

Procurement Value Definitions

This job aid contains the following status definitions:

- Amendment Status
- Audit Type
- Contract Status
- Email Dispatch Methods
- Requisition Status
- PO Type
- Purchasing Card Transaction Status
- Receipt Status
- Return Action
- Return Reason
- Statement Status

Amendment Status

Purpose:

In the SFS, each amendment transaction for a contract is identified by an Amendment Sequence Number. Amendment status is an indicator of where the amendment transaction is within the contract life cycle. For Amendment Sequence 0, many status changes are driven by activity on the Contract Header.

Field Name	Amendment Status	
Module	Purchasing	
Value	Definition	User Notes
(blank)	Initial status; version and amendment sequence have been created and saved on SFS, but have not yet been submitted for approval and this version/amendment is still editable.	The next Version number (1 for new contracts and > 1 for existing contracts) & Amendment Sequence (0 for new contracts & > 0 for existing contracts) are automatically created with a blank status when a new contract is created or an existing contract is updated on SFS and saved.
Pending	Amendment sequence has been submitted and is available for OSC to receive or is currently with OSC for review.	Transaction is no longer editable by the agency.
Approved	Amendment sequence has been approved.	When the transaction does not require OSC approval, amendment status automatically changes to Approved.
Non-Approved	Amendment sequence has been rejected or non-approved by OSC.	Only for Amendment Sequence 1 and greater; Amendment Sequence 0 transaction status changes to "Cancelled" if OSC rejects or non-approves.
Req Failed	The requisition update has failed	The user will need to update the contract lines or update the budgets and reprocess the requisition.
Cancelled	Amendment has been cancelled by agency prior to submission, or OSC has rejected or non-approved an Amendment Sequence 0/Version 1 transaction.	

Audit Type – Value Definitions

Purpose:

To select the correct Audit Type for a contract or amendment transaction processed in the SFS.

The SFS uses the Audit Type value to determine whether the transaction is routed to the Office of the State Comptroller (OSC) for prior approval. If routed to OSC, the Audit Type also determines to which audit team in OSC's Bureau of Contracts (BOC) the transaction will be directed.

NOTE: Every contract or amendment transaction processed in the SFS must have an Audit Type.

Field Name	Audit Type (Value)	
Module	Purchasing	
Value	Definition	User Notes
CON	<ul style="list-style-type: none"> Construction Awards based on lowest price or best value Contracts and Change Orders Associated amendments 	Routes transactions to appropriate BOC Audit Team.
GGA	Grants Gateway contracts and associated amendments subject to OSC approval.	Routes Grants transactions entered into the Grants Gateway System to BOC Grants team.
GGN	Grants Gateway contracts and associated amendments not subject to OSC prior approval.	Grants transactions entered into the Grants Gateway System that are not routed to OSC for approval.
QCN	Qualified "Quick" Construction contracts submitted for OSC approval under the Quick Contracting Program.	Routes transactions to appropriate BOC Audit Team.
QCT	Qualified "Quick" Design/Architect & Engineer contracts submitted for OSC approval under the Quick Contracting Program.	Routes transactions to appropriate BOC Audit Team.

ROA	Refund of appropriation contract subject to OSC approval.	<ul style="list-style-type: none"> Used to establish a new contract record in the SFS to accommodate a refund of appropriation that could not be posted against the original contract. This Audit Type is used if the original contract agreement required OSC approval. Routes transaction to BOC.
RON	Refund of appropriation contract not subject to OSC approval.	<ul style="list-style-type: none"> Used to establish a new contract record in the SFS to accommodate a refund of appropriation that could not be posted against the original contract. This Audit Type is used if the original contract agreement did not require OSC approval. Transaction is not routed to OSC for approval.
TBP	<ul style="list-style-type: none"> Awards based on lowest price (IFB) Single and sole-source awards for commodities Revenue contracts awarded based on greatest return Associated amendments 	Routes transactions to appropriate BOC Audit Team.
TBV	<ul style="list-style-type: none"> Awards based on best value (RFP), including Revenue Contracts Single and sole-source awards for services Preferred Source Services Associated amendments 	Routes transactions to appropriate BOC Audit Team.
TGG	Grant contracts and amendments subject to OSC approval.	Routes transactions to appropriate BOC Audit Team.
TNT	Contracts and amendments not subject to OSC prior approval.	Not routed to OSC for approval.

TQM	<ul style="list-style-type: none"> • Architect, Engineering • Surveying • Railroad • Repayment agreements • Intergovernmental agreements • Land purchase and sale contracts • Leases • Miscellaneous DOT contracts • Associated amendments 	Routes transactions to appropriate BOC Audit Team.
Note: The Following Audit Types Are For Use by OSC's Bureau of Contracts (BOC) Only		
XAF	<ul style="list-style-type: none"> • State authority contracts and amendments submitted for filing through OSC's Contract Submission System (CSS) • For use by BOC only 	Routes State authority transactions entered into OSC's Contract Submission System (CSS) to appropriate BOC Team for filing.
XBP	<ul style="list-style-type: none"> • State authority contracts and amendments submitted through OSC's CSS • Awards based on lowest price (IFB) • For use by BOC only 	Routes State authority transactions entered into OSC's Contract Submission System (CSS) to appropriate BOC Audit Team.
XBV	<ul style="list-style-type: none"> • State authority contracts and amendments submitted through OSC's CSS • Awards based on best value (RFP) • For use by BOC only 	Routes State authority transactions entered into OSC's Contract Submission System (CSS) to appropriate BOC Audit Team.
XCN	<ul style="list-style-type: none"> • State authority Construction contracts and amendments submitted through OSC's CSS • Awards based on lowest price or best value • For use by BOC only 	Routes State authority transactions entered into OSC's Contract Submission System (CSS) to appropriate BOC Audit Team.
XFC	<ul style="list-style-type: none"> • State authority Construction contracts and amendments submitted for filing through OSC's CSS • Awards based on lowest price or best value • For use by BOC only 	Routes State authority transactions entered into OSC's Contract Submission System (CSS) to appropriate BOC Audit Team.

XFG	<ul style="list-style-type: none"> • State authority Grant contracts and associated amendments submitted for filing through OSC's CSS • For use by BOC only 	Routes State authority transactions entered into OSC's Contract Submission System (CSS) to appropriate BOC Audit Team.
XFP	<ul style="list-style-type: none"> • State authority contracts and amendments submitted for filing through OSC's CSS • Awards based on lowest price (IFB) • For use by BOC only 	Routes State authority transactions entered into OSC's Contract Submission System (CSS) to appropriate BOC Audit Team.
XFQ	<ul style="list-style-type: none"> • State authority negotiated contracts and amendments submitted for filing through OSC's CSS • Awards to most qualified • For use by BOC only 	Routes State authority transactions entered into OSC's Contract Submission System (CSS) to appropriate BOC Audit Team.
XFV	<ul style="list-style-type: none"> • State authority contracts and amendments submitted for filing through OSC's CSS • Awards based on best value (RFP) • For use by BOC only 	Routes State authority transactions entered into OSC's Contract Submission System (CSS) to appropriate BOC Audit Team.
XGG	<ul style="list-style-type: none"> • State authority Grant contracts and associated amendments submitted through OSC's CSS • For use by BOC only 	Routes State authority transactions entered into OSC's Contract Submission System (CSS) to appropriate BOC Audit Team.
XQM	<ul style="list-style-type: none"> • State authority negotiated contracts and amendments submitted through OSC's CSS • Awards to most qualified • For use by BOC only 	Routes State authority transactions entered into OSC's Contract Submission System (CSS) to appropriate BOC Audit Team.

Contract Status

Purpose:

Contract status is an indicator of where the contract is within the contract life cycle, and designates when a contract is available for look-up and processing.

Field Name	Contract Status	
Module	Purchasing	
Value	Definition	User Notes
Approved	A contract with PeopleSoft contract status Approved allows the creation of a Purchase Order against the contract using one or more of the contract lines where "Include for Release" option is checked. In addition, a new amendment version can be created against a contract only if all existing versions against it are in an Approved status. When a contract version has Peoplesoft contract status set to "Approved", its corresponding CAM Amendment Status may be Pending OSC/Approved.	
Open	Initial status when first creating a contract header or a new version on an existing contract; the contract has been created on SFS and saved, but has not yet been submitted for approval and is editable.	
Pending OSC Approval	The contract transaction has been submitted, and is available for OSC to receive or is currently with OSC for review.	Contract header becomes read-only and no changes can be made. If selected Audit Type routes transaction for OSC prior approval, contract header status remains in Pending OSC Approval until OSC approves or non-approves the contract.
Req Update Inprocess	The process is running to update the Requisition this process is run every time a funded contract is submitted for approval	The user will have to navigate out of the contract entry page in order for the status to be updated to approved or pending OSC approval.
Req Update Failed	The requisition update has failed.	The user will need to update the contract lines or update the budgets and reprocess the requisition.

Canceled	The transaction has been cancelled by the agency prior to submission for approval, or has been rejected or non-approved by OSC.	<ul style="list-style-type: none"> • Rejected – Contract rejected before OSC audit process began (typically at the request of the agency). • Non-Approved – Contract audited and non-approved by OSC.
Closed	The contract has been closed and no more activity can take place on the contract.	Only OSC can close a contract or reopen a contract once it is closed.
On-Hold	Indicates that the contract is On-Hold. A contract may be put on-hold by agency or OSC. No new POs can be created against a contract in hold status. However, PO Change/Voucher/Payment activity can continue to occur against any existing POs created against the contract.	

Email Dispatch Methods

Field Name	Email Dispatch Method	
Module	Purchasing	
Value	Definition	User Notes
EML	Email	
PRN	Print	
EDX	Electronic Dispatch Method	

Requisition Status

Purpose:

View the status of a requisition

Field Name	Requisition Status	
Module	eProcurement	
Value	Definition	User Notes
Open	The requisition has been entered and saved but not yet submitted, or the receipt has been entered and saved but might have errors	
Canceled	The requisition was entered and saved but was canceled.	
PO(s) Created	The requisition has been placed on a PO	
PO(s) Dispatched	The requisition has been placed on a PO, and the PO has been dispatched to the vendor.	
Received	The requisition has been placed on a PO. The PO has been dispatched to the vendor, and the goods have been partially or fully received.	
Pending	The requisition has been submitted and is awaiting approval.	
Approved	The requisition is approved and can become a PO.	
Denied	The requisition is denied in the approval process	
All But Complete	Displays all requisitions except those with the status Complete.	
Complete	After the requisition is dispatched on a PO, the goods are received and the vendor is paid. A background process identifies the requisition status as Complete.	Canceled requisitions and those that are fulfilled by inventory stock are also identified as Complete.

PO Type

Purpose:

To select the correct PO Type for purchase order transactions processed in the SFS.

POs that were created as Standalone POs, and required OSC approval, are now referred to as “One-time Purchase (OP)” and are to be created as an OP Contract transaction and associate it to the OP Contract.

The only PO Type is Gen (General)

NOTE: Every contract or amendment transaction processed in the SFS must have an Audit Type.

Field Name	PO Type (Value)	
Module	Purchasing	
Value	Definition	User Notes
Gen	General	This is the only PO Type currently being used. All POs will have PO Type = GEN

Purchasing Card Transaction Status

Purpose:

Select the status of Procurement Card Transactions. All procurement cards must be associated with a single responsible user. A proxy can be assigned to manage the card on behalf of the cardholder/responsible user. The cardholder or proxy must reconcile the card on a regular basis.

Field Name	Purchasing Card Transaction Status	
Module	eProcurement	
Value	Definition	User Notes
Staged	Statement line has been staged in the statement table	
Verified	Statement line has already been review and is ready for approval.	User is responsible for changing status from Staged to Verified.
Approved	Statement line is ready to be picked up by the Voucher stage process.	Only procurement card approver will be able to select the Approved status option

Receipt Status

Purpose:

View the receipt status of purchased goods and services. This is a view-only field that will update automatically as the transaction processes.

Field Name	Receipt Status	
Module	Purchasing	
Value	Definition	User Notes
Open	Not all of the edits have passed. One or more receipt lines are in an Open status.	No payments can be made against the receipt
Received	All of the edits have passed. All of the lines are in a Received or Canceled status.	Payments can be made against the receipt
Closed	All of the receipt lines have been moved and matched (when required). All of the interface requirements have been fulfilled and no further processing is required.	No payments can be made against the receipt
Canceled	All of the lines are canceled. Canceling cannot be reversed.	No payments can be made against the receipt

Return Action

Purpose:

Select one of these actions to make returns against purchase orders.

Field Name	Return Action	
Module	Purchasing	
Value	Definition	User Notes
Credit	Return for credit	A return for credit involves returning the items to the vendor without requesting replacements; A return for credit is not available for receipts which originate from a purchase order that is using a procurement card as the payment method. When an item is returned for credit, the credited amount is put back into the appropriation.
Exchange	Return for exchange	This type of return indicates that a different item is being substituted in exchange for the original item ordered
Replace	Return for replacement	This type of return indicates that the vendor is shipping the same items to replace the original returned goods

Return Reason – Value Definitions

Purpose:

Select the reason for returning the product to the vendor

Field Name	Return Reason	
Module	Purchasing	
Value	Definition	User Notes
DAM	Damaged	
ERL	Early Shipment	
FAL	Failed Inspection	
INC	Incomplete Shipment	
RETURNS	Returned to Stock	
LAT	Late Shipment	
RST	Restocking Fee	
WRG	Wrong Goods Received	

Statement Status

Purpose:

Search for and view the Statement Status for Procurement Cards

Field Name	Statement Status	
Module	Purchasing	
Value	Definition	User Notes
“Blank”	Search will return all statement transaction lines	Leave the field blank to obtain all transactions
Approved	Search will return statement transaction lines ready to be picked up by the voucher process.	Only those statement transaction lines that are approved are pushed to the voucher staging tables.
Closed	Search will return statements that have been pushed to the voucher staging table.	
Initial	Search will return statement transaction lines that have been staged in the statement table and the	After each notice has been successfully sent to a cardholder, the system updates its status to Initial if it

	cardholders have been notified.	was Staged.
Processing	Search will return any statement transaction lines that are not in the voucher staging table.	
Staged	Search will return statement transaction lines from the bank that are loaded into the staging tables by the Load P-Card Stage process.	
Verified	Search will return statement transaction lines that are waiting to be reviewed.	After verification, the statement transaction line status changes to Approved. Currently, the verified status does not have any significant meaning by itself. However, it can be used in an environment where tighter control is required. The cardholder can only set the status to Verified and another person has to approve it and set the status to Approved.