

January 23, 2012 Meeting Notes

Agency Procurement Vendor Data Standards Meeting

1. Posted memo from DOA
A memo was sent from Melinda Pearson, the DOA Director of General Accounting, to Fiscal Officers on January 10, 2012 about the Vendor Data Standards Implementation. That memo has been posted to the eVA Vendor Data Standards Support Page, <http://www.eva.virginia.gov/learn-about-eva/eVA-Vendor-Data-Standards-Support-Page.htm>.
2. Posted minutes from last meeting
The minutes from the last Agency Procurement Vendor Data Standards Meeting held January 9 have been posted to the eVA Vendor Data Standards Support Page.
3. Two new requisition header fields implementation is the night of January 26.
The new required requisition header field, Procurement Transaction Type, and the new optional agency header picklist 6 field are being implemented on the night of January 26. The record layout of the order export file on the morning of January 27 will have been modified for the new fields. Users will be required to select a Procurement Transaction Type on all requisitions starting January 27.
4. Request for contact information for agencies using Oracle Financials.
DPS would like to have a joint meeting with agencies using Oracle e-Business Financials. Please send Marion Lancaster contact information if your agency uses this software.
5. Procurement Vendor Data Standards questions since the January 9 meeting
Marion Lancaster reviewed the questions from agencies since the last meeting and answers provided by DPS and DOA.
6. Questions and answers for this meeting:
 - a. Will the questions and answers discussed today be posted? If so, when?
Answer: Yes, a FAQ document is being created that will be posted on the eVA Vendor Data Standards Support Page. The FAQ should be posted within the next day or so.
 - b. The new Procurement Transaction Type is at the requisition header, but a requisition can have line items for different commodities. How should agencies select a value?
Answer: Agencies should select the value that predominately fits the requisition.
 - c. For the Procurement Transaction Type, what does the value of 99 – Import mean?
Answer: This is a default value for agencies that enter requisitions in their own system and import orders to eVA. Procurement Transaction Type is a required field and the agency

systems may not yet have this field, so the import agency can use this field for now. As part of the implementation, CGI will set up all values of this field for all agencies. The DPS Account Executives will remove the 99 – Import value from agencies that should not be using this field.

- d. Will there be a way in eVA to identify orders that should have been exempted ?
Answer: Exempt orders are not required to be entered in eVA. Exempt orders should use the vendor location standard name from eVA.

- e. If the order is exempt from being entered into eVA, but the vendor is not in eVA, will the agency be required to enter the vendor as a State Entered vendor in eVA?
Answer: No answer at this time. Marion Lancaster will get an answer from DPS.

- f. Will DPS and DOA consider implementing at some time other than the end of June or other busy agency times?
Answer: The Procurement Vendor Data Standards will not be implemented at the end of June. The target date is still being determined.

- g. From the DOA memo sent to Fiscal Officers on January 10, what is Reportline?
Answer: DOA will be using existing processes to report warnings and errors. Marion will get a more complete answer about Reportline from DOA.

The next meeting is scheduled for February 13.

Please email questions to Marion Lancaster at Marion.Lancaster@dgs.virginia.gov.