



SFS Procurement Transaction Processing Pointers

Agenda

- Welcome & Introductions
- Addressing Common Issues
 - Stabilization Lessons Learned
 - Reinforcing correct transaction processes
- Reference Material
- Q&A

Presenters

- SFS
 - Paul Kalinowski
 - Marlene Tierney
 - Barbara-Jean Heinbach

Objectives

- At the conclusion of this session, you should have an understanding of:
 - What recent stabilization lessons learned have been identified by SFS and agency users related to procurement
 - How agencies can avoid common procurement issues



Stabilization Lessons Learned

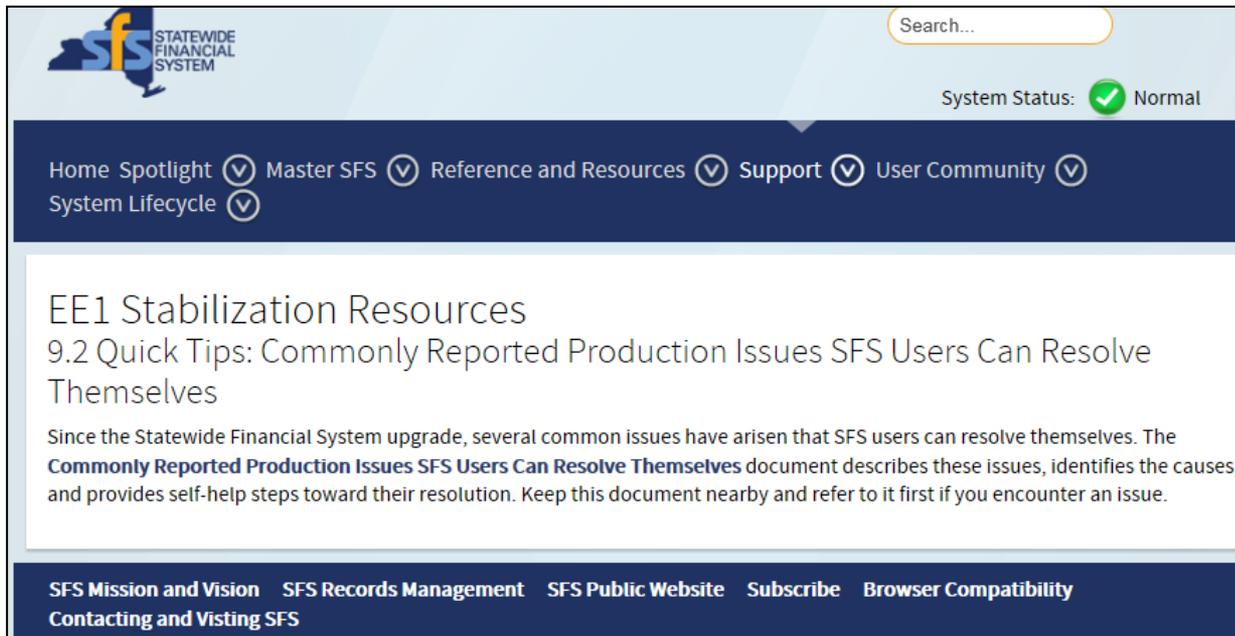
Marlene Tierney

Stabilization Lessons Learned

- Change in Autosourcing Processing Schedule
 - SFS has increased the frequency of auto-sourcing batch processing to four times per day resulting in processing times being reduced from over three hours to under one hour:
 - Run times: 11:00 a.m., 1:00 p.m., 3:00 p.m., 9:00 p.m.
 - Additional details about all scheduled batch processes can be found in the SFS Batch Processing Schedule on *SFS*Secure**.
- Performance Improvement for Budget Check and PSP
Budget Check Processing

EE1 Stabilization on SFS*Secure*

- 9.2 Quick Tips on SFS Secure – Commonly Reported Production Issues that SFS Users can resolve themselves
 - SFS*Secure* > Support > Agency Support > EE1 Stabilization Resources



The screenshot displays the SFS Secure website interface. At the top left is the SFS Statewide Financial System logo. To the right is a search bar and a system status indicator showing a green checkmark and the word "Normal". Below the header is a dark blue navigation bar with links: Home, Spotlight, Master SFS, Reference and Resources, Support, User Community, and System Lifecycle. The main content area features the heading "EE1 Stabilization Resources" followed by the sub-heading "9.2 Quick Tips: Commonly Reported Production Issues SFS Users Can Resolve Themselves". The text below explains that since the system upgrade, several common issues have arisen that users can resolve themselves, and a document titled "Commonly Reported Production Issues SFS Users Can Resolve Themselves" provides self-help steps. At the bottom is a dark blue footer with links for SFS Mission and Vision, SFS Records Management, SFS Public Website, Subscribe, Browser Compatibility, and Contacting and Visiting SFS.

- This resource describes common issues, identifies the potential causes, and provides self-help steps toward resolution



Reinforcing Correct Transaction Processes

Paul Kalinowski & Marlene Tierney

Common Issue #1

- **Scenario:**

- A contract has expired, and the agency needs to encumber funds for existing liabilities
- **Example:** Contract range is 9/1/14 – 10/31/15, open accounting periods are 11/1/15 – 2/29/16

- **Explanation:**

- Update the Accounting Date and the Budget Date on the Purchase Order (PO) within the open accounting period.
 1. Stage POs with a Contract Release Start Date within the contract date range but outside the open accounting periods. (Once this is complete, wait for the Autosourcing process to run. Currently this process is being run four times per day.)
 2. Update Accounting Date on PO Header to a date within open accounting periods.
 3. Update Budget Date on PO Distribution Lines to the same date as updated Accounting Date.
 4. Save PO changes.
 5. Budget check PO and PSP Budget Check PO.
 6. Dispatch PO after PO passes PSP budget check.

Common Issue #1

1. Stage POs with a **Contract Release Start Date** within the contract date range but outside the open accounting periods.

- **Reminder:** Click **SAVE**

2. Update **Accounting Date** on **PO Header** to a date within open accounting periods.

*Related Job Aid: JAA-CN210-004
Stage POs for Release from Contract*

The screenshot shows the 'Create Releases' interface. At the top, there are tabs for 'Create Releases' and 'Review Releases'. Below the tabs, the 'SetID' is 'SHARE' and the 'Supplier ID' is '100009871'. The 'Contract ID' is 'WCB01-L009708-3560000' and the 'Current Version' is '1'. The status is 'Approved'. The interface is divided into three steps: 'Step 1 - Specify Contract Lines for Release', 'Step 2 - Populate Release Template', and 'Step 3 - Stage Releases'. In Step 2, the 'Release Dates' section is highlighted with a red box, showing a 'Start Date' of '10/19/2015'. The 'Release Defaults' section includes fields for 'Release Option', 'Create Order', 'Business Unit', 'Supplier Loc', 'Currency', and 'Default Dispatch Method'. In Step 3, the 'Default' radio button is selected, and the 'Override' radio button is also selected. The 'Stage' button is visible at the bottom right.

The screenshot shows the 'PO Header Details' interface. The 'PO Details' section includes fields for 'Supplier', 'PO Date', 'PSP Method', '*PO Type', 'Budget Status', 'Tax Exempt', '*Billing Location', 'Billing Address', 'Origin', 'Letter of Credit ID', 'Ship To', 'Currency Code', 'Exchange Rate Detail', 'Base Currency', 'Rate Date', 'Exchange Rate', and 'Rate Type'. The 'Process Control Option' section includes a checked 'Dispatch' checkbox, 'Acknowledgements required for', '*Method', and 'Accounting Date'. The 'Accounting Date' field is highlighted with a red box, showing a date of '11/02/2015'. The 'Accounting Template' is set to 'STANDARD'. At the bottom, there are 'OK', 'Cancel', and 'Refresh' buttons.

Common Issue #1

- Update **Budget Date** on **PO Distribution Lines** to the same date as updated **Accounting Date**.

Distributions for Schedule 1

Unit ABC01
PO ID 000000068
Line 1
Schedule 1

Supplier DELTA ENGI-001
Item WATER
Status Active

*Distribute By: Amount
*Liquidate By: Amount
SpeedChart: Multi-SpeedCharts

Schedule Qty: 1.0000
Merchandise Amount: 500.00 US
Doc. Base Amount: 500.00 US

Budget Information

Dist	Status	Percent	Budget Status	Budg Dt	Encumbrance Balance	Currency	Encumbered Base Balance	Base Currency	Expensed To Date	Commitment Control Close Flag
1	Open	100.0000	Not Chk'd	11/02/2015		0.00 USD	0.000		0.00	<input type="checkbox"/>

OK Cancel Refresh

- Save PO changes.
- Budget check PO and PSP Budget Check PO.
- Dispatch PO after PO passes PSP budget check.

Related Job Aid: JAA-CN210-004
Stage POs for Release from Contract

Common Issue #2

- **Scenario:**
 - A contract has expired, and an extension amendment needs to be processed.
- **Explanation:**
 - Change the contract expiration date by creating a new version (an amendment) so that the expiration date reflects the contracts new end date.

*Related Job Aid: JAA-CN210-005
Amending the Contract Header*

Common Issue #2

Example: Contract range is 9/1/14 – 10/31/15. Extend the contract to 12/31/15.

The screenshot displays a contract management interface with two overlapping windows. The top window shows 'Contract Version 1' with a status of 'Current'. It includes fields for 'SetID', 'Contract ID', 'Status', 'Approved Date', and 'Include In'. A 'New Version' button is highlighted with a red box. The bottom window shows 'Contract Version 2' with a status of 'Draft'. It includes fields for 'Version', 'Status', 'Approval Due Date', and 'Include In Batch'. A 'Delete Version' button is highlighted with a red box. Both windows show a 'Contract Entry' header and a 'Header' section with various contract details. The bottom window also features an 'Amount Summary' section with a table of released amounts.

Contract Profile	Line Item Released Amount	Category Released Amount	Open Item Released Amount	Total Released Amount	Non-PO Exp	Non-PO Adj	Vchr Exp	Amendmt Begin Dt	Amendmt End Dt
LFR00006	0.00	0.00	0.00	0.00	9,627,454.750	0.000			12/31/2015

Common Issue #2

- Save and Submit Contract to OSC for Approval.
- Contract Status will change to **Approved**.

Contract Entry
Contract

SetID SHARE
Contract ID WCB01-L009708-3560000
*Status Pending OSC Approval

Contract Version
Version 2 Status Draft
Delete Version Approval Due Date

Administrator/Buyer

Header ?

Process Option Purchase Order Requisition Errors Edit Comments Activity Log
Contract Activities Document Status
Supplier KEW MANAGE-001 Primary Contact Info Thresholds & Notifications
Supplier ID 1000009871 KEW MANAGEMENT CORPORATION Contract Releases Maintain Sub-

Begin Date 11/01/1998
Expire Date 10/31/2015
Renewal Date
Currency USD CRRNT

Primary Contact
Supplier Contract Ref
Description WCB01-L009708-3560000

Master Contract ID

Contract Entry
Contract

SetID SHARE
Contract ID WCB01-L009708-3560000
Status Approved

Contract Version
Version 2 Status Current
New Version Approval Due Date

Administrator/Buyer

Header ?

Process Option Purchase Order Requisition Errors Edit Comments Activity Log
Contract Activities Document Status
Supplier KEW MANAGE-001 Primary Contact Info Thresholds & Notifications
Supplier ID 1000009871 KEW MANAGEMENT CORPORATION Contract Releases Maintain Sub-Contract Master Relationships

Begin Date 11/01/1998 Business Unit WCB01
Expire Date 10/31/2015 NYS Contract # L009708
Renewal Date DeptID 3560000

Currency USD CRRNT Audit Type TQM Maximum Amount 9,976,213.73 USD

Primary Contact Contract Profile LFR00006 Line Item Released Amount 0.00 Non-F
Supplier Contract Ref Requisition Exists Category Released Amount 0.00 Non-F
Description WCB01-L009708-3560000 Tax Exempt Open Item Released Amount 0.00 Non-F
Total Released Amount 0.00

Amount Summary ?

Common Issue #2

- **Amendments** page should be used to determine the status of the contract amendment.
- From the **Main Menu** navigate to: Procurement Contracts > Amendments

Amendments

SetID: SHARE **Status: Pending** Date of Approval:

Contract Type: PA **Contract Amendment**

Contract ID: WCB01-L009708-3560000

Version Number 2

Sequence Number: 4

Supplier ID: 1000009871 KEW MANAGEMENT CORPORATION

Details

Audit Type: TQM Architect/Engineering, Non-Quick Comments

Transaction Amount: Activity Log

New Begin Date: Procurement Contract

New Expire Date: 12/31/2015 [Generate Summary Report](#)

Description: WCB01-L009708-3560000

NY State Contract Description: 455 WHEELER ROAD

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

- **Note:** Amendments which require OSC review (NYS Contract Description change, date changes, and amount changes) remain in **Pending** status until approved.

Common Issue #3

- **Scenario:**

- Users are unable to de-select contract lines on the Contract Release page for PO Autosourcing, which results in PO lines that aren't needed.

- **Explanation:**

- SFS does not allow users to select which contract lines they want included in the Autosourcing process. This is a delivered PeopleSoft limitation and will be addressed through an enhancement included as part of the Winter Update 2016.
- In the interim, agencies can use the **Contract Release** page, to change **Base Price** to **\$0.00** for all included contract lines that you don't want paid on the PO.

- **Tips:**

- Use existing contract lines and increase existing lines as needed, rather than creating new contract lines
 - Limit the number of contract lines you create to be for specific category code and increase that line when more money is needed for that category rather than adding a new line
- Limit the number of POs created and release the PO for the full amount needed for the year rather than multiple PO's for the same service

Common Issue #3

The following process can be followed to use the **Contract Release** page, to change **Base Price** to **\$0.00** for contract lines that you don't want paid on the PO:

1. On **Contract Release** page, change **Base Price** to **\$0.00** for all included contract lines that you don't want paid on the PO.



The screenshot shows a table with columns: Include, Line, Item, Amt Released, and Remaining Amt. The 'Include' checkbox for Line 4 is checked. Below the table is a 'Pricing Information' section with a table of UOM/Pricing. The 'Base Price' for the selected UOM (EA) is 0.00000 JSD.

Include	Line	Item	Amt Released	Remaining Amt
<input checked="" type="checkbox"/>	4	Line 4	0.000	10.00 USD

Pricing Information

Select the eligible UOM / Pricing combinations that are available for this contract line. The Release Default row will be used for pricing the next set of releases from the contract.

UOM/Pricing	Price Loc	UOM	Base Price	Currency
<input checked="" type="checkbox"/>	MAINEPAY	EA	0.00000	JSD

2. Populate staged releases.
3. POs will be created with \$0.00 lines.

Common Issue #4

- **Scenario (Defect #11439, 11414):**
 - When OSC Bureau of Contracts (BOC) non-approves a contract amendment, the transaction remains in a “Pending” status and does not reflect OSC’s non-approval.
- **Explanation:**
 - Issues identified related to OSC’s ability to non-approve Amendments.
 - SFS is working on resolving these issues in collaboration with OSC.
- **Tips:**
 - Do not take any action on the Amendment - do not try to delete or modify the transaction
 - If non-approval for an amendment is required, submit an SFS Help Desk Incident

Common Issue #5

- **Scenario (Defect #11526):**
 - Missing PO Distribution Lines on POs sourced from contracts.

- **Explanation:**
 - Related to defect # 11526; this defect has been resolved.

- **Tips:**
 - In instances where the PO Distribution Lines still do not default from the contract, users can manually enter the PO distribution line information on PO.

Common Issue #6

- **Scenario (Defect #11468):**

- Deleting a contract distribution line is not updating the associated requisition

- **Explanation:**

- Agencies are unable to transact against the contract because the total contract line amounts and distribution lines do not match the associated requisition. Contract is in Req Update Failed status.
- Until defect is resolved, agencies will have to cancel the contract line and recreate it by adding a new contract line.
- Canceling the contract line will cancel the requisition and contract is updated successfully.

- **Tips:**

- Follow the detailed steps on the next slides to fix the scenario.

Common Issue #6

1. Cancel contract line under line details.

Details for Line 1

Contract ID 000000000000000000000000000027 Version 1 Supplier PAL ENVIRO-001

Line 1 Item ID COSPR Svc Fund 11

Line Details

Category 10202361 Status Active

Description Physical Nature Goods

Category ID 00679

Transaction Item Description:
COSPR Svc Fund 11

Expand All Collapse All

▶ Item Information

▶ Release Amounts / Quantities

▶ Pricing Information

OK Cancel Refresh

2. Click **Yes**.

Message

This action will cancel line 1 for this contract. Continue? (10400,462)

The action that you are taking will cancel this line for this Contract. If you do not want to cancel this line, then you cannot perform the action at this time.

Yes No

Common Issue #7

- **Scenario (Defect #11476):**

- When funded contract lines that are amount based and quantity based that are included for release and have \$0 amounts, the associated re-sync process ends in an error as an amount based requisition cannot be saved for \$0. This results in the contract updating to Req Update Failed.

- **Explanation:**

- To avoid this scenario, the **Contract Entry** page should include the following validations, upon Save:
 - **For Amount based lines** that are included for release: Max Line amount and the associated max distribution amount(s) cannot be \$0.
 - **For Quantity based lines** that are included for release: Max Line quantity and the associated base price amount cannot be \$0.
- An error message should be displayed if a contract is saved with any of the above values.
- Users should be able to correct the amounts/quantity and continue with the contract process.

Common Issue #8

- **Scenario:**

- Users cannot find vouchers created from electronic invoices that are received and need agency action.

- **Explanation:**

- Refer to reports APY1090 (Match Exceptions) and NYAP3213 (Vouchers ready for approval workflow) to identify these vouchers and take appropriate action.

- **Tips:**

- Invoice received date for these invoices is the date that they are received and successfully built into a voucher, these vouchers are interest eligible so users should be monitoring for these vouchers daily.
- More information can be found in the Accounts Payable self-paced training on SLMS and related job aid
 - SLMS Self-paced Training course code: SFS-9.2-SPT
 - SLMS Class code: Accounts Payable 210
 - Job Aid: JAA-AP210-006 Viewing Vouchers Built by SFS

Additional Reminders

- Do not cancel any agency contract requisitions; initiate the cancellation from the contract (if it should be cancelled)
- Any changes made to the following fields on the Contract Header when creating a new version will generate an Amendment requiring OSC approval, provided the audit type that requires approval is applied to that contract
 - NYS Contract Description
 - Contract Begin and/or End Date
 - Max Contract Amount
- When using the “Copy From Contract” option to create the PO on a Centralized (Corporate) Contract on an Amount Only line, the full contract line value will pull into the PO value line and must be updated to the amount you intend to commit
- Agency contracts are not Corporate contracts; if multiple Business Units (BUs) are using a contract, each BU must be included in the PO defaults
 - Additional information can be found in the Multi-Agency Contracts lesson in the Procurement Contracts self-paced training course
 - SLMS Self-paced Training course code: SFS-9.2-SPT
 - SLMS Class code: Procurement Contracts 210
- Purchasing Authority (PA) contracts where funding is not required can be used with general purchase requisitions, rather than contract releases



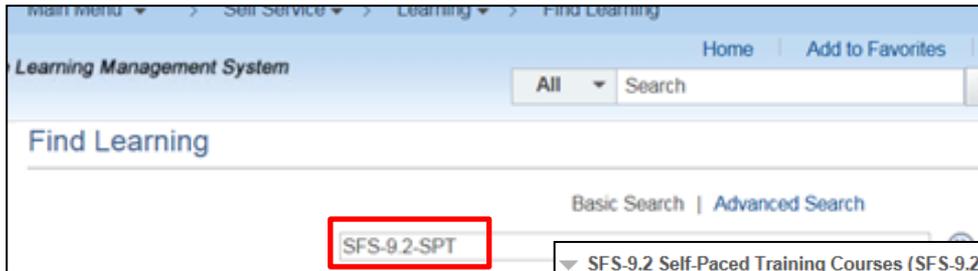
Reference Material

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Resources & Reference Material

- Self-Paced Training Courses:
 - SLMS Course Code: SFS-9.2-SPT
 - SLMS Class Code: Requisition 205
 - SLMS Class Code: Procurement Contract 210
 - SLMS Class Code: Purchase Orders 220
- SFS Job Aids:
 - SFSSecure > Master SFS > Job Aids
 - Requisitions (REQ), Procurement Contracts (CN), Purchase Orders (PO)
- Support Data
 - SFSSecure > Support > Support Data
 - Defect Listing
 - Unresolved Agency Incident Report
- SFS Reports User Guide
 - SFSSecure > References and Resource > Reports User Guide
- Role Mapping Guide:
 - SFSSecure > References and Resource > Access to SFS (Security and Roles)
- SFS Batch Processing Schedule
 - SFSSecure > Reference and Resources > Guides, Manuals, and Processing Resources.
- Commonly Reported SFS Issues –
 - SFSSecure > Support > Agency Support > EE1 Stabilization Resources

Self-Paced Training on SLMS



- In SLMS, go to Main Menu > Self Service > Learning > Find Learning
- Type **SFS-9.2-SPT** as a key word into the search box
- Locate the appropriate course, and click Enroll Now
- Once enrolled, click the Launch button to view the material.

SFS-9.2 Self-Paced Training Courses (SFS-9.2-SPT)

★★★★★ (2) View Reviews Plan for Later

The SFS 9.2 Self-Paced Training Courses are designed to teach you how to work in the Statewide Financial System (SFS), by providing context, transaction detail, and step-by-step guidance on how to complete specific tasks. [View Details](#)

Class Code	Type	Duration	Start Date	Location	Price
ADMIN Credit Card 205	*Self Instruction			None	
ADMIN Data 205	*Self Instruction			None	
ADMIN Security 205	*Self Instruction			None	
ADMIN Workflow 205	*Self Instruction			None	
Accounts Payable 101	*Self Instruction			None	
Accounts Payable 205	*Self Instruction			None	
Accounts Payable 210	*Self Instruction			None	

Multi-Agency Contract

Lesson Description:
The agency must determine at the onset of the procurement process whether a multi-agency contract will be established and how it will be used. The requirements for usage of an individual multi-agency contract are defined in the contract award documents.

- The agency that owns the contract is referred to as the Contract "Owning Agency."
- The agency that makes purchases is called the Contract "Purchasing Agency."

The Contract Owning Agency must add Business Unit(s) to the Agency Contract on the PO default's page. This allows designated agencies to add contract lines and purchase off the contract. Agencies can be added or deleted as needed. For contracts that require funding, the owning BU has to create at least one contract line so the requisition can be created and budget checked. Lines must be added for any BU that will be using the contract. Once additional lines are added the line for the contract owning BU can be cancelled, if needed.

Lesson Objectives:
In this lesson, you will learn how to:

- Create multi-agency contracts
- Update multi-agency contracts



Q&A

Barbara-Jean Heinbach

Q&A Guidelines

- Questions should be submitted through WebEx chat.
- Questions not answered during this session will be addressed through a Help Desk incident after the session has concluded.