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State of Minnesota

# Information Access Procurement Reporting Guide Participant Guide

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# Information Warehouse Procurement Data

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## Overview

The Information Access Data Warehouse currently contains procurement data tables which include source system information from reference and transaction databases. The reference databases include expenditures, commodity, vendor, and agency data. The transaction databases include order and expenditure by commodity data.

## Objectives

After completing this topic, you will be able to:

- ! Define the procurement data available in the Information Warehouse.
- ! Define when source system extracts are loaded into the warehouse.

## Key Points

This topic addresses the following key points:

- ! Information Warehouse tables/views
- ! Information Warehouse data elements

## **Warehouse Procurement Data**

**!**

**Reference data**

**!**

**Transaction data**

***Information Warehouse tables and data views***

The Data Warehouse procurement data includes AGPS source system agency procurement data, commodity, vendor, order, and expenditures by commodity.

**Reference Data** - The reference data tables contain lookup information. The reference table group includes:

- ! Agency data
- ! Commodity data
- ! Vendor data

**Transaction Data** - The transaction data table groups contain details relating to:

- Order data
- Expenditures by Commodity data

## Reference Data

X                      **Agency**

X                      **Commodity**

X                      **Vendor**

## Agency Tables

X                      **Agency Procurement**

X                      **Sub Agency Address**

X                      **Agency Buyer**

X                      **Agency Default Accounting**

## ***Reference Tables***

AGPS reference data tables are made up of the tables used primarily for lookup when obtaining information for agency, commodity, or vendors. Example: agency names, vendor names or commodity code descriptions.

The six-digit agency code in the procurement system is represented by two fields in the warehouse; the agency number and the section number. A section number could be a division, district, region etc.

The **Agency** tables are used as lookup tables to obtain detailed information about the agency, agency buyer and agency default accounting distributions.

***Agency Procurement*** - contains agency contact, agency name, agency type and agency status.

Join with the Fiscal Year in this table to avoid getting duplicate rows.

***Sub-Agency Address*** - contains sub-agency address. The information pertains to the sub-agency physical address, agency contacts, and appropriate phone and fax numbers.

Join with the Fiscal Year in this table to avoid getting duplicate rows.

***Agency Buyer*** - includes a listing of buyers and buyer codes, phone and fax numbers.

Join with the Fiscal Year in this table to avoid getting duplicate rows.

***Agency Default Accounting*** - used as a *Adetail* table for default accounting distributions. This table includes all default accounting distributions associated with the agency *Asection* portion of the agency table. This table is only used by some agencies.



## **Commodity Tables**

<b>X</b>	<b>Commodity</b>
<b>X</b>	<b>Commodity Keyword</b>
<b>X</b>	<b>Commodity Object</b>

The **Commodity** tables contain information for each commodity, object codes associated with a commodity, formal commodity descriptions, and informal commodity descriptions.

A **Commodity Code** represents types of goods or services available. It is a three level hierarchy.

- Level 1    **Class:** The 3-digit class is very general such as vehicles.
- Level 2    **Subclass:** The 2-digit subclass is more specific such as auto or van.
- Level 3    **Item Number:** The 6-digit item number is a very detailed description such as auto, mid-size, 3.0 liter V6.

**Commodity** - includes commodity codes, formal commodity descriptions, Central Stores inventory numbers, fixed asset class codes, tax indicators etc.

Join with the Fiscal Year in this table to avoid getting duplicate rows.

Join on all three levels of the commodity codes (class, subclass, item number).

**Commodity Keyword** - contains alternate informal commodity descriptions.

Note: There can be multiple keywords per commodity code.

**Commodity Object** - contains object codes associated to commodity codes in AGPS. This table includes the defaulting object code for each commodity as well as all other object code records for that commodity.

Join with the Fiscal Year in this table.

## **Vendor Tables**

**X Vendor**

**X Vendor Address**

The **Vendor** tables include details about each business available to supply goods or services. However, this is a shared database with the accounting (GFS) system. Therefore, this database also contains state agencies receiving interagency payments and individuals receiving payments.

**Vendor** - includes the vendor name, number, status code, business class, business type etc.

The eleven digit (9 + 2) vendor number represents a business location for a single nine (9) digit business entity per Federal Tax Identification Number FEIN, and includes a 2-digit location code. Therefore, a single vendor may have many location codes.

Select vendor status codes carefully for your report. The vendor data shows all status codes including:

- ! 0 Created but never used for orders or payments.
- ! 1 Formally registered
- ! 2 Only active for payments not new purchase orders.
- ! 3 Created but never used for orders or payments.
- ! 4 Created but never used for orders or payments.
- ! 5 Active, not registered.
- ! 8 Requested registration which is in process or are a Minnesota vendor (which requires that other legislative information be added).
- ! 9 Purge candidates that may have been active and used for orders or payments

Active vendors are status 1 and 5, which may be used on requisitions, purchase orders, and payments. Additionally status 1 is formally registered with Materials Management Division (MMD)

Vendor type codes are two (2) digits. Following are some examples:

- ! 01 Manufacturer
- ! 02 Retailer
- ! 03 Wholesaler, etc.

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***Vendor Address*** - contains vendor number, name and address, address type code, legislative district, congressional district, and region.

The vendor may have one or more addresses because of the one or more types of addresses available;

- ! 1 General
- ! 2 Solicitation
- ! 3 Order
- ! 4 Remittance
- ! 5 Human rights

## **Transaction Data**

**X Order Data**

**X Expenditures by Commodity**

## **Order Data Tables**

**! Order Header**

**X Order Line**

**X Order Line Current**

**X Order Accounting**

**X Order Accounting Current**

### ***Transactions Data***

**Order** tables define detail relating to each order. The Order table includes all types of purchase orders, including Department Purchase Orders (DPO), Field Purchase Orders (FPO), Blanket Purchase Orders, etc. Order tables include:

***Order Header*** - The header includes information applicable to the whole order such as bill to agency, requisitioning agency, vendor number, original order amount etc.

The data in the IA warehouse will show all purchase order document types and order status codes Including:

- ! 405 Created
- ! 493 Closed
- ! 495 Final paid
- ! 496 Canceled
- ! 497 Canceled
- ! 498 Canceled
- ! 499 Canceled

***Use caution in selecting amount fields.*** An order may have an original order amount, change order amount, invoiced amount, paid amount, etc. A purchase order original amount can exist on a record with a canceled (499) status code meaning no expenditure occurred and encumbered amounts were returned to allotment.

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***THE FOLLOWING TABLES ARE NOT CURRENTLY IN  
THE WAREHOUSE***

***Order Line Current*** - This table includes the purchase order commodity line quantities originally ordered, changed, received, and balance. It also includes the purchase order line dollar amount ordered, invoiced, changed, adjusted, approved for payment, processed and paid.

This table contains all document types and all order lines.

***Order Accounting Current*** -This table includes the purchase order accounting line original amounts and paid amounts for each accounting distribution (chart of accounts). The amounts for state and local tax are also included, as funded each accounting distribution.

***Order Line*** - A Purchase Order may contain one or more commodity lines. Each original order line will include commodity purchased with its quantity, unit of measure, dollar amount ordered, etc. It may also include a brand name and model number

***Order Accounting*** - A purchase order may contain one or more accounting lines. This table is an original order accounting distribution table (chart of accounts) to be used as a lookup table for original order accounting information. Specifically, information concerning accounting distribution detail from fund through job number. Although the accounting distributions may be changed, substituted or canceled through the change order process, this table reflects the original records.

Also included is the original order amount, original state tax amount, the original local tax amount on each accounting distribution.

## **! Expenditure by Commodity Table**

***Expenditure by Commodity*** - This table of payment by commodity data distributes commodity quantities and funding source amounts proportionally from each payment. The commodity line quantity from each payment may be divided by the number of accounting distribution lines. The accounting line payment amounts are divided proportionally across the commodity lines they are funding.