



New York State SFS Import Guide

Background & Overview

The NYS MWBE Contract System (NYSCS) is an advanced web-based tool that includes comprehensive MWBE contract compliance and spend analysis functions. An import interface has been implemented with the State Financial System that agencies can leverage to streamline the tracking process.

MWBE contract award and payment data is used for a variety of purposes related to Article 15-A of the Executive Law, including quarterly MWBE utilization reports.

SFS produces interface files for the MWBE Contract System to report contract and non-contract payments made by the State of New York to businesses for procurement proposes. The files capture data associated with contracts payments, non-contact payments, contracts and awarded vendors (prime contractors), including but not limited to scope of work, contract amount, amendments to contracts, and disbursement information. SFS provides three extracts to the system:

1. Vendor (M131)
2. Contracts (M061)
3. Payments (M161 Disbursement)

The SFS import interfaces offer six key advantages:

- Automated identification of new contracts for tracking
- Automated identification of dollar amount changes of existing active contracts
- Automated identification of end date changes of existing active contracts
- Automated creation of prime contractor account to support MWBE subcontractor payment reporting
- Automated import of contract payments for active contracts
- Automated identification of non-contract payments made to MWBE firms

SFS Extracts

SFS leverages the existing Master file extracts to satisfy the requirements of the interface. The contract information that is currently provided to external systems via the M061 (Contract Master File) extract is being used without any modifications for all business units within SFS.

For the contract and non-contract payments, SFS modified the M161 Disbursement extract to eliminate extraneous payment information to non-vendors. The file contains additional data elements (SFS Vendor ID and SFS Master Contract ID) to support the necessary record matching. Furthermore, the M161 Disbursement extract provided only records where the payment references a Purchase Order or Contract Number. This therefore excludes payments to non-vendors that are also included in SFS.

For vendor information, the current SFS M131 interface is used to include vendor records where the vendor was included on a payment that referenced a Purchase Order or Contract. The vendor records are further restricted to only include the vendors default address, vendor phone number and vendor contact person (first name and last name in separate fields) that is associated to the vendors default location. The default address for the vendor on the M131 could be a remittance address or Lock Box address which is not where the official contract documents would have been delivered.

The extracts are provided on a weekly basis and all data is fully encrypted.

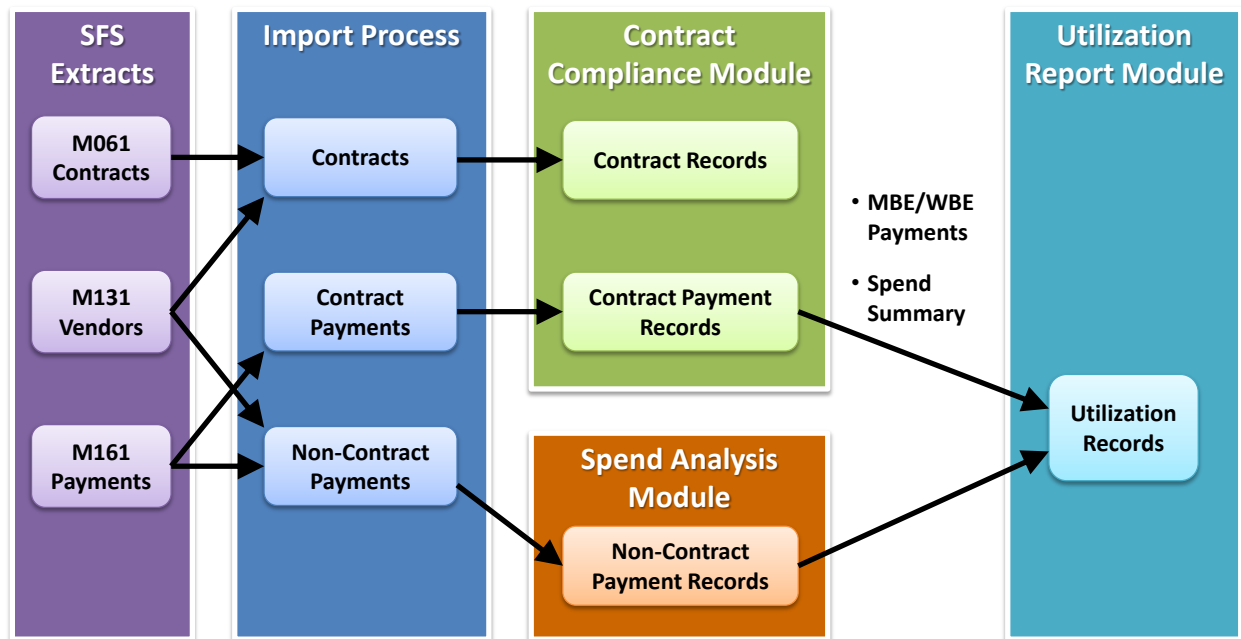
Data Manipulation

Prior to import into the NYS MWBE Contract System, the SFS data is manipulated, filtered, and cleaned as needed.

- **Contracts:** New or amended contracts during the week prior to the import date.
- **Vendors:** Only vendors that are listed on new or amended contracts during week prior to the import date.
- **Contract Payments:** Contract payments made on active contracts during the week prior to the import date.
- **Non-Contract Payments:** non-contract procurement-related payments to vendors made during the week prior to the import date. The payment records are matched to the MWBE Certified Directory based on the date of the transaction. If certified at the time of the transaction, the payments are flagged as MWBE payments; all other payments are flagged as non-MWBE payments. During the quarterly MWBE utilization reporting process, agencies can request consideration of payments to potential MWBE firms, subject to ESD approval.

Data Flow

The diagram below visually illustrates the flow of information from SFS to the NYS MWBE Contract System.



Limitations of the SFS Import Interface

The amount of information present in SFS relevant to MWBE tracking is limited. Several important data elements are NOT provided by SFS and must be added to a contract record by users, including:

- MBE/WBE goals
- Waiver details
- Exempt status
- ESD Industry
- ESD Product Code
- NAICS Codes
- Various Contract Settings, including Grant/Non-Profit, P-Contract details,
- Subcontractors
- Subcontractor Payments

The MWBE Contract System offers hundreds of additional fields at the contract, subcontract, payment, and vendor level to provide rich data tracking for the NYS MWBE program.

After Import

Refer to the user guide (Chapter 3: Contracts) for process explanations for “locking-in” new contracts, adding amendments/change orders, handling rejected import records, and other best practices for managing imported data.

Contract Records

A typical contract subject to MWBE compliance would include the following steps to fully activate:

1. Lock-in contract to add missing data and verify SFS provided data. All records listed must be locked in.
2. Add MWBE and non-MWBE subcontractors (alternatively, an agency may notify a prime contractor of the requirement to access the system and submit their subcontractors for approval).
3. Start regular compliance auditing that involves import of contract payments and reporting of subcontractor payments by the prime contractor.

Overall, SFS records are generally high quality with data in the correct format. Therefore, the rate of record rejection is low.

Non-Contract Records

Non-contract payments are transactions directly with MWBE and non-MWBE firms that do not involve contract relationships. They are typically small in terms of dollar volume but high volume, and often account for a substantial portion of an agency’s MWBE spend. The majority of the payment transaction volume in SFS is for non-contract payments.

Non-contract payments from SFS are automatically identified and mapped to MBE/WBE type based on their certification status. All records are matched to ESD Industries and Product Codes based on an SFS Account Code mapping developed by ESD to minimize user data entry. The payments are then imported into the NYSCS “Spend Analysis” module. The aim is to substantially automate the reconciliation process to reduce agency effort in identifying and reporting M/WBE utilization. Non-contract payment

data in the Spend Analysis module can be transferred to a quarterly M/WBE utilization report with one click.

The process is simple:

1. Non-contract SFS payments are separated from the contract SFS payments.
2. Using the SFS account code, exempt non-contract payments are removed.
3. Using the SFS account code and a special “cross-walk” the ESD industry and product codes are assigned to the payments.
4. The payments are matched to the M/WBE directory using the payment date on each record. Payments to firms certified on the payment date are flagged as “for credit”.
5. The records are available in the system for viewing and editing. From the left menu, select **View > PO Payments** or **Search > PO Payments**.

Diversity User Control Panel: Payments

Help & Tools

Contracts | Contract Audits | Sub Requests | Outreach | **Payments** | Support | Messages

1 - 10 of 10 records displayed: Previous Page < Page 1 > Next Page

Records per page 20

To resort, click on column title.

[Refresh Table](#)

Vendor	Payment #	Payment Date	Amount	For Credit	Issue
BRIGAR X-PRESS SOLUTIONS INC	00002503	10/10/2012	\$181.55		
BRIGAR X-PRESS SOLUTIONS INC	00002503	10/10/2012	\$181.19		
BRIGAR X-PRESS SOLUTIONS INC	00002503	10/10/2012	\$181.36		
IMPERATIVES INC	00002634	10/23/2012	\$684.00		
LIFE STYLE AWARDS & PROMOTIONAL PRODUCTS	00002744	11/19/2012	\$2,113.00		
WINDHAM AREA RECREATION FOUNDATION	00002724	11/19/2012	\$40,000.00		
ADIRONDACK LIFE INC	00002779	11/21/2012	\$3,422.55		
MAP WORKS INC	00002649	11/21/2012	\$47,752.00		
ALCHAR PRINTING GROUP THE	00002799	11/26/2012	\$550.00		
THE AMERICAN ASSOCIATION OF INDEPENDENT MUSIC INC	00002707	12/3/2012	\$80,844.40		

Payment to an M/WBE firm

For most agencies, the data will import with no additional input required. However, some actions may be required to finalize the data.

- **Record with missing data:** payments missing critical data will be flagged by . These records need to be edited to add the missing information and resaved. Missing data is rare with SFS payments. Open the payment to edit, update any required fields (also highlighted with), and resave the record.
- **MBE & WBE dual certified firms:** the system automatically assigns credit for firms that are MBE or WBE certified. Payments to firms that are MBE **and** WBE certified are assigned to one of the types; agencies can update the record if needed to change the designated type, which is at the agency’s discretion.

Actions	Vendor	Payment #	Payment Date	Amount	For Credit	Issue
View Edit	ABOUT LEARNING	00030147	10/24/2012	\$55.20		
View Edit	ABOUT LEARNING	00030147	10/24/2012	\$460.00		
View Edit	ABOUT LEARNING	00030148	10/24/2012	\$460.00		
View Edit	ABOU DEWAN & HANNA CO INC	00033778	11/23/2012	\$263.92		
View Edit	ABC REFRIGERATION & AIR CONDITIONING INC	00033792	11/23/2012			
View Edit	A DIAL A BUG PEST CONTROL OF NY INC	00032633	11/13/2012			

Select 2+ filter option to display only payments to dual certified firms

Payment to a dual certified firm is indicated by a pink checkmark

Payment records against firms with dual certification will initially include an alert at the top of the page

Issues present with this record; edit and resave to resolve.
 Multiple certification types for vendor; resave to lock-in selection

and additional detail in the Payment Information box.

For Credit	Yes
Goal Type	<input checked="" type="radio"/> MBE <small>Multiple certification types available Resave to lock-in selection</small>
Ethnicity	Non-Minority
Gender	Female

Click the **Edit** button (at the top right of the page) or **Resave** link to lock in the MBE or WBE selection and remove the alerts.

- **Categorization:** identification of ESD industry and product codes are based on a cross-walk developed by ESD. The accuracy of the match is entirely dependent on the accurate selection of an SFS account code when the payment was made. An agency may choose to update the codes for better quality.
- **Exempt payments:** the removal of exempt payment categories is based on the ESD cross-walk. Agencies may identify additional exempt payments for removal. The system does not permit payment records to be deleted; there is a “zero-out” function that will set the value of the payment to zero and require a reason to be added. This ensures the auditability of the data in the system.

To zero-out a payment, access the record and click the **Zero Out Payment** button under the Amounts box.

Dates ?	Vendor ?
Date Invoiced	Vendor Name ABOUT LEARNING
Date Received	Contact Name JANE X Person
Date Approved 10/18/2012	Tax ID 363024769
Date Paid 10/24/2012	Vendor Number SFS Vendor Number: 1000017740
Amounts ?	System Vendor Number 20077448
Amount Authorized	Phone 800-822-4628
Amount Invoiced	Fax 847-487-1811
Amount Paid \$460.00	Email
Zero Out Payment	Address 4 VI
Applicable Vendor Certifications ?	
No applicable certifications.	

A red outlined box will appear in place of the button. Enter the reason for zeroing out the payment and click **Submit**.

Amount Paid \$460.00	Address 441 WEST BONNER ROAD WAUCONDA, IL 60084
-----------------------------	--

Enter reason for zeroed out payment. *

Payment record detail

Payment Analysis: View Payment

Help & Tools

Return To List

Edit

Vendor	
Vendor Name	LIFE STYLE AWARDS & PROMOTIONAL PRODUCTS
Contact Name	TERESA JOHNSON-BISHOP
Tax ID	113593002
Vendor Number	SFS Vendor Number: 1100017060
System Vendor Number	20165572
Phone	718-396-9842
Fax	
Email	Teresa@lifestyle-awards.com
Address	159 15 JAMAICA AVENUE JAMAICA, NY 11432

Applicable Vendor Certifications							
Type	Certified	Renewal	Expiration	Organization	Ethnicity	Gender	
MBE	9/13/2010	9/13/2013	9/13/2013	New York State	Black	Female	

Applicable M/WBE certifications from the directory based on payment date

Payment Information	
Payment Number	00002744
Payment Line Number	1
Purchase Order Number	0000000223
Purchase Order Line Number	00001
Contract Number	
Invoice Number	
Invoice Line Number	
Check Number	
Account Code	55015
For Credit	
Goal Type	MBE
Ethnicity	Black
Gender	Female
Industry	SC - Services/Consultants
Product Code	I73 - Business Services (e.g. copying, advertising, secretarial, janitorial)
Transaction Description	Promotional Advertising
Fiscal Year	
Fiscal Quarter	
Fiscal Month	
Record Action	
Line Action	A

Automatic fill-in based on M/WBE directory and ESD cross-walk.

Dates	
Date Invoiced	
Date Received	
Date Approved	11/15/2012
Date Paid	11/19/2012

Amounts	
Amount Authorized	
Amount Invoiced	
Amount Paid	\$2,113.00

Special Considerations

Social Security Numbers

There are individuals on the vendor file for certain program type payments where the tax identification number is their Social Security number, which is considered confidential information. If there is an individual on the vendor file referenced by Social Security number, the number will be masked XXX-XX-1234 (only the last four numbers will be visible). During import into the NYS MWBE Contract System, the SFS vendor id will instead be used for the matching process.

Exempt & Excluded Contracts

Exempt and excluded contracts must be flagged as such. The contract record in the NYSCS has a dedicated field for this status. Update the Yes/No setting if necessary; if the contract is exempt or excluded, add a reason why and attach any (optional) supporting documentation.

Contract Compliance Audits

When an agency pays a prime contractor and it is included in the SFS payment file, a contract compliance audit is automatically created and the prime contractor contacted to report their subcontractor payments.

Ideally, each payment to a prime contractor would be audited; however, in a practical sense there are many circumstances where primes receive many small payments each month and the burden to report subcontractor payments on every small amount is excessive. Therefore, a monthly audit option aggregates all payments for a month into one contract compliance audit. This substantially reduces the reporting burden, but does introduce a small lag time in the reporting process; monthly audits are generated on the first business day of the following month.

The frequency of compliance auditing is a setting on the contract edit page – three options are available. Once the contract is locked in and payments have been reported, the audit period interval cannot be changed.

An analysis of SFS contract payments indicated there is substantial “scatter” of payments on many contracts. Therefore, **the default setting for SFS agencies is “each month”**. On a case-by-case basis, an agency can change the audit period interval to “each payment” or “each quarter” based on the circumstances of a particular contract. For example, construction contracts often have very specific payment structures and are more suitable for “each payment” compliance auditing.

Further information about the audit period interval is excerpted below from the user guide (Chapter 3: Contracts):

“Each Month” Audit Period

If a contract is configured for a monthly audit period, all payments during the month are aggregated and added to the audit as a single number. The payment detail is included as part of the record. In the example, three payments were made on the contract during the month. The audit is updated with a total paid amount of \$45,599.86, and the three payments are added to the detail record. The final date of payment is noted on the audit as March 28.

	<u>Amount</u>	<u>Date</u>
Payment #1	\$7,196.95	March 21
Payment #2	\$1,079.51	March 25
<u>Payment #3</u>	<u>\$37,323.60</u>	<u>March 28</u>
Total for Audit	\$45,599.86	March 28

Financial System Data							
Date Paid	Amount	Payment Number	PO Number	Invoice Number	Date Invoiced	Date Received	Date Approved
3/21/2008	\$7,196.75	5100146635	0000101187	000304500036587		3/20/2008	3/20/2008
3/25/2008	\$1,079.51	5100147334	0000101187	000304500036599		3/24/2008	3/24/2008
3/28/2008	\$37,323.60	5100148465	0000101187	000304500036584		3/27/2008	3/27/2008
Total Paid:	\$45,599.86						

“Each Payment” Audit Period

If a contract is configured to audit each payment, an audit is created for every payment regardless of the value. In this circumstance, the example above would instead generate three contract compliance audits, each on its own date with an amount matching the payment.

	<u>Amount</u>	<u>Date</u>
<u>Payment #1</u>	<u>\$7,196.75</u>	<u>March 21</u>
Total for Audit #1	\$7,196.75	March 21
<u>Payment #2</u>	<u>\$1,079.51</u>	<u>March 25</u>
Total for Audit #2	\$1,079.51	March 25
<u>Payment #3</u>	<u>\$37,323.60</u>	<u>March 28</u>
Total for Audit #3	\$37,323.60	March 28

Contract Amendments/Change Orders

When contracts are amended through a change order, factors that impact M/WBE participation may change and must be accounted for in the MWBE Contract System. The four relevant situations are:

1. Increase in authorized contract amount
2. Decrease in authorized contract amount
3. Extension to contract duration
4. Shortening of contract duration

Contract records imported from SFS are analyzed to determine if one or more conditions above are present for any active contract. SFS does not contain information that identifies changes to the M/WBE participation; this must be added to the MWBE Contract System by the contract compliance user. However, the SFS contract data is used to flag such changes for user review and update. Refer to the user guide (Chapter 3: Contract) for amendment/change order processing instructions.

Statewide OGS P-Contracts

The extracts include statewide contracts (P-Contracts) issued by OGS and payments against those contracts. However, payments are often made to VAR vendors that are not the original holder of the P-Contract. For these circumstances, the contract number is modified to add the SFS vendor id to the contract number (e.g. [SFS Contract Number]-[SFS Vendor ID]), resulting in a unique contract number for each P-Contract – Vendor combination. The contract and payment records from SFS are filtered and automatically updated to account for these circumstances.

For example:

<u>Level</u>	<u>SFS Contract Number</u>	<u>SFS Vendor ID</u>	<u>Imported Contract Number</u>
Main vendor	OGS01-PC59463-1140268	1000006138	OGS01-PC59463-1140268
VAR 1	OGS01-PC59463-1140268	1000055311	OGS01-PC59463-1140268-1000055311
VAR 2	OGS01-PC59463-1140268	1000055340	OGS01-PC59463-1140268-1000055340
VAR 3	OGS01-PC59463-1140268	1000055421	OGS01-PC59463-1140268-1000055421

ESD has established the policy that agencies using P-Contracts can count M/WBE utilization. Each P-Contract used by an agency will be imported for lock-in and payment update by that user agency; all records must be locked-in regardless of M/WBE participation, goal, type, etc. Typically, once the record is locked-in, no further updates are required since the M/WBE VAR payments are tracked automatically. Note that P-Contracts imported to a user agency's account are set to \$0 value; do not alter this value.

To verify P-Contract records against VAR vendors, view http://www.sfs.ny.gov/files/VAR_EXTRACT.xls.

Changes to the Import

If an agency identifies additional information in SFS for inclusion in the imported contract, vendor, and/or payment records, contact ESD Agency Services with detailed information for review and consideration.

Contract Record and SFS Field Visual Representation

To assist agencies match SFS data with the location it appears in the NYS MWBE Contract System, the following screenshots are annotated per the legend below. Fields highlighted in red or orange must or should be filled-in during the lock-in process.

Legend:

Data imported from SFS. Review and update only if incorrect.

No data in SFS. Fill-in/selection of data is required and critical

No data in SFS. Fill-in/selection of data is optional, but strongly recommended.

Primary contract information with title/description, contract number, value, and relevant dates. At the time of import current value = original award. Update the assigned department as needed; contact ESD if additional departments are needed.

* required entry

Contract Information			
You must enter a contract title and maximum value. The assigned department field is optional.			
Title *	*	DATA ADMINISTRATOR SECURITY DESIGNERT	
Contract Number *	*	DOL01-CM167AB-3550000	
Contract Value (\$) *	*	Current	Original Award
		99,354.00	99,354.00
Use the value fields only to fix incorrect amounts. To add additional funds to a contract, use the amendment/change order function.			
Contract Secondary Status		None selected	
Assigned Department *	*	Department of Labor	
Project Number			

Contract Dates			
Enter a contract start date and end date. These are the dates that you want the auditing (if selected) to begin and end.			
Start Date *	*	9/24/2012	(mm/dd/yyyy)
End Date *	*	Date: 3/23/2013	(mm/dd/yyyy)
		Duration:	year(s)
The following dates are optional.			
Notice To Proceed Date			(mm/dd/yyyy)
Approval Date	*	9/21/2012	(mm/dd/yyyy)

The prime contractor is imported and assigned to the contract. Few records have relevant contact information and/or vendor addresses. The basic data from SFS will be initially assigned, but the information can be updated, including adding vendor users and addresses relevant to the MWBE program.

Prime Contractor Information ?

The contract must be assigned to a prime contractor. Enter the B2Gnow user number for the prime contractor, or click [Get Vendor](#) to search and select a user.

Prime Contractor *	Type name of prime contractor - use * before and after text for wildcard (e.g. *acme*) - not case sensitive, but punctuation and spaces are important - after selecting prime, the contact and address fields will auto-fill KMQ ENTERPRISES INC * or Change Vendor
Prime Compliance Contact *	Contact Person (DALLAS, TX) ▾ Contact not listed? QuickAdd a new compliance contact.
Prime Address *	PO BOX 203393, DALLAS, TX 75320 ▾ * Address not listed? QuickAdd a new address.
Update Prime Information	<input type="checkbox"/> Yes, update the contract record with current contact information. This will overwrite any historic information currently being tracked.

The contract can be assigned to a particular buyer or project manager. These users can be granted view-only access to their contract records to support the monitoring of MWBE compliance; these users are not MWBE liaisons or contract compliance analysts.

Organization Contacts ?

The contract must be assigned to a buyer/contract administrator; select a user from the list. Additional contacts can be designated.

Buyer/Project Manager (in-system user) *	Department of Labor - Administrator, Contract ▾			
Additional Organization Contacts				
Name	Role	Department	Email	Phone & Fax <small>(show extensions)</small>
Contact #1: <input style="width: 150px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	P: <input style="width: 50px;" type="text"/> - <input style="width: 50px;" type="text"/> F: <input style="width: 50px;" type="text"/> - <input style="width: 50px;" type="text"/>
Contact #2: <input style="width: 150px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	P: <input style="width: 50px;" type="text"/> - <input style="width: 50px;" type="text"/> F: <input style="width: 50px;" type="text"/> - <input style="width: 50px;" type="text"/>
Contact #3: <input style="width: 150px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	P: <input style="width: 50px;" type="text"/> - <input style="width: 50px;" type="text"/> F: <input style="width: 50px;" type="text"/> - <input style="width: 50px;" type="text"/>

SFS contains no data relevant to the contract goals, type, category, exempt status, or other related fields. The record must be updated during the lock-in process.

Contract Settings ?

Diversity Goal(s) * [» Help with goals](#)

Goal Type	Required Goal	Proposed/Committed Goal	Waiver (auto-calc)	Actual Goal
MBE:	0 %	0 %	0 %	0 %
WBE:	0 %	0 %	0 %	0 %

External Funding Sources [» Help with funding sources](#)

Funding source based on: -- select one --

Category	\$ Value	% Proportion
Federal:	\$	% « Calculate
State:	\$	%
Local:	\$	%

FHWA: %

FTA: %

FAA: %

FRA: %

HUD: %

Other: %

Contract Type * None selected May be auto-filled based on SFS data

Contract Category None selected May be auto-filled based on SFS data

Prime Permitted to Self-Request Additional Subcontractors *

Yes [default] - Prime can self-request additional subcontractors electronically, subject to approval by authorized staff.

No - All subcontractor additional requests must be submitted in writing.

County None selected

Contract/Project Location

Address 1: _____

Address 2: _____

Address 3: _____

City: _____

State/Zip: _____

Region None selected

Congressional District None selected

Waiver *

Yes » No

Attach Waiver File(s):

Waiver Details: _____

May be auto-filled based on SFS data

Exempt *

Yes » No

Attach Exemption File(s):

Exemption Reason/Number: _____

Funding Source None selected

P-Contract/State Centralized Contract None selected

Preferred Source Contract None selected

Grant/Non Profit None selected

The contract audit settings govern the monitoring of the contract. Settings should remain per the defaults unless a particular circumstance requires adjustment.

Compliance Audit Settings ?	
Compliance Audit *	<input type="radio"/> Automatically - create audits every month starting from first payment to prime [default] and ending when contract is manually closed [default]. <input checked="" type="radio"/> On Demand [default] - create audits upon staff [default] request or financial system trigger for each payment [default]. <small>(Audit period interval cannot be changed once contract is created.)</small>
Contract Compliance Officer	NYSDOL Admin1
Payments to Prime Contractors *	<input checked="" type="radio"/> Entered by staff or from financial system [default] <input type="radio"/> Self-reported online by prime contractor (until reported by staff or financial system)
Payments to Subcontractors *	<input type="radio"/> Entered only by staff <input checked="" type="radio"/> Self-reported online by prime contractor [default] Payments to Lower Tier Subcontractors <input type="radio"/> Only prime can report subcontractor payments at all tiers <input checked="" type="radio"/> Prime can report all tiers, lower level subcontractor can report its own subs [default]
Confirmation by Subcontractors *	<input checked="" type="radio"/> Yes [default] - subcontractors will be contacted to confirm payment amounts. <input type="radio"/> No
Subcontractor Zero Payment Auto-Confirmation *	<input checked="" type="radio"/> Yes [default] - zero value payments will be auto-confirmed. <input type="radio"/> No - zero value payments must be confirmed by subcontractors.
Require Reporting of Sub Paid Date *	<input checked="" type="radio"/> Yes [default] - subcontractor paid date will be required. <input type="radio"/> No
Require Reporting of Sub Work Performed *	<input checked="" type="radio"/> Yes [default] - description of subcontractor work performed will be required. <input type="radio"/> No.
Collect Retainage Information *	<input checked="" type="radio"/> Yes [default] - subcontractors will be able to report retainage information. <input type="radio"/> No
Allow Sub to Designate Final Payment *	<input checked="" type="radio"/> Yes [default] - subcontractor can designate their final payment. <input type="radio"/> No
Partial Payment Tracking *	<input checked="" type="radio"/> Yes [default] - subcontractor can designate partial payment. <input type="radio"/> No
Rapid Reporting Active *	<input checked="" type="radio"/> Yes [default] - contractors can respond using the Rapid Reporting process. <input type="radio"/> No - contractors must log in for all reporting.

It is strongly recommended to categorize the contract work by adding NAICS codes.

Contract Summary ?

Commodity Codes

* No Codes Assigned

Contract Summary

Special Notes

The contract record supports multiple types of file attachments.

Contract Files ?

Contract Document	<input type="button" value="Attach File"/>
Master Agreement	<input type="button" value="Attach File"/>
Pricing Agreement	<input type="button" value="Attach File"/>
Terms & Conditions	<input type="button" value="Attach File"/>
General Attached files	<input type="button" value="Attach File"/>

SFS Field Mappings

Fields in SFS that are not relevant to the MWBE Contract System are not listed below.

Contract Data – M061 Contract Master File

Col #	Bulkload Field Name	Start Position	End Position	Length	MWBE System Field Name or Filter	Description
2	CONTRACT ID	3	27	x(25)	Contract Number	Contract Number - See Interface Rules Document for Contract Number Formatting rules
4	CONTRACT STATUS	30	30	x(1)	Filter: only 'A'	See AIG_Valid_Values: CNTRCT_STATUS
5	LAST UPDATED	31	36	x(6)	Filter: within previous week	The date the last transaction occurred against the contract.Format MMDDYY
6	VENDOR ID	37	46	x(10)	SFS Vendor Number	PeopleSoft assigned unique identifier for vendor
8	CONTRACT START DATE	51	56	x(6)	Start Date	Original month, day and year the contract starts.Format MMDDYY
9	CONTRACT END DATE	57	62	x(6)	End Date	Month, day and year the contract is scheduled to end.Format MMDDYY
17	CONTRACT DESCRIPTION	247	296	x(50)	Contract Title	A brief description of the contract
18	CONTRACT DESCRIPTION 2	297	346	x(50)		Additional space for description
22	CONTRACT PROVISIONS	368	430	x(63)	Summary	Used for contracts stipulations if needed. Also used for an organization charity registration number required for nonprofit organizations
23	AMENDMENT STATUS	431	431	x(1)	Filter: only 'A'	See AIG_Valid_Values: NY_AMD_STATUS
47	AUDIT APPROVED DATE	647	652	x(6)	Approval Date	Contract audit release date. Format MMDDYY
58	CONTRACT AMOUNT SIGN	750	750	x(1)	Contract Value	Indicates a positive or negative amount (+ or -)
59	CONTRACT AMOUNT	751	764	x(14)		The maximum amount which can be expended according to the terms of a contract amendment.

Prime Contractor Vendor Data – M131 Vendor Master File

SFS Col #	SFS Field Name	SFS Start Position	SFS End Position	Field Length	MWBE System Field Name or Filter	Description
2	PAYEE ID	4	12	x(9)	Tax ID Number	The Federal Employer ID Number, Social Security Number, or Municipal Code.
6	STATUS	29	29	x(1)		Status of the Vendor; repeats for every record in the file. Valid values for the vendor status are 'A' (Approved), or 'I' (Inactive). The vendor extract will only include Active and Inactive vendors.
8	PAYEE NAME	40	79	x(40)	Business Name	The vendor name
9	PAYEE NAME 2	80	119	x(40)		Additional space, if needed, for the vendor name
10	STREET ADDRESS 1	120	174	x(55)	Address 1	Vendor address
11	STREET ADDRESS 2	175	229	x(55)	Address 2	Continuation of the address, if needed
12	CITY	230	259	x(30)	City	City of the address
13	STATE	260	265	x(6)	State	Abbreviation of the name of the state in the address
14	ZIP CODE	266	277	x(12)	Zip	Postal code for the address
21	E-MAIL ADDRESS	410	479	x(70)	Email	E-mail address of vendor. This is Based on Location Payment method.
22	VENDOR ID	480	489	x(10)	SFS Vendor Number	PeopleSoft assigned unique identifier for vendor; repeats for every record in the file. All vendors will have at least one address and one location established on their record.
29	STREET ADDRESS 3	518	572	x(55)	Address 3	Continuation of the address, if needed NOTE: Address information for employee's will not be included
30	COUNTRY	573	575	x(3)	Country	Valid Country. See AIG Valid Values.
35	COUNTY	643	672	X(30)	County	County of the address.
36	CONTACT NAME	673	722	X(50)	Contact Person	Primary contact person for vendor.
38	PHONE	726	749	X(24)	Phone Number	Vendor's phone number.
39	EXTENSION	750	755	X(6)		Vendor's phone extension.

Contract Payment Data – M161 Disbursement Master File

Col #	Bulkload Field Name	Start Position	End Position	Length	MWBE System Field Name or Filter	Description
1	TRANS RECORD STATUS	1	1	x(1)	Filter: 'A' or 'I'	The status of the Disbursement definition A = Active Budget Status I = Inactive Budget Status
14	DOCUMENT PROCESS DATE	47	52	x(6)	Date Paid	Date the document was last updated by the system. Format MMDDYY.
32	GENERAL LEDGER BUSINESS UNIT	163	167	x(5)	Agency	
37	VENDOR ID	196	205	x(10)	SFS Vendor Number	PeopleSoft assigned unique identifier for vendor
45	ACCOUNTING RECOGNITION DATE	260	265	x(6)	Date Approved	The liability date of the transaction. Format MMDDYY
70	TRANSACTION AMOUNT	420	434	x(15)	Amount Paid	The amount of this particular transaction includes a '+' or '-' sign (Non-Packed Decimal).
75	PO-DOCUMENT-NUM	471	480	x(10)	Purchase Order Number	For Legacy Bulkloaded encumbrances this contains the 7 character Agency PO Number concatenated with the 3 character Agency Encumbrance Line Number (Note that the encumbrance line number is also included in this layout). For purchase orders which were bulkloaded using PeopleSoft format, this contains the 10 character PO Number provided by the agency. For purchase orders which were entered through the PeopleSoft PO Module, this contains the 10 character PO Number from the PeopleSoft entry screens.
83	ACCOUNT	619	628	x(10)	Account Code	Account
99	DOCUMENT NUMBER	743	752	x(10)	Payment Number	The Voucher Number. For expense payments this will contain the expense report identifier.
100	VOUCHER LINE NUMBER	753	757	x(5)	Payment Line Number	The voucher line number. Sequential number starting at 1.
103	CONTRACT NUMBER	768	792	x(25)	Contract Number	Contract Number related to the Voucher Transaction. See Interface Rules for Contract Number Formatting.
104	CONTRACT NUMBER 2	793	817	x(25)		Secondary contract number; used primary for OGS statewide contracts.

Non-Contract Payment Data – M161 Disbursement Master File

Col #	Bulkload Field Name	Start Position	End Position	Length	MWBE System Field Name	Description
1	TRANS RECORD STATUS	1	1	x(1)	Filter: 'A' or 'I'	The status of the Disbursement definition A = Active Budget Status I = Inactive Budget Status
14	DOCUMENT PROCESS DATE	47	52	x(6)	Date Paid	Date the document was last updated by the system. Format MMDDYY.
32	GENERAL LEDGER BUSINESS UNIT	163	167	x(5)	Agency	
37	VENDOR ID	196	205	X(10)	SFS Vendor Number	PeopleSoft assigned unique identifier for vendor
45	ACCOUNTING RECOGNITION DATE	260	265	x(6)	Date Approved	The liability date of the transaction. Format MMDDYY
70	TRANSACTION AMOUNT	420	434	x(15)	Amount Paid	The amount of this particular transaction includes a '+' or '-' sign (Non-Packed Decimal).
75	PO-DOCUMENT-NUM	471	480	x(10)	Purchase Order Number	For Legacy Bulkloaded encumbrances this contains the 7 character Agency PO Number concatenated with the 3 character Agency Encumbrance Line Number (Note that the encumbrance line number is also included in this layout). For purchase orders which were bulkloaded using PeopleSoft format, this contains the 10 character PO Number provided by the agency. For purchase orders which were entered through the PeopleSoft PO Module, this contains the 10 character PO Number from the PeopleSoft entry screens.
76	PO-LINE-NUM	481	485	X(5)	Purchase Order Line Number	The SFS Purchase Order line number. Note: For legacy bulkloaded encumbrances this will always be 1.
83	ACCOUNT	619	628	x(10)	Mapped to ESD Industry & Product Code	Account
99	DOCUMENT NUMBER	743	752	x(10)	Payment Number	The Voucher Number. For expense payments this will contain the expense report identifier.
100	VOUCHER LINE NUMBER	753	757	x(5)	Payment Line Number	The voucher line number. Sequential number starting at 1.