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. Contracts and prime vendor "header" (NYS_Contracts_YYYYMMDD)
2. ContractPayments (NYS_ContractPayments_YYYYMMDD)
3. Non-contract Payments and payee vendor (NYS_POPayments_YYYYMMDD)

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 initially leveraged existing Master file extracts (M131, M061, and M161 Disbursement) to satisfy the requirements of the interface. In 2015 B2Gnow and SFS worked together to create new interfaces with the upgraded SFS "EE1" environment. The data is provided in a standard format according to the layouts at the end of this document in pipe delimited text files which are pgp encrypted prior to transmission to a secure FTP server.

The contract extracts are provided on a weekly basis; payment extracts are provided on a monthly basis and all data is fully encrypted.

Data Manipulation

SFS generates the files in a manner consistent with providing only the data needed for the New York State Contract System. Below are basic criteria for the data in each file.

- **Contracts**: New or amended contracts during the week prior to the import date.
- **Contract Payments**: Contract payments made on active contracts during the month prior to the import date.
- **Non-Contract Payments**: non-contract procurement-related payments to vendors made during the month prior to the import date.

After import 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.
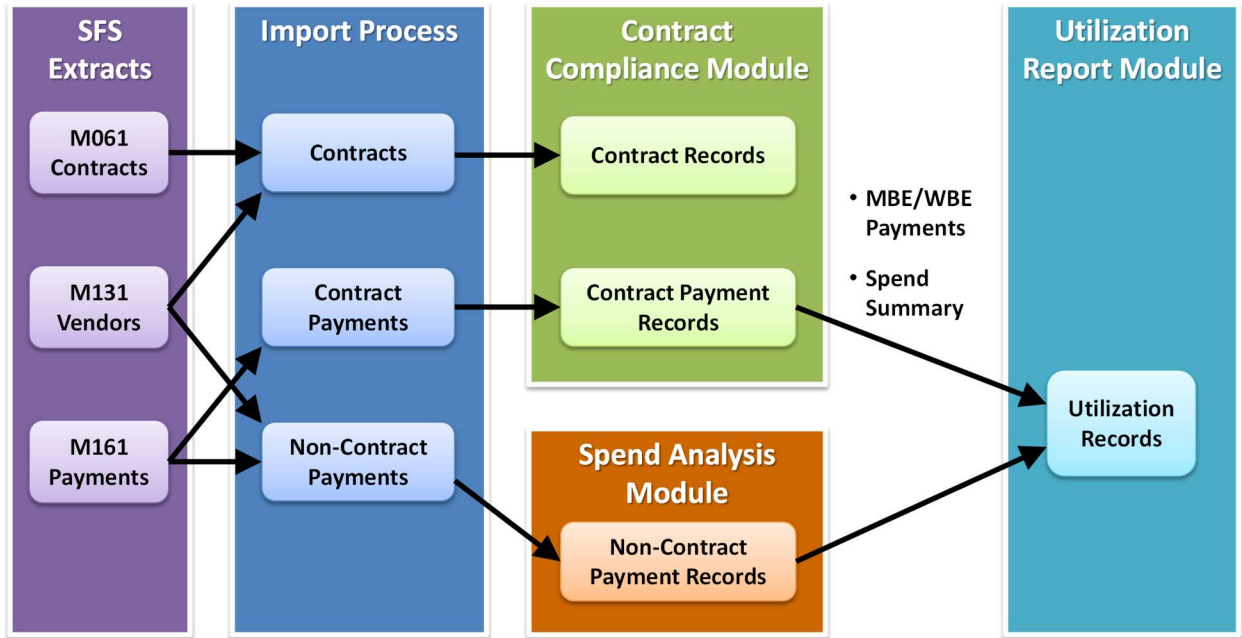
Limitations of the SFS Import Interface

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**.

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.

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

and additional detail in the Payment Information box.

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.

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

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.
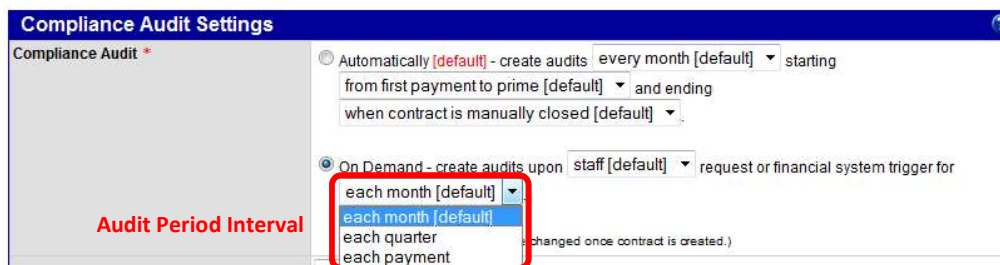

Contract Compliance Audits

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.

	Amount	Date
Payment #1	$7,196.95	March 21
Payment #2	$1,079.51	March 25
Payment #3	$37,323.60	March 28
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.

	Amount	Date
Payment #1	$7,196.75	March 21
Total for Audit #1	**$7,196.75**	**March 21**
Payment #2	$1,079.51	March 25
Total for Audit #2	**$1,079.51**	**March 25**
Payment #3	$37,323.60	March 28
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. All Statewide contracts and all payments (no matter the agency/authority) are imported into the OGS account for centralized oversight and M/WBE goal monitoring. The payment information from SFS does include a designation of the "paying" agency/authority. At the end of each quarter OGS and ESD send around a listing of payments made against centralized contracts to the agencies responsible for those payments so they can be properly accounted for during the utilization reporting process.

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.

Contract Title *	TDA01-ESGX-2017 0510201814
Contract Number *	00000000000000000000042945
Contract Value ($) *	Current: 386,897.00 Original Award: 386,897.00 Use the value fields only to fix incorrect amounts. To add additional funds to a contract, use the change order function.
Contract Secondary Status	None selected
Contract Holder/Owner *	Office of Temporary and Disability Assistance Name shown to contractors as the contract owner/paying organization when responding to compliance audits
Department *	Office of Temporary and Disability Assistance
Project Number	
Agency Contract Number	TDA01-C00346GG-3410000

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.

Award/Start Date *	4/1/2018 (mm/dd/yyyy)	(Projected) End Date *	Date: 9/30/2019 (mm/dd/yyyy)
			Duration: ___ year(s)
Notice To Proceed Date	(mm/dd/yyyy)	Approval Date	5/15/2018 (mm/dd/yyyy)
OSC Received Date	5/11/2018 (mm/dd/yyyy)	Renewal Start Date	(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 *	UNITED WAY OF THE VALLEY AND GREATER UTICA AREA INC (Change Vendor)
Prime Compliance Contact *	SANDRA HOYLAND - DIRECTOR OF FINANCE & ADMIN CFO (UTICA, NY) ▾
	Contact not listed? **QuickAdd** a new compliance contact.
Prime Address *	201 LAFAYETTE ST STE 201, UTICA, NY 13502 ▾
	Address not listed? **QuickAdd** a new address.
Update Prime Information	☐ 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) *	Office of Temporary and Disability Assistance - Administrator, Contract ▾

Additional Organization Contacts

	Name	Role	Department	Email, Phone & Fax
Contact #1:				E:
				P: [ ] - [ ] Ext. [ ]
				F: [ ] - [ ]
Contact #2:				E:
				P: [ ] - [ ] Ext. [ ]
				F: [ ] - [ ]
Contact #3:				E:
				P: [ ] - [ ] Ext. [ ]
				F: [ ] - [ ]

SFS does not contain any information regarding MWBE goals.

Contract waiver, exemption, and exclusion fields should be updated according to the ESD policy.

Exempt *	⦿ No
	◯ Yes (if yes, information marked * must be provided)
	Select Category: [None selected ▼]
	Attach File(s): [Attach File]
	* Details:
	[ ]

Excluded *	⦿ No
	◯ Yes (if yes, information marked * must be provided)
	Select Category: [None selected ▼]
	Attach File(s): [Attach File]
	* Details:
	[ ]

P-Contract/State Centralized Contract	[None selected ▼]
Preferred Source Contract	[None selected ▼]
Grant/Non Profit	[None selected ▼]

SFS Contract Profile	[OGS-technology contracts ▼]	**"SFS" fields will be populated during**
SFS Award Method	[None selected ▼]	**import or left blank**
SFS Reporting CD	[ ]	

The contract audit settings govern the monitoring of the contract. Settings should remain per the defaults unless a particular circumstance requires adjustment. If another setting seems more appropriate for the majority of your contracts contact ESD to have the default settings adjusted.

Compliance Audit Settings	
Compliance Audit *	○ Automatically - create audits every month [default] ▼ starting from first payment to prime [default] ▼ and ending when contract is manually closed [default] ▼ . ● On Demand [default] - create audits upon staff [default] ▼ request or financial system trigger for each month [default] ▼ . (Audit period interval cannot be changed once contract is created.)
Compliance Officer *	User XAdmin3 ▼
Secondary Compliance Officer	User XAdmin4 ▼
Payments to Prime Contractors *	● Entered by staff or from financial system [default] ○ Self-reported online by prime contractor (until reported by staff or financial system)
Payments to Subcontractors *	○ Entered only by staff ● Self-reported online by prime contractor [default] **Payments to Lower Tier Subcontractors** ○ Only prime can add subs and report subcontractor payments at all tiers ● Prime can add subs and report all tiers, lower level subcontractor can add and report its own subs [default]
Confirmation by Subcontractors *	● Yes [default] - ALL subcontractors will be contacted to confirm payment amounts. ○ Yes - For credit subcontractors will be contacted to confirm payment amounts; other subcontractors will not be required to confirm payment amounts. ○ No
Subcontractor Zero Payment Auto-Confirmation *	● Yes [default] - zero value payments will be auto-confirmed. ○ No - zero value payments must be confirmed by subcontractors.
Require Reporting of Sub Paid Date *	● Yes [default] - subcontractor paid date will be required. ○ No
Require Reporting of Sub Work Performed *	● Yes [default] - description of subcontractor work performed will be required. ○ No.
Collect Retainage Information *	● Yes [default] - subcontractors will be able to report retainage information. ○ No
Allow Sub to Designate Final Payment *	● Yes [default] - subcontractor can designate their final payment with no documentation required [default] ▼ . ○ No
Partial Payment Tracking *	● Yes [default] - subcontractor can designate partial payment. ○ No
Rapid Reporting Active *	● Yes [default] - contractors can respond using the Rapid Reporting process. ○ 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	Add Commodity Codes	
	No Codes Assigned	
Contract Summary		
Special Notes		

The contract record supports multiple types of file attachments.

Contract Files	
Contract Document	Attach File
Master Agreement	Attach File
Pricing Agreement	Attach File
Terms & Conditions	Attach File
General Attached files	Attach File

SFS Field Mappings

Contract Data – NYS_Contracts_YYYYMMDD.pgp

Seq No	SFS Field name	Comments	NYSCS Field
1	NY_ST_CNTRCT_DESCR	-	Contract Title
2	CNTRCT_ID		Contract Number
3	DESCR	Agency contract number	Agency Contract Number
4	"Agency Contract Number"	Reference field not displayed on screen	n/a
5	CNTRCT_BEGIN_DT		Award/Start Date
6	CNTRCT_EXPIRE_DT		Projected End Date
7	APPROVAL_DT		Approval Date
8	NY_RECV_STA_DT		OSC Received Date
9	NY_RAB_DT		Renewal Start Date
10	LAST_DTTM_UPDATE	dateUpdated (as per B2GNow's new addition)	n/a
11	NY_BUSINESS_UNIT	name of agency/authority	n/a
12	DEPTID	SFS ID for agency/authority	n/a
13	NY_AMEND_RQST_AMT	upon initial import this is the original contract amount; subsequent imports use this field to flag potential value changes	Current Value
14	DESCR100		SFS Contract Profile
15	DESCR50	Description of NY_REPORTING_CD	SFS Reporting CD
16	XLATLONGNAME	where FIELDNAME = 'NY_AWARD_MTHD'	SFS Award Method
17	NY_COMMENTS		Contract Summary
18	BUSINESS_UNIT_GL	user Department	n/a
19	NAME1		Prime Contractor info
20	NAME2		Prime Contractor info
21	TIN		Prime Contractor info
22	VENDOR_ID		Prime Contractor info
23	"SFS Vendor ID"	Constant value, minus the inverted quotes	Prime Contractor info
24	PHONE (Main)		Prime Contractor info
25	PHONE (Fax)		Prime Contractor info

Seq No	SFS Field name	Comments	NYSCS Field
26	EMAILID		Prime Contractor info
27	ADDRESS1		Prime Contractor info
28	ADDRESS2		Prime Contractor info
29	ADDRESS3		Prime Contractor info
30	CITY		Prime Contractor info
31	STATE		Prime Contractor info
32	POSTAL		Prime Contractor info
33	CONTACT_NAME		Prime Contractor info
34	CONTACT_TITLE		Prime Contractor info

Contract Payment Data – NYS_ContractPayments_YYYYMMDD.pgp

Seq No	SFS Field name	Comments	NYSCS Field
1	MONETARY_AMOUNT		Amount (Payment to prime)
2	CREATION_DT		Date (Payment to prime)
3	CNTRCT_ID		Contract Number
4	PYMNT_ID_REF		Payment Number
5	LINE_NBR	PaymentLineNumber (PeopleSoft Purchase Order Line Number)	Payment Line Number
6	INVOICE_DT		Date Invoiced
7	ACCOUNTING_DT		Date Approved
8	PYMNT_SELCT_STATUS	P = Paid, X = Canceled	Used to determine negative payment "amounts"
9	BUSINESS_UNIT	Agency/Authority name	n/a
10	VENDOR_ID		Vendor Number
11	NAME1		Vendor Name
12	ACCOUNT	SFS Account Code	n/a
13	PO_ID	Purchase Order Number	PO Number
14	INVOICE_ID		Invoice Number
15	If PYMNT_STATUS = 'S' then CANCEL_DT else PYMNT_DT	Changed PYMNT_STATUS from X to S for Canceled Payments.	n/a
16	NY_BUSINESS_UNIT	Owner Department - agency/authority that owns the contract	n/a
17	BUSINESS_UNIT	Counting Department - agency/authority that is making this specific payment line	Captured in OGS account. Used to generate list of payments sent to each agency for quarterly reporting.
18	BUSINESS_UNIT_GL	User Department - agency/authority that is making this specific payment line	n/a
19	VENDOR_ID (Contract Vendor ID)	Contract Vendor ID	n/a
20	NY_AGNCY_CNTRCT_ID	Contract ID in the format XXX01-XXXXXXXXXXX-NNNNNNNNNN Example: AGM01-C010921-3000000	n/a

Non-Contract Payment "PO Payment" Data – NYS_POPayments_YYYYMMDD.pgp

Seq No	SFS Field name	Comments	NYSCS Field
1	VOUCHER_ID		Payment Number
2	INVOICE_DT		Invoice Date
3	ACCOUNTING_DT		Date Approved
4	CREATION_DT		Date of Payment
5	' '	Blank	n/a
6	MONETARY_AMOUNT	Replaces payment amount to remove duplication of payment amount.	Amount Paid
7	FISCAL_YEAR	Remove it from main select, and derive it in an update sql after main insert.	Fiscal Year
8	PO_ID	Changed table from VOUCHER to VOUCHER_LINE	PO Number
9	LINE_NBR	PurchaseOrderLineNumber	PO Line Number
10	INVOICE_ID		Invoice Number
11	PYMNT_ID_REF		Check Number
12	ACCOUNT	SFS Account Code	Account Code
13	PYMNT_SELCT_STATUS	P = Paid, X = Canceled	Used to determine negative payment "amounts"
14	DESCR	Description	Transaction Description
15	Chartfield1		Chartfield 1
16	Chartfield2		Chartfield 2
17	Chartfield3		Chartfield 3
18	Business Unit	agency/authority name	n/a
19	DEPTID	agency/authority SFS ID	
20	NAME1		Payee vendor information
21	NAME2		Payee vendor information
22	TIN		Payee vendor information
23	VENDOR_ID		Payee vendor information
24	"SFS Vendor ID"	Constant value, minus the inverted quotes	Payee vendor information
25	PHONE (Main)		Payee vendor information
26	PHONE2 (Fax)		Payee vendor information
27	EMAILID		Payee vendor information
28	ADDRESS1		Payee vendor information
29	ADDRESS2		Payee vendor information

Seq No	SFS Field name	Comments	NYSCS Field
30	ADDRESS3		Payee vendor information
31	CITY		Payee vendor information
32	STATE		Payee vendor information
33	POSTAL		Payee vendor information
34	CONTACT_NAME		Payee vendor information
35	CONTACT_TITLE		Payee vendor information