

FORUM 2017: Creating Connections Together



eVA Integration and Interfacing

eVA Integration and Interfacing

- Why would you use it?
- What is it?
- Who is using it?
- When is it used?
- How does it work?
- How to get started
- Questions and answers



Why would you use integration or interfacing?

- To incorporate eVA into your business process
- Time saving process to avoid data entry
- Better-informed decision making



What is eVA Integration and Interfacing?

Integration

- Single record
- Near real-time
- ‘Conversation’
- eVA sends a request message
- Agency sends a reply message
- ‘Connects’ the systems
- Agency must have a message broker

Interfacing

- File of records
- Generally once per day
- ‘Throw it over the fence’
- Import into eVA
- Export from eVA
- Systems exchange data

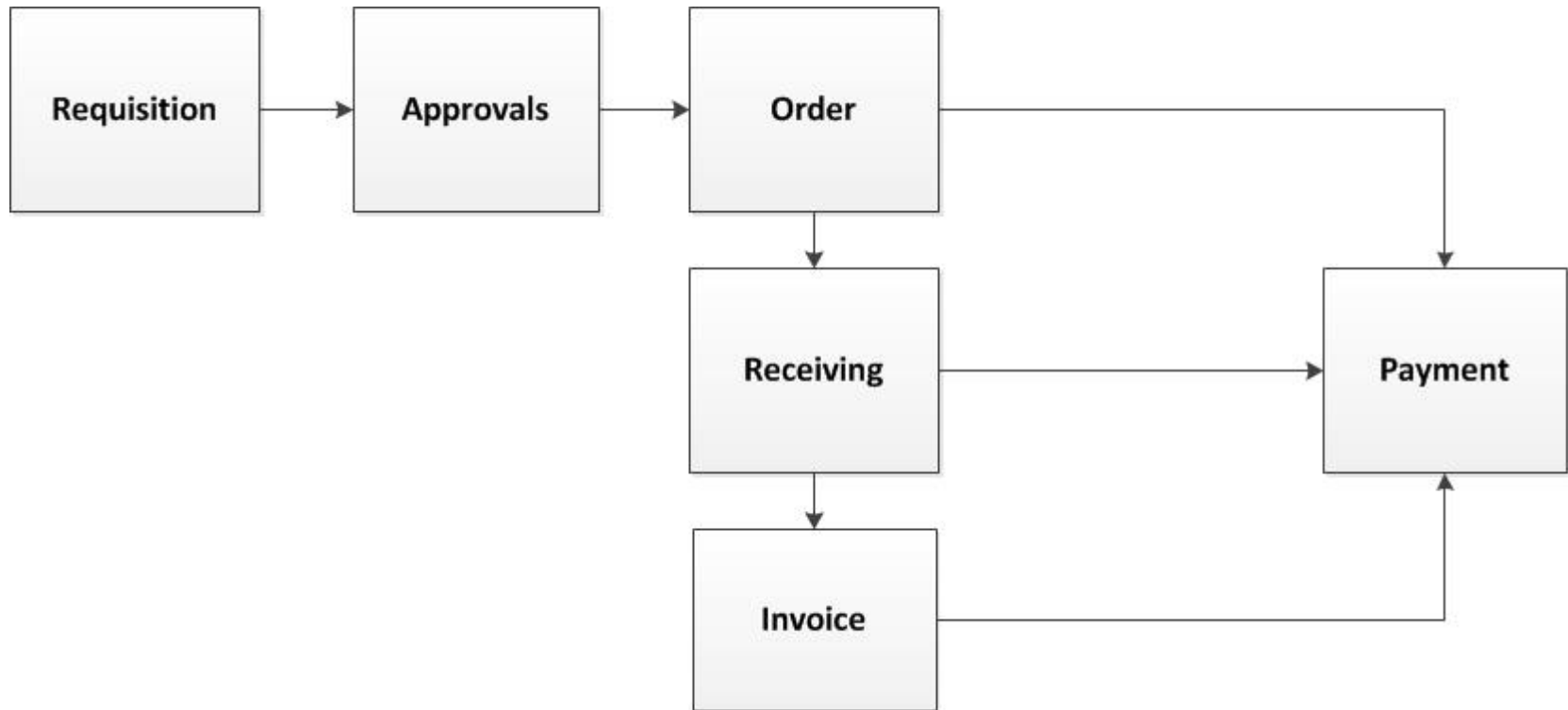


Who is using it?

- Various agencies and higher ed
- Can be used by local govt
- Integration examples
 - Virginia Community Colleges
 - George Mason University
 - Radford University
- Interface examples
 - Department of Social Services
 - University of Mary Washington
 - Virginia Distribution Center
- Various ERPs
 - PeopleSoft, Banner, Oracle



Order to Pay Process



What are my needs?

- Do I need to do anything before the order goes to the vendor (such as budget check or pre-encumber funds) ?
- Do I need order and receiving data in my system to facilitate the 3-way match of invoice, receiving and order for payment?
- How can I make better decisions by incorporating eVA data with my financial data?
- Agency will typically implement a very basic purchasing module, which includes a database to store the data.

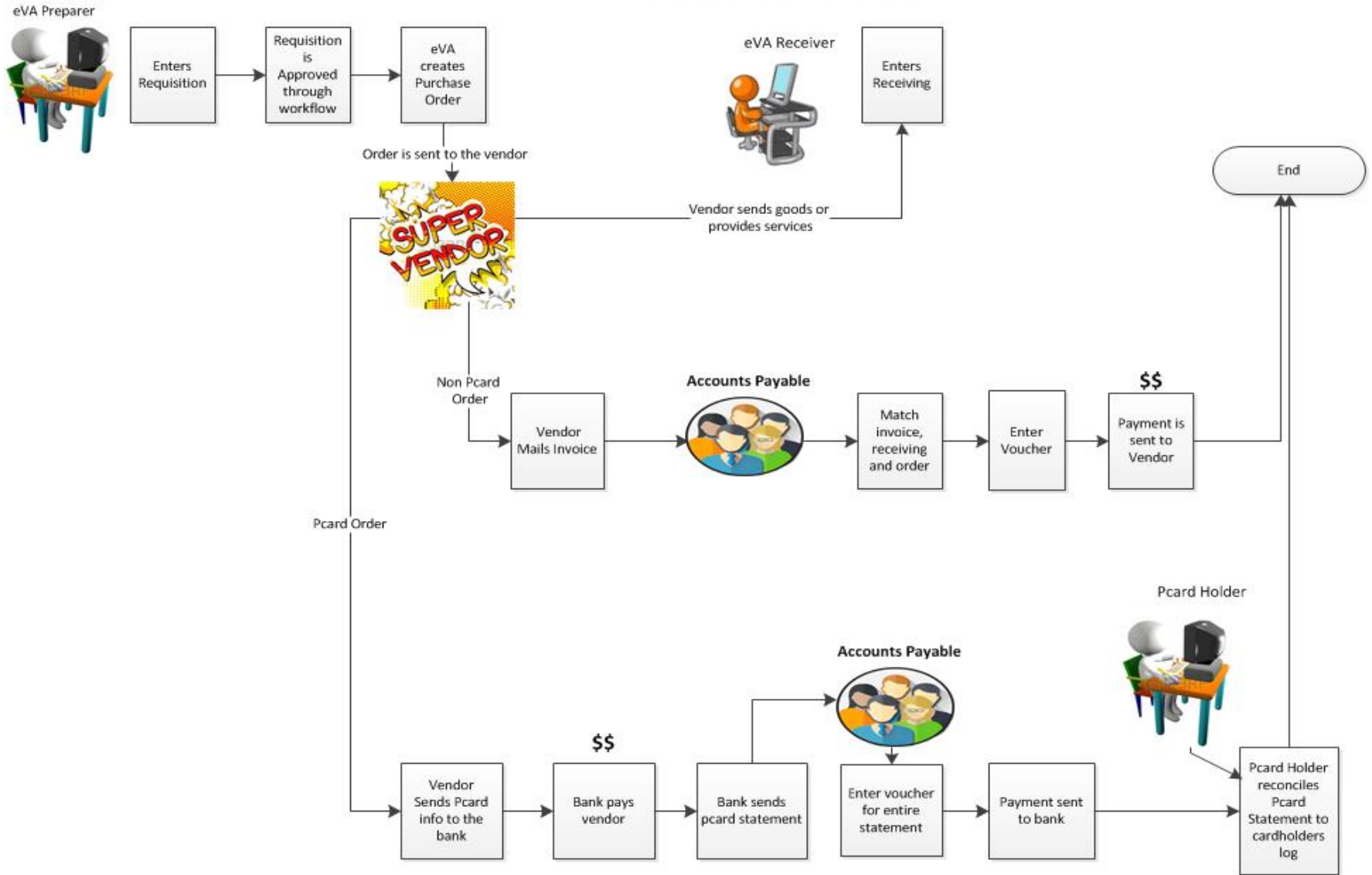


Types of Data for eVA Integration and Interfacing

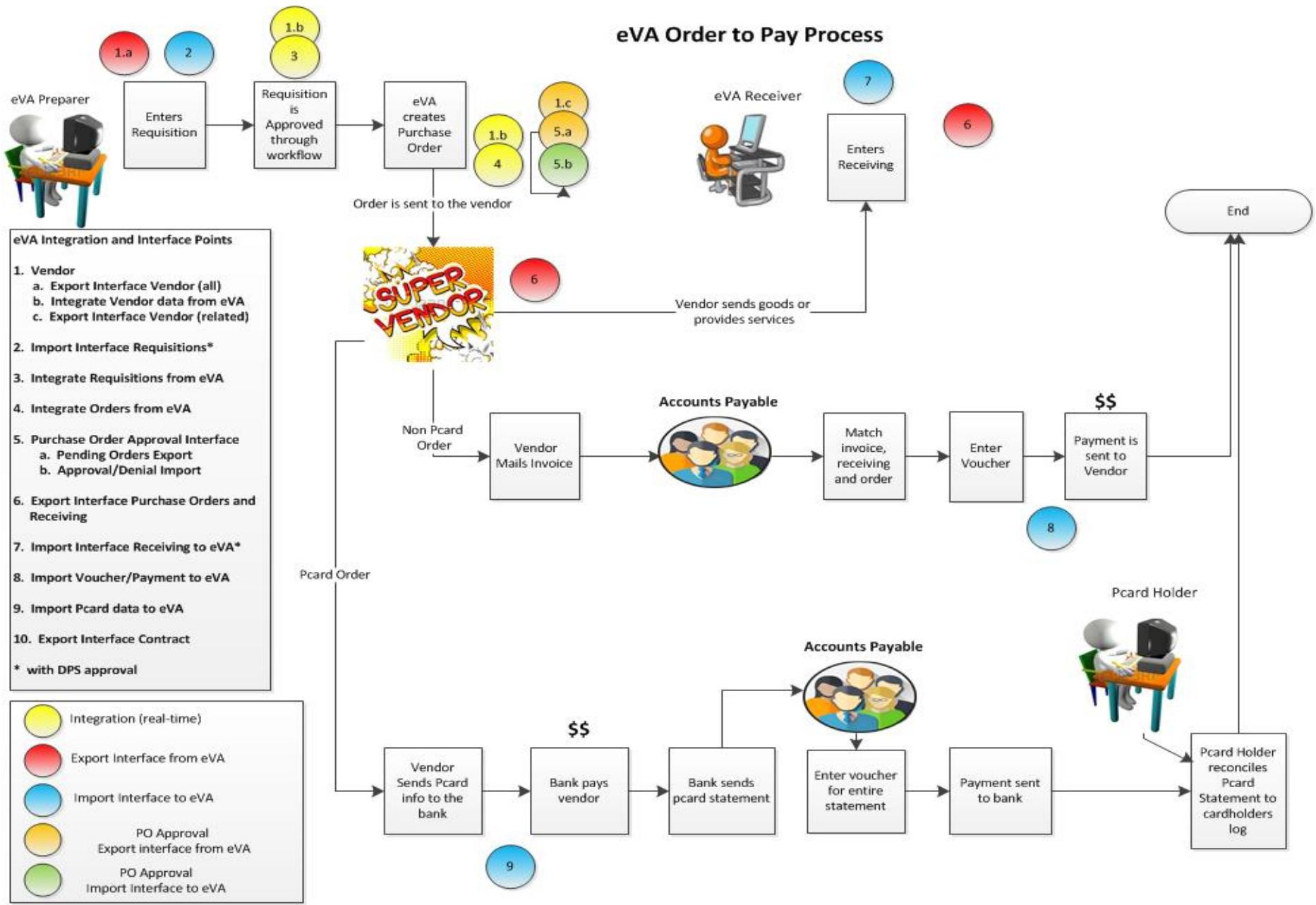
- Vendor
- Requisition and Purchase Order
- Receiving
- Voucher/Payment
- Bank of America Pcard
- Contract



eVA Order to Pay Process



eVA Order to Pay Process



Integration – How does it work?

- Requisition integration
 - Set up as a step within eVA workflow
 - eVA sends one message with vendor information and one message with requisition information.
 - The agency can do what it needs (budget check, pre-encumber, etc.) then sends an approve or deny message to eVA.
 - The process continues
- PO integration
 - After all workflow approvals but before the order is sent to the vendor, eVA sends one message with vendor information and one message with purchase order information
 - The agency can do what it needs (budget check, relieve pre-encumbrance, encumber, etc.) then sends an approve or deny message to eVA.
 - The process continues



Export Interfacing – How does it work?

- Vendor data, Order data and Receiving data is written to the eVA data warehouse each night
- Each morning the vendor files including all changes from the previous day are available
- Each morning all order and receiving data from the previous day is available
- DGS provides the agency with a program to load on their servers to automate the download of the files to the agency.



Import Interfacing – How does it work?

- The agency extracts data from their system and sends a file to eVA as often as needed from 6AM to 8PM
- DGS provides the agency with a program to load on their servers to automate the upload of the files to eVA.



ERP Order Approval Interface – How does it work?

- After all workflow approvals but before the order is sent to the vendor
- Every hour (7AM to 8PM), eVA creates a file of orders in 'Ordering' status and a file of the related vendors.
- The agency can download the file when they are ready and do what they need in the ERP (budget check, encumber, etc.)
- The agency sends a file of approvals/denials.
- The process continues (approved so order sent to vendor or denied so requisition is set to 'Composing' status)



Integration

Requisition Integration

1.b (Vendor Integration) and 3 (Requisition Integration)

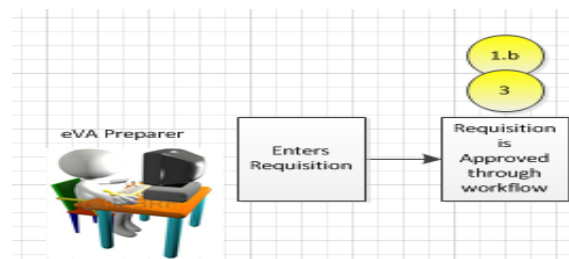
Each agency decides where to stop in the workflow for eVA to send them a requisition (and vendor)

(First step? Last step? Middle?)

eVA workflow waits for the agency to send approval/denial

Useful for:

- Validating Chart of Accounts
- Pre-encumbering funds
- Budget checking – especially if you want to do this before approvers are asked to approve/deny
- Check inventory



Integration

Purchase Order Integration

1.B (Vendor Integration) and 4 (Purchase Order Integration)

eVA workflow approvals have been completed.

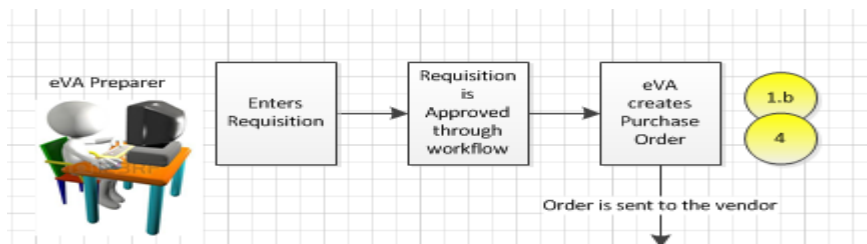
The Purchase Order is created but has NOT been sent to the vendor.

eVA sends the agency the Purchase Order (and Vendor)

eVA waits for the agency to send an approval or denial

Useful for:

- Relieving a pre-encumbrance of funds
- Encumbering funds
- Final Budget checking
- Final Inventory check
- Facilitating 3-way match of order, receiving, invoice



Interfacing Export Interfaces

1.a (Vendor Export), 6 (Order and Receiving Export) and 10 (Contract Export)

All vendors on the export file.

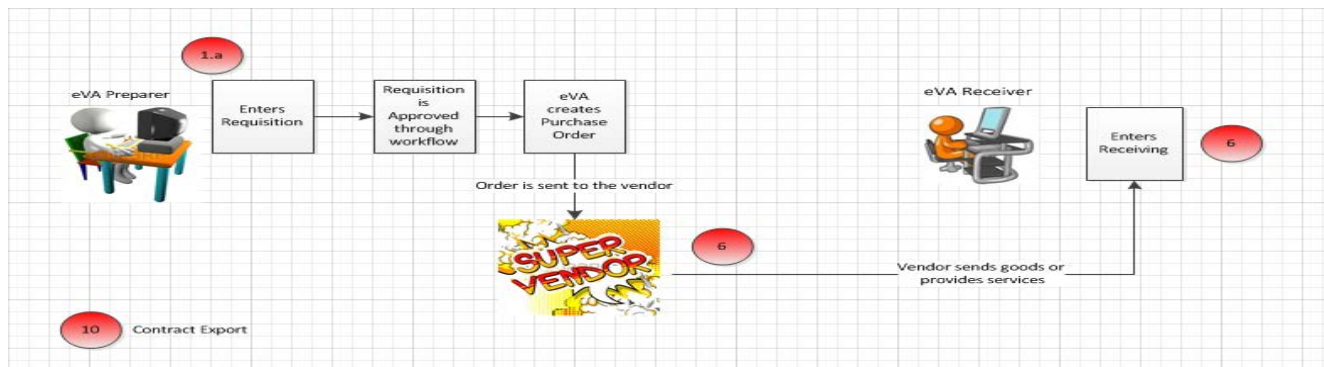
Purchase Order was sent to vendor. PO data is on the Order/Receiving Export file the next morning.

When receiving is entered it is on the Order/Receiving Export file the next morning.

Useful for:

- Encumbering funds
- Facilitating 3-way match of order, receiving, invoice

The Contract Export is not in the Order to Pay process but is available to agencies daily.



Interfacing Import Interfaces

Import Requisitions (#2)

- User logs in, completes Req, submits
- Goes through workflow approvals
- Useful when there is an inventory system that generates stock replenishment requests.
- Ex. Virginia Distribution Center (VDC)
- Need DPS approval to use this



Import Receiving (#7)

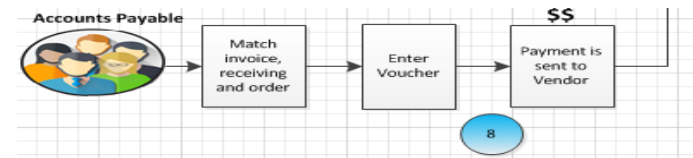
- Useful for systems that have automated receiving, such as bar code scan receiving at VDC
- Need approval from DPS to use this



Interfacing Import Interfaces (cont)

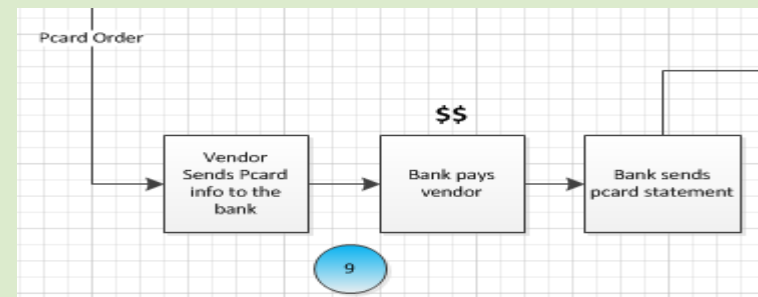
Import Voucher/Payment (#8)

- Agency provides voucher data when voucher is created.
- Agency provides payment data when payment is created.
- eVA loads data into reporting tables in the eVA data warehouse
- Useful for transparency reporting.



Import PCard data (#9)

- eVA imports Bank of America pcard data into reporting tables in the eVA Data Warehouse
- Useful for reporting
- Working on an enhancement to import as actual confirming pcard orders to avoid data entry



Interfacing

Purchase Order Approval Interface

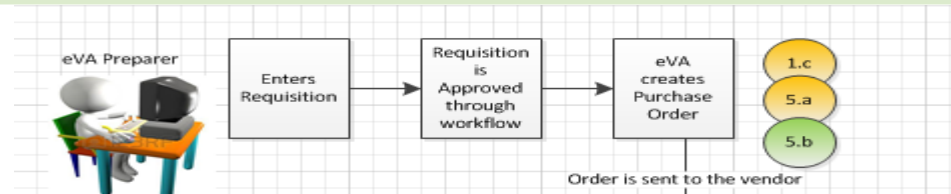
1.c (Export Related Vendor), 5.a (Export Pending Orders), and 5.b (Approval/Denial Import)

eVA workflow approvals have been completed.
The Purchase Order is created but has NOT been sent to the vendor.
Each hour, eVA sends the agency the pending Purchase Order (and Vendor)
eVA waits for the agency to send approval/denial

Periodically, the agency sends a file of approval/denials.

Useful for:

- Encumbering funds
- Final Budget checking
- Final Inventory check
- Facilitating 3-way match of order, receiving, invoice



Considerations

- Storing requisition and purchase order data
- Maintaining agency vendor file
- PO number length
- Bill To/Ship To Addresses
- Users
- Units of Measure
- NIGP Codes
- Accounting Data
- Unregistered vendor orders
- Pcard Orders
- Handling change orders and cancellations
- Automating the interface
- Integration message broker
- Monitoring and resending transactions



How to get started

- Contact your DPS Account Executive
- Initial meeting
 - Agency Procurement, Financial and Technical representatives
 - DPS Account Executive, eVA Interface/Integration team
 - Identify Agency Project Manager
 - Review business process, impacts, and issues
 - Make decisions and plans
 - Sign non-disclosure agreements
 - Technical documentation posted in eVA
- Work with eVA team to set up in test environment
- Thorough testing of original orders, change orders, cancellations and exception handling



Questions?





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