



# EE1

# Bulkload Work Group

August 19, 2014

# Overview

- Future Workgroup Sessions
- 9/2 Meeting Agenda
- Testing Availability
- Layout Change Definitions
- SFS Extract Discussion
  - Detailed field mapping from M161 to new extracts
- Additional Procurement Contract Information
- Work Group Discussion

# Future Workgroup Sessions

**Aug 19 – Extract Discussion (M161)**

**Sept 2 – Integration Test Preparation (Also Bulkload User Group)**

**Sept 16<sup>th</sup> – Payment Schedule Projections (PSP)**

**Sept 30<sup>th</sup> – Integration Test Review / Troubleshooting**

**October 7<sup>th</sup> – Bulkload User Group Meeting**

**October 13<sup>th</sup> – Review of Conversion Items**

**October 28<sup>th</sup> – TBD**

**November 4<sup>th</sup> – Bulkload User Group Meeting**

**November 11<sup>th</sup> – TBD**

**AR/BI/Treasury transactions - TBD**

# Bulkload User / Work Group Meeting – Sept 2<sup>nd</sup>

## Main Topic - Integration Test Preparation

- Testing Communication Methods
  - What information will be on the secure website?
  - Where to find information on the secure website?
  - How to provide agency feedback on testing?
- Testing Schedule High Level Overview
  - Integration Testing Dates
  - User Acceptance Testing Dates
- Testing Instructions
  - What do you need to know to begin testing?

# Testing Availability

## ➤ Initial Testing Purpose:

- To allow SFS unit testing of inbound processing using agency inbound files
- To provide agencies with feedback on their inbound files as SFS resources can accommodate.

## ➤ Initial Testing Timeframe:

- Beginning early September, potential for earlier unit test start with select agencies.
- On 9/2/14 we will follow-up at the Bulkload Work Group meeting regarding current testing and next testing steps.

# Layout Changes Definitions

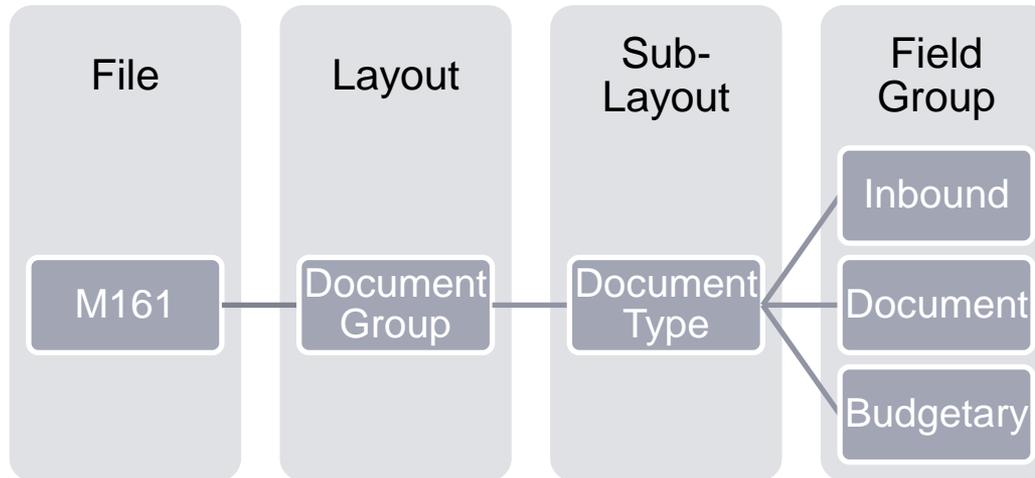
- Informational Changes - Changes that update information or education related to the data in the extracts. These are not SFS programmatic changes, but rather changes to the online informational resources. Depending on the assumptions used at your agency, this information might lead to a coding change.
  - Example: Data descriptions, Metadata updates
- Attribute Changes – Changes that involve adding, removing, or modifying accessory data attributes. Changes would not typically require significant work at agency unless they elected to start sending or consuming the additional data.
  - Example: Charge Tail on inbound, CFDA added to extracts
- Structural Changes – Changes that change the nature of the extract or manipulate key fields. Such changes would impact agencies.
  - Example: future defects

# M161 Field Mapping

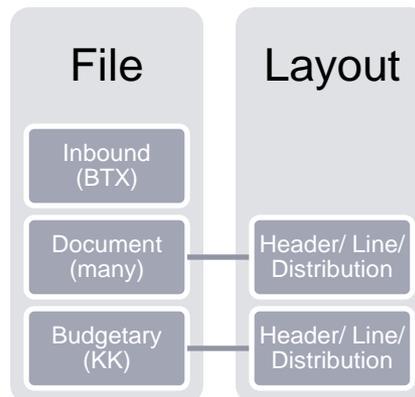
- This exercise is aimed at helping agencies identify where they can meet their information needs with the new extracts by contrasting the data elements of both file sets
- The M161 file contains groups of data that have been split apart in new extracts
- The new extracts split the data into different groupings, but largely replicate existing data sources
- This exercise identifies the fields from both data sets for Purchase Orders, Vouchers, Refunds of Appropriation, Expense Reports, and GL Journals

# Data Groupings

- Current Format flattens data, and groups all fields in a single file



- Future format will consist of multiple files, each with a singular purpose



# Field Dispositions

- Shared: When reviewing the layouts we identified numerous fields that are shared across many or all of the layouts. Shared field types include:
  - Bulkload inbound identifiers (Transaction prefix fields)
  - Document Identifiers and Statuses (Doc ID)
  - Transactional/Budgetary Chartfields (COA)
  - Legacy concept fields (Cost Center)
- Equivalent: In addition there are a number of specific fields that are not shared, but are equivalent to the data passed in the M161
- Absent: Some fields no longer exist on the extracts as they never existed in SFS, and/or cannot be reliably produced
- New fields are presented in the extracts that are not in the M161 currently, these are not addressed

# Equivalent Shared Fields

Inbound Transactions (BTX/Document )	Transactional Chartfields (Document)	Budgetary Chartfields (KK)
BATCH NUMBER (BTX.NY_BLK_CTL_ID)	ACCOUNT	BUD-ACCOUNT
CHARGE TAIL (BTX.NY_CHARGE_TAIL)	ACTIVITY ID	BUD-ACTIVITY ID
DOCUMENT PROCESS DATE (BTX. NY_BLK_TRANS_DT)	AFFILIATE / AFFILIATE INTRA1 / AFFILIATE INTRA2	
DOCUMENT SEQUENCE NUMBER (BTX.NY_BLK_DOC_SEQ)	BUDGET REFERENCE	BUD-BUDREF
DOCUMENT TYPE (BTX.NY_BLK_CTL_DOC_TYPE)	CHARTFIELD1 / CHARTFIELD2 / CHARTFIELD3	BUD-CHARTFIELD1 / BUD-CHARTFIELD2 BUD-CHARTFIELD3
ORIGINATING AGENCY (BTX.NY_BLK_AGENCY_ID)	CLASS FLD	BUD-CLASS FLD
TRANSACTION CODE (BTX.NY_TRANS_CD)	DEPTID	BUD-DEPTID
TRANSACTION SEQUENCE (BTX.NY_BLK_TRANS_SEQ)	FUND CODE	BUD-FUND
	OPERATING UNIT	BUD-OPERATING UNIT
	PRODUCT	BUD-PRODUCT
	PROGRAM CODE	BUD-PROGRAM
	PROJECT ID	BUD-PROJECT-ID
	ACCOUNTING DATE	BUD-BUSINESS-UNIT-PC
	FEDERAL INDEX NUMBER	BUD-RESOURCE-TYPE
	GENERAL LEDGER BUSINESS UNIT	BUD-LEDGER-CODE

# Other Shared Fields

Field	Status	How to derive Information
ACCUM1	Inactive	BTX.NY_ACCUM1 Will be provided for data reconciliation purposes only, will be removed from layouts at some point after EE1 go-live.
Cost Center Group: DEPARTMENT CODE COST CENTER VARIABLE FISCAL YEAR	Inactive	Stored as NY_COST_CENTER (12 character concatenation of two digit Department Code, six character Cost Center, two digit Variable and two digit Fiscal Year) in the BTX layout for legacy transactions only. Will be provided for data reconciliation purposes only, will be removed from layouts at some point after EE1 go-live.
AUDIT DATE	Absent	This field is a Last Updated Date from another part of the system, and does not reliably replicate the actual date that approval took place.
TRANS RECORD STATUS	Absent	The analyst needs to evaluate the status of the document, and then check for data for this document in the KK tables. If it is there, then this value would be considered Active, otherwise Inactive.
DOC STATUS	Equivalent	Note that Valid Status may change as a part of the upgrade process, valid values will be updated as more information is available
DOCUMENT NUMBER	Equivalent	Primarily used in the document extracts, it is also stored in the BTX layout as NY_PS_DOC_ID, to serve as a cross reference to the bulkloaded information
LAST UPDATED	Equivalent	
ORIGINATING BUSINESS UNIT	Equivalent	Primarily used in the document extracts, it is also stored in the BTX layout as NY_PS_BU, to serve as a cross reference to the bulkloaded information
TRANSACTION AMOUNT	Equivalent	Note that SFS Amounts will include the sign in the same field as the number, and will represent only the negative (-) sign where it is appropriate, a lack of negative sign should indicate a positive (+) sign.

# PO and AP Fields

M161 Fieldname	New Extract Concept
AMENDMENT VERSION NBR	Absent, SFS contract functionality no longer requires this on the PO
ENCUMBRANCE LINE NUMBER	Absent, SFS will return only the SFS PO Line (and Schedule) numbers that are sent

## PO fields Shared with AP

M161 Fieldname	New Extract Concept
CONTRACT NUMBER	Equivalent to the CNTRCT_ID field on POL and VOL extracts. Note that the new business process requires a CNTRCT_ID and CNTRCT_LINE_NBR
CURRENT-TRANSACTION-TOTAL/ PRIOR-TRANSACTION-TOTAL	Absent, as these are calculated values not stored by SFS
PO-LINE-NUM/ PO-SHIP-NUM/ PO-DISTRIB-LINE-NUM	Equivalent to LINE_NBR, SCHED_NBR and DISTRIB_LINE_NUM on the POL, POS and POD layouts. Note that due to retirement of legacy format this can have multiple values for any transaction
P/VAR-CONTRACT-NUM	Absent, as independent field, all contracts will be stored at the line level (POL.CNTRCT_ID or VOL.CNTRCT_ID)
SFS-PO-NUMBER/ PO-DOCUMENT-NUM	Equivalent to the PO_ID on the PO file or the VOL and NY_PS_DOC_ID on the BTX, where NY_BLK_CTL_DOC_TYP = 'PUR'
VOUCHER LINE NUMBER/ VOUCHER DISTRIBUTION LINE NUMBER	Equivalent to VOUCHER_LINE_NUM and DISTRIB_LINE_NUM on the VOL and VOD layouts.

# AP/EX and GL Journal Fields

## ➤ Voucher and Expense Report fields

M161 Fieldname	New Extract Concept
APPROVAL DATE	Equivalent, roughly. This is not an approval date, but rather a last update date field. The LAST_UPDATE_DT field on the VOH and EXH layouts presents the same information, but does not always represent the date that the approval was granted for historical purposes, but is typically an accurate proxy.
AUDIT ADJUSTMENT INDICATOR	Absent, but is being evaluated for inclusion on both VOH and EXH layouts
EXPENSE STATUS	Equivalent to the SHEET_STATUS field on the EXH layout
INVOICE NUMBER	Equivalent to the INVOICE_ID field on the VOH layout
MIR DATE	Equivalent to the NY_MIR_DATE on the VOH layout (currently missing field #)
OBLIGATION DATE	Equivalent to the NY_OBLIGATION_DT on the VOH and EXH layouts
VOUCH PAYABLE POST DATE	Equivalent to the POSTED_DATE on VAC and EXA layouts

## ➤ GL Journal Fields

M161 Fieldname	New Extract Concept
JOURNAL LINE REFERENCE	Equivalent to JRNL_LN_REF on the JEL layout
JOURNAL-LINE-NUMBER	Equivalent to the JOURNAL_LINE on the JEL layout
STIP JOURNAL OWNING BU	Absent, but all journals will be present. STIP journals can be identified by a JEH.SOURCE value of 'ALS', and typically have a prefix of 'STIP' on the JOURNAL_ID field. Ownership can be derived from the DEPTID used on the JEL.

# Disbursement (399) Transactions

- SFS does not capture disbursements as an independent transaction type, SFS is a system driven around Modified Accrual functionality
- Replicating what would have been disbursements requires:
  - Identifying transactions that have reached the appropriate status for disbursement that can serve as a proxy for disbursement
  - Identifying scenarios where the status is not sufficient, and additional manual reconciliation is required
- Voucher, Expense, Treasury and Revenue transactions can be considered disbursed when the accounting line extracts indicate that a CASH entry has been recognized
- GL Journals utilize the posted date as an approximation of disbursement. To ensure that the posted date matches the disbursed date, a reconciliation between the Modified Accrual and Cash ledgers is required. (NY\_INTRA\_JRN or ERROR\_LOG\_INTRA\_FUND.CSV)

# Further Extract Information

## ➤ Vouchers

- [Vouchers Presented on June 10<sup>th</sup>, 2014](#)

## ➤ Purchase Orders

- [Procurement Contracts / Purchase Order Related Presented on June 24<sup>th</sup>, 2014](#)
- [Advanced Procurement Presented on August 4<sup>th</sup>, 2014](#)

## ➤ Journals and Budget

- [Budget Activity Process Presented on May 13<sup>th</sup>, 2014](#)

# How to transmit a New Procurement Contract

## ➤ New Contract

- Send PCH, PCL, PCD to establish a new contract
- Indicate purchase type - Quantity or Amount Based on each line
- Include Distribution Percentage only on each distribution line
- Contract Max Amount cannot not be less than sum of line amounts
- Combination of Contract Profile on PCH and Include for Release flag on PCL determines whether a requisition needs to be created to pre-encumber funds
- Contract Version 1 is created
- **Requisition is successfully created and passes budget check**
  - Contract Status/ Amendment Status are set to Pending OSC (shown on PC and M061 extracts)
- **Requisition is successfully created but fails budget check**
  - Contract Status is set to Requisition Error. Agency needs to resend the entire transaction (include all lines and distributions sent on the original file)

# How to transmit changes to a Procurement Contract

- **Changes to existing contract (no PO releases exist or only Cancelled POs exist)**
  - **Header** - the header of the contract would be submitted showing how the agency would expect the contract to look including the amendment
  - **Line** - Only send the line(s) being modified so that the line(s) reflect how the contract should look including the amendment
    - addition/deletion of lines is allowed
  - **Distribution** - send all dist. lines related to the contract line(s) being changed to reflect how the dist. lines should look including the amendment
    - addition/deletion of dist. lines is allowed
    - CF and DISTRIB\_PCT changes are allowed

# How to transmit changes to a Procurement Contract

## ➤ Changes to existing contract (PO releases exist)

- **Header** - the header of the contract would be submitted showing how the agency would expect the contract to look including the amendment
- **Line** - Only send the line(s) being modified so that the line(s) reflect how the contract should look including the amendment
  - deletion of lines is NOT allowed
  - addition of lines is allowed
  - New Line Amount (PCL.UNIT\_PRICE) cannot be less than Total Line Released Amount (PCL.AMT\_LINE\_RELEASED) for an amount based line.
  - New Line Quantity (PCL.QTY\_LINE\_MAX) cannot be less than the Total Line Released Quantity (PCL.QTY\_LINE\_RELEASED) for a quantity based line.
- **Distribution** - send all dist. lines related to the contract line(s) being changed to reflect how the dist. lines should look including the amendment.
  - Deletion of dist. lines and CF changes are NOT allowed.
  - Addition of new dist. Lines and DISTRIB\_PCT changes are allowed.
- If CF changes are needed on contract lines with existing PO releases, new contract lines must be added and amount/qty on existing lines reduced to achieve the desired result.

# Questions

