Agency data for export user guide

Overview

This user guide provides some tips to help make your Celonis experience the best it can be!

Agency Data for Export Combined is a dashboard designed to mine requisition, purchase order, voucher and Pcard data in one location. Requisition, Purchase Order, and Voucher data continuously updates from PeopleSoft throughout the day. PCard data is only updated once a month through a flat file upload performed by the RAC team. Each month's transactions will not be available in Celonis until 30 to 60 days after the end of that month due to the delay in the review process.

Tables 1 – 6, below list the different data located within each Dashboard tab and how views may be customized.

PO Data Tab	
PO ID	Purchase order number.
PO Line ID	Full purchase order with business unit and line #.
PO Date	Purchase order date.
PO Line Creation Date	Date PO line created different from PO date.
PO Line Amount	Purchase order line amount.
PO Balance	Balance of encumbered PO that has not been vouchered.
PO Resolution Status	Status of flag (Action taken not corrected, PO Corrected, PO Validated – No issue, Blank (-) no flag, etc.
Flag Reason	RAC flag reason (Blank (-) means no flag).
Requisition ID	Corresponding requisition.
Vendor Name and ID	Name of Vendor and Supplier/Vendor ID.
Category Code	Category code used for purchase.
Category Code Description	Description of category code.
Item Name	Item name entered in PeopleSoft.
Buyer	Buyer field in PeopleSoft.
Oprid Modified by Name	Last modified user in PeopleSoft.
PO Status	Status in PeopleSoft (complete, dispatched, Pending Approval, etc.
Business Unit	Agency number.
PO Type	PO type in PeopleSoft.
PO Origin	PO origin in PeopleSoft.
Agency Defined Exemption	Exemption utilized by agency for the purchase if applicable.
Contract ID	PeopleSoft contract ID.
SW Number	Central Purchasing statewide contract number.
Contract Type	Agency or statewide.

Table 1. PO Data Tab.

PO Tab Expansion Details	
Business Unit	Agency name and number.
PO ID	Purchase order number.
Line Nbr	Line number from purchase order.
Sched Nbr	Schedule lines.
Distrib Line Num	Distribution line.
Dst Acct Type	DST.
Distribution Line Budget Ref	Budget reference year entered into PeopleSoft.
Buyer	Buyer in PeopleSoft.
Qty Po	Quantity entered in purchase order.
Distribution Line Amount	Amount on the distribution line.
Account	Account for distribution line.
Sub Account	Sub Account listed for distribution line.
Depid	Department ID.
Class Fld	Class fund used.
Program Code	Program code used.
Vendor Name and ID	Vendor Name and Supplier/Vendor ID.
Contract ID	PeopleSoft contract ID.
SW Number	Central Purchasing statewide contract number.
Item Name	Item name entered in PeopleSoft on purchase order.

Table 2. PO Tab Expansion Details.

Requisition Data Tab	
Requisition Line ID	Full requisition ID with business unit and line number.
Business Unit	Agency name and number.
Flag Reason (Incl. Corrections)	RAC flag reason (missing attachment, etc.).
Requisition Resolution	Current Flag Status (Requisition Corrected, validated no issue, Blank (-) means not flagged, etc.).
Req Name	Item description entered in PeopleSoft.
Requestor	Requestor from PeopleSoft.
Req Buyer	Requisition buyer from PeopleSoft.
Req Dt	Date of requisition.
Category Cd	Category Code entered on requisition.
Category Code Description	Description of the category code used.
Vendor Name	Vendor name entered in PeopleSoft.
Merchandise Amount	Requisition amount.
Vendor Id	Supplier/vendor ID.
Descr254 Mixed	Description field in PeopleSoft.
Requisition PO ID	Purchase Order that coincides with requisition.
Cntrct Id	PeopleSoft contract ID.

Table 3. Requisition Data Tab.

PCard Data Tab	
Txn Number	Transaction number from Works.
Flag Reason	RAC Flag Reason.
Flag Status	Current status (e.g., No Issue, Confirmed Issue, Blank(-) means no issue, etc.).
Flag Comment	References statute or rule, Blank (-) means no flag comment.
Item Total	Transaction total.
Card Last 4 Digits	Cardholders card last 4 digits.
Program Card Name	Agency name and number.
Cardholder	Cardholder name.
Post Date	Posting date of the transaction.
Vendor Name	Vendor name.
Exp Cat Name	Statewide contract entered in Works, Utility etc.
Mcc Description	MCC description for the transaction.

Table 4. PCard Data Tab.

Voucher Data Tab	
Voucher Business Unit	Agency name and number.
Voucher ID	Voucher Id from PeopleSoft.
Voucher Line Num	Voucher line number from PeopleSoft.
Account	Account utilized for voucher payment.
Account Descr	Description of account used for purchase.
Monetary Amount	Individual voucher payment line amounts (use this for total spend).
Class Fld	Class Fund utilized.
Acctg Line Budget Ref	Budget Reference year for purchase.
Invoice Id	Invoice ID/ # entered into Peoplesoft.
Vendor Id	Vendor/supplier ID in PeopleSoft.
Vendor Name1	Vendor name in PeopleSoft.
Distrib Line Num	Distribution line number.
Voucher Line Description	Description entered in PeopleSoft.
Voucher Payment Status	Voucher status (paid or unpaid).
Invoice Date	Invoice fate entered into PeopleSoft.
Accouting Date	Date payment was posted in PeopleSoft/voucher accounting date.
Oprid	Last user modification in PeopleSoft.
Deptid	Department ID used for purchase.
Sub Account	Sub account used for purchase.
Voucher PO Id	PO associated with voucher.
Contrct Id	PeopleSoft contract ID.
Voucher Style	Regular, Jrnl, Adj, and Corr.
Merchandise Amt	Total at line level (do not use this option for identifying total spend).
Voucher Header Description	Voucher header description from PeopleSoft.
Voucher Line Unique ID	Full voucher # with business unit and line #.
Reconciliation Status	REC, UNR, Blank (-) means no status.
Reconciliation Date	Date of reconciliation.
Vendor ID	Vendor or supplier ID used for purchase.
Origin	PO origin.
PO-Based Voucher	Voucher is PO based or a non-PO based a direct voucher.
Created on Date	Date voucher was created.

Table 5. Voucher Data Tab.

Combined Data	
Acctg Line Budget Ref	Budget reference year entered on Accounting line.
Account	Account utilized for the purchase.
Account Descr	Description of account used.
Deptid	Department ID.
Class Ftd	Class fund.
Vendor Name1	Vendor name from PeopleSoft.
Vendor ID	Vendor/supplier ID from PeopleSoft.
Category Cd	Category code used for purchase.
Category Cd Descr	Category code description.
PO line ID	Full purchase order number with business unit and line #.
Merchandise Amount	Total at line level (do not use this option for identifying total spend).
Requisition ID	Requisition ID associated with purchase.
Voucher ID	Voucher ID issued for payment.
Distrib Line Num	Distribution line on voucher.
PO Type	PO type from PeopleSoft.
Voucher Vendor State	State that appears on vendor registration.
Vendor Country	Country on vendor registration.
Voucher Business Unit	Agency name and number on voucher.
Voucher Line Num	Line number on the voucher.
Invoice Dt	Invoice date entered in PeopleSoft.
Accounting Date	Date payment was posted in PeopleSoft/voucher accounting date.
Created on Date	Voucher creation date in PeopleSoft.
Reconciliation Date	Date supplier's bank received payment, or the check has been deposited.
Voucher Line Description	Voucher line description entered in PeopleSoft.
Sub Account	Sub account in PeopleSoft.
Monetary Amount	Individual voucher payment line amounts (use this for total spend).
Voucher Payment Status	Paid or unpaid.
PO Date	Date of purchase order.
Item Name	Item name entered on purchase order.
Buyer	Buyer in PeopleSoft.
Contract Type	Agency or statewide.
Agency-Defined Exemption	Exemption entered by agency for the purchase.
PO Line Amount	Purchase order line amount.
Requisition Date	Date of requisition.
Requisition Name	Description field on requisition from PeopleSoft.
Requestor ID	Requestor ID from PeopleSoft.
PO Line Creation Date	PO line creation date.
Oprid Modified By Name	Last modified user in PeopleSoft.
Contract ID	Central Purchasing contract ID from PeopleSoft.

Table 6. Combined Data.

Procedure

Step 1. Log into Celonis.

A. Select the **Procurement Control Tower** tile (Figure 1).

B. Select **Agency Data for Export Combined** from the left-hand navigation pane.

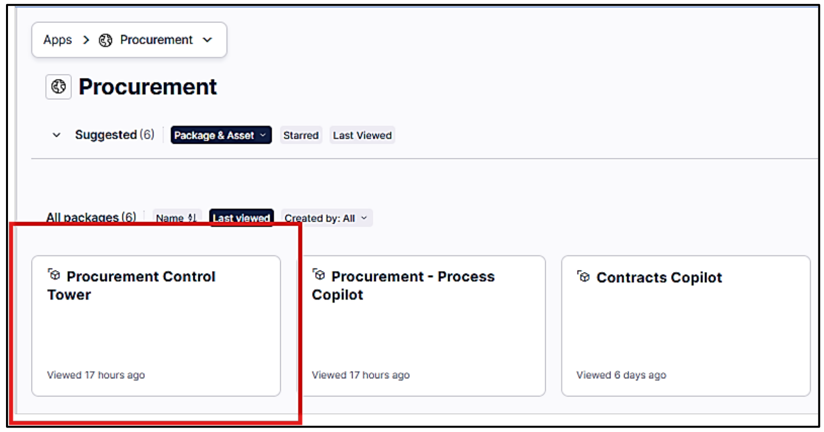

Figure 1. Procurement Control Tower.

C. The Agency Data for Export Combined dashboard displays (Figure 2), providing the following tab options:

- **i.** PO Data.
- **ii.** Requisition Data.
- **iii.** PCard Data.
- **iv.** Voucher Data
- **v.** Combined Data.

Figure 2. Agency Data for Export Combined Dashboard.

Step 2. Dashboard Functions.

A. PO Data Tab is the first tab on the dashboard and allows you to view Purchase Order (PO) data on a line-by-line basis (Figure 3).

- **i.** General information.
  - **a.** The bolded numbers underneath the filter boxes are Key Performance Indicators (KPIs).
  - **b.** On this tab they highlight key information such as total PO value, numbers of POs and PO lines, and PO flags identified by the RAC team.
  - **c.** These KPIs update dynamically as filters are applied.

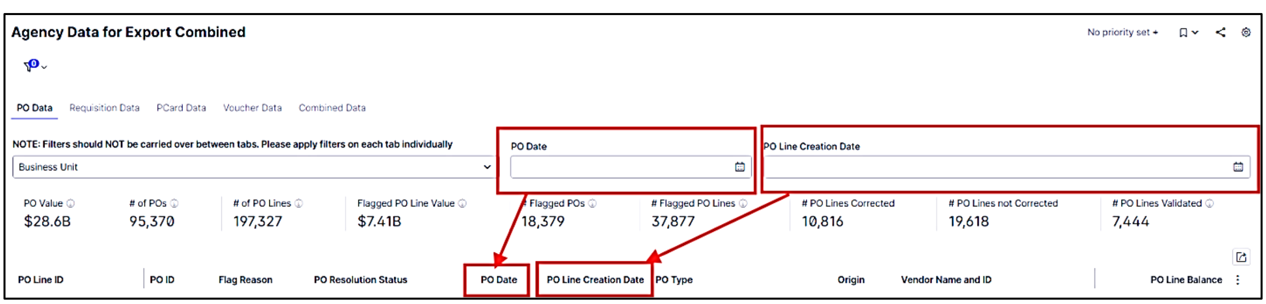

Figure 3. PO Data Tab.

d. The data available on this tab include:

(1) PO Flag Reason, PO Date, PO Line Amount, PO Type and Origin, Category Code, Vendor, and Contract IDs.

(2) You can filter any of these data points from the column header by clicking on the magnifying glass.

e. The PO Date can be filtered in two areas: the upper right-hand corner with a calendar clickable field and sorting in the PO date column.

ii. There are numerous ways to filter data in the dashboard (Figure 4).

a. Select any of the items on the dashboard (e.g., **IAGY – Government(interagency)**).

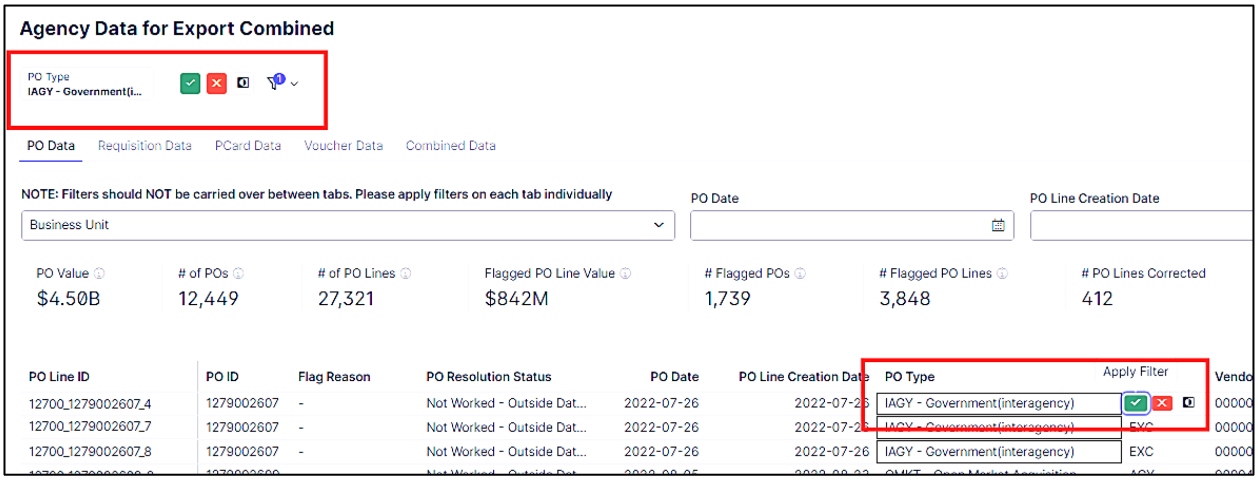

Figure 4. Applying Filters.

(1) Apply the filter by selecting the green checkmark.

(2) Cancel/deselect the filter by hovering over the box and selecting the red **X** (Figure 5).

(3) Invert filter by selecting the black and white box. This filter choice is placed at the top of the screen with all the other filters selected and kept up to this point.

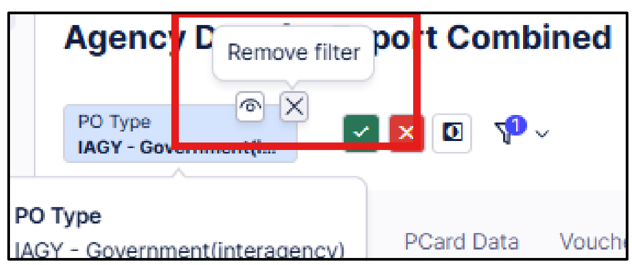

Figure 5. Deselect the Filter.

b. Changing the display.

(1) To select, deselect, or move any columns, click on the ellipses (three dots) in the upper right corner of the data portion of the dashboard (Figure 6).

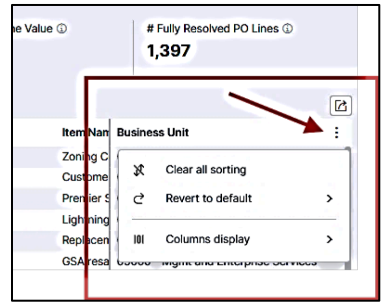

Figure 6. Right Side Ellipses.

(2) The ellipses on the left of each column header can be grabbed and dragged to a different order on your dashboard (Figure 7).

(3) Select the eye icon to make any column non-viewable.

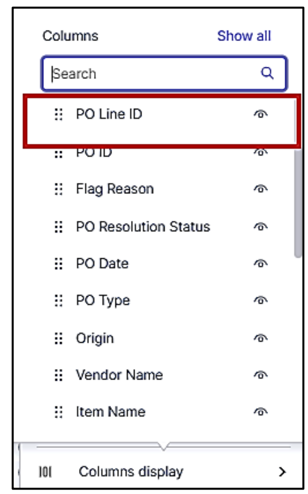

Figure 7. Column Organize Ellipses.

c. Exporting data.

(1) Select the export icon (small box with an arrow pointing to the right) above the ellipses to export data (Figure 8).

(2) Select **XLSX** to export data to an Excel spreadsheet.

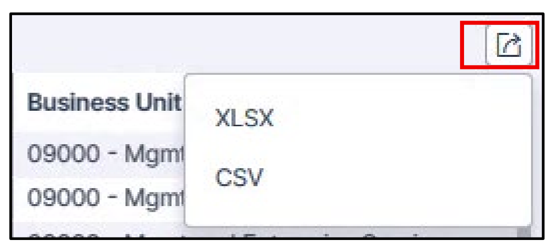

Figure 8. Exporting Data.

B. Requisition Data tab (Figure 2) provides data related to requisition lines from PeopleSoft.

i. General information.

a. Requisition-specific KPIs display at the top (Figure 9).

(1) KPIs update dynamically based on applied filters.

b. The data columns include Flag Reason & Status, Requisition Amount, Category Code, Vendor name and more.

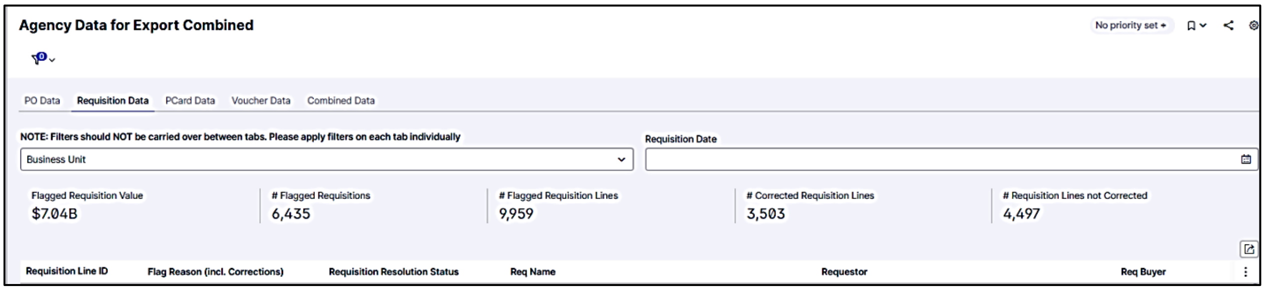

Figure 9. Requisition Data Tab.

ii. Filters.

a. The filters for this tab work just like the PO Data tab.

b. Remove all active filters before starting a search.

(1) Do not carry any filters from any other tab.

(2) The filters on all the dashboard tabs need to be applied fresh on each tab.

C. PCard Data tab, the third tab on the dashboard (Figure 2), is a flat file upload once a month from Bank of America Works rather than continuous updates from PeopleSoft.

i. General information.

a. Similar to the other tabs, this tab includes KPIs, such as the total number and value of transactions, the total number and value of flagged transactions, and the value of flagged transactions identified by the RAC team (Figure 10).

b. These KPIs will update as you apply filters.

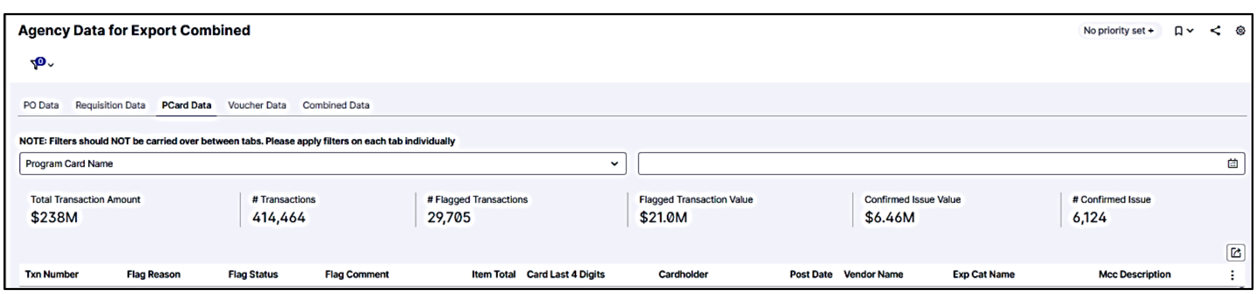

Figure 10. PCard Data Tab.

ii. Filters.

a. The filters for this tab work the same as other tabs.

b. Remove all active filters before starting a search.

(1) Do not carry any filters from any other tab.

(2) The filters on all the dashboard tabs need to be applied fresh on each tab.

(3) Figure 11 displays potential results if a filter is left on from another tab.

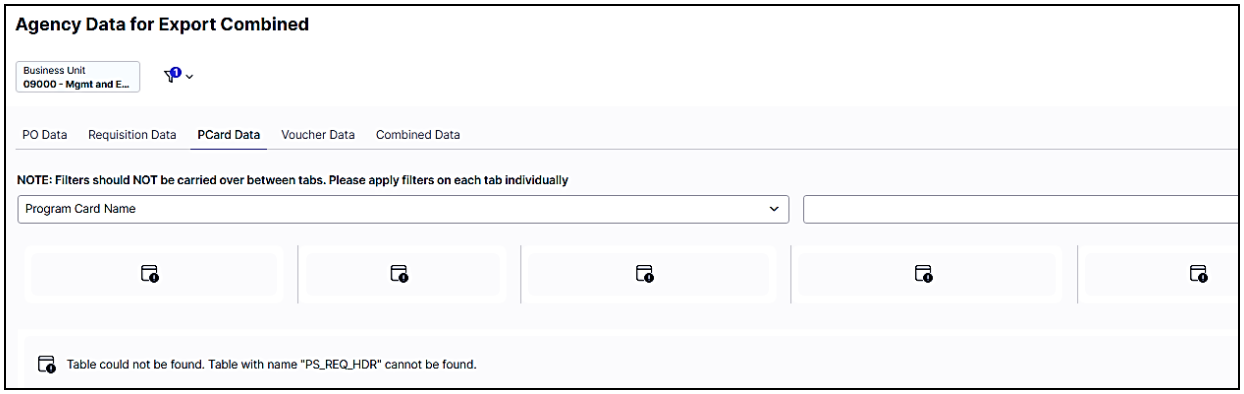

Figure 11. Possible Results If Filters Left On.

D. Voucher Data tab, the fourth tab on the dashboard (Figure 2) displays data related to vouchers in PeopleSoft.

i. General information.

a. This tab includes additional filters at the top (Figure 12).

(1) Options to filter by voucher type (PO or Non-PO).

(2) Select a date range based on a given voucher accounting date.

b. Below the filters are voucher-specific KPIs, including voucher gross amounts, paid and unpaid voucher values and the number of PO-based vouchers.

(1) Some available data columns include Voucher ID, Account Number, Invoice ID, Vendor Name and more.

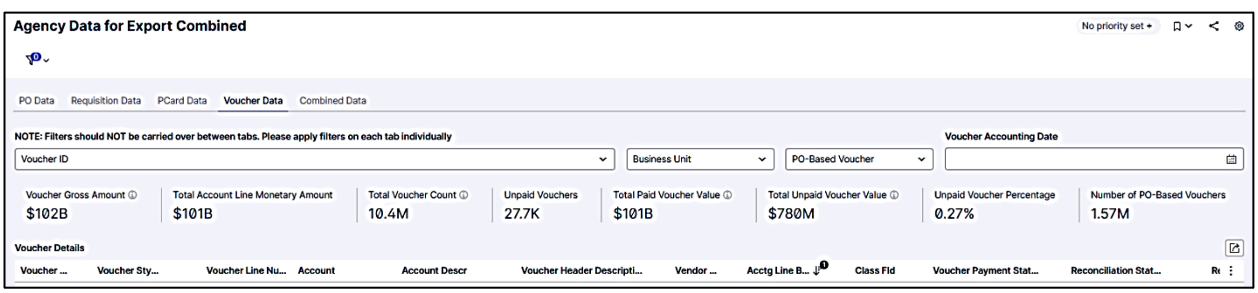

Figure 12. Voucher Data Tab.

ii. Filters.

a. The filters for this tab work the same as other tabs.

b. Remove all active filters before starting a search.

(1) Do not carry any filters from any other tab.

(2) The filters on all the dashboard tabs need to be applied fresh on each tab.

E. **Combined Data** tab, the final tab on the dashboard (Figure 2), consolidates data from the Requisition Data, PO Data and Voucher Data tabs.

i. General information.

a. This tab displays the full procurement process for each voucher distribution line (Figure 13).

b. KPIs on this tab include total PO value, voucher gross amount, total paid voucher value and total unpaid voucher value. This is very helpful when filtering the data and you want totals for each of those KPIs quickly.

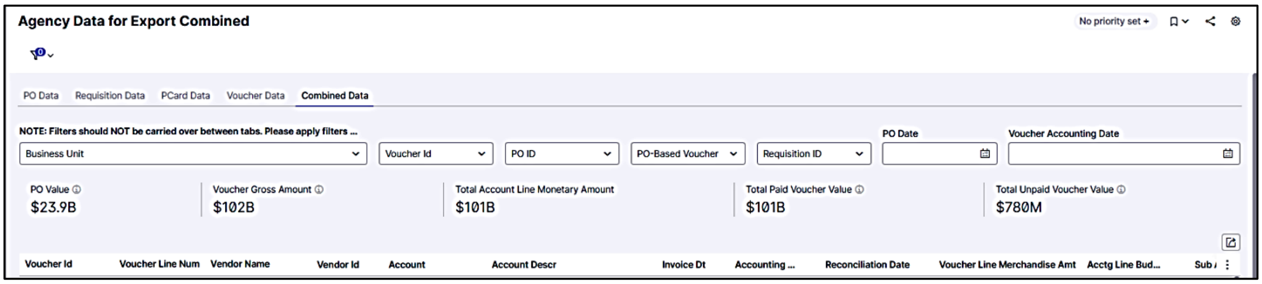

Figure 13. Combined Data Tab.

ii. Filters.

a. The filtering, sorting and column display options work the same way here as they do for the other tabs.

b. **Remove all active filters before starting a search**.

(1) Do not carry any filters from any other tab.

(2) The filters on all the dashboard tabs need to be applied fresh on each tab.

c. The Combined Data tab has a large number of columns, so the ellipses menu is particularly useful here, to help customize how columns appear on your view.