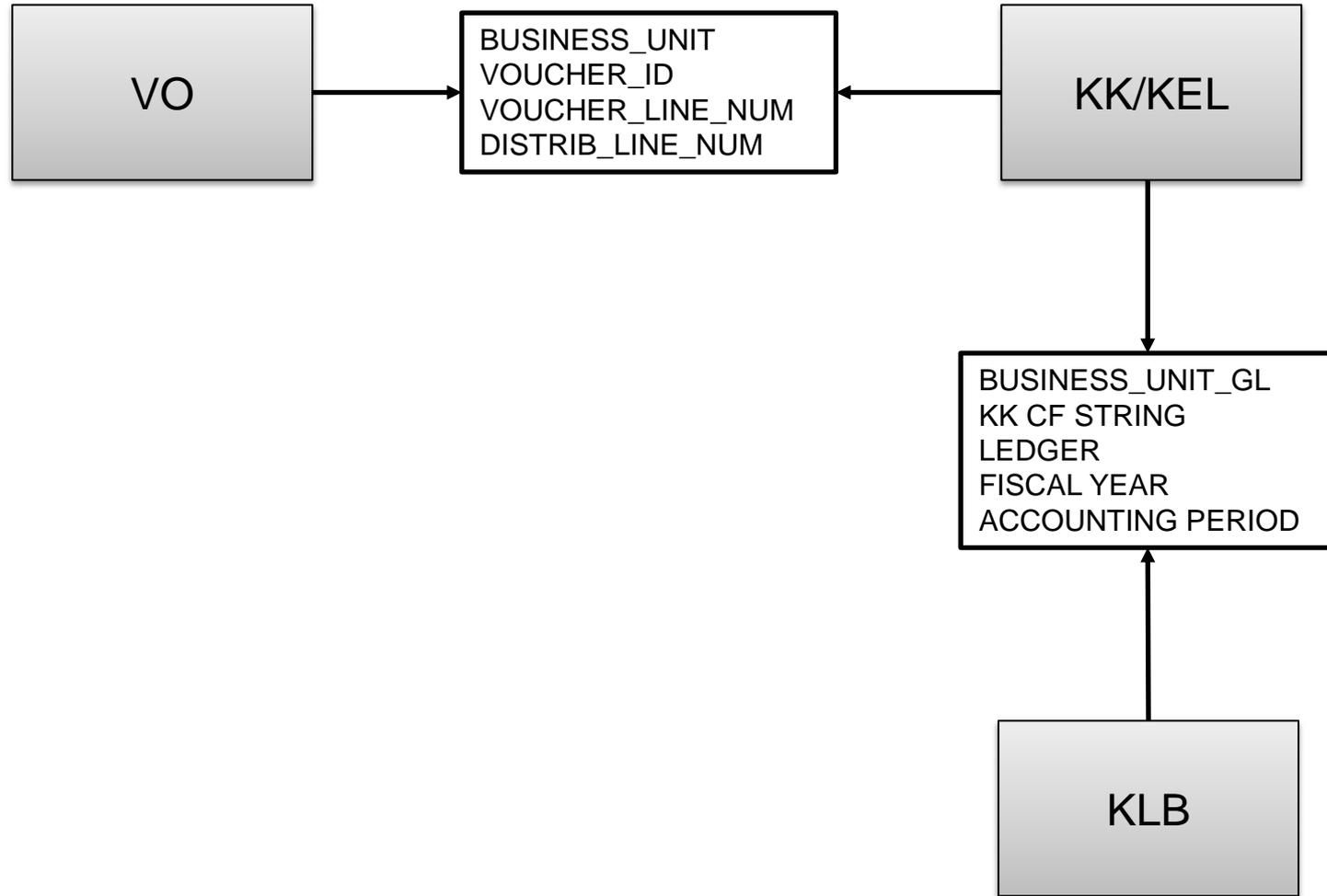
4. KK Ledger Balances extract – KLB File
 - 1 line summarized by CF string for each GLBU, ledger, fiscal year & accounting period combination

5. Contract Master extract – M061 File
 - Includes contract activity summary – LTD encumbrance/expenditure
 - 1 line per amendment version of a contract

Important Fields/Statuses on Day 5 Extracts

Layout	Field Name	Value
VOH	VOUCHER_STYLE	REG (Regular)
VOH	ORIGIN	BLK (Bulkload)
VOH	ENTRY_STATUS	P (Postable)
VOH	BUDGET_HDR_STATUS	V (Valid)
VOH	APPR_STATUS	V (Pending OSC)
VOH	POST_STATUS_AP	U (Unposted)
VOH	CLOSE_STATUS	O (Open)
VOH	MATCH_STATUS_VCHR	M (Matched)

Data relationship for Day 5 extracts



Other possibilities/considerations in Scenario 1

- Requisition fails to create or budget check
 - Contract is not created
 - SFS sends an IDL notification
 - No information is sent in extracts

- Contract is non-approved by OSC
 - PCH.CNTRCT_STATUS = X
 - Requisition associated to the contract is Cancelled
 - Pre-encumbrance associated with the requisition is liquidated
 - Extracts Updated: PC, KK, KEL and KLB files

- PO referencing the contract fails to create or budget check
 - POH.BUDGET_HDR_STATUS = E (Error)
 - POH.PO_STATUS = PA (Pending Approval)
 - SFS sends an IDL notification
 - Contract Line released/Remaining amounts will be updated
 - Extracts Updated: PO and M061 files

Other possibilities/considerations in Scenario 1

- Change Order is created against a contract PO
 - POH.CHANGE_STATUS = C (Changed)
 - POH.CHNG_ORD_BATCH = # (Next available change seq #)
 - POH.PO_STATUS = PA (Pending Approval)
 - POH.BUDGET_HDR_STATUS = N (Not Checked)
 - Change order is then re-budget checked, approved and dispatched
 - Contract Line released/Remaining amounts will be updated
 - Extracts Updated: PO, KK, KEL, KLB and M061 files

- PO is Cancelled
 - POH.PO_STATUS = PX (Pending Cancel)
 - POH.BUDGET_HDR_STATUS = N (Not Checked)
 - PO is then re-budget checked to release encumbrance & restore pre-enc
 - PO Dispatch batch process sets POH.PO_STATUS = X (Cancelled)
 - Contract Line released/Remaining amounts will be updated
 - Extracts Updated: PO, KK, KEL, KLB and M061 files

Scenario 3 – Bulkload Contract Amendment

- In this scenario, we will look at key Procurement Contract related data elements in all relevant extracts when:

Day 5 – New Contract Line & Max Amounts (increased) are sent via a bulkload file. A contract amendment is created in SFS.

Contract Amendment Creation - Day 5

Source System

- ABC01 submits a bulkload Procurement Contract transaction(existing contract) with updates (increase) to contract line amount and contract max amount fields.
- ABC01 receives an IDL notification indicating that the contract amendment was successfully created.

SFS

- Creates an amendment against the existing contract with updates to line and header amounts
- Generates a new version number
 - PCH.VERSION_NUM = 2
- Updates the associated requisition line with the new amount, approves and budget checks to reflect the increase in pre-encumbrance in KK ledgers.
- Upon successful budget check of the requisition, system sets
 - PCH.CNTRCT_STATUS = A (Approved) for version #2
 - PCH.AMENDMENT_STATUS = P (Pending OSC)
 - New version is available for PO Release only upon OSC approval (i.e. when PCH.AMENDMENT_STATUS = A (Approved))
- Generates an IDL for ABC01.

Extract Updates on Day 6 for Day 5

1. Contract Detail extract – PC File (PCH/PCL/PCD)
 - Data similar to inbound file with a few updated fields
 - 1 set of PCH/PCL/PCD data per version #
2. Contract Master extract – M061 File
 - Includes contract activity summary – LTD encumbrance/expenditure
 - 1 line per amendment version of a contract – 2 lines in this example
3. KK Activity Detail extract – KK File (KTH/KTL/KTA)
 - Includes pre-encumbrance activity recorded against commitment control ledgers – pre-encumbrance is increased in this example
 - KTH – 1 line per requisition
 - KTL – 1 line per requisition distribution line
 - KTA – 1 line per requisition dist. line and KK ledger

Extract Updates on Day 6 for Day 5

4. KK Encumbrance Liquidation extract – KEL File
 - 1 line per requisition dist. line and KK ledger – pre-enc liquidation record is updated to reflect the increase in total pre-encumbrance. Encumbrance Activity and Remaining Pre-encumbrance remain unchanged

5. KK Ledger Balances extract – KLB File
 - 1 line summarized by CF string for each GLBU, KK ledger, fiscal year & accounting period combination

Important Fields/Statuses on Day 6 Extracts

Layout	Field Name	Value
PCH	VERSION_NUM	2
PCH	CNTRCT_STATUS	A (Approved)
PCH	NY_CNTRCTID	<NYS CNTRCT ID> : BU-CNT-DEPTID
PCH	AMT_CNTRCT_MAX	<New Contract Max>
PCH	NY_AMD_STATUS	P (Pending OSC)
PCL	PRICE_CNTRCT_BASE	<New Contract Line Amt>
PCL	QTY_SCHED	<New Contract Line Qty>
M061	UNAUDITED_CONTRACT_AMOUNT	<increase in contract max>

Future Workgroup Session Agendas

- July 8 – TBD
- July 22 – ESA
 - Tying transactions to federal grant/cognizant agency, understanding disbursements
- Aug 5 – Advanced Procurement
 - Situations such as Retainage, use of statewide contracts, year-end PO activity
- Aug 19 – AR/BI/Treasury transactions
- Sept 2 – Integration Test Preparation

Discussion

