
STATE OF NEW YORK



Statewide Financial System (SFS) Program

Agency Transaction Processing Guide

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1.0 The Statewide Financial System (SFS)

The Statewide Financial System (SFS) Program Agency Transaction Processing Guide provides a brief overview to the agency bulkload interface and associated technical and transactional information to assist agencies using the SFS in the development and maintenance of their financial business processing.

On April 1, 2012, Phase 1 agencies began using the SFS, interacting directly for most financial management functions as well as to access related reports. Certain Phase 1 agencies that have systems other than those that interfaced directly with the former Office of the State Comptroller's (OSC) Central Accounting System (CAS), or that interface with an agency financial management system (FMS) replaced by the SFS, continue these feeder system interfaces to the SFS using the bulkload process.

Agencies not identified for Phase 1 deployment are Future Phase agencies. They interact with the SFS using the bulkload transaction interface or by limited direct entry of data where bulkload capabilities are not supported. Future Phase agencies are not able to query or update transactions that have been processed in the SFS using direct entry, regardless of the transaction's success or failure.

Future Phase agencies that bulkload files to the SFS use either legacy (cost-center based) formats or PeopleSoft (Chart of Accounts or COA-based) formats for those files. Transactions submitted to the SFS in legacy file format are converted to PeopleSoft format. The process reorders and resizes the legacy file format fields to match the PeopleSoft file formats and maps from legacy cost centers to PeopleSoft COA ChartFields. In this way, legacy file format transactions are processed exactly as they would be if keyed directly into the SFS.

Transactions submitted in PeopleSoft file format bypass this mapping. Phase 1 agencies that bulkload files from feeder systems to the SFS must use the PeopleSoft file format.

A single inbound file can contain transactions with different types and formats. Files are processed by the SFS throughout the day as soon as they are received. Every transaction file submitted by an agency has a status file returned to them as reference. Data access is provided through data extracts and the SFS report structure.

When bulkloading is not an option, Future Phase agencies can use the direct entry process to enter legacy transaction information directly into bulkload SFS staging tables. Custom web-based screens are used to provide an entry alternative when a bulkload-formatted transaction from the agency's local FMS cannot be produced. Screens are designed to enter transactions based on the SFS legacy interface formats. These are similar to the direct entry screens used in the former CAS, but contain the required additional fields for PeopleSoft processing. An Agency Interface Profile determines the direct entry functionality that Future Phase agencies can use. In addition, the agency must establish and maintain appropriate end-user security for the direct entry pages as well as a Tumbleweed account for processing direct entry transactions.

Transactions supported by direct entry include the COA profile; revenue receipts; journal vouchers; contracts; encumbrances; and refund of appropriations. There is no direct entry option available for processing budget journals or budget transfers in the SFS. A bulk upload process is available to support direct entry agencies that are not able to bulkload these transactions.

There are assigned business process roles for those who use the SFS. Roles provide users access to perform an array of tasks within the system. Each role has many tasks that it can perform, and sometimes these tasks are unique to that role. Unless specifically noted otherwise, any role held by a user can be applied to any data they have access to.

Future Phase agencies have a limited set of direct entry roles that are available as a contingency backup to their bulkload systems. These roles provide users with the ability to enter information into the SFS through screens that will then feed data through the bulkload process and into the SFS. For more information about these business process roles, refer to the SFS Role Summary on the SFS website.

Refer to the following appendices of this Guide for technical information regarding transactional processes related to agency systems and related business processes:

- Appendix A: Interface Overview
- Appendix B: Bulkload Impact
- Appendix C: Legacy Interface Formats
- Appendix D: PeopleSoft Interface Formats
- Appendix E: Outbound File Extracts
- Appendix F: Bulkload Infrastructure
- Appendix G: Managing Bulkload File Errors and Corrections
- Appendix H: Direct Entry
- Appendix I: Excel-to-Component Interfaces
- Appendix J: Lapsing
- Appendix K: Fiscal Year-End Processing

2.0 Security

This chapter provides an overview of SFS security controls as they relate to bulkload processing.

The SFS is designed with stringent security controls, using native PeopleSoft application security, and other controls to prevent or detect unauthorized access to systems and data. These controls are designed to protect the system from hackers, other trespassers and inappropriate use by agency personnel.

The SFS safeguards include:

- Software and hardware firewalls to restrict access to networks by external persons;
- Restricting users access to only the system functions they need to perform their assigned duties; and
- Frequent changes of passwords and deactivation of former employee and other accounts that are no longer needed.

The concept of segregation of duties in a computer application is the same as in a manual process. Key tasks and responsibilities should be divided among various employees and sub-units of the business operation. No one individual should control all of the primary elements of a transaction, event or process.

According to the New York State's Standards for Internal Control, found on the SFS website, "the various activities related to a purchase (initiation, authorization, approval, ordering, receipt, payment, and recordkeeping) should be done by different employees or sub-units of an organization."

In cases where tasks cannot be effectively separated, management can substitute increased supervision as an alternative control activity to help prevent or reduce these risks. Refer to this Document at the link above for more information.

Future Phase agencies using the direct entry process will have user log-in accounts for access to perform these functions.

3.0 Agency Bulkload Interface

This section provides a brief overview of bulkload interface components of which agencies should be aware.

Interface Rules

Agencies that have feeder systems which interface with the SFS must ensure that the field formats used in the SFS are consistent in order to facilitate accurate and proper transaction processing.

Agency Interface Profile

The Agency Interface Profile is critical for the processing of agency transaction files by the SFS. It stores the agency and external system information needed to process inbound and outbound transactions.

The information stored in the specific Agency Interface Profile is used within the programming logic of the SFS to process inbound and outbound transactional files. The profile must address each agency source system (financial management or feeder system) that will interface with the SFS.

Each system that transmits into or receives data from the SFS will have a unique Source System Identifier (hereinafter SSI) assigned. For SSI, general information (such as system type and agency URL); inbound transaction information (such as bulkload format and transaction limit); and outbound subscription information (such as frequency and delivery method) is established.

Change requests regarding the Agency Interface Profile data should be submitted to the SFS Help Desk at helpdesk@sfs.ny.gov.

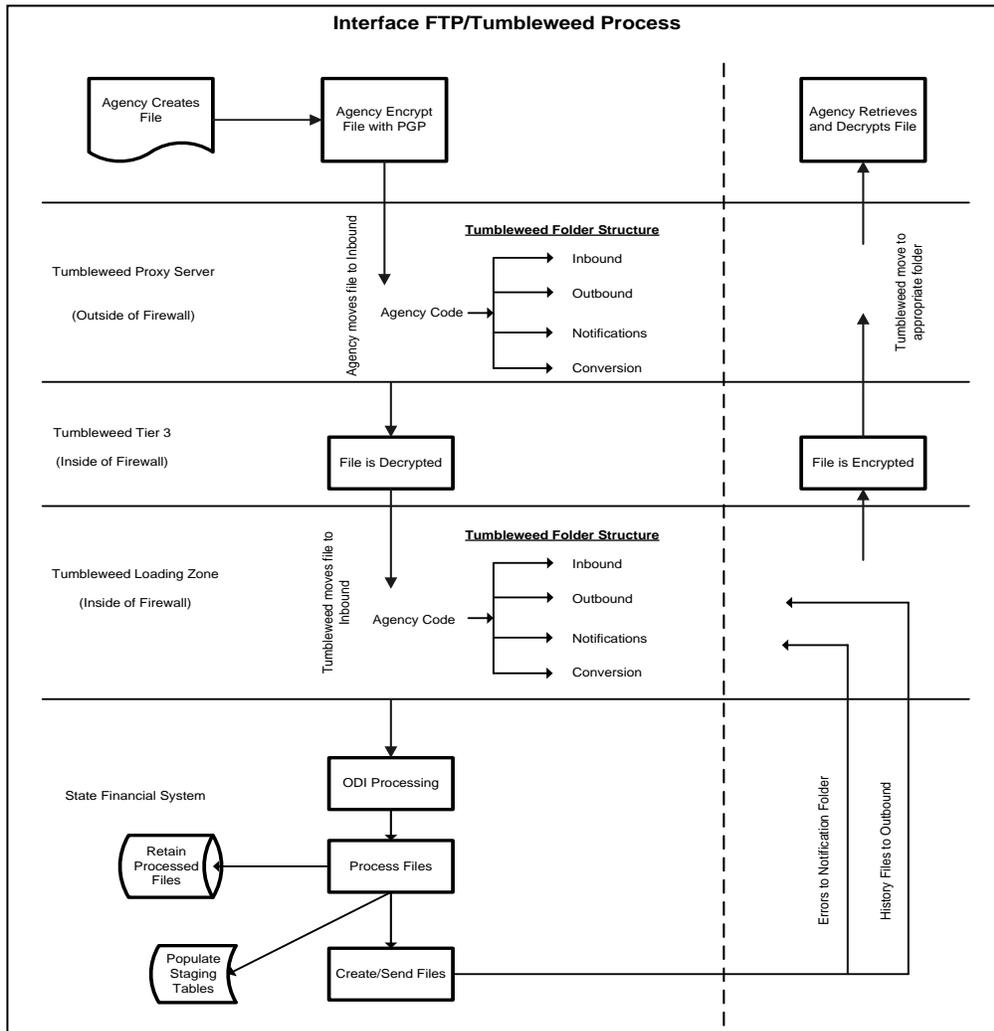
4.0 Bulkload Processing in SFS Production

This chapter provides agencies with guiding principles and operational procedures for bulkload processing in SFS production.

Tumbleweed

The File Transfer Protocol (FTP) hardware that will be used with the SFS to transfer files is the Tumbleweed Server. A Tumbleweed account provides the mechanism for secure file interactions between a bulkloading agency and the SFS. It is a critical infrastructure component of transaction entry into it. Agencies performing bulkload processing, direct entry, or Excel-to-Component Interface (CI) uploads as a means of transaction entry with the SFS must have a Tumbleweed account.

The FTP/Tumbleweed process is diagrammed below.



Agencies will be required to have a User ID and password to access the Tumbleweed Proxy Server in order to submit and retrieve files. Agencies that do not have access will be required to acquire a User ID and password by contacting the SFS Program Help Desk at helpdesk@sfs.ny.gov. Each agency will have one User ID and password.

Prior to placing a file on the Tumbleweed Proxy Server, agencies will be required to encrypt files using PGP. OSC Internet Services Administration (ISA) provides OSC's public key to agencies when they set up a Tumbleweed account. Agency input files (to SFS/OSC) are encrypted using OSC's public key, and Tumbleweed decrypts them using OSC's private key.

Similarly, when the account is set up, agencies will need to upload their public key to Tumbleweed. Output files (from SFS/OSC to agencies) are encrypted by Tumbleweed using the agency public key. When the agency downloads an output file, they decrypt it using their private key.

Each agency will have their own root folder and will not be able to see other agency folders. The Agency Code will be used as the root. Within the root folder, each agency will have three folders:

- Outbound – Used for Master File Extracts from the SFS and the CAS.
- Notifications – Used for error reporting. Agencies will pick up the IDL or ENL from a SFS bulkload here.
- Conversion – Used ONLY for conversion during the implementation phase of the SFS.

Tumbleweed Inbound Processing

The Tumbleweed Proxy Server performs many functions. The basic rules are as follows:

- Tumbleweed Proxy Server (Outside State Firewall) – Area where agencies will gain access with their User ID and passwords to place files for bulkload processing.
- Tumbleweed Tier 3 (Inside State Firewall) – Area where Tumbleweed will decrypt the agency inbound file and place it in the agency-specific area on the Landing Zone.
- Landing Zone (Inside State Firewall) – Area where the file will wait to be processed by the SFS. Oracle Data Integrator (ODI) will monitor inbound locations and process any files that are found. Processing files includes:
 - Validating file/Document structure.
 - Populating staging tables.
 - Archiving processed files.
 - Creating and sending responses back to the agency.

Tumbleweed Outbound Processing

- Landing Zone (Inside State Firewall) – All outbound generated files will be created on the Landing Zone. Outbound agency files are moved from the Landing Zone to the Tumbleweed Tier.
- Tumbleweed Tier 3 (Inside State Firewall) – Area where the agency files are encrypted. Files are then placed outside the State firewall to the agency outbound or notification folders. An e-mail notification is sent to inform the agency that a file is available.
- Tumbleweed Proxy Server (Outside State Firewall) – Area where the agencies will sign in using User ID and password and retrieve files from their outbound and notification folders.

File Retention

Tumbleweed will not retain any inbound files after/during file processing. Agencies will be responsible for maintaining all inbound files. The SFS will retain all processed files for a period of 10 days on the SFS server. Each agency will have a dedicated folder for keeping their archived files. After the retention period, the files will be deleted.

Tumbleweed will retain all outbound files for a period of 10 days. After that period, the files will be deleted.

Quality Checks Before Sending a File to the SFS

Bulkload files should undergo rigorous quality checks prior to transmission to the SFS via the Tumbleweed Server.

There are four major areas for quality checking:

- File Names
 - File names must be 20 characters or less including the file extension. Periods and underscores count toward the 20-character limit.
 - Reserved words cannot be used in a file name (see the Interface Rules on the SFS website).
 - All bulkload prefix values (Agency ID, Record Type Batch Number, Document Sequence Number, Transaction Sequence Number) must be unique in the same file.
- Transaction Types
 - In the SFS PeopleSoft format, be sure that every Document header contains at least one corresponding voucher distribution.
 - All mandatory fields must contain a value.
 - Optional number fields should be zero-filled, not blank.
 - Optional character fields should be blank.
 - Date fields can be blank or zero-filled.
 - A refund of appropriations transaction can no longer be submitted as 302s.
 - Document numbers must be the same in the transaction prefix and detail lines. An agency can choose to use a Document number generated by their system.
 - Every line in a submitted file must have a length of 1,000 characters.
- File Transmission
 - In Tumbleweed, agencies must send their files using the ASCII setting, not Binary. The SFS uses ASCII only.
 - Files submitted by agencies must be encrypted. The process that picks up files automatically skips unencrypted files.
 - Files should be sent to the Tumbleweed Server in the Inbound directory.
- Transaction Timing
 - Purchase orders for contracts must not be sent prior to submitting or receiving clarification that contract amendments are in “Requested PO” or “Approved” statuses.
 - Vouchers for purchase orders must not be sent prior to submitting or receiving clarification that purchase orders are “Approved” and “Dispatched.”

File Submission Tips

Once an agency has completed the quality checks above, they may begin submitting files to their Inbound folder on the TumbleWeed Server. After a file has been placed, the TumbleWeed Server begins running jobs to create a control file. This control file is placed in the "odictl" folder.

The transactional file will now be appended with both the "BKLD" prefix and a date/time stamp suffix. The control file and transactional file are then distributed to the SFS UNIX FTP for processing.

Sample file name: BKLD_{Agency's File Name}_{TumbleWeed Date/Time stamp}.dat

Every few seconds, a job is run to locate new control files for processing. Once this begins, the file runs through the SFS Oracle Data Integrator (ODI). Depending on the transaction format, the SFS process then loads the transaction to either the legacy staging tables or SFS PeopleSoft staging tables. Pre-validations are done to vet the validity of key fields.

If a file fails to load based on formatting problems, the process will stop and the errors will be written to a Fatal Error Notification Listing (ENL) file.

Once a transaction passes pre-validation, it is placed in a transaction router process which initiates the component interfaces for the transaction. This process simulates the online SFS process.

Transactions that are successfully loaded are then processed (depending on transaction type) through budget workflow, checking approvals and are finalized at the last step (most often OSC approvals). Transactions that are not successfully loaded initiate a variety of error and warning messages that are similar to what the online SFS user would see when providing the same data to the page.

The last step in the bulkload process is compiling results. This takes all of the transactions (both successful and unsuccessful) from the file and adds them to the Interface Disposition Listing (IDL) along with any error messages that were captured.

Once the results are compiled, the IDL or ENL file will be uploaded to the agency's Notification folder on the Tumbleweed Server. These files will have the file name that was used in processing (not the original agency file name). It will additionally append IDL or ENL to the prefix and add another date stamp to the suffix.

The agency e-mail configured on the Tumbleweed Server will receive notification that a file has been placed in the agency's Notification folder. The agency can then retrieve this file.

IDL Files

IDL files include processing errors or successes. Transmitted files must reach the Compile Results processing step in order to generate an IDL file. All notification files will be in the SFS PeopleSoft format (Transaction Code). IDL files are placed by the Tumbleweed Server in the agency's Notification folder.

IDL layouts are as follows:

- Profile Code – Source System Identifier (SSID) of the transaction
- Control Number – Batch Number on the legacy transactions
- Doc. Seq – Document Number (Header)
- Doc. Number – Document Number detail (Transaction ID)
 - Example: Includes Line Number on Legacy PO's
- Trans Code –
 - PeopleSoft Transaction Code - Example: COH, POH, VOH

- Legacy - If transaction fails Cost Center transformation, Legacy Transaction Code will display. All 512/513/514 transactions will display Legacy Transaction Code.
- Trans Seq No – Transaction Sequence Number
- Error Code – Specific Error Code to Error. Provided on pre-validations.
- Status – Error, Success or Warning
- Error Message/Description – More detail regarding the errors or successes for the transaction.
- Contract Transaction IDLs include Amendment Sequence after success message.

A sample IDL is shown below.

Sample file name:

IDL_{Agency's File Name}_{Tumbleweed Date Time stamp}.dat_{File Processed Date Stamp}.txt

Sample IDL

Profile Code	Control Number	Doc . Seq	Doc . Number	Trans Code	Trans Seq No.	Error Code	Status	Error/Message Description
02000	550040	10P0506	10P0506001	POH	0		Success	Transaction successfully processed
50990	000574	0000383	0000383045	203	0	007	Error	Cost Center does not exist in SFS
01490	291850	S100586	S100586	VOH	0		Warning	Warning -- Accounting Date should be greater than or equal to Invoice Date. (7030,356)

ENL Files

ENL files are only created and distributed when there is a fatal error. All notification files will be in PeopleSoft format (Transaction Code). ENL files are placed by the Tumbleweed Server in the agency's Notification folder.

ENL layouts are as follows:

- Bulkload ID – System-generated internal SFS bulkload ID. Use this ID and file name to request additional information regarding the failure to the SFS Help Desk.
- Seq No – System-generated internal SFS Processing Sequence Number assigned to the error record. It is specific to the actual process during the error processing that caused the failure.
- Error Type – Description of the fatal error (always "Fatal").
- Error Description – More detail regarding the errors from the transaction.

Sample file name:

ENL_{Agency's File Name}_{Tumbleweed Date/Time stamp}.dat_{File Processed Date Stamp}.txt

Sample ENL

BulkLoad Id	Seq No	Error Type	Error Description
28404	29433	Fatal	Bulkload File 28404 failed at NY_LOAD_STAGING step.
28402	29415	Fatal	Bulkload File 28402 failed at NY_LOAD_REFUNDS step: int.LOAD_LGY_RFD_334:'ORA-01843: not a valid month java.sql.SQLException: ORA-01843: not a valid mont'
28405	29436	Fatal	Bulkload File 28405 failed at NY_LOAD_CONTRACTS step: int.LOAD_LGY_CNT_212: 'java.lang.IllegalArgumentException: End interval must not go beyond the size of '

Bulkload Error Notification Log

IDL and ENL files provide agencies with processing status information about a bulkloaded file. If an error is not clear, the agency can review the [Bulkload Error Notification Log](#) on the SFS website. This log contains a list of errors that are displayed on the IDL and ENL notification files, along with the resolution for the user. The entire spreadsheet is filterable and can be manipulated in multiple ways.

The Frequency column on the log refers to the number of times an agency has encountered a particular error. An agency may want to troubleshoot an error that has appeared repetitively before assessing an error that has only occurred once.

The Bulkload Error Notification Log also includes a comprehensive listing of pre-validation errors and resolutions. Processing of a bulkload file stops when a pre-validation error is encountered. Pre-validation error codes are located in positions 73-82 on the IDL. There could be additional errors in the file, but they will not appear until they are encountered in the file load process.

A listing of other messages that an agency may see on an IDL is also included in the Bulkload Error Notification Log. "Other" messages consist of descriptions that have been displayed that are not directly tied to an error. The error type can be Success, Warning, or Error.

Pre-Validation Errors

Pre-validation errors are fatal errors that, once discovered by the SFS, stop transaction processing. Failing transactions that include a pre-validation error may also include other unknown functional errors that do not display in the IDL or ENL.

A comprehensive list of pre-validation errors is also included in the Bulkload ENL on a separate tab. A pre-validation error will contain an error code in positions 73-82 on the IDL. The list of pre-validation code errors includes the error code, applicable transaction types, descriptions, and resolutions for user reference.

Bulkload Transaction Processing Questions

The SFS Help Desk is the central point-of-contact for system-related questions and problems of a technical nature for SFS users. The SFS Help Desk will provide first-call, timely resolution of system problems and manage issue escalation.

The SFS Help Desk is staffed from 8:00 am to 5:00 pm, Monday through Friday. It can be accessed via e-mail at helpdesk@sfs.ny.gov or by telephone at the numbers listed below. Agency users will not have 24-hour, daily Help Desk support.

The SFS Help Desk can be reached via telephone at (518) 457-7737 or toll-free at (877) 737-4185.

5.0 SFS Transaction Support Scenarios

This chapter includes incident support scenarios for bulkload transactions using various system modules in the SFS. Review each to fully understand the incident, its cause, and ways the incident can be resolved.

Use this chapter of the Guide as a reference tool for resolving the incident BEFORE contacting your agency Super User or the SFS Help Desk.

The transactional processes listed here include:

- Budget transactions;
- Cost centers;
- Revenue receipts;
- GL journals;
- Vendors;
- M131 Vendor Master File extract;
- Contracts;
- Purchase orders;
- Payment vouchers;
- Payroll;
- Expense reports;
- Adjustment vouchers/refund of appropriations;
- Billing;
- Interagency billing; and
- Payments/disbursements.

Scenarios for each process include the situation or incident involved, associated extract results, and proposed resolution.

For more information about how these processes are transacted in the SFS, review the SFS Training courses, Job Aids, and Quick Start Guides located on the SFS Training page of the SFS website.

Budget Transactions

Budget journals are used to establish or change the budgeted amounts in controlled or tracked budgets. Three factors are used to uniquely identify the budget journal:

- Business Unit (BU);
- Journal ID (assigned by the SFS after saving when using “NEXT” online);
- Created date.

There are three types of budgets:

- Statewide Commitment Control (KK)
 - Appropriations and segregations – Agency originates/approves. Division of the Budget (DOB) approves. Office of the State Comptroller (OSC) approves.
 - Projects/Parent – OSC Originates/approves.
 - Child – Agency Originates /approves.
- Agency KK
 - Operational budget per agency management. Agency originates/approves.
- DOB KK
 - Spending plan amount by agency as per DOB. DOB originates/approves.

Review the budget definition to identify the appropriate ChartFields for the budget being created and the necessary tree levels. Budget journal transactions contain the following fields:

- Budget Journal Header
 - BU
 - Change Date
 - Long Description
 - Ledger Group Name
- Budget Journal Line
 - COA ChartFields
 - Budget Amount

Budget Journal Fails on Submission, Still in Agency Workflow, Awaiting OSC/DOB Approval, or Has Been Rejected by the Agency, DOB, or OSC

EXTRACT RESULTS	M011, M041, and M161 will not display the transaction
RESOLUTION	<ol style="list-style-type: none"> 1. View the transaction IDL to determine if the transaction has been “successfully created” in the SFS <ol style="list-style-type: none"> a. Inquire in the SFS to see where the transaction is. b. Check with the agency Budget Office to complete the approvals necessary for transaction to be complete. c. Agency Budget Office works with OSC and DOB as appropriate. d. If an IDL is not received during an adequate amount of time (within an hour), contact the SFS Help Desk to identify any system problems. 2. If the transaction has not been created in the SFS, review the Bulkload ENL to assist in troubleshooting errors received in IDL. Follow instructions provided on Bulkload ENL to resolve the error.

Budget Journal Approved But Not Posted

EXTRACT RESULTS	M011, M041, and M161 will not display the transaction
RESOLUTION	<ol style="list-style-type: none"> 1. Inquire in the SFS on the unposted budget. 2. Then click the link to view the Budget Exceptions errors in the SFS that caused the budget to fail to post <ol style="list-style-type: none"> a) Work with the agency Budget Office to resolve the Budget Journal posting errors. b) Once corrected, resubmit transaction through workflow in the SFS or resubmit a new bulkload transaction with a new Document Number. 3. For more information, refer to the Inquiring upon Budget Journal Errors Job Aid on the Training page of the SFS website.

Budget Has Been Approved and Posted

EXTRACT RESULTS	<p>1. M011 would display the transaction if the ledger group is KK_APPROP. If the budget already existed and the budget being posted was an addition/subtraction of money, the original budget would show this change (new line/updated line).</p> <p>2. M041 would display the transaction regardless of the ledger group. If the budget already existed and the budget being posted was an addition/subtraction of money, the original budget would show this change (new line/updated line).</p> <p>3. M161 will display a BJL line indicating the update with a Document Status of "P" (Posted).</p>
RESOLUTION	<p>1. Verify that the budget is posted in the SFS. If the budget has been posted, but is not displaying on the extract file, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include both the BU and Journal ID that has the problem.</p> <p>2. Refer to the Submitting Budget Journals for Approval Job Aid on the Training page of the SFS website.</p> <p>3. Refer to the Approving Budget and Budget Transfer Journals Job Aid on the Training page of the SFS website.</p>

Main Budget Extract Positions

M161	Transaction Code	Positions 2-4
M161	Document Status	Positions 20-21
M161	Document Number	Positions 743-767
M161	Ledger Group	Positions 907-916
M011	Appropriation Amount	Positions 528-542
M041	Budget Amount	Positions 878-892

Cost Centers

Cost center transactions are bulkloaded with the following transaction codes:

- 512 Cost Center Add
- 513 Cost Center Change
- 514 Cost Center Inactivate

These transactions control the mapping tables between legacy Cost Centers and SFS PeopleSoft COA values.

Key fields are:

- BU – Populated from the SSID BU
- Cost Center ID – Made up of Department, Cost Center, VAR, and Year
- Effective Date – Defaulted from system date

ChartField values submitted must exist and be active in the SFS. Otherwise, an “Invalid ****” pre-validation message and error code will be displayed on the IDL.

Cost center transactions contain the following fields:

- Cost Center Title (free-form text) – Required on a 512 transaction
- Cost Center Status (“A” or “I”)
- COA ChartFields

Cost Center Transaction Fails on Bulkload Submission

EXTRACT RESULTS	M081 and M161 will not display the transaction
RESOLUTION	<p>1. View the transaction IDL to determine the cost center error message. If an IDL is not received during an adequate amount of time (within an hour), contact the SFS Help Desk to identify any system problems.</p> <p>2. Reference the Bulkload Error ENL to assist in troubleshooting errors received in IDL.</p> <p>3. If you are still having an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the bulkload file name and error message, agency name (SSID), and host agency (if applicable). Also include the type of error in the body of the email (screenshots are preferred, if possible).</p>

Cost Center Created Online or Bulkloaded Successfully With an Effective Date Equal to or Less Than the Current Date

EXTRACT RESULTS	<p>1. M081 will display the transaction. A new cost center line will be displayed. If the cost center already existed and the cost center being updated was an update of values, the original cost center would show this change (new line/ updated line).</p> <p>2. M161 will display a COA line with a Transaction Record Status of "A" (Active) indicating the updates that were made and will display the effective date when this cost center can be used.</p>
RESOLUTION	<p>1. View the transaction IDL to verify success</p> <p>2. If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include BU, Cost Center ID, and, if bulkloaded, the file name as well.</p> <p>3. Review the Entering a New Cost Center Profile Job Aid on the Training page of the SFS website.</p>

Cost Center Created Online Successfully With an Effective Date in the Future

EXTRACT RESULTS	<p>1. M081 will not display the transaction at this time. Please note that, on the date the cost center becomes effective, this update will display on the M081.</p> <p>2. M161 will display a COA line with a Transaction Record Status of "A" (Active) indicating the updates that were made and will display the effective date when this cost center can be used.</p>
RESOLUTION	<p>1. View the transaction IDL to verify success</p> <p>2. If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include BU, Cost Center ID, and, if bulkloaded, the file name as well.</p> <p>3. Review the Entering a New Cost Center Profile Job Aid on the Training page of the SFS website.</p>

Cost Center Inactivation Created Online or Through Bulkload Successfully

EXTRACT RESULTS	<ol style="list-style-type: none"> 1. M081 will display the transaction according to the effective date. 2. M161 will display a COA line with a Transaction Record Status of "I" (Inactive) indicating the updates that were made.
RESOLUTION	<ol style="list-style-type: none"> 1. View the transaction IDL to verify success. 2. If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include BU, Cost Center ID, and, if bulkloaded, the file name as well. 3. Review the Updating a Cost Center Job Aid on the Training page of the SFS website.

Main Cost Center Extract Positions

M161	Transaction Record Status	Position 1
M161	Transaction Code	Positions 2-4
M161	Cost Center ID	Positions 5-16
M161	Effective Date	Positions 260-265
M081	Cost Center ID	Positions 3-14
M081	Cost Center Status	Position 74
M081	Effective Date	Positions 67-72

Revenue Receipts

A revenue receipt in the SFS is represented as a regular deposit. Regular deposits in the SFS consist of at least two records:

- RVH - Revenue Header (Deposit ID)
- RVL - Revenue Lines (Payments)

There can be multiple revenue lines for a revenue header. A legacy 371 transaction automatically creates the RVH and RVL for each line.

Mandatory fields (Header) include:

- Document Number
- Originating Agency Code (BU)
- Account Recognition date

Mandatory fields (Line) include:

- COA ChartFields
- Amount

Revenue Receipt Transaction Fails on Bulkload Submission

EXTRACT RESULTS	1. M161 will not display the transaction.
RESOLUTION	<p>1. View the transaction IDL to determine the transaction error message. If an IDL is not received during an adequate amount of time (within an hour), please contact the SFS Help Desk to identify any system problems.</p> <ul style="list-style-type: none"> a) Reference the Bulkload ENL to assist in troubleshooting errors received in IDL. b) If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include Business Unit, Document number, bulkload file name, agency name (SSID) and host agency (if applicable). <p>2. Review the Entering Revenue Receipts Job Aid on the Training page of the SFS website.</p>

Revenue Receipt Successful on Bulkload Submission or Online Receipt Becomes an Accounting Entry

EXTRACT RESULTS	<p>1. M161 will display the transaction with a transaction code of “RVL” and a Document Status of “N” (None). The Transaction Amount will display as negative as a credit. There will not be a ledger group displayed.</p>
RESOLUTION	<p>1. View the transaction IDL to verify the success.</p> <p>2. If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS–4185. Include Business Unit, Document number, bulkload file name, agency Name (SSID), and host agency (if applicable).</p> <p>3. Review the Entering a Direct Journal Payment Job Aid on the Training page of the SFS website.</p>

OSC Approves Revenue Receipt Transaction (All Related Payments)

EXTRACT RESULTS	<p>1. M161 will display the transaction with a transaction code of “RVL” and a Document Status of “C” (Complete). The Transaction Amount will display as negative as a credit. There will not be a ledger group displayed.</p> <p>2. M151 displays an update in the cash balance field if a cash account is affected.</p>
RESOLUTION	<p>1. Inquire in the SFS to verify the transaction status.</p> <p>2. If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS–4185. Include BU and Document number.</p> <p>3. Remember that there is no agency workflow in the SFS Accounts Receivable module. The transaction is sent to OSC for approval.</p>

OSC Partially Approves Revenue Receipt Transaction

EXTRACT RESULTS	1. M161 will display the transaction with a transaction code of “RVL” and a Document Status of “P” (Partially Applied). The Transaction Amount will display as negative as a credit. There will not be a ledger group displayed.
RESOLUTION	<p>1. Inquire in the SFS to verify the transaction status.</p> <p>2. If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include BU and Document number.</p> <p>3. Remember that there is no agency workflow in the SFS Accounts Receivable module. The transaction is sent to OSC for approval.</p>

Main Revenue Extract Positions

M161	Transaction Code	Position 2-4
M161	Document Status	Positions 20-21
M161	Document Number	Positions 743-752

General Ledger (GL) Journals

General Ledger (GL) journal transactions are bulkloaded with the following transaction codes:

- 319 – Journal Charge (Legacy)
- JEH/JEL – Journal Header/Journal Line (SFS PeopleSoft)

Key fields are:

- BU – Populated from the SSID
- Journal ID – Document number assigned by the originating agency
- Journal Date – Accounting recognition date for the transaction

If a GL journal transaction fails budget check in the SFS, it is deleted and the transaction must be corrected and resent. Successfully created journals are submitted to OSC for approval and then get posted to the SFS.

GL journal transactions contain the following fields:

- Journal Header
 - BU
 - Document Number (10 characters)
 - Description (254 characters)
 - Accounting Recognition Date (Journal / Budget Date)
- Journal Line
 - Transaction amount (27 characters)
 - COA ChartFields

GL Journal Bulkloaded But Fails to Process or Fails Budget Check

EXTRACT RESULTS	1. M161 will not display the transaction. Please note that bulkloaded GL journals that fail budget check are deleted in the SFS. However, the same Document Number can be reused.
RESOLUTION	<ol style="list-style-type: none"> 1. View the transaction IDL to determine the cause of the error. 2. Reference the Bulkload ENL to assist in troubleshooting errors received in IDL. 3. Bulkloaded GL journals failing budget check are deleted immediately. Check with the agency Budget Office to increase the budget or obtain a different budget for this transaction. 4. Fix the error and resend. 5. If there is a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the bulkload file name and error message, agency Name (SSID), host agency (if applicable), and type of error in the body of the email (screenshots are preferred, if possible). 6. Review the Approving Journals Job Aid on the Training page of the SFS website.

Online GL Journal Fails Budget Check

EXTRACT RESULTS	1. M161 will not display the transaction.
RESOLUTION	<ol style="list-style-type: none"> 1. Check with the agency Budget Office to increase the budget or obtain a different budget for this transaction. Agency Budget Office works with OSC and DOB as appropriate. 2. Fix the transaction online in the SFS. 3. If there is a system issue, please contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the BU and Journal ID. 4. Review the Resolving Budget Check Job Aid on the Training page of the SFS website.

Online GL Journal Passes Budget Check But is Not Approved Through Agency Workflow

EXTRACT RESULTS	<p>1. M161 will display the transaction with a Transaction Code of JEL with a Document Status of “V” (Valid). GL journals using non-expenditure accounts will only display the DETAIL Ledger Group lines on the M161.</p> <p>2. M011/M041 would display accordingly if the charge being made was to expense accounts in the LTD/YTD and applicable month fields.</p>
RESOLUTION	<p>1. Inquire in the SFS to indicate which level approver needs to take the next action.</p> <p>2. If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the BU and Journal ID for the transaction.</p> <p>3. Review the Approving Journals Job Aid on the Training page of the SFS website.</p>

Bulkloaded GL Journal Successfully Created or Online GL Journal Approved Through Agency Workflow

EXTRACT RESULTS	<p>1. M161 will display the transaction with a Transaction Code of JEL with a Document Status of “V” (Valid). GL journals using non-expenditure accounts will only display the DETAIL Ledger Group lines on the M161.</p> <p>2. M011/M041 would display accordingly if the charge being made was to expense accounts in the LTD/YTD and applicable month fields.</p> <p>3. An online journal will not display this step on the M161 if the journal was budget checked successfully on a previous day. The approval workflow updates do not update the Journal Header Status (still “V”) or the last updated date field on the journal.</p>
RESOLUTION	<p>1. Inquire the transaction in the SFS and verify the successful IDL.</p> <p>2. If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the BU and Journal ID, the bulkload file name and error message, agency Name (SSID), host agency (if applicable), and type of error in the body of the email (screenshots are preferred, if possible).</p> <p>3. Review the Entering and Validating Journals Job Aid on the Training page of the SFS website.</p>

GL Journal Denied/Rejected by the Agency or OSC

<p>EXTRACT RESULTS</p>	<p>1. The M161 will display a Document Status of “R” (Journal Rejected) indicating that the journal was denied/rejected by the agency or OSC. An online GL journal can then be updated and resubmitted through the workflow. A bulkloaded GL journal cannot be resubmitted and will require the journal to be deleted in order to resubmit.</p>
<p>RESOLUTION</p>	<p>1. Inquire the transaction in the SFS and verify the successful IDL. 2. If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the BU and Journal ID. 3. Review the Running a Report in the GL Job Aid on the Training page of the SFS website.</p>

GL Journal Deleted by OSC

<p>EXTRACT RESULTS</p>	<p>1. M161 will display the transaction with a Transaction Code of JEL with a Document Status of “X” (Deleted) and a Transaction Record Status of “I”. The amounts would display as the inverse as they were originally submitted. 2. M011/M041 would display the YTD/LTD and applicable month amounts being reduced if the journal was charging expenditure accounts. 3. Deleted GL journals are physically deleted from the SFS. The SFS maintains a table to store these deleted records in order to return them on an extract. This table stores the UserIDs that deny/reject the journal, delete the journal, and the reasons for rejection.</p>
<p>RESOLUTION</p>	<p>1. Contact the SFS Help Desk at Helpdesk@sfs.ny.gov or (877) SFS-4185. Include the BU and Document Number 2. Review the Deleting Journals Job Aid on the Training page of the SFS website.</p>

GL Journal Approved by OSC and Posted

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. M161 will display the transaction with a Transaction Code of JEL with a Document Status of “P” (Posted). M161 will display a 399 line with a Disbursement Source value of “JEL” if an expenditure is being reclassified. 2. M151 displays an update in the cash balance field if a cash account is affected. 3. A batch job will post GL journals on the same day they are approved by the Agency. If this process does not run successfully, this transaction will not display on the M161 identifying the approval.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. If OSC indicates they have approved the journal and the journal was not picked up by the batch posting process, contact the SFS Help Desk at Helpdesk@sfs.ny.gov or (877) SFS–4185. Include BU and Journal ID. 2. Review the Reviewing Journal Statuses Job Aid on the Training page of the SFS website.

GL Journal That Does Not Require OSC Audit Submitted (only one BU, no changes to statewide budgets); Bulkloaded Journals Automatically Set to Approved, Online Journals Still Require Approval in Agency Workflow

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. M161 will display the transaction with a Transaction Code of JEL with a Document Status of “P” (Posted). M161 will display a 399 line with a Disbursement Source value of “JEL” if an expenditure is being reclassified. 2. M011 would not display an update as there are no changes to appropriations. 3. M041 would only display an appropriate update if change made affected agency KK budgets (such as changing operating units). 4. M151 would not display an update as Fund amounts were not changed. 5. A batch job will post GL journals on the same day they are approved by the agency. If this process does not run successfully, this transaction will not display on the M161 identifying the approval.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. If OSC indicates they have approved the journal and the journal was not picked up by the batch posting process, contact the SFS Help Desk at Helpdesk@sfs.ny.gov or (877) SFS–4185. Include BU and Journal ID. 2. Review the Reviewing Journal Statuses Job Aid on the Training page of the SFS website.

Main GL Extract Positions

M161	Transaction Record Status	Position 1
M161	Transaction Code	Positions 2-4
M161	Document Status	Positions 20-21
M161	Disbursement Source	Positions 126-128
M081	Transaction Amount	Positions 420-434
M011	Expended Amount Months	Positions 538-737
M011	Expended Amount YTD	Positions 828-842
M011	Expended Amount LTD	Positions 843-857
M041	Expended Amount Months	Positions 893-1087
M041	Expended Amount YTD	Positions 1163-1177
M041	Expended Amount LTD	Positions 1178-1192
M151	Cash Balance	Positions 262-276

Vendors

Vendors are entities doing business with the State of New York. A vendor must be registered in the Statewide Vendor File of the SFS prior to an agency doing business with them. They are required on:

- Procurement contracts
- Purchase orders
- Payment vouchers
- Refund of appropriation transactions

The vendor identified on a purchase order and a contract must be the same when referencing a Contract ID on a purchase order transaction.

The vendor on a voucher and a purchase order must be the same when referencing a Purchase Order ID on a voucher transaction.

The vendor on a voucher must be established as a valid Value Added Reseller when referencing an OGS Purchase Contract on a voucher transaction.

Within the Statewide Vendor File of the SFS, vendors can have multiple addresses associated with their main vendor record. A vendor can also have multiple locations that represent different payment types (ex. check and ACH).

The M131 Vendor Master File Extract will use the LOCATION DEFAULT PAYMENT METHOD to identify the default Location and Address of a vendor. Only one row per vendor will have this populated. Agencies will have the ability to use whichever address/location combination is appropriate for a particular transaction. Leaving the Location and Address values blank will default in the values where the DEFAULT PAYMENT METHOD field is populated for the Vendor.

The M131 Vendor Master File Extract will contain one row for each address related to a Vendor ID. However, an address may appear more than once in instances where an address is the default for more than one location code (payment type). Certain information, like Vendor ID and Vendor Name, will be repeated in the file for each unique vendor address.

Vendor Registers Through the Vendor Self-Service Portal or an Agency Adds a Vendor But is Not Confirmed in the Statewide Vendor File

EXTRACT RESULTS	1. M131 does not display the vendor.
RESOLUTION	<p>1. The most common reason that a vendor does not appear on the M131 is that the vendor failed IRS validation. An e-mail is sent to the agency that added the vendor when IRS validation is successful. In general, allow 48 hours for this to occur.</p> <p>2. Online reports that can be used to check on a vendor's status include New Added Vendors; Vendor Inquiry/Lookup; and Vendor/IRS TIN Mismatch.</p> <p>3. If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the Vendor Name and TIN/Vendor Staging Number.</p> <p>4. Review the IRS Return codes Job Aid on the Training page of the SFS website.</p>

Vendor Accepted/Vendor Information Updated in the SFS

EXTRACT RESULTS	<p>1. M131 will display a new line for any new Vendor ID or new Vendor Location or Address.</p> <ul style="list-style-type: none"> a) Each vendor can have more than one location. If only one location is provided, it will be the default location for the vendor. b) Each vendor can have more than one address. If only one address is provided, it will be the default address for the vendor locations. c) The M131 extract combines data from the Vendor, Vendor Location and Vendor Address tables within the SFS. The Vendor ID uniquely identifies a vendor. The Vendor ID plus location uniquely identifies a vendor location. The Vendor ID plus address sequence uniquely identifies vendor addresses. <p>2. M131 will display any updated Vendor ID information on the same day as the update.</p>
RESOLUTION	<p>1. The OSC website provides instructions on handling Single Payment Vendors in Chapter 10 of the OSC Guide to Financial Operations at http://www.osc.state.ny.us/agencies/guide/MyWebHelp. This chapter includes a list of Single Payment Vendors, as well as instructions on requesting a new Single Payment Vendor.</p> <p>2. If there is still an issue, please contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the Vendor ID.</p> <p>3. Review the New Approved Vendor Report Job Aid on the Training page of the SFS website.</p>

Single Payment Vendor Added into the System by OSC

EXTRACT RESULTS	1. M131 will not display the transaction.
RESOLUTION	<p>1. The OSC website provides instructions on handling Single Payment Vendors in Chapter 10 of the OSC Guide to Financial Operations at http://www.osc.state.ny.us/agencies/guide/MyWebHelp. This chapter includes a list of Single Payment Vendors, as well as instructions on requesting a new Single Payment Vendor.</p> <p>2. If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185 or the OSC Vendor Management Unit (VMU) at VMU@osc.state.ny.us. Include the Vendor ID and Username.</p>

Active Vendor Exists with One Active Location and Active Address Sequence

Vendor Status	Vendor ID	Location	Default Location Method	Address Seq. Number	Location Status	Address Seq. Status	Remit To Ind.
A	1234567890	MAINCHECK	CHK	001	A	A	Y

EXTRACT RESULTS	1. M131 displays transaction as shown above.
RESOLUTION	<p>1. One line will display on the M131 showing an Active Vendor, Location and Address Sequence Status.</p> <p>2. The Default Location Method will display appropriately (“CHK” or “ACH”). The Remit To Indicator will display “Y” as the Address Sequence is the Remit To Address.</p> <p>3. This Vendor, Location, and Address Sequence combination can be used by entering the displayed values or by leaving the Location and Address Sequence Numbers blank.</p> <p>4. Questions on specific Vendor usage should be directed to VMU@osc.state.ny.us. Questions on M131 Processing/Potential Defects should be directed to helpdesk@sfs.ny.gov.</p>

Active Vendor Exists with Two Active Locations and One Active Address Sequence

Vendor Status	Vendor ID	Location	Default Location Method	Address Seq. Number	Location Status	Address Seq. Status	Remit To Ind.
A	1234567890	MAINCHECK		001	A	A	Y
A	1234567890	MAINEPAY	ACH	001	A	A	Y

EXTRACT RESULTS	1. M131 displays transaction as shown above.
RESOLUTION	<p>1. Two lines will display on the M131 showing an Active Vendor, Location and Address Sequence Status on each line.</p> <p>2. The Default Location Method will display appropriately (“CHK” or “ACH”) only on the line that is the Default Location and Address. When MAINEPAY exists, it will be set up as the default. The Remit To Indicator will display “Y” as the Address Sequence is the Remit To Address.</p> <p>3. For Line 1, this Vendor, Location, and Address Sequence combination can be used by entering the displayed values. The Address Sequence Number could be left blank as it is also the default Address Sequence.</p> <p>4. For Line 2, this Vendor, Location, and Address Sequence combination can be used by entering the displayed values, or by leaving the Location and Address Sequence Numbers blank.</p> <p>5. Questions on specific Vendor usage should be directed to VMU@osc.state.ny.us. Questions on M131 processing/potential defects should be directed to helpdesk@sfs.ny.gov.</p>

Active Vendor Exists with One Active Location and Two Active Address Sequences

Vendor Status	Vendor ID	Location	Default Location Method	Address Seq. Number	Location Status	Address Seq. Status	Remit To Ind.
A	1234567890	MAINCHECK	CHK	001	A	A	Y
A	1234567890			002		A	N

EXTRACT RESULTS	1. M131 displays transaction as shown above.
RESOLUTION	<p>1. Two lines will display on the M131 displaying an Active Vendor and Address Sequence Status on each line. Line 1 only will display the Location and Location Status. Line 2 will not display a Location or Location Status as that line only represents an Address Sequence.</p> <p>2. The Default Location Method will display appropriately (“CHK” or “ACH”) only on the line that is the Default Location and Address. When MAINEPAY exists, it will be set up as the default. The Remit To Indicator will display “Y” for Address Sequence 1 as this Address Sequence is the Remit To Address. It will display as “N” when the Address Sequence is not the Remit To Address.</p> <p>3. For Line 1, this Vendor, Location, and Address Sequence combination can be used by entering the displayed values, or by leaving the Location and Address Sequence Numbers blank.</p> <p>4. For Line 2, this Vendor, Location, and Address Sequence combination can be used by entering MAINCHECK and the displayed Address Sequence Number or by leaving the Location blank and entering the Address Sequence Number.</p> <p>5. Questions on specific Vendor usage should be directed to VMU@osc.state.ny.us. Questions on M131 processing/potential defects should be directed to helpdesk@sfs.ny.gov.</p>

Active Vendor Exists with One Active Location, One Inactive Location, and One Active Address Sequence

Vendor Status	Vendor ID	Location	Default Location Method	Address Seq. Number	Location Status	Address Seq. Status	Remit To Ind.
A	1234567890	MAINCHECK	CHK	001	A	A	Y
A	1234567890	MAINEPAY		001	I	A	Y

EXTRACT RESULTS	1. M131 displays transaction as shown above.
RESOLUTION	<p>1. Two lines will display on the M131 displaying an Active Vendor and Address Sequence Status on each line. One line will display the Inactive Location and Location Status.</p> <p>2. The Default Location Method will display appropriately (“CHK” or “ACH”) only on the line that is the Default Location and Address. When MAINEPAY exists, it will be set up as the default. If it were to become inactivated, the Default Location would change. The Remit To Indicator will display “Y” as the Address Sequence is the Remit To Address.</p> <p>3. For Line 1, this Vendor, Location, and Address Sequence combination can be used by entering the displayed values, or by leaving the Location and Address Sequence Numbers blank.</p> <p>4. For Line 2, this Vendor, Location, and Address Sequence combination cannot be used by entering the displayed values because this Location is Inactive.</p> <p>5. Questions on specific Vendor usage should be directed to VMU@osc.state.ny.us. Questions on M131 processing/potential defects should be directed to helpdesk@sfs.ny.gov.</p>

Active Vendor Exists with One Location and One Active and One Inactive Address Sequence

Vendor Status	Vendor ID	Location	Default Location Method	Address Seq. Number	Location Status	Address Seq. Status	Remit To Ind.
A	1234567890			001		I	N
A	1234567890	MAINCHECK	CHK	002	A	A	Y

EXTRACT RESULTS	1. M131 displays transaction as shown above.
RESOLUTION	<p>1. Two lines will display on the M131 displaying an Active Vendor and Address Sequence Status on each line. Line 2 only will display the Location and Location Status. Line 1 will not display a Location or Location Status as that line only represents an Address Sequence and displays the Inactive Address Sequence Status.</p> <p>2. The Default Location Method will display appropriately (“CHK” or “ACH”) only on the line that is the Default Location and Address. When MAINEPAY exists, it will be set up as the default. If the default Address Sequence were to become inactivated, the Default Address Sequence Number would change. The Remit To Indicator will display “Y” for Address Sequence 2 as this Address Sequence is the Remit To Address. It will display as “N” when the Address Sequence is not the Remit To Address.</p> <p>3. For Line 1, this Vendor, Location, and Address Sequence combination cannot be used by entering the displayed values because this Address Sequence is Inactive.</p> <p>4. For Line 2, this Vendor, Location, and Address Sequence combination can be used by entering the displayed values, or by leaving the Location and Address Sequence Numbers blank.</p> <p>5. Questions on specific Vendor usage should be directed to VMU@osc.state.ny.us. Questions on M131 processing/potential defects should be directed to helpdesk@sfs.ny.gov.</p>

An Inactive Vendor Exists

Vendor Status	Vendor ID	Location	Default Location Method	Address Seq. Number	Location Status	Address Seq. Status	Remit To Ind.
I	1234567890	MAINCHECK		001	A	A	Y
I	1234567890	MAINEPAY	ACH	001	A	A	Y

EXTRACT RESULTS	1. M131 displays transaction as shown above.
RESOLUTION	<p>1. Two lines will display on the M131 displaying an Inactive Vendor, Active Location, and Active Address Sequence Status on each line. The Location and Address Sequence Statuses are not affected by the Vendor Status.</p> <p>2. The Default Location Method will display appropriately (“CHK” or “ACH”) only on the line that is the Default Location and Address. When MAINEPAY exists, it will be set up as the default. This will still display when the Vendor is Inactive. The Remit To Indicator will display “Y” as the Address Sequence is the Remit To Address.</p> <p>3. For Line 1, this Vendor, Location, and Address Sequence combination cannot be used by entering the displayed values because this Vendor is Inactive.</p> <p>4. For Line 2, this Vendor, Location, and Address Sequence combination cannot be used by entering the displayed values because this Vendor is Inactive.</p> <p>5. Questions on specific Vendor usage should be directed to VMU@osc.state.ny.us. Questions on M131 processing/potential defects should be directed to helpdesk@sfs.ny.gov.</p>

Vendor Exists with Two Locations and Two Address Sequence Numbers

Vendor Status	Vendor ID	Location	Default Location Method	Address Seq. Number	Location Status	Address Seq. Status	Remit To Ind.
A	1234567890	MAINCHECK		001	A	A	Y
A	1234567890	MAINEPAY	ACH	001	A	A	Y
A	1234567890			002		A	N

EXTRACT RESULTS	1. M131 displays transaction as shown above.
RESOLUTION	<p>1. Three lines will display on the M131 displaying an Active Vendor, Location and Address Sequence Status on each line. Lines 1 and 2 only will display the Location and Location Status. Line 3 will not display a Location or Location Status as that line only represents an Address Sequence. Each Address Sequence Number can be used by each Location. The relationship between the Address Sequence that displays on the same line as the Location is that this Address is the default Address for this Location.</p> <p>2. The Default Location Method will display appropriately (“CHK” or “ACH”) only on the line that is the Default Location and Address. When MAINEPAY exists, it will be set up as the default. The Remit To Indicator will display “Y” for Address Sequence 1 as this Address Sequence is the Remit To Address. It will display as “N” when the Address Sequence is not the Remit To Address.</p> <p>3. For Line 1, this Vendor, Location, and Address Sequence combination can be used by entering the displayed values. The Address Sequence Number could be left blank as it is also the default Address Sequence.</p> <p>4. For Line 2, this Vendor, Location, and Address Sequence combination can be used by entering the displayed values, or by leaving the Location and Address Sequence Numbers blank.</p> <p>5. For Line 3, this Vendor, Location, and Address Sequence combination cannot be used as displayed unless intending on using MAINEPAY because this is the Default Location when Location is blank. As an Address Sequence can be used with any Location, use this Sequence Number along with the intended Location value (Example: MAINCHECK).</p>

	<p>6. Questions on specific Vendor usage should be directed to VMU@osc.state.ny.us. Questions on M131 processing/potential defects should be directed to helpdesk@sfs.ny.gov.</p>
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Vendor Exists with Three Locations and Two Address Sequence Numbers

Vendor Status	Vendor ID	Location	Default Location Method	Address Seq. Number	Location Status	Address Seq. Status	Remit To Ind.
A	1234567890	MAINCHECK		001	A	A	Y
A	1234567890	MAINEPAY	ACH	001	A	A	Y
A	1234567890	RECOFTAXES		002	A	A	Y

EXTRACT RESULTS	1. M131 displays transaction as shown above.
RESOLUTION	<p>1. Three lines will display on the M131 displaying an Active Vendor, Location and Address Sequence Status on each line. Each Address Sequence Number can be used by each Location. The relationship between the Address Sequence that displays on the same line as the Location is that this Address is the default Address for this Location.</p> <p>2. The Default Location Method will display appropriately (“CHK” or “ACH”) only on the line that is the Default Location and Address. When MAINEPAY exists, it will be set up as the default. The Remit To Indicator will display “Y” for both Address Sequences as both of these Address Sequences are the Remit to Addresses for their corresponding Locations.</p> <p>3. For Line 1, this Vendor, Location, and Address Sequence combination can be used by entering the displayed values. The Address Sequence Number could be left blank as it is also the default Address Sequence.</p> <p>4. For Line 2, this Vendor, Location, and Address Sequence combination can be used by entering the displayed values, or by leaving the Location and Address Sequence Numbers blank.</p> <p>5. For Line 3, this Vendor, Location, and Address Sequence combination can be used by entering the displayed values.</p>

	<p>6. Any Location can use any Active Address Sequence Number. For example, Location MAINCHECK and Address Sequence 2 are valid for this Vendor and must be entered. Location RECOFTAXES and Address Sequence 1 are valid for this Vendor and must be entered.</p> <p>7. Questions on specific Vendor usage should be directed to VMU@osc.state.ny.us. Questions on M131 processing/potential defects should be directed to helpdesk@sfs.ny.gov.</p>
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Vendor Exists with Address Sequence Default Other Than 1

Vendor Status	Vendor ID	Location	Default Location Method	Address Seq. Number	Location Status	Address Seq. Status	Remit To Ind.
A	1234567890			001		A	N
A	1234567890	MAINEPAY	ACH	002	A	A	Y
A	1234567890	MAINCHECK		002	A	A	Y

EXTRACT RESULTS	1. M131 displays transaction as shown above.
RESOLUTION	<p>1. Three lines will display on the M131 displaying an Active Vendor and Address Sequence Status on each line. Lines 2 and 3 only will display the Location and Location Status. Line 1 will not display a Location or Location Status as that line only represents an Address Sequence.</p> <p>2. The Default Location Method will display appropriately (“CHK” or “ACH”) only on the line that is the Default Location and Address. When MAINEPAY exists, it will be set up as the default. The Remit To Indicator will display “Y” for Address Sequence 2 as this Address Sequence is the Remit To Address. It will display as “N” when the Address Sequence is not the Remit To Address.</p> <p>3. For Line 1, this Vendor, Location, and Address Sequence combination cannot be used as displayed unless intending on using MAINEPAY because this is the Default Location when Location is blank. As an Address Sequence can be used with any Location, use this Sequence Number along with the intended Location value (Example: MAINCHECK).</p>

	<p>4. For Line 2, this Vendor, Location, and Address Sequence combination can be used by entering the displayed values, or by leaving the Location and Address Sequence Numbers blank.</p> <p>5. For Line 3, this Vendor, Location, and Address Sequence combination can be used by entering the displayed values. The Address Sequence Number could be left blank as it is also the default Address Sequence.</p> <p>6. Questions on specific Vendor usage should be directed to VMU@osc.state.ny.us. Questions on M131 processing/potential defects should be directed to helpdesk@sfs.ny.gov.</p>
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Vendor Exists with Locations Other Than MAINCHECK and MAINEPAY

Vendor Status	Vendor ID	Location	Default Location Method	Address Seq. Number	Location Status	Address Seq. Status	Remit To Ind.
A	1234567890	CLAIMAINT1	CHK	001	A	A	Y
A	1234567891	OSCEDOMAIN	CHK	001	A	A	Y
A	1234567892	OSCOFFSET1	CHK	001	A	A	Y
A	1234567893	OSCINCPT01	CHK	001	A	A	Y
A	1234567894	RECOFTAXES	CHK	001	A	A	Y
A	1234567895	RECOFTAXES	ACH	001	A	A	Y

EXTRACT RESULTS	1. M131 displays transaction as shown above.
RESOLUTION	1. A line will display on the M131 displaying an Active Vendor, Location, and Address Sequence Status on each line according to the logic previously presented by Location and Address. The usage of each of these Locations would also follow the same logic.

	<p>2. The Default Location Method will display appropriately (“CHK” or “ACH”) only on the line that is the Default Location and Address. If the Location has a Bank Account Number included, the Default Location Method will be “ACH”; otherwise it will be “CHK”. The Remit To Indicator will display “Y” as the Address Sequence is the Remit To Address.</p> <p>3. The above scenarios are an example and it is not likely that some of these Locations would ever be the Default.</p> <p>4. Questions on specific Vendor usage should be directed to VMU@osc.state.ny.us. Questions on M131 processing/potential defects should be directed to helpdesk@sfs.ny.gov.</p>
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Main Vendor Position Numbers

M131	Vendor ID	Positions 480-489
M131	Vendor Status	Position 29
M131	Location	Positions 500-509
M131	Default Payment Method	Positions 510-512
M131	Address Sequence Number	Positions 420-434
M131	Location Status	Position 516
M131	Address Sequence Number Status	Position 517
M131	Remit To Address Indicator	Position 587

Contracts

In the SFS, contracts are created using the two-step contract process. Funds are encumbered through the purchase order, not the contract. The purchase orders are created and used for the encumbrance and must reference both the contract and amendment number if applicable.

Vouchers have to reference purchase orders, not contracts.

Within the SFS, a general contract Document is created for a specific vendor which contains the specific contract terms (i.e. Start; End Dates; and Amount Limits). All contracts are created under the SHARE SetID and are uniquely identified by the Contract ID.

The naming convention for the contract is BBBB-NNNNNNNNNN-DDDDDD where:

- BBBB represents a five-character valid BU;
- NNNNNNNNNN represents a one-to-ten alpha numeric character contract number (blank fill to the right of the full contract number); and
- DDDDDD represents a seven-character valid department ID.

To create a contract amendment, the original contract must already be approved by OSC. Contract amendments will have the same contract number, but a unique sequence number that indicates the amendment number.

The contract amendment must at least contain an amount; begin date, end date, and description. The amount or length of the contract duration can only be edited through the amendment process.

The Audit Type determines the approval route of the contract.

When a contract is saved in an "Open" status, other users with security rights will be able to edit and update status. When saved in "Pending OSC Audit" no further edits may be made to the document.

Open Item Reference enables items that are not specified on the contract to be purchased against it.

Only OSC can close a contract. All activity against the contract must be completed (POs or vouchers).

Scheduled contract payments will no longer be supported in the SFS. Agencies can establish payment schedules in their local financial management system to generate vouchers at the appropriate time and send the voucher to the SFS for payment.

A Revenue Contract will only be approved by OSC when it is submitted as a Procurement Contract. A Customer Contract allows the tracking of receipts related to a bill. Revenue receipts can have the Procurement Contract ID included so a Customer Contract is not required for this.

The following are contract status options:

- **Closed** - Identifies that all contract activity is complete. May be purged.
- **Open** - Identifies that the contract is still being created in the SFS. There can be no transactions made against the contract.
- **Pending OSC Approval** - Contract is currently being reviewed by OSC. It is not available to have purchase orders created against it.
- **Requested PO** - Identifies that the contract is available for purchase orders to be created against it.
- To identify the true status of an amendment, the amendment sequence number and status should be used.

Contract transaction fields include:

- Transaction Code (Mandatory)
- Agency Code (Mandatory)
- Vendor ID (Mandatory)
- Contract Provisions (Optional)
- Contract Start Date (Dependent)
- Contract End Date (Dependent)
- Contract Description (Dependent)
- Agency Contact Info (Optional)
- Renewal/Amendment Beginning Date (Dependent)
- Contract Amount/Amendment Amount (Can be zero dollars)
- Audit Type (Mandatory)
- Contract Number (Mandatory)

Contract/Amendment Fails Bulkload Submission

EXTRACT RESULTS	1. M161 will not display the transaction.
RESOLUTION	<p>1. View the transaction IDL to determine the error message. If an IDL is not received during an adequate amount of time (i.e., within an hour), contact the SFS Help Desk to identify any system problems.</p> <p>2. Reference the Bulkload ENL to assist in troubleshooting errors received in IDL.</p> <p>3. If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the Contract ID number.</p> <p>4. Review the Creating a Contract Job Aid on the Training page of the SFS website.</p>

Online Agency Creates Contract/Amendment Without Submitting to OSC for Approval

<p>EXTRACT RESULTS</p>	<p>1. M061 will not display the transaction when it is Amendment version zero (Original Contract).</p> <p>2. M061 will display the transaction with a Contract Status of “A” (Requested PO) and the Amendment Status of “O” (Open) when there is an amendment version greater than zero.</p> <p>3. Note that the user cannot submit/create a contract amendment until the original contract is approved.</p>
<p>RESOLUTION</p>	<p>1. View the status of the transaction in the SFS.</p> <p>2. If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS–4185. Include the Contract ID number.</p> <p>3. Review the Amending a Contract Job Aid on the Training page of the SFS website.</p>

Online Contract/Amendment Submitted for OSC Approval or Bulkloaded Successfully with Audit Type Requiring OSC Approval

<p>EXTRACT RESULTS</p>	<p>1. M061 will display a Contract Status of “P” (Pending) and an Amendment Status of “P” (Pending) when the amendment version is zero (Original Contract).</p> <p>2. M061 will display a Contract Status of “A” (Requested PO) and the Amendment Status is “P” (Pending) when the amendment version is greater than 0.</p> <p>3. Note that the user cannot submit/create an amendment until the original contract is approved.</p>
<p>RESOLUTION</p>	<p>1. View the status of the transaction in the SFS.</p> <p>2. If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS–4185. Include the Contract ID number.</p>

OSC Requests Purchase Order for an Original Contract

EXTRACT RESULTS	1. M061 will display a Contract Status of “A” (Requested PO) and an Amendment Status of “R” (Requested PO).
RESOLUTION	<p>1. Inquire in the SFS.</p> <p>2. If there is a question or issue, contact OSC Bureau of Contracts. The most current contact information is included in Chapter I Section 5 OSC Bureau Contact Information of the OSC Guide to Financial Operations. The Guide is located on the OSC website at http://www.osc.state.ny.us/agencies/guide/MyWebHelp .</p> <p>3. If there is still a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the Contract ID number.</p> <p>3. Once this scenario is completed, the user can submit a purchase order against this contract amendment version.</p>

OSC Requests Purchase Order for a Contract Amendment

EXTRACT RESULTS	1. M061 will display a Contract Status of “A” (Requested PO) and an Amendment Status of “R” (Requested PO).
RESOLUTION	<p>1. Inquire in the SFS.</p> <p>2. If there is a question or issue, contact OSC Bureau of Contracts. The most current contact information is included in Chapter I Section 5 OSC Bureau Contact Information of the the OSC Guide to Financial Operations. The Guide is located on the OSC website at http://www.osc.state.ny.us/agencies/guide/MyWebHelp .</p> <p>3. If there is still a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the Contract ID number.</p> <p>4. Review the Creating a Purchase Order Job Aid on the Training page of the SFS website.</p> <p>5. Once this scenario is completed, the user can submit a purchase order against this contract amendment version. The Contract Maximum Amount displayed online will increase on the original contract in the SFS Purchasing module. This amount cannot be spent until the amendment is approved by OSC.</p>

OSC Approves Contract/Amendment

<p>EXTRACT RESULTS</p>	<p>1. M061 will display a Contract Status of “A” (Requested PO) and an Amendment Status of “A” (Approved). If applicable, the Contract Begin and Expire Dates of the amendment will update on the original contract displayed in the Purchasing module. If the Amendment Status was not previously Requested PO and the amendment is to update amounts, the Contract Maximum Amount displayed online will increase/ decrease on the original contract displayed in the Purchasing module.</p> <p>2. If a purchase order is associated, M101 will display the purchase order with a status of “D” (Dispatched).</p> <p>3. If a purchase order is associated, M161 will display a POD line with a status of “D” (Dispatched).</p>
<p>RESOLUTION</p>	<p>1. Inquire in the SFS.</p> <p>2. If there is a question or issue, contact OSC Bureau of Contracts. The most current contact information is included in Chapter I Section 5 OSC Bureau Contact Information of the the OSC Guide to Financial Operations. The Guide is located on the OSC website at http://www.osc.state.ny.us/agencies/guide/MyWebHelp</p> <p>3. If there is still a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the Contract ID number.</p> <p>4. Review the Approving a Purchase Order Job Aid on the Training page of the SFS website.</p>

Contract/Amendment Submitted Online or Bulkloaded Successfully With Audit Type That Does Not Require OSC Approval

<p>EXTRACT RESULTS</p>	<p>1. M061 will display a Contract Status of “A” (Requested PO) and an Amendment Status of “A” (Approved) when the amendment version is zero (Original Contract). If applicable, the Contract Begin and Expire Dates of the amendment will update on the original contract displayed in the Purchasing module. If the amendment is to update amounts, the Contract Maximum Amount displayed online will increase/decrease on the original contract displayed in the Purchasing module.</p>
<p>RESOLUTION</p>	<p>1. Inquire in the SFS.</p> <p>2. If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the Contract ID number.</p>

OSC Non-Approves the Original Contract (Amendment version 0)

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. M061 will display a Contract Status of “X” (Cancelled) and an Amendment Status of “N” (Non-Approved). 2. The Contract Number portion of the Contract ID will be renamed and a letter will be appended to the end starting with Z working up toward A for each non-approval. The original Contract ID can be resubmitted (Example: ABC01 - C0000123 - 1234567 when Non-Approved will look like ABC01 - C0000123Z – 1234567). 3. If a purchase order is associated, M101 will display a purchase order with a Document status of “X” (Cancelled) with negative amounts. 3. If a purchase order is associated, M161 will display a POD line with a status of “X” (Cancelled) with negative amounts.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. Inquire in the SFS. 2. If there is a question or issue, contact OSC Bureau of Contracts. The most current contact information is included in Chapter I Section 5 OSC Bureau Contact Information of the OSC Guide to Financial Operations. The Guide is located on the OSC website at http://www.osc.state.ny.us/agencies/guide/MyWebHelp 3. If there is still a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the Contract ID number. 4. Review the Amending a Contract Job Aid on the Training page of the SFS website.

OSC Non-Approves Contract Amendment

<p>EXTRACT RESULTS</p>	<p>1. M061 will display a Contract Status of “A” (Requested PO) and an Amendment Status of “N” (Non-Approved).</p> <p>2. Note that, if OSC had previously requested the purchase order, the Contract Maximum Amount displayed online will decrease from the original contract displayed in the Purchasing module.</p> <p>3. If a purchase order is associated, M101 will display a purchase order with a Document status of “X” (Cancelled) with negative amounts.</p> <p>3. If a purchase order is associated, M161 will display a POD line with a status of “X” (Cancelled) with negative amounts.</p>
<p>RESOLUTION</p>	<p>1. Inquire in the SFS.</p> <p>2. If there is a question or issue, contact OSC Bureau of Contracts. The most current contact information is included in Chapter I Section 5 OSC Bureau Contact Information of the OSC Guide to Financial Operations. The Guide is located on the OSC website at http://www.osc.state.ny.us/agencies/guide/MyWebHelp .</p> <p>3. If there is still a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the Contract ID number.</p>

OSC Closes Contract

<p>EXTRACT RESULTS</p>	<p>1. M061 will display a Contract Status of “C” (Closed) and the Amendment Status will remain unchanged.</p> <p>2. Note that if there is purchase orders associated to a contract, all purchase orders must be Complete prior to a contract being eligible to be closed.</p> <p>3. Review the Closing a Purchase Order Job Aid on the Training page on the SFS website.</p>
<p>RESOLUTION</p>	<p>1. Inquire in the SFS.</p> <p>2. If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the Contract ID number.</p> <p>3. Review the Closing a Contract Job Aid on the Training page of the SFS website.</p>

Main Contracts Extract Positions

M061	Contract ID	Positions 3-27
M061	Amendment Version Number	Positions 673-675
M061	Contract Status	Position 30
M061	Amendment Status	Position 431
M061	Contract Begin Date	Positions 51-56
M061	Contract Expire Date	Positions 57-62
M061	Audit Type	Positions 870-873

Purchase Orders (POs)

A purchase order (PO) in the SFS is used to encumber funds for a procurement contract or as a standalone procurement instrument. A PO can be sourced from a requisition or created independently, and always encumbers funds within the SFS.

All POs in the SFS require a Vendor ID, item/description (auto populated for bulkload), unique PO number, Buyer (auto populated for Bulkload), Category (auto populated for bulkload), and ChartField distribution. Statewide ChartField segments include Department, Program, Fund, Account, and Budget Reference. A Department must be entered if the selected PO Type requires OSC approval (auto-populated for bulkload). Agency-specific ChartFields examples are Operating Unit and Product.

When used to encumber funds, POs must reference the contract number and amendment sequence, when applicable. Vouchers must reference purchase orders, not contracts, unless paying a statewide OGS Purchase Contract. A PO referencing a contract must have the Contract Amendment entered on the PO Header.

A PO must reference a valid vendor in the Statewide Vendor File. It must be created under the same Vendor ID as the contract when establishing a contract encumbrance.

Dispatch method for PO in the SFS will be “file,” meaning the buyer who originated the PO will receive a file that can be printed, if needed.

The steps in a PO lifecycle include:

- Create Requisition;
- Approve Requisition;
- Budget Check;
- Create PO;
- PO Budget Check;
- Approve PO;
- Dispatch PO; and
- Create Receipt.

PO Fails on Bulkload Submission or Online PO Not Budget Checked

EXTRACT RESULTS	<ol style="list-style-type: none"> 1. M061 will not display the transaction. 2. M101 will not display the transaction. 3. For the online PO that has been created and saved, if it was referencing a contract, that PO Amount is already removed as available PO Amount for that contract. The pending PO needs to be budget checked/dispatched or cancelled before attempting to resubmit another transaction which could cause “Exceeding Contract Amount” errors. 4. For the online PO that has not yet been budget checked, if it is related to a contract, the M061 will display an update in the Pending PO Amount field.
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RESOLUTION	<ol style="list-style-type: none"> 1. View the transaction IDL to determine the error message. If an IDL is not received during an adequate amount of time (within an hour), contact the SFS Help Desk to identify any system problems. 2. Review the Bulkload ENL to assist in troubleshooting errors received in IDL. 3. If there is still a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the BU and PO number. If submitted via bulkload, also include the bulkload file name and SSID. 4. Review the Purchasing Module Transaction Navigation Job Aid on the Training page of the SFS website. 5. Review the Approving a Purchase Order Job Aid on the Training page of the SFS website.
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PO Fails Budget Check

EXTRACT RESULTS	<ol style="list-style-type: none"> 1. M061 will not display the transaction. 2. M101 will not display the transaction. 3. For a PO that has been created and failed budget check, if it was referencing a contract, that PO Amount is already removed as available PO Amount for that contract. The failed PO needs to be fixed or cancelled before attempting to resubmit another transaction which could cause “Exceeding Contract Amount” errors. 4. If related to a contract, the M061 will display an update in the Pending PO Amount field.
RESOLUTION	<ol style="list-style-type: none"> 1. View the transaction IDL to determine if the transaction has been successfully created in the SFS. If not, inquire in the SFS to view the errors. If an IDL is not received during an adequate amount of time (within an hour), contact the SFS Help Desk to identify any system problems. 2. If the transaction has not been created in the SFS, review the Bulkload ENL to assist in troubleshooting errors received in IDL. 3. Check with the agency Budget Office to increase the budget or obtain a different budget for this transaction. The Agency Budget Office works with OSC and DOB as appropriate. 4. Only contact the SFS Help Desk for system errors.

PO Created Online and Currently in Agency Workflow with a Valid Budget Status

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. M161 will display a POD line with a Document Status of “PA” (Pending). 2. M101 will display a PO with a Document Status of “PA” (Pending). 3. M011/M041 will update the encumbrance amounts appropriately. 4. If the PO is referenced to a contract, the M061 encumbrance amount will be updated.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. View the transaction IDL to determine if the transaction has been successfully created in the SFS. If not, inquire in the SFS to view the errors. If an IDL is not received within an hour, contact the SFS Help Desk to identify any system problems. 2. If the transaction has not been created in the SFS, review the Bulkload ENL to assist in troubleshooting errors received in IDL. 3. If there is still a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the BU and PO number. If submitted via bulkload, also include the bulkload file name and SSID.

Bulkload PO Successfully Processed or PO Created Online Awaiting OSC Approval

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. M161 will display a POD line with a Document Status of “V” (Pending OSC). 2. M101 will display a PO with a Document Status of “V” (Pending OSC). 3. M011/M041 will display updated encumbrance amounts matching the new PO records. Online POs would have displayed the updated M011/M041 status the first day the PO displayed on the M101 and M161 as “PA” as that was the date that the budget was first valid. 4. If the PO is referenced to a contract, the M061 encumbrance amount will be updated. Online POs would have displayed the updated M061 status the first day the PO displayed on the M101 and M161 as “PA” as that was the date that the budget was first valid.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. View the status of the transaction in the SFS. 2. If there is a question or issue, contact OSC Bureau of Contracts. The most current contact information is included in Chapter I Section 5 OSC Bureau Contact Information of the OSC Guide to Financial Operations. The Guide is located on the OSC website at http://www.osc.state.ny.us/agencies/guide/MyWebHelp . 3. If there is still a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the BU and Contract ID. If submitted via bulkload, also include the bulkload file name and SSID.

Online PO Denied in Agency Workflow

<p>EXTRACT RESULTS</p>	<p>1. M161 will display a POD line with a Document Status of “DE” (Denied) until it is corrected and resubmitted in the SFS. After resubmission, the Document Status displays as “PA” (Pending).</p> <p>2. M101 will display a PO with a Document Status of “DE” (Denied) until it is corrected and resubmitted in the SFS. After resubmission, the Document Status displays as “PA” (Pending).</p>
<p>RESOLUTION</p>	<p>1. View the transaction IDL to determine if the transaction has been successfully created in the SFS. If not, inquire in the SFS to view the errors. If an IDL is not received during an adequate amount of time (within an hour), contact the SFS Help Desk to identify any system problems.</p> <p>2. If the transaction has not been created in the SFS, review the Bulkload ENL to assist in troubleshooting errors received in IDL.</p> <p>3. If there is still a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the BU and PO number. If submitted via bulkload, also include the bulkload file name and SSID.</p>

Online PO Rejected in Agency Workflow

<p>EXTRACT RESULTS</p>	<p>1. M161 will display a POD line with a Document Status of “R” (Rejected).</p> <p>2. M101 will also display a Document Status of “R” (Rejected).</p> <p>3. The agency will need to cancel the transaction in order to remove the PO encumbrance from the associated budgets and contracts.</p>
<p>RESOLUTION</p>	<p>1. View the transaction IDL to determine if the transaction has been successfully created in the SFS. If not, inquire in the SFS to view the errors. If an IDL is not received during an adequate amount of time (within an hour), contact the SFS Help Desk to identify any system problems.</p> <p>2. If the transaction has not been created in the SFS, review the Bulkload ENL to assist in troubleshooting errors received in IDL.</p> <p>3. If there is still a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the BU and PO number. If submitted via bulkload, also include the bulkload file name and SSID.</p> <p>4. Review the Rejecting a Purchase Order Job Aid on the Training page of the SFS website.</p>

PO Non-Approved by OSC

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. M161 will display a POD line with a Document Status of "X" (Cancelled) and a Transaction Record Status of "I" (Inactive). The amounts will be negative. 2. M101 will also display the PO and a Document Status of "X" (Cancelled) and negative amounts. 3. M011/M041 encumbrance amounts will be reduced accordingly. 4. If related to a contract, the M061 will display a reduction in the encumbrance amount.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. View the transaction IDL to determine if the transaction has been successfully created in the SFS. If not, inquire in the SFS to view the errors. If an IDL is not received during an adequate amount of time (within an hour), contact the SFS Help Desk to identify any system problems. 2. If the transaction has not been created in the SFS, review the Bulkload ENL to assist in troubleshooting errors received in IDL. 3. If there is still a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the BU and PO number. If submitted via bulkload, also include the bulkload file name and SSID.

Agency Cancels PO

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. M161 will show the POD line with a Document Status of "X" (Cancelled) and a Transaction Record Status of "I" (Inactive). The amounts will be negative. 2. M101 will display the PO and Document Status of "X" (Cancelled) and negative amounts. 3. M011/M041 encumbrance amounts will be reduced accordingly. 4. If related to a contract, the M061 will display a reduction in the encumbrance amount. The actual cancellation changes the status to "PX" (Pending Cancel). A PO Dispatch job needs to run to change the status to "X" (Cancelled). For bulkloaded POs, a batch job runs nightly to do this. For online POs, each agency will have to set up their own dispatch requirements.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. View the transaction IDL to determine if the transaction has been successfully created in the SFS. If not, inquire in the SFS to view the errors. If an IDL is not received during an adequate amount of time (within an hour), contact the SFS Help Desk to identify any system problems. 2. If the transaction has not been created in the SFS, review the Bulkload ENL to assist in troubleshooting errors received in IDL. 3. If there is still a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the BU and PO number. If submitted via bulkload, also include the bulkload file name and SSID. 4. Review the Denying a Purchase Order Job Aid on the Training page of the SFS website.

OSC Approves PO or PO Submitted for OSC Approval and Not Applicable for OSC Audit (009 and ECC PO Types)

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. M161 will show the POD line with a Document Status of “D” (Dispatched). 2. M101 will display the PO and Document Status of “D” (Dispatched). 3. The actual approval changes the status to “A” (Approved). A PO Dispatch job needs to run to change the status to “D” (Dispatched). For bulkloaded POs, a batch job runs nightly to do this. For online POs, each agency will have to set up their own dispatch requirements. 3. Review the Setting up Run Control Parameters for the PO Dispatch Process and Viewing the Dispatched POs Job Aid Job Aid on the Training page of the SFS website.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. Inquire in the SFS. 2. If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the PO number. 3. Review the Approving a Purchase Order Job Aid on the Training page of the SFS website.

Submitted PO Change Order Fails Budget Check

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. M161 will display the POD line with a Document Status of “PA” (Pending) and a Transaction Record Status of “I” (Inactive). The Transaction Amount will display the delta amount. The prior Transaction Amount will display the previous original PO amount. The new total amount will display in the Current Amount. 2. M101 will display a PO with a Document Status of “PA” (Pending). The encumbered amount will display the new amount. 3. Vouchers cannot be submitted against the previous successful PO until this is corrected. 4. If the PO is related to a contract, the M061 will display an update in the Pending PO Amount field.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. View the transaction IDL to determine if the transaction has been successfully created in the SFS. If not, inquire in the SFS to view the errors. If an IDL is not received during an adequate amount of time (within an hour), contact the SFS Help Desk to identify any system problems. 2. If the transaction has not been created in the SFS, review the Bulkload ENL to assist in troubleshooting errors received in IDL. 3. Check with the agency Budget Office to increase the budget or obtain a different budget for this transaction. The Agency Budget Office works with OSC and DOB as appropriate. 4. Only contact the SFS Help Desk for system errors.

PO Change Order Bulkloaded Successfully or Online PO Change Order Passes Budget Check

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. M161 will display a Document Status of “D” (Dispatched). The Transaction Amount will display the delta amount. The prior Transaction Amount will display the previous original PO Amount. The new total amount will display in the Current Amount. 2. M101 will display a Document Status of “D” (Dispatched). The encumbered amount will display the new amount. 3. M011/M041 will display encumbrance amount updated appropriately. 4. If related to a contract, the M061 will display encumbrance amount updated appropriately.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. Inquire in the SFS. 2. If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the PO number.

Agency Closes/Completes PO

EXTRACT RESULTS	<p>1. M161 will display a POD line with a Document Status of "C" (Complete). All voucher activity against the PO must be completed prior to running the Close PO process.</p>
RESOLUTION	<p>1. Inquire in the SFS.</p> <p>2. If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the PO number.</p> <p>3. Review the Closing a Purchase Order Job Aid on the Training page of the SFS website.</p>

Agency Cancels Line From a Multi-Line PO (only applicable to online-created POs or agencies using the SFS PeopleSoft PO format)

EXTRACT RESULTS	<p>1. M161 will display the cancelled POD line with a Document Status of "X" (Cancelled) and a Transaction Record Status of "I" (Inactive). The amounts will be negative. The other POD lines on the same Document will display unchanged Document Statuses.</p> <p>2. M101 will display the PO and Document Status of "X" (Cancelled) as well as negative amounts for the cancelled line. The other PO lines will display an unchanged Document Status.</p> <p>3. M011/M041 encumbrance amounts will be reduced accordingly.</p> <p>4. If related to a contract, the M061 will display a reduction in the encumbrance amount.</p>
RESOLUTION	<p>1. Inquire in the SFS.</p> <p>2. If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the PO number.</p> <p>3. Review the Closing a Purchase Order Job Aid on the Training page of the SFS website.</p>

Standalone PO is created via Bulkload with one line and one distribution

The PO Date must fall between the associate Contract’s Begin and Expire Dates.

If the PO being submitted is against an Amendment that is still in Requested PO Status that includes updates to Contract Dates, the PO cannot go against the new Dates until this Amendment has been Approved. Submit the PO against the Approved Contract Dates.

NOTE: Be cautious about leaving the PO Date Blank which defaults to system date. This will cause a failure when the Contract End Date has expired.

PeopleSoft Format						
<u>Trans. Type</u>	<u>Doc Num.</u>	<u>Trans Code</u>	<u>Line Num.</u>	<u>COA</u>	<u>Amount</u>	<u>PO Date</u>
POH	PS0001	ADD	-----	-----	+1000.00	06062012
POL	PS0001	ADD	00001	-----	+1000.00	-----
POS	PS0001	ADD	00001	-----	+1000.00	-----
POD	PS0001	ADD	00001	12345	+1000.00	-----

Legacy Format					
<u>Trans. Type</u>	<u>Doc Num.</u>	<u>Line Num.</u>	<u>Cost Center</u>	<u>Amount</u>	<u>PO Date</u>
203	LGY0001	001	12345678XX12	+1000.00	060612

All bulkloaded PO’s are created as Amount based PO’s which enables them to be liquidated by Amount when processing a related Voucher to the PO

EXTRACT RESULTS	<ol style="list-style-type: none"> 1. M161 displays one line for every Ledger Group affected by this transaction. 2. See PO Scenarios #4 and #9 to view the exact details on every extract based on PO Type
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Contract PO is created via Bulkload with one line and one distribution

PeopleSoft Format								
<u>Trans. Type</u>	<u>Doc Num.</u>	<u>Trans Code</u>	<u>Line Num.</u>	<u>COA</u>	<u>Amount</u>	<u>Contract ID</u>	<u>Contract Ver.</u>	<u>PO Date</u>
POH	PS0002	ADD	----	----	+1000.00	----	----	06062012
POL	PS0002	ADD	00001	----	+1000.00	XXX01- XXX- XXXXXXX	000	----
POS	PS0002	ADD	00001	----	+1000.00	----	----	----
POD	PS0002	ADD	00001	12345	+1000.00	----	----	----

Legacy Format								
<u>Trans. Type</u>	<u>Doc Num.</u>	<u>Line Num.</u>	<u>Cost Center</u>	<u>Amount</u>	<u>Contract ID</u>	<u>Contract Ver.</u>	<u>PO Date</u>	
218	LGY0002	001	12345678XX12	+1000.00	XXX01- XXX- XXXXXXX	000	060612	

EXTRACT RESULTS	<ol style="list-style-type: none"> 1. M161 displays one line for every Ledger Group affected by this transaction. 2. See PO Scenarios #4 and #9 to view the exact details on every extract based on PO Type.
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PO Change is created via Bulkload to the existing one line and one distribution adding \$500 to the \$1000 PO created in Scenario #14 with the same COA string

PO's must be in Dispatched Status in order to create a PO Change Order. PO Change Orders have Change Order Sequence Numbers

PO Amount must be the new Total Amount so \$1,500 is included and not \$500. For the PeopleSoft format, all information that the Agency wants to be on the existing PO must be included.

PO Change Orders can be submitted to change information like PO Type (Batch Type) or Contract/Contract Amendment information depending on the Status of the PO and if there has been Voucher activity against the PO.

This is an example using a Standalone PO. For a Contract PO the Contract information would be included for both formats and the Trans. Type of 219 would be used for Legacy.

PeopleSoft Format						
<u>Trans. Type</u>	<u>Doc Num.</u>	<u>Trans Code</u>	<u>Line Num.</u>	<u>COA</u>	<u>Amount</u>	<u>PO Date</u>
POH	PS0001	CHG	-----	-----	+1500.00	06062012
POL	PS0001	CHG	00001	-----	+1500.00	-----
POS	PS0001	CHG	00001	-----	+1500.00	-----
POD	PS0001	CHG	00001	12345	+1500.00	-----

Legacy Format					
<u>Trans. Type</u>	<u>Doc Num.</u>	<u>Line Num.</u>	<u>Cost Center</u>	<u>Amount</u>	<u>PO Date</u>
204	LGY0001	001	12345678XX12	+1500.00	060612

EXTRACT RESULTS	<ol style="list-style-type: none"> 1. M161 displays one line for every Ledger Group affected by this transaction. 2. See PO Scenario #11 to view the exact details on every extract as it relates to a PO Change Order.
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PO Change is created via Bulkload adding a new line and one distribution adding \$500 to the \$1500 PO Change in Scenario #16 with the same COA string

PO Amount on the header must be the new Total Amount so \$2,000 is included and not \$500. For the PeopleSoft format, all information that the Agency wants to be on the existing PO must be included. Even though PO Line Number 1 in this example is unchanged, it needs to be included.

Creating a new Line Number using the Legacy format creates a new unique SFS PO which is why this transaction would be a 203/218 and not a 204/219.

This is an example using a Standalone PO. For a Contract PO the Contract information would be included for both formats and the Trans. Type of 218 would be used for Legacy.

PeopleSoft Format						
<u>Trans. Type</u>	<u>Doc Num.</u>	<u>Trans Code</u>	<u>Line Num.</u>	<u>COA</u>	<u>Amount</u>	<u>PO Date</u>
POH	PS0001	CHG	----	----	+2000.00	06062012
POL	PS0001	CHG	00001	----	+1500.00	----
POL	PS0001	CHG	00002	----	+500.00	----
POS	PS0001	CHG	00001	----	+1500.00	----
POS	PS0001	CHG	00002	----	+500.00	----
POD	PS0001	CHG	00001	12345	+1500.00	----
POD	PS0001	CHG	00002	12345	+500.00	----

Legacy Format					
<u>Trans. Type</u>	<u>Doc Num.</u>	<u>Line Num.</u>	<u>Cost Center</u>	<u>Amount</u>	<u>PO Date</u>
203	LGY0001	002	12345678XX12	+500.00	060612

EXTRACT RESULTS	<ol style="list-style-type: none"> 1. M161 displays one line for every Ledger Group and Distribution line affected by this transaction. 2. If PeopleSoft format - See PO Scenario #11 to view the exact details on every extract as it relates to a PO Change Order. 3. If Legacy format - See PO Scenarios #4 and #9 to view the exact details on every extract based on PO Type.
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PO Change is created via Bulkload cancelling a line and distribution without Voucher activity as created in PO Scenario #17

PO Amount on the header must be the new Total Amount so \$1,500 is included and not -\$500. For the PeopleSoft format, all information that the Agency wants to be on the existing PO must be included. Even though PO Line Number 1 in this example is unchanged, it needs to be included.

Creating a new Line Number using the Legacy format creates a new unique SFS PO which is why this transaction would be a 205/220 and not a 204/219.

\$0 PO Line Amounts are not allowed for Amount based PO's (Which all Bulkloaded PO's are).

The Amounts on the Cancel line do not matter and could be left as is with a positive sign or sent with a negative sign. The end result of a cancellation will reverse the sign of the original entry.

This is an example using a Standalone PO. For a Contract PO the Contract information would be included for both formats and the Trans. Type of 220 would be used for Legacy.

PeopleSoft Format						
<u>Trans. Type</u>	<u>Doc Num.</u>	<u>Trans Code</u>	<u>Line Num.</u>	<u>COA</u>	<u>Amount</u>	<u>PO Date</u>
POH	PS0001	CHG	----	----	+1500.00	06062012
POL	PS0001	CHG	00001	----	+1500.00	----
POL	PS0001	CAN	00002	----	-500.00	----
POS	PS0001	CHG	00001	----	+1500.00	----
POS	PS0001	CAN	00002	----	-500.00	----
POD	PS0001	CHG	00001	12345	+1500.00	----
POD	PS0001	CAN	00002	12345	-500.00	----

Legacy Format					
<u>Trans. Type</u>	<u>Doc Num.</u>	<u>Line Num.</u>	<u>Cost Center</u>	<u>Amount</u>	<u>PO Date</u>
205	LGY0001	002	12345678XX12	-500.00	060612

EXTRACT RESULTS	<ol style="list-style-type: none"> 1. M161 displays one line for every Ledger Group and Distribution line affected by this transaction. 2. If PeopleSoft format - See PO Scenario #13 to view the exact details on every extract as it relates to a PO Change Order cancelling only one of many lines. 3. If Legacy format – See PO Scenario #8 to view the exact details on every extract as it relates to a PO Cancel.
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PO Change is created via Bulkload reducing a line and distribution by \$250 without Voucher activity as last changed in PO Scenario #18

PO Amount on the header must be the new Total Amount so \$1,250 is included and not -\$250. For the PeopleSoft format, all information that the Agency wants to be on the existing PO must be included except for previously Cancelled PO Lines like Line 00002 in this scenario.

This is an example using a Standalone PO. For a Contract PO the Contract information would be included for both formats and the Trans. Type of 219 would be used for Legacy.

PeopleSoft Format						
<u>Trans. Type</u>	<u>Doc Num.</u>	<u>Trans Code</u>	<u>Line Num.</u>	<u>COA</u>	<u>Amount</u>	<u>PO Date</u>
POH	PS0001	CHG	-----	-----	+1250.00	06062012
POL	PS0001	CHG	00001	-----	+1250.00	-----
POS	PS0001	CHG	00001	-----	+1250.00	-----
POD	PS0001	CHG	00001	12345	+1250.00	-----

Legacy Format					
<u>Trans. Type</u>	<u>Doc Num.</u>	<u>Line Num.</u>	<u>Cost Center</u>	<u>Amount</u>	<u>PO Date</u>
204	LGY0001	001	12345678XX12	+1250.00	060612

EXTRACT RESULTS	<ol style="list-style-type: none"> 1. M161 displays one line for every Ledger Group and Distribution line affected by this transaction. 2. See PO Scenario #11 to view the exact details on every extract as it relates to a PO Change Order.
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A Voucher is created via Bulkload liquidating the PO by \$250 using the same COA string as last changed in PO Scenario #19

A PO line that has been liquidated by a Voucher can no longer be cancelled or reduced by less than the Amount that was Vouchered.

Make sure that the correct PO is included on the Voucher prior to Voucher payment so that the expected encumbrance and Contract are updated.

EXTRACT RESULTS	<ol style="list-style-type: none"> 1. M161 displays one line for every Ledger Group and Distribution line affected by this transaction (Both POD and VOD). 2. See Voucher Scenario #4 to view the exact details on every extract as it relates to a PO liquidation.
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A Voucher is created via Bulkload liquidating the PO by \$250 using a different COA string as last change in PO Scenario #20

A PO line that has been liquidated by a Voucher can no longer be cancelled or reduced by less than the Amount that was previously Vouchered.

Make sure that the correct PO is included on the Voucher prior to Voucher payment so that the expected encumbrance and Contract are updated.

The Voucher COA String does not need to be the same as the PO COA String that is being liquidated as long as there is available un-encumbered/un-expended Budget available. The Budget the encumbrance was associated to will be liquidated by a Voucher with a different expenditure COA charge line.

EXTRACT RESULTS	<ol style="list-style-type: none">1. M161 displays one line for every Ledger Group and Distribution line affected by this transaction (Both POD and VOD).2. The PO COA String will be displayed on the M161 as liquidated the way it was submitted on the original PO regardless of the Voucher COA String.3. See Voucher Scenario #4 to view the exact details on every extract as it relates to a PO liquidation.
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PO Change is created via Bulkload adding a line and two distributions with differing COA Strings of \$100 and \$150 as last changed in PO Scenario #19 and liquidated by Vouchers in scenarios #20 and #21

PO Amount on the Header must equal the sum of the PO Line Amounts. The PO Line Amounts must equal the sum of the PO Shipment Amounts for that Line. The PO Shipment Amounts must equal the sum of the PO Distribution Amounts for that Shipment and Line.

PeopleSoft Format							
<u>Trans. Type</u>	<u>Doc Num.</u>	<u>Trans Code</u>	<u>Line Num.</u>	<u>Distrib Line Num.</u>	<u>COA</u>	<u>Amount</u>	<u>PO Date</u>
POH	PS0001	CHG	----	----	----	+1500.00	06062012
POL	PS0001	CHG	00001	----	----	+1250.00	----
POL	PS0001	CHG	00003	----	----	+250.00	----
POS	PS0001	CHG	00001	----	----	+1250.00	----
POS	PS0001	CHG	00003	----	----	+250.00	----
POD	PS0001	CHG	00001	00001	12345	+1250.00	----
POD	PS0001	CHG	00003	00001	67890	+100.00	----
POD	PS0001	CHG	00003	00002	12345	+150.00	----

This scenario to create one line and two distributions for that line is currently not possible using the Legacy format.

EXTRACT RESULTS	<ol style="list-style-type: none"> 1. M161 displays one line for every Ledger Group and Distribution line affected by this transaction. 2. See PO Scenario #11 to view the exact details on every extract as it relates to a PO Change Order 3. See PO Scenario #13 to view the exact details on every extract as it relates to a PO Change Order cancelling only one of many lines/distributions.
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PO Change is created via Bulkload cancelling one of many PO Distributions and adding the amount to another PO Distribution on a Line last changed in PO Scenario #22

PO Amount on the Header must equal the sum of the PO Line Amounts. The PO Line Amounts must equal the sum of the PO Shipment Amounts for that Line. The PO Shipment Amounts must equal the sum of the PO Distribution Amounts for that Shipment and Line.

PeopleSoft Format							
<u>Trans. Type</u>	<u>Doc Num.</u>	<u>Trans Code</u>	<u>Line Num.</u>	<u>Distrib Line Num.</u>	<u>COA</u>	<u>Amount</u>	<u>PO Date</u>
POH	PS0001	CHG	-----	-----	-----	+1500.00	06062012
POL	PS0001	CHG	00001	-----	-----	+1250.00	-----
POL	PS0001	CHG	00003	-----	-----	+250.00	-----
POS	PS0001	CHG	00001	-----	-----	+1250.00	-----
POS	PS0001	CHG	00003	-----	-----	+250.00	-----
POD	PS0001	CHG	00001	00001	12345	+1250.00	-----
POD	PS0001	CHG	00003	00001	67890	+250.00	-----
POD	PS0001	CAN	00003	00002	12345	-150.00	-----

This scenario to create one line and two distributions for that line is currently not possible using the Legacy format

Main PO Position Numbers

M161	Document Number	Positions 471-480
M161	Document Status	Positions 20-21
M161	Trans Record Status	Position 1
M161	Transaction Code	Position 2-4
M161	Contract ID	Positions 768-792
M161	Transaction Amount	Positions 420-434
M161	Prior Amount	Positions 509-523
M161	Current Amount	Positions 494-508
M101	Document Number	Positions 133-142
M101	Document Status	Positions 60-61
M101	Encumbered Amount	Positions 96-110
M101	Contract ID	Positions 325-349
M011	Encumbrance Amount	Positions 858-872
M041	Encumbrance Amount	Positions 608-622
M061	Encumbrance Amount	Positions 855-869
M061	Pending PO Amount	Positions 795-809

Payment Vouchers

Vouchers tie together the vendor, invoice date, invoice amount, line items, distribution (accounting/coding) information, and any purchase orders or receipts.

A voucher must pass budget checking before it can be posted or paid. When an error occurs, the error must be acknowledged to properly save and submit the voucher for approval. The correction options include changing the transaction or changing the budget.

Matching is an automated process that compares voucher information to the purchase order. If a voucher does not match successfully, the user must review the match exceptions and resolve the related errors before submission to agency workflow. Bulkload does not currently execute the matching process

Vouchers must be fully approved by the agency prior to submission to OSC for potential audit, approval, posting, and application of the credit memo to a future vendor payment. Bulkloaded vouchers bypass agency workflow and are submitted directly to OSC for approval.

Voucher styles include:

- **Regular** – Used for entering both purchase order and non-purchase order vouchers to vendors.
- **Adjustment** – Used for entering credit or debit memos, refund of appropriations, or relating one voucher to another.
- **Prepaid** – Used for entering procurement card (P-Card) payments.
- **Template** – Used for creating a template for generating vouchers with similar information, such as utility bills.
- **Single Payment** – Used for entering a one-time vendor without having to record the vendor information in the Statewide Vendor File.
- **Journal** – Used for correcting accounting entries (e.g. ChartFields) on a posted and/or paid voucher.

Voucher Fails on Bulkload Submission or Online Voucher Not Budget-Checked

EXTRACT RESULTS	<ol style="list-style-type: none"> 1. M161 will not display the transaction. 2. If a voucher is associated to a contract purchase order, the M061 will display encumbrance/expenditure amounts updated accordingly.
RESOLUTION	<ol style="list-style-type: none"> 1. View the transaction IDL to determine if the transaction has been successfully created in the SFS. If not, inquire in the SFS to view the errors. If an IDL is not received within an hour, contact the SFS Help Desk to identify any system problems. 2. If the transaction has not been created in the SFS, review the Bulkload ENL to assist in troubleshooting errors received in IDL. 3. If there is still a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the BU and Voucher ID. If submitted via bulkload, also include the bulkload file name and SSID. 4. Review the Viewing Voucher Errors Job Aid on the Training page of the SFS website.

Voucher Fails Budget Check

EXTRACT RESULTS	<ol style="list-style-type: none"> 1. M161 will not display the transaction. 2. If a voucher is associated to a contract purchase order, the M061 will display expenditure amounts updated accordingly.
RESOLUTION	<ol style="list-style-type: none"> 1. View the transaction IDL to determine if the transaction has been successfully created in the SFS. If not, inquire in the SFS to view the errors. If an IDL is not received within an hour, contact the SFS Help Desk to identify any system problems. 2. If the transaction has not been created in the SFS, review the Bulkload ENL to assist in troubleshooting errors received in IDL. If bulkloaded, resubmit the transaction. If submitted online, make the corrections online. 3. Check with the agency Budget Office to increase the budget or obtain a different budget for this transaction. The agency Budget Office works with OSC and DOB as appropriate 4. Only contact the SFS Help Desk for system errors.

Voucher Created Online and Currently in Agency Workflow with a Valid Budget Status

EXTRACT RESULTS	<ol style="list-style-type: none"> 1. M161 will display a VOD line with a Document Status of “P” (Pending). 2. M011/M041 will display updated expenditure amounts matching the new VOD records. Life-to-date (LTD), year-to-date (YTD), and current month expenditure amounts are updated appropriately. 3. If a voucher is associated to a contract PO, the M061 will display encumbrance/expenditure amounts updated accordingly. 4. If a voucher is related to any PO (contract or standalone): <ol style="list-style-type: none"> a) The M011/M041 will display a reduction in the encumbrance amount. b) The M101 will display a reduction in the encumbrance amount and an increase in the LTD expenditure amount. c) The M161 will display a POD line with negative amounts to match the liquidation of the PO.
RESOLUTION	<ol style="list-style-type: none"> 1. Inquire in the SFS to locate the document. 2. Follow the workflow approval process within the SFS. 3. Review the Accounts Payable Voucher Approval Workflow Overview Job Aid on the Training page of the SFS website.

Bulkload Voucher Successfully Processed or Voucher Created Online Awaiting OSC Approval

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. M161 will display a VOD line with a Document Status of "V" (Pending OSC). The Document Status could also display as "U" (Under OSC) which indicates that it is currently under OSC audit. 2. M011/M041 will display updated expenditure amounts matching the new VOD records. Online vouchers would have displayed the updated M011/M041 status the first day the voucher displayed on the M161 as "P" (Pending) as that was the date that the transaction first had a valid budget status. 3. If a voucher is associated to a contract PO, the M061 will display encumbrance/expenditure amounts updated accordingly. 4. If a voucher is related to any PO (contract or standalone): <ol style="list-style-type: none"> a) The M011/M041 will display a reduction in the encumbrance amount. b) The M101 will display a reduction in the encumbrance amount and an increase in the LTD expenditure amount. c) The M161 will display a POD line with negative amounts to match the liquidation of the PO.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. Inquire in the SFS to view the current status of the voucher. 2. Review the Accounts Payable Inquiries Job Aid on the Training page of the SFS website. 3. Review the Viewing Voucher Errors Job Aid on the Training page of the SFS website.

Voucher Denied in Agency Workflow or by OSC

<p>EXTRACT RESULTS</p>	<p>1. M161 will display the Document Status as “D” (Denied) until it is corrected and resubmitted in the SFS. After it is resubmitted, the status displays as “P” (Pending).</p> <p>2. Non-approved vouchers by OSC that were created online get set to “D” (Denied) instead of “R” (Rejected). OSC may still decide to delete these vouchers due to the reasons for non-approval. The M161 may not reflect denied status if the voucher was deleted the same day it was denied.</p>
<p>RESOLUTION</p>	<p>1. Inquire in the SFS to view the current voucher status.</p> <p>2. Review the Accounts Payable Inquiries Job Aid on the Training page of the SFS website.</p> <p>3. Review the Viewing Voucher Errors Job Aid on the Training page of the SFS website.</p> <p>4. Advise the OSC Bureau of State Expenditures at (518) 402-4104 regarding any agency-denied vouchers to be deleted.</p>

Voucher Rejected in Agency Workflow or by OSC

<p>EXTRACT RESULTS</p>	<p>1. M161 will display a VOD line with a Document Status of “R” (Rejected).</p> <p>2. Non-approved vouchers by OSC that were created via bulkload get set to “R” (Rejected) instead of “D” (Denied). The M161 may not reflect Rejected status if the voucher was deleted the same day it was rejected. A voucher in Rejected status cannot be resubmitted.</p>
<p>RESOLUTION</p>	<p>1. Advise the OSC Bureau of State Expenditures at (518) 402-4104 regarding any agency-rejected vouchers to be deleted.</p>

Voucher Deleted by OSC

<p>EXTRACT RESULTS</p>	<p>1. M161 will display the Document Status as “X” (Deleted). The Transaction Record Status will be “I” (Inactive). The amounts will be negative.</p> <p>2. M011 and M041 will be updated. Life-to-date (LTD), year-to-date (YTD), and applicable month expenditure amounts are updated appropriately.</p> <p>3. If a voucher is associated to a contract PO, the M061 will display encumbrance/expenditure amounts updated accordingly.</p> <p>4. If a voucher is related to any PO (contract or standalone):</p> <ul style="list-style-type: none"> a) The M011/M041 will display an increase in the encumbrance amount. b) The M101 will display an increase in the encumbrance amount and an decrease in the LTD expenditure amount. c) The M161 will display a POD line with positive amounts to match the liquidation of the PO.
<p>RESOLUTION</p>	<p>1. A deleted voucher cannot be viewed on the entry screens by users in the SFS. They can be viewed on Inquiry screens: Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher</p> <p>2. Deletion of vouchers will be a business process between the agency and the OSC Bureau of State Expenditures at (518) 402-4104.</p>

Voucher Approved by OSC

<p>EXTRACT RESULTS</p>	<p>1. M161 will display a VOD line with a Document Status of “A” (Approved).</p> <p>2. Once the voucher has been approved, it is eligible to be selected by PayCycle for payment depending on the Payment Date. Once the voucher is paid, it will display on both the M161 with a Transaction Code of 399 and on the M171 with the payment information.</p>
<p>RESOLUTION</p>	<p>1. Review the Viewing Voucher Status and Status Summary Job Aid of the Training page on the SFS website.</p> <p>2. Review the Voucher Lifecycle Job Aid on the Training page of the SFS website.</p>

Main Voucher Position Numbers

M161	Document Number	Positions 743-752
M161	Document Status	Positions 20-21
M161	Trans Record Status	Position 1
M161	Transaction Code	Position 2-4
M161	PO ID	Positions 471-480
M161	Contract Number	Positions 768-792
M101	Document Number	Positions 133-142
M101	Expended Amount LTD	Positions 111-125
M101	Encumbered Amount	Positions 96-110
M101	Contract ID	Positions 325-349
M061	Encumbered Amount	Positions 855-869
M061	Expended Amount LTD	Positions 765-779
M061	Expended Amount YTD	Positions 780-794
M061	Contract ID	Positions 3-27
M011	Encumbrance Amount	Positions 858-872
M011	Expenditure Amount Months	Positions 558-737
M011	Expenditure Amount YTD	Positions 828-842
M011	Expenditure Amount LTD	Positions 843-857
M041	Encumbrance Amount	Positions 608-622
M041	Expenditure Amount Months	Positions 893-1087
M041	Expenditure Amount YTD	Positions 1163-1177
M041	Expenditure Amount LTD	Positions 1178-1192

Payroll

OSC Payroll submits various types of transactions to the SFS. Many of these transactions will not display on an agency extract.

The Payroll Payment transaction is from OSC Payroll only and will create journal entries into the SFS GL (GL) to record both the expenditure and disbursement. Transactions are also created in the Project Costing module for additional Fringe Benefit and Indirect Cost (FBIC) calculations.

Note that the cost centers used in PayServ Position Pools need to be mapped correctly in the SFS. Payment Reimbursement files in the SFS Accounts Payable Module.

Agencies where the employer share of retirement contributions and social security taxes are funded in their own appropriation Payroll will process the payment on their behalf.

OSC Payroll Sends Institution or Administrative Payroll File (352/354) and Are Approved/Posted in GL

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. The M161 will display: <ol style="list-style-type: none"> a) Transaction Code of "JEL"; b) Batch Number prefixed with "PAY" (Positions 33-38); c) Document Number prefixed with "PAY" (Positions 743-752); d) Originating Agency of "02590" (Positions 28-32); e) Document Type of "B"; f) Originating BU of the agency receiving the extract (Position 140-144); g) Positive amount in the Transaction Amount field (Positions 420-434); h) Document Status will display as "P" (Posted); i) 399 line with a Document Type of "B"; j) Disbursement Source of "JEL"; and k) Batch Type of "PAY" on the check date of the payroll period. 2. The M011/M041 would update the expenditure amounts in the appropriate Expenditure Month and LTD/YTD fields. 3. The M041 would also reflect the disbursed amounts in the appropriate month and LTD/YTD fields. 4. The M151 would display an update to the Cash Balance for the Fund that was disbursed. 5. The M171 will not display the transaction. 6. The NYAP0525 report (Payroll Disbursements by BU, Major Fund, and Constitutional Department) replaces the VOU160. 7. The NHRP712 report from PayServ will be posted on Control D.
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<p>RESOLUTION</p>	<p>1. Inquire in the SFS to locate the journals. SFS Financials > GL > Journals > Create/Update Journal Entries</p> <p>2. For cost center or journal edit errors, the OSC Bureau of Statewide Accounting Operations will contact agencies to clean-up the errors.</p> <p>3. Run the NYAP0525 Payroll Disbursement by BU, Fund and Department report. Enterprise Menu > SFS Applications > SFS Reports > Accounts Payables > Payment Analysis > Payroll Disbursements By BU, Fund and Department</p> <p>4. Contact OSC Payroll at PayrollDeduction@osc.state.ny.us for any questions related to payroll payments.</p>
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Payroll Sends Payroll Reversal File (371 Transactions) Which is Approved/Posted in GL

<p>EXTRACT RESULTS</p>	<p>1. The M161 will display:</p> <ul style="list-style-type: none"> • Transaction Code of “JEL”; • Batch Number prefixed with “PAY” (Positions 33-38); • Document Number prefixed with “PAY” (Positions 743-752); • Originating Agency of “02590” (Positions 28-32); • Originating BU of the agency receiving the extract (Position 140-144); • Negative amount in the Transaction Amount field (Positions 420-434); • Document Status will display as “P” (Posted); and • 399 line with a Disbursement Source of “JEL” on the check date of the payroll period. <p>2. The M011/M041 would update the expenditure amounts in the appropriate Expenditure Month and LTD/YTD fields.</p> <p>3. The M041 would also reflect the disbursed amounts in the appropriate month and LTD/YTD fields.</p> <p>4. The M151 would display an update to the Cash Balance for the Fund that was disbursed.</p> <p>5. The M171 will not display the transaction.</p>
<p>RESOLUTION</p>	<p>1. Inquire in the SFS to locate the journals. SFS Financials > GL > Journals > Create/Update Journal Entries</p> <p>2. For cost center or journal edit errors, the OSC Bureau of Statewide Accounting Operations will contact agencies to clean-up the errors.</p>

	<p>3. Run the NYAP0525 Payroll Disbursement by BU, Fund and Department report which is located at:</p> <p>Enterprise Menu > SFS Applications > SFS Reports > Accounts Payables > Payment Analysis > Payroll Disbursements By BU, Fund and Department</p> <p>4. Contact OSC Payroll at PayrollDeduction@osc.state.ny.us for any questions related to payroll payments.</p>
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Payroll Sends Deposit of Payroll Deductions (371) Through Bulkload Submission and is Approved/Posted

<p>EXTRACT RESULTS</p>	<p>1. The M161 will display:</p> <ul style="list-style-type: none"> • Transaction Code of “JEL”; • Batch Number prefixed with “PAY” (Positions 33-38); • Originating Agency of “02590” (Positions 28-32); • Originating BU of the agency receiving the extract (Position 140-144); • Document Status will display as “P” (Posted); and • 399 line with a Disbursement Source of “JEL” on the check date of the payroll period. • The Document Number will not be prefixed with “PAY” and will be randomly assigned (currently prefixed with “C”). <p>2. The M011/M041 would update the expenditure amounts in the appropriate Expenditure Month and LTD/YTD fields.</p> <p>3. The M041 would also reflect the disbursed amounts in the appropriate month and LTD/YTD fields.</p> <p>4. The M151 would display an update to the Cash Balance for the Fund that was disbursed.</p> <p>5. The M171 will not display the transaction.</p>
<p>RESOLUTION</p>	<p>1. Inquire in the SFS to locate the journals.</p> <p>SFS Financials > GL > Journals > Create/Update Journal Entries</p> <p>2. For cost center or other errors, the OSC Payroll or the Bureau of Statewide Accounting Operations will contact agencies to clean-up the errors.</p> <p>3. Contact OSC Payroll at PayrollDeduction@osc.state.ny.us for any questions related to payroll payments.</p>

Payroll Creates Online Vouchers for Agencies Where Their Own Employer Share of Retirement Contributions/Social Security Taxes Funded in Their Own Appropriation (i.e., SUNY; CUNY; SUCF; CUCF; Courts)

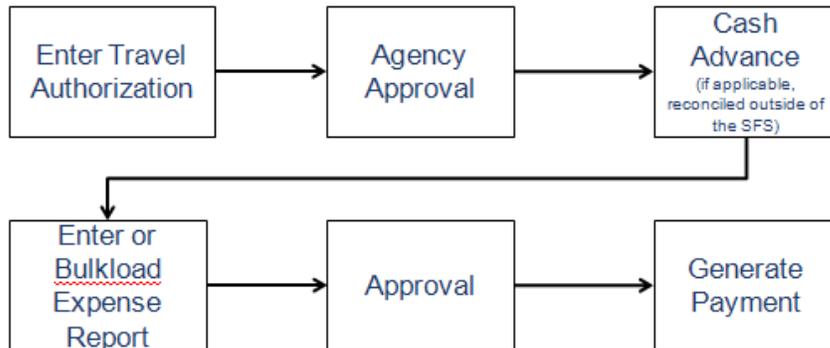
<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. The M161 displays a Transaction Code of “VOD”; an Originating BU of “NYS01” (Position 140-144); and a 399 line with a Disbursement Source of “VOD”. 2. The Document Number is not prefixed with “PAY” and is randomly assigned. 3. The Agency Code and Batch Number will be blank. 4. The Document Status displays as applicable in the creation and audit/approval process. 5. The M011/M041 updates the expenditure amounts in the appropriate Expenditure Month and LTD/YTD fields. 6. The M041 reflects the disbursed amounts in the appropriate Month and LTD/YTD fields. 7. The M151 will display an update to the Cash Balance for the Fund that was disbursed. 8. The M171 will not display the transaction.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. Inquire in the SFS to locate the payments. SFS Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry 2. For ChartField or other errors, OSC Payroll or the Bureau of Statewide Accounting Operations will contact agencies to clean-up the errors. 3. Contact OSC Payroll at PayrollDeduction@osc.state.ny.us for any questions related to payroll payments.

Main Payroll Position Numbers

M161	Document Number	Positions 743-752
M161	Document Status	Positions 20-21
M161	Trans Record Status	Position 1
M161	Transaction Code	Position 2-4
M161	Transaction Amount	Positions 420-434
M161	Originating Agency Code	Positions 28-32
M161	Batch Number	Positions 33-38
M161	Originating BU	Positions 140-144
M161	Disbursement Source	Positions 126-128
M161	Document Type	Position 46
M011	Expenditure Amount Months	Positions 558-737
M011	Expenditure Amount YTD	Positions 828-842
M011	Expenditure Amount LTD	Positions 843-857
M041	Expenditure Amount Months	Positions 893-1087
M041	Expenditure Amount YTD	Positions 1163-1177
M041	Expenditure Amount LTD	Positions 1178-1192
M041	Disbursement Amount Months	Positions 1223-1492
M151	Cash Balance	Positions 262-276

Expense Reports

The basic travel and expense process flow is shown below:



Travel vouchers cover travel reimbursement payments to employees. A SFS travel voucher is processed in the Expense module and is called an expense report.

An Expense Report in the SFS PeopleSoft format consists of at least three lines:

- EXH - Expense header
- EXL - Expense lines
- EXD - Expense distributions

An Expense Report in legacy format consists of a 302/304 combination with a “KTV” Batch Type.

Each expense report contains one expense header that corresponds to one employee. For each expense header, there can be one or more expense lines. Each expense line can have one or more distribution lines.

Bulkloaded Expense Report Fails Submission

EXTRACT RESULTS	1. M161 will not display the transaction.
RESOLUTION	<p>1. View the transaction IDL to determine the error message. If an IDL is not received during an adequate amount of time (within an hour), contact the SFS Help Desk to identify any system problems.</p> <p>2. Reference the Bulkload ENL to assist in troubleshooting errors received in IDL.</p> <p>3. If you are still having a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the bulkload file name and error message, agency name (SSID), and host agency (if applicable). Also include the type of error in the body of the email (screenshots are preferred, if possible).</p>

Online Expense Report Saved But Not Submitted

EXTRACT RESULTS	1. M161 will not display the transaction
RESOLUTION	<p>1. Inquire in the SFS to find transaction status. SFS Financials > Travel & Expense > Travel & Expense Center > Expense Report > View</p> <p>2. If you are having a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185.</p>

Online Expense Report Submitted But Fails Budget Check

EXTRACT RESULTS	1. M161 will not display the transaction.
RESOLUTION	<p>1. Inquire in the SFS to find transaction status. SFS Financials > Travel & Expense > Travel & Expense Center > Expense Report > View</p> <p>2. If the expense report failed budget check, the Supervisor must take action. The Supervisor would have the transaction in their work list. It would not be visible in the Traveler/Proxy work list.</p> <p>3. The Supervisor should notify the agency Budget Office to increase the budget/deny it back to the Traveler/Proxy to update Chart of Accounts.</p> <p>4. KK report navigation: SFS Financials > Commitment Control > Budget Reports > Batch Bud Checking Jobs Report</p>

Online Expense Report Passes Budget Check But Awaiting First-Level Agency Approval

EXTRACT RESULTS	<p>1. The M161 now displays the transaction with an “EXD” line (Travel Expense Disbursement) and an Expense Status of “SUB” (Submitted for Approval).</p> <p>2. The M011 and M041 will show an update of expenditure amounts in the appropriate Expenditure Month and LTD/YTD fields.</p>
RESOLUTION	<p>1. Inquire in the SFS to find transaction status. SFS Financials > Travel & Expense > Travel & Expense Center > Expense Report > View</p> <p>2. Run Travel & Expense reports and review.</p> <p>3. If you are having a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185.</p>

Supervisor Approves Online Expense Report and Waiting for Full Agency Approval

EXTRACT RESULTS	<ol style="list-style-type: none"> 1. The M161 now displays the transaction with an “EXD” line (Travel Expense Disbursement) and an Expense Status of “PAR” (Approval in Process). 2. If the Expense Report has been approved by the first-level approver on the same day the expense report was budget checked, this would be the first status that would be displayed on the extract and the M011 and M041 will show an update to the appropriate expenditure amounts.
RESOLUTION	<ol style="list-style-type: none"> 1. Inquire in the SFS to find transaction status. SFS Financials > Travel & Expense > Travel & Expense Center > Expense Report > View 2. Run Travel & Expense reports and review. 3. If you are having a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185.

Bulkloaded Expense Report Successfully Processed and Budget Checked or Online Expense Report Awaiting OSC Approval

EXTRACT RESULTS	<ol style="list-style-type: none"> 1. The M161 will display the transaction with an “EXD” line (Travel Expense Disbursement) with an Expense Status of “POS” (Pending OSC). The expense status could display as “UOS” (Under OSC) which indicates it is currently under OSC audit. 2. The M011 and M041 will show an update of expenditure amounts in the appropriate Expenditure Month and LTD/YTD fields. 3. If the online Expense Report has been submitted to OSC on the first day the expense report was budget checked, this would be the first status that would be displayed on the extract and the M011 and M041 will show an update to the appropriate expenditure amounts.
RESOLUTION	<ol style="list-style-type: none"> 1. Inquire in the SFS to find transaction status. SFS Financials > Travel & Expense > Travel & Expense Center > Expense Report > View 2. Run Travel & Expense reports and review. 3. If you are having a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the bulkload file name and error message; the agency name (SSID) and host agency; and the type of error in the body of the e-mail (screenshots are preferred, if possible).

Online Expense Report with Valid Budget Status Denied in Agency Workflow or by OSC

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. The M161 will display the “EXD” transaction (Travel Expense Disbursement) with a status of “PND” (Pending) and would display the Trans Record Status as “I” (Inactive). The transaction amount would display as negative. 2. The M011 and M041 would show a reduction in the appropriate month and LTD/YTD expenditure amounts 3. There is an interim status that moves the Expense Report from OSC Rejection to Rejected. These should not be seen on the M161 unless there are errors in Batch Processing. The Status is “RFD” (Released for Denial). 4. Online-created Expense Reports, when rejected by OSC, follow this scenario. The agency would have to make the necessary corrections and resubmit the expense report through budget check and workflow.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. Inquire in the SFS to find transaction status. SFS Financials > Travel & Expense > Travel & Expense Center > Expense Report > View 2. If you are having a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185.

Expense Report Rejected in Agency Workflow or by OSC

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. The M161 will display the “EXD” transaction (Travel Expense Disbursement) with an Expense Status of “DEN” (Rejected) and would display the Trans Record Status as “I” (Inactive). The transaction amount would display as negative. 2. The M011 and M041 will show a reduction in the appropriate month and LTD/YTD expenditure amounts. 3. There is an interim status that moves the Expense Report from OSC Rejection to Rejected. These should not be seen on the M161 unless there are errors in Batch Processing. The Status is “RFD” (Released for Denial). 4. Bulkload-created Expense Reports, when rejected by OSC, follow this scenario and cannot be resubmitted.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. Inquire in the SFS to find transaction status. SFS Financials > Travel & Expense > Travel & Expense Center > Expense Report > View 2. If the expense report is displaying an interim status, SFS Program Operations must identify the batch job in error and attempt to update the job so the status displays appropriately.

	<p>3. If you are having a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the Expense Sheet ID.</p>
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Expense Report Approved by OSC

EXTRACT RESULTS	<p>1. The M161 will display an “EXD” line (Travel Expense Disbursement) with Expense Status of “STG” (Staged for Payment).</p> <p>2. Once the Expense Report has been approved, it is eligible to be selected by PayCycle for payment. If this Expense Report is selected by PayCycle in the same day that it is Approved, the Expense Status will be “PD” (Paid). Once the Expense Report is Paid, it will display on both the M161 with a Transaction Code of 399 and on the M171 with the payment information.</p> <p>3. There are multiple interim statuses that move the Expense Report from Approval to Paid. These should not be seen on the M161 unless there are errors in Batch Processing. These Statuses are “RFA” (Released for Approval), “APY” (Approved for Payment), and “RFU” (Released from Audit).</p>
RESOLUTION	<p>1. Inquire in the SFS to find transaction status. SFS Financials > Travel & Expense > Travel & Expense Center > Expense Report > View</p> <p>2. If the expense report is displaying an interim status, SFS Program Operations must identify the batch job in error and attempt to update the job so the status displays appropriately.</p> <p>3. If you are having a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the Expense Sheet ID.</p>

One Line From an Multiple-Line Online Expense Report Rejected by Agency

EXTRACT RESULTS	<p>1. The M161 will display an “EXD” line (Travel Expense Disbursement) with an Expense Status of “DEN” (Rejected) for the Rejected line. The M161 will also display the appropriate Expense Statuses for the additional lines on the Expense Report (either “SUB” or “PAR”). The “DEN” line would display the Trans Record Status as “I” (Inactive) and the transaction amount would display as negative.</p> <p>2. The M011 and M041 will show a reduction in the appropriate Month and LTD/YTD expenditure amounts.</p> <p>3. This Expense Report line cannot be resubmitted.</p>
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RESOLUTION	<p>1. Inquire in the SFS to find transaction status. SFS Financials > Travel & Expense > Travel & Expense Center > Expense Report > View</p> <p>2. If you are having a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the Expense Sheet ID.</p>
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Capturing Employee Taxable Expenses in the SFS at the End of the Calendar Year

Employee taxable expenses are captured in the SFS and identified for PayServ to be included on an employee W-2.

An expense reimbursement is identified as taxable by its Expense Type. There are several Expense Types used by the SFS, as displayed in the table below.

Expense Type	Description	Default Account Value	Taxable?
Additional Airline Fees	Additional fees associated with airline travel, e.g., checked baggage	54010	N
Agent Fees	Fees paid to travel agents for booking trips	54017	N
Bulkload (Non Tax)	Bulkload transactions only to indicate a non-taxable expense	54017	N
Bulkload (Tax)	Bulkload transactions only to indicate a taxable expense	54017	Y
Commercial Air Travel	Costs for commercial airline fares	54010	N
Conference	Costs associated with conferences, seminars, conventions, etc.	55051 (out-of-state; billable/non-billable); 55052 (in state; billable/non-billable)	N
Cost of Supplies/Materials	Costs associated with purchase of work related supplies or materials	54021	N

5.0 SFS Transaction Support Scenarios

Expense Type	Description	Default Account Value	Taxable?
Due State	Expense type that is systematically generated when travel card charges exceed the reimbursable amount. The amount on this line indicates how much the employee owes the State.	39998	N
Fuel for Travel	Gasoline purchases associated with a state or rental vehicle	54017	N
Hospitality Costs	Costs associated with meeting room rental, refreshments, etc.	57010	N
Inmate/Client Dinner	Reimbursement of inmate/client dinner	54023	N
Inmate/Client Lunch	Reimbursement of inmate/client lunch	54023	N
Inmate/Client Brkfst	Reimbursement of inmate/client breakfast	54023	N
Internet/Phone Fees	Business related expenses for phone or internet fees	54017	N
Lodging (for UCS)	Lodging for Unified Court System	54013	N
Mass Transit	Reimbursement of travel costs when using mass transit, e.g., bus, subway, etc.	54019	N
Membership Costs	Reimbursement of costs associated with membership to work related groups or organizations	58501	N
Mileage – Alternate Rate	The lesser amount of reimbursement when the more costly transportation option is chosen	54016	N

5.0 SFS Transaction Support Scenarios

Expense Type	Description	Default Account Value	Taxable?
Mileage – Automobile	Mileage reimbursement for use of personal automobile	54015	N
Mileage – Personal Aircraft	Mileage reimbursement for use of private aircraft	54015	N
Mileage – Motorcycle	Mileage reimbursement for use of personal motorcycle	54015	N
Mileage – Transport Client	Mileage reimbursement to travelers who are required to use their personal vehicles to transport clients or residents	54015	Y
Mileage – Transport Goods	Mileage reimbursement to travelers who are required to use their personal vehicles to transport building or construction materials	54015	Y
Misc Travel Expenses	Miscellaneous travel expenses	54017	N
Moving Expenses (Non Tax)	Reimbursement of moving expense when relocation is necessary due to employment, transfers, reassignments, or promotions	54002	N
Moving Expenses (Tax)	Taxable amount of moving expense when relocation is necessary due to employment, transfers, reassignments, or promotions	54002	Y
Non-Reimbursable Expenses	Personal items purchased on State travel card	39997	N
PDiem- Ovrngt Extra Brkfst	Reimbursement for an additional breakfast when staying overnight and leaving at least one hour before normal work start time	54014	N

5.0 SFS Transaction Support Scenarios

Expense Type	Description	Default Account Value	Taxable?
PDiem- Ovrngt Extra Dinner	Reimbursement for an additional dinner when staying overnight and returning at least two hours after normal work end time	54014	N
PDiem- Ovrngt Meals	Reimbursement for per diem amount of dinner and breakfast when staying overnight	54014	N
PDiem-Pub Official Day	A fixed per diem amount for reimbursement of meals and incidental expenses incurred on a day trip for Commissioners and certain Senior Officials	54023	Y
PDiem-Pub Official Ovrngt	A fixed per diem amount based on location for reimbursement of meals, lodging and incidental expenses incurred on an overnight trip for Commissioners and certain Senior Officials	54023	N
PDiem-Unrecptd Day Brkfst	\$5 reimbursement for breakfast while on a day trip and leaving at least one hour before normal work start time for which receipts are not required	54014	Y
PDiem- Unrecptd Day Dinner	\$12 reimbursement for dinner while on a day trip and returning at least two hours after normal work end time for which receipts are not required	54014	Y
PDiem- Unrecptd Ovrngt	A fixed per diem amount based on location for reimbursement of meals, lodging and incidental expenses for which receipts are not	54023	N

5.0 SFS Transaction Support Scenarios

Expense Type	Description	Default Account Value	Taxable?
Parking Fees	Reimbursement of parking fees	54017	N
PDiem-Escort Lunch	\$3.50 reimbursement for escorting inmates/clients between 11:00am and 1:00pm	54023	Y
Postage Costs	Reimbursement of postage expense	55203	N
Recpted Day Brkfst	Reimbursement for breakfast while on a day trip and leaving at least one hour before normal work start time for which receipts are provided	54014	Y
Recpted Day Dinner	Reimbursement for dinner while on a day trip and returning at least two hours after normal work end time for which receipts are provided	54014	Y
Recpted Lodging	Reimbursement of actual lodging costs based on county of lodging, receipt required	54013	N
Subscriptions	Costs associated with subscriptions, publications, etc.	57035	N
Taxi/Car Service	Reimbursement of taxi and/or car service expense	54019	N
Tolls Paid	Reimbursement of tolls paid	54017	N
Train Tickets	Used to reimburse train travel	54022	N
Train Tickets – Prepaid	Indicates use of a prepaid train ticket	54022	N
Training/Education	Training and/or education expense	55050 (in-state); 55051 (out-of-state)	Tuition reimbursements over \$5,250 annually

Expense Type	Description	Default Account Value	Taxable?
Uniform Allowance	Allowance for uniforms required to perform job duties	50104	Non-M/C who don't provide receipts
Vehicle Rental	Reimbursement of rental vehicle	54020	N
Weekend Allowance	Additional reimbursement over per diem for weekend travel in accordance with bargaining agreements	54023	N

If agencies are bulkloading travel expenses in the Legacy bulkload format (302/304 KTV Batch Type), there is specific logic that your legacy system is providing in the file to the SFS:

- The Expense Type is an optional field on the legacy layout that can be provided on the 304 line in positions 249-255. This can be any of the above values in the first column. Most legacy systems are sending the bulkload-only Expense Types of BLKNTAX and BLKTAXD. **A line with BLKNTAX is not a taxable expense, while a line with BLKTAXD is a taxable expense.**
- There is also a Taxable Indicator on the 304 line in position 668. This value is not used unless the Expense Type value is left blank on the line. If blank, a value of "N" will default the Expense Type to BLKNTAX. A value of "Y" will default the Expense Type to BLKTAXD.

If the Expense Type is populated, and the Taxable Indicator value is in disagreement with the Expense Type value, the Expense Type value is what is used to determine the Taxable expense. **Agencies should make sure they are appropriately using the correct Expense Type that matches the Taxable Indicator flag as expected for that employee.**

- The amount that is added to an employee's W-2 from any expense report is the total of only those expense lines that contain taxable Expense Types (any identified from the table above with a Y or Expense Type BLKTAXD). **If all lines submitted contain an Expense Type that indicates taxable, OR if the Expense Types are left blank and the Taxable Indicator on the 304 record is Y, then the total amount of the expense report will be added to the W-2 as taxable.**
- There is no legacy system logic applied to the IRS Amount (302 line positions 603-617) on a travel Expense Report. **This value is not used by the SFS.** Agencies should make sure that the IRS amount they are sending to the SFS matches the total line amount of expenses with a Taxable Expense Type such as BLKTAXD.

Agencies that determine employees are inappropriately taxed (overstated or understated) and are reported in PayServ as a TXE are advised to contact OSC at TaxandCompliance@osc.state.ny.us for any adjustments that are required.

For more information, refer to the following sections of the OSC Guide to Financial Operations (GFO):

[Chapter XIII.4: Employee Travel Expense Reimbursement](#); and

[Chapter XIII.12: Year-End Procedure for Taxable Employee Expense Reimbursements](#).

Main Expense Position Numbers

M161	Document Number	Positions 743-752
M161	Expense Status	Positions 108-110
M161	Trans Record Status	Position 1
M161	Transaction Code	Position 2-4
M161	Transaction Amount	Positions 420-434
M011	Expenditure Amount Months	Positions 558-737
M011	Expenditure Amount YTD	Positions 828-842
M011	Expenditure Amount LTD	Positions 843-857
M041	Expenditure Amount Months	Positions 893-1087
M041	Expenditure Amount YTD	Positions 1163-1177
M041	Expenditure Amount LTD	Positions 1178-1192

Vouchers/Refund of Appropriations

Refund of Appropriation (ROA) transactions occur in the SFS Accounts Payable module when the appropriation is still active.

When processing ROAs online, the “Adjustment Voucher” style is used and the voucher must contain a positive invoice line to the ROA Clearing Account (59999) as well as one or more negative invoice lines representing the return of funds to the State. The sum of all invoice lines must net to \$0.

ROA transactions occur in the SFS Accounts Receivable module when the appropriation is **not** active. Users will need to create a Miscellaneous Receipt and only use revenue coding.

The following is an overview of refund of appropriations:

Payee Type	Scenario	SFS Module	Transaction Type	Method of Entry	Data
Vendor	Vendor issues check; appropriation is active; Original SFS check NOT issued using Single Payment Vendor	Accounts Payable	Adjustment Voucher	<p>Online: navigate to AP; enter Adjustment Voucher</p> <p>Bulkload: PS RFH - Voucher header RFL - Voucher lines; and RFD - Voucher distributions. <u>Legacy:</u> 332/334</p> <p>Direct entry: Refund of Appropriation Page</p>	Net amount =\$0 Positive distribution line – Account = 59999 If voucher was issued by CAS (versus SFS); then do not reference the original voucher in the adjustment voucher).
Vendor	Vendor issues check; appropriation is NOT active	Accounts Receivable	Miscellaneous Receipt	<p>Online: navigate to AR; enter Regular Deposit</p> <p>Bulkload: PS RVH RVL <u>Legacy:</u> 371</p> <p>Direct Entry: Revenue Receipt Page</p>	Amount = check amount No customer associated with the deposit (payment is noted as a Direct Journal payment) ChartField coding for the revenue receipt is TBD
Vendor	Vendor issues check; Original SFS check issued using Single Payment Vendor	Accounts Receivable	Miscellaneous Receipt	<p>Online: navigate to AR; enter Regular Deposit</p> <p>Bulkload: PS RVH RVL <u>Legacy:</u> 371</p> <p>Direct Entry: Revenue Receipt Page</p>	

Payee Type	Scenario	SFS Module	Transaction Type	Method of Entry	Data
Employee	SFS Check Returned from Employee	Request check cancellation from OSC	SFS Check Cancellation (Void)		
Employee	An employee issues a check to return funds issued via the SFS for which they are not entitled	Accounts Receivable	Payments	Direct Journal Payment using the Department, Program, and Account from which the employee was originally reimbursed.	
Vendor	SFS Check Returned from Vendor	Request check cancellation from OSC	SFS Check Cancellation (Void)		

Adjustment Voucher Transactions

An adjustment is used for entering credit or debit memos, refund of appropriations, or relating one voucher to another.

An SFS voucher adjustment in SFS PeopleSoft format consists of:

- RFH – ROA header
- RFL – ROA line; and
- RFD – ROA distribution lines.

An SFS voucher adjustment in Legacy format is the Refund Payee transaction (T332) and Refund Charge transaction (T334).

A voucher adjustment can only be for one payee and should contain information for a single invoice. For each voucher header, there can be multiple voucher lines and each voucher line can have multiple distributions.

To bulkload a Refund of Appropriation transaction, submit a zero dollar header line (T332 or RFH) and at least two lines/distributions (T334 or RFL/RFD) balancing out to zero. One line should be a negative amount to the account being refunded, and another line should be positive using account 59999.

To bulkload a Credit Memo transaction, submit a negative dollar header line (T332 or RFH) and associated lines/distributions (T334 or RFL/RFD). One line should be a negative amount to the Account being refunded, and another line should be positive using the ROA Clearing Account 59999.

Refund of Appropriation Transactions

Accounts Payable Module:

If the money being returned is related to an active appropriation, the agency will enter an adjustment voucher in the Accounts Payable Module via online, bulkload, or the direct entry screen for Refund of Appropriations.

The exception would be if the original voucher was paid using a Single Payment Vendor. The voucher should net to zero and include a positive line for the “cash” side transaction using the Refund of Appropriation Clearing Account 59999. Once OSC approves the transaction, the other side of the Refund of Appropriations Clearing Account transaction will be entered along with the actual cash transaction.

A frequently-asked question concerns when the vendor entered is an agency recording the transaction. For interagency transactions, the SFS will look for an outstanding bill. If there is none (as is the case in refunds of appropriations), then the transaction fails.

Accounts Receivable Module:

If the money being returned is related to an inactive appropriation, the entry will consist of a Miscellaneous Revenue receipt.

If the money returned related to a Single Payment Vendor, the entry will consist of a Miscellaneous receipt.

Credit Memos

Credit Memos also use the Adjustment Voucher style. This transaction contains all negative lines and the credit is applied to a vendor’s future payment. This is **not** a Refund of Appropriation.

Bulkload agencies must use one of the following:

- The online User role to enter credit memos in the SFS; or
- The Refund of Appropriation layout with a negative amount on the header.

Debit Memos

Debit Memos are not generally recommended. Use a regular voucher instead.

Credit Memos and Debit Memos cannot be entered in Direct Entry.

Adjustment Voucher Fails Bulkload Submission

EXTRACT RESULTS	1. The M161 will not display the transaction.
RESOLUTION	<p>1. View the transaction IDL to determine the transaction error message. If an IDL is not received during an adequate amount of time (within an hour), please contact the SFS Help Desk to identify any system problems.</p> <p>2. Reference the Bulkload ENL to assist in troubleshooting errors received in IDL.</p> <p>3. If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the bulkload file name and error message, agency name (SSID) and host agency (if applicable), and the type of error in the body of the email (screenshots are preferred, if possible).</p>

Adjustment Voucher Fails Budget Check

EXTRACT RESULTS	1. The M161 will not display the transaction. If an Adjustment Voucher is associated to a Contract Purchase order, the M061 will display expenditure amounts updated accordingly.
RESOLUTION	<p>1. View the IDL to determine if the transaction has been “successfully created” in the SFS.</p> <p>2. Inquire in the SFS to view the errors. Accounts Payable > Vouchers > Add/Update > Regular Entry</p> <p>3. If the transaction has not been created in the SFS, review the Bulkload ENL to assist in troubleshooting errors received in the IDL and follow instructions provided on Bulkload ENL to resolve the error. If bulkloaded, resubmit the transaction. If submitted online, make the corrections online.</p> <p>4. Check with your agency Budget Office to increase the budget or obtain a different budget for this transaction. The agency Budget Office works with OSC and DOB as appropriate. Only contact the SFS Help Desk for system errors.</p>

Online Adjustment Voucher Currently in Agency Workflow and Has Valid Budget Status

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. If it is a refund of appropriation, the M161 will display a “RFD” (Refund) transaction code and the Document Status will be “P” (Pending). 2. If it is a credit memo, the M161 will display a VOD transaction code and the Document Status will be “P” (Pending). 3. M011 and M041 will display updated expenditure amounts matching the new “RFD” records. LTD, YTD, and current month expenditure amounts are updated appropriately. 4. If an Adjustment Voucher is associated to a Contract PO, the M061 will display an increase in the encumbrance/expenditure amounts updated accordingly. 5. If an Adjustment Voucher is related to any PO (contract or standalone): <ol style="list-style-type: none"> a) The M011/M041 will display an increase in the encumbrance amount. b) The M101 will display an increase in the encumbrance amount and a decrease in the LTD expenditure amount. c) The M161 will display a POD line with positive amounts to reverse the liquidation of the PO.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. Inquire in the SFS to see where the Document is: Accounts Payable > Vouchers > Add/Update > Regular Entry 2. Follow the appropriate workflow approval process within the SFS. 3. Review the Accounts Payable Voucher Approval Workflow Overview Job Aid on the Training page of the SFS website.

Bulkloaded Adjustment Voucher Successfully Processed or Online Adjustment Voucher Awaiting OSC Approval

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. If it is a refund of appropriation, the M161 will display a “RFD” (Refund) transaction code and the Document Status will be “P” (Pending) 2. If it is a credit memo, the M161 will display as a VOD transaction code and the Document Status will be “V” (Pending OSC). The Document Status could display as “U” (Under OSC) which indicates it is currently under OSC audit. 3. M011 and M041 will display updated expenditure amounts matching the new VOD or RFD records. Online Adjustment Vouchers will have displayed the updated M011 and M041 status the first day the voucher displayed on the M161 as “P” (Pending). This was when the transaction first had a valid budget status. 4. If an Adjustment Voucher is associated to a Contract PO, the M061 will display encumbrance/expenditure amounts updated accordingly. 5. If an Adjustment Voucher is related to any PO (contract or standalone): <ol style="list-style-type: none"> a) The M011 / M041 will display an increase in the encumbrance amount. b) The M101 will display an increase in the encumbrance amount and a decrease in the LTD expenditure amount. c) The M161 will display a POD line with positive amounts to reverse the liquidation of the PO.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. Inquire in the SFS to see where the Document is: Accounts Payable > Vouchers > Add/Update > Regular Entry 2. Follow the appropriate workflow approval process within the SFS. 3. Review the Accounts Payable Voucher Approval Workflow Overview Job Aid on the Training page of the SFS website.

Adjustment Voucher Denied in Agency Workflow or by OSC

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. If it is a refund of appropriation, the M161 will display a “RFD” (Refund) with the Document Status as “D” (Denied) until it is corrected and resubmitted in the SFS. After it is resubmitted, the status displays as “P” (Pending). 2. If it is a credit memo, the M161 will display a VOD with the Document Status as “D” (Denied) until it is corrected and resubmitted in the SFS. After it is resubmitted, the status displays as “P” (Pending). 3. Unlike Payment Vouchers, bulkloaded Refund of Appropriations can be Denied by OSC. If the voucher displays in the Denied status, contact OSC to delete the voucher. 4. Bulkloaded credit memos cannot be put in Denied status.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. Inquire in the SFS to view the current status of the voucher: Accounts Payable > Vouchers > Add/Update > Regular Entry 2. Review the Viewing Voucher Errors Job Aid on the Training page of the SFS website.

Adjustment Voucher Rejected in Agency Workflow or by OSC

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. If it is a refund of appropriation, the M161 will display a “RFD” (Refund) with the Document Status as “R” (Rejected). 2. If it is a credit memo, the M161 will display a VOD line with the Document Status as “R” (Rejected). 3. If the voucher displays in the Rejected status, contact OSC to delete the voucher. 4. The M161 may not reflect the “R” (Rejected) status if an Adjustment Voucher was deleted the same day it was rejected.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. Inquire in the SFS to view the current status of the voucher: Accounts Payable > Vouchers > Add/Update > Regular Entry 2. Contact the OSC Bureau of Statewide Accounting Operations or the OSC Bureau of State Expenditures. Their contact information is available in the OSC Guide to Financial Operations, Chapter I, Section 5 OSC Bureau Contact Information.

Adjustment Voucher Deleted by OSC

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. If it is a refund of appropriation, the M161 will display a “RFD” (Refund) with the Document Status as “X” (Deleted). The Trans Record Status will be “I” (Inactive). The amounts will be positive. 2. If it is a credit memo, the M161 will display a VOD line with the Document Status as “X” (Deleted). The Trans Record Status will be “I” (Inactive). The amounts will be positive. 3. The M011 and M041 will be updated. LTD, year-to-date YTD, and applicable month expenditure amounts are updated appropriately. 4. If an Adjustment Voucher is associated to a Contract PO, the M061 will display encumbrance/expenditure amounts updated accordingly. 5. If an Adjustment Voucher is related to any PO (contract or standalone): <ul style="list-style-type: none"> • The M011/M041 will display an decrease in the encumbrance amount. • The M101 will display a decrease in the encumbrance amount and an increase in the LTD expenditure amount. • The M161 will display a POD line with negative amounts to liquidate the PO by the appropriate amount.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. A deleted voucher cannot be viewed on the normal Voucher entry screens by users in the SFS. 2. Deleted vouchers can be viewed on Inquiry screen. SFS Financials > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher 3. Deletion of vouchers will be a business process between the agency and OSC. Advise OSC Bureau of State Expenditures of any agency-denied vouchers to be deleted. Their contact information is available in the OSC Guide to Financial Operations, Chapter I, Section 5 OSC Bureau Contact Information. 4. OSC Adjustment Voucher policies and procedures information is available in the OSC Guide to Financial Operations, Chapter VII State Revenues and Appropriated Loans Receivable.

Adjustment Voucher Approved by OSC

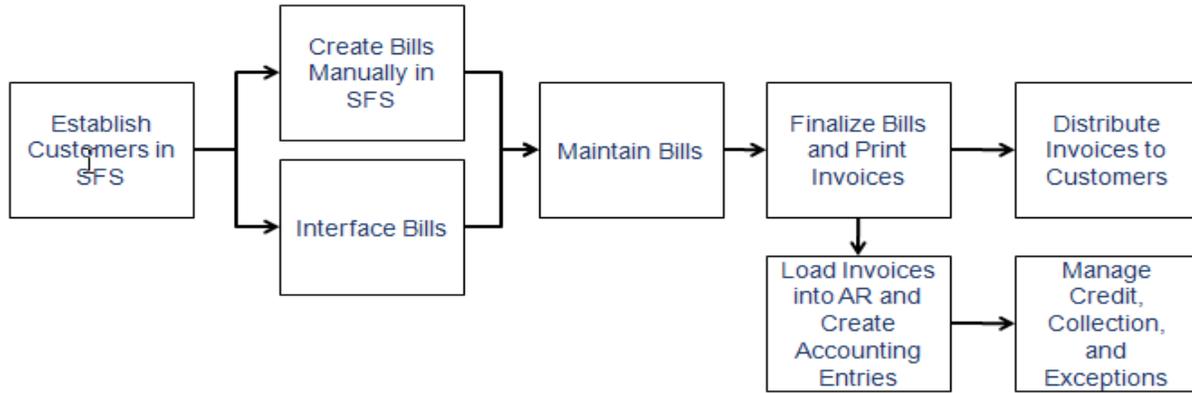
EXTRACT RESULTS	<p>1. If it is a refund of appropriation, the M161 will display a “RFD” (Refund) with the Document Status as “A” (Approved).</p> <p>2. If it is a credit memo, the M161 will display a VOD line with the Document Status as “A” (Approved).</p> <p>3. Once the Adjustment Voucher has been Approved, it is eligible to be selected by PayCycle for payment depending on the Payment Date. Once the Adjustment Voucher is Paid, it will display on both the M161 with a Transaction Code of 399 and on the M171 with the check information.</p>
RESOLUTION	<p>1. Review the Viewing Voucher Status and Status Summary Job Aid on the Training page of the SFS website.</p> <p>2. Review the Voucher Lifecycle Job Aid on the Training page of the SFS website.</p>

Main Adjustment Voucher Position Numbers

M161	Document Number	Positions 743-752
M161	Document Status	Positions 20-21
M161	Trans Record Status	Position 1
M161	Transaction Code	Position 2-4
M161	Transaction Amount	Positions 420-434
M161	PO ID	Positions 471-480
M161	Contract Number	Positions 768-792
M101	Document Number	Positions 133-142
M101	Expended Amount LTD	Positions 111-125
M101	Encumbered Amount	Positions 96-110
M101	Contract ID (Agency)	Positions 3-27
M011	Encumbrance Amount	Positions 858-872
M011	Expenditure Amount Months	Positions 558-737
M011	Expenditure Amount YTD	Positions 828-842
M011	Expenditure Amount LTD	Positions 843-857
M041	Encumbrance Amount	Positions 608-622
M041	Expenditure Amount Months	Positions 893-1087
M041	Expenditure Amount YTD	Positions 1163-1177
M041	Expenditure Amount LTD	Positions 1178-1192

Billing

The diagram below is the SFS billing process overview:



There are several key terms used in the SFS billing process. They are defined below:

Term	Definition
Customers	Customers are required in the SFS for entering bills and receivables. Agencies are responsible for maintaining customers in their SetIDs. This includes changes to centralized customers in the agencies' SetIDs.
Bill	Record of money owed for goods or services.
Invoice	Finalized bill detailing what the customer owes the Agency.
Standard bill	A bill that is created by manual, online entry in SFS using the Standard Billing pages.
Interface bill	A bill that is created by interfacing data from an Agency system to SFS.
Interagency Billing	Process that allows agencies to bill each other and settle bills without the need for a paper check. The process provides visibility into the status of Interagency receivables (open item) and payables (voucher). Processing of interagency bills depends on the phases of the agencies completing the transaction.

Billing Interface

Agencies can import Interface Billing Systems (IBS) data into the SFS in order to utilize system-generated bills. Agencies should use the SFS Billing Interface when they want the SFS to issue the invoice, to utilize the interagency billing solution, or to maintain billing data inside the system.

SFS Billing Invoices must consist of at least two transaction type lines with two additional, optional lines:

- B01 – Invoice line (mandatory);
- B02 – Balanced accounting entries (mandatory);
- B03 – Discount/surcharge (optional); and
- B04 – Notes (optional)

RES and LOG Files

One response (RES) file and one LOG file are created for each bulkloaded Billing file. The LOG file contains counts of transactions (Total, Processed and Rejected). The RES file contains Bulkload ID and Interface IDs. The files are placed in the agency's Outbound directory.

The LOG file name is: LOG_<BulkloadFileName>_BILLING.DAT

The file contents include:

- "Log report for the Bulkload ID [bulkload filename]";
- Total number of billing lines;
- Total number of processed billing lines;
- Total number of rejected billing lines;
- "Please refer the IDL and ENL reports for more details."

The RES file name is: RES_<BulkloadFileName without File Ext>_BILLING.DAT

The file contents include:

- Bulkload ID;
- Agency Interface ID; and
- SFS Interface ID.

Billing Transaction Fails Bulkload Submission

EXTRACT RESULTS	<ol style="list-style-type: none"> 1. No Master File Extract will display the transaction. 2. IDI/ENL will display the errors. 3. RES file will be blank. 4. LOG file will display that all the transactions have failed to process.
RESOLUTION	<ol style="list-style-type: none"> 1. View the transaction IDL to determine the transaction error message. If an IDL is not received during an adequate amount of time (within an hour), please contact the SFS Help Desk to identify any system problems. 2. Reference the Bulkload ENL to assist in troubleshooting errors received in IDL. 3. If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the bulkload file name and error message, agency name (SSID) and host agency (if applicable), and the type of error in the body of the email (screenshots are preferred, if possible).

Billing Transaction Partially Passes Bulkload Submission

EXTRACT RESULTS	<ol style="list-style-type: none"> 1. No Master File Extract will display the transaction. 2. IDI/ENL will display the errors/successes. 3. RES file will only identify the successes. 4. LOG file will display the summary results.
RESOLUTION	<ol style="list-style-type: none"> 1. View the transaction IDL to determine the transaction error message. If an IDL is not received during an adequate amount of time (within an hour), please contact the SFS Help Desk to identify any system problems. 2. Reference the Bulkload ENL to assist in troubleshooting errors received in IDL. 3. If there is still an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the bulkload file name and error message, agency name (SSID) and host agency (if applicable), and the type of error in the body of the email (screenshots are preferred, if possible). 4. Review the Entering a Bill Job Aid on the Training page of the SFS website.

All Bulkloaded Billing Transactions From a File Processed

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. No Master File Extract will display the transaction. 2. IDI/ENL will display the successes. 3. RES file will identify the successes. 4. LOG file will display the summary results.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. If there is an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the bulkload file name and error message, agency name (SSID) and host agency (if applicable), and the type of error in the body of the email (screenshots are preferred, if possible). 2. Review the Entering a Bill Job Aid on the Training page of the SFS website.

Process Billing Interface

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. The billing interface process is run automatically by the SFS overnight, but can also be run on demand by an agency. 2. Status of the bills will depend on configuration of the Bill by Identifier field. This field can be configured to have interfaced bills come as a New status which requires the bills to be reviewed and approved in the system or have the bills come as a Ready status so that they will be finalized once the Single Action Invoice process runs. 3. Bills will be displayed on the following OBIEE reports (all of these reports are under Billing in OBIEE): <ul style="list-style-type: none"> • Billing Accounting Entry Extract (NYBI3864) • Billing Header Extract (NYBI3862) • Billing Line Extract (NYBI3863) 4. These bills will be available in inquiry screens in the SFS (the inquiry used should be for Bills Not Invoiced). 5. Review the Creating and Processing Bills Instructor-Led Training Course on the Training page of the SFS website.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. If there is an issue with accessing or viewing the reports in the SFS, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the name and number of the report and what was expected. 2. Review the Running the Billing Interface Process Job Aid on the Training page of the SFS website.

Bill Header Information (New Bill)

Header - Info 1		Line - Info 1	
Unit: OFT01	Invoice: NEXT	Pretax Amt: 0.00 USD	
Bill Status: NEW	Invoice Date: t	Curr: USD	Installment Bill Schedule
*Type: MI	Source:	*Frequency: Once	Recurring Bill Schedule
*Customer: VZ1001	Address	SubCust1:	
Verizon Communications		SubCust2:	
Cycle ID: ONDEMAND	*Invoice Form: PRTLDSUMM	From Date:	To Date:
Pay Terms: NET30	Pay Method: CHK	Remit To: 10001	Bank Account: 1001
Accounting Date: t	Account: 11240	AR Distribution	
Sales: OFT01_TM	Bill Inquiry Phone: 518-402-2537		
Credit: OFT_CRDA	Collect: OFT_COLL	Bill: OFT01	Billing Authority:

Phase 1 bulkload agencies can bulkload bills through the SFS PeopleSoft (B01/B02/B03/B04) layouts.

Bill Line Information

Header - Info 1		Line - Info 1	
Unit: OFT01	Bill To: VZ1001	Pretax Amt: 300.00 USD	
Invoice: NEXT	Verizon Communications	Max Rows: 5	
Bill Line			
Seq	Line	Table	Identifier
1			
Description			Net Extended
Telecom Services			250.00
Qty:	1.0000	Line Type: REV	<input checked="" type="checkbox"/> Accumulate
UOM:		From Date:	Through Date:
Unit Price:	250.0000	Tax Code:	<input type="checkbox"/> Tax Exempt
Gross Extended:	250.00	Exempt Cert:	

Role is Agency Billing Preparer.

Bill Line Distribution

Header - Info 1		Line - Info 1		Acctg - Rev Distribution	
Unit:	OFT01	Bill To:	VZ1001	Pretax Amt:	300.00 USD
Invoice:	NEXT	Verizon Communications		Max Rows:	5
Bill Line					
Seq	Line	Identifier	Description	Net Extended	
1			Telecom Services	250.00	
BI Creates GL Acct Entries					
Bill Line Distribution - Revenue					
Acctg Information		Reference Information			
Code	Dept	Program	Fund	Account	Product
<input type="text"/>	1380228	<input type="text"/>	30000	31307	<input type="text"/>
Percent:	0.00	Amount:	0.00	Gross Extended:	250.00
Seq	Line	Identifier	Description	Net Extended	
2			Network Cables	50.00	
Bill Line Distribution - Revenue					
Acctg Information		Reference Information			
Code	Dept	Program	Fund	Account	Product
<input type="text"/>	1380228	<input type="text"/>	30000	31307	<input type="text"/>

Role is Agency Billing Preparer.

Run Single Action Invoice to Finalize

<p>EXTRACT RESULTS</p>	<p>1. Status of the bills will be invoiced after Single Action Invoice is run. Invoices will be loaded into Accounts Receivable as open items the next time the AR Update process is run. AR Update automatically runs three times a day and once overnight.</p> <p>2. Bills will be displayed on the following OBIEE reports (all of these reports are under Billing in OBIEE):</p> <ul style="list-style-type: none"> • Billing Accounting Entry Extract (NYBI3864) • Billing Header Extract (NYBI3862) • Billing Line Extract (NYBI3863) <p>3. These bills will be available in inquiry screens in the SFS (the inquiry used should be for Bills Not Invoiced).</p> <p>4. Review the Creating and Processing Bills Instructor-Led Training Course on the Training page of the SFS website.</p>
<p>RESOLUTION</p>	<p>1. If there is an issue with accessing or viewing the reports in the SFS, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the name and number of the report and what was expected.</p> <p>2. Review the Running the Billing Interface Process Job Aid on the Training page of the SFS website.</p>

Billing Extract Position Numbers

Currently, billing transactions in the SFS do not display on any Master File Extracts.

Interagency Billing

There are several key terms used in the SFS interagency billing process. They are defined below:

Term	Definition
Interagency Customer	A specially configured customer that the system identifies as the recipient of an AP voucher whenever the customer is used on an invoice in the SFS Billing module. Only Phase 1 agencies will automatically have AP vouchers created in their BU as a result of Phase 1 Agency finalizing an interagency bill.
Interagency Billing	A process that allows agencies to bill each other, settling bills without the need for a paper check, i.e. using accounting entries only. The process provides visibility into the status of Interagency receivables (open item) and payables (voucher).
Posting	When a voucher is posted (i.e. expended) by the billed Agency the charge hits the billed agencies appropriation and lowers the available segregation amount.
Payment / Disbursement	When the billed Agency pays the bill (i.e. disburses), the charge hits the Agency's cash disbursement. An Agency can post the AP voucher well before it chooses to pay the voucher.

Interagency Payments by Phase 1 Agencies

Billing Agency	Billed Agency	Billed Agency Receives	Form of Payment from Billed Agency	Voucher Format
Phase 1	Phase 1	Electronic Voucher (fails Budget Check)	AP Voucher	Voucher is created by the SFS as a result of the entry of information by the Phase 1 Billing Agency. The voucher is routed to the Billed Agency-defined default user's work list. The user will update the ChartFields. Once the voucher has been successfully budget checked, the user will click Submit to enter the voucher into the Approval Workflow.
Future Phase	Phase 1	Paper Invoice	GL Journal Entry	Enter a journal entry in the GL module.

Interagency Payments by Future Phase Agencies

Billing Agency	Billed Agency	Billed Agency Receives	Form of Payment from Billed Agency	Bulkload Format to Use
Phase 1	Non-Phase 1	Paper Invoice	AP Voucher	PeopleSoft: VOH, VOL and VOD Legacy: T304, T302
Future Phase	Non-Phase 1	Paper Invoice	GL Journal Entry	PeopleSoft: JEH and JEL Legacy: T319

Phase 1 Agency Creates Interagency Bill for Phase 1 Agency (Either Online/Bulkload)

<p>EXTRACT RESULTS</p>	<p>1. Bulkloading interagency bills follow the Billing Bulkload scenarios. In this scenario, it is assumed that the billing file has successfully processed and the Billing Interface Process has been run inside the system.</p> <p>2. Status of the bills will depend on configuration of the Bill by Identifier field. This field can be configured to have interfaced bills come as a New status, which requires the bills to be reviewed and approved in the system or have the bills come as a Ready status so that they will be finalized once the Single Action Invoice process runs.</p> <p>3. Bills will be displayed to the Phase 1 Billing Agency only on the following OBIEE reports (all of these reports are under Billing in OBIEE):</p> <ul style="list-style-type: none"> • Billing Accounting Entry Extract (NYBI3864) • Billing Header Extract (NYBI3862) • Billing Line Extract (NYBI3863) <p>4. M161 will not display the transaction</p>
<p>RESOLUTION</p>	<p>1. The referenced bills will be available in inquiry screens in the SFS (the inquiry used should be for Bills Not Invoiced). This information is only accessible to the Phase 1 Billing Agency.</p> <p>2. Review the Creating and Processing Bills Instructor-Led Training Course on the Training page of the SFS website.</p> <p>3. If you are having an issue obtaining the report/inquiry data, please contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the bulkload file name and error message; agency name (SSID) and host agency (if applicable); and the type of error in the body of the e-mail (screenshots are preferred, if possible).</p>

Phase 1 Agency Finalizes Interagency Bill for Phase 1 Agency (Either Online/Bulkload)

<p>EXTRACT RESULTS</p>	<p>1. M161 will not display the transaction.</p> <p>2. Voucher will be created in the billed agency's Accounts Payable module. The voucher will have dummy (or blank) ChartField values to ensure it cannot be processed in the system until the billed agency makes the appropriate updates. This information is only accessible to the Phase 1 Billing Agency</p> <p>3. Bills will be displayed on the following OBIEE reports (all of these reports are under Billing in OBIEE):</p> <ul style="list-style-type: none"> • Billing Accounting Entry Extract (NYBI3864) • Billing Header Extract (NYBI3862) • Billing Line Extract (NYBI3863)
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<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. Voucher is built by the SFS in a “Recycle” entry status as they are purposefully missing required ChartFields (so that the Billed Agency can determine when it is ready to pay the bill). 2. Users need to search for interagency vouchers by inquiring on vouchers where Source = “Billing”. 3. Users need to update the interagency vouchers with the correct ChartFields and save the voucher. 4. Once the voucher has a Budget Check status of “Valid”, the agency’s Workflow Default Operator for interagency vouchers (or a user with the same permissions) will need to submit the voucher into the approval workflow. 5. The Billed or Billing Agency can inquire in the SFS. Use the associated Job Aid listed below for more information: <ul style="list-style-type: none"> • Billed Agency Inquiry/Complete a Voucher Job Aid on the Training page of the SFS website. • Billing Agency Inquiry Job Aid on the Training page of the SFS website. 6. The Billed Agency should contact the Billing Agency if they are having any problems locating the voucher in the SFS 7. If you are having an issue obtaining the report/inquiry data, please contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS–4185. Include the bulkload file name and error message; agency name (SSID) and host agency (if applicable); and the type of error in the body of the e-mail (screenshots are preferred, if possible).
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Phase 1 Billed Agency Checks Voucher

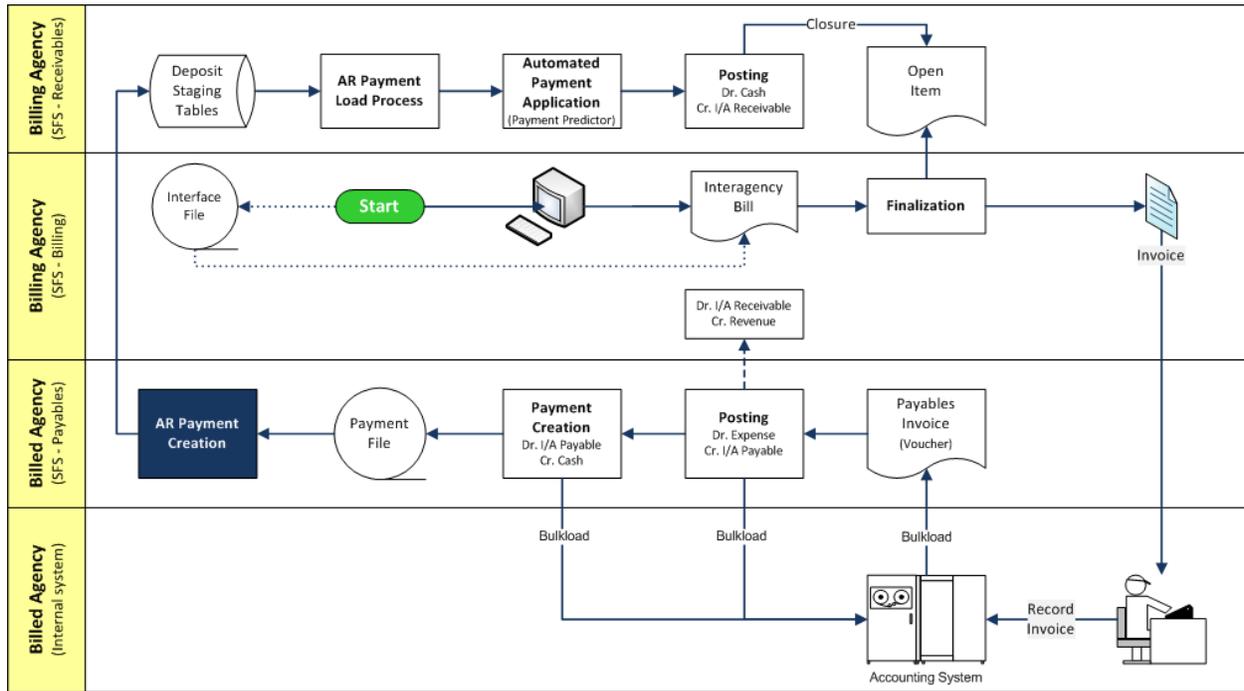
<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. M161 will display a VOD transaction code and the Document Status will be “P” (Pending) for the Billed Agency. The Billing Agency BU will display in the Affiliate field. The Billing Agency will not see any results. 2. M011 and M041 will display updated expenditure amounts matching the new VOD records. Life-to-date (LTD), year-to-date (YTD), and current month expenditure amounts are updated appropriately. 3. If a voucher is related to a purchase order: <ul style="list-style-type: none"> • The M011 / M041 will display a reduction in the encumbrance amount. • The M101 will display a reduction in the encumbrance amount and an increase in the LTD expenditure amount. • The M161 will display a POD line with negative amounts to match the liquidation of the purchase order.
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<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. Inquire in the SFS to see where the Document is. Use the custom report for outstanding Interagency vouchers (Phase 1-to-Phase 1 only). 2. Follow the workflow approval process within the SFS. Review the Accounts Payable Voucher Approval Workflow Overview Job Aid on the Training page of the SFS website. 3. If you are having an issue obtaining the report/inquiry data, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the BU and voucher ID.
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Phase 1 Billed Agency Submits Voucher for OSC Approval

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. M161 will display a VOD transaction code and the Document Status will be "V" (Pending OSC) for the Billed Agency. The Billing Agency BU will display in the Affiliate field. The Billing Agency will not see any results. The Document Status could display as "U" (Under OSC) which indicates that it is currently under OSC audit. 2. Vouchers will have displayed the updated M011 and M041 status the first day the voucher displayed on the M161 as "P" (Pending). This was when the transaction first had a valid budget status.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. Inquire in the SFS to view the current status of the voucher. Review the Accounts Payable Inquiries Job Aid on the Training page of the SFS website. 2. Review the Viewing Voucher Errors Job Aid on the Training page of the SFS website. 3. If you are having an issue obtaining the report/inquiry data, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the bulkload file name, error message, agency name (SSID) and host agency (if applicable); and type of error in the body of the e-mail (screenshots are preferred, if possible).

Process Flow: Phase 1 Agency Bills Future Phase Agency



The process for a Phase 1 agency creating an interagency bill for a Future Phase agency (either online/bulkload) is the same as described in the Phase 1 Agency Creates Interagency Bill for Phase 1 Agency (Either Online/Bulkload) scenario on page 102.

Phase 1 Agency Finalizes Bill for Future Phase Agency

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. M161 will not display the transaction. 2. Voucher will not be created in the Billed Agency's Accounts Payable module. 3. Bills will be displayed on the following OBIEE reports (all of these reports are under Billing in OBIEE): <ul style="list-style-type: none"> • Billing Accounting Entry Extract (NYBI3864) • Billing Header Extract (NYBI3862) • Billing Line Extract (NYBI3863) 4. This information is only accessible to the Phase 1 Billing Agency.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. The Billed or Billing Agency can inquire in the SFS. Use the associated Job Aid listed below for more information: <ul style="list-style-type: none"> • Billing Agency Inquiry Job Aid on the SFS website. 2. If you are having an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. 3. Review the Entering a Bill Job Aid on the Training page of the SFS website.

Future Phase Agency Bulkloads Voucher Against Phase 1 Agency Bill

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. M161 will display a VOD transaction code and the Document Status will be “V” (Pending OSC) for the Billed Agency. The Billing Agency will not see any results. The Document Status could display as “U” (Under OSC) which indicates that it is currently under OSC audit. 2. M011 and M041 will display updated expenditure amounts matching the new VOD records. Online vouchers will have displayed the updated M011 and M041 status the first day the voucher displayed on the M161 as “P” (Pending). This was when the transaction first had a valid budget status. 3. If a voucher is related to a purchase order: <ul style="list-style-type: none"> • The M011/M041 will display a reduction in the encumbrance amount. • The M101 will display a reduction in the encumbrance amount and an increase in the LTD expenditure amount. • The M161 will display a POD line with negative amounts to match the liquidation of the purchase order.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. Vendor ID must be the same as the Billing Agency’s Vendor ID. 2. The Accounts Payable invoice number must be the same as the invoice number from the bill. 3. Invoice Amounts must match the Bill Invoice Amount 4. View the transaction IDL to determine the error message. If an IDL is not received during an adequate amount of time (within an hour), contact the SFS Help Desk to identify any system problems. 5. Reference the Bulkload ENL to assist in troubleshooting errors received in IDL 6. If you are still having a system issue, please contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS–4185. Include the bulkload file name, error message, agency name (SSID), host agency (if applicable), type of error in the body of the e-mail (screenshots are preferred, if possible).

OSC Approves Interagency Voucher Created Either Online or Bulkload

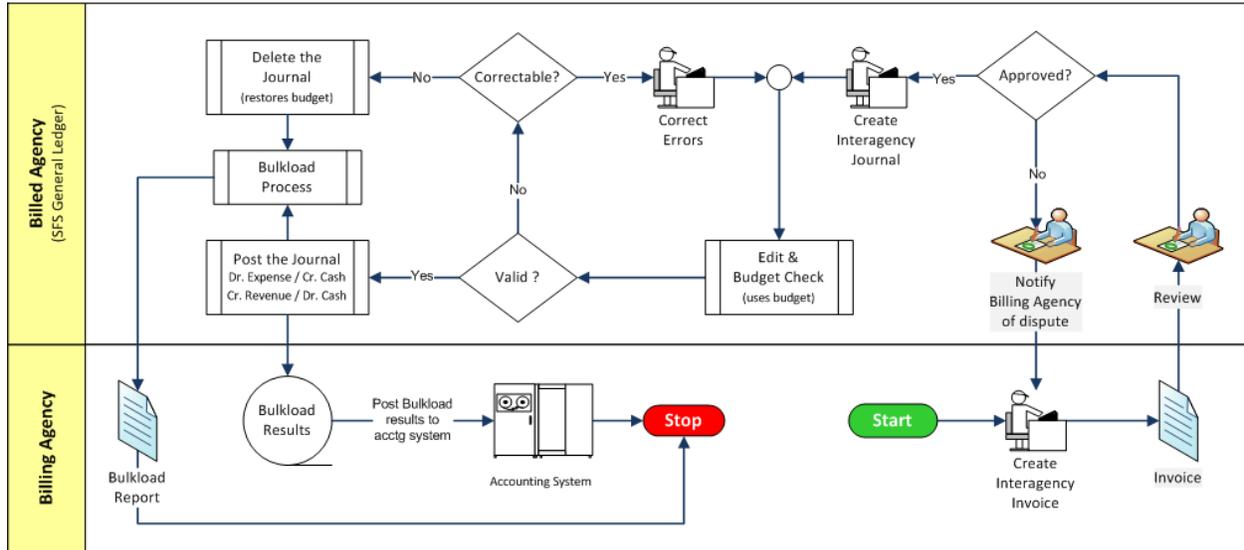
EXTRACT RESULTS	<p>1. M161 will display a VOD transaction code and the Document Status will be "A" (Approved) for the Billed Agency. The Billing Agency will not see any results unless it is paid on the same day.</p>
RESOLUTION	<p>1. Inquire in the SFS to view the current status of the voucher (Phase 1 agencies only). Review the Accounts Payable Inquiries Job Aid on the Training page of the SFS website.</p> <p>2. Review the Viewing Voucher Errors Job Aid on the Training page on the SFS website.</p> <p>3. If you are still having an issue, contact the appropriate OSC bureau. Their contact information is located in the http://www.osc.state.ny.us/agencies/guide/MyWebHelp, Chapter I, Section 5 OSC Bureau Contact Information.</p>

Phase 1 Agency Interagency Bill Paid by Either Phase 1 or Future Phase Agency

EXTRACT RESULTS	<p>Billed Agency:</p> <ol style="list-style-type: none"> 1. M161 will display a 399 Transaction Code indicating the voucher disbursement with a Disbursement Source of VOD. Billed Agency will be able to view online and through GL reports. 2. M171 will display the check information for the interagency vendor. 3. M041 will show an update in the disbursement month information. 4. M151 will not show an update of the cash balance as there is a debit and credit to the same Fund. If the interagency transaction crosses over Funds, this amount will be updated accordingly for both Funds. <p>Billing Agency:</p> <ol style="list-style-type: none"> 1. M161 will display a Transaction Code of RVL indicating the Receipt of Funds. The Document Number will display the invoice number of the Bill and not the Deposit ID. 2. M011 and M041 would not show an update. As an exception, there would be an update on the M041 if the receipt is related to an Appropriated Loan Receivable or a Public Authority Bond. In this case, an update would be made to the matching KK_REV or KK_PBR Ledger Group in the Receivable Month, LTD/YTD (these are in the Expenditure Amount fields for Revenue). 3. Billing Agency can run Accounts Receivable reports (SFS Reports) and inquiries in the SFS to show the bills were paid. Review the Running a Report in Billing Job Aid on the Training page of the SFS website.
RESOLUTION	<ol style="list-style-type: none"> 1. The Billing Agency should contact the Billed Agency to determine if the bill has been paid or not.

2. If you are still having an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185.

Process Flow: Future Phase Agency Bills Phase 1 Agency



Future Phase Agency Bills Phase 1 Agency Outside of the SFS (Phase 1 Billed Agency Responsible for Creating Online/Bulkload GL Journal Entry)

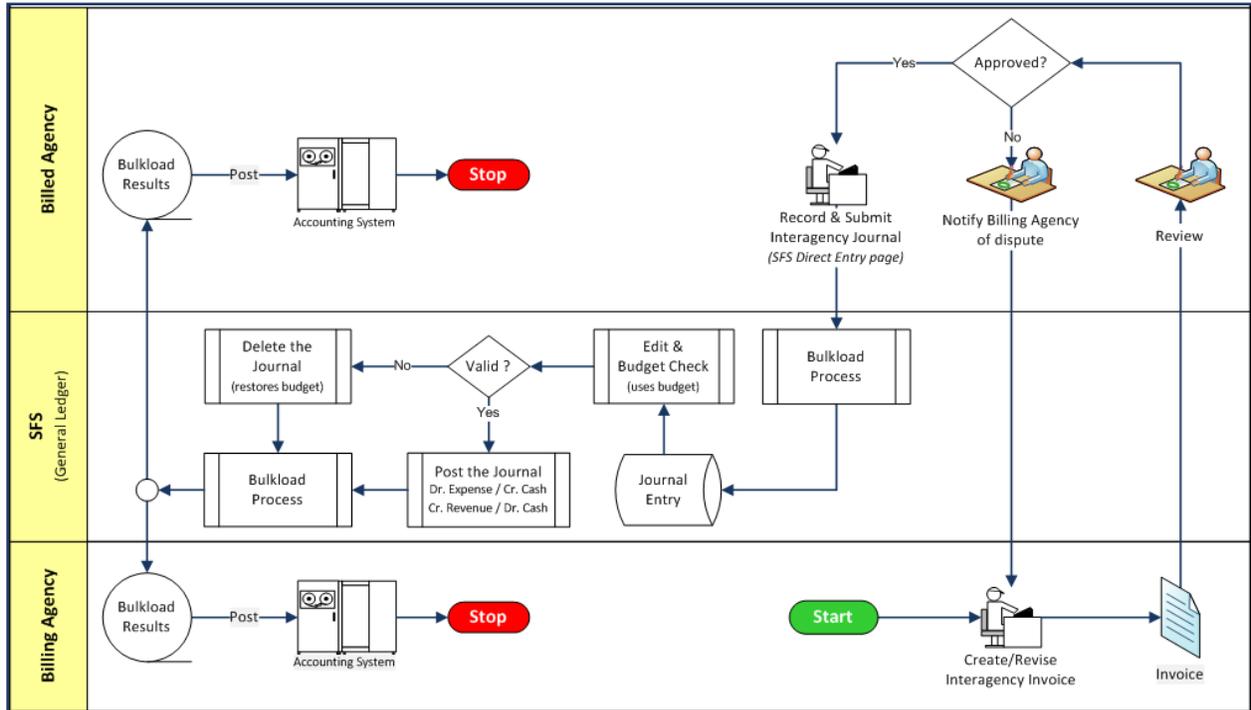
<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. M161 will display a JEL line to both the Billing and Billed Agencies. The Billed Agency, as the originating business unit, would get both charge lines on the M161. The Billing Agency would see their charge line in the journal. 2. M161 will display the transaction with a Transaction Code of JEL with a Document Status of "V" (Valid). GL journals using non-Expenditure Accounts will only display the DETAIL Ledger Group lines on the M161. 3. M011/M041 would display accordingly if the charge being made was to expense accounts in the LTD/YTD and applicable month fields. 4. The Phase 1 agency can inquire in the SFS to locate the GL journal entry or run reports on it in the SFS: SFS Financials > GL > Journals > Create / Update Journal Entries 5. An online journal will not display this step on the M161 if the journal was Budget Checked successfully on a previous day. The approval workflow updates do not update the Journal Header Status (Still "V") or the Last Updated Date field on the journal. 6. Billed Agencies will be able to view the transaction online and through GL reports.
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	7. The Billing Agency will only see this transaction through extracts and GL Inquiry screens.
RESOLUTION	<p>1. The Billing Agency should contact the Billed Agency to determine if the GL Journal Entry for the bill has been entered by the Billed Agency.</p> <p>2. If you are still having an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185.</p>

Future Phase Agency to Phase 1 Agency Interagency Bill (GL Journal Entry) Approved/Posted

EXTRACT RESULTS	<p>1. M161 will display a JEL line to both the Billing and Billed Agencies with a Document Status of "P" (Posted). The Billed Agency, as the originating business unit, would get both charge lines on the M161. The Billing Agency would see their charge line in the journal.</p> <p>2. M161 will display the transaction with a Transaction Code of 399 indicating the disbursement for the Billed Agency with a Disbursement Source of "JEL."</p> <p>3. M171 will not display the transaction.</p> <p>4. M041 will show an update in the disbursement month information.</p> <p>5. M151 will not show an update of the cash balance as there is a debit and credit to the same Fund. If the interagency transaction crosses over Funds, this Amount will be updated accordingly for both Funds.</p> <p>6. The Phase 1 agency can inquire in the SFS to locate the GL journal entry or run reports on it in the SFS: SFS Financials > GL > Journals > Create / Update Journal Entries</p>
RESOLUTION	<p>1. The Billing Agency should contact the Billed Agency to determine if the GL Journal Entry for the bill has been entered by the Billed Agency.</p> <p>2. If you are still having an issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185.</p>

Process Flow: Future Phase Agency Bills Future Phase Agency



Future Phase Agency Bills Future Phase Agency Outside of the SFS (Billed Future Phase Agency Successfully Processes Bulkloaded GL Transaction)

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. M161 will display a JEL line to both the Billing and Billed Agencies. The Billed Agency, as the originating business unit, would get both charge lines on the M161. The Billing Agency would see their charge line in the journal. 2. M161 will display the transaction with a Transaction Code of JEL with a Document Status of "V" (Valid). GL journals using non-Expenditure Accounts will only display the DETAIL Ledger Group lines on the M161. 3. M011/M041 would display accordingly if the charge being made was to expense accounts in the LTD/YTD and applicable month fields. 4. The Billed Agency can inquire in the SFS to locate the GL journal entry or run reports on it in the SFS: SFS Financials > GL > Journals > Create / Update Journal Entries
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. View the transaction IDL to determine the error message. If an IDL is not received during an adequate amount of time (within an hour), contact the SFS Help Desk to identify any system problems. 2. Reference the Bulkload ENL to assist in troubleshooting errors received in IDL 3. If you are still having a system issue, please contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include the bulkload file name, error message, agency name (SSID), host agency (if applicable), type of error in the body of the e-mail (screenshots are preferred, if possible).

Future Phase Agency to Future Phase Agency Bill (GL Journal) Approved/Posted

<p>EXTRACT RESULTS</p>	<p>1. M161 will display a JEL line to both the Billing and Billed Agencies with a Document Status of “P” (Posted). The Billed Agency, as the originating business unit, would get both charge lines on the M161. The Billing Agency would see their charge line in the journal.</p> <p>2. M161 will display the transaction with a Transaction Code of 399 indicating the disbursement for the Billed Agency with a Disbursement Source of “JEL”.</p> <p>3. M171 will not display the transaction.</p> <p>4. M041 will show an update in the disbursement month information.</p> <p>5. M151 will not show an update of the cash balance as there is a debit and credit to the same Fund. If the interagency transaction crosses over Funds, this Amount will be updated accordingly for both Funds.</p> <p>6. The Billed Agency can inquire in the SFS to locate the GL journal entry or run reports on it in the SFS: SFS Financials > GL > Journals > Create / Update Journal Entries</p>
<p>RESOLUTION</p>	<p>1. If you are still having a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include GL BU and Journal ID.</p>

Main Interagency Position Numbers

M161	Document Number	Positions 743-752
M161	Document Status	Positions 20-21
M161	Trans Record Status	Position 1
M161	Transaction Code	Position 2-4
M161	Transaction Amount	Positions 420-434
M161	Affiliate	Positions 678-682
M161	Fund Affiliate	Positions 683-692
M161	Disbursement Source	Positions 126-128
M011	Encumbrance Amount	Positions 858-872
M011	Expenditure Amount Months	Positions 558-737
M011	Expenditure Amount YTD	Positions 828-842
M011	Expenditure Amount LTD	Positions 843-857
M041	Encumbrance Amount	Positions 608-622
M041	Expenditure Amount Months	Positions 893-1087
M041	Expenditure Amount YTD	Positions 1163-1177
M041	Expenditure Amount LTD	Positions 1178-1192
M041	Disbursement Amount Months	Positions 1223-1492

Payments/Disbursements

Payments and disbursements affect the cash and modified accrual ledgers.

Payments to vendors include transactions for:

- Goods and services
- Refunds
- Local governments

Payments to employees include expense reports (reimbursement of expenses).

Disbursements are related to:

- Reclassification of journal expenditures
- Payroll accounting entries

**Regular Voucher Approved for Payment With Payment Date Less Than/Equal to Current Date
(Processed Same Day in PayCycle)**

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. M161 will display a 399 transaction indicating the payment details from the voucher distribution with a Disbursement Source of “VOD.” 2. M171 will display the payment information (voucher/Vendor ID). There is payment combining process similar to the current CAS. For these scenarios, the check (reference) number would be the same for the vouchers being paid to the same vendor that day. This would display the total amount of the check on which this voucher was paid. The total payment amount can include payments for vouchers from other BUs due to the payment combining process. 3. M041 would display an update in the disbursement amount month that was paid from. 4. M151 would show an update to the cash balance accordingly. This includes both check and ACH payments to vendors.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. Inquire in the SFS to determine the payment information: Accounts Payable > Review Accounts Payable Information > Payments > Payment Accounts Payable > Vouchers > Add/Update > Regular Entry (Payments Tab on the Voucher) 2. Review the Payment Method Summary Report - NYAP0252. 3. If information you are looking for is not displayed, refer to the Accounts Payable Inquiries Job Aid on the Training page of the SFS website. 4. To review the payment information in the SFS, refer to the Payment Inquiries Job Aid on the Training page of the SFS website. 5. If you are still having a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185.

Voucher Approved for Payment and Not Paid Because of Future Payment Date

EXTRACT RESULTS	<p>1. M161 will display a “VOD” line with a Document Status of “A” (Approved). There will not be a 399 transaction until the voucher is paid.</p> <p>2. M171 will not display this transaction until the voucher is paid.</p>
RESOLUTION	<p>1. Inquire in the SFS to determine the payment information: Accounts Payable > Review Accounts Payable Information > Payments > Payment Accounts Payable > Vouchers > Add/Update > Regular Entry (Payments Tab on the Voucher)</p> <p>2. Review the Payment Method Summary Report - NYAP0252.</p> <p>3. If information you are looking for is not displayed, refer to the Accounts Payable Inquiries Job Aid on the Training page of the SFS website.</p> <p>4. If you are still having a system issue, contact the SFS Help Desk at or (877) SFS-4185.</p>

Voucher Approved for Payment with Accounting Date/Liability Date in the Future

EXTRACT RESULTS	<p>The accounting date is related to the posting process in the SFS, not the payment date.</p> <p>1. M161 and M171 will not display the transaction until the accounting date.</p> <p>2. M041 will not update the disbursement amount.</p> <p>3. M151 cash balance will not be updated.</p> <p>4. A voucher with an accounting date in the future cannot be posted in the Accounts Payable module (and is therefore ineligible to be picked up by the PayCycle).</p>
RESOLUTION	<p>1. Inquire in the SFS to determine the payment status: Accounts Payable > Vouchers > Add/Update > Regular Entry (Payments Tab on the Voucher. The Invoice Information tab will display the Accounting Date).</p> <p>2. In order to review the payment information in the SFS, refer to the Payment Inquiries Job Aid on the Training page of the SFS website.</p> <p>3. If you are still having a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185.</p>

Refund of Appropriations Transaction Approved for Payment

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. M161 will display a 399 line with a negative amount matching the Refund Distribution with a Disbursement Source of “RFD”. 2. M171 will display a line with a zero dollar transaction amount. There is payment-combining process similar to the one used in the former CAS. For these scenarios, the check (reference) number would be the same for the vouchers being paid to the same vendor that day. This would display the total amount of the check on which this voucher was paid. The total payment amount can include payments for vouchers from other business units due to the payment combining process. 3. M041 will update the disbursement amount month accordingly. 4. M151 cash balance will be updated accordingly.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. Inquire in the SFS to determine the payment information: Accounts Payable > Review Accounts Payable Information > Payments > Payment Accounts Payable > Vouchers > Add/Update > Regular Entry (Payments Tab on the Voucher) 2. In order to review the payment information in the SFS, refer to the Payment Inquiries Job Aid on the Training page of the SFS website. 3. If you are still having a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include Accounts Payable BU and Voucher ID.

Credit Memo Transaction Approved for Payment

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. M161 will display a 399 line displaying the disbursement amount as included on the Voucher Distribution for the credit memo. The 399 line will have a Disbursement Source of "VOD." 2. M171 will not display a payment record until there is voucher activity to credit against. 3. M041 will not display an update the disbursement amount until there is voucher activity to credit against. 4. M151 will not display an update to cash balance until there is voucher activity to credit against. 5. The M041/M151/M171 are updated accordingly once activity is the credit memo is applied to a voucher transaction.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. Inquire in the SFS to determine the payment information: Accounts Payable > Review Accounts Payable Information > Payments > Payment Accounts Payable > Vouchers > Add/Update > Regular Entry (Payments Tab on the Voucher) 2. In order to review the payment information in the SFS, refer to the Payment Inquiries Job Aid on the Training page of the SFS website. 3. If you are still having a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185.

Payment is Made to Vendor with an Outstanding Credit Memo

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. M161 will display a 399 line displaying the disbursement amount as included on the Voucher Distribution for the credit memo. The 399 line will have a Disbursement Source of "VOD". 2. M171 will display a payment record with the adjusted amount between what was due to be disbursed to the vendor and what the vendor owes a credit. <ul style="list-style-type: none"> • The Voucher Payment Amount displays the total amount paid through to the vendor (net payment amount of vouchers to credit memos). • The Transaction Amount displays the amount included in the payment. • The Invoice Amount displays the total amount of the voucher or credit memo. 3. M041 will not update the disbursement amount. 4. M151 cash balance will not be updated.
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	<p>Example:</p> <ul style="list-style-type: none"> • The Office of General Services (OGS) creates a Voucher payable to National Grid for \$100. • OSC creates a Credit Memo for a \$20 credit from National Grid. • The M171 for OGS displays a record for the payment to National Grid where the Voucher Payment Amount Net = \$80 and Transaction Amount Net = \$100. • The M171 will not show OGS the OSC credit memo applied to their payment. This information would only be visible online. • OSC should expect to get a record for their credit memo where Voucher Payment Amount Net = \$80 and Transaction Amount Net = \$20.
<p>RESOLUTION</p>	<ol style="list-style-type: none"> 1. Inquire in the SFS to determine the payment information: Accounts Payable > Review Accounts Payable Information > Payments > Payment Accounts Payable > Vouchers > Add/Update > Regular Entry (Payments Tab on the Voucher) 2. In order to review the payment information in the SFS, refer to the Payment Inquiries Job Aid on the Training page of the SFS website. 3. If you are still having a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185.

An Expense Report is Paid for an Employee

<p>EXTRACT RESULTS</p>	<ol style="list-style-type: none"> 1. M161 will display a 399 transaction indicating the payment details from the expense distribution with a Disbursement Source of "EXD." 2. M171 will display the payment information (Expense Report/ Employee ID). There is payment-combining process similar to the one used in the former CAS. For these scenarios, the check (reference) number would be the same for the expenses being paid to the same employee that day. This would display the total amount of the check on which this expense was paid. The total payment amount can include payments for expenses from other BUs due to the payment-combining process. 3. M041 would display an update in the disbursement amount month that was paid from. 4. M151 would show an update to the cash balance accordingly. 5. This includes both check and ACH payments to employees.
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<p>RESOLUTION</p>	<p>1. Inquire in the SFS to determine the payment information: Travel & Expense > Travel & Expense Center > Expense Report >View Travel - Employee Self-Service > Employee T & E Center > Review Payments > Review Expense History Payroll - Travel and Expenses > Process Expenses > Review Payments</p> <p>2. If information is not displayed, review the Viewing Expense Reports Job Aid on the Training page of the SFS website.</p> <p>3. To review the payment information in the SFS, refer to the Reviewing Expense and Payment History Job Aid on the Training page on the SFS website.</p> <p>4. If you are still having a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185.</p>
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Expense Report Containing Only Credit Card Transactions Approved

<p>EXTRACT RESULTS</p>	<p>1. M161 will display a line with a 399 Transaction Code with a zero dollar amount with a Disbursement Source of “EXD”.</p> <p>2. M171 will display a zero dollar transaction amount line. There is payment-combining process similar to the one used in the former Central Accounting System. For these scenarios, the check (reference) number would be the same for the expenses being paid to the same employee that day. This would display the total amount of the check on which this expense was paid. The total payment amount can include payments for expense from other business units due to the payment-combining process.</p> <p>3. M041 will not update the disbursement amount.</p> <p>4. M151 cash balance will not be updated.</p>
<p>RESOLUTION</p>	<p>1. Inquire in the SFS to determine the payment information: Travel & Expense > Travel & Expense Center > Expense Report >View Travel - Employee Self-Service > Employee T & E Center > Review Payments > Review Expense History</p> <p>2. If information you are looking for is not displayed, review the Viewing Expense Reports Job Aid on the Training page of the SFS website.</p> <p>3. To review the payment information in the SFS, refer to the Reviewing Expense and Payment History Job Aid on the Training page of the SFS website.</p> <p>4. If you are still having a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185.</p>

GL Transaction to Reclassify Expenses Approved and Posted

EXTRACT RESULTS	<ol style="list-style-type: none"> 1. M161 will display a 399 line matching the transaction amount on the Journal line with a Disbursement Source of "JEL". 2. M171 will not display the transaction. 3. M041 would display an update in the disbursement amount month that was paid from. 4. M151 would show an update to the cash balance accordingly. This includes Payroll Journals which will display the Disbursement information on the Payment Date of the Payroll and not necessarily the day that it was posted in the SFS.
RESOLUTION	<ol style="list-style-type: none"> 1. Inquire in the SFS: GL > Journals > Journal Entry > Create/Update Journal Entries 2. Review the Inquiring Upon Journals Job Aid on the Training page of the SFS website. 3. If you are still having a system issue, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (877) SFS-4185. Include GL BU and Journal ID.

Main Disbursement Position Numbers

M161	Document Number	Positions 743-752
M161	Transaction Code	Position 2-4
M161	Transaction Amount	Positions 420-434
M161	Disbursement Source	Positions 126-128
M151	Cash Balance	Positions 262-276
M171	Document Number	Positions 704-711
M171	Transaction Amount	Positions 629-643
M171	Voucher Payment Amount	Positions 612-626
M171	Invoice Amount	Positions 674-688
M171	Check Number	Positions 712-731
M171	Vendor ID	Positions 35-44
M011	Encumbrance Amount	Positions 858-872
M011	Expenditure Amount Months	Positions 558-737
M011	Expenditure Amount YTD	Positions 828-842
M011	Expenditure Amount LTD	Positions 843-857
M041	Expenditure Amount Months	Positions 893-1087
M041	Expenditure Amount YTD	Positions 1163-1177
M041	Expenditure Amount LTD	Positions 1178-1192
M041	Disbursement Amount Months	Positions 1223-1492

6.0 Agency User Support and the SFS Help Desk

The SFS Program uses a tiered approach to agency end-user support in order to provide users with the proper system assistance. This approach promotes self-service as the primary resource. Users will have availability of agency Super Users, the SFS website and portal, SFS online training courses, job aids, user productivity kits (UPKs), Quick Start Guides, and business process flows to help them provide initial support. If additional assistance is needed, the agency Super User will contact the SFS Help Desk to help answer system-related questions and enhance the development of agency-level subject matter expertise.

Agencies that are bulkloading data transactions to the SFS have been directed to contact the SFS Help Desk as their first line of support.

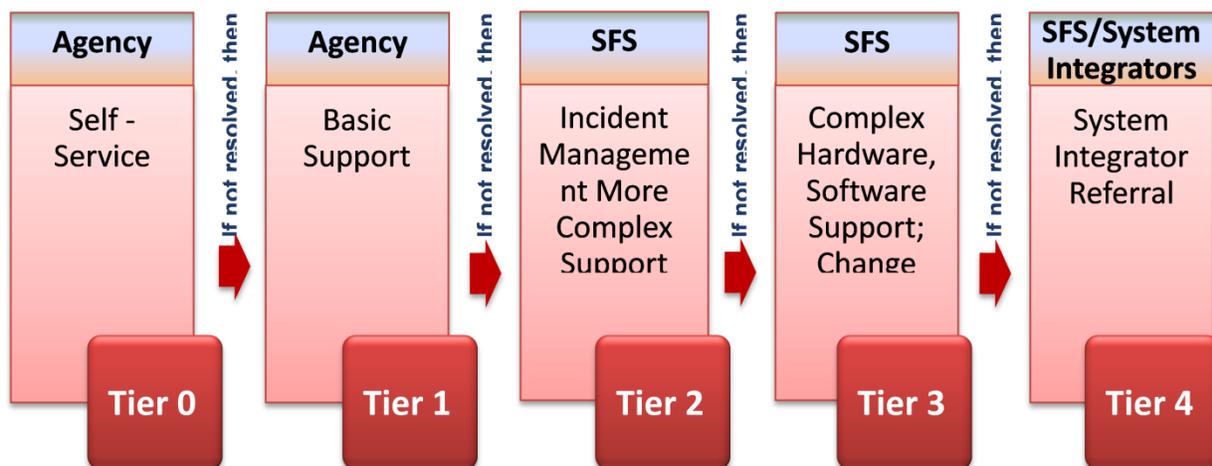
Agencies using the SFS have been grouped into support classifications based upon the size of their end-user populations and phase of system deployment.

Understanding that each agency has its own unique infrastructure and support options currently in place, the SFS strategy is designed to leverage existing user support options with SFS support options. SFS agencies are divided into three categories:

- **Type A agencies** are those selected Phase 1 agencies with more than 200 core SFS users and more than 450 credit card users. These agencies will have multiple Super Users, Agency Security Administrators, and a User Support Liaison assigned with at least one Credit Card Administrator.
- **Type B agencies** are those with average SFS user populations and less than 450 credit card users. These agencies will have a single Super User, an Agency Security Administrator, and may also have a Credit Card Administrator.
- **Control agencies (DOB & OSC)** have unique user support hierarchies that include various support levels dependent upon the needs of their bureaus.

The SFS Help Desk also provides direct support to the vendors included in the Statewide Vendor File.

A graphic representation of the tiered user support approach is shown in the following figure.



All agencies will provide their own Tier 0 self-service user support. Type A agencies will provide Tier 1 user support. Type B agencies will utilize the SFS Help Desk for Tier 1 support.

Each agency using the SFS will identify at least one Super User who will be expected to serve as the first point-of-contact within the agency work force for SFS-related inquiries from users. They have the technical skill sets necessary to help support users in their agency.

Super Users will become the operational troubleshooters and day-to-day coaches for the agencies on how to use the system. They will be available during and after SFS implementation to:

- Provide agency financial process knowledge to agency SFS users;
- Support their agency SFS users who need assistance performing their business functions;
- Refer agency SFS users to the appropriate internal/external support resources;
- Contact the SFS Help Desk with technical issues that require further analysis and resolution; and
- Advise users about available SFS Program resources and reference materials.

Prime candidates for the Super User role are core agency staff with well-rounded subject matter expertise of their agency's business processes. Phase 1 and Future Phase Agency Coordinators were tasked with identifying or validating Super Users for their agency using the following specific criteria:

- Knowledgeable of both New York State and the agency's financial business processes;
- Knowledgeable of the agency's internal SFS contacts (e.g., Agency Coordinator; Agency Implementation Team members; etc.);
- Skilled in using agency technology;
- Familiar with SFS reference materials and New York State financial documentation (e.g., SFS online training courses; job aids; OSC Guide to Financial Operations; etc.); and
- Capable of performing the role of SFS troubleshooter.

In Type A agencies, Agency Coordinators were tasked with identifying one advanced Super User to serve as the agency's User Support Liaison. Their responsibilities include:

- Building and maintaining an overall SFS user support strategy for their agency;
- Incorporating existing SFS user support teams into SFS end-user support as appropriate;
- Serving as liaison with agency users and technical support regarding proper SFS application and functions;
- Ensuring appropriate Super User involvement in SFS User Acceptance Testing;
- Providing agency user support readiness status to the SFS Program; and
- Providing feedback for SFS agency user support to the SFS Program.

Within each agency, there are several other administrative and technical resources available to provide SFS user support. They include but are not limited to:

- System Administrators
 - Credit Card Administrator
 - Employee Data Administrator
 - Agency Security Administrator
 - Workflow Administrator
- SFS Agency Liaisons
 - Communications Liaison
 - Change Agent
 - Bulkload Liaison
 - Training Liaison
 - Workforce Readiness Liaison

The SFS Help Desk is the central point-of-contact for system-related questions and problems of a technical nature for SFS users. The SFS Help Desk will provide first-call, timely resolution of system problems and manage issue escalation.

The SFS Help Desk provides a single contact point for:

- State agency Super Users (see earlier definition);
- SFS Agency Implementation and Extended Team members;
- SFS Control Agencies (OSC and DOB);
- SFS internal staff;
- SFS network and technical service providers (OSC/CIO and OFT);
- Statewide Vendor File clients; and
- SFS Training team members.

The SFS Help Desk is staffed from 8:00 am to 5:00 pm, Monday through Friday. It can be accessed via e-mail at helpdesk@sfs.ny.gov or by telephone at the numbers listed below.

Agency users will not have 24-hour, daily SFS Help Desk support.

The SFS Help Desk can be reached via telephone at (518) 457-7737 or toll-free at (877) 737-4185.

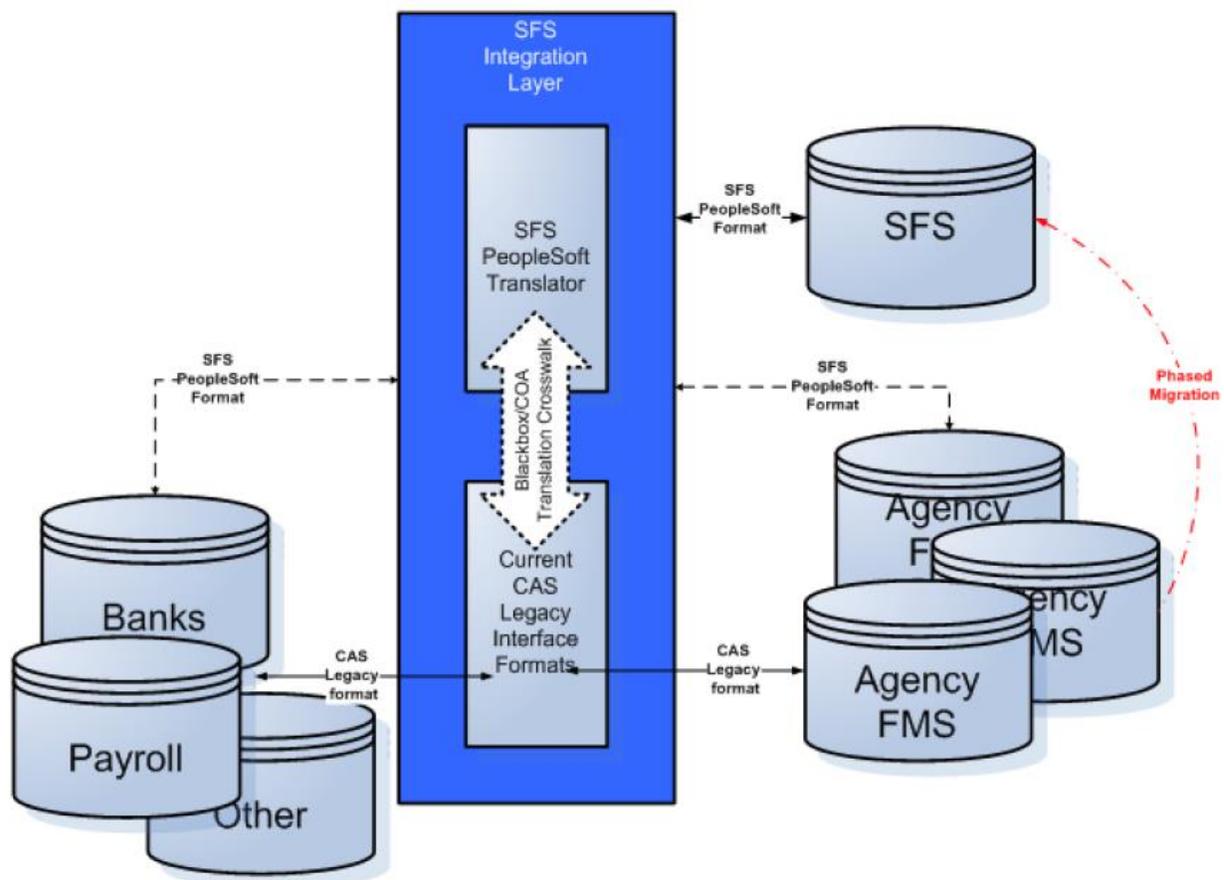
SFS Help Desk telephone access **for vendors only** will be at (518) 457-7717 or toll-free at (855) 233-8363.

Appendix A–Interface Overview

This appendix provides a high-level overview of the SFS PeopleSoft interface design. The interface infrastructure consists of the configuration components to support the processing of transactions between the SFS and external systems, such as agency FMS, payroll, and agency feeder systems.

As depicted in the figure below, the SFS Interface Infrastructure provides the ability to process bulkload data in two formats, the legacy CAS and the SFS PeopleSoft format. It will also accommodate the changes once agencies and other external systems are capable of adopting PeopleSoft format via their local FMS or the phased migration to the SFS.

SFS PeopleSoft Interface Infrastructure

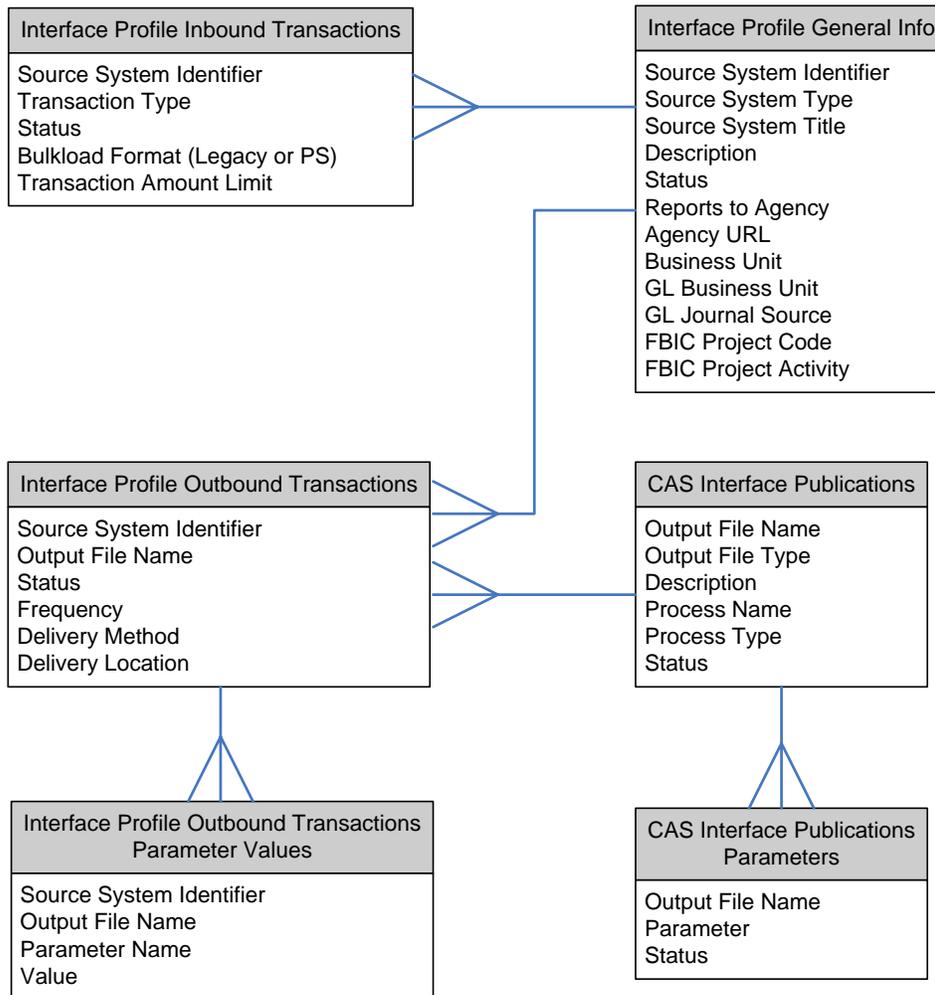


The SFS interface design consists of a number of meta-data tables that store agency-specific information along with mapping rules and business logic. These meta-data tables used within the programming logic facilitate the processing of inbound and outbound transactions. The primary components of the SFS PeopleSoft interface process are the Interface Profile, Staging Tables, and the COA Profile.

Interface Profile

The Interface Profile stores the agency and external system information needed to process inbound and outbound transactions. Each system that will transmit into or receive data from SFS will have a unique SSI assigned. For each SSI, general information, such as system type and agency URL; inbound transaction information, such as bulkload format and transaction limit; and outbound subscription information, such as frequency and delivery method; is established. The outbound publications which are available for subscription are pre-defined. The figure below depicts the Interface Profile entity relationships.

Interface Profile Entity Relationship Diagram



Staging Tables

Interface transactions are processed via staging tables to facilitate the transformation process. During the pre-processing steps of the interface, the staging tables provide a means to transform and pre-validate certain information prior to importing the data into the standard PeopleSoft tables. The figure below shows how bulkload transactions in legacy format are initially processed through the legacy staging tables prior to transaction mapping, while bulkload transactions in the SFS PeopleSoft format go directly into the SFS Staging tables. Further transformation allows for the staged data to be loaded into PeopleSoft tables.

Bulkload File Transformation into Staging Tables

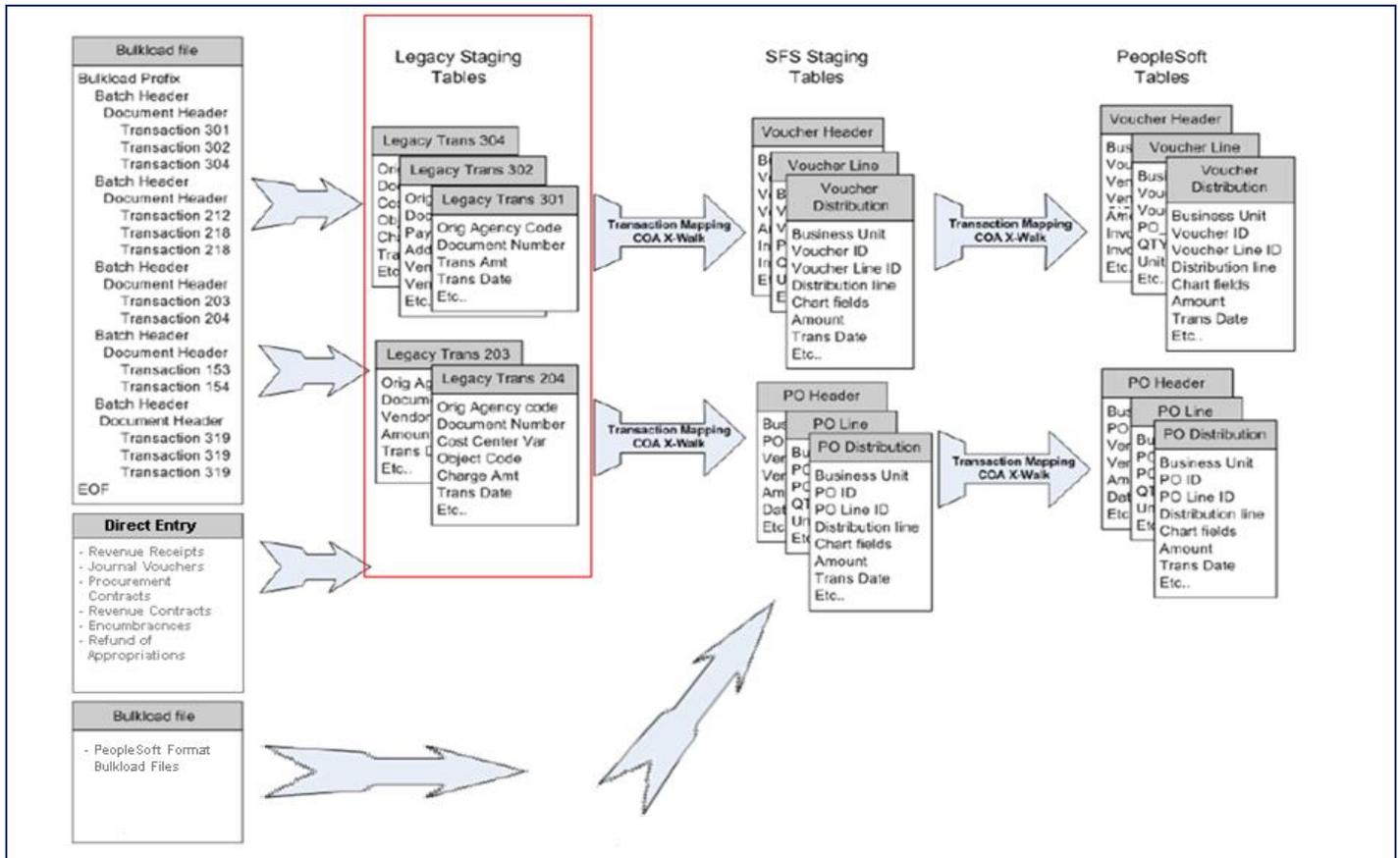


Chart of Accounts Profile

The COA Profile stores the data mappings necessary to transform the legacy cost center based format into the SFS PeopleSoft Chart of Accounts based format. Each agency that continues to send bulkload files to the SFS in legacy format will have these mappings established. The design facilitates COA changes while allowing agencies to continue to bulkload their Cost Center Profile definitions.

Note: The Cost Center Profile definition within the CAS is an alias that links the Department, Cost Center, Variable and Fiscal Year values to an existing Appropriation, Program and Project.

Appendix B–Bulkload Impact

This appendix identifies the impacts to the legacy bulkload interface processes and procedures based on the analysis of the design of the SFS interfaces.

B.1 Supported File Formats

The SFS environment is running on a UNIX platform that supports ASCII-formatted data. EBCDIC-formatted data files will no longer be supported. Adherence to the ASCII file formats will impact the agencies that currently submit their data or receive extracts in EBCDIC format.

All transactions are impacted.

B.2 Transaction Controls

The SFS legacy bulkload interfaces will continue to support the bulkload prefix, batch header and Document header portions of the legacy bulkload file layouts.

Transactions affected include:

- Batch header (I211)
- Document header (I221)
- Bulkload prefix (I231)

The SFS interfaces will not require agencies to change the existing transaction controls. The current limitations that exist related to number of documents per batch and transactions per Document will not be enforced in the SFS interface processing.

The following are the legacy bulkload controls:

- **Batch** is a collection of similar documents. That is, vouchers will be contained in a voucher batch. Purchase orders will be contained in a purchase order batch.
- **Batch header** contains dollar amount and Document count control information. This information is validated in bulkload processing.
- **Documents** an individual voucher, contract, purchase order, journal transfer, refund of appropriation, credit invoice, revenue transfer, segregation, interchange, cost center profile, cost center plan or cash receipt. The Document number on the bulkload data set must match to the corresponding hard-copy Document number. A Document will contain at least one transaction although some documents require a minimum of two.
- **Transaction** is detailed information about a document. For example, for vouchers, the relevant transactions are charge, payment and invoice. Invoice transactions are optional.

B.3 File Processing

There are modifications that are required to the content in each record type. The following sections identify the changes required by record type.

All transactions have the capability to accommodate suspend batch processing. The revenue and refund of appropriation transactions have specific instructions to bulkload using the “SB” code.

Batching

Although the structure of the legacy format will still support the batching of documents, the SFS interface will process transactions on a document-by-Documents basis. Results of bulkload processing will continue to indicate Document Status within the batch.

Batch Type

The batch type code will have limited use in SFS to indicate the audit type for contracts and purchase orders. Valid values for batch type code (**BLP_BATCH_TYPE**) are provided in the SFS Interface Acceptable Values Document on the SFS website.

Suspended Batch Processing

The use of suspend batch “SB” processing will no longer be supported. Transactions that require OSC bureau approval will be routed to the appropriate audit department via SFS PeopleSoft workflow.

Bulkload Prefix

The use of the I231-BLP-BATCH-PROCESSING-CD to indicate batches of documents to be loaded in “Suspense” is no longer supported. Transactions that require audit and approval will now be controlled using SFS PeopleSoft workflow.

The batch type code will have limited use in SFS to indicate the audit type for contracts and purchase orders. Valid values for batch type code (**BLP_BATCH_TYPE**) are provided in the SFS Interface Acceptable Values Document on the SFS website.

Batch Header

SFS-TRANS-TYPE has been added to this layout, as it is necessary for processing in the SFS.

Batching of documents will continue to be supported. However, documents will be processed individually. Results of the Document processing will be reported by batch, similar to the current Batch Control Log (BCL), in what will be referred to as the IDL report.

Batch type codes will continue to be used to some extent. There will be some changes to the business rules around how and when to use certain batch type codes but there will be no changes to the format of the batch header. Further information on changes to the business rules around batch type codes may be found in the SFS Interface Acceptable Values Document on the SFS website.

Document Header

SFS-TRANS-TYPE has been added to this layout, as it is necessary for processing in the SFS.

The CICS Printer ID value will no longer be required. One of the goals in the design of the SFS applications is to reduce the volume of paper output. The reports and error notification will be electronically transmitted to the agencies reducing the need to maintain remote printers for each of the State agencies.

For further details, refer to Bulkload Layouts C.11, C.12 and C.13 for complete details on the file layout changes. The Bulkload Layouts on the SFS website.

B.4 COA

With the adoption of the new statewide COA structure, the SFS interfaces will provide the ability to transform legacy cost center profiles to unique PeopleSoft ChartField combinations via the COA Profile crosswalk table. Agencies will be required to map their legacy cost centers to PeopleSoft ChartField values.

Transactions affected include the Cost Center Profile (T512/T513/T514).

The legacy cost center profile bulkload transaction will be modified to include the unique ChartField values to associate a cost center to a unique string of PeopleSoft ChartField values. This mapping data is stored in the COA Profile table by the agency and is used during the transformation process.

The appropriation internal number and segregation sequence number used in the past as a shortcut key by some agencies to identify accounts and for budgeting and reconciliation within their internal FMS will not be carried into the SFS.

The equivalent ChartField string will replace the internal number in certain master files extracts. See Appendix B.13 for more information.

With the implementation of the SFS brings the opportunity to redefine the COA structure and values to meet the needs of the State. Keeping in mind the impact this will have on all of the applications that interface with the SFS, the goal was to design the interface to be able to accommodate the transformation of the former CAS cost center structure into the statewide COA structure. The mechanism to provide this transformation is the COA Profile mapping table. The legacy cost center profile bulkload transaction was altered to facilitate the maintenance of the COA Profile mapping table.

Agencies will be provided with extracts of the valid SFS ChartField values. These extracts will be used by agencies to map their legacy cost center profile values to a unique combination of ChartField values. These definitions can then be transmitted into the SFS via the bulkload interface. The cost center profile definitions will be loaded into the COA profile table or can be maintained via on-line entry by agencies.

Cost Center Mapping Override

Many of the legacy layouts have been updated to include the PeopleSoft ChartFields. These are optional fields which can be used to override the mapping associated with the cost center on the transaction. For example, if cost center A is provided and the mapping indicates that this should be charged to a specific set of PeopleSoft ChartFields, this can be overridden by also providing one or more SFS PeopleSoft ChartFields on the transaction. The values provided on the transaction will override the mapping and will be provided back on the M File after the transaction is processed.

The details of the changes to the Cost Center Profile layout can be found in Appendix C.1.

B.5 Budget Journals

The SFS interface will continue to support the segregation and interchange transactions. However, changes in values and structures will be required to accommodate the SFS COA and Budget structures. The SFS interface will also support budget journals to the Appropriation and agency KK Ledgers.

The following are the transaction codes related to budget journals:

- Segregation (112/114/116)
- Interchanges (153/154)
- Appropriations
- Agency KK Ledgers

The SFS interface will also support budget journals to the Appropriation and agency KK Ledgers.

The processing of Budget Certificates (Segregations) will flow through the SFS application first for the DOB review and approval. Once approved by DOB, the transactions are routed to the OSC Bureau of State Accounting Operations for audit and control review.

Budget journals entered for the Appropriation Ledgers will be subject to both DOB and OSC approval.

Unlike other financial transactions that use the Cost Center and Object code as the COA values, budget entries do not use a cost center but rather the unique attributes (Fund, Program, etc.) that make up the Segregation Budget Record.

The layouts for the identified transactions will now require the SFS ChartField values that will identify a budget record. The available ChartField values will be published and extracts provided as part of the interface design to facilitate the budget maintenance process.

The details of the changes to the segregation and interchange transaction layouts are located in Appendix C.2.

B.6 Journal Vouchers

The SFS bulkload interface will continue to support the journal voucher transactions but with some modifications.

Transactions affected include:

- Journal/revenue transfer (319)
- Cost center transfer (329)

The following fields in the transaction layouts have been converted to filler and are now obsolete as they no longer support modifications to a contract or purchase order encumbrance via a journal voucher:

- T319-PURCH-ORDER-NUM
- T319-ACCTG-TRANS-NUM
- T319-CONTR-ORIG-AGCY
- T319-CONTR-FROM-DATE
- T319-LINE-NUM

The processing of contract or purchase order encumbrance information as part of a journal entry will no longer be supported. Adjustments to purchase order or contract data will need to be handled using the contract or purchase order encumbrance transactions. New values for ChartField segments like Account (object code) will require agencies to adopt the new values to be included in the bulkload transactions.

The details of the changes to the journal voucher transaction layouts are located in Appendix C.3.

B.7 Vendor Data

The creation of a Statewide Vendor File will require changes to both business processes and the bulkload data structures. The transaction structures involving vendor or payee information will require modifications to include the Statewide Vendor File identifiers.

In order to facilitate the business processing changes around vendor management, the SFS interface will provide frequent extracts of vendor information from the Statewide Vendor File to agencies. Agencies will be required to provide the Statewide Vendor File unique identifiers for a vendor on related transactions within the SFS bulkload interface. The unique identifiers for a given vendor record on the Statewide Vendor File consist of the assigned Vendor ID; Vendor Location code; and Address Sequence number. This vendor information will be required on certain vendor-related financial transactions (i.e. contracts; purchase orders; vouchers; etc.).

Transactions that require the existence of the vendor in the SFS prior to processing the bulkload transaction will be pre-validated and the documents rejected if no existing vendor record is found.

In addition, the SFS bulkload interface will be able to process Single Payment vouchers. A Single Payment voucher is a payment to an entity that does not require reporting to Federal or State tax authorities (i.e. Refunds). The OSC Vendor Management Unit will determine the process and guidelines for when to use a Single Payment voucher.

Transactions affected include:

- Contracts (212/213)
- Contract encumbrances (218/219/220)
- Encumbrance (203/204/205)
- Voucher payee (302)
- Refund of appropriation expenditure (302/332)
- Credit invoice (304/334)

The Bulkload Layouts for the Statewide Vendor File can be found on the SFS website.

B.8 Contracts

SFS PeopleSoft applications handle revenue and procurement contracts within the same module of the application. Both are created and maintained as part of the Purchasing module. The SFS interface will continue to support the legacy contract transaction formats.

Transactions affected include:

- Contracts (212/213)
- Contract encumbrances (218/219/220)
- Scheduled contract payments (221/222/223)
- Revenue contracts (212/213)
- Revenue contracts charges (218/219/220)

Procurement Contracts

The contract transaction structures will require modification to accommodate the vendor data changes as well as capturing additional data elements to create a general contract Document and contract amendment sequence numbers in the SFS PeopleSoft application.

Procurement contract documents in the SFS are fundamentally different than within the legacy CAS. Within the SFS PeopleSoft application, a general contract Document is created for a specific vendor which contains the contract terms (i.e. Start; End Dates; and Amount Limits) similar to the Contract Master Data (212/213) transaction within the legacy CAS. The amendments for contracts will have the same contract number, but a unique sequence number that indicates the amendment number.

Contract Encumbrances

The major difference between procurement contracts in the legacy CAS versus the SFS is the encumbering of funds related to a contract. The SFS PeopleSoft application handles encumbrances via a purchase order document. For contracts, a purchase order is created for the same vendor under which the general contract Document was established under.

Scheduled Contract Payments

Scheduled contract payments will no longer be supported in the SFS. Agencies can establish payment schedules in their local FMS to generate the vouchers at the appropriate time and send the voucher to the SFS for payment.

Purchase Orders

The purchase order header is linked to the contract Document by the contract number and the amendment sequence number. The purchase order lines are linked to the contract by populating the contract number on each line. Each purchase order Line then contains distribution lines which in turn creates encumbrance entries in the KK ledger.

The SFS PeopleSoft application has built-in controls to ensure that purchase orders cannot be created outside of the start and end date of the contract, as well as, maintain controls to not allow the total purchase orders to exceed the maximum amount of the contract.

Processing Contracts and Purchase Orders

With the implementation of the SFS, contracts and their associated encumbrances will be approved in a two-step process. In the first step, the contracting agency will send OSC the contract master data and physical contract document. In the second step, when requested by OSC, the agency will send the purchase order/encumbrance. Agencies will indicate the amount of encumbrance they intend to create for the contract on the physical contract documentation.

The agency will enter the purchase order (encumbrance) into the SFS after contract documentation has been received by and the purchase order (encumbrance) requested by the OSC Bureau of Contracts. The auditor of the contract will request the agency to create the purchase order for the amount the agency indicated would be encumbered. The OSC Bureau of Contracts will then determine whether the contract and the associated purchase order (encumbrance) can be approved.

Bulkload Format

Although there are fundamental differences in the handling of procurement contracts, this will be seamless to the agencies using the legacy bulkload formats. The SFS bulkload interface is designed to accept the current contract formats and systematically build the appropriate transactions within the SFS PeopleSoft application.

However, there are some minor changes that are required to the legacy bulkload formats. In order to support the Vendor File procurement contract bulkload, transactions will need to include the unique vendor identifiers from the Vendor File. In addition, there are several data elements that will no longer be required for contract transactions.

The following data elements have been converted to filler and are no longer required on a contract transaction:

- T212-PAYEE-ID-NUM
- T212-PAYEE-ID-ADD
- T212-PAYEE-NAME
- T212-PAYEE-NAME-2
- T212-STR-ADDR-1
- T212-STR-ADDR-2
- T212-CITY
- T212-STATE
- T212-ZIP
- T212-INT-ELIG
- T212-IRS-CD
- T212-STAT-TYPE
- T212-IND-DEPT
- T212-IND-STATE
- T212-CHECK-ROUTE
- T212-CONTRACTOR-TYPE

Revenue Contracts

A revenue contract in the SFS is represented as a customer contract. It will be processed as a procurement contract via bulkload processing.

B.9 Encumbrances

An encumbrance in the SFS PeopleSoft application is represented as a purchase order. In order to create a purchase order, there are additional data elements required that are not currently part of the legacy bulkload transactions.

Transactions affected include encumbrance (203/204/205).

Similar to the procurement contract encumbrance, purchase order encumbrances will now be required to include the Vendor File unique identifiers:

- Vendor ID;
- Vendor Location Code (Can be left blank to use default); and
- Address Sequence Number (Can be left blank to use default).

The encumbrance transaction structure and values will capture the additional vendor data and, when necessary, approved contract number and contract amendment sequence number to establish a purchase order encumbrance in the SFS application.

The SFS will be configured to produce a single standard purchase order. For Phase 1 agencies, printing of purchase orders will happen from the SFS. The purchase order dispatch process will deliver the data to a PDF document. This PDF Document will include the agency name and address information, so that vendors know which State agency they are dealing with. Multiple copies can be printed if more than one copy is needed at the individual agencies.

With the implementation of the SFS, contracts and their associated encumbrances will be approved in a two-step process. In the first step, the contracting agency will send OSC the contract master data and physical contract document. In the second step, when requested by OSC, the agency will send the purchase order/encumbrance. Agencies must identify the intended encumbrance on the physical contract documentation but exclude the encumbrance in the bulkload file until they have received notification from OSC to do so.

For further details on the bulkload format changes for encumbrance transaction, refer to Appendix C.6.

B.10 Vouchers

SFS PeopleSoft applications provide built-in controls to assist in preventing duplicate payments. As part of these controls, there are certain business rules that must be followed. These business rules include that a voucher can only include one invoice and contain only one payee or vendor.

Therefore, the SFS interfaces will no longer be able to support multiple payees or multiple invoices per voucher. Due to this change, the Voucher Invoice 301 transaction code is no longer required. Current process for Single Invoice would include the invoice data elements on the 302 Voucher Payee transactions.

Transactions affected include:

- Voucher invoice (301)
- Voucher payee (302)
- Voucher charge (304)

Travel Vouchers/Expense Reports

Vouchers for payments to reimburse State employees for travel and other non-travel expenses will require transmitting the employee's Employee ID. Expenses for non-employees (for example, non-compensated Board Members) will be processed using the Accounts Payable module. These individuals will be paid/reimbursed as vendors and must be included in the Vendor File.

For more information refer to Appendix C.7.

Payment Vouchers

Payment Vouchers are created to pay for goods or services received from vendors or to refund vendors or citizens of the state.

The biggest change for vouchers is that a voucher can only be for a single payee and for only one invoice. This is vastly different from the legacy system.

As part of these changes, the need to continue to support the Voucher Invoice 301 transaction is no longer required. Consistent with the legacy bulkload processing for vouchers, when there is only one invoice, the invoice information is transmitted as part of the 302 Voucher Payment transaction. The

bulkload voucher legacy transaction will now consist of one 302 Voucher Payment/Invoice transaction and can contain multiple 304 charge transactions.

For further details regarding the legacy bulkload voucher transactions, refer to Appendix C.8.

In addition, there are certain situations where vouchers can be generated as a Single Payment voucher which would provide the ability to pay an entity without requiring them to exist on the Vendor File. Since Single Payment recipients will not exist on the Vendor File, they will not have a Vendor ID.

For this reason, the OSC Vendor Management Unit will provide each agency a default Vendor ID to use for Single Payment vouchers. The agency will be required to supply the OSC Vendor Management Unit-provided Vendor ID along with the payee name and address information on the Single Payment Voucher transaction. The rules for using Single Payment vendors on a voucher will be further defined by the OSC Vendor Management Unit.

The key to determine the use of a Single Payment voucher is whether or not the payment needs to be reported to a tax authority. Single Payment vouchers do not track the tax withholding information that may be required. Agencies should consult with the OSC Vendor Management Unit regarding policies and procedures for use of the Single Payment vouchers.

As with other transactions, payment vouchers will also require changes to accommodate the Statewide Vendor File. Vouchers to pay for goods or services will need to include the unique identifiers from the Statewide Vendor File. These data elements are:

- Vendor ID;
- Vendor Location Code (Can be left blank to use default); and
- Address Sequence Number (Can be left blank to use default).

B.11 Revenue Transactions

A revenue receipt in the SFS PeopleSoft application is represented as a Regular Deposit.

Transactions affected include Revenue Receipt (371).

The following data elements are no longer required for the legacy bulkload format for revenue transactions (371):

- T371-ACCTG-TRANS-NUM
- T371-CONTR-FROM-DATE
- T371-SUBL-CD-UNPK

For further details on the bulkload format changes for revenue transactions, refer to Appendix C.9.

B.12 Refund of Appropriations and Credit Invoices

A refund of appropriation and credit invoice in the SFS PeopleSoft application are represented as a Voucher Adjustment.

Transactions affected include:

- Refund charge (304/334)
- Refund payee (302/332)

A Refund of Appropriation and Credit Invoice in the SFS are represented as a Voucher Adjustment. In order to create a Voucher Adjustment, the following data elements are required that are not currently part of the legacy bulkload transactions:

- Vendor ID;
- Vendor Location Code (Can be left blank to use default);
- Address Sequence Number (Can be left blank to use default); and
- Original Document Number (Optional).

A Refund of Appropriations **must** be processed online if the original voucher is associated with a purchase order as the bulkload or direct entry processes will not affect the contract or purchase order values.

The AP Processor or AP Coordinator roles in the SFS are used to process these transactions.

The following data elements will no longer be required for the legacy bulkload transactions:

- T332-TRANS-SEQ-NUMBER
- T332-CHECK-ROUTE
- T332-PAYEE-ID
- T332-PAYEE-ID-ADD
- T332-PAYEE-NAME
- T332-PAYEE-NAME-2
- T332-STR-ADDR-1
- T332-STR-ADDR-2
- T332-CITY
- T332-STATE
- T332-ZIP
- T332-ZIP-2
- T332-WARRANT-CD
- T332-STAT-TYPE
- T332-PMT-DATE-ACTUAL

For further details on the bulkload format changes for Refund of Appropriations and Credit Invoices transactions, refer to Appendix C.9.

B.13 Master Files

In order to keep agency local FMS applications in synch with the SFS, the SFS interface will continue to provide the following Master File extracts:

- M011 Appropriation Master
- M041 Segregation Master
- M061 Contract Master
- M081 Cost Center Profile Master
- M101 Cost Center Encumbrance
- M151 Cash Balance Master
- M161 Cost Center History
- M171 Payment History
- M131 New Vendor Master File (Payee Name & Address)

Where applicable, the extract file will contain both cost center attributes and SFS ChartFields. In order for both to appear in an extract file, a cost center-to-PeopleSoft ChartField mapping must exist. In cases where SFS PeopleSoft ChartFields are explicitly entered on legacy transactions, the Cost Center Profile will be overridden. When this occurs, the Master File will contain the actual ChartFields which were charged (with the override value) not the mapped value.

In addition to the Master File extracts, the SFS interface will also provide extracts of the following accounting codes:

- Account Codes (Object Codes);
- Project & Activity IDs;
- Program Codes;
- Fund Codes;
- Department Codes;
- 1099 Codes; and
- Originating Agency Codes (SSI).

The concept of using either the Appropriation Internal Number or Segregation Sequence number is to identify a budget record that does not exist in the SFS. The SFS Program will provide agencies with a unique set of budgetary ChartFields (Department, Program, Fund, Account, and Budget Reference) that will serve as a proxy for the internal number in the M041, M101, and M161 (outbound extract files).

Custom reports will be developed for Project/Grants and agency KK which will provide a similar link between financial transactions and related string of unique budget ChartFields for these ledgers.

For further details on the master file and accounting codes extracts, refer to Appendix E.

Appendix C–Legacy Interface Formats

This appendix documents the revisions required to the legacy bulkload interface formats for the SFS applications. The subsections list each transaction. The changes to the formats include:

- Additions of new data elements;
- Relocation of data elements; and
- Identification of obsolete data elements

To minimize impacts to the legacy bulkload formats, data elements that are new or that needed to be relocated due to expansion, have been added to the end of the transactions utilizing existing filler. For data elements that have been deemed obsolete, agencies can make the programmatic changes to not include these elements in the file, if so desired. However, any positions identified as “FILLER” in the data file will not be read during processing of the bulkload file.

It is required that agency systems reading the SFS extracts be coded in the same manner. FILLER should be ignored and should not be required to be blank. This is to help assure that any SFS changes for the addition of optional fields will not require coding by agencies where the new field is not needed.

All legacy bulkload formats are in a separate interface layout document. Additionally, an Interface Valid Values spreadsheet has been created to provide an acceptable values listing for certain fields included within the interface formats. These are available on the SFS website. Since configurations may change on a periodic basis, attention should be paid to the release date of the acceptable values listing.

ChartField-related fields and acceptable values are maintained in the SFS COA Handbook. The COA Handbook is available on the SFS website.

C.1 COA Profile

Cost Center Profile Transaction (512/513/514) Layouts

The COA Profile Transaction is utilized to upload mappings from the legacy cost centers to the SFS ChartFields. These mappings are utilized to map inbound transactions from legacy to PeopleSoft values prior to loading into the SFS. These mappings are also used to map outbound transactions on the M files. All transactions are processed and retained in the SFS under the PeopleSoft ChartField values. When M files are created, if there is a mapping available for set of ChartFields, then the resulting legacy cost center will be provided on the output record.

C.2 Budget Journals

The legacy bulkload formats supporting the following transactions are available at the SFS website.

- Segregation Transaction (T112/T114/T116)
- Interchange Decrease Transaction (T153)
- Interchange Increase Transaction (T154)

Segregation Transaction (T115) will no longer be supported. All Segregation transactions should use the layout for T112/114/116.

C.3 Journal Vouchers

- Journal/Revenue Transfer Charge Transaction (T319) layouts

C.4 Procurement Contracts

- Contract Data Transaction (T212/T213)
- Contract Encumbrance Transaction (T218/T219/T220)

C.5 Encumbrances

- Encumbrance Charge Transaction (T203/T204/T205)

C.6 Travel Vouchers

The transaction layout for travel vouchers is identical to the layout for payment vouchers in Appendix C.8.

C.7 Payment Vouchers

- Voucher Charge Transaction (T304)
- Voucher Payment Transaction (T302)

Due to the SFS requirements for a single payee and single invoice per voucher, the T301 Voucher Invoice Transaction will no longer be required. Current SFS processing would require invoice information to be present on the T302 Voucher Payment Transaction when there was only one invoice.

C.8 Revenue Receipts

- Revenue Receipts (T371)

C.9 Refund of Appropriations and Credit Invoices

- Refund Payee Transaction (T332)
- Refund Charge Transaction (T334)

C.10 Bulkload Prefix

- Bulkload Prefix (I231) layout

C.11 Batch Header

- Batch Header (I211) layout

C.12 Document Header

- Document Header (I221) layout

C.13 Payroll Payment Transactions

- Payroll payment transaction (T352) layout

C.14 Payroll Charge Transaction

- Payroll charge transaction (T354) layout

Appendix D–PeopleSoft Interface Formats

This appendix provides a summary of PeopleSoft interface formats and should be used in conjunction with other documents in the Bulkload section of the SFS website.

The Bulkload Tools section of the SFS website includes:

- Rules related to bulkload formatting;
- Detailed descriptions for each file layout (Inbound Legacy, Inbound PeopleSoft, and Outbound Extracts) in XLS format;
- Valid values for SFS data elements;
- Sample data;
- Mappings from legacy to SFS PeopleSoft transaction codes; and
- Slideshows in PDF format from information-sharing sessions between SFS and agencies.

In the Bulkload section, PeopleSoft interface layout details are stored in an Excel file, with a separate sheet/tab representing a distinct file layout. An index that corresponds to the following appendix headings is located on the first tab of each file.

An index that corresponds to the following appendix headings is located on the first tab of the file. The second tab includes an update log which identifies every layout update and the date the change was made.

D.1 Budget Journals

SFS Budget Journals consist of at least two lines:

- BJH - Budget journal header (Mandatory)
- BJL - Budget journal line (Mandatory)

Each BJH can contain multiple BJL records but must include at least one BJL record. Budget journals that establish an original budget, or adjust an original budget, do not need to be balanced entries.

D.2 Journal Vouchers

SFS Journal Vouchers consist of at least two lines:

- JEH - Journal header (Mandatory)
- JEL - Journal lines (Mandatory)

Each JEH can include multiple associate JEL records but must include at least one. Journals must consist of balancing entries (i.e. the total of debits must equal the total of credits within the Journal Header document). Journals that do not balance will be rejected.

D.3 Procurement Contracts

Contracts in the SFS consist of a mandatory general contract Document (COH - Contract Header) line and accompanying contract purchase orders.

The general contract Document is linked to purchase orders at the purchase order line level. The total of purchase order lines cannot exceed the maximum amount of the general contract.

D.4 Purchase Orders

SFS purchase order transactions are used to establish encumbrances for procurement contracts and for purchase agreements. A purchase order must have at least four lines:

- POH - Purchase order header (mandatory);
- POL - Purchase order line (mandatory);
- POS - Purchase order shipment (mandatory); and
- POD - Purchase order distributions (mandatory).

A purchase order header can also have multiple purchase order lines. Each purchase order line can have multiple corresponding purchase order shipments. Each purchase order shipment can have multiple distributions.

When creating a purchase order to establish a contract encumbrance, the contract number is populated on the purchase order line transaction. All other data elements are identical to a purchase agreement.

D.5 Payment Vouchers

SFS payment vouchers cover all types of payments, such as those to a vendor for goods or services, refund payments, or payments to local governments. A payment voucher consists of at least three lines:

- VOH - Voucher header (mandatory);
- VOL - Voucher lines (mandatory); and
- VOD - Voucher distributions (mandatory).

A voucher can only be for one payee and contain information for a single invoice. For each voucher header, there can be multiple voucher lines and each voucher line can have multiple distributions.

D.6 Revenue Receipts

Revenue transactions are recorded via a regular deposit in the SFS. SFS regular deposits consist of at least two records:

- RVH - Revenue header (mandatory); and
- RVL - Revenue lines (mandatory).

There can be multiple revenue lines for a revenue header

D.7 Refund of Appropriations and Credit Invoices

Refund of appropriations and credit invoice transactions are recorded via a voucher adjustment in PeopleSoft. An SFS voucher adjustment consists of:

- RFH - Voucher header (mandatory);
- RFL - Voucher lines (mandatory); and
- RFD - Voucher distributions (mandatory).

A voucher adjustment can only be for one payee and contain information for a single invoice. For each voucher header, there can be multiple voucher lines and each voucher line can have multiple distributions. Every invoice number must be unique within the provided Vendor ID for that business unit.

D.8 Transaction Prefix

The first 76 positions of the SFS PeopleSoft bulkload file must contain a transaction prefix for each file line. This transaction prefix identifies the submitting agency and defines the type of record within the file line/row. Any one file submission will contain at least three lines to reflect three different record types as described in the table below.

Transaction Prefix Description

Record Type	Description
1. Control Record	Identifies the number of documents related to the control group. There can be multiple control records within a given file; at a minimum each file must contain one control record. A control group can contain different Document types. There can be up to 99,999 documents within each control record.
2. Document Header	Contains information about the document. For example, Document type, Document number, number of transaction related to the document. Each Document can have up to 99,999 transactions.
3. Transaction Record	Contains the details of each transaction based on the transaction type.

The following table illustrates a bulkload file that contains two financial documents: one purchase order and one voucher. Notice that there are 12 lines related to these two documents.

Transaction Prefix Example

Col #	TRNP-AGENCY-ID (SSID)	TRNP-RECORD-TYPE	TRNP-CONTROL-NUM	TRNP-CONTROL-COUNT	TRNP-DOCUMENT-NUM	TRNP-DOCUMENT-TYPE	TRNP-DOC.-CONTROL-COUNT	TRNP-TRANS-CONTROL-NUM	TRNP-TRANS-CONTROL-COUNT	TRNP-TRANS-TYPE
1	02000	C	000000001	2						CTL
2	02000	H	000000001		P000000001	PUR	4			DOH
3	02000	X	000000001		P000000001	PUR		0000000001	1	POH
4	02000	X	000000001		P000000001	PUR		0000000002	1	POL
5	02000	X	000000001		P000000001	PUR		0000000003	1	POS
6	02000	X	000000001		P000000001	PUR		0000000004	0	POD
7	02000	H	000000001		V123000001	VOU	5			DOH
8	02000	X	000000001		V123000001	VOU		0000000001	2	VOH
9	02000	X	000000001		V123000001	VOU		0000000002	1	VOL
10	02000	X	000000001		V123000001	VOU		0000000003	0	VOD
11	02000	X	000000001		V123000001	VOU		0000000004	1	VOL
12	02000	X	000000001		V123000001	VOU		0000000005	0	VOD

Line 1 identifies the Record Type as a Control Record by setting the TRNP-RECORD-TYPE = 'C'. There is one 'C' Control Record per file submitted. The TRNP-CONTROL-NUM is the Control Number which must be unique for each file submission. The TRNP-CONTROL-COUNT indicates the number of documents within the control group/file submission. In this example there are two control groups or documents: one purchase order and one voucher.

Line 2 identifies the Record Type as a Document Header by setting the TRNP-RECORD-TYPE = 'H'. The Document number is specified in TRNP-DOCUMENT-NUM and is unique for each header line within the file. The TRNP-DOC-CONTROL-COUNT indicates the number of transactions related to each document. In this example, Purchase Order # P0000001 has four transactions; and Voucher # V1230001 (on line 7) has five transactions.

Line 3 identifies the Record Type as a Transaction line for the purchase order Document by setting TRNP-RECORD-TYPE = 'X'. A unique transaction control number (TRNP-TRANS-CONTROL-NUM) is created for each transaction within a given Document in the bulkload file. The transaction control count indicates how many child transactions are related to the current transaction. In this example, the Purchase Order Header (POH) transaction on line 3 has one child transaction or Purchase Order Line.

Lines 4 - 6 identify the remaining transactions related to Purchase Order # P0000001.

Line 7 defines a new Document header record for the voucher # V1230001 and indicates that there are five corresponding transactions, as reflected in TRNP-DOC.-CONTROL-COUNT.

Lines 8 - 12 identify the remaining transactions related to voucher # V1230001. Note that the transaction control count (**TRNP-TRANS-CONTROL-COUNT**) on Line 8 reflects that there are two Voucher Lines (VOL) for this Document group. Each Voucher Line, 9 and 11, has a corresponding Voucher Distribution (VOD) line, Lines 10 and 12 respectively.

D.9 Vendor Mass Upload

The process for bulkloading vendor data is separate from the process for bulkloading all other financial data. However, layout definitions are included in the Bulkload Interface layouts file.

D.10 Expense Report (Travel Vouchers)

Travel vouchers cover travel reimbursement payments to employees. An SFS travel voucher is processed in the Expense module and is called an expense report.

A Travel Expense Report consists of at least three lines:

- EXH - Expense header (mandatory);
- EXL - Expense lines (mandatory); and
- EXD - Expense distributions (Mandatory).

Each expense report contains one expense header that corresponds to one employee. For each expense header, there can be one or more expense lines and each expense line can have one or more distribution lines.

D.11 Billing Invoices

Agencies can import Interface Billing Systems (IBS) data into the SFS in order to utilize system-generated bills.

Agencies should only use the SFS billing interface for IBS billing activity when the invoice to the customer will be issued by the SFS Billing module. If the invoice should be issued to the customer by the IBS, agencies should use the Open Items Interface.

SFS Billing Invoices must consist of at least two transaction type lines with two additional, optional lines:

- B01 - Invoice line (mandatory);
- B02 – Balanced accounting entries (mandatory);
- B03 - Discount/surcharge (optional); and
- B04 - Notes (optional).

The invoice line (B01) is the parent transaction for a set of accounting entries, and therefore, is unique to that set. There must be at least one accounting entry (BO2) line for each BO1 line. However, there may be multiple BO2 lines, as well as multiple lines for discount/surcharge (B03), and notes (B04).

D.12 Customers

The SFS customer interface can be used for **new customers only**. Updates to customer information must be done within the SFS online application. The SFS customer interface consists of three transaction types:

- C01 - Customer (mandatory);
- C02 – Customer address (mandatory); and
- C03 – Customer contacts (optional).

The customer line is the parent transaction for a set of customer entries; and therefore, is unique to that set. There must be at least one C02 line; and there can be multiple C02 and C03 lines for a C01 line.

D.13 Open Items

The open items file is used to load customer-related pending items. It must consist of three transaction type lines:

- I01 - Group control (mandatory);
- I02 - Open items (mandatory); and
- I03 - Open items distribution (mandatory).

The I01 line is the parent transaction and must have at least one I02 line. Each I02 line must have at least one I03 line. There can be multiple I02 lines for an I01 line; and there can be multiple I03 lines for an I02 line.

I03 lines can be grouped according to three different entry types as defined in the I02 line, Entry Type field. Values for Entry Type are:

- 'IN' – Invoices;
- 'DR' - Debit memos; and
- 'CR' - Credit memos.

Appendix E–Outbound File Extracts

This appendix identifies the file formats for extract files provided to agencies or other external systems. There will be one set of extract files provided to agencies. Where applicable, each extract file will contain both cost center attributes and PeopleSoft ChartFields. In order for both to appear in an extract file, a cost center-to-PeopleSoft ChartField mapping must exist.

All outbound file extracts are in a separate interface layout document. All interface layouts are considered final but additional clarifying comments will be released when applicable.

An Interface Valid Values spreadsheet has been created to provide an acceptable values listing for certain fields included within the interface formats. It is available on the SFS website.

ChartField-related fields and acceptable values are maintained in the COA Handbook on the SFS website.

Since configurations may change on a periodic basis, attention should be paid to the release date of the acceptable values listing.

E.1 M131 Vendor Master File (Payee Name & Address)

Within the Statewide Vendor File, vendors can have multiple addresses associated with their main vendor record. A vendor can also have multiple locations that represent different payment types (ex. check and ACH). The Vendor File Extract will use the LOCATION DEFAULT PAYMENT METHOD to designate the default address for each location code (payment type). Agencies will have the ability to use whichever address/location combination is appropriate for a particular transaction.

The Vendor File Extract will contain one row for each address related to a Vendor ID. However, an address may appear more than once in instances where an address is the default for more than one location code (payment type). Certain information, like Vendor ID and Vendor Name, will be repeated in the file for each unique vendor address.

Vendor contact information is available on the MWBE extract.

E.2 Accounting Codes Tables

In addition to the Master File Extracts, the SFS interface will also provide extracts of the following Accounting Codes tables:

- Account Codes (Object codes);
- Project & Activity IDs;
- Program Codes;
- Fund Codes;
- Department Codes;
- Class Field Codes;
- Product Codes;
- Operating Unit Codes;
- ChartField1 Codes;
- ChartField2 Codes;

- ChartField3 Codes; and
- Budget Reference Codes.

E.3 M011 Appropriation Master File

The M011 Appropriation Master File includes a summary record for each unique Appropriation Budget. A unique Appropriation Budget is identified by the combination of ChartField values for:

- Business Unit;
- Department ID;
- Fund;
- Program;
- Account; and
- Budget Reference.

Each record will summarize the LTD and YTD expenditures across multiple budget years.

E.4 M041 Segregation Master File

The M041 Segregation Master File includes a summary record for each unique Budget. A unique budget is identified by the combination of Ledger Group and ChartField values for:

- BU;
- Department ID;
- Fund;
- Program;
- Account;
- Project;
- Activity; and
- Budget Reference.

Each record will summarize the LTD and YTD expenditures and disbursements across multiple budget years.

E.5 M081 Cost Center Profile Master

The M081 Cost Center Profile Master File contains the listing of all active or inactive Cost Center mapping records for a given Business Unit. The legacy cost centers are mapped to unique combinations of ChartField values. Each record is effective-dated so that changes to mapping to ChartField values are date tracked.

E.6 M061 Contract Master File

The M061 Contract Master File contains both procurement and revenue contracts. The subscribing Source System will receive all contracts associated with the related BU and all OGS P-Contracts. The extract file contains one row per amendment and a row for amendment 0.

E.7 M161 Transaction History File

The file layouts for the M161 Transaction History File have been broken down by transaction type to better identify the contents of the file. The transactions types are as follows:

- Encumbrance transactions;
- Voucher transactions;
- Disbursement transactions;
- Journal/revenue transfer transactions; and
- Payroll transactions.

The SFS has consolidated three layouts - Journal/Revenue Transfers, Cost Center Transfers and Cost Center Profile - into one layout called "M161 Treasury Journal/Revenue Transfers/Budget. This action eliminates outbound file extracts for Cost Center Transfers and Cost Center Profile Transactions.

In the winter Of 2013, the SFS Program released a new M161 release which included informational updates and modifications allowing the file to run faster.

Included were changes to the following items:

- Vouchers
 - Added MIR Date back to the layout. This will match the MIR Date included on the Voucher.
 - Added the Voucher Approval Date and Voucher GL Posting Date fields. These dates can be used to identify a transaction that was updated after GL Post and should be ignored in processing into a Legacy system.
 - Fixed Prompt Payment Interest so agencies see the Non-Budget Checked Line. The logic for these transactions will be as follows:
 - Trans Record Status = 'I'
 - Document Status = 'A'
 - Document Process Date = Payment Creation Date
 - All Budget ChartFields will default in the Detail line values since the transaction is not being Budget Checked.
 - The Ledger Group will always be DETAIL.
- Disbursements
 - Added OGS Master Contract ID when applicable.
 - Added Treasury Journals once Posted. A Disbursement Source of 'TRL' will display. These are transactions that not all agencies should expect to see.
- Treasury Journals
 - A new transaction type named 'TRL' will identify Journals from the Treasury module. This will include Wire Payments made by the OSC Cash Management Unit and Sole Custody transactions once implemented into SFS. These are transactions that not all agencies should expect to see.
- Purchase Order Liquidations

- Added fields identifying the Voucher information related to a liquidated PO to eliminate potential duplicates to an agency.

Interest on the revised M161 will appear as shown below:

Voucher paid with no interest				
4/10 - Voucher entered/paid				
Trans Status/Type	Batch Number	Doc Status	Tran Amt	
AVOD	JD4321	A	+\$100	Voucher Line
A399	JD4321		+\$100	Payment/Disbursement Line
4/20 - Payment cancelled - Note 1				
Trans Status/Type	Batch Number	Doc Status	Tran Amt	
I399	JD4321		-\$100	Cancelled Payment/Disbursement Line
4/25 - Payment reissued				
Trans Status/Type	Batch Number	Doc Status	Tran Amt	
A399	JD4321		+\$100	Reissued Payment/Disbursement Line
Voucher paid with Interest - Notes 2, 3				
4/10 - Voucher entered/paid				
Trans Status/Type	Batch Number	Doc Status	Tran Amt	
AVOD	KD4321	A	+\$100	Voucher Line
IVOD	XD4321	A	+\$10	Interest Line
A399	KD4321		+\$100	Payment/Disbursement Line
I399	XD4321		+\$10	Interest Payment/Disbursement Line
4/20 - Payment cancelled - Note 1, 5				
Trans Status/Type	Batch Number	Doc Status	Tran Amt	
I399	KD4321		-\$100	Cancelled Payment/Disbursement Line
I399	XD4321		-\$10	Cancelled Interest Payment/Disbursement Line
IVOD	XD4321		-\$10	Cancelled Interest Line
4/25 - Payment reissued				
Trans Status/Type	Batch Number	Doc Status	Tran Amt	
A399	KD4321		+\$100	Reissued Payment/Disbursement Line

5/1 Voucher Close with Interest - See Note 5 for the IVOD displaying here in C Status

Trans Status/Type	Batch Number	Doc Status	Tran Amt	
IVOD	KD4321	C	-\$100	Voucher Amount Reversed
I399	KD4321		-\$100	Payment/Disbursement Amount Reversed (Might have been received in earlier day when payment was cancelled)
IVOD	XD4321	C	-\$10	Voucher Interest Reversed (Might have been received in earlier day when payment was cancelled and displayed still in A Status).
I399	XD4321		-\$10	Payment/Disbursement Interest Reversed (Might have been received in earlier day when payment was cancelled)

Interest Reclass entries on M161

4/10 - Interest Paid and Reclassed - Note 4

Trans Status/Type	Batch Number	Doc Status	Tran Amt	
AJEL		P	+\$10	Reclassified Interest Expenditure
A399			+\$10	Reclassified Interest Disbursement

4/20 - Interest Cancelled - Note 5

Trans Status/Type	Batch Number	Doc Status	Tran Amt	
AJEL		P	-\$10	Reclassified Interest Expenditure
A399			-\$10	Reclassified Interest Disbursement

Notes:

1 - Unless the voucher is changed when it is cancelled (i.e., a comment added by the person cancelling it), there will not be a new VOD line for the Voucher and Interest

2 - If no Batch Number exists, just an 'X' will display. The X replaces the first character of the existing Batch Number if it exists.

3 - Positive Interest lines will use 'I' Trans Record Status because they are not budget checked

4 - In the same nightly Batch cycle the Interest is reclassified from the ChartField string on the Voucher. This is the only entry that will display an 'A' for Trans Record Status.

5 - Per policy, OSC will be cancelling the Voucher Interest line at the time of payment cancellation when additional interest should not be applied to the payment. A new reclass LP Journal will also display applying the credit and Agencies are responsible from creating a brand new separate Voucher Document to pay the original interest owed to the Vendor. If the payment is returned due to a fault to New York State, in addition to the original cancelled VOD line a new VOD line will display with a new positive amount.

Review the Update Log made to the interface layouts posted on the [Bulkload Toolkit page](#) of the SFS website.

E.8 M101 Encumbrance Master File

In the SFS, an encumbrance is recognized as a purchase order. The Encumbrance Master File Extract will include a row for every Purchase Order Line.

E.9 M151 Cash Balance Master

The M151 Cash Balance Master File contains a summary record of the available cash balance for each Fund. Each Fund can be set up to enforce Cash Control or not. The Cash Control indicator value of 'Y' will identify which funds are not allowed having the cash balance go negative during the SFS pay cycle process.

E.10 M171 Payment History

This file contains a history of all payments made by OSC to vendors, individuals, employees and municipalities. This file is generated daily and reflects all the transactions processed for that day, recording all the daily payments made by OSC.

As part of the Summer 2013 release of the SFS, the following fields have been added to this extract:

- **Location (Payment Method)** assists agencies in identifying the payment method used for the payment to the recipient (i.e., check vs. ACH). It will also identify special payment cases, such as liens and split payment intercepts. It is located in positions 659-668.
- **Address Sequence Number** assists agencies in identifying the address to where the payment is being sent. It is useful for agencies responding to vendor inquiries about missing and reissued payments. It is located in positions 669-673.
- **Payment Status** is the PeopleSoft field used on the Payment Table to indicate a payment, cancellation, etc. It is located in position 70. Valid Values for this field are located in the [Valid Values table](#) in the SFS Bulkload Toolkit on the SFS Program web site.
- **Record Status** is included in position 1 for each payment record row on the M171. Record Status values have been added for:
 - "L" - Stale dated; payment was not deposited within one year of issue date:
and
 - "R" – Reconciled; payment cleared the bank.See "Post-Payment Activities" below for additional information.
- **Payment Clear Date** is included to indicate the date that a payment was cleared at the bank. See "Post-Payment Activities" below for additional information.

- **Escheatment (Stale) Date** is included to indicate the date that the payment was marked stale. See “Post-Payment Activities” below for additional information.

Agencies have the option to load this information or not.

Combined Payments

This file is a listing of payments after payments are combined. The M171 Payment History File contains a record for every voucher which has been paid for the BU receiving the extract. Note that due to the payment combine process, a check amount may not match the voucher transaction amount. The check may combine amounts from a number of vouchers across business unit.

Interagency Payments

Interagency billing transactions which are processed via a voucher will also generate a record in this extract file.

Post-Payment Activities

In addition to the initial payment row, the M171 includes rows for post-payment activities such as stale payments or payment clearing the bank. These rows are only included when the date falls within the frequency indicated on the M171.

The M171 includes an additional row for a payment when it has cleared the bank. Agencies must choose to load this information from the extract or not. The row includes a Record Status of “R” in Position 1, a Payment Status of “P” in Position 70, and a field named “Payment Clear Date” in Positions 92-97 which indicates the date the payment cleared at the bank. Agencies generally know this date for ACH transactions. For a check payment, they can track when the employee/vendor payment is cashed. This row is only included when the date falls within the frequency indicated on the M171.

For example, a payment is made on 5/3/2013 and clears on 5/6/2013. The M171 for payment issuance shows:

Record Status	Payment Date	Payment Status	Payment Clear Date
P	5/3/2013	P	

Below is how the M171 portrays when the payment is marked clear:

Record Status	Payment Date	Payment Status	Payment Clear Date
R	5/3/2013	P	5/6/2013

The M171 includes an additional row for a payment that is marked as stale. Agencies must choose to load this information from the extract or not. The row includes a Record Status of “L” in Position 1, a Payment Status of “L” in Position 70, and a field named “Escheatment Date” in Positions 71-76 which indicates the date the payment was marked as stale. Again, this row is only included when the date falls within the frequency indicated on the M171.

For example, a payment is made on 5/3/2013 and is marked stale on 5/4/2014. The M171 for payment issuance shows:

Record Status	Payment Date	Payment Status	Stale Date	Payment Clear Date
P	5/3/2013	P		

Below is how the M171 portrays when the payment is marked stale:

Record Status	Payment Date	Payment Status	Stale Date	Payment Clear Date
L	5/3/2013	L	4/4/2014	

If a payment is made on 5/3/2013 and is cancelled on 5/6/2013, the M171 for payment issuance shows:

Record Status	Payment Date	Payment Status	Cancel Date
P	5/3/2013	P	

Below is how the M171 portrays when the payment is cancelled:

Record Status	Payment Date	Payment Status	Cancel Date
X	5/3/2013	S	5/6/2013

E.11 M062 Value-Added Reseller Extract

The M062 is the Office of General Services' List of Value-Added Resellers (VAR). It contains the linkage between which VARs are eligible for each OGS Master Contract. The layout mimics the OGS file that has been published weekly to the SFS website with the following differences:

- File Number (62) is reflected in the first two characters.
- Vendor Contract Status (Active/Inactive) is added at the end.
- Filler is added to the end of allow for future fields.

Agencies can subscribe to the M062 extract via a request to the SFS Help Desk indicating the SSID to receive the file extract and the frequency requested.

An example of the M062 layout is shown below:

CONTRACT VENDOR ID	VENDOR NAME	CONTRACT ID	CONTRACT DESCRIPTION	VAR VENDOR ID	VENDOR NAME
1000009105	TOSHIBA	OGS01-PC59471-1140268	COPIERS (ANALOG & DIGITAL) DIG	1000011522	T&G INDUSTRIES
1000009105	TOSHIBA	OGS01-PC59471-1140268	COPIERS (ANALOG & DIGITAL) DIG	1000026064	FACSIMILE COMM IND INC
1000009105	TOSHIBA	OGS01-PC59471-1140268	COPIERS (ANALOG & DIGITAL) DIG	1000028981	TOSHIBA BUSINESS SOLUTIONS-NY
1000009105	TOSHIBA	OGS01-PC59471-1140268	COPIERS (ANALOG & DIGITAL) DIG	1000054519	U S BUSINESS TECHNOLOGY
1000009105	TOSHIBA	OGS01-PC59471-1140268	COPIERS (ANALOG & DIGITAL) DIG	1000055352	EAGLE SYSTEMS INCORPORATED

Appendix F- Bulkload Infrastructure

Bulkload Process Overview

Bulkload agencies will use the bulkload process to interface transactions from their current FMS and feeder systems to the SFS. For each system interface, bulkload agencies have determined whether they will use Legacy file formats (for Future Phase agencies only) or transition to PeopleSoft file formats (Phase 1 or Future Phase agencies).

Transactions submitted to the SFS in legacy file format are converted to PeopleSoft format using a “black box” conversion. The process reorders and resizes the legacy file format fields to match the PeopleSoft file formats and maps from legacy cost centers to PeopleSoft COA ChartFields. In this way, legacy file format transactions are processed exactly as they would be if they were keyed directly into the SFS. Transactions submitted in PeopleSoft file format bypass this mapping.

Additional information regarding both file formats is available on the SFS website.

Access to transactional data will be provided through data extracts and the SFS report structure.

A single inbound file can contain transactions with different types and formats. Files are processed by the SFS throughout the day as soon as they are received. Every transaction file submitted by an agency has a status file returned to them as reference.

Direct Entry Process Overview

When bulkloading is not an option, some Future Phase agencies will use the direct entry process to enter legacy transaction information directly into bulkload SFS staging tables. It is no longer used to expedite transactions for agencies with bulkload capability.

Custom web-based screens are used to provide an entry alternative when a bulkload-formatted transaction from the agency’s local FMS cannot be produced. Screens are designed to enter transactions based on the SFS legacy interface formats. These are similar to the direct entry screens used in the CAS, but contain the required additional fields for PeopleSoft processing.

The Agency Interface Profile determines the direct entry functionality that Future Phase agencies can use. In addition, the agency must establish and maintain appropriate end-user security for the direct entry pages and also a Tumbleweed account for processing direct entry transactions.

Transactions supported by direct entry include the COA profile; revenue receipts; journal vouchers; contracts; encumbrances; and refund of appropriations. There is no direct entry option available for processing budget journals or budget transfers in the SFS. An Excel-to-CI upload process is available to support direct entry agencies that are not able to bulkload these transactions.

Future Phase agencies are not able to query or update transactions that have been processed using direct entry, regardless of their success or failure.

Appendix G – Managing Bulkload File Errors & Corrections

This appendix will identify the error conditions that may occur during the interface process and the steps for authorized agency users to rectify errors.

The SFS interface is designed to follow a consistent set of processing steps regardless of the source of the transactions. The following are the basic processing steps:

- Pre-validations; and
- Document processing.

During these processing steps, errors can occur for various reasons that would prohibit further processing. Fatal errors encountered during processing will be logged and reported back to the source system with a specific error message, indicating the reason for failure. Where in the process, a Document encounters an error will determine the appropriate actions to take from the source system.

There are two reports which will be provided to agencies with feedback related to their bulkload activity. These are placed in the agency Tumbleweed folder for Notification. They are:

ENL

- The ENL includes errors which are more technical in nature and block processing from continuing.
- Bulkload files which cannot be processed at all due to technical formatting issues will generate an ENL.

Interface Disposition Listing (IDL)

- The IDL includes the status of every transaction submitted whether successful or in error.
- Bulkload files which are processed into the SFS will have an IDL generated and returned to the Tumbleweed Notification folder.

Error codes and their descriptions are part of the Valid Values spreadsheet that is available on the SFS website.

These error codes cover specific issues that are part of pre-validation processing. The Valid Values spreadsheet also includes the recovery steps for the specific error codes. A sample is shown below.

Sample Recovery Steps for Error Codes

Error Code	Description	Agency Action Required
201	Invalid Approp Type	This error is generated when the Appropriation Type value is not one of the acceptable values for this field. The record is flagged on the staging table and is not created in the PS tables. Corrective Action: Fix the Appropriation Type value and resend the transaction using the same Document number, transaction type and action code.

Virtually any error message which can appear on a SFS PeopleSoft screen can be generated and returned on an IDL. As additional errors are encountered and recovery steps defined, the Valid Values spreadsheet will be updated and included in the Bulkload ENL. This log contains a list of errors that are displayed on the IDL and ENL notification files, along with the resolution for the user.

The Bulkload ENL also includes a comprehensive listing of pre-validation errors and resolutions. Processing of a bulkload file stops when a pre-validation error is encountered. Pre-validation error codes are located in positions 73-82 on the IDL. There could be additional errors in the file, but they will not appear until they are encountered in the file load process.

The Bulkload ENL can be found on the Bulkload Testing page of the SFS website.

Appendix H – Direct Entry

Agency users will enter individual transactions using web-based pages. After users complete the data entry for a transaction and save that transaction, the background bulkload interface processes will be initiated.

Field validations will be limited to standard field-related validations and basic business rules. For example, date fields must only contain valid date values, and numeric fields must contain only numeric values. Otherwise, there will be no validations on either the length of text or type of text entered on the direct entry pages.

Each individual direct entry transaction will be processed using the same business logic that all legacy bulkload transactions follow, including these steps:

- Document Transformation: transform legacy formats to SFS PeopleSoft formats
- Pre-Validation: execute SFS pre-validation business logic
- Transaction Routing: execute interface components to process the transaction in the SFS
- Results Compilation: generate an IDL report

The direct entry transactions interface provides functionality to support:

- Contracts and Related Transactions
- Cost Center Transactions
- Refund Transactions
- Journal/Revenue and Cost Center Transfer Transactions
- Deposit of Receipts Transactions
- Vendor Transactions

Credit or Debit Memos cannot be entered using direct entry.

Screen shots and a description of the data values for direct entry transactions are provided in the following sections.

Contracts and Related Transactions

Revenue contracts will require a Customer ID from the SFS customer file. Procurement contracts will require a Vendor ID from the SFS Vendor File.

After a contract is approved in the SFS, an authorized agency user can enter an encumbrance against that contract.

Transaction codes related to contracts are:

- Contract data: T212, T213
- Contracts encumbrance: T218, T219, T220
- Encumbrance: T203, T204, T205
-

Contract Data

Three pages are available:

- Enter contracts
- Enter procurement contract data (T212/T213)
- Enter revenue contract data (T212/T213)

Page Layout for Enter Contracts

Enter Contracts

Add a New Value

Source System ID:

Bulkload Batch Number:

Add

Enter Contract Page Details

Form Label	Field Description	Field Length
Source System ID	The agency's assigned Source System Identifier for direct entry.	5
Bulkload Batch Number	Bulkload Batch Number associated with the contract.	6

Page Layout for Procurement Contract Data (T212/T213)

Source System ID	09000		
Batch No	655467	Batch Type	BAT
Batch Count	1	Net Amount	1000.00

Document Header			
Document Number	D123456		

Contract Data			
*Contract Type	Procurement		
*Contract No	C14343	Action	Add
SFS Contract Num	C123233		
Vendor ID	1000000002	Vendor Loc	CA
Addr Seq No	1		
Admin Agency	DOH01		
Contract Amt	1000.00		

Contract Dates			
Contract Start Dt	05/11/2011	Contract End Dt	05/04/2012
Renewal Begin Dt			

*Description	Test Descr
Descr contd.	Test Descr2
*Provisions	TEST PROVISIONS

Procurement Contract Data Page Details (T212/T213)

Form Label	Field Description	Field Length
Header		
Source System ID	Source System Identifier carried forward from Enter Contracts page - not editable.	5
Batch No	The batch number is automatically generated - not editable.	6
Batch Count	The batch count is automatically generated - not editable.	3
Net Amount	The net amount is automatically calculated - not editable.	14
DocumentHeader		
Document Number	Same as the Contract number. This field is used internally in SFS.	7
Contract Data		
Contract Type*	Procurement contract.	
Contract No*	Contract number.	7
Action*	Indicates New or Change transaction.	1
SFS Contract Num	A valid contract ID for SFS in the BBBB-NNNNNNNNNN-DDDDDD.	25
Vendor ID*	Valid Vendor ID from the SFS Vendor File.	10
Vendor Loc	If left blank (or an erroneous/non-existent value is entered), the SFS will use the default Location for the Vendor.	10
Addr Seq no	If left blank (or an erroneous/non-existent value is entered), the SFS will use the default Address associated with the Location that was entered or defaulted for the Vendor.	3
Admin Agency	Valid Source System Identifier. Administering agency code.	5
Contract Amt*	Contract amount. \$1000.00 entered as "1000.00". -\$1000.00 entered as "-1000.00".	15
Contract Dates		
Contract Start Dt	Contract start date.	10
Contract End Dt	Contract end date.	10
Renewal Begin Dt	Contract renewal/begin date.	10
Descriptions and Provision		
Description	Contract description.	50
Descr Contd.	Continuation of contract description.	50
Provisions	Contract provisions.	63

Page Layout for Revenue Contract Data (T212/T213)

Source System ID 09000

Batch No 34322 Batch Type BAT Batch Count 1 Net Amount 2000.00

Document Header Find | View All First ◀ 1 of 1 ▶ Last

Document Number D09838

Contract Data Find | View All First ◀ 1 of 1 ▶ Last

*Contract Type Revenue

*Contract No X143435 Action Add SFS Contract Num C3883322

Vendor ID 1000000002

Admin Agency ABC01

Contract Amt 2000.00

Contract Dates

Contract Start Dt	05/11/2011	Contract End Dt	05/16/2012	Renewal Begin Dt
-------------------	------------	-----------------	------------	------------------

*Description Test Descr
Descr contd.

*Provisions TEST PROV

Save Notify Add

Revenue Contract Data Page Details (T212/T213)

Form Label	Field Description	Field Length
Header		
Source System ID	Source System Identifier carried forward from Enter Contracts page - not editable.	5
Batch No	The batch number is automatically generated - not editable.	6
Batch Count	The batch count is automatically generated - not editable.	3
Net Amount	The net amount is automatically calculated - not editable.	14
Document Header		
Document Number	Same as the Contract number. This field is used internally in SFS.	7
Contract Data		
Contract Type*	Revenue contract.	
Contract No*	Contract number.	7
Action*	Indicates New or Change transaction.	1
SFS Contract Num	A valid contract ID for SFS in the BBBB-NNNNNNNNN-DDDDDD.	25
Admin Agency	Valid Source System Identifier. Administering agency code.	5
Contract Amt*	Contract amount. \$1000.00 entered as "1000.00". -\$1000.00 entered as "-1000.00".	15
Contract Dates		
Contract Start Dt	Contract start date.	10
Contract End Dt	Contract end date.	10
Renewal Begin Dt	Contract renewal/begin date.	10
Descriptions and Provision		
Description	Contract description.	50
Descr Contd.	Continuation of contract description.	50
Provisions	Contract provisions.	63

Encumbrances

Three pages are available:

- Enter encumbrance
- Enter contract encumbrance (T218, T219, T220)
- Enter PO encumbrance (T203, T204, T205)

Page Layout for Enter Encumbrance

Enter Contract Encumbrances

Add a New Value

Source System ID:

Bulkload Batch Number:

Add

Enter Encumbrance Page Details

Form Label	Field Description	Field Length
Source System ID	The agency's assigned Source System Identifier for direct entry.	5
Bulkload Batch Number	Bulkload Batch Number associated with the encumbrance.	6

Page Layout for Contract Encumbrance (T218, T219, T220)

Enter Encumbrances

Source System ID 09000

Batch No 34343 *Batch Type Batch Count Net Amount

Document Header

*Document No *Encumbrance Type Contract + -

*Vendor ID Vendor Loc Addr Seq#

Encumbrance

*Action Code	*LINE#	*DEPT	*COST CTR	VAR	*YR	*ACCOUNT	CHGTAIL	Contract#	VER#	*Amount	Descr	Project	Activity	Class Field	Operating Unit	Product	Custo
1	<input style="width: 20px;" type="text"/>																

Save

Contract Encumbrance Page Details (T218, T219, T220)

Form Label	Field Description	Field Length
Header		
Source System ID	Source System Identifier carried forward from enter encumbrance page - not editable.	5
Batch No	The batch number is automatically generated - not editable.	6
Batch Type	Used in SFS to indicate audit Type.	3
Batch Count	The batch count is automatically generated - not editable.	3
Net Amount	The net amount is automatically calculated - not editable.	14
Document Header		
Document No*	Document number.	7
Encumbrance Type*	Contract.	
Vendor ID*	Valid Vendor ID from the SFS Vendor File.	10
Vendor Loc	If left blank (or an erroneous/non-existent value is entered), the SFS will use the default Location for the Vendor.	10
Addr Seq#	If left blank (or an erroneous/non-existent value is entered), the SFS will use the default Address associated with the Location that was entered or defaulted for the Vendor.	3
Encumbrance		
Action Code*	Indicates New, Change, or Delete transaction.	1
Line #*	Encumbrance line number.	3
Dept*	Department code of the cost center.	2
Costctr*	Cost center code.	6
Var	Cost center variable code.	2
Yr*	Cost center year code.	2
Account*	Valid Account ChartField code.	5
Chgtail	Charge tail.	24
Contract#*	Contract number for which the encumbrance applies.	25
Ver#*	Contract Amendment version number.	3
Amount*	Transaction amount. \$1000.00 entered as "1000.00". -\$1000.00 entered as "-1000.00".	15
Descr	Contract line description.	254
Project	Tracks Federal Grants ;oil spills; Various projects as defined by agencies.	15
Activity	Tracks Federal Grants ;oil spills; Various projects as defined by agencies.	10
Class field	Reflects period of probable use concept(PPU).	5
Operating unit	Records location(physical facilities), region or geographical type data.	6
Product	Captures revenues and expenses at a more detailed level than Account chart field (e.g., specific fees, fines or licenses).	6
ChartField 1	Accumulator: tags transactions for the purpose of accumulating information (e.g., Federal reporting).	5
ChartField 2	Agency Use: Agency specific information captured in another ChartFields.	5
ChartField 3	Temporary Mappings: Conversion purposes, Temporary use only.	10

Page Layout for PO Encumbrance (T203, T204, T205)

Enter Encumbrances

Source System ID DCJS

Batch No 01 *Batch Type Batch Count Net Amount

Document Header Find | View All | First 1 of 1

*Document No *Encumbrance Type PO

*Vendor ID Vendor Loc Addr Seq#

Encumbrance Customize | Find | View All | First 1 of 1

*Action Code	*LINE#	*DEPT	*COST CTR	VAR	*YR	*ACCOUNT	CHGTAIL	*Amount	Descr	Project	Activity	Class Field	Operating Unit	Product	ChartField.1	ChartField.2	ChartField.3
1	<input type="text"/>																

PO Encumbrance Page Details (T203, T204, T205)

Form Label	Field Description	Field Length
Header		
Source System ID	Source System Identifier carried forward from enter encumbrance page - not editable.	5
Batch No	The batch number is automatically generated - not editable.	6
Batch Count	The batch count is automatically generated - not editable.	3
Batch Type	Used in SFS to indicate audit Type.	3
Net Amount	The net amount is automatically calculated - not editable.	14
Document Header		
Document No*	Document number. This is the PO Number.	10
Encumbrance Type*	PO.	
Vendor ID*	Valid Vendor ID from the SFS Vendor File.	10
Vendor Loc	If left blank (or an erroneous/non-existent value is entered), the SFS will use the default Location for the Vendor.	10
Addr Seq#	If left blank (or an erroneous/non-existent value is entered), the SFS will use the default Address associated with the Location that was entered or defaulted for the Vendor.	3
Encumbrance		
Action Code*	Indicates New, Change, or Delete transaction.	1
Line #*	Encumbrance line number.	3
Dept*	Department code of the cost center.	2
Costctr*	Cost center code.	6
Var	Cost center variable code.	2
Yr*	Cost center year code.	2
Account*	Valid Account ChartField code.	5
Chgtail	Charge tail.	24
Amount*	Transaction amount. \$1000.00 entered as "1000.00". -\$1000.00 entered as "-1000.00".	15
Descr	Purchase order line description.	254
Project	Tracks Federal Grants; oil spills; Various projects as defined by agencies.	15
Activity	Tracks Federal Grants; oil spills; Various projects as defined by agencies.	10
Class field	Reflects period of probable use concept(PPU).	5
Operating unit	Records location(physical facilities), region or geographical type data.	6
Product	Captures revenues and expenses at a more detailed level than Account chart field (e.g., specific fees, fines or licenses).	6
ChartField 1	Accumulator: tags transactions for the purpose of accumulating information (e.g., Federal reporting).	5
ChartField 2	Agency Use: Agency specific information captured in another ChartFields.	5
ChartField 3	Temporary Mappings: Conversion purposes, Temporary use only.	10

Cost Center Transactions

- Direct entry screens will provide users the ability to (1) Add cost centers;
- Map a cost center to PeopleSoft ChartFields;
- Update/inactivate an existing mapping; and
- Process the COA Mapping Query.

These different functions are collectively known as maintaining a COA Profile.

Transaction codes related to cost center transactions are:

- Cost Center Profile: T512, T513, T514

Cost Center Profile

Four screens are available:

- Add COA Profile;
- Update COA Profile;
 - COA Profile Search Results
- COA Profile Maintenance; and
- Agency Cost Center Mapping.

There are two different paths to the COA Profile Maintenance screen:

- If adding a new cost center, a user will use the **Add COA Profile** screen to arrive at the **COA Profile Maintenance** screen as shown in the following figure. The **COA Profile Maintenance** screen will be used to create the mapping from the cost center attributes to the SFS ChartFields.
- If updating an existing COA Profile, a user will use the **Update COA Profile** screen. Once search conditions are entered and submitted, **COA Profile Search Results** will display on the **Update COA Profile** screen. A user must select one of the search results to arrive at the **COA Profile Maintenance** screen.

The Agency Cost Center Mapping screen can be accessed from the COA Profile Maintenance screen.

Screen Layout for Add COA Profile

COA Profile

Business Unit:

Cost Center Profile:

[Find an Existing Value](#) | [Add a New Value](#)

Add COA Profile Screen Details

Form Label	Field Description	Field Length
Tab Selection	Select the Add a New Value tab.	N/A
Business Unit	GLBU of the COA profile.	5
Cost Center Profile	The concatenated string of the cost center attributes (Department/Cost Center/Variable/Year). Examples: 1. 02/567892/1A/11 entered as "025678921A11". 2. 02/567892/ /11 entered as "02567892<space><space>11".	12

Screen Layout for Update COA Profile

COA Profile
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search by: begins with

Include History Correct History

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Update COA Profile Screen Details

Form Label	Field Description	Field Length
Tab Selection	Select the Find an Existing Value tab.	N/A
Business Unit	GLBU of the COA profile.	5

Screen Layout for Update COA Profile Search Results

COA Profile
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search by: begins with

Include History Correct History

Search [Advanced Search](#)

Search Results

View All First 1-39 of 39 Last

Business Unit	Cost Center Profile
ABC01	01135009 09
ABC01	01135009 10
ABC01	011350091B09
ABC01	011350091B10

Screen Layout for COA Profile Maintenance (T512, T513, T514)



[Home](#) | [Worklist](#) | [Add to Favorites](#)

[New Window](#) | [Help](#) | [Customize](#)

COA Profile

Cost Center Profile

Business Unit: ABC01 Cost Center Profile: 01135009 09

Find | View All
First 1 of 1 Last

*Effective Date:

Status:

Cost Center Title:

Legacy	SFS
Department Code: 01	Department: <input type="text" value="1020201"/>
Cost Center: 135009	Program: <input type="text" value="11550"/>
Variable:	Fund Code: <input type="text" value="22033"/>
Year: 09	Operating Unit: <input type="text" value="106050"/>
	Project: <input type="text"/>
	Activity: <input type="text"/>
	Budget Reference: <input type="text" value="2009-10"/>
	Class Field: <input type="text"/>
	Product: <input type="text"/>
	ChartField 1: <input type="text"/>
	ChartField 2: <input type="text"/>
	ChartField 3: <input type="text"/>

[COA Mapping Query](#)

Save
 Return to Search
 Previous in List
 Next in List
 Notify

Add
 Update/Display
 Include History
 Correct History

COA Profile Maintenance Screen Details (T512, T513, T514)

Form Label	Field Description	Field Length
Business Unit	GLBU of the COA profile – not editable.	5
Cost Center Profile	The concatenated string of the cost center attributes carried forward from the Add/Update COA Profile screen – not editable.	12
Effective Date*	The effective date of the COA profile.	10
Status	Select Active to activate a COA profile. Select Inactive to deactivate a COA profile.	
Cost Center Title	Cost center title.	30
Legacy		
Department Code	Legacy department code of the COA profile carried forward from the Add/Update COA Profile screen – not editable.	2
Cost Center	Cost center code of the COA profile carried forward from the Add/Update COA Profile screen – not editable.	6
Variable	Cost center variable code of the COA profile carried forward from the Add/Update COA Profile screen – not editable.	2
Year	Cost center year code of the COA profile carried forward from the Add/Update COA Profile screen – not editable.	2
SFS		
Department Code	Department ChartField code.	7
Program Code	Program ChartField code.	5
Fund Code	Fund ChartField code.	5
Project	Project ChartField code.	15
Activity	Activity ChartField code.	15
Budget Reference	Budget Reference ChartField code.	7
Class Field	Class Field ChartField code.	5
Product	Product ChartField code.	6
Operating Unit	Operating Unit ChartField code.	6
ChartField 1	ChartField 1 code.	5
ChartField 2	ChartField 2 code.	5
ChartField 3	ChartField 3 code.	10

Screen Layout for Agency Cost Center Mapping

Agency Cost Center Mapping Screen Details

Form Label	Field Description	Field Length
Business Unit	GLBU of the COA profile.	5
Cost Center Profile	The concatenated string of the cost center attributes.	12
Status	Select A for Active COA profiles. Select I for Inactive COA profiles.	1
Fund Code	Fund ChartField code.	5
Project	Project ChartField code.	15

Refund Transactions

Direct entry screens will provide users the ability to process refunds.

Transaction codes related to refunds are:

- Refund of Appropriation: T332, T334

Refund of Appropriations

Two screens are available:

- Enter Refund of Appropriation; and
- Refund of Appropriation (T332/T334).

Screen Layout for Enter Refund of Appropriation

Enter Refund of Appropriation

Add a New Value

Agency ID:

Bulkload Batch Number:

Add

Enter Refund of Appropriation Screen Details

Form Label	Field Description	Field Length
Agency ID	The agency's assigned Source System Identifier for direct entry.	5
Bulkload Batch Number	Bulkload Batch Number associated with the refund.	6

Screen Layout for Refund of Appropriation (T332, T334)

Enter Refund of Appropriation

Source System ID 09000

Batch No 34343 *Batch Type Batch Count Batch Amount

Document Header

*Document Number + -

Payee Line Find | View All First 1 of 1 Last

Voucher No P.Contract

Vendor Details

*Vendor ID

Vendor Loc

Addr Seq No

Payment Dt

*Liability Dt

IRS CD

Net Amount

Charge Line Customize

*DEPT	*COSTCTR	VAR	*YR	*ACCT	*ACCT DT	ACCUM	CHG TAIL	AGCY	Contract#	*Amount	Project	Activity	Class Field	Operating Unit	Product	Cha
1																

Refund of Appropriation Screen Details (T332, T334)

Form Label	Field Description	Field Length
Header		
Source System ID	Source System Identifier carried forward from Enter Refund of Appropriation screen - not editable.	5
Batch No	The batch number carried forward from Enter Refund of Appropriation page - not editable.	6
Batch Type		3
Batch Count	System generated.	3
Batch Amount	System generated.	12,2
Document Header		
Document Number	Document number of the refund.	10
Payee Line		
Voucher No.	Voucher ID generated by the agency that will be stored in SFS.	8
P-Contract	Purchasing contract number.	25
Payment Dt*	Payment date from the original voucher.	10
Liability Dt*	Liability date from the original voucher.	10
IRS Code	IRS Code from the original voucher. This is required if processing a 1099 refund.	2
Net Amount	The net amount is automatically calculated based on amounts entered at the line level - not editable.	15
Vendor Details		
Vendor ID*	Valid Vendor ID from the SFS Vendor File.	10
Vendor Loc	If left blank (or an erroneous/non-existent value is entered), the SFS will use the default Location for the Vendor.	10
Addr Seq No	If left blank (or an erroneous/non-existent value is entered), the SFS will use the default Address associated with the Location that was entered or defaulted for the Vendor.	3
Charge Line		
Dept*	Department code of the cost center.	2
Costctr*	Cost center code.	6
Var	Cost center variable code.	2
Yr*	Cost center year code.	2
Account*	Valid Account ChartField code.	5
Acctg Dt*	Accounting recognition date for the liability.	10
Accum	Department special accumulator code.	3
Chgtail	Charge tail.	24
Agcy	Code of the agency that originated the contract.	5
Contract#	Contract number or PO number from original voucher.	25
Amount*	Transaction amount. \$1000.00 entered as "1000.00". -\$1000.00 entered as "-1000.00".	15
Project	Valid project that is used to track federal grants; oil spill projects; various projects as defined by agencies.	15
Activity	Valid activity associated with the project.	15
Class Field	Reflects period of probable use concept (PPU).	5
Operating Unit	Records location (e.g., physical facilities), region (e.g., regional offices), or geographic type data.	8
Product	Captures revenues and expenses at a more detailed level than Statewide (e.g., specific fees, fines, or licenses).	6

Form Label	Field Description	Field Length
ChartField 1	Tags transactions for the purpose of accumulating information (e.g., federal reporting).	10
ChartField 2	Agency-specific information not captured in another ChartField.	10
ChartField 3		10
Header		
Source System ID	Source System Identifier carried forward from Enter Refund of Appropriation screen - not editable.	5
Batch No	The batch number carried forward from Enter Refund of Appropriation page - not editable.	6
Batch Type		3
Batch Count	System generated.	3
Batch Amount	System generated.	12,2
Document Header		
Document Number	Document number of the refund.	10
Payee Line		
Voucher No.	Voucher ID generated by the agency that will be stored in SFS.	8
P-Contract	Purchasing contract number.	25
Payment Dt*	Payment date from the original voucher.	10
Liability Dt*	Liability date from the original voucher.	10
IRS Code	IRS Code from the original voucher. This is required if processing a 1099 refund.	2
Net Amount	The net amount is automatically calculated based on amounts entered at the line level - not editable.	15
Vendor Details		
Vendor ID*	Valid Vendor ID from the SFS Vendor File.	10
Vendor Loc	If left blank (or an erroneous/non-existent value is entered), the SFS will use the default Location for the Vendor.	10
Addr Seq No	If left blank (or an erroneous/non-existent value is entered), the SFS will use the default Address associated with the Location that was entered or defaulted for the Vendor.	3
Charge Line		
Dept*	Department code of the cost center.	2
Costctr*	Cost center code.	6
Var	Cost center variable code.	2
Yr*	Cost center year code.	2
Account*	Valid Account ChartField code.	5
Acctg Dt*	Accounting recognition date for the liability.	10
Accum	Department special accumulator code.	3
Chgtail	Charge tail.	24
Agcy	Code of the agency that originated the contract.	5
Contract#	Contract number or PO number from original voucher.	25
Amount*	Transaction amount. \$1000.00 entered as "1000.00". -\$1000.00 entered as "-1000.00".	15
Project	Valid project that is used to track federal grants; oil spill projects; various projects as defined by agencies.	15
Activity	Valid activity associated with the project.	15
Class Field	Reflects period of probable use concept (PPU).	5
Operating Unit	Records location (e.g. physical facilities), region (e.g. regional offices), or geographic type data.	8

Form Label	Field Description	Field Length
Product	Captures revenues and expenses at a more detailed level than Statewide (e.g., specific fees, fines, or licenses).	6
ChartField 1	Tags transactions for the purpose of accumulating information (e.g. federal reporting).	10
ChartField 2	Agency-specific information not captured in another ChartField.	10
ChartField 3		10

Form Label	Field Description	Field Length
Header		
Source System ID	Source System Identifier carried forward from Enter Refund of Appropriation screen - not editable.	5
Batch No	The batch number carried forward from Enter Refund of Appropriation screen - not editable.	6
Batch Type		3
Batch Count	System generated.	3
Batch Amount	System generated.	12,2
Document Header		
Document Number	Document number of the refund.	10
Payee Line		
Voucher No.	Voucher ID generated by the agency that will be stored in SFS.	8
P-Contract	Purchasing contract number.	25
Payment Dt*	Payment date from the original voucher.	10
Liability Dt*	Liability date from the original voucher.	10
IRS Code	IRS Code from the original voucher. This is required if processing a 1099 refund.	2
Net Amount	The net amount is automatically calculated based on amounts entered at the line level - not editable.	15
Vendor Details		
Vendor ID*	Valid Vendor ID from the SFS Vendor File.	10
Vendor Loc	If left blank (or an erroneous/non-existent value is entered), the SFS will use the default Location for the Vendor.	10
Addr Seq No	If left blank (or an erroneous/non-existent value is entered), the SFS will use the default Address associated with the Location that was entered or defaulted for the Vendor.	3
Charge Line		
Dept*	Department code of the cost center.	2
Costctr*	Cost center code.	6
Var	Cost center variable code.	2
Yr*	Cost center year code.	2
Account*	Valid Account ChartField code.	5
Acctg Dt*	Accounting recognition date for the liability.	10
Accum	Department special accumulator code.	3
Chgtail	Charge tail.	24
Agcy	Code of the agency that originated the contract.	5

Form Label	Field Description	Field Length
Contract#	Contract number or PO number from original voucher.	25
Amount*	Transaction amount. \$1000.00 entered as "1000.00". -\$1000.00 entered as "-1000.00".	15
Project	Valid project that is used to track federal grants; oil spill projects; various projects as defined by agencies.	15
Activity	Valid activity associated with the project.	15
Class Field	Reflects period of probable use concept (PPU).	5
Operating Unit	Records location (e.g., physical facilities), region (e.g. regional offices), or geographic type data.	8
Product	Captures revenues and expenses at a more detailed level than Statewide (e.g., specific fees, fines, or licenses).	6
ChartField 1	Tags transactions for the purpose of accumulating information (e.g. federal reporting).	10
ChartField 2	Agency-specific information not captured in another ChartField.	10
ChartField 3		10

Journal/Revenue and Cost Center Transfer Transactions

Direct entry screens will provide users the ability to process journal/revenue and cost center transfer transactions.

Transaction codes related to transfer transactions are:

- Journal/Revenue Transfer (T319)
- Cost Center Transfer (T329)

Journal/Revenue and Cost Center Transfer

Two pages are available:

- Enter Journal Vouchers
- Journal Vouchers (T319/T329)

Page Layout for Enter Journal Vouchers

Enter Journal Vouchers

Add a New Value

Agency ID:

Bulkload Batch Number:

Add

Enter Journal Vouchers Screen Details

Form Label	Field Description	Field Length
Agency ID	The agency's assigned Source System Identifier for direct entry.	5
Bulkload Batch Number	Bulkload Batch Number associated with the journal voucher.	6

Screen Layout for Journal Vouchers (T319, T329)

Agency ID	<input type="text" value="NNNN"/>	Batch No	<input type="text" value="NNNN"/>	Batch Count	<input type="text" value="22"/>	Net Amount	<input type="text" value="222222222222"/>
Document Header							<< %d of %d >>
Document Number	<input type="text"/>	Doc Seq No	<input type="text"/>				
Voucher Line							<< %d of %d >>
*DEPT	*COSTCTR	VAR	*YR	*ACCOUNT	ACCUM	*LIABILITY DT	CHGTAIL *AMOUNT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="↓"/>	<input type="text"/>

Journal Vouchers Screen Details (T319, T329)

Form Label	Field Description	Field Length
Header		
Agency ID	Source System Identifier carried forward from Enter Journal Vouchers screen - not editable.	5
Batch No	The batch number is automatically generated - not editable.	6
Batch Count	The batch count is automatically generated - not editable.	3
Net Amount	The net amount is automatically calculated based on amounts entered at the line level - not editable.	15
Document Header		
Document No	Journal voucher number.	7
Doc . Seq No	Sequence number of the Document within the batch.	3
Voucher Line		
Dept*	Department code of the cost center.	2
Costctr*	Cost center code.	6
Var	Cost center variable code.	2
Yr*	Cost center year code.	2
Account*	Valid Account ChartField code.	5
Accum	Department special accumulator code.	3
Liability Dt*	Accounting recognition date for the liability.	10
Chgtail	Charge tail.	24
Amount*	Transaction amount. \$1000.00 entered as "1000.00". -\$1000.00 entered as "-1000.00".	15

Deposit of Receipts Transactions

Direct entry screens will provide users the ability to enter revenue receipts.

Transaction codes related to deposit of receipt transactions are:

- Deposit of Receipts: T371

Deposit of Receipts

Two screens are available:

- Enter Revenue Receipt; and
- Revenue Receipt (T371).

Screen Layout for Enter Revenue Receipt

Enter Revenue Receipt

Add a New Value

Agency ID:

Bulkload Batch Number:

Add

Enter Revenue Receipt Screen Details

Form Label	Field Description	Field Length
Agency ID	The agency's assigned Source System Identifier for direct entry.	5
Bulkload Batch Number	Bulkload Batch Number associated with the receipt.	6

Screen Layout for Revenue Receipt (T371)

Revenue Receipt Screen Details (T371)

Form Label	Field Description	Field Length
Header		
Agency ID	Source System Identifier carried forward from Enter Revenue Receipt screen - not editable.	5
Batch No	The batch number is automatically generated - not editable.	6
Batch Count	The batch count is automatically generated - not editable.	3
Net Amount	The net amount is automatically calculated based on amounts entered at the line level - not editable.	15
Document Header		
Doc ./Ref No*	Revenue receipt Document number.	7
Receipt Line		
Seq	Sequence number of the Document within the batch.	3
Date*	Accounting recognition date for the liability.	10
Dept*	Department code of the cost center.	2
Costctr*	Cost center code.	6
Var	Cost center variable code.	2
Yr*	Cost center year code.	2
Account*	Valid Account ChartField code.	5
Chgtail	Charge tail.	24
Accum	Department special accumulator code.	3
Contract#	Revenue Contract or Repayment Agreement Number to which the receipt applies.	25
Agncy	Originating agency code of the Revenue Contract. This is required if the Contract# field is filled.	5
Amount*	Transaction amount. \$1000.00 entered as "1000.00". -\$1000.00 entered as "-1000.00".	15

Vendor Transactions

For one-at-a-time requests for a new vendor to be added to the Statewide Vendor File, agency users will use the New Vendor Request screen. All vendor requests performed through this mechanism will default to a persistence of regular vendor (versus one-time persistence available via Vendor Mass Upload). For information on high-volume requests for vendors be added to the Statewide Vendor File, refer to Section 7.3.

When a user populates a TIN on the screen, an edit will be applied to validate that a duplicate TIN does not exist within either the pending vendor requests or the Statewide Vendor File. If a duplicate exists, then the vendor request cannot be saved and submitted.

Additional information on vendor processing rules will be developed and distributed by the OSC Vendor Management Unit.

Screen Layout for New Vendor Request

Vendor Add Request

New Vendor Request

SetID: SHARE Vendor ID: NEXT

Vendor Information

*Vendor Name1: Vendor Name should denote "Vendor Legal Name" as shown on W-9.

Vendor Name2: Name fields are max 40 characters in length.

*Contact Name: Name2 field should be used only when Name1 exceeds 40 characters in length.

Vendor Email Id: Note: Email address is that of the Vendor Contact.

1099 Reportable Withholding Clas

TIN Type: *TIN:

Address ID: 1

*Country: United States

*Address Line 1:

Address Line 2:

Address Line 3:

*City: *Postal Code:

*State:

Requesting Agency Information

*Requesting Agency

*Contact Name:

*Email ID:

New Vendor Request Screen Details

Field Label	Field Description	Field Length
Vendor Information		
Vendor Name 1*	Vendor's Legal Name as shown on W-9.	40
Vendor Name 2	Continuation of Vendor Name 1. Used only when Vendor Name 1 exceeds 40 characters.	40
Contact Name*	Vendor Contact Name.	40
Vendor Email ID	Enter vendor contact's email address.	70
1099 Reportable	Identifies whether a vendor is 1099 reportable.	N/A
Withholding Class	Identifies the withholding rule for the vendor.	5
TIN Type	Identifies whether the TIN is a social security number or a Federal ID number.	1
TIN*	Tax Identification Number. Field will not accept "-".	9
Address ID	Address Sequence Number. System-defaulted to 1.	
Country*	Country Name.	3
Address 1*	Address, Line 1.	55
Address 2	Address, Line 2.	55
Address 3	Address, Line 3.	55
City*	City.	30
Postal Code*	Postal Code. Field will accept "-".	12
State*	State.	2
Requesting Agency Information		
Requesting Agency*	Requesting agency code.	5
Contact Name*	Contact person from requesting agency.	40
Email ID*	E-Mail address of contact person from requesting agency.	70

Appendix I – Excel-to-Component Interfaces

This appendix describes the various Excel-to-Component Interfaces (or Excel-to-CI) that is available to SFS users.

A component interface allows another external application to share data with the SFS PeopleSoft system. The external applications does not have to be concerned with the details of PeopleSoft page structures and component definitions in order to access the underlying data and business logic through the component interface.

The Excel-to-CI process simulates data from an inbound Excel spreadsheet file into a set of PeopleSoft screens. Whatever the screens do (i.e., data validations; error messages; adds or deletes), the component interface will do. A component can span across multiple layouts. Each layout corresponds to a screen on the component (i.e., a journal entry consists of a Journal Entry Header or JEH and a Journal Entry Line or JEL). The process supports multiple ledgers and journal IDs with an Excel file (i.e., segregation, agency KK, project child). It also supports multiple GLBUs within one Excel file (i.e., hosting agencies can use one upload for all agencies they manage given the proper user security access). It also allows for real-time ChartField validation.

The following Excel-to-CI process templates are available:

- **Agency Budget** should be used when a KK Originator needs to establish a new budget or adjust the budget authority of an existing budget.
- **Agency Budget Workflow** should be used when the KK Originator has established a new budget or adjusted the budget authority of an existing budget via the Agency Budget template, and is ready to submit the journal(s) to workflow. **Please note:** that the SFS Program is directing agencies to use an online workaround, except in cases where they are a hosting agency.
Agency Budget Transfer should be used to transfer money between already established budgets. For more information about agency budget transfer in this process, review the SFS Training job aid [JAA-KK000-002 Excel to CI: Agency Budget Transfers](#).
- **Agency Budget Transfer Workflow** should be used when the KK Originator has performed a budget transfer or interchange within his/her GLBU via the Agency Budget Transfer template, and is ready to submit the journal(s) to workflow. **Please note** that the SFS Program is directing agencies to use an online workaround, except in cases where they are a hosting agency.

For more information about using agency budget journal in this process, review the SFS Training job aid [JAA-KK000-003 Excel to CI: Agency Budget Journals](#).

Templates for the above are located on the SFS website at [Excel-to CI Resources](#).

The following table lists the environment and specific data elements that should be entered into the Connection Information tab of the Excel-to-CI template.

CONNECTION INFORMATION	ERT	Production
Web Server Machine Name	prffin.sfs.ny.gov	nyfin.sfs.ny.gov
Protocol	https	https
HTTP Port	443	443
Portal	EMPLOYEE	EMPLOYEE
PeopleSoft Site Name	fscm	fscm
Node	PRFCAS	PCAS
Language Code	ENG	ENG
Chunking Factor	40	40
Error Threshold	0	0

In order to use an Excel-to-CI process, you must have a user account with the SFS and be authorized to use the Excel-to-CI interface. Security access is dependent on the user. Therefore, the Excel-to-CI must be submitted by the agency Budget Originator. They can only access the GLBUs and ledger groups that they can normally view in the SFS.

The SFS Program has digitally signed each Excel-to-CI. **Do not use an Excel-to-CI if it does not contain SFS's digital certificate.** Without it, we cannot guarantee the authenticity of the Excel-to-CI process

Due to performance considerations, it is common practice to split larger files into multiple files and run separately. The general recommendation is to keep the volume in each file under 600 transactions.

Appendix J – Lapsing

This appendix describes agency responsibilities during the lapsing processes scheduled during the fiscal year.

Lapsing Process Overview

Each year, State appropriations (authority to spend in a given time period) that are not re-appropriated expire or lapse pursuant to the State Finance Law sections 40, 99-d and 99-e. Lapsing occurs at the end of June for certain appropriations (i.e., State Operation) and in September (i.e., Local Assistance, SUNY / CUNY).

For example: agencies are allowed to spend the prior year State operations appropriation (FY2011-12) from April 1, 2012 to June 30, 2012 for liabilities incurred prior to March 31, 2012.

For the Statewide Financial System and the agencies using it, the lapsing process occurs in two steps:

- **Closing transactions associated to the lapsing budgets.** The **Lapsed Appropriation Document Closure Process** closes, cancels, and deletes open GL Journals, Vouchers, Expense Reports, Travel Authorizations, Purchase Orders, and Requisitions that charge an appropriation that will be lapsing as of a given date; **and**
- **Closing the lapsing budgets themselves.** The **Update Budget Status to Close Process** closes the eligible appropriation and related segregation budgets that will be lapsing as of a given date.

The Update Budget Status to Close Process is run after validating the results of the Lapsed Appropriation Document Closure Process.

Roles and Responsibilities

The key players in the lapsing process are:

- **OSC Bureau of State Accounting Operations (BAO)** who will:
 - Advise agencies of the specific time periods for submitting transactions that will be impacted by lapsing;
 - Perform necessary validations; and
 - Give authorization at each process checkpoint.
- **OSC Bureau of Contracts (BOC)** who will perform necessary validation of document closure;
- **SFS Program Operations** who will:
 - Respond to agency incidents related to lapsing transactions;
 - Provide necessary lapsing reports via report manager; and
 - Execute the budget close lapsing process.
- **State agencies that have lapsing budgets** who will:
 - Enter transactions into the SFS and ensure proper approvals by the specified time period;
 - Review lapsing reports and dispose of transactions by the specified deadlines (according to OSC Accounting Bulletins);

- Contact the SFS Help Desk to enter an incident if users are having difficulty entering a transaction charging a lapsing appropriation into the SFS or for system-related problems;
- Contact the respective OSC Bureau regarding approval of lapsing critical transaction (follow prior-year lapsing process);
- Submit contract paperwork and transmittals, with LAPSING prominently annotated in a timely manner; and
- Re-enter transactions that were closed, cancelled or deleted by the lapsing process using active ChartField strings (State Finance Law section 40(4) allows for prior-year liabilities against current year appropriations).

Supporting teams include:

- **The Division of the Budget (DOB)** who may be required to approve budget journals in the SFS in order to fix negative balances before the lapsing process starts.
- **SFS Program Database Administration** who may be needed to tune programs, kills rogue or long-running database instances, and provides counsel.
- **SFS Program Application Development** who may be required to support reports, processes, and migrations.
- **SFS Program Business** who may be needed to explain variances or assist if documents fail to close.

Lapsing Impacts on SFS Modules

Budget (KK)

The Budget Lapse Date in the SFS is an attribute associated with the appropriation record. Budgets are closed via batch process by their lapse date. Budgets will not be available after their specific Budget Lapse Date.

Requisitions

- Requisitions that are pre-encumbered do not reduce the budget. Those not copied into purchase orders should either be **updated** to include the appropriate fiscal year or **cancelled**. Cancelled requisitions will not be displayed in a file extract.
- Requisitions that are pre-encumbered against a lapsing appropriation and are not completely paid will be **cancelled**. The Budget Check process is run in order to release the pre-encumbrance from the requisition.

Purchasing

- A purchase orders that is created but not fully expended is either **cancelled** (displayed in the M101 file extract) if no vouchers are paid against it or **closed** (displayed in the M161 file extract) if vouchers have been paid against it.
- A purchase order may have distribution lines that are charging a non-lapsing appropriation but it will be **cancelled** or **closed** if **ANY** line is charged to a lapsing appropriation.
- The Budget Check process is run to release the remaining encumbrance balances for both cancelled and closed purchase orders.
- The remaining contract amount will be increased for those purchase orders associated with contracts that are closed or cancelled by the lapsing process.

- Lapsing of purchase orders is completed after the lapsing of vouchers to restore the amount of the deleted voucher to the purchase order. Purchase orders in a completed status are not impacted by the lapsing process.

Accounts Payable

- Unpaid vouchers that have used lapsing appropriations and have been approved by OSC and posted will be **closed**. Voucher Close Status will be marked "C" in the M161 file extract.
- Unpaid vouchers that have used lapsing appropriations and have not been approved by OSC will be **deleted**. Voucher Entry Status will be marked "X" in the M161 file extract.
- The Budget Check process will be run to release the budget from closed and deleted vouchers.
- Purchase orders will be restored for the amount of the closed or deleted vouchers.
- Vouchers that fail cash validation and are associated with lapsed budgets will be closed.

Travel & Expense

- Travel authorizations that have not been paid are **rejected** and will not be displayed in any file extract.
- Expense reports that have not been paid are **rejected** and displayed in the M161 file extract.
- Travel card charges from expense reports are restored to My Wallet.
- All unpaid travel authorizations and expense reports that charged lapsing appropriation are marked as **denied**.
- The Budget Check process is run to release the budget on travel authorizations and expense reports, as well as to delete the KK activity log.
- Agencies can update and resubmit travel authorizations and expense reports later with a new budget ChartField string. The updated travel authorizations and expense reports would follow the same lifecycle as a new travel authorization for budget check, approval, audit and payment.
- Lapsing of travel authorizations is done after the lapsing of expense reports.
- Bulkload extracts do not carry any information on travel authorizations. Therefore, when travel authorizations are lapsed, no information will be available on the extracts.

General Ledger

- General Ledger Journals that have not been posted and charged lapsing appropriation will be **deleted** and the budget will be released.
- Agencies will not be able to inquire on deleted General Ledger journals. However, a staging table will store the General Ledger journal information for use in extracts.
- Agencies will know the journals deleted by the lapsing process by using the NYAP1547 Payment Post Lapse report that will be run before the lapsing process.
- If agencies entered General Ledger journals directly for Appropriation and Segregation ledgers and charged lapsing appropriations, the journals will be **deleted**.
- If agencies created any model or standard journal templates that used a lapsing appropriation, those journals will not be deleted since they are only templates and do not impact budget.

There are no impacts related to lapsing in Accounts Receivable or Grants.

Key Lapsing Reports

Although many reports are used to support the lapsing process, there are three reports that are key to the process:

- **NYKK0004 Appropriations Due to and Not Due to Lapse Report (OBIEE)** identifies lapsing budgets. It will be used by OSC/BAO during post-budget close to verify that all lapsing budgets were closed. After budget close, this report should return no data.

It is located at Enterprise Menu > SFS Applications > SFS Reports > Budget.

- **NYAP1547 Payment Post Lapse Report (OBIEE)** identifies documents associated with lapsing budgets. It indicates what documents agencies should be acting upon before the lapsing date. Any transactions not acted upon by agencies will be closed. OSC/BAO uses this report as a guideline to assist agencies. After document close, the report should return no data.

It is located at Enterprise Menu > SFS Applications > SFS Reports > Accounts Payables > Payment Analysis > Payment Post Lapse.

- **NYCA1777 Lapsing Funds Report (OBIEE)** identifies purchase orders that are associated with lapsing budgets. OSC/BOC uses this report to do their validations. After document close, this report should return no rows.

It is located at Enterprise Menu > SFS Applications > SFS Reports > CAM > CAM.

One Month Before the Lapsing Process Begins

- **Reports** – The key reports mentioned earlier are run by the SFS and posted to the Report Manager file in the Lapsing Report folder for agency access. This includes the eight different versions of the NYAP1547 Payment Post Lapse Report in order to determine which agencies have transactions that are impacted by the lapsing budgets.
- **OSC Operations Calendar Update** - The OSC Operations Calendar is updated by OSC and posted to their website to indicate when specific transactions are due.
- **Agency Communications** – Agencies will be notified by the SFS Program regarding impacts to PRFCAS from testing the lapsing process. Those agencies that have transactions associated with lapsing budgets (as indicated by the results of the eight NYAP1547 reports) will be notified by the SFS Program to start cleaning up those transactions prior to start of the lapsing process.

Updates for agencies need to be posted to the Lapsing page on the SFS Program website at [Statewide Financial System - Lapsing Resources](#).

Week Prior to Lapsing Date

With the exception of selected OSC staff and an assigned DOB user, all agency users will be locked out of the SFS. After the completion of the nightly batch process (typically starting at 5:00pm and taking approximately four hours), Document Close can be initiated.

Document Close and Budget Close processes are then completed. Once verified, OSC/BAO will give the SFS Program confirmation that the lapsing process is complete. SFS Program Operations will then execute the rest of the Batch Schedule.

At this point, the SFS will be reopened for agency use.

Appendix K – Fiscal Year-End Processing

This appendix describes the effects of agency fiscal year-end and new fiscal year transactions on the bulkload process.

Overview

Fiscal year-end activities occur in the SFS to help ensure that:

- There is no loss of New York State spending authority;
- All available budgets not lapsing until the end of the carryout period remain available to spend;
- All encumbrances that originated in the former fiscal year and are not yet lapsing are available to spend through the lapsing period; and
- All transactions that were budget checked against the former fiscal year budget period are completed (posted) before that fiscal year ends, in order to avoid losing budget authority.

The SFS is configured based on the concept of a fiscal year or Budget Period. “Budget Checking” requires transactions to be associated with that Budget Period.

On April 1, the Budget Period changes from the former fiscal year to the current fiscal year. Each year, transactions that originated in the former Budget Period that are in process at fiscal year-end and finalized during the *carry-out period* must be updated to the new Budget Period. However, the year the appropriation originated, or Budget Reference, remains the same for the life of the appropriation.

Therefore, agencies, OSC, and DOB have to take action to help ensure the availability of funds from former Budget Period financial transactions in the new Budget Period.

In the SFS, once the Budget Period is changed to the new fiscal year, **all budgets with the former Budget Period can no longer be used.**

- The SFS processes will update Budget lines on the Appropriation and Segregation Ledgers with the new Budget Period.
- Purchase Orders with the former Budget Period and no remaining encumbrance will be closed.
- Purchase Orders with a remaining encumbrance will be re-established with a new Budget Period.
- Available Budget and Encumbrances will be re-established with the new Budget Periods.

Fiscal Year-End and Extracts

M011 Appropriation Master File Extract

- All budget periods will be summarized into one line per ChartField string.
- The Expenditure Month buckets and Year-to-Date (YTD) will both be reset to \$0.
- Expenditure Life-to-Date (LTD) and Encumbrance Balance should be the same as the prior year.

M041 Segregation Master File Extract

- All budget periods will be summarized into one line per ChartField string.
- Monthly Expended Amounts (1-12) and Year-to-Date (YTD) Expenditures will both be reset to \$0.
- Life-to-Date (LTD) Expenditures and Encumbrance Balance should be the same as the prior year.
- Monthly Disbursed Amounts (1-12) will be reset to \$0.
- Prior Year Expenditure YTD amount (bucket 13) will be equal to the LTD Expended Amount.
- Prior Year Disbursement Amount (bucket 13) will be equal to the LTD Disbursed Amount.

M061 Contract Master File Extract

- Contract Expenditure YTD value will be reset to \$0.
- All other amounts (Encumbered, Expended, or Retainage) should remain the same as they were prior to the start of Fiscal year-end processes.
- Discrepancies can be attributed to purchase orders that did not rollover successfully.

M081 Cost Center Profile Master Extract

- Special RM081 extract (for rollover processing) will run to include only cost centers created via the Cost Center Rollover process with a 4/1 effective date in the new fiscal year. Agencies will review the RM081 and identify any cost centers that were rolled over or should not have been.
- These cost centers will appear on the M161 on the date that the Cost Center Rollover process runs, and will appear on the normal M081 starting after the new fiscal year begins.

M101 Purchase Order Master Extract

- Additional Purchase Order distribution lines that were created as a part of the Purchase Order Rollover process will be displayed.
- Legacy agencies will need to find a way to not treat these as duplicates by adding a Purchase Order distribution line as a key.
- The sum of the amounts of all distribution lines for the same purchase order will provide the true PO Amounts of the document.

Normally, a Legacy agency with no voucher liquidations prior to fiscal year-end rollover will have a new Distribution Line on the M101 for the fully encumbered amount. The unvouchered Distribution Line will show a PO Status of "X" (Cancelled).

If a Legacy agency has partially liquidated a purchase order prior to fiscal year-end rollover, a new Distribution Line will be added with the fully encumbered amount. The partially vouchered Distribution Line shows the expended amount and will show a PO Status of "C" (Completed/Closed).

Agencies are advised to load the M101 extract produced after fiscal year-end processing to identify the status of all existing PO Distribution Lines and amounts, along with the creation of new PO Distribution Lines. If agencies are managing their own Distribution Lines, transactions in Cancelled (X) or Completed/Closed (C) status should be flagged appropriately in agency systems so that these Distribution Lines are not sent. He knew Distribution Lines created by the SFS should be created in agency systems to allow for correct future transaction processing.

M 161 Transaction History Extract

Currently, agencies would receive eight BJL records for each distinct Budget ChartField string (four each for KK_APPROP and KK_SEG) from the various Closing and Roll Forward Journals created during the rollover process.

Agencies will also not receive any POD records on the M161 extract indicating the Close Out distribution lines and new distribution lines for the Purchase Order Rollover process, as this job is not updating the Last Updated Date on the Purchase Order.

PO Distribution Line numbers will change. The original line is inactivated and replaced with a new Distribution Line. PeopleSoft format agencies will need to communicate subsequent purchase order changes and liquidations using the new Distribution Line. Legacy agencies will not see this because all their purchase orders already have one shipment line and one Distribution Line.

The M161 will include ROA and credit memo-related adjustment vouchers.

Extracts with No Fiscal Year-End Impact

The following extracts will show no impact from fiscal year-end:

- M131 Vendor Master File Extract
- M151 Cash Balance Master Extract
- M171 Payment History Extract

Summary of Processing Transactions in the New Fiscal Year

Transaction	Legacy Format/Direct Entry	PeopleSoft Format
Purchase Order Change Orders	The SFS will automatically select the open purchase order distribution line and apply the change order to this line. Agencies should not be changing ChartField information on distribution lines that have already been liquidated by a voucher.	Agencies must select the appropriate open distribution line number in order for the change order to be applied correctly.
Vouchers Liquidating Purchase Orders	The SFS will automatically select the open purchase order distribution line and apply the voucher to this line.	When there is more than one purchase order distribution line, agencies must select the appropriate open distribution line number in order for the voucher to be applied correctly. If there is only one open distribution line purchase order referenced on a voucher, the bulkload process will apply the voucher liquidation to the open purchase order distribution line and ignore the purchase order distribution line number provided in the bulkload file. Bulkload agencies must enter adjustment vouchers online in order to have an effect on purchase order balances.
Budget Journals	Budget Date is determined by the Journal Date. For Legacy format, it is populated based on the System Date. Agencies will not be able to create future budget period Budget Journals in Legacy format prior to 4/1 of the new fiscal year.	The CHNG-DATE (positions 96-103) is used to populate the Journal Date/Budget Date.

All other transactions have no impact via bulkload as the Budget Date is created and updated based upon the System Date. Transactions bulkloaded after 4/1 of the new fiscal year will be booked against the new fiscal year budget period.

Purchase Order Change Orders in Legacy Format/Direct Entry

Agencies will continue sending 204 and 219 transactions with the Amount submitted on the file equal to the New PO Total Amount. The SFS will perform a calculation to determine the appropriate Amount to apply to the new distribution line.

The difference between the newly-submitted PO Amount and the existing Closed PO Amounts cannot equal zero when there are no other closed distribution lines.

The ChartFields on the distribution lines cannot change if a voucher has already liquidated the distribution line.

Six scenarios regarding variations in transactions for PO Change Orders in Legacy format and /direct entry follow. Please note that, in each scenario, the M161 should display the transaction just as it did before fiscal year-end rollover occurred. However, the previous Distribution Line will always display as unchanged on the extract for every future change because the overall record is being updated.

Legacy Format/Direct Entry Scenario #1

An agency has a PO for \$1,000 on Distribution Line 2 after the fiscal year-end rollover. Distribution Line 1 had no prior activity. The agency submits a PO Change Order for \$5,000 to increase the PO Amount. Distribution Line 1 is ignored since it has been cancelled.

File Information

PO ID	Enc. Line #	Trans Type	Tran. Amount
PO12345	001	204	\$5,000

PeopleSoft Updates

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Tran. Amt
POH	PO12345001				D	\$5,000
POL	PO12345001	1			D	\$5,000
POS	PO12345001	1	1		D	\$5,000
POD	PO12345001	1	1	1	X	\$0
POD	PO12345001	1	1	2	D	\$5,000

M161

PO ID	Line #	Ship #	Dist Line #	PO Status	Tran. Amount	Prior Amount	Current Amount
PO12345001	1	1	1	X	\$0	\$0	\$0
PO12345001	1	1	2	D	\$4,000	\$1,000	\$5,000

Legacy Format/Direct Entry Scenario #2

The agency has a PO for \$1,000 on Distribution Line 2 after the fiscal year-end rollover. Distribution Line 1 had no prior activity. The agency submits a PO Change Order for \$100 to decrease the PO Amount. Distribution Line 1 is ignored since it has been cancelled.

File Information

PO ID	Enc. Line #	Trans Type	Tran. Amount
PO12345	001	204	\$100

PeopleSoft Updates

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Tran. Amt
POH	PO12345001				D	\$100
POL	PO12345001	1			D	\$100
POS	PO12345001	1	1		D	\$100
POD	PO12345001	1	1	1	X	\$0
POD	PO12345001	1	1	2	D	\$100

M161

PO ID	Line #	Ship #	Dist Line #	PO Status	Tran. Amount	Prior Amount	Current Amount
PO12345001	1	1	1	X	\$0	\$0	\$0
PO12345001	1	1	2	D	-\$900	\$1,000	\$100

Legacy Format/Direct Entry Scenario #3

An agency has a PO for \$1,000 on Distribution Line 2 after the fiscal year-end rollover. Distribution Line 1 had \$150,000 of voucher activity. The agency submits a PO Change Order for \$200,000 to increase the PO Amount. The Distribution Line 1 amount is used to identify the Amount to associate to Distribution Line 2.

File Information

PO ID	Enc. Line #	Trans Type	Tran. Amount
PO12345	001	204	\$200,000

PeopleSoft Updates

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Tran. Amt
POH	PO12345001				D	\$200,000
POL	PO12345001	1			D	\$200,000
POS	PO12345001	1	1		D	\$200,000
POD	PO12345001	1	1	1	C	\$150,000
POD	PO12345001	1	1	2	D	\$50,000

M161

PO ID	Line #	Ship #	Dist Line #	PO Status	Tran. Amount	Prior Amount	Current Amount
PO12345001	1	1	1	C	\$0	\$150,000	\$150,000
PO12345001	1	1	2	D	\$49,000	\$1,000	\$50,000

Legacy Format/Direct Entry Scenario #4

An agency has a PO for \$1,000 on Distribution Line 2 after the fiscal year-end rollover. Distribution Line 1 had \$150,000 of voucher activity. The agency submits a PO Change Order for \$150,100 to decrease the PO Amount. The Distribution Line 1 amount is used to identify the Amount to associate to Distribution Line 2.

File Information

PO ID	Enc. Line #	Trans Type	Tran. Amount
PO12345	001	204	\$150,100

PeopleSoft Updates

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Tran. Amt
POH	PO12345001				D	\$150,100
POL	PO12345001	1			D	\$150,100
POS	PO12345001	1	1		D	\$150,100
POD	PO12345001	1	1	1	C	\$150,000
POD	PO12345001	1	1	2	D	\$100

PO ID	Line #	Ship #	Dist Line #	PO Status	Tran. Amount	Prior Amount	Current Amount
PO12345001	1	1	1	C	\$0	\$150,000	\$150,000
PO12345001	1	1	2	D	\$49,000	\$1,000	\$50,000

Legacy Format/Direct Entry Scenario #5

An agency has a PO for \$1,000 on Distribution Line 2 after the fiscal year-end rollover. Distribution Line 1 had \$150,000 of voucher activity. The agency submits a PO Change Order for \$150,000 to equal the liquidated Amount. The Distribution Line 1 amount is used to identify the Amount to associate to Distribution Line 2. It is equal to \$0 so the SFS cancels the Distribution Line.

File Information

PO ID	Enc. Line #	Trans Type	Tran. Amount
PO12345	001	204	\$150,000

PeopleSoft Updates

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Tran. Amt
POH	PO12345001				D	\$150,000
POL	PO12345001	1			D	\$150,000
POS	PO12345001	1	1		D	\$150,000
POD	PO12345001	1	1	1	C	\$150,000
POD	PO12345001	1	1	2	X	\$0

M161

PO ID	Line #	Ship #	Dist Line #	PO Status	Tran. Amount	Prior Amount	Current Amount
PO12345001	1	1	1	C	\$0	\$150,000	\$150,000
PO12345001	1	1	2	X	-\$1,000	\$1,000	\$0

Legacy Format/Direct Entry Scenario #6

An agency has a PO for \$1,000 on Distribution Line 2 after the fiscal year-end rollover. Distribution Line 1 had \$150,000 of voucher activity. The agency submits a PO Change Order for \$150,000 to equal the liquidated Amount. The Distribution Line 1 amount is used to identify the Amount to associate to Distribution Line 2. It is equal to \$0 so the SFS cancels the Distribution Line.

The agency then decides to re-encumber against a PO that they had previously liquidated but all Distribution Lines had either been closed or cancelled. In this case, the SFS will add a new Distribution Line so that there still exists one open Distribution Line for future Change Orders.

File Information

PO ID	Enc. Line #	Trans Type	Tran. Amount
PO12345	001	204	\$200,000

PeopleSoft Updates

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Tran. Amt
POH	PO12345001				D	\$200,000
POL	PO12345001	1			D	\$200,000
POS	PO12345001	1	1		D	\$200,000
POD	PO12345001	1	1	1	C	\$150,000
POD	PO12345001	1	1	2	X	\$0
POD	PO12345001	1	1	3	D	\$50,000

M161

PO ID	Line #	Ship #	Dist Line #	PO Status	Tran. Amount	Prior Amount	Current Amount
PO12345001	1	1	1	C	\$0	\$150,000	\$150,000
PO12345001	1	1	2	X	\$0	\$0	\$0
PO12345001	1	1	3	D	\$50,000	\$0	\$50,000

Purchase Order Change Orders in PeopleSoft Format (One Distribution Per Line/Shipment)

If there is only one open Distribution Line for a PeopleSoft-format PO, the SFS bulkload process will apply the Change Order to the open Distribution line and ignore the Distribution Line Number provided in the bulkload file.

The SFS will capture a configuration flag to identify agencies that are tracking Distribution Line Numbers in their Legacy systems so the SFS automatic Amount calculation is not applied. This logic to auto-apply Distribution Line Number and Amount can only be applied globally by SSID.

Agencies will continue sending POH/POL/POS/POD transactions with a CHG Action Code just as before, with the Amount submitted on the file for the PO Line/PO Shipment/PO Distribution equal to the New PO Total Amount (if the agency is not configured to handle their own Distribution Line Amounts).

Agencies in PeopleSoft format can safely submit multiple PO lines each with their own single Distribution Line and the SFS will apply the same logic.

The SFS will be performing a calculation to determine the appropriate Amount to apply to the new Distribution Line. The difference between the newly-submitted PO Amount and the existing closed PO Amounts cannot be less than zero. Error Code 270 will be sent back on the IDL for this condition.

The difference between the newly-submitted PO Amount and the existing closed PO Amounts cannot equal zero when there are no other closed Distribution Lines.

The ChartFields on the Distribution Lines cannot change if a voucher has already liquidated the Distribution Line.

Six scenarios regarding variations in transactions for PO Change Orders in PeopleSoft format follow. Please note that, in each scenario, the M161 should display the transaction just as before to a PeopleSoft agency transmitting only one Distribution Line. However, the previous Distribution Line will always display as unchanged on the extract for every future change because the overall record is being updated.

PeopleSoft Format Single Distribution Scenario #1

An agency has a PO for \$1,000 on Distribution Line 2 after the fiscal year-end rollover. Distribution Line 1 had no prior activity. The agency submits a PO Change Order for \$5,000 to increase the PO Amount. Distribution Line 1 is ignored since it has been cancelled.

File Information and PeopleSoft Information Match.

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Action Code	Tran. Amt
POH	PO12345001				D	CHG	\$5,000
POL	PO12345001	1			D	CHG	\$5,000
POS	PO12345001	1	1		D	CHG	\$5,000
POD	PO12345001	1	1	1	X	CHG	\$0
POD	PO12345001	1	1	1* / 2	D	CHG	\$5,000

* **The** agency will submit this as Distribution Line 1 even though it already exists and cannot be updated. The SFS will find the correct Distribution Number to apply (in this case, 2).

The bold cancelled PO Distribution Line does not need to be resubmitted by the agency in any future Change Order after fiscal year-end rollover.

M161

PO ID	Line #	Ship #	Dist Line #	PO Status	Tran. Amount	Prior Amount	Current Amount
PO12345001	1	1	1	X	\$0	\$0	\$0
PO12345001	1	1	2	D	\$4,000	\$1,000	\$5,000

PeopleSoft Format Single Distribution Scenario #2

An agency has a PO for \$1,000 on Distribution Line 2 after the fiscal year-end rollover. Distribution Line 1 had no prior activity. The agency submits a PO Change Order for \$100 to decrease the PO Amount. Distribution Line 1 is ignored since it has been cancelled.

File Information and PeopleSoft Information Match.

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Action Code	Tran. Amt
POH	PO12345001				D	CHG	\$100
POL	PO12345001	1			D	CHG	\$100
POS	PO12345001	1	1		D	CHG	\$100
POD	PO12345001	1	1	1	X	CHG	\$0
POD	PO12345001	1	1	1* / 2	D	CHG	\$100

* **The** agency will submit this as Distribution Line 1 even though it already exists and cannot be updated. The SFS will find the correct Distribution Number to apply (in this case, 2).

The bold cancelled PO Distribution Line does not need to be resubmitted by the agency in any future Change Order after fiscal year-end rollover.

M161

PO ID	Line #	Ship #	Dist Line #	PO Status	Tran. Amount	Prior Amount	Current Amount
PO12345001	1	1	1	X	\$0	\$0	\$0
PO12345001	1	1	2	D	-\$900	\$1,000	\$100

PeopleSoft Format Single Distribution Scenario #3

An agency has a PO for \$1,000 on Distribution Line 2 after the fiscal year-end rollover. Distribution Line 1 had \$150,000 of voucher activity. The agency submits a PO Change Order for \$200,000 to increase the PO Amount. The Distribution Line 1 amount is used to identify the amount to associate to Distribution Line 2.

File information appears below.

File Information

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Action Code	Tran. Amt
POH	PO12345001				D	CHG	\$200,000
POL	PO12345001	1			D	CHG	\$200,000
POS	PO12345001	1	1		D	CHG	\$200,000
POD	PO12345001	1	1	1	C	CHG	\$150,000
POD	PO12345001	1	1	1*	D	CHG	\$200,000

* The agency will submit this as Distribution Line 1 even though it already exists and cannot be updated. The SFS will find the correct Distribution Number to apply (in this case, 2).

The bold closed PO Distribution Line does not need to be resubmitted by the agency in any future Change Order after fiscal year-end rollover.

M161

PO ID	Line #	Ship #	Dist Line #	PO Status	Tran. Amount	Prior Amount	Current Amount
PO12345001	1	1	1	X	\$0	\$0	\$0
PO12345001	1	1	2	D	\$4,000	\$1,000	\$5,000

The new Distribution Line amount is applied to the open Distribution Line. PeopleSoft information appears below.

PeopleSoft Information

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Action Code	Tran. Amt
POH	PO12345001				D	CHG	\$200,000
POL	PO12345001	1			D	CHG	\$200,000
POS	PO12345001	1	1		D	CHG	\$200,000
POD	PO12345001	1	1	1	C	CHG	\$150,000
POD	PO12345001	1	1	2	D	CHG	\$50,000

The total amount on closed Distribution Lines equals \$150,000. The submitted amount equals \$200,000. The new Distribution Line Amount ($\$200,000 - \$150,000 = \$50,000$) gets applied to the open Distribution Line.

M161

PO ID	Line #	Ship #	Dist Line #	PO Status	Tran. Amount	Prior Amount	Current Amount
PO12345001	1	1	1	C	\$0	\$150,000	\$150,000
PO12345001	1	1	2	D	\$49,000	\$1,000	\$50,000

PeopleSoft Format Single Distribution Scenario #4

An agency has a PO for \$1,000 on Distribution Line 2 after the fiscal year-end rollover. Distribution Line 1 had \$150,000 of voucher activity. The agency submits a PO Change Order for \$150,100 to decrease the PO Amount. The Distribution Line 1 amount is used to identify the amount to associate to Distribution Line 2.

File information appears below.

File Information

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Action Code	Tran. Amt
POH	PO12345001				D	CHG	\$150,100
POL	PO12345001	1			D	CHG	\$150,100
POS	PO12345001	1	1		D	CHG	\$150,100
POD	PO12345001	1	1	1	C	CHG	\$150,000
POD	PO12345001	1	1	1*	D	CHG	\$150,100

* **The** agency will submit this as Distribution Line 1 even though it already exists and cannot be updated. The SFS will find the correct Distribution Number to apply (in this case, 2).

The bold closed PO Distribution Line does not need to be resubmitted by the agency in any future Change Order after fiscal year-end rollover.

The new Distribution Line amount is applied to the open Distribution Line. PeopleSoft information appears below.

PeopleSoft Information

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Action Code	Tran. Amt
POH	PO12345001				D	CHG	\$150,100
POL	PO12345001	1			D	CHG	\$150,100
POS	PO12345001	1	1		D	CHG	\$150,100
POD	PO12345001	1	1	1	C	CHG	\$150,000
POD	PO12345001	1	1	2	D	CHG	\$100

The total amount on closed Distribution Lines equals \$150,000. The submitted amount equals \$150,100. The new Distribution Line Amount (\$150,100 - \$150,000 = \$100) gets applied to the open Distribution Line.

M161

PO ID	Line #	Ship #	Dist Line #	PO Status	Tran. Amount	Prior Amount	Current Amount
PO12345001	1	1	1	C	\$0	\$150,000	\$150,000
PO12345001	1	1	2	D	\$49,000	\$1,000	\$50,000

PeopleSoft Format Single Distribution Scenario #5

An agency has a PO for \$1,000 on Distribution Line 2 after the fiscal year-end rollover. Distribution Line 1 had \$150,000 of voucher activity. The agency submits a PO Change Order for \$150,000 to equal the liquidated amount. The Distribution Line 1 amount is used to identify the amount to associate to Distribution Line 2 and is equal to \$0 so the SFS cancels the Distribution Line.

File information appears below.

File Information

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Action Code	Tran. Amt
POH	PO12345001				D	CHG	\$150,000
POL	PO12345001	1			D	CHG	\$150,000
POS	PO12345001	1	1		D	CHG	\$150,000
POD	PO12345001	1	1	1	C	CHG	\$150,000
POD	PO12345001	1	1	1*	D	CHG	\$150,000

* **The** agency will submit this as Distribution Line 1 even though it already exists and cannot be updated. The SFS will find the correct Distribution Number to apply (in this case, 2).

The bold closed PO Distribution Line does not need to be resubmitted by the agency in any future Change Order after fiscal year-end rollover.

The new Distribution Line amount is applied to the open Distribution Line. When this amount equals \$0 and there is at least one closed Distribution Line, the open line is cancelled. PeopleSoft information appears below.

PeopleSoft Information

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Action Code	Tran. Amt
POH	PO12345001				D	CHG	\$150,000
POL	PO12345001	1			D	CHG	\$150,000
POS	PO12345001	1	1		D	CHG	\$150,000
POD	PO12345001	1	1	1	C	CHG	\$150,000
POD	PO12345001	1	1	2	X	CHG	\$0

The total amount on closed Distribution Lines equals \$150,000. The submitted amount equals \$150,000. The new Distribution Line Amount ($\$150,000 - \$150,000 = \$0$) equals \$0. If there is at least one closed Distribution Line, the open line is cancelled.

M161

PO ID	Line #	Ship #	Dist Line #	PO Status	Tran. Amount	Prior Amount	Current Amount
PO12345001	1	1	1	C	\$0	\$150,000	\$150,000
PO12345001	1	1	2	X	-\$1,000	\$1,000	\$0

PeopleSoft Format Single Distribution Scenario #6

An agency has a PO for \$1,000 on Distribution Line 2 after the fiscal year-end rollover. Distribution Line 1 had \$150,000 of voucher activity. The agency submits a PO Change Order for \$150,000 to equal the liquidated amount. The Distribution Line 1 amount is used to identify the amount to associate to Distribution Line 2 and is equal to \$0 so the SFS cancels the Distribution Line.

The agency then decides to re-encumber against a PO that they had previously fully liquidated but all Distribution Lines had either been closed or cancelled. In this scenario, the SFS will add a new Distribution Line so that there is still one open Distribution Line for future Change Orders (such as in PeopleSoft Format Single Distribution Scenarios 3, 4, and 5).

File information appears below.

File Information

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Action Code	Tran. Amt
POH	PO12345001				D	CHG	\$200,000
POL	PO12345001	1			D	CHG	\$200,000
POS	PO12345001	1	1		D	CHG	\$200,000
POD	PO12345001	1	1	1	C	CHG	\$150,000
POD	PO12345001	1	1	2	X	CHG	\$0
POD	PO12345001	1	1	1*	D	CHG	\$200,000

* **The** agency will submit this as Distribution Line 1 even though it already exists and cannot be updated. The SFS will find the correct Distribution Number to apply (in this case, 2).

The bold closed and cancelled PO Distribution Lines do not need to be resubmitted by the Agency in any future Change Order after fiscal year-end rollover or cancellation of the line.

The new Distribution Line amount is applied to the open Distribution Line. When this amount equals \$0 and there is at least one closed Distribution Line, the open line is cancelled. PeopleSoft information appears below.

PeopleSoft Information

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Action Code	Tran. Amt
POH	PO12345001				D	CHG	\$200,000
POL	PO12345001	1			D	CHG	\$200,000
POS	PO12345001	1	1		D	CHG	\$200,000
POD	PO12345001	1	1	1	C	CHG	\$150,000
POD	PO12345001	1	1	2	X	CHG	\$0
POD	PO12345001	1	1	3	D	CHG	\$50,000

The total amount on closed Distribution Lines equals \$150,000. The submitted amount equals \$150,000. The new Distribution Line Amount (\$150,000 - \$150,000 = \$0) equals \$0. If there is at least one closed Distribution Line, the open line is cancelled.

M161

PO ID	Line #	Ship #	Dist Line #	PO Status	Tran. Amount	Prior Amount	Current Amount
PO12345001	1	1	1	C	\$0	\$150,000	\$150,000
PO12345001	1	1	2	X	\$0	\$0	\$0
PO12345001	1	1	3	D	\$50,000	\$0	\$50,000

PeopleSoft Format Single Distribution Scenario #7

For Change Orders with multiple lines or shipments, agencies must continue to send the correct amount, line, and Shipment number if they are using more than one line per PO or shipment per line, as the SFS is not changing how these have been handled since the system went live.

The lines in Closed/Cancelled status do not need to be resubmitted, but amounts must add up as follows:

- The Header Amount must sum to Total Line Amount.
- The Line Amount must sum to Total Shipment Amount for that line.
- The Shipment Amount must sum to Total Distribution Amount for that Shipment Line.

As mentioned in the other scenarios, the previously Closed/Cancelled lines in this scenario do not need to be submitted on each Change Order transaction in the bulkload file (indicated by the rows in bold text). Values with an asterisk (*) are amounts that will be changing from what was submitted on the agency bulkload file (titled here as "File Information") to what is created in the SFS (titled here as "PeopleSoft Information").

File information appears below.

File Information

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Action Code	Tran. Amt
POH	PO12345001				D	CHG	\$500,000
POL	PO12345001	1			D	CHG	\$200,000
POL	PO12345001	2			D	CHG	\$300,000
POS	PO12345001	1	1		D	CHG	\$200,000
POS	PO12345001	2	1		D	CHG	\$200,000
POS	PO12345001	2	2		D	CHG	\$100,000
POD	PO12345001	1	1	1	C	CHG	\$150,000
POD	PO12345001	1	1	1*/ 2	D	CHG	\$200,000*
POD	PO12345001	2	1	1	X	CHG	\$0
POD	PO12345001	2	1	1*/ 2	D	CHG	\$200,000
POD	PO12345001	2	2	1	C	CHG	\$25,000
POD	PO12345001	2	2	1*/ 2	D	CHG	\$100,000*

PeopleSoft Information

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Action Code	Tran. Amt
POH	PO12345001				D	CHG	\$500,000
POL	PO12345001	1			D	CHG	\$200,000
POL	PO12345001	2			D	CHG	\$300,000
POS	PO12345001	1	1		D	CHG	\$200,000
POS	PO12345001	2	1		D	CHG	\$200,000
POS	PO12345001	2	2		D	CHG	\$200,000
POD	PO12345001	1	1	1	C	CHG	\$150,000
POD	PO12345001	1	1	2	D	CHG	\$50,000*
POD	PO12345001	2	1	1	X	CHG	\$0
POD	PO12345001	2	1	2	D	CHG	\$200,000
POD	PO12345001	2	1	1	C	CHG	\$25,000
POD	PO12345001	2	2	2	D	CHG	\$75,000*

Purchase Order Change Orders in PeopleSoft Format (Multiple Distributions Per Line/Shipment)

Agencies must select the appropriate open Distribution Line number in order for the Change Order to be applied correctly when either:

- There is more than one open Distribution Line; or
- The agency is configured to not allow the SFS to auto-calculate the Distribution Line amount. Selecting a closed Distribution Line will cause a budget failure.

The SFS will capture a configuration flag to identify agencies that are tracking Distribution Line numbers in their Legacy systems so the SFS automatic Amount calculation is not applied.

If your agency is maintaining multiple PO Distribution Lines per PO Line and PO Shipment, please contact the SFS Help Desk at HelpDesk@sfs.ny.gov to help ensure that the SFS has the correct configuration in place, so that it does not auto-apply Distribution Line amounts as the SFS does for other agencies when they submit a PO with only one open Distribution Line.

Configuration Change

The SFS will hold a configuration item to identify the agencies that will be managing their multiple Distribution Lines per PO Line and PO Shipment.

Inbound Transactions

Source System Identifier 01051 OGS-DCNET

Interface Transaction Encumbrances/PO
Type

Inbound Transaction Information Find | View All First

*Effective Date 03/28/2011 *Status Active

*Interface Format PS **Do not auto apply Distrib Amount**

Agencies will continue sending POH / POL / POS / POD transactions with a CHG Action Code just as they have before. The Amount submitted on the file for the PO Line / PO Shipment equals the new PO Total Amount for the PO Line and Shipment. The Distribution Line Number and Amount submitted for the PO Distribution equals the correct Distribution Line Number and Amount for that Distribution Line Number without taking into account the previously closed/cancelled Distribution Lines (if the agency is configured to handle their own Distribution Line Amounts).

Agencies using the PeopleSoft bulkload format can safely submit multiple PO Lines each with their own single Distribution Line. The SFS will apply the same logic to process exactly what the agency submits.

The SFS will NOT be performing a calculation to determine the appropriate Amount to apply to the new Distribution Line for agencies that are maintaining their own Distribution Lines.

The following seven scenarios demonstrate transactions using the PeopleSoft bulkload format involving multiple distributions per line or shipment.

PeopleSoft Format Multiple Distribution Scenario #1

An agency has a PO for \$1,000 on Distribution Line 2 after the fiscal year-end rollover. Distribution Line 1 had no prior activity. The agency submits a PO Change Order for \$5,000 to increase the PO Amount. Distribution Line 1 is ignored since it is cancelled and the agency must submit Distribution 2.

File Information and PeopleSoft Information Match.

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Action Code	Tran. Amt
POH	PO12345001				D	CHG	\$5,000
POL	PO12345001	1			D	CHG	\$5,000
POS	PO12345001	1	1		D	CHG	\$5,000
POD	PO12345001	1	1	1	X	CHG	\$0
POD	PO12345001	1	1	2*	D	CHG	\$5,000*

* **The** agency must submit Distribution Line Number 2 in this case, or they will receive an error for processing against a cancelled Distribution Line.

The bold cancelled PO Distribution Line does not need to be resubmitted by the agency in any future Change Order after fiscal year-end rollover.

PeopleSoft Format Multiple Distribution Scenario #2

An agency has a PO for \$1,000 on Distribution Line 2 after the fiscal year-end rollover. Distribution Line 1 had no prior activity. The agency submits a PO Change Order for \$100 to decrease the PO Amount. Distribution Line 1 is ignored since it is cancelled and the agency must submit Distribution 2.

File Information and PeopleSoft Information Match.

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Action Code	Tran. Amt
POH	PO12345001				D	CHG	\$100
POL	PO12345001	1			D	CHG	\$100
POS	PO12345001	1	1		D	CHG	\$100
POD	PO12345001	1	1	1	X	CHG	\$0
POD	PO12345001	1	1	2*	D	CHG	\$100*

* **The** agency must submit Distribution Line Number 2 in this case, or they will receive an error for processing against a cancelled Distribution Line.

The bold cancelled PO Distribution Line does not need to be resubmitted by the agency in any future Change Order after fiscal year-end rollover.

PeopleSoft Format Multiple Distribution Scenario #3

An agency has a PO for \$1,000 on Distribution Line 2 after the fiscal year-end rollover. Distribution Line 1 had \$150,000 of voucher activity. The agency submits a PO Change Order for \$200,000 to increase the overall PO Amount. The agency must submit exactly \$50,000 to Distribution Line 2 to increase that value by \$49,000.

File Information

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Action Code	Tran. Amt
POH	PO12345001				D	CHG	\$200,000
POL	PO12345001	1			D	CHG	\$200,000
POS	PO12345001	1	1		D	CHG	\$200,000
POD	PO12345001	1	1	1	C	CHG	\$150,000
POD	PO12345001	1	1	2*	D	CHG	\$50,000*

* The agency must submit Distribution Line Number 2 in this case, or they will receive an error for processing against a cancelled Distribution Line.

The bold cancelled PO Distribution Line does not need to be resubmitted by the agency in any future Change Order after fiscal year-end rollover.

PeopleSoft Information

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Action Code	Tran. Amt
POH	PO12345001				D	CHG	\$200,000
POL	PO12345001	1			D	CHG	\$200,000
POS	PO12345001	1	1		D	CHG	\$200,000
POD	PO12345001	1	1	1	C	CHG	\$150,000
POD	PO12345001	1	1	2	D	CHG	\$50,000

In the SFS, the PO will look exactly like the agency submitted it.

PeopleSoft Format Multiple Distribution Scenario #4

An agency has a PO for \$1,000 on Distribution Line 2 after the fiscal year-end rollover. Distribution Line 1 had \$150,000 of voucher activity. The agency submits a PO Change Order for \$150,100 to decrease the overall PO Amount. The agency must submit exactly \$100 on Distribution Line 2 to decrease that value by \$900.

File Information

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Action Code	Tran. Amt
POH	PO12345001				D	CHG	\$150,100
POL	PO12345001	1			D	CHG	\$150,100
POS	PO12345001	1	1		D	CHG	\$150,100
POD	PO12345001	1	1	1	C	CHG	\$150,000
POD	PO12345001	1	1	2*	D	CHG	\$100

* The agency must submit Distribution Line Number 2 in this case, or they will receive an error for processing against a cancelled Distribution Line.

The bold cancelled PO Distribution Line does not need to be resubmitted by the agency in any future Change Order after fiscal year-end rollover.

PeopleSoft Information

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Action Code	Tran. Amt
POH	PO12345001				D	CHG	\$150,100
POL	PO12345001	1			D	CHG	\$150,100
POS	PO12345001	1	1		D	CHG	\$150,100
POD	PO12345001	1	1	1	C	CHG	\$150,000
POD	PO12345001	1	1	2	D	CHG	\$100

In the SFS, the PO will look exactly like the agency submitted it.

PeopleSoft Format Multiple Distribution Scenario #5

An agency has a PO for \$1,000 on Distribution Line 2 after the fiscal year-end rollover. Distribution Line 1 had \$150,000 of voucher activity. The agency submits a PO Change Order for \$150,000 to equal the liquidated Amount. Distribution Line 1 Amount is used to identify the Amount to associate to Distribution Line 2 and is equal to \$0, so the SFS cancels the Distribution Line.

For an agency processing multiple Distribution Lines at their own control, **this scenario is not applicable**. The agency must send in a CAN transaction for the POD line, not a CHG transaction, if this is the desired result.

PeopleSoft Format Multiple Distribution Scenario #6

An agency has a PO for \$1,000 on Distribution Line 2 after the fiscal year-end rollover. Distribution Line 1 had \$150,000 of voucher activity. The agency submits a PO Change Order for \$150,000 to equal the liquidated Amount. Distribution Line 1 Amount is used to identify the Amount to associate to Distribution Line 2 and is equal to \$0, so the SFS cancels the Distribution Line.

The agency then decides to re-encumber against a PO that they had previously fully liquidated but all Distribution Lines had either been closed or cancelled. In this case, the SFS will add a new Distribution Line so that there is still one open Distribution Line for future Change Orders (as seen in PeopleSoft Formal Multiple Distribution Scenarios #3-5).

For an agency processing multiple Distribution Lines at their own control, **this scenario is also not applicable**. The agency must send in an ADD transaction, not a CHG transaction, for the POD line if this is the desired result. This ADD transaction must include the new PO Distribution Line Number that does not yet exist for this transaction.

PeopleSoft Format Multiple Distribution Scenario #7

For Change Orders with multiple lines or shipments, agencies must continue to send the correct Amount and Line and Shipment Number if they are using more than one Line per PO or Shipment per Line. The SFS is not changing how these have been handled.

This scenario is normal business for an agency that submits multiple Distribution Lines that they maintain. Agencies should continue to ensure that they send the correct Distribution Line Number and Amount as expected to have loaded into the SFS. The way the file is transmitted to the SFS will be an exact match to how the transaction looks in the SFS.

File and PeopleSoft Information Match

As mentioned in the other scenarios, the previously closed/cancelled Lines do not need to be submitted on each Change Order transaction in the bulkload file (indicated by the rows in bold text).

Type	PO ID	Line #	Ship #	Dist Line #	PO Status	Action Code	Tran. Amt
POH	PO12345001				D	CHG	\$500,000
POL	PO12345001	1			D	CHG	\$200,000
POL	PO12345001	2			D	CHG	\$300,000
POS	PO12345001	1	1		D	CHG	\$200,000
POS	PO12345001	2	1		D	CHG	\$200,000
POS	PO12345001	2	2		D	CHG	\$100,000
POD	PO12345001	1	1	1	C	CHG	\$150,000
POD	PO12345001	1	1	2	D	CHG	\$50,000
POD	PO12345001	2	1	1	X	CHG	\$0
POD	PO12345001	2	1	2	D	CHG	\$200,000
POD	PO12345001	2	2	1	C	CHG	\$25,000
POD	PO12345001	2	2	2	D	CHG	\$75,000