

Statewide Financial System (SFS)



Special Topic: Understanding Contracts

2/10/2015

EE1 Procurement Contract Conversion

- Revenue contracts will be converted into the Customer Contracts module.
- Contract Number will remain intact (no PS Auto Contract Number)
- PS Version Number will be set to 1
- Contract Profiles will be assigned
- Contract Lines will be created
 - Line 1 – LTD Expenditures (inactive)
 - Line 2 = remaining balance (active) – Include for Release = N

Revenue Contracts

- Revenue contracts will be created in the Customer Contracts module.
- These contracts will be closed in Procurement Contracts module
- Currently there is no Bulkload interface files for revenue contracts
- Use online entry for new contract creation and contract amendments

Version Number

- Converted Contracts
 - Version Number will be set to 1
 - For all existing amendments – Version Number will be 1
 - Changes to the contract will increment both the Version Number and the amendment Sequence Number by 1

Contract ID	Ver #	Amd Seq #
SFS01-C01234-1320200	1	0
SFS01-C01234-1320200	1	1
SFS01-C01234-1320200	1	2
SFS01-C01234-1320200	1	3
SFS01-C01234-1320200	2	4
SFS01-C01234-1320200	3	5
SFS01-C01234-1320200	4	6

Contract Profiles

- Contract Profile will be assigned in the Contract Header
- At conversion, profiles will be mapped by contract prefix
- To change a contract profile: a ticket will need to be submitted to the SFS helpdesk

<u>Field Value</u>	<u>Prefix</u>	<u>Fund Reservation</u>	<u>Description</u>
<u>CFR00001</u>	<u>C</u>	<u>Yes</u>	<u>Misc Service, Consultant, or Grant-Funding Required</u>
<u>CMFR0003</u>	<u>CM</u>	<u>Yes</u>	<u>Multi-Agency Contract for Misc Service or Consultant</u>
<u>CMUFR020</u>	<u>CMU</u>	<u>Yes</u>	<u>Multi-Agency Contract for Miscellaneous Service/OGS-service</u>
<u>DFR00004</u>	<u>D</u>	<u>Yes</u>	<u>Construction-Related Contract</u>
<u>DNR00022</u>	<u>D</u>	<u>No</u>	<u>OGS Construction-Related Work-Order Contract (multi-agency funding)</u>

Contract Changes

- Contract changes that require BOC Approval
 - Audit Type = one that requires BOC Approval
 - Contract Header Changes
 - Start Date
 - End Date
 - Description
 - Contract Max Amount

- Changes to the Contract Lines (PCL) and Distribution (PCD) will not require BOC approval

Activation of a Converted Contract

- For contracts that require a funding reservation (contract profile)
- Change a Contract Line - Include for Release = Y (PCL)
- Create contract distribution (PCD)
 - System will attempt to budget check and create requisition (pre-encumbrance)
- Options for converted contracts
 - Change Line 2
 - Include for Release=Y, include distribution
 - Change Line 2 Amount
 - change amount, Include for Release=Y, include distribution, ad line 3

Example of changes requiring BOC approval

Audit Type = TBV

Contract ID	Ver #	Seq #	BOC	Change
SFS01-C01234-1320200	1	0		
SFS01-C01234-1320200	1	1		
SFS01-C01234-1320200	1	2		
SFS01-C01234-1320200	1	3		
SFS01-C01234-1320200	2	4		PCL/PCD change
SFS01-C01234-1320200	3	5		PCD change
SFS01-C01234-1320200 Amount	4	6	Y	PCH - Change
SFS01-C01234-1320200	5	7		PCD change
SFS01-C01234-1320200 Description	6	8	Y	PCH - Change

Contract Profile

What is Contract Profile?

- New field that will be added to the Contract Header
- 8 characters
- Supports the Contract in three ways:
 - Indicates if Funds Reservation is required
 - Classifies the Contract (Lease, Construction etc.)
 - Optional: Can be used to default a PSP Method on the PO

How is Contract Profile determined?

- Agency Contracts created from a Requisition:
 - Contract Profile is populated on the contract based on the Contract Profile manually entered on the Requisition.
- Centralized Contracts and Agency Contracts created without a Requisition:
 - Contract Profile will need to be manually entered at the time of contract creation based on the type of contract
- Once set on the contract, this field cannot be changed.
 - If a mistake is made when entering the Contract Profile, agencies will need to create a new contract.

Contract Profiles Table

Contract Profile (8 char)	Description	Category (Prefix)	Active (checkbox)	Requires Funds Reservation (checkbox)
CFR00001	Miscellaneous Service, Consultant, or Grant - Funding Required	C	Y	Y
CCFR0002	Corporate Contract for Miscellaneous Services or Consultant for Multiple Agency Use	CC	Y	Y
CMFR0003	Multi-Agency Contract for Miscellaneous Service or Consultant	CM	Y	Y
DFR00004	Construction-Related Contract	D	Y	Y
KFR00006	Transportation Grant	K	Y	Y
LFR00007	Lease	L	Y	Y
LMFR0008	Multi Agency Lease	LM	Y	Y
MFR00009	Legislative Initiative	M	Y	Y
PCNR0010	OGS-commodity contracts	PC	Y	N
PHNR0011	OGS-hourly based information technology services contracts,	PH	Y	N
PRNR0012	OGS-consulting service contracts	PR	Y	N
PSNR0013	OGS-service contracts	PS	Y	N
PTNR0014	OGS-technology contracts	PT	Y	N
PANR0015	Purchase Authorization	PA	Y	N
PAFR0016	Purchase Authorization	PA	Y	Y
SFR00017	Consultant for Miscellaneous Service – Individual	S	Y	Y
TFR00018	Contracts Not Subject to OSC Approval	T	Y	Y
WFR00019	Land Purchase	W	Y	Y
OFR00020	Refund of Appropriation Contract	O	Y	Y

Contract Profile- Conversion

- Will be populated during conversion using the existing (9.0) 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 reviewed by the EE1 conversion team and 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-Production deployment:
 - 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

Contract Profile and the PSP Method

- Each Business Unit has the option to provide a Contract Profile to PSP Method mapping.
 - This mapping will be used to determine a default PSP method for each contract created.
 - The PSP method can be updated on the contract header if the default value used for this contract profile is not correct for a specific contract.
- The PSP method entered on the contract header will default onto any purchase orders created for that contract. User can enter PSP Method directly on the PO rather than accepting the default value.

Contract Profile- Bulkload Impacts

➤ Inbound

- NYS Contract Profile is located on the Purchasing Contract Header
- Combination of Contract Profile on PCH and Include for Release flag on Purchasing Contract Line (PCL) determines whether a requisition needs to be created to pre-encumber funds

➤ Outbound

- Found on PCH extract

Questions

