



EE1

Bulkload Work Group

October 28th , 2014

Overview

- Agency Contract Lines and Distribution Lines
- Conversion Updates
- M101 Field Mapping
- Testing Updates
- Release Information
- Work Group Discussion

Agency Contract Lines

We will walk through agency contract examples identifying ways agencies can structure their contract lines considering multiple COA values are used.

1. Service contract with multiple Program Area's (Units) within the Business Unit (Agency) obtaining services from the contract as needed. Each Program Area equates to a distribution line.
2. Same example as 1 with one of the Program Area's using multiple COA values (Distribution Lines) for all of their procurement and payment activity.
3. Service Contract/Lease with multiple Program Area's (Distribution Lines) included on the same Contract Line.

Agency Contract Scenario - 1

Service contract with multiple Program Area's (Units) within the Business Unit (Agency) obtaining services from the contract as needed

1. Agency contract with three lines indicated as "Include for Release", one line for each Program Area
2. Purchase Order #1 is released against Line 2 and Line 3 of Contract
3. Purchase Order #2 is released against Line 1, Line 2, and Line 3 of Contract
4. Purchase Order #3 is released against Line 3 of Contract
5. Change Order processed on Purchase Order 2
6. Contract Version/Amendment processed to redistribute contract line amounts

Agency Contract Scenario - 1

Contract with three lines "Include for Release"

No Purchase Orders have been issued

Requisition					
Req Line	Req Line Amount	Distrib Line	Distrib Line Amt	Liq Amt	Remaining Balance
1	100			0	100
		1	100	0	100
2	100			0	100
		1	100	0	100
3	100			0	100
		1	100	0	100

Contract					
Contract Line	Line Amount	Distrib Line	Distrib Line %	Released	Remaining Balance
1	100			0	100
		1	100%		
2	100			0	100
		1	100%		
3	100			0	100
		1	100%		

PO Activity		
PO #1	PO #2	PO #3

Agency Contract Scenario - 1

PO Number 1 issued using Contract Lines 2 and 3

Requisition					
Req Line	Req Line Amount	Distrib Line	Distrib Line Amt	Liq Amt	Remaining Balance
1	100			0	100
		1	100	0	100
2	100			10	90
		1	100	10	90
3	100			10	90
		1	100	10	90

Contract					
Contract Line	Line Amount	Distrib Line	Distrib Line %	Released	Remaining Balance
1	100			0	100
		1	100%		
2	100			10	90
		1	100%		
3	100			10	90
		1	100%		

PO Activity		
PO #1	PO #2	PO #3
10		
10		

Agency Contract Scenario - 1

PO Number 2 issued using Contract Lines 1, 2 and 3

Requisition					
Req Line	Req Line Amount	Distrib Line	Distrib Line Amt	Liq Amt	Remaining Balance
1	100			30	70
		1	100	30	70
2	100			50	50
		1	100	50	50
3	100			20	80
		1	100	20	80

Contract					
Contract Line	Line Amount	Distrib Line	Distrib Line %	Released	Remaining Balance
1	100			30	70
		1	100%		
2	100			50	50
		1	100%		
3	100			20	80
		1	100%		

PO Activity		
PO #1	PO #2	PO #3
	30	
10	40	
10	10	

Agency Contract Scenario - 1

PO Number 3 issued using Contract Line 3

Requisition					
Req Line	Req Line Amount	Distrib Line	Distrib Line Amt	Liq Amt	Remaining Balance
1	100			30	70
		1	100	30	70
2	100			50	50
		1	100	50	50
3	100			60	40
		1	100	60	40

Contract					
Contract Line	Line Amount	Distrib Line	Distrib Line %	Released	Remaining Balance
1	100			30	70
		1	100%		
2	100			50	50
		1	100%		
3	100			60	40
		1	100%		

PO Activity		
PO #1	PO #2	PO #3
	30	
10	40	
10	10	40

Agency Contract Scenario - 1

Change Order Processed on Purchase Order Number 2

Requisition					
Req Line	Req Line Amount	Distrib Line	Distrib Line Amt	Liq Amt	Remaining Balance
1	100			50	50
		1	100	50	50
2	100			30	70
		1	100	30	70
3	100			70	30
		1	100	70	30

Contract					
Contract Line	Line Amount	Distrib Line	Distrib Line %	Released	Remaining Balance
1	100			50	50
		1	100%		
2	100			30	70
		1	100%		
3	100			70	30
		1	100%		

PO Activity		
PO #1	PO #2	PO #3
	50	
10	20	
10	20	40

Agency Contract Scenario - 1

Contract Version/Amendment processed to redistribute contract line amounts

Requisition					
Req Line	Req Line Amount	Distrib Line	Distrib Line Amt	Liq Amt	Remaining Balance
1	90			50	40
		1	90	50	40
2	90			30	60
		1	90	30	60
3	120			70	50
		1	120	70	50

Contract					
Contract Line	Line Amount	Distrib Line	Distrib Line %	Released	Remaining Balance
1	90			50	40
		1	100%		
2	90			30	60
		1	100%		
3	120			70	50
		1	100%		

PO Activity		
PO #1	PO #2	PO #3
	50	
10	20	
10	20	40

Agency Contract Scenario - 2

Same as Scenario 1 except Contract Line 2 has multiple distribution lines assigned. This Program Area always uses two COA values when making purchases and payments.

1. Agency contract with three lines indicated as “Include for Release”, one line for each Program Area
2. Purchase Order #1 is released against Line 2 and Line 3 of Contract
3. Purchase Order #2 is released against Line 1, Line 2, and Line 3 of Contract
4. Purchase Order #3 is released against Line 3 of Contract
5. Change Order processed on Purchase Order 2
6. Contract Version/Amendment processed to redistribute contract line amounts

Agency Contract Scenario - 2

Contract with three lines "Include for Release"

No Purchase Orders have been issued

Requisition					
Req Line	Req Line Amount	Distrib Line	Distrib Line Amt	Liq Amt	Remaining Balance
1	100			0	100
		1	100	0	100
2	100			0	100
		1	60	0	60
		2	40	0	40
3	100			0	100
		1	100	0	100

Contract					
Contract Line	Line Amount	Distrib Line	Distrib Line %	Released	Remaining Balance
1	100			0	100
		1	100%		
2	100			0	100
		1	60%		
		2	40%		
3	100			0	100
		1	100%		

PO Activity					
PO #1	PO #1 Distrib	PO #2	PO #2 Distrib	PO #3	PO #3 Distrib

Agency Contract Scenario - 2

PO Number 1 issued using Contract Lines 2 and 3

Requisition					
Req Line	Req Line Amount	Distrib Line	Distrib Line Amt	Liq Amt	Remaining Balance
1	100			0	100
		1	100	0	100
2	100			10	90
		1	60	6	54
		2	40	4	36
3	100			10	90
		1	100	10	90

Contract					
Contract Line	Line Amount	Distrib Line	Distrib Line %	Released	Remaining Balance
1	100			0	100
		1	100%		
2	100			10	90
		1	60%		
		2	40%		
3	100			10	90
		1	100%		

PO Activity					
PO #1	PO #1 Distrib	PO #2	PO #2 Distrib	PO #3	PO #3 Distrib
	10				
			6		
			4		
	10				
			10		

Agency Contract Scenario - 2

PO Number 2 issued using Contract Lines 1, 2 and 3

Requisition					
Req Line	Req Line Amount	Distrib Line	Distrib Line Amt	Liq Amt	Remaining Balance
1	100			30	70
		1	100	30	70
2	100			50	50
		1	60	30	30
		2	40	20	20
3	100			20	80
		1	100	20	80

Contract					
Contract Line	Line Amount	Distrib Line	Distrib Line %	Released	Remaining Balance
1	100			30	70
		1	100%		
2	100			50	50
		1	60%		
		2	40%		
3	100			20	80
		1	100%		

PO Activity					
PO #1	PO #1 Distrib	PO #2	PO #2 Distrib	PO #3	PO #3 Distrib
		30			
			30		
10		40			
	6		24		
	4		16		
10		10			
	10		10		

Agency Contract Scenario - 2

PO Number 3 issued using Contract Line 3

Requisition					
Req Line	Req Line Amount	Distrib Line	Distrib Line Amt	Liq Amt	Remaining Balance
1	100			30	70
		1	100	30	70
2	100			50	50
		1	60	30	30
		2	40	20	20
3	100			60	40
		1	100	60	40

Contract					
Contract Line	Line Amount	Distrib Line	Distrib Line %	Released	Remaining Balance
1	100			30	70
		1	100%		
2	100			50	50
		1	60%		
		2	40%		
3	100			60	40
		1	100%		

PO Activity					
PO #1	PO #1 Distrib	PO #2	PO #2 Distrib	PO #3	PO #3 Distrib
		30			
			30		
10		40			
	6		24		
	4		16		
10		10		40	
	10		10		40

Agency Contract Scenario - 2

Change Order Processed on Purchase Order Number 2

Requisition					
Req Line	Req Line Amount	Distrib Line	Distrib Line Amt	Liq Amt	Remaining Balance
1	100			50	50
		1	100	50	50
2	100			30	70
		1	60	18	42
		2	40	12	28
3	100			70	30
		1	100	70	30

Contract					
Contract Line	Line Amount	Distrib Line	Distrib Line %	Released	Remaining Balance
1	100			50	50
		1	100%		
2	100			30	70
		1	60%		
		2	40%		
3	100			70	30
		1	100%		

PO Activity					
PO #1	PO #1 Distrib	PO #2	PO #2 Distrib	PO #3	PO #3 Distrib
		50			
			50		
10		20			
	6		12		
	4		8		
10		20		40	
	10		20		40

Agency Contract Scenario - 2

Contract Version/Amendment processed to redistribute contract line amounts

Requisition					
Req Line	Req Line Amount	Distrib Line	Distrib Line Amt	Liq Amt	Remaining Balance
1	90			50	40
		1	90	50	40
2	90			30	60
		1	54	18	36
		2	36	12	24
3	120			30	90
		1	120	30	90

Contract					
Contract Line	Line Amount	Distrib Line	Distrib Line %	Released	Remaining Balance
1	90			50	40
		1	100%		
2	90			30	60
		1	60%		
		2	40%		
3	120			30	90
		1	100%		

PO Activity					
PO #1	PO #1 Distrib	PO #2	PO #2 Distrib	PO #3	PO #3 Distrib
		50			
			50		
10		20			
	6		12		
	4		8		
10		20		40	
	10		20		40

Agency Contract Scenario - 3

Service type contract with fixed payment schedule such as a Lease of Space. Various Accounts involved such as Rent of Space, Parking, and Utilities.

1. Lease in place and PO/s issued against contract lines 1,2, and 3
2. Voucher/s process against PO #1 (PO/s)
3. Space reallocated – PO and Contract Line 1 reduced to expended amount
4. New Contract Version created to reallocate the percentages based on new office space allocation – PO 2 issued against new contract line

Agency Contract Scenario - 3

Lease in place and PO/s issued against contract lines 1,2, and 3

Requisition					
Req Line	Req Line Amount	Distrib Line	Distrib Line Amt	Liq Amt	Remaining Balance
Rent 1	100			100	0
		1	30	30	0
		2	30	30	0
		3	40	40	0
Parking 2	100			100	0
		1	30	30	0
		2	30	30	0
		3	40	40	0
Utilities 3	100			50	50
		1	100	50	50

Contract					
Contract Line	Line Amount	Distrib Line	Distrib Line %	Released	Remaining Balance
1	100			100	0
		1	30%		
		2	30%		
		3	40%		
2	100			100	0
		1	30%		
		2	30%		
		3	40%		
3	100			50	50
		1	100%		

PO Activity					
PO #1	PO #1 Distrib	Vouch process	Vouch Distrib	PO #2	PO #2 Distrib
100					
	30				
	30				
	40				
100					
	30				
	30				
	40				
50					
	50				

Agency Contract Scenario - 3

Vouchers processed against PO 1

Requisition					
Req Line	Req Line Amount	Distrib Line	Distrib Line Amt	Liq Amt	Remaining Balance
Rent 1	100			100	0
		1	30	30	0
		2	30	30	0
		3	40	40	0
Parking 2	100			100	0
		1	30	30	0
		2	30	30	0
		3	40	40	0
Utilities 3	100			50	50
		1	100	50	50

Contract					
Contract Line	Line Amount	Distrib Line	Distrib Line %	Released	Remaining Balance
1	100			100	0
		1	30%		
		2	30%		
		3	40%		
2	100			100	0
		1	30%		
		2	30%		
		3	40%		
3	100			50	50
		1	100%		

PO Activity					
PO #1	PO #1 Distrib	Vouch process	Vouch Distrib	PO #2	PO #2 Distrib
100		50			
	30		15		
	30		15		
	40		20		
100		50			
	30		30		
	30		20		
	40		0		
50		25			
	50		25		

Agency Contract Scenario - 3

Space reallocated – PO and Contract Line 1 reduced to expended amount

Requisition					
Req Line	Req Line Amount	Distrib Line	Distrib Line Amt	Liq Amt	Remaining Balance
Rent 1	50			50	0
		1	15	15	0
		2	15	15	0
		3	20	20	0
Parking 2	100			100	0
		1	30	30	0
		2	30	30	0
		3	40	40	0
Utilities 3	100			50	50
		1	100	50	50

Contract					
Contract Line	Line Amount	Distrib Line	Distrib Line %	Released	Remaining Balance
1	50			50	0
		1	30%		
		2	30%		
		3	40%		
2	100			100	0
		1	30%		
		2	30%		
		3	40%		
3	100			50	50
		1	100%		

PO Activity					
PO #1	PO #1 Distrib	Vouch process	Vouch Distrib	PO #2	PO #2 Distrib
50		50			
	15		15		
	15		15		
	20		20		
100		50			
	30		30		
	30		20		
	40		0		
50		25			
	50		25		

Agency Contract Scenario - 3

New contract version created and PO 2 issued

Requisition					
Req Line	Req Line Amount	Distrib Line	Distrib Line Amt	Liq Amt	Remaining Balance
Rent 1	50			50	0
		1	15	15	0
		2	15	15	0
		3	20	20	0
Parking 2	100			100	0
		1	30	30	0
		2	30	30	0
		3	40	40	0
Utilities 3	100			50	50
		1	100	50	50
Rent 4	50			50	0
		1	5	5	0
		2	20	20	0
		3	25	25	0

Contract					
Contract Line	Line Amount	Distrib Line	Distrib Line %	Released	Remaining Balance
1	50			50	0
		1	30%		
		2	30%		
		3	40%		
2	100			100	0
		1	30%		
		2	30%		
		3	40%		
3	100			50	50
		1	100%		
4	50			50	0
		1	10%		
		2	40%		
		3	50%		

PO Activity					
PO #1	PO #1 Distrib	Vouch process	Vouch Distrib	PO #2	PO #2 Distrib
50		50			
	15		15		
	15		15		
	20		20		
100		50			
	30		30		
	30		20		
	40		0		
50		25			
	50		25		
				50	
					5
					20
					25

Alternatively, could process POC against PO #1

Conversion Updates

- Successfully Completed Conversions for SFS01 and DOC01 in Test Environment
 - Contract Conversion
 - Purchase Order Conversion
 - Voucher Conversion
- Further executions are planned for this week
- Results will show up in next iteration of extracts
- Extracts include additional test data, mostly in DOL, SFS and DOC

M101 Field Mapping

- These slides identify where the M101 fields map to the new SFS extracts
- The new extracts split the data into different groupings, but largely replicate existing data sources
- The M101 is defined by four components:
 - The document that established the encumbrance (POH)
 - The distributions identified for that document, and their transactional Chart of Account values (POD)
 - Activity/balances for those distributions by ledger (KEL)
 - Budgetary values used by that distribution by ledger (KTA)

M101 Key Comparison

- Current M101 reflects only PO activity, and as most encumbrances will be generated via PO, we will use that example
- Future extracts will contain other encumbrance data as well
 - Requisitions (Pre-Encumbrance)
 - Travel Authorizations (Encumbrance)

	M101 Key Fields	POD Key Fields	KEL Key Fields	KTA Key Fields
Document ID	5 – ORIGINATING BUSINESS UNIT 27 – SFS PURCHASE ORDER NUMBER	POD. BUSINESS_UNIT POD. PO_ID	KEL.BUSINESS_UNIT KEL.PO_ID	KTH.KK_TRAN_ID KTH.KK_TRAN_DT
PO Distribution	51 – PO-LINE-NUM 52 – PO-SHIP-NUM 53 – PO-DISTRIB-LINE-NUM	POD. LINE_NBR POD.SCHED_NBR POD. DISTRIB_LINE_NUM	KEL.LINE_NBR KEL.SCHED_NBR KEL.DISTRIB_LINE_NUM	KTL.KK_TRAN_LN
Ledger Group	64 – BUD-LEDGER-GROUP	N/A	KEL.LEDGER_GROUP	KTA.LEDGER_GROUP
Chartfields	Transactional and Budgetary	Transactional	N/A	Budgetary

Other M101 Fields

M101 Field	Extract.Field	Notes
1 – File Number 7 – Segment Number		Retired as they were constant values
3, 17, 18, 19, 21, 23, 26 and 48 – FILLER		Retired as not required for pipe-delimited files
4 – ENCUMBRANCE LINE NUMBER	BTX.NY_PS_LINE_NO	
8 – STATUS		Lapsed status of the PO distribution, can be obtained through use of the M041
9 – LAST UPDATED	POH.LAST_DTTM_UPDATE	
10 – DOCUMENT TYPE	KEL.CNTRCT_ID = ‘ ‘ = ‘E’	Retired, will not distinguish between contract and non-contract encumbrances
11 – Department 12 – Cost Center 13 – Variable 14 – Year 20 – Amendment Version Number		Retired as they are legacy concepts
15 – VENDOR ID	POH.VENDOR_ID	Will not change over life of PO
16 – PO STATUS	POH.PO_STATUS	Header PO Status
22 – INITIAL ENCUMBRANCE DATE		Currently the KK_TRAN_DT, but other dates could be used depending on need
24 – ENCUMBERED AMOUNT	KEL.KK_POSTED_AMT	
25 – EXPENDED AMOUNT LIFE-TO-DATE	KEL.ACTIVITY	Amount remaining is KEL.MONETARY_AMOUNT or KK_POSTED_AMT-ACTIVITY
50 – CONTRACT-NUMBER	KEL.CNTRCT_ID KEL.CNTRCT_LINE_NBR KEL.CNTRCT_DST_LN_NBR	

Other KEL Fields

KEL.Field	Notes
KK_POSTED_QTY	Commitment Control Posted Qty
KK_QUANTITY	Commitment Control Quantity
LIQUIDATE_METHOD	Liquidate by
KK_FINAL	Finalized
PC_DISTRIB_STATUS	PC Distribution Status
BUSINESS_UNIT	Business Unit
REQ_ID	Requisition ID
PO ID	Purchase Order ID
TRAVEL_AUTH_ID	Travel Authorization ID
CNTRCT_ID	Contract ID
LINE_NBR	Line Number
SCHED_NBR	Schedule Number
DISTRIB_LINE_NUM	Distribution Line Number
CNTRCT_LINE_NBR	Contract Line Number
CNTRCT_DST_LN_NBR	Contract Distribution Line Number

Transactional COA Fields

- All M101 transactional chartfields are represented on the Purchase Order Distribution (POD) layout

M101 Values	POD Values
6 – GENERAL LEDGER BUSINESS UNIT	33 – BUSINESS_UNIT_GL
29 – ACCOUNT	10 – ACCOUNT
43 – ACTIVITY ID	27 – ACTIVITY_ID
36-38 – AFFILIATE / AFFILIATE INTRA1 / AFFILIATE INTRA2	19-21 – AFFILIATE / AFFILIATE INTRA1 / AFFILIATE INTRA2
35 – BUDGET REFERENCE	18 – BUDGET_REF
39-41 – CHARTFIELD1 / CHARTFIELD2 / CHARTFIELD3	22-24 – CHARTFIELD1 / CHARTFIELD2 / CHARTFIELD3
33 – CLASS FLD	16 – CLASS_FLD
28 – DEPTID	12 – DEPTID
32 – FUND CODE	15 – FUND_CODE
30 – OPERATING UNIT	13 – OPERATING_UNIT
31 – PRODUCT	14 – PRODUCT
34 – PROGRAM CODE	17 – PROGRAM_CODE
42 – PROJECT ID	26 – PROJECT_ID

Budgetary COA Fields

- All M101 budgetary chartfields are represented on the Commitment Control Activity (KTA) layout

M101 Values	KTA Values
6 – GENERAL LEDGER BUSINESS UNIT	14 – BUSINESS_UNIT
49 – BUD-ACCOUNT	15 – ACCOUNT
43 – BUD-ACTIVITY ID	31 – ACTIVITY_ID
47 – BUD-BUDREF	22 – BUDGET_REF
57-59 – BUD-CHARTFIELD1 / BUD-CHARTFIELD2/ BUD-CHARTFIELD3	26-28 – CHARTFIELD1 /CHARTFIELD2/CHARTFIELD3
56 – BUD-CLASS FLD	20 – CLASS_FLD
44 – BUD-DEPTID	16 – DEPTID
45 – BUD-FUND	19 – FUND_CODE
54 – BUD-OPERATING UNIT	17 – OPERATING_UNIT
55 – BUD-PRODUCT	18 – PRODUCT
46 – BUD-PROGRAM	21 – PROGRAM_CODE
61 – BUD-PROJECT-ID	30 – PROJECT_ID
60 – BUD-BUSINESS-UNIT-PC	29 – BUSINESS_UNIT_PC
63 – BUD-RESOURCE-TYPE	32 – RESOURCE_TYPE
64 – BUD-LEDGER-GROUP	07 – LEDGER_GROUP

Testing Updates

**Environment is under Maintenance as of 10/28/14
Notification will be sent via email when complete.
All inbound files will be accepted when back up**

Number of files to date submitted = 56 inbound files

Agencies who submitted files:

- 1. DOT – 14**
- 2. DOC - 3**
- 3. CNY - 3**
- 4. SED – 9**
- 5. DEC – 8**
- 6. OMH – 15**
- 7. SCF – 3**
- 8. DOH - 1**

Release Information

- Release 1.09 was published 10/27/14
- [Link to Secure Site Location](#)

Known Issues – Future Releases

Bulkload

Format ID	Field# Name	Description of Change	Reason for Change
RFH	#10 TRFH-P-CONTR-NUM	Mark as Filler	Business Process change
RFH	#13 TRFH-ORIG-VOU-NUM	Mark as Filler	Business Process change
RFL	TRFL-ORIG-VOU-BU	Add Field	Business Process change
RFL	TRFL-ORIG-VOU-NUM	Add Field	Business Process change
PCL	#7 TPCL-UNIT-PRICE	Reposition, update type length to 9(15,5) and edit description	Current format is X(16), and actual field value will not fit in allotted space

Extracts

Format ID	Field# Name	Description of Change	Reason for Change
POH	PSP_BUDGET_HDR_STATUS	Add Field	Design change has added new way to identify PSP budget status
RVH	PAYMENT_SEQ# PAYMENT_ID PAYMENT_AMT PAYMENT_METHOD BUDGET_HDR_STATUS	Add Fields	Add in order to be in-line with the inbound RVH lines

Questions

