



# Bulkload Work Group

January 7, 2015

# Agenda

- Contract Distributions
- Conversion Activities
- Category Code and UNSPSC
- Matching
- Work Group Discussion

# Contracts & Funding Reservation

- Most agency contracts have a contract profile that indicates funding reservation is required. Funding reservation requirements are being met in 9.2 through the use of a purchase requisition.
- A single requisition will be created for agency contracts where funding reservation requirement is applicable as part of the contract creation process. This single requisition will be kept in sync with the funding commitments indicated on the contract lines.
- When funding reservation is required for the contract, contract lines that have the “Indicate for Release” box checked will require distribution information be included for those lines.
  - This same checkbox is used to indicate which contract lines should reserve funding on the requisition.
  - If the checkbox is not checked then funds reservation for that line does not occur.
  - This is identified on the PCL field #12 - TPCL-INCLUDE-FOR-RELS. If blank, this field will be defaulted to N (Do not include for release)

# Challenges

- The distribution information on the contract lines will drive what the distribution information will be on both the requisition being maintained for that contract and any purchase orders that are released from that contract.
- As delivered, the amounts on the lines are expressed only as a percentage of the gross amount of the contract line. Users are not able to make changes to distribution line amounts directly, only by adjusting the gross percentages can they change the line amounts.
- Changes to the percentages impact not only the pre-encumbrance on the requisition but also the amounts that will be indicated on purchase order distribution lines for any purchase orders created for that contract line.
- Also per current design, users are not able to zero the amount, or in any way deactivate a line once it has been used on a PO. These factors would drive the necessity for a new contract line any time the funding associated with a line lapses.

# Contract Distribution Management

Key principles for contract distribution management being applied through EE1 include:

- Ability to maintain a funded contract line with changes to related distribution lines through the life of the contract.
- Provide users with the ability to update/re-allocate contract distributions after PO Releases and reflect the change on the associated requisition.
- Manage contract distribution lines aligned with the management of requisition lines.
- Differentiate the needs of contract-requisition synchronization from the needs of contract distribution PO release needs.

# New PC Distribution Line Fields

To enable users to better manage their contract lines through the associated distribution lines, custom fields have been added:

- **Maximum Line Amount:** User editable field; enables a user to enter an amount for the distribution line rather than a percentage of the contract line amount
  - Note: The option to send percentage still exists for bulkload agencies.
  
- **Distrib Line Status:** Display only field that will indicate the status of the associated requisition distribution line.
  - Valid values: Open, Cancelled and Closed provided on the outbound file.
  - Note: This field will be blank for contracts that DO NOT require funding reservation and funded contracts for which a requisition has not been established yet.

36	AMT DSTRB MAX	Max Distribution Amount	9(23,3)	N	NY_CNTR_DISTRI B
37	DISTRIB_LN_STATUS	Distribution Line Status	x(1)	N	NY_CNTR_DISTRIB

# New PC Distribution Line Calculated Fields

- **In Process Amount:** Calculated field – sum of all contract amendment amounts in a status of pending approval by OSC where the line was used to support funds reservation.
- **Released Amount:** Calculated field – sum of related PO monetary amounts.
- **Remaining Amount:** Calculated field – remaining amount that is available for PO release  
 $\text{Remaining Line Amount} = \text{Maximum Line Amount} - \text{In Process Line Amount} - \text{Released Line Amount}$ .
- **Remaining Percentage:** This is the percentage of the remaining amount. It indicates what percentage of the remaining contract line amount this distribution line represents (i.e. Net Percentage).
  - Note: This is the existing field #29 DISTRIB\_PCT with a new description “Remaining Distribution Percentage”

38	NY_DISTRIB_AMT_REL	Distribution Amount Released	-9(23,3)	N	NY_CNTR_DISTRIB
39	NY_REM_DISTRIB_AMT	Remaining Distribution Amount	-9(23,3)	N	NY_CNTR_DISTRIB
40	NY_INPROCESS_DAMT	In Process Amount	9(23,3)	N	NY_CNTR_DISTRI B

# New Contract Line Calc Fields

- **Remaining Non PO Adjustment Amount:** Enables use of the distribution line beyond the remaining amount for refunds:
  - Only relates to purchase orders against the contract line where the purchase order was closed at time of refund.
  - Note: This was not part of the changes made effective yesterday. The details for this field will be identified in a future release.

# Functionality Example

- Agency contract with funding reservation required, maximum contract amount is \$100.
- Total \$100 is on one contract line.
- Contract line has three distribution lines.
- \$10 has been released from the contract

## Contract Header and Line Information

Contract Header						
Max Hdr Amt	Released Amount	In Process Amt	Non PO Exp Amt	Non PO ADJ Exp	Remaining Amt	
100	10	0	0	0	90	
Contract Line						
Max Line Amt	Released Amount	In Process Amt	Non PO Exp Amt	Non PO ADJ Exp	Remaining Amt	Remaining Non PO Adjust Amt
100	10	0	0	0	90	0

# Functionality Example

- Contract line of \$100 has had \$10 released.
- Only one distribution line was used for the \$10.

Contract Line – Distribution Lines

Distrib Line #	Distrib Ln Status	Max Dist Amt	Rel. Dist Amt	In Process Dist Amt	Remaining Dist Amt	Dist Pct
1	O	30	10	0	20.00	0.22
2	O	20	0	0	20.00	0.22
3	O	50	0	0	50.00	0.56

- Online agencies can enter dollar amounts on the distributions (similar to a PO or a Requisition) rather than gross percentages.
- Bulkload agencies may send Gross % (as they have done for their testing to date) and/or dollar amount. Gross % sent on the bulkload file will be converted to amount and saved as Max Dist Amt in SFS. Gross % itself is NOT saved in the system.

# Functionality Example

- If no PO releases exist against a distribution line, it can be deleted.
- If a PO release exists, max amount can be updated but chartfields cannot be changed.
- Example for amount update after a PO release: A user is updating the max distribution amount to what has been released against the distribution line
  - This action would be applicable is where funding associated with line 1 is lapsing and new funding is being associated to the contract line.
- User also adds a new distribution line for the amount being reduced from the first line. Total remaining distribution amount must be equal to (or less than – if Non PO Adjustments exist) the remaining contract line amount.

Contract Line – Distribution Lines

Distrib Line #	Distrib Ln Status	Max Dist Amt	Rel. Dist Amt	In Process Dist Amt	Remaining Dist Amt	Dist Pct
1	O	30	10	0	20.00	0.22
2	O	20	0	0	20.00	0.22
3	O	50	0	0	50.00	0.56
4	O	<b>20</b>	0	0		

# Functionality Example

- After save, the associated requisition will be updated and budget check will occur to release the pre-encumbrance from the first line and establish a pre-encumbrance for the fourth line.
- Distribution line 4 would now be available for use.

## Contract Line – Distribution Lines

Distrib Line #	Distrib Ln Status	Max Dist Amt	Rel. Dist Amt	In Process Dist Amt	Remaining Dist Amt	Dist Pct
1	O	10	10	0	-	-
2	O	20	0	0	20.00	0.22
3	O	50	0	0	50.00	0.56
4	O	20	0	0	20.00	0.22

# FYE and Conversion - Requisitions

- FYE and conversion activities include the closing of all purchase requisitions in the SFS. This includes:
  - Requisitions that have been fully sourced – Same as previous FYE
  - Requisitions that have been partially sourced – Same as previous FYE
  - Requisitions that have been approved but not sourced – EE1 Implementation
  - Requisitions that have been created but not yet approved in WF – EE1 implementation
- Users will need to create a new requisition where the purchase of goods or services on the closed requisition is required to be sourced to a purchase order.
- These new requisitions once approved in agency workflow will be budget checked creating a pre-encumbrance. This pre-encumbrance will impact the Agencies appropriation/segregation available balances.

# FYE and Conversion – Purchase Orders

- Part of the FYE and Conversion process is to have all Purchase Orders associated to Contracts (Agency and Centralized) closed, these Purchase Orders created in 9.0 can not be converted into the 9.2 contract architecture.
  - New Purchase Orders associated to Agency Contracts will need to be created utilizing the contract line information that will be created by the Agency Contract Processor.
  - New Purchase Orders associated to Centralized Contracts will need to be created utilizing the contract line information that will be created by the OGS Contract Processor
- All of the new Purchase Orders will need to have new purchase order numbers, they can not be created using the same number that was closed. Agencies may want to consider smart coding these new PO's to associate to the old number.
- Receipts associated to the closed purchase orders will not be usable to associate to the new purchase orders and subsequent payments.

# FYE and Conversion – Purchase Orders

## Bulkload Specific:

- In 9.0 Bulkload agencies do not indicate on their purchase orders when Centralized Contracts are being used, as a result, SFS has no way of identifying those Purchase Orders to close them.
- All Bulkload Purchase Orders appear as stand alone, not associated to a contract. All stand alone purchase orders will be rolled and converted into 9.2.
- Bulkload Agencies will need to send a Change Order for those Purchase Orders related to Centralized Contracts in order to update the correct Centralized Contract ID and Contract Line information.
- In 9.2, Contract ID of a Centralized contract cannot be entered on a voucher line that is associated to a Purchase Order.

# Contract Profile- Conversion

- Will be populated during conversion using the Category Prefix value as a basis.
- Once set on the contract, a user cannot change this field.
- If the Contract Profile was converted incorrectly, SFS will provide agencies with a window to notify us of the correction:
  - During the approved correction period, agencies should submit a Help Desk incident for any Contract Profiles they believe were submitted incorrectly. Please make “EE1 Contract Profile Request” the subject of your email.
  - The request will be sent to OSC for review and approval.
  - Once approved, the correction will be made by SFS

# Contract Profile

## Agency Action Required

- During Agency Business Process Testing:
  - Review all Contract Profiles assigned to your agency's contracts
  - Report any corrections needed to SFS via the Help Desk
- For Agency Contracts post-Conversion:
  - Check the Contract Profiles assigned to your agency's contracts in Production
  - Report any corrections needed to SFS via the Help Desk during the specified reporting window

# Conversion – Agency Contracts

- All active contracts will be converted with all header information and two Contract Lines created:
  - Line 1 will be the Life to Date expended against that contract at the time of conversion. This line will not be active or usable for associating to new Purchase Orders created against the Contract.
  - Line 2 will be the remaining balance available to spend on the contract. This will be a usable line however the “Indicate for Release” indicator will not be checked.
- Before Purchase Orders can be released or associated to a converted Agency Contract, a new Contract Version will need to be created that will enable use.
- Where applicable, the PO Defaults for the contract will need to be updated to include all POBU’s that are authorized to use this contract.
- Following slides breakdown what will be required and what is recommended when updating converted Agency Contracts.

# Conversion – Agency Contracts

## Contract Lines:

- Line 1 will not be active and can not be edited to be used. This line will include LTD expenditure of the contract as of 03/31/2015. This line is included in necessary contract reports (NYPO3606 and NYPO3675)
- Line 2 will be the total remaining balance for the contract. Often this amount will represent multiple fiscal years worth of activity. Line 2 should be updated in several ways:
  - The Category Code for this line in conversion was populated with “Supplies”. User should update this with a category code that represents the goods or services being ordered on this line.
  - The Line Maximum Amount will need to be updated to an amount necessary for the liability being assumed for this line. It may be an amount to cover liabilities incurred up to March 31, 2015 or it may be the amount going forward, April 1, 2015 through March 31, 2016.

# Conversion – Agency Contracts

- Distribution Line information will need to be populated for this and/or any line that will be used and funding reservation is required. Keep in mind the Category Code to Account Code mapping.
  - The “Indicate for Release” box will need to be checked for this and any other lines created for use.
  - Update Line Description
  - Update Merchandise Amount/Base Price (this will be used as the default amount for a PO Release)
- The Contract Version will then need to be saved in a “Pending OSC” status.
  - If the associated contract profile requires funding reservation, system will create a Purchase Requisition with a line related to each line on the contract where the “Indicate for Release” box is checked.
  - The created requisition will be budget checked. If budget check fails, the contract will update to a status of “Req Update Failed”. User will need to resolve the budget check error, either via budget journal or editing the distribution line information on the contract.

# Conversion – Agency Contracts

## Contract Lines Continued:

- Once the Requisition receives a valid budget check, it will be sourced to an RFQ document which will be linked to the contract.
- At this time, the contract version will be updated to Approved. As long as only contract line information was updated, there will be no amounts held in the “In Process” amounts.
- The new Contract Version Amendment created on the amendments page will be updated to Approved as long as the changes made were restricted to contract line changes only.
- At this point, Purchase Orders can be released against those lines which the “Indicate for Release” box has been checked.

# Conversion – Agency Contracts

## Recommendations:

- The Maximum Amount on any line with the “Indicate for Release” box is checked should represent the amount of commitment for the Category Code associated to that line. For a lease, Rent, Parking, Utilities, and Tax Escalation would each have a separate line.
- Maintain at least one line for the remaining contract balance that is not included in open lines.
- Where multiple Agencies are using a contract, each Agency should have separate contract lines to be maintained and released against.

# Matching for Bulkload Vouchers

- Voucher is set to Pending Budget Check (B) upon creation
- If Voucher passes budget check,
  - VOH.BUDGET\_HDR\_STATUS is set to Valid (V)
  - VOH.APPR\_STATUS is set to Pending Matching (M) for PO Vouchers; APPR\_STATUS remains 'B' for non-PO Vouchers
- If Voucher fails budget check,
  - BUDGET\_HDR\_STATUS is set to Error (E)
  - APPR\_STATUS remains 'B' for PO & Non-PO Vouchers
- IDL is created
- Bi-hourly batch process, "Matching", picks up all PO vouchers and sets MATCH\_STATUS\_VCHR to Matched (M) or Match Exceptions Exist (E).

# Matching for Bulkload Vouchers

- Matching process includes both online and bulkload vouchers at the same time.
- Bulkload agencies would review match exceptions if any online. A notification would NOT be available on the IDL as Matching occurs outside the bulkload process.
- Match Status of a voucher will be sent on Voucher outbound extract just like other voucher statuses.
- Bi-hourly batch process, “Voucher Approval Status Update” will be scheduled to run following completion of “Matching” process, and picks up all vouchers where
  - BUDGET\_STATUS = ‘V’ and
  - APPR\_STATUS = ‘B’ or ‘M’ and
  - MATCH\_STATUS\_VCHR = ‘N’ (Not applicable – non-PO vouchers) or ‘M’ (Matched – PO Vouchers)

and updates APPR\_STATUS to Pending OSC (V)

# Category Code & UNSPSC

- For Converted Contracts, Category Code on the contract line will be defaulted to “Supplies”
- For Non-contract Purchase Orders that are rolled into the new fiscal year, existing 9.0 Category Code will be retained.
- SFS is currently considering the following in regards to the use of UNSPS Codes on bulkload contracts and purchase orders:
  - Allow bulkload agencies to specify a UNSPS Category Code beginning 4/1
  - A change to default the category code to a “family-level” UNSPS Code rather than “SUPPLIES” if no value is presented
    - Sample family-level UNSPS Codes:
      - 43210000 – Computer Equipment and Accessories
      - 81110000 – Computer Services

# Questions

