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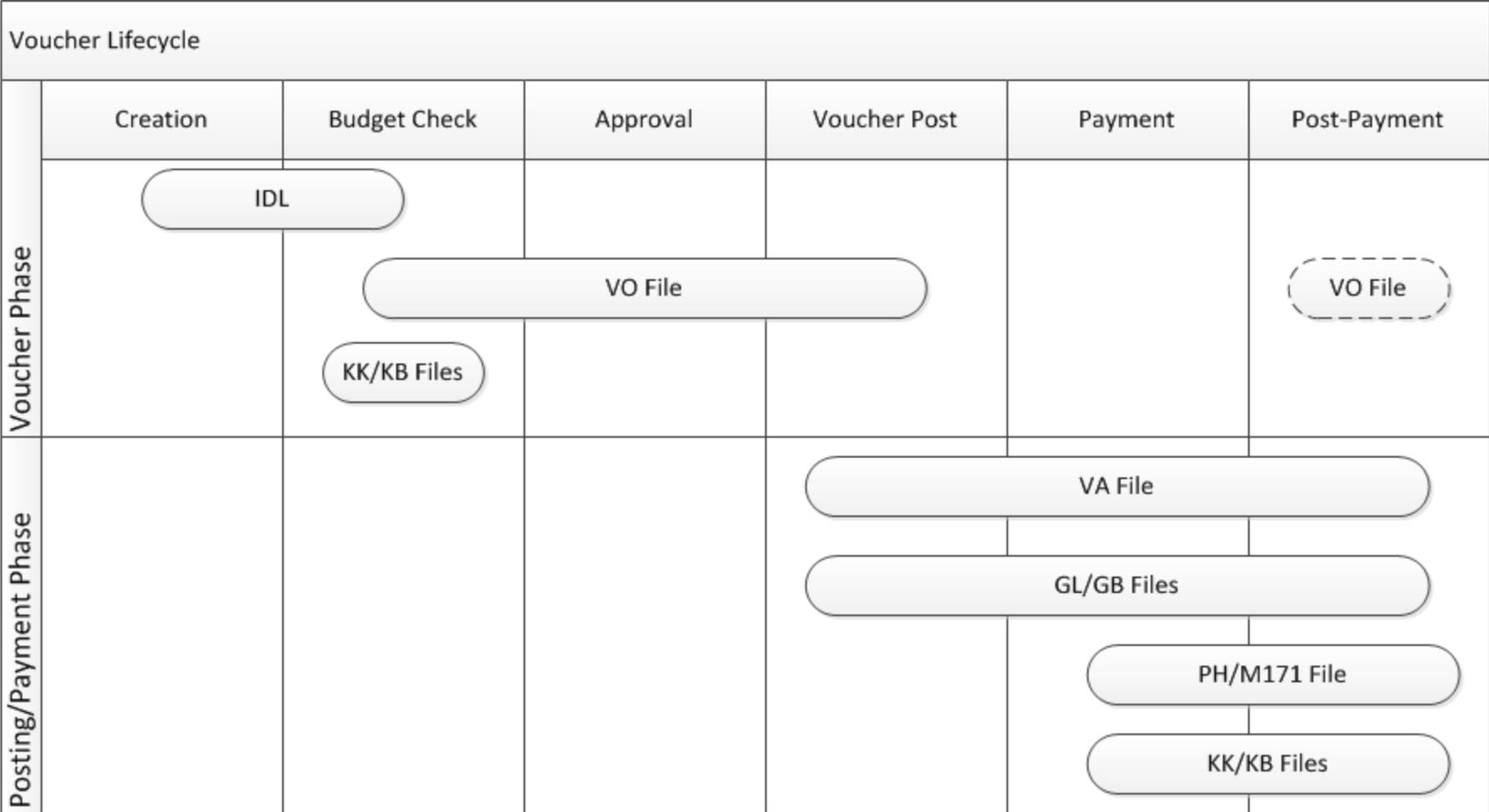
Voucher Related Extracts

June 10, 2014

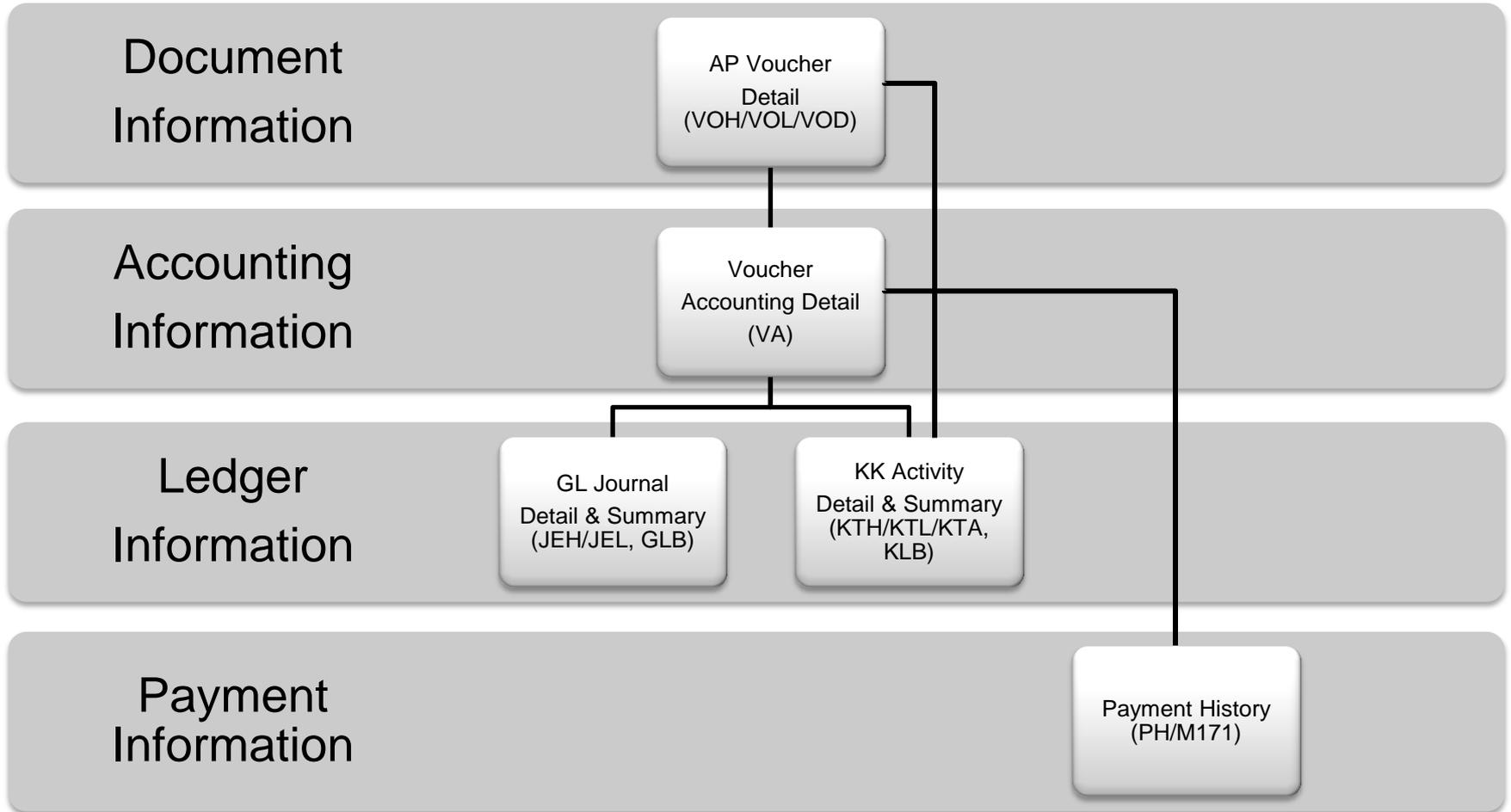
Overview

1. Basic Voucher Process Flow
2. Voucher Data & Related Extracts
3. High Level Scenarios for Detailed Walkthrough:
 - Bulkload Voucher - Creation thru Payment Posting
 - Payment Cancellation
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Basic Voucher Process Flow



Voucher Data & Related Extracts



Scenario 1 – Simple Bulkload Voucher

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

Day 1 - Created via bulkload and successfully Budget Checked

Day 2 - Approved by OSC and Posted

Day 3 - Payment is Created and Posted

Voucher Creation - Day 1

Source System

ABC01 submits a Regular Voucher transaction via a bulkload file with header/line/distribution information.

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

SFS

- Creates a Regular Voucher and sets
 - VOH.BUDGET_HDR_STATUS = N (Not Checked)
 - VOH.APPR_STATUS = P (Pending)
- Runs Budget Check process and creates accounting entries in commitment control ledgers.
- Upon successful budget check, sets
 - VOH.BUDGET_HDR_STATUS = V (Valid)
 - VOH.APPR_STATUS = V (Pending OSC)
- Generates an IDL for ABC01.

Extract Updates on Day 2 for Day 1

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

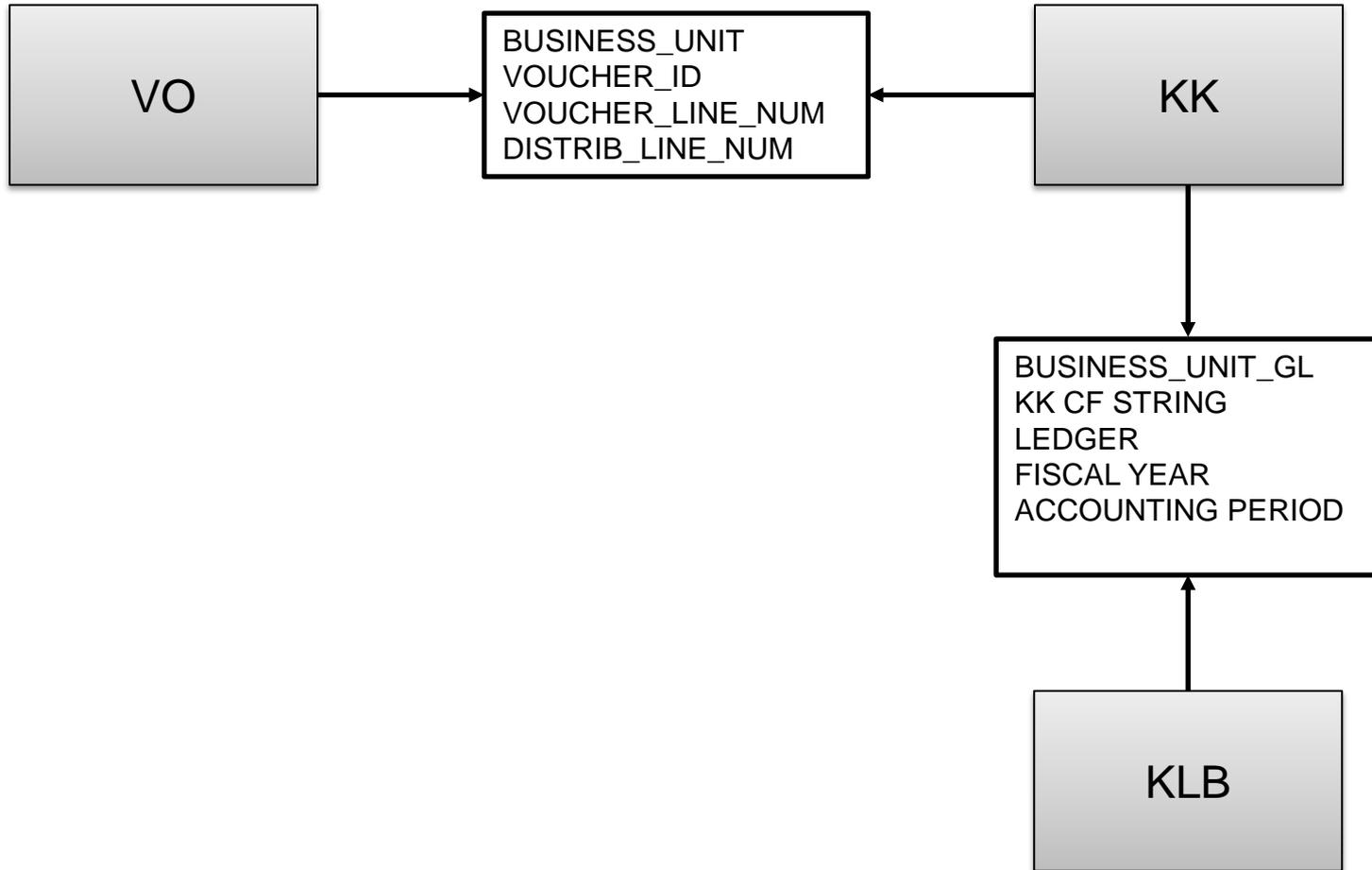
2. KK Activity Detail extract – KTH/KTL/KTA
 - Includes expenditure activity recorded against commitment control ledgers
 - KTH – 1 line per voucher
 - KTL – 1 line per voucher distribution line
 - KTA – 1 line per voucher dist. line and KK ledger

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

Important Fields/Statuses on Day 2 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	N (Not Applicable)

VO vs KK data relationship



Transaction Updates in the system on Day 2

Source System

SFS

OSC selects the voucher for audit and approves.

Upon approval,

- **VOH.APPR_STATUS** is updated from V (Pending OSC) to A (Approved)

At the end of the day, voucher is posted generating GL accounting entries - Expense & Liability.

Upon successful posting,

- **VOH.POST_STATUS_AP** is updated from U (Unposted) to P (Posted)
- **VA.GL_DISTRIB_STATUS = D** (Distributed to GL)
- **JEH.JRNL_HDR_STATUS = P** (Posted)

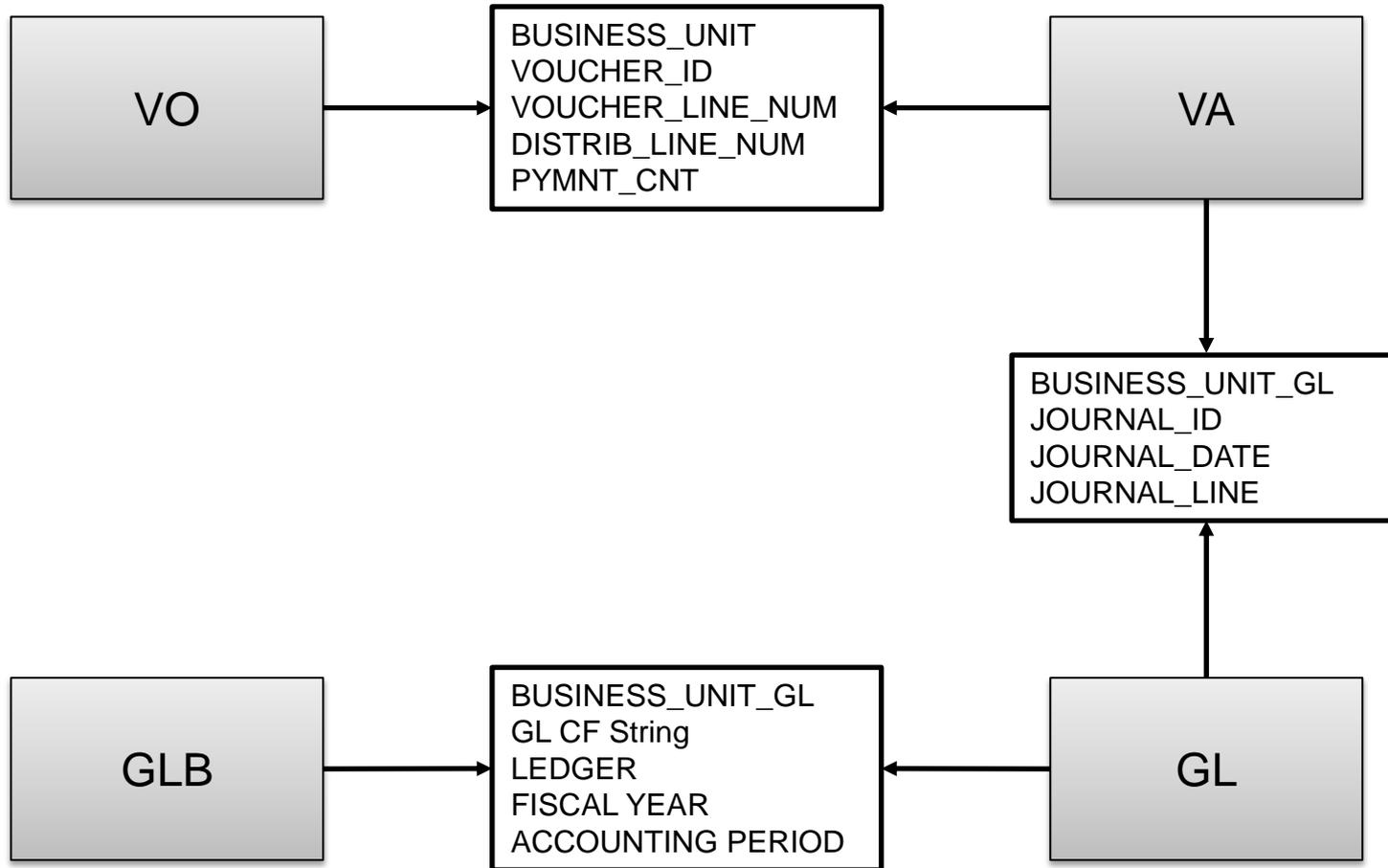
Extract Updates on Day 3 for Day 2

1. Voucher Detail extract – VOH/VOL/VOD
 - Data similar to inbound file with updated status fields
 - Typically, final updates to voucher data on VO file
2. Voucher Accounting extract – VA
 - Includes two accounting entries per voucher distribution line – Dr. Expense; Cr. Liability
3. Journal Detail extract – JEH/JEL
 - JEH - Includes 1 row per GLBU, Ledger & Accounting Date combination in VA
 - JEL – Includes 1 row for each CF string in VA
4. GL Ledger Balances extract – GLB
 - 1 line summarized by CF string for each ledger, fiscal year & accounting period combination

Important Fields/Statuses on Day 3 Extracts

Layout	Field Name	Value
VOH	APPR_STATUS	A (Approved)
VOH	POST_STATUS_AP	P (Posted)
VA	POSTING_PROCESS	ACCR
VA	DST_ACCT_TYPE	DST (Expense), APA (Liability)
VA	GL_DISTRIB_STATUS	D (Distributed)
JEH	JRNL_HDR_STATUS	P (Posted)

VO vs VA vs GL data relationship



Transaction Updates in the system on Day 3

Source System

SFS

At the end of the day, the voucher is paid

- PH.PAYMENT STATUS is set to P (Paid)

Payment is posted generating additional GL accounting entries – Dr. Liability; Cr. Cash

Upon posting,

- VA.GL_DISTRIB_STATUS = D (Distributed to GL)
- JEH.JRNL_HDR_STATUS = P (Posted)

Extract Updates on Day 4 for Day 3

1. Payment History Extract – PH
 - 1 record for each voucher associated with a payment
2. Voucher Accounting extract – VA
 - 2 payment accounting entries per voucher distribution line – Dr. Liability; Cr. Cash
 - 2 additional interunit entries per vchr dist. line
3. Journal Detail extract – JEH/JEL
 - JEH - Includes 1 row per GLBU, Ledger & Accounting Date combination in VA
 - JEL – Includes 1 row for each CF string in VA
4. GL Ledger Balances extract – GLB
 - 1 line summarized by CF string for each ledger, fiscal year & accounting period combination

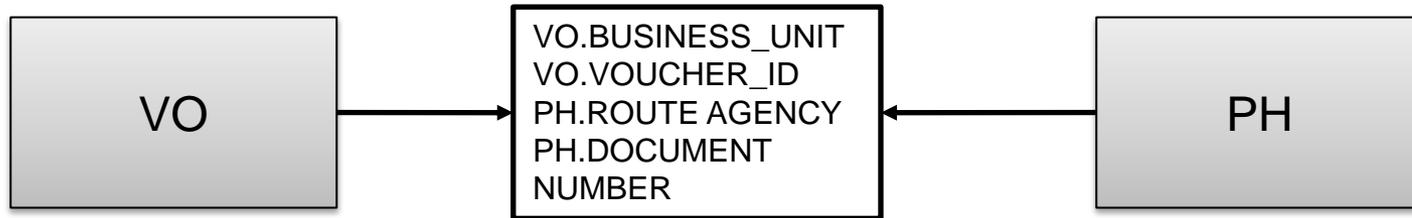
Important Fields/Statuses on Day 4 Extracts

Layout	Field Name	Value
PH	RECORD STATUS	P (Paid)
PH	PYMNT_CNT	1
PH	VENDOR ID	VOH.VENDOR_ID
PH	CHECK NUMBER	System Generated
PH	CHECK DATE	Payment Date
PH	PAYEE NAME	Vendor Name
PH	PAYMENT DATE SCHEDULED	Invoice Date + Pay Terms
PH	PAYMENT DATE ACTUAL	Payment Date
PH	ROUTE AGENCY	BUSINESS_UNIT (VOH)
PH	DOCUMENT NUMBER	VOUCHER_ID (VOH)
PH	INVOICE NUMBER	INVOICE_ID (VOH)
PH	INVOICE AMOUNT UNPACKED	Voucher Gross Amount
PH	PAYMENT AMOUNT NET UNPACKED	Total Paid Amount

Important Fields/Statuses on Day 4 Extracts (Contd.)

Layout	Field Name	Value
VA	POSTING_PROCESS	PYMN
VA	DST_ACCT_TYPE	APA (Liability), CSH (Cash)
VA	GL_DISTRIB_STATUS	D (Distributed)
JEH	JRNL_HDR_STATUS	P (Posted)

VO vs PH data relationship



Scenario 1 – Other possibilities/considerations

- Voucher fails budget check
 - Updates in VO extract only
 - VOH.BUDGET_HDR_STATUS = E (Error)
 - VOH.APPR_STATUS = P (Pending)

- Voucher is rejected by OSC
 - Updates in VO extract only
 - VOH.BUDGET_HDR_STATUS = V (Valid)
 - VOH.APPR_STATUS = R (Rejected)

- Voucher is deleted
 - Updates in VO extract only
 - VOH.BUDGET_HDR_STATUS = N (Not Checked)
 - VOH.ENTRY_STATUS = X (Deleted)
 - Previous KK activity is deleted in SFS. No updates to KK extracts. Agency to update source system based on ENTRY_STATUS

Scenario 1 – Other possibilities/considerations

- Voucher is referencing a PO
 - Additional entries in KK extracts to reflect encumbrance liquidation
 - 1 encumbrance reversal line in KTA generated for each voucher distribution line with a PO reference (in addition to the expenditure line).
- Voucher is paid later than the scheduled pay date (Late Payment Interest)
 - Additional entries in VA & GL extracts to reflect late interest charges
 - 1 row per voucher in VA; VA.DST_ACCT_TYPE = LAT (Late Interest Charges)

Scenario 2 – Payment Cancellation (No Re-issue)

- In this scenario, we will look at key voucher/payment data elements in all relevant extracts when:
 1. A payment related to a Regular Voucher is Cancelled and Posted (Day 4).
 2. Voucher is Closed, Posted and Budget Checked (Day 4).

Payment Cancellation - Day 4

Source System

- ABC01 requests OSC to cancel the payment processed on Day 3 in Scenario 1.

SFS

- DTF Treasury cancels the payment (ACH/Check).
- System updates PH.PAYMENT STATUS from P (Paid) to X (Cancelled) and records CANCEL_DT as current date.
- OSC- BSE marks the voucher for closure (to relieve the liability)
- At the end of the day,
 - Payment Cancellation is posted generating GL entries – Cr. Liability; Dr. Cash
 - Voucher Closure is posted generating additional GL entries – Dr. Liability; Cr. Expense
 - Voucher accounting entry (Credit to Expense) is budget checked to relieve the expenditure in KK ledgers.
 - VOH.CLOSE_STATUS is set to C (Closed)

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 accounting line (expense reversals only)
 - KTA – 1 line per voucher accounting line and KK ledger

3. KK Ledger Balances extract – KLB
 - One (1) line summarized by chartfield string for each ledger, fiscal year & accounting period combination

Extract Updates on Day 5 (Contd.)

4. Payment History Extract – PH
5. Voucher Accounting extract – VA
 - Includes two accounting entries per voucher distribution line for payment cancellation
 - Includes two accounting entries per voucher distribution line for voucher closure
6. Journal Detail extract – JEH/JEL
 - JEH - Includes 1 row per GLBU, Ledger & Accounting Date combination in VA
 - JEL – Includes 1 row for each CF string in VA
7. GL Ledger Balances extract – GLB
 - 1 line summarized by chartfield string for each ledger, fiscal year & accounting period combination

Important Fields/Statuses on Day 5 Extracts

Layout	Field Name	Value
PH	RECORD STATUS	X (Cancelled)
PH	CANCEL DATE	<Cancellation Date>
PH	PAYMENT STATUS	S (Stopped)
VA	POSTING_PROCESS	CANC/CLOS
VA	DST_ACCT_TYPE	APA (Liability), CSH (Cash), DST(Expense)
VA	GL_DISTRIB_STATUS	D (Distributed)
VOH	CLOSE_STATUS	C (Closed)
JEH	JRNL_HDR_STATUS	P (Posted)

Scenario 2 – Other possibilities/considerations

- Payment Cancellation with a Re-issue
 - System updates PH.PAYMENT STATUS from P (Paid) to X (Cancelled) and records CANCEL_DT as current date.
 - At the end of the day, Payment Cancellation is posted generating GL entries – Cr. Liability; Dr. Cash (Updates to VA & GL extracts)
 - Payment is re-issued by OSC – BSE
 - A new payment record with a Paid status is sent in the following PH extract upon payment creation related to the re-issuance.
 - New rows in VA & GL extracts for re-generated payment accounting entries.

Selection Criteria for Extracts

- Below selection criteria is currently under design review (subject to change):
- VOH/VOL/VOD – All vouchers with a last update date within a given date range
- KTH/KTL/KTA – All KK activity log entries with a last update date within a given date range
- VA – All voucher accounting entries with a posting date within a given date range
- JEH/JEL – All GL journals with a posting date within a given date range
- KLB and GLB – All KK & GL ledger activity summary posted within a given date range

Future Workgroup Session Agendas

Near Term

June 24 – Contracts and Procurements: Understanding Encumbrance and Pre-encumbrance, PO Liquidation and Change Orders

July 8 – ESA: tying transactions to federal grant/cognizant agency, understanding disbursements

Longer term

July 22 – TBD

Aug 5 – Advanced Procurement: Situations such as Retainage, use of statewide contracts, year-end PO activity

Aug 19 – AR/BI/Treasury transactions

Sept 1 – Integration Test Preparation

Bulkload Layout Changes

- All non-cosmetic changes to the bulkload layouts will be catalogued in the Update Log tab of the Interface File Layout document posted on the SFS secure site
- Note the addition of fields to filter on the Layout/Tab changed, and the specific field impacted
- The 1.03 version released on 6/6 captures more than 160 substantial changes, reflecting updates to layouts:
 - Where Chartfields have been defined and added to inbound and outbound layouts
 - Where Charge Tail has been added to inbound layouts
 - Where a further reduction in the number of fields has been made for those that are unused, or duplicative
 - Where important data has been added that would be required to understand aspects of a transaction.

Questions

