



EE1

Bulkload Work Group

September 30th , 2014

Overview

- Future Topics
- Matching & Tolerances
- Contract Funds Reservation
- Testing Updates
- Work Group Discussion

Future Topics

Workgroups will be held:

October 7th – Concurrent with Bulkload User Group Meeting

October 17th AM – Review of Conversion Results

October 28th - TBD

November (Wednesday)12th – TBD

November 25th – Testing/Troubleshooting

December 9th – User Acceptance Testing Preparation

M101 Field Mapping – to be provided on SFS Secure

Note: Each session will also include time allotted to conversion items and/or business process change impacts as available.

Matching

➤ Current 9.0 –

- Matching is not applied to Bulkloaded transactions.
- It is assumed that matching functions have been implemented prior to submission to SFS.

➤ Future 9.2 –

- Matching is required in SFS for all PO Vouchers, regardless of source
- SFS-based tolerances will ensure that insignificant variations are allowable on all non-contract PO Vouchers
- It is assumed that matching rules and SFS tolerances have been implemented prior to submission to SFS, and matching exceptions inside SFS should be minimal

Matching for Bulkload Transactions

- Matching is delivered functionality that compares vouchers with purchase orders and receiving documents (receiving is not used for Bulkload).
- Matching helps ensure that payment is only for goods and services ordered, and is in accordance with the amount agreed to.
- **Two-way matching is NYS's required minimum matching option for all PO Vouchers, regardless of origin.**
 - Two-way matching compares key pieces of information such as quantity, price and LTD activity when a voucher references a purchase order
- While other types of matching exist, they all require receiving documents, which are not active for bulkload, thus all bulkloaded PO Vouchers will be subject to two-way match.

Tolerances

- Matching tolerances are used to ensure insignificant deviations between the PO and Voucher do not cause a failure
- SFS will enforce a zero tolerance policy for Contract POs, meaning that Values on the Voucher must equal exactly the Purchase Order. Statewide Corporate Contracts are excluded.
- Policy guidance is pending on the exact level of tolerance for non-contract POs.
- For testing, tolerances for vouchers related to non-contract POs will be established as the lessor of 10% or \$1000.

Tolerance Rules during Testing

- Tolerances will be configured on unit price and amount fields using the following 3 rules:

1. Unit Price Tolerance rule:

$$\text{VOL.UNIT_PRICE} \leq \text{POS.PRICE_PO} \times 1.1 \text{ (110 \%)}$$

2. Extended Price Tolerance rule:

$$\text{VOL.MERCHANDISE_AMT} \leq \text{POL.MERCHANDISE_AMT} + \$1000$$

3. LTD Voucher Amount Tolerance rule:

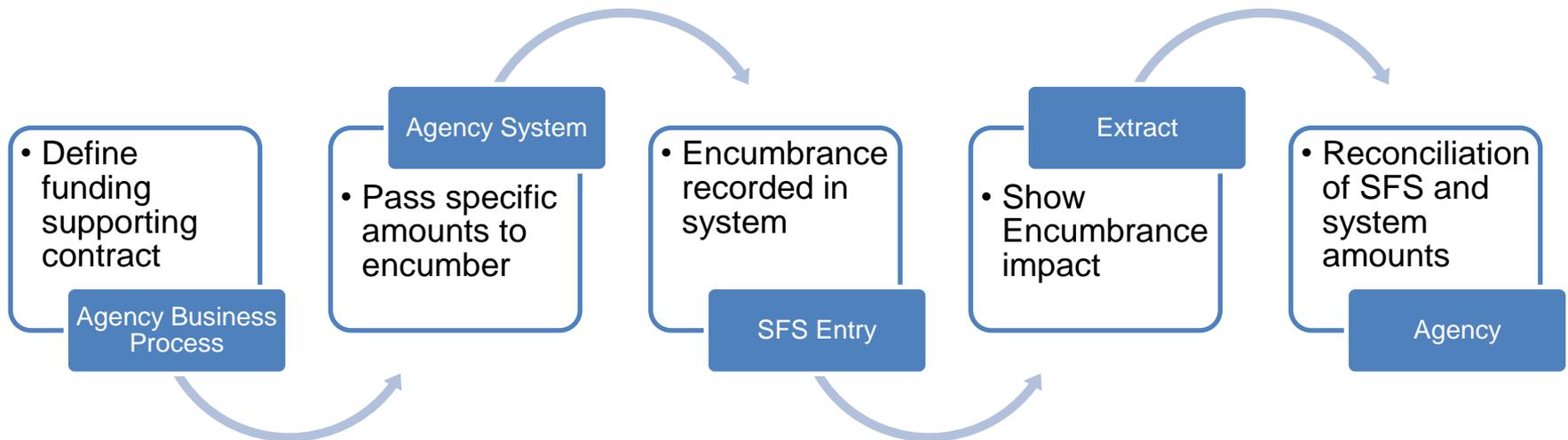
$$\text{SUM(VOL.MERCHANDISE_AMT) of all voucher lines against a POS} \\ \leq \text{POS.MERCHANDISE_AMT} + \$1000$$

Match Exceptions

- Match Exceptions will not be on the IDL, as they are run via periodic batch process
- If there is a match exception, then the Voucher fails budget check
- Exceptions must be managed through resubmission, or online maintenance
- Updates in VO extract
 - VOH.BUDGET_HDR_STATUS = E (Error)
 - VOH.MATCH_STATUS_VCHR = N (non-PO Voucher), T (to be Matched), M (Matched), E (Exception)
 - VOL.MATCH_LINE_STATUS = N (non-PO Voucher), M (Matched), E (Exception)
 - VOH.APPR_STATUS = P (Pending)
- Updated in PO extract
 - POH.MATCH_STATUS_PO = P (Partially Matched), T (To Match), M (Matched)
- Extract XLT (Translate Values) includes values on all these fields

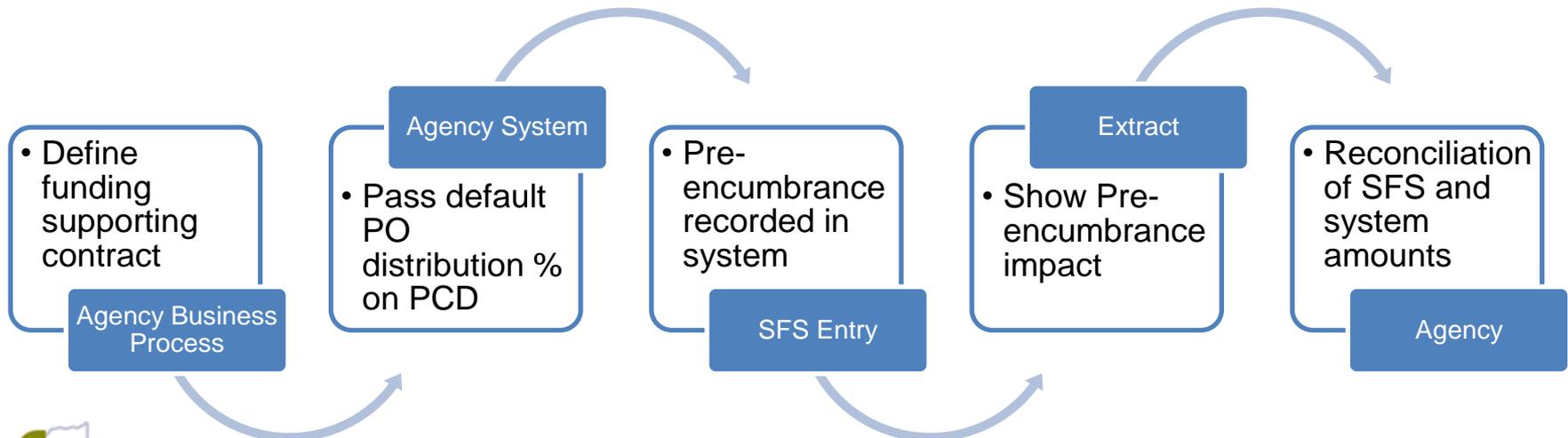
Contract Funds Reservation

- Today the funds reservation process is used to:
 - Encumber funds supporting a contract to facilitate approval
 - Encumber funds to ensure near-term availability
- The Purchase Order is the encumbering document used to communicate back and forth between the agency and SFS



Contract Funds Reservation

- Starting April 2015, the funds reservation process will accomplish the same objectives in a different way:
 - Pre-encumbrance not Encumbrance will facilitate contract approval
 - The Document used to generate the Pre-encumbrance will be a contract, which will systematically generate a requisition
 - The Purchase Order will reserve funds to ensure near-term availability and reservation of Cash



Contract Funds Reservation – Day 1

- Bulkload System/Process – transmits PC file for Contract
- SFS Create Contracts
 - System calculates PCD.MERCH_AMT_DIST, and creates an equivalent requisition Distribution Amount using the following formula:
$$\frac{(PCL.MERCHANDISE_AMT) \times (PCD.DISTRIB_PCT)}{100}$$
- Generate IDL, PC, KB, KK, LMF and M061 Extracts with Contract and Pre-encumbrance present
 - PCD.MERCH_AMT_DIST represents the amount of the contract line consumed by that distribution as a whole number, rather than percent
 - Requisition Amount is visible in several extracts, most directly in KK file field KEL.MONETARY_AMOUNT where KEL.CNTRCT_ID, CNTRCT_LINE_NBR, and CNTRCT_DST_LN_NBR equal contract

Contract Funds Reservation – Day 2

- Bulkload System/Process sends PO File
- SFS Creates PO
 - System copies the PCD.DISTRIB_PCT to POD.DISTRIB_PCT the formula below is applied to derive the POD.MERCHANDISE_AMT (unless one is specified, as in bulkload)
 - System liquidates Requisition Distribution Amount using POL.CNTRCT_ID/CNTRCT_LINE and POD.CNTRCT_DIST_LN_NBR to map back to contract, and subsequently requisition
- SFS Generates IDL, KB, KK, LMF and PO Extracts with PO and Encumbrance present
 - Requisition and PO Amounts are visible in several extracts, most directly in KK file field KEL.MONETARY_AMOUNT where KEL.CNTRCT_ID, CNTRCT_LINE_NBR, and CNTRCT_DST_LN_NBR equal contract
- This scenario depicts a day 2, but this process can begin after receipt of IDL from day one (establishment of approved contract).

Contract Distribution Percent

- The Contract Distribution Percent is used in the system calculations:

$$\frac{(\text{Contract Distribution \%}) \times (\text{Contract Line Dollar Amount})}{\text{Pre-encumbered Amount}}$$

$$\frac{(\text{Contract Distribution \%}) \times (\text{PO Line Dollar Amount})}{\text{PO Distribution Default Amount}}$$

- The requisition distribution (pre-encumbered amount) is budget checked and the impact is recorded in the KLB and KTA extracts
- The PO Distribution Default Amount is applied on Purchase Orders unless the default is overridden (as it would be for all bulkload POs)
 - If the default is used, then the PO will liquidate the pre-encumbrance, and pass all previously valid budgets
 - If the default is overridden the PO will liquidate the associated Pre-encumbrances, but may now fail due to insufficient funds
 - In both cases the PO will be subject to an initial DOB Financial Plan budget check, and may fail due to insufficient authority

Contract Distribution Percent

- When transmitting contract line percent (PCD.TPCD-DISTRIB-PCT/DISTRIB_PCT), your ability to express the intended amount is limited significantly by the contract or PO line amount, as it is the denominator used to calculate the distribution percent
- If you wish to communicate a specific distribution amount of \$64.34 on a Contract or PO Line of one hundred million you will find:
- $\frac{\$64.34}{\$100,000,000.00} = 0.000000|6434$ reflects a precision beyond the system capacity, and must be rounded to 0.000001 or \$100.00
- $\frac{\$100.00}{\$1,000,000,000.00} = 0.000001|$ because the denominator is very large

	Math Value	Transmitted (%) Value	Ten Thousand	Million	Hundred Million
Total Line Value	1	100.0000	\$10,000.00	\$1,000,000.00	\$100,000,000.00
Maximum Precision	0.000001	.0001	\$0.01	\$1.00	\$100.00

Contract Distribution Percent

- Bulkload agencies should take the following actions in their systems, prior to SFS
 - If possible, capture the exact percentage for allocation to funding sources rather than amount
 - Ensure the sum of PCD.TPCD-DISTRIB-PCT for a PO line = 100.0000, as required to save
 - If storing an amount for each contract distribution/pre-encumbrance perform a calculation to assess if there are any precision errors that could cause a discrepancy between the stored amount and the pre-encumbered amount, and that the totals of both equal the line amount

Transaction Testing Schedule

- SFS is ramping up it's formal test window in the TSTFIN1 environment.
- Here are the estimated dates that SFS will be ready to accept various inbound transactions

Transactions	Layouts	1-Oct	13-Oct	27-Oct
Regular/Single Payment Vouchers	VOH, VOL, VOD	1.08	1.08	1.08
Expense Reports	EXH, EXL, EXD	1.08	1.08	1.08
Adjustment Vouchers (Credit Memos/Refund of Approp.)	RFH, RFL, RFD	1.08	1.08	1.08
GL Journals (Including Payroll)	JEH, JEL		1.08	1.08
Revenue/Misc. Receipts	RVH, RVL		1.08	1.08
Bills	B01-4		1.08	1.08
Customers	C01-3		1.08	1.08
Vendor Master File Request	VMF		1.08	1.08
Procurement Contracts	PCH, PCL, PCD			1.08
Purchase Orders (Contract and Non-contract)	POH, POL, POS, POD			1.08

Known issues with layout 1.08

- VOL Inbound to be updated with next release (VO 1.09)
 - Agencies can no longer send a voucher with a P contract number on the header
 - Reason: The Contract_ID and Contract line number were added to the VOL inbound layout; therefore, the P-Contract Number on VOH is no longer needed.
 - Contract Distribution line# on voucher inbound is also no longer needed
- Naming Conventions to be updated with next extract release.

	Sample File Name	Updated Name that uses the FILE ID.	EPF File Name	Notes
1	JOURNALS_	GL_	SWDGL	
2	LEDGER_	GB_	SWDGB	
3	LEDGER_KK_	KB_	SWDKB	
4	KK_	KK_	SWDKK	Include KK_LIQ data
5	KK_LIQ_	n/a		To include with KK
6	COA_TREES_	CT_	SWDCT	
7	EXP_RPTS_	EX_	SWDEX	
8	EX_ACTG_	EA_	SWDEA	
9	DIRECT_JOURNALS_	RV_	SWDRV	
10	BANK_TRANSFERS_	TR_	SWDTR	Include TRA data
11	TRA_	n/a		To include with TR

Current Testing Availability

Current Test Environment as of October 1st

- **Integration Test Environment:** TSTSFIN1
- **Production snapshot date:** September 4th at 3:51AM
- **Inbound Naming:** TST1 _ , 20 max characters
- **Transactions:** Vouchers (1.08), Expenses (1.08) and Refunds (1.08)
- **Outbound:** IDL, ENL, extracts to be scheduled
- **Note:** No conversion data
- **Contact:** SFS Help Desk - provide EE1 in subject line with agency and file name information.
sfs.sm.HelpDesk@sfs.ny.gov

Questions

