AmpliFund and SAP Systems Integration

AP Interface User Training

Agenda

AmpliFund

- Welcome and Introductions
- Desired Outcome of Session
- Overview
- GMS Process Overview
- AP Interface
- Demo
- Step-by-Step Instructions
- Questions
- Action Items
- Support

Introductions

AmpliFund

GOMB / GATU	ERP / IL ACTS	AmpliFund

GOMB / GATU

- Jennifer Butler
  - Deputy Director GOMB
- Lori Beeler
  - Director GATU
- Anna O'Connell
  - GATU SME
- Jodie Jones
  - GMS Program Manager

ERP / IL ACTS

- Diana Shanks
  - IL ACTS Accounting Lead
- Melissa Saettler
  - IL ACTS Finance Lead
- Jennifer Funderburk
  - IL ACTS Grants Lead

AmpliFund

- Jillian Neimeister
  - Head of Delivery
- Andrew Leskiw
  - Business Analyst
- Anjana Goyal
  - Business Analyst
- Ben Klein
  - Portfolio Manager

Desired Outcome of Session

AmpliFund

- Participants have the knowledge and resources to use the AP interface between AmpliFund and SAP

Overview

- The purpose of the integration between AmpliFund and the IL ACTS ERP SAP is to leverage data from each system for contract management and invoicing / payments.
  - Leverages integrations between GATA Systems & SAP and IOC & SAP
- There are no changes to the functional aspects of the SAP system.
- New fields have been added to AmpliFund to accommodate the integration.
- ACTS agencies will need to address procedures and controls related to the integration achieved by the interface between SAP and AmpliFund.
- Integration will go live on July 1, 2021.
  - The date that each agency starts using this new process will be dependent on their scheduled go live date with AmpliFund.

GMS Process Overview

Illinois GMS Process Overview

AmpliFund

Pre-Award		Awarding		Post-Award
Build Opportunity	Collect Applications	Merit-Based Review	Award Agreement	Active Grants
• Create CSFA record in GATA Portal • Import CSFA data into AmpliFund • Update NOFO / NCFI Details and Application Forms • Publish opportunity	• Applicant must be registered in GATA Grantee Portal and IOC registration is complete • **Vendor Creation in AmpliFund** • Applicant completes and submits in AmpliFund	• Enroll applications in workflow • Pre-Qualification Status Check • Complete Merit-Based Review	• Create awards • Configure award settings • Produce UGA • Received signed UGA • **Contract Creation**	• Update award settings • Activate awards • Track and report against budgets (PFR) • Track and report against performance plans (PPR) • **Invoice Creation (AP)** • Amendments • **Contract Updates** • Period Closeout/s

Integration Flow Summary

AmpliFund

Process	Starting Point	Interface Key Components
Vendor Creation	GATA	• After grantee registers in GATA and IOC, vendor created in SAP (new grantees) • SAP Vendor Number returned to GATA • Grantee information sent to AmpliFund – Once vendor has registered with IOC
Contract Interface	AmpliFund	• After initiated in AmpliFund, contract generated / approved in SAP and EMF Generated • Contract sent to IOC • COD and ABR generated • EMF data and Contract number made available to AmpliFund

AP Interface	AmpliFund	• After initiated in AmpliFund, parked invoice document created in SAP
		• EMF amount updated accordingly – Once approved
		    • EMF update and invoice changes made in SAP returned to AmpliFund
		• Invoice sent to IOC for payment where warrant info generated
		    • Warrant info returned to AmpliFund via SAP

AP Interface

Interface

AmpliFund

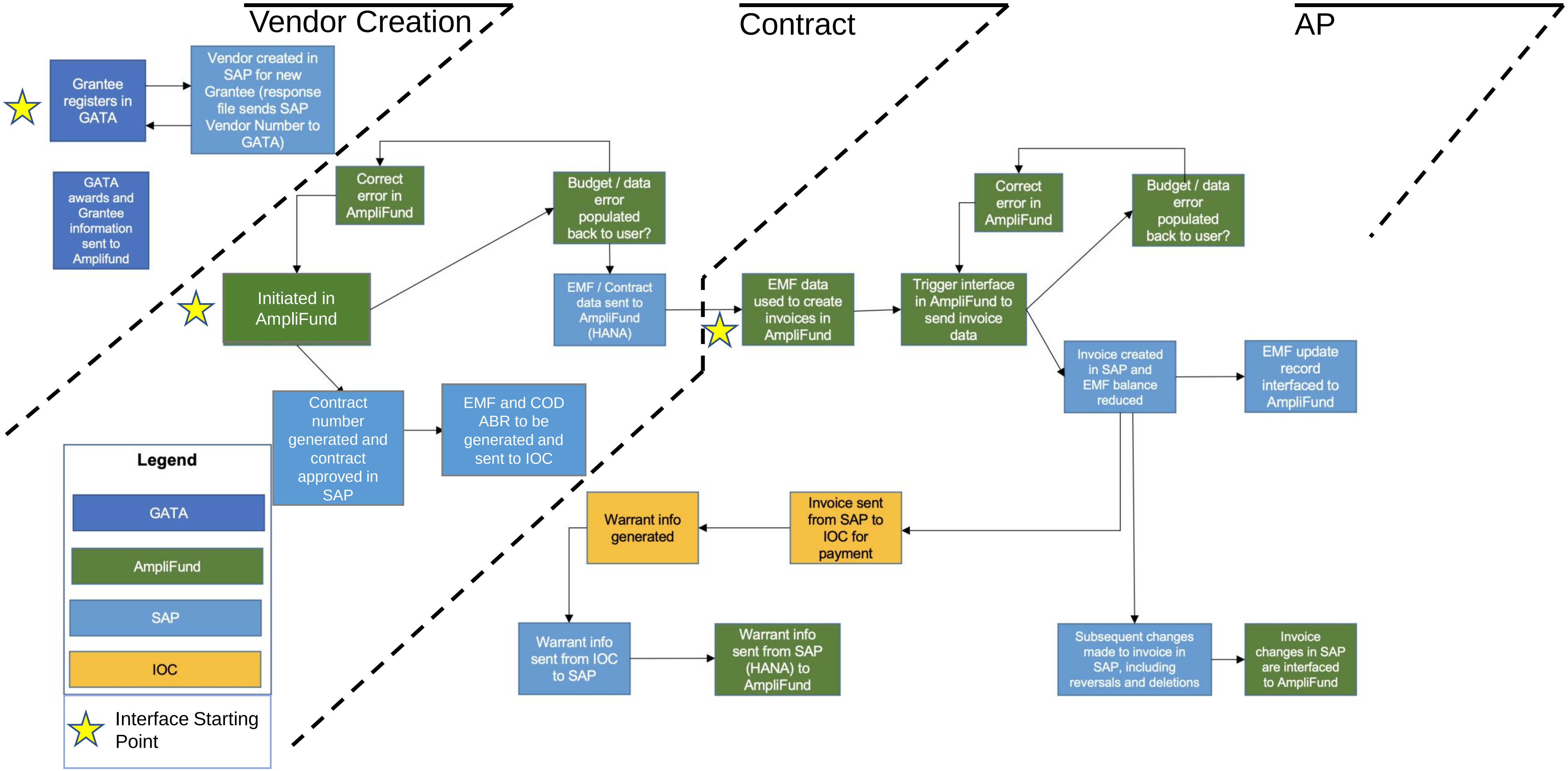
Create Invoices in SAP

- Real Time Interface
- Originate in AmpliFund
- Leverages AmpliFund Payment Requests and Payment Authorizations
- Creates a ”parked document” in SAP without triggering approval workflow and with Payment Block applied.
- User trigger approval workflow manually after making any necessary changes.
- Payment Block has to be manually removed from the invoice before it can be sent to IOC for payment.
- Corrections/SAP edits sent back to AF Database

Invoices（AP_I_87）

Integration Flow Overview

AmpliFund



AmpliFund

Demo

Illinois GMS Process Overview

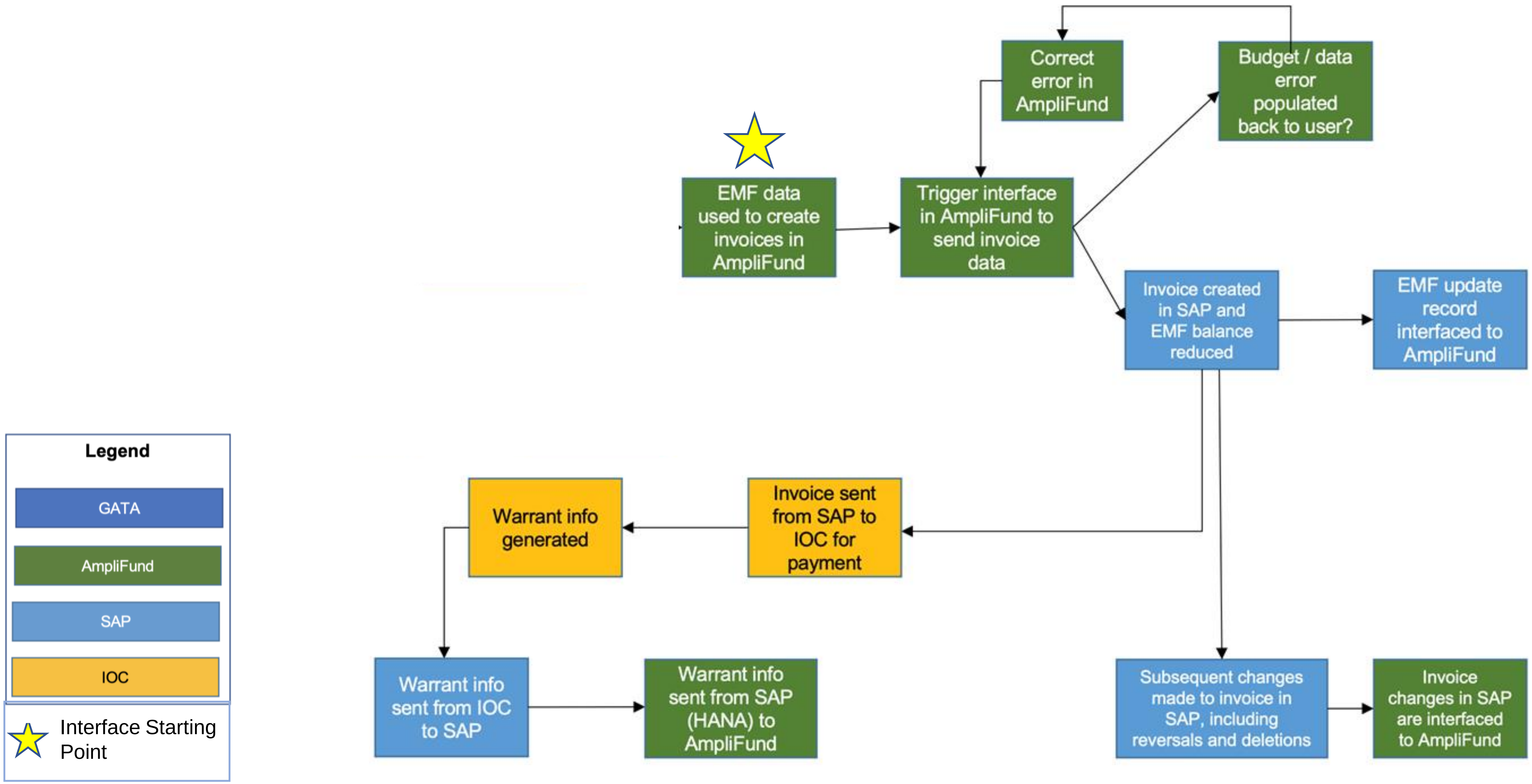
AmpliFund

Pre-Award		Awarding		Post-Award
Build Opportunity	**Collect Applications**	**Merit-Based Review**	**Award Agreement**	**Active Grants**
• Create CSFA record in GATA Portal • Import CSFA data into AmpliFund • Update NOFO / NCFI Details and Application Forms • Publish opportunity	• Applicant must be registered in GATA Grantee Portal and IOC registration is complete • **Vendor Creation in AmpliFund** • Applicant completes and submits in AmpliFund	• Enroll applications in workflow • Pre-Qualification Status Check • Complete Merit-Based Review	• Create awards • Configure award settings • Produce UGA • Received signed UGA • **Contract Creation**	• Update award settings • Activate awards • Track and report against budgets (PFR) • Track and report against performance plans (PPR) • **Invoice Creation (AP)** • Amendments • **Contract Updates** • Period Closeout/s

Step by Step Instructions

AP Interface Flow Overview

AmpliFund



Steps to Create Parked Invoice from AmpliFund

1. From the Left Navigation Menu, select Award Management > Awards
2. Click the drop-down arrow on the Lead Recipient Column.
3. Select Columns and click on Award Name
4. Click the View Award Icon ( ) for the desired Award
5. In the top navigation menu click on Post Award > Cash Flow > Payment Requests
6. Click on the Payment request name hyperlink
7. In the Financial Details section click + icon next to Related Payment Authorization
8. Fill the values in to the respective fields in the Payment Authorization Information Section (see next slide)
   >Some fields will auto-populate
9. Fill the values in to the respective field in the Invoice Details section (see next slides)
10. Add an Accounting Line by clicking Add Line +
11. Fill the values in to the respective fields in the Add Accounting Line Screen (see next slides)
12. Click Add
13. Click Create at the bottom the screen

Payment Authorization Information Section Fields

AmpliFund

- Name – *Enter name*
- Amount Authorized – *Should match Total Amount Approved*
- Authorized By – *Select from dropdown*

Invoice Details Section Fields

AmpliFund

- Document Type * – *Select from dropdown*
- Document Date * – *Select from calendar*
- SAP Vendor Number * – *Auto-populated from Recipient Record*
- Baseline Date * – *Select from calendar*
- Service Date From * – *Select from calendar*
- Service Date To * – *Select from calendar*
- Pre Audit Text – *If left blank, will be defaulted to Award Name*
- Item Text * – *Auto-populated from Award Record*

** Required Fields*

Add Accounting Line Fields

AmpliFund

- Amount Document Currency * - *Enter amount*
- SAP Contract Number * - *Select SAP contract number from dropdown*
- Earmarked Funds * – *Auto-populated from SAP Contract*
- Earmarked Funds Document Item * - *Select from dropdown*
- GL Account * - *Verify correct GL Account from dropdown*
- Business Area * – *Auto-populated from SAP Contract*
- Fund * – *Auto-populated from SAP Contract*
- Cost Center * – *Auto-populated from SAP Contract*
- Functional Area * - *Select from dropdown*
- Internal Order * - *Required If used in SAP contract otherwise leave blank*
- WBS * - *Required If used in SAP contract otherwise leave blank*
- Fund Budget Period * – *Auto-populated from SAP Contract*

Supporting Elements

AmpliFund

HANA Interfaces

- Contract Number and EMF – BU_I_8
- Invoice Correction – AP_I_89
- Warrant – AP_I_88

AmpliFund Data

- Award Details
  - Award Name
- Grantee Details
  - Vendor ID
- Payment Request
  - Submitted Date
- Payment Authorization
  - Unique ID*
  - Authorization Date
  - Amount

AmpliFund

Questions

Action Items

- Slide deck and recording of the session will be sent in a follow up email.
- Review the Job Aid on the ACTS training site for information on handling the SAP side of the invoice process: AmpliFund Invoice Process/Corrections
- Agencies should have internal discussions on how the SAP – AmpliFund integration will fit with Agency business processes
  - AmpliFund is available for discussions during Friday office hours 10am-12pm Central. IL ACTS and GATA resources can be available as needed.
- Review materials and reach out with any questions:
  - GOMB – Jodie Jones – Jodie.Jones@illinois.gov
  - AmpliFund – Ben Klein – bklein@amplifund.com
  - ERP / IL ACTS – Diana Shanks – Diana.Shanks@illinois.gov
  - ERP / IL ACTS – Melissa Saettler – Melissa.S.Saettler@illinois.gov
  - ERP / IL ACTS – Jennifer Funderburk – Jennifer.K.Funderburk@illinois.gov

Post Implementation AmpliFund Support

AmpliFund

Submit a support ticket:

support@il-amplifund.zendesk.com

Visit the support portal:

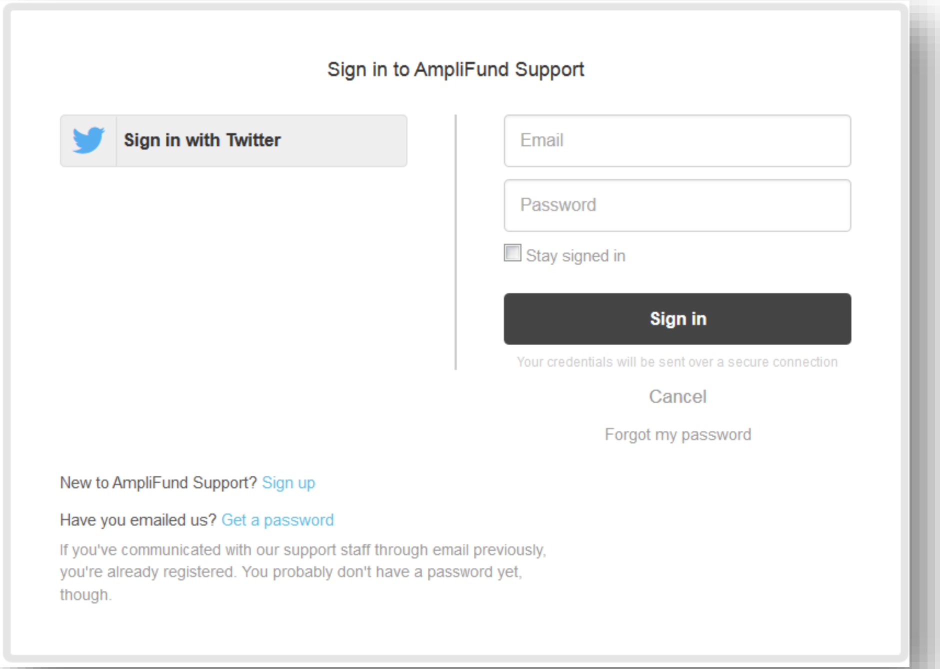
https://il-amplifund.zendesk.com

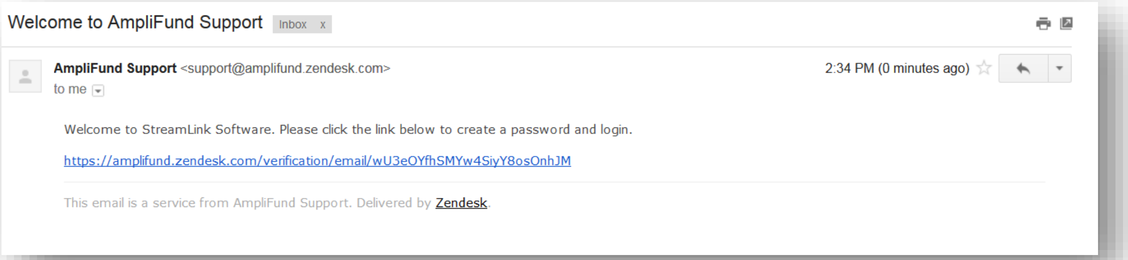
Supported Browsers:

- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
- Microsoft Edge (current supported releases)
- Apple Safari 10+

AmpliFund Support Site

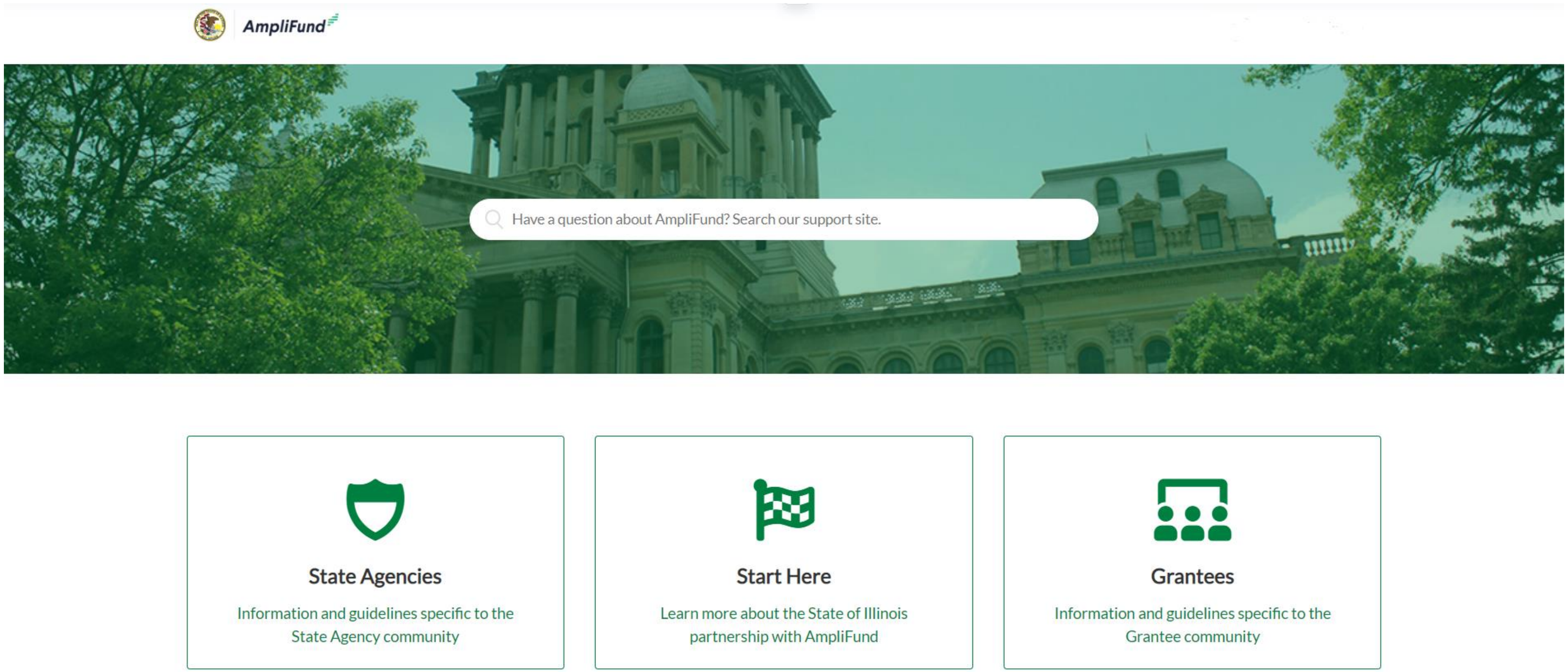
1. Go to https://il-amplifund.zendesk.com
2. Click the **Sign up** link
3. Enter your **full name**
4. Enter your **email address**
5. Complete the **I'm not a robot** check
6. Click the **Sign up** button
7. A welcome email from support@zendesk.com will be sent to you via email
8. Click the link to set your password





AmpliFund Support Site

AmpliFund



AmpliFund

Appendix

Current Agency Integration & Implementation Timelines

AmpliFund

Agency[1]	On ERP?	Cohort / Advisory	AmpliFund Go-Live Available[2]
Aging	✓	Advisory	Live
DCFS	✓	Advisory	Live
ICCB	✓	Advisory	Live
CJIA	✓	1	April 2021
DNR	✓	1	April 2021
EPA	✓	1	April 2021
CDB	✓	2	July 2021
IEMA	✓	2	July 2021
HFS	✓	2	July 2021
IRB	✓	2	July 2021
State Fire Marshal	✓	2	July 2021
IDOT	✓	Advisory	TBD
DPH	✓	Advisory	TBD
Agriculture	✓	3	November 2021
DVA	✓	3	November 2021
ILETSB	✓	3	November 2021
State Police	✓	3	November 2021
Arts Council	✓	3	November 2021
DHS	✓	Advisory	TBD

✓ Agency on ERP
✓ Agency going live on ERP 7/1/21

Notes:

1. **Table only includes Agencies going live on both ERP and AmpliFund**
2. **This reflects the date that Agency will be trained and able to go live with grant opportunities.**

FM: Detail View (BU_I_7)

AmpliFund to retrieve FM budget data from HANA

- The Real-time Interface BU_I_7 is used to transmit Budget Availability data from SAP to AmpliFund.
- This provides AmpliFund users the ability to query their Agencies appropriation detail that will subsequently support entry of award agreements and triggering of contract interface for executed agreements in AmpliFund.
- All fields will be sent from the HANA FM Detail Summary View.
- The trigger is AmpliFund calling endpoint (URL) shared by ERP team to get the data from SAP.
- The following fields are transmitted from AmpliFund on the BU_I_7 file:

GM: Detail View (GM_I_27)

- **AmpliFund to retrieve GM budget data from HANA**

- The Real-time Interface GM_I_27 is used to transmit Grant appropriation data from SAP to AmpliFund.
- This provides AmpliFund users the ability to query their Agencies Grant appropriation detail that will subsequently support entry of award agreements and triggering of contract interface for executed agreements in AmpliFund.
- AmpliFund will hold responsibility to filter the view by users Agency, so that only their data is available.
- The trigger is AmpliFund calling endpoint (URL) shared by ERP team to get the data from SAP.
- The following fields are transmitted from AmpliFund on the GM_I_27 file:

GM_I_27 Mapping Sheet

FM/GM: Detail View (BU_I_8)

AmpliFund to retrieve FM/GM EMF data from HANA

- The Real-time Interface BU_I_8 is used to transmit EMF data from SAP to AmpliFund.
- All fields will be sent from the HANA EMF Detail View.
- The trigger for this interface is when contracts that have data present in the AmpliFund Award ID field are loaded into SAP. This load is a result of the contract interface sending contract data from AmpliFund to SAP.
- It is key to note that contract data sent will be filtered to only include records that have the AmpliFund Award ID field populated.
- The following fields are transmitted from AmpliFund on the BU_I_8 file:

BU_I_8 Mapping Sheet

Accounts Payable: AP_I_48 – Vendor Interface

GATA → AP_I_48 (Vendor Interface) → SAP → AP_I_48 Return Message → GATA → AmpliFund

- Any <u>new</u> Grantees that are created in GATA and certified at SAMS IOC after Go-live will be brought into SAP to be created as Vendors via AP_I_48 (daily batch job).
- Once vendors are created in SAP via AP_I_48, a return AP_I_48 message will be sent back immediately to GATA's database with the SAP Vendor Number.
- The SAP Vendor Number (9* series) created through AP_I_48 will be stored in GATA's database and sent to AmpliFund for contracts and invoices.

AP_I_48_DAR1158
\mplifund_Mappin

Procurement: PR_I_29 – Create and Update Contracts

Create Contracts from Amplifund to SAP via PR_I_29

- The real time interface PR_I_29 is used to interface contracts from AmpliFund to SAP.
- The interface will create new SAP contract in SAP when interfaced for the first time from AmpliFund.
- All the contract fields: Header data, funding information, SAP vendor number, Fiscal year details are populated in AmpliFund.
- An Award id from AmpliFund will be assigned to SAP contract to establish link between SAP and AmpliFund contracts.
- This field will be non-editable by end user in SAP and only populated via interface or by ERP team.
- The contracts are interfaced to SAP in “Awaiting Approval” status.
- Once contract is interfaced successfully, contract approver in SAP can review and approve the contract.

Procurement: PR_I_29 – Create and Update Contracts

Update Contracts from Amplifund to SAP via PR_I_29

- Once a contract is created and established in SAP, any update to the contract will be considered a modification for the contract.
- Any change/edit to a contract interfaced via AmpliFund, should always be done in AmpliFund first and then sent over to SAP via interface. Manual update of contracts directly in SAP are not recommended as it will cause inconsistent data between SAP and AmpliFund.
- For all update scenarios the data from AmpliFund should be received with the corresponding SAP contract number populated.
- If the SAP contract number is blank, a new SAP contract will be created, thus causing duplicates.

Microsoft Excel Worksheet

SAP fields to be received from Amplifund with sample data

Procurement: PR_I_29 – Create and Update Contracts

Success and Error Message for Contracts from Amplifund to SAP via PR_I_29
• If the contract is successfully interfaced to SAP, an SAP contract number should be populated in AmpliFund for the grant agreement. Users can search for their contract in SAP using this SAP contract number and/or AmpliFund Award id number also. • If contract has failed to interface to SAP, the corresponding error message will then be displayed on the AmpliFund end in real time, which then user can read and review to make necessary updates to resolve the error. • After contract is approved in SAP, an EMF number will be generated by the contract. This represents setting aside of funds and will be used on invoices against the contract. • Any contract more than $20K in value will generate the COD and ABR in SAP like all other contracts that are manually created in SAP today.

Accounts Payable: AP_I_87 – Invoices

AmpliFund → AP_I_87 (Invoices) → SAP

- The Real-time Interface AP_I_87 is used to transmit invoices from AmpliFund to SAP.
- The invoices are loaded into SAP in a Parked status and are available to be edited by Agency users.
- AmpliFund Invoices are transmitted with Payment Block.
- Agency user will make the necessary updates to the invoice in SAP (lower-level cost center, appropriate pre-audit text etc.)
- Once document entry is complete, user can remove the Payment Block and trigger approval workflow.
- Invoice approval and IOC payment process will remain the same as for non-AmpliFund invoices.

- The following fields are transmitted from AmpliFund on the AP_I_87 file:

AP_I_87 mapping

Accounts Payable: AP_I_88 – Warrant Data

SAP → AP_I_88 (Warrant Data) → AmpliFund

- Interface AP_I_88 is used to transmit warrant data for paid AmpliFund invoices from SAP to AmpliFund.
- AP_I_88 will be scheduled as a daily batch job.
- Once IOC pays the invoices, the warrant information is transmitted back to SAP through AP_I_23. This updates the invoices in SAP with warrant information and is reflected in HANA AP Expenditure Detail Report.
- The updated warrant information is then transmitted from HANA AP Expenditure Detail to AmpliFund using AP_I_88.

- The following fields are transmitted from AmpliFund on the AP_I_88 file:
  - Clearing Date (Check)
  - External System
  - Reference
  - Voucher Number
  - Voucher Release Date
  - Warrant Date
  - Warrant Number

AP_I_88 mapping

Accounts Payable: AP_I_89 – Invoice Corrections

SAP → AP_I_89 (Invoice Corrections) → AmpliFund

- Interface AP_I_89 is used to transmit information from SAP to AmpliFund for any changes made to AmpliFund invoices in SAP.
- Invoice correction data is sent for both Parked and Posted invoices.

- Changes are tracked for the following fields:
  - Reference
  - Document Date
  - Posting Date
  - Document Header Text
  - Invoice Amount (total)
  - Baseline Date
  - Service Date From
  - Service Date To
  - GL Account
  - Amount (expense line)
  - Cost Center
  - Deletion Indicator ("R" for Reversal; "D" for Deletion)

AP_I_89 mapping