



## DIVISION OF FINANCE – PURCHASING DEPARTMENT

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**ADDENDUM #1  
RFP #24-0037  
RISE WITH SAP S/4 HANA CLOUD PRIVATE EDITION PREMIUM AND  
SAP Ariba SNAP BUYING IMPLEMENTATION**

July 26, 2024

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for RFP #24-0037 Rise with SAP S/4 Hana Cloud Private Edition Premium and SAP Ariba SNAP Buying Implementation.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

**The four (4) documents referenced on page six (6) of the RFP were inadvertently left out of the document.**

- **Budget documentation**
- **One-time vendor documentation**
- **Tax delinquent documentation**
- **Workflow documentation**

**Please find those documents attached.**

Firms interested in submitting a *proposal*, must respond with complete information and **deliver on or before 1:45 pm CDT, August 27, 2024**. Late *proposals* will not be accepted and will not receive consideration for final award.

**“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE *PROPOSAL* RESPONSE PAGE.”**

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Purchasing Agent

LB/ch

RFP #24-0037



## RFP Budget Overview

FMEQ -> 002 -> ZBUDGET-ACT: **Extra → Line Items** shows the document information for the total line item.

### **Budget:**

Budget Load documents (0003xxxxxx)

### **Release:**

Budget Release documents (0003xxxxxx)

### **Pre-Encumbrance:**

Approved Shopping Carts (800xxxxxx)

### **Encumbrance:**

Purchase Orders (43xxxxxxx)

### **Parked Doc:**

Un-Approved Direct Pay (19xxxxxxx), Credit Memo (17xxxxxxx), A/R Invoice (18xxxxxxx), Journal Entries (100xxxxxx)

### **Expended:**

Good Receipts (50xxxxxxx) and Invoices for PO (51xxxxxxx MIRO)

Approved Direct Pay (19xxxxxxx), Credit Memo (17xxxxxxx), A/R Invoice (18xxxxxxx), Journal Entries (100xxxxxx)

Note: When the Confirmation is created in PPS Portal, it is copied to ECC via IDOC where ECC creates a Goods Receipt document.

Note: The PO Invoice is created in ECC. SRM is updated with the Invoice number.

### **Carryforward**

Some Fund Centers can Carry Forward Budget to the next Year. At the same time, the Cash Carry Forward entry is made to a specific Revenue commitment item.

Approved Shopping Carts in Pre-Encumbrance will Carry Forward to the next Year in Pre-Encumbrance.

Purchase Orders in Encumbrance will Carry Forward to the next Year in Encumbrance.

## RFP Budget Overview

### Budget checks are done at the following points:

- Shopping Cart creation
- Shopping Cart Approval by Department
- Purchase Order creation
- Purchase Order change to add line items
- Direct Pay Invoice creation
- Journal Entry creation
- Inventory Goods Issue
- Inventory Shopping Carts are not checked for Budget availability. But Inventory POs are checked.

Payroll posting of Journal Entries and Direct Pay documents are not checked for Budget availability.

The **Available Budget** is checked: Released Budget – (Pre-Encumbrance + Encumbrance + Parked Doc + Expended)

If Budget is not available, an error message is displayed or emailed. Additional Budget must be transferred into the Fund Center or supplemental budget must be approved for the Fund Center. Once budget is available, the workflow for the document/cart can be completed.

A Cost Center or Internal Order is entered on the Cart/PO/Invoice/JE. Then the Fund Center is derived from the Cost Center or Internal Order using FMDRIVER. Then the Fund Center is checked for available budget.

Capital Assets that have an associated Cost Center can be entered on a Cart. The Fund Center is derived from the Cost Center using FMDRIVER. Then the Fund Center is checked for available budget.

When a batch interface program that is trying to create a Direct Pay Invoice or Journal Entry receives the Budget Exceeded error, an SM35 session is created. The SM35 session can only be processed after a budget supplement/transfer/release has been done to increase the available budget.

Budget may **not** be transferred from one Fund to a different Fund.

## RFP Budget Overview

A Fund Center is derived from a Cost Center or an Internal Order (used for Projects and Grants).

FMDRIVER is used to derive the Fund Center, the Fund and the Functional Area.

Fund Centers and Cost Centers have a similar format: DDXXX-FFF where DD represents the Division, XXX represents a sequential number and FFF represents the Fund.

Internal Orders have the format ZZZZZT-YY where ZZZZZ are the first five digits of the fund center tied to the internal order, T is used for the type of program (State, Federal, CIP, etc.) and YY is the fiscal year. So multiple Internal Orders can map to one Fund Center.

Budget Control is done at the Year, Version, Fund, Fund Center, Commitment Item and Functional Area level. Since both Internal Orders and Cost Centers map to Fund Centers, Budget Control works the same for Projects/Grants and Non-Projects/Grants.

In addition to **FMEQ -> 002 -> ZBUDGET-ACT**, there are other custom reports in FMEQ that are needed: ZBUDGET, ZFUND MULTI, ZMONTH, ZMONTHACTUAL, Z QUARTER and ZYEAR

Workflow Approval for Budget documents (and Direct Pay Invoices, A/R Invoices and Journal Entries) use ECC tables ZWORKFLOW\_AGENT and ZWORKFLOW\_BUDGET.

Budget Level 1 approval is done by the Department based on the Fund Center.

Budget Level 2 approval is done by the Budget Office based on the first 2 digits of the Fund Center.

## RFP One-Time-Vendor Overview

### Summary

1. Functionality to use one Vendor to pay an unlimited number of payees.
  - a. Upon entry of a Vendor invoice when a One-Time-Vendor is chosen:
    - i. The Vendor name would be overridden by the payee's name.
    - ii. The Vendor address would be overridden by the payee's address.
    - iii. The payee Tax id and/or SSN will be saved, if needed.
2. Functionality to maintain historical records and provide reporting for all Vendor invoices written against One-Time-Vendors, searchable by name, address, amount, date.
3. Functionality to enter One-Time-Vendor Credit Memos.
4. Functionality to enter a One-Time-Vendor Invoice/Credit Memo manually (one Vendor invoice at a time).
5. Functionality to interface a One-Time-Vendor Invoice file with requests to generate payments for 500+ Vendor invoices at the same time, all using the same Vendor number, with separate Payee information.
6. Functionality to create 1099 forms and files for One-Time-Vendors.

SAP Miscellaneous One-Time-Vendors are used in ECC to decrease the number of Vendors created.

For example: instead of creating vendors for every person who serves on a Jury, the One-Time-Vendor JURORS is used.

Invoices, Credit Memos and Payments created for One-Time-Vendors have additional fields to store the specific Name, Address, Tax ID, SSN and other fields. These One-Time-Vendor fields are stored in the tables BSEC and VBSEC (for Parked documents).

Applications GRM, CIC and Full Court use the existing One-Time-Vendors.

### One-Time-Vendors used in interfaces:

ROD, EMS-REIMB, JURORS, WITNESS, TREAS-AUTO, POLLING, POLLWORK and RSVP\_PYMTS.

### One-Time-Vendors that are not used in Interfaces:

Vendor	Name 1	1099 Reportable
MISC-PAY	MISCELLANEOUS PAYMENTS	No
MISC-PW	MISC-PW	No
MISC-REF	MISC-REF	No
TREAS-REF	TREASURER REFUNDS	No
M1099-01	MISC 1099 - RENTS	Yes
M1099-03	MISC 1099 - PRIZES & AWARDS	Yes
M1099-06	MISC 1099 - MEDICAL & HEALTH PYMTS	Yes
M1099-07	MISC 1099 - NONEMPLOYEE COMPENSATIO	Yes
M1099-14	MISC 1099 - GROSS PROCEEDS TO ATTOR	Yes
M1099-G	MISC 1099 - GRANTS/FORGIVABLE LOANS	Yes
PYRL-1099	PAYROLL REPORTABLE	Yes

## RFP One-Time-Vendor Overview

### SAMPLE – ONE-TIME-VENDOR JURORS

To keep from creating vendors that will only be used once, the SAP miscellaneous One-Time-Vendor JURORS is used.

The Jury Payment interface program creates a Direct Pay document for each line in the input file.

One-Time-Vendors do not have an address like other vendors.

They have Account Group CPDL which allows for the vendor number to be specified by the user (not auto generated).

T-code FBL1N will list all Invoice, Credit Memos and Payments for a One-Time-Vendor.

The actual person that the invoice, credit memo or payment is for is listed in the "Name 1" field.

This list can be generated at any time for any period, since it is generated from the invoices, credit memos and payments.

It is very important to the Accounts Payable Department that this list contains the specific name of the person receiving the payment.

When you double click on an invoice, credit memo or payment, the first screen that is displayed is the specific Name and Address of the payee. This screen is only for One-Time-Vendors. The Tax Number 2 or SSN fields may be filled in manually or by an interface. These One-Time-Vendor fields are stored in the tables **BSEC and VBSEC (Parked doc)**.

## RFP One-Time-Vendor Overview

### [SAMPLE – ONE-TIME-VENDOR M1099-01](#)

There are several SAP miscellaneous One-Time-Vendors that are 1099 Reportable.

The 1099 Reportable One-Time-Vendors have a specific Withholding Tax Code.

Invoices, credit memos and payment documents work the same as explained above.

In addition, the **WITH\_ITEM** table is updated with the document information for the 1099 Reportable One-Time-Vendors.

The program that creates the 1099 forms and files, S\_P00\_07000134, will select the 1099 Reportable One-Time-Vendors because the **WITH\_ITEM** table has the required information. Additional fields needed to create the 1099 forms and files for 1099 reportable One-Time-Vendors are stored in the table **BSEC**.



## RFP Tax Delinquent Overview

A Kansas State statute took effect in 2016 that requires the Sedgwick County Treasurer to check for people who owe the county money for delinquent taxes. The county must withhold payment and use the funds for the tax debt until the tax debt is paid. Delinquent taxes can be for personal property or real estate.

Every day the people owing Delinquent Taxes are extracted from GRM/Aumentum, an external system, and loaded into an SAP ECC custom Delinquent Tax table ZFI\_DELINQ\_VEND.

The Delinquent Tax table is checked to see if the vendor's name or address is in the table when:

1. a person creates a Direct Pay Invoice (FV60, FB60) for a Vendor or One-Time-Vendor,
2. a person creates a PO Invoice (MIRO) for a Vendor,
3. batch interface jobs create a Direct Pay Invoice (FV60, FB60) for a Vendor or One-Time-Vendor,
4. a person enters mileage into the Mileage Reimbursement application.

If the Name or Address of the Vendor or One-Time-Vendor is in the Delinquent Tax table, the following is done for each check **listed above**:

1. A warning message is displayed that contains the GRM/Aumentum PIN(s) and amount owed for each PIN.
2. A warning message is displayed that contains the GRM/Aumentum PIN(s) and amount owed for each PIN.
3. An SM35 session is created that contains the items for Tax Delinquent vendors.  
When the SM35 session is processed online, a warning message is displayed that contains the GRM/Aumentum PIN(s) and amount owed for each PIN.
4. The employee is stopped from entering Mileage and must contact Finance.

**At this point an invoice document has been created for a Vendor that **may** be Tax Delinquent.  
The following steps are required:**

Manually block the invoice via FBL1N.

Determine if the vendor is Tax Delinquent by researching the PIN(s), name and address in GRM/Aumentum.

If the vendor is not delinquent

Unblock the invoice and let it be processed in the next payment run.

If the vendor is delinquent

If One-Time-Vendor

- Create a credit memo in FV60 for the same document.
- Create a debit memo in FV60 to the Treasurer's Office with reference to the delinquent taxpayer.
- Unblock the original invoice.
- Process all three documents in one payment run.

If Vendor

- Update the vendor record to add the Treasure as the alternate payee.
- Create a credit memo in FV60 for the same document.
- Create a debit memo in FV60 to the Treasurer's Office with reference to the delinquent taxpayer.
- Unblock the original invoice.
- Process all three documents in one payment run.
- After the payment run, remove the alternate payee from the vendor record.

## RFP Workflow Overview

NOTE: This document does not cover the Approval workflow needed for Shopping Carts that are created in SAP PPS. Workflow Approval for Shopping Carts is controlled via SRM PPOMA\_BPP Organizational Structure.

See RFP-Budget-Overview.docx for details about the Budget Availability checks that will stop workflow when the budget is exceeded.

Workflow Approval for Budget documents, Direct Pay Invoices, A/R Invoices and Journal Entries use ECC tables ZWORKFLOW\_AGENT and ZWORKFLOW\_BUDGET (defined below).

### Some ECC Direct Pay documents need extra workflow for the Mileage Reviewer step.

Mileage Direct Pay documents are created by a background job. The Mileage Reviewer can change several fields before clicking "Save as Completed", which sends the workflow to the Approver.

The Approver can Release or Reject the Direct Pay Mileage document.

ZWORKFLOW\_AGENT table sets who performs the workflow based on the Fund Center.

Workflow type code MILEREVW – Mileage Reviewers

Workflow type code DIRECTPAY – Direct Pay document Approvers

### Budget documents require two levels of approval (except Mass Load and Mass Release documents).

Level 1 Approver is from the Department.

Level 2 Approver is from the Budget Office.

ZWORKFLOW\_AGENT table sets the workflow based on the Fund Center.

Workflow type code BUDLEVEL1 is for the Department Approvers.

ZWORKFLOW\_BUDGET table

The Budget Office Approvers are based on the first two digits of the Fund Center.