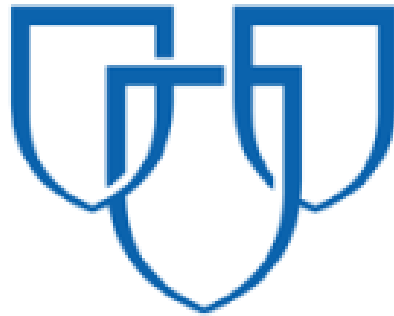


MAYO CLINIC



Processing Rules for Lawson/Kahua Integration

September
2018



Prepared for the Mayo Clinic
Enterprise Kahua Deployment

SOURCE CODE INTERFACE RULES

These rules will be applied during processing of daily invoice files using the Lawson / Kahua integration interface.

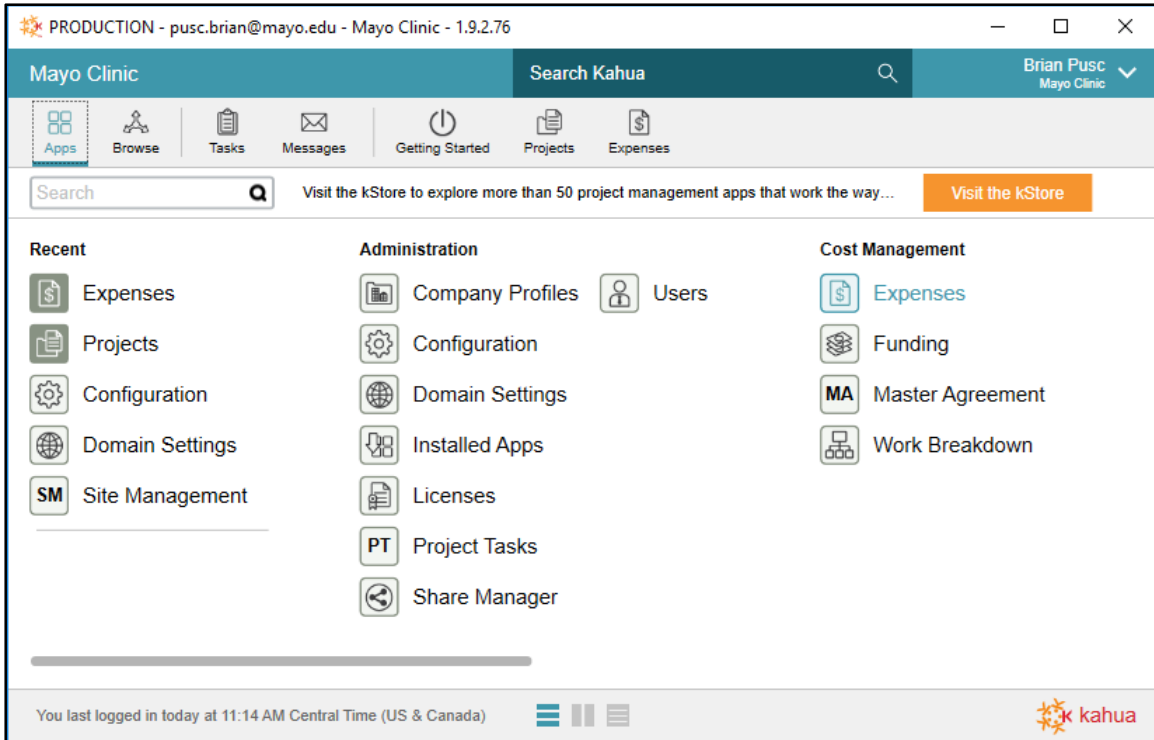
This table shows how the Lawson / Kahua integration program handles different source codes.

When the Integration encounters this Source code type:	The data is processed as follows:
AD Source Code Vendor Invoices	<p>Vendors/contractors will send invoices through Kahua initiating a Pay Request. These Pay Requests will need to be financially coded and approved in Kahua and will be interfaced from Kahua to Lawson (AP520 Invoice/AP520 Distrib.)</p> <p>Pay Requests processed in Kahua will also be assigned a unique voucher number starting with "KAH" and all "KAH" vouchers will be stored in a Kahua repository. After the "KAH" vouchers have been processed by AP, they will be interfaced from Lawson to Kahua on the daily invoice file, and no PO will be created in Kahua.</p> <p>Other vouchers (Non "KAH" prefix) are invoices approved in OnBase and will be interfaced from Lawson to Kahua on the daily invoice file. If there is NO matching PO# in Kahua, then Kahua would create a PO# and populate that PO# with the voucher number.</p> <p>*For integrated projects, source code and voucher number will be cleared, so no PO# is created in Kahua.</p>
C2 Source Code Miscellaneous A/R - Refunds	<p>These source codes will have no Voucher or PO#, Kahua will create a PO#.</p>
CX Source Code Invoice Adjustment/Cost Transfer	<p>Similar notes to AD source code above: If there is no "KAH" voucher number and no PO# match, then Kahua will create a PO# and populate that PO# with the voucher number.</p>

*** When any of the codes below are present, but there is no invoice number, assume the two digit source code is the invoice number.

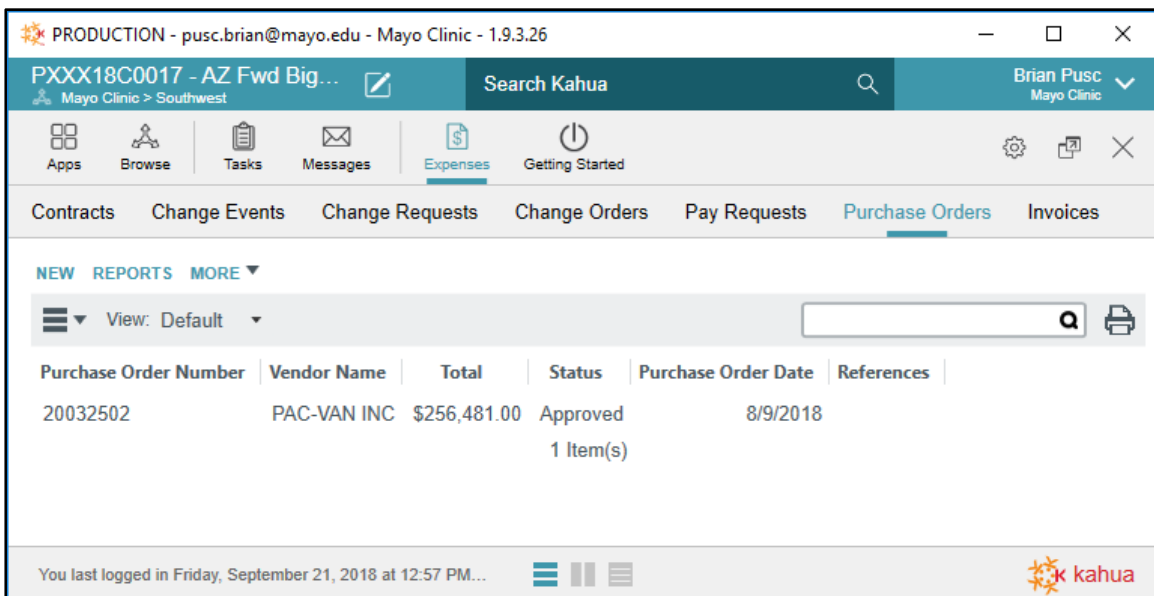
When the Integration encounters this Source code type:	The data is processed as follows:
*** IS Source Code Issued/Warehouse Inventory	These source codes will have no Voucher, Invoice number, or PO#. Kahua will create the PO#.
*** JE Source Code Journal Entry	These source codes will have no Voucher, Invoice number or PO#. Kahua will create the PO#.
*** N1 thru N9 & NL Source Codes Misc. Bills/Catering/Meals/Trips/Etc.	These source codes will have no Voucher, but in a few cases will have a PO# or Invoice number. If not, Kahua will create the PO#.
*** RP Source Code Customer Payment	These source codes will have no Voucher or Invoice number, but in a few cases will have a PO#. If not, Kahua will create the PO#.
*** RR Source Code Requisition Return/Warehouse Returns	These source codes will have no Voucher, Invoice number or PO#. Kahua will create the PO#.
*** S1 thru S9 Source Codes Standard Journal Entries	These source codes will have no Voucher, Invoice number, or PO#. Kahua will create the PO#.

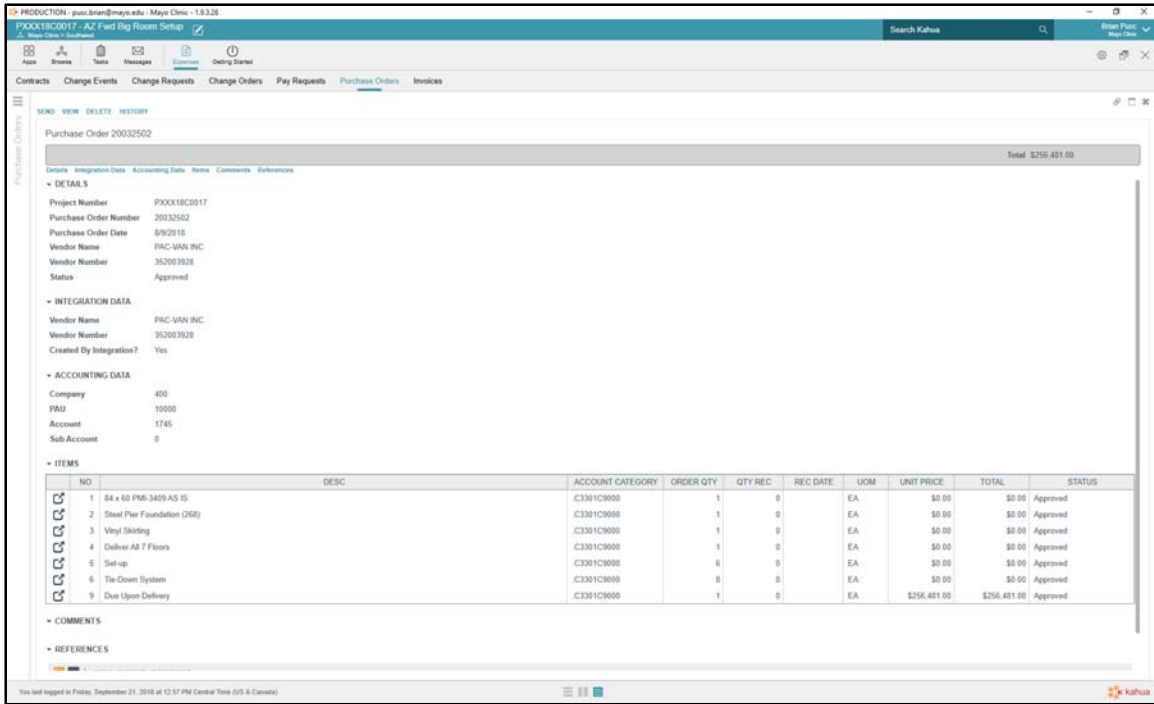
Pay requests, invoices, and purchase orders can be found under Cost Management in the Expenses App.



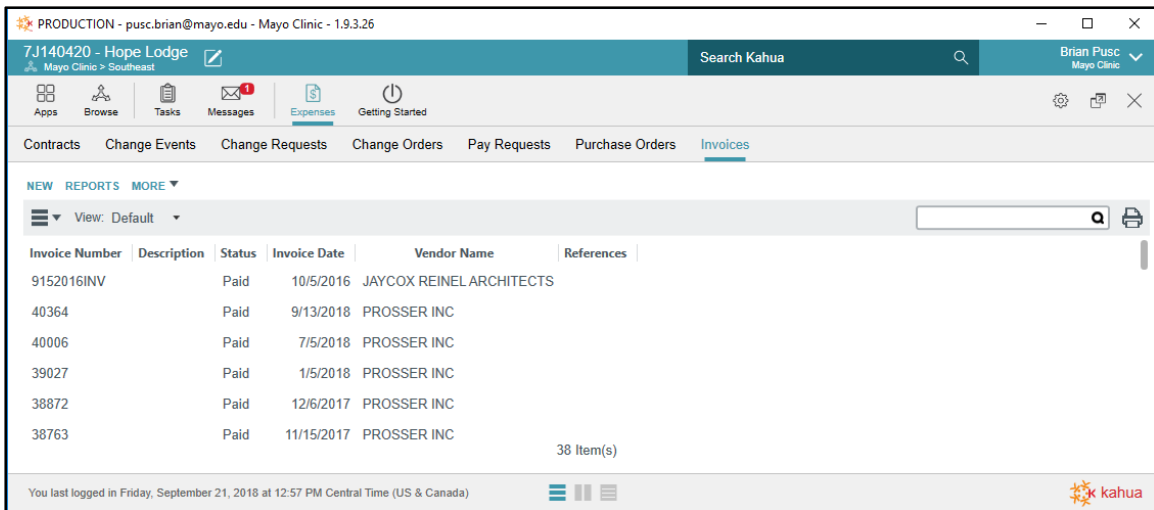
Purchase order file, purchase order change file, and invoice files will be interfaced daily. (Lawson to Kahua).

Purchase orders will be found under the Expenses App. Purchase order file will load initial PO information, and PO change file will update any receipts, quantity, unit cost, etc. changes. When you click on a PO in Kahua, the items section will have the PO line detail items.





Invoices will be found under the Expenses App. When you click on an invoice number in Kahua, the items section will show the work breakdown by account category.



PRODUCTION | jason.kramer@mayo.edu | Mayo Clinic | U.S. | 2024

Invoice: 20004-02 Billable Amount: \$19,267.13

Project: 72146420

Project Number: 72146420

Purchase Order: 20004-02

Invoice Number: 20004-02

Vendor Number: 72146023

Vendor Name: BRASFIELD & GORRIE LLC

Payment Terms: NET 15

Invoice Date: 4/24/2018

Itemized Date: 4/26/2018

Check Number: 4395514

Integration Data:

Vendor Name: BRASFIELD & GORRIE LLC

Vendor Number: 72146023

Created By Integration?: Yes

Accounting Data:

Company: 501

PAID: 10000

Account: 1715

Sub-Account: 8

Source Code:

ITEMS	DESC	ACCOUNT CATEGORY	STATUS	AMOUNT
72146023BRASFIELD & GORRIE LL		C2181C2430	Paid	\$19,267.00
72146023BRASFIELD & GORRIE LL		C2181C2430	Paid	\$1,510.00
72146023BRASFIELD & GORRIE LL		C2181C2010	Paid	\$6,371.00
72146023BRASFIELD & GORRIE LL		C2181C201F	Paid	\$823.13
72146023BRASFIELD & GORRIE LL		C2181C201F	Paid	\$311.00

REFERENCES

VIEW | MARKUP | MARKUP LINE

TYPE | DESCRIPTION | CONTRIBUTOR | DATE | MARKUP? | INCLUDE ON SEND | INCLUDE MARKUP ON SEND | IS CURRENT | PREVIEW STATUS | COMMENTS

*****Purchase orders or invoices completed outside of Kahua will need to have the correct account categories assigned (see next page for account category list) in order for the interfaces to load properly. Invoice number is unique in Kahua, so an invoice can't be split between projects.**

Mayo Clinic Enterprise – Contract Creation Quick Reference Guide

KAHUA Account Categories			Lawson & KAHUA	Current Projecto				
Category	Scope	Activity	Account Category	Account Category				
Professional Fees		Architectural Fees	Architectural/Engineering Fees	C0200	C0002			
		Reimbursable	Reimbursable	C0250	C0025			
		Engineering	Architectural/Engineering Fees	C0400	C0004			
		Testing	Geotechnical, site	C0280	C0028			
		Commissioning	Commissioning	C0320	C0032			
		Preconstruction Services	Preconstruction Services	C0330	C0033			
		Special Inspections	Special Inspections	C0340	C0034			
Construction	General Construction	General Contract	General Construction	C2010	C0201			
			Concrete and Masonry	C2030	C0203			
			Metals	C2050	C0205			
			Thermal & Moisture Protection	C2070	C0207			
			Doors & Openings	C2080	C0208			
			Fire Alarm	C2200	C0009			
			Fire Suppression	C2210	C0221			
			Sitework	C2430	C0243			
			Landscape	C2450	C0245			
			Asphalt	C2460	C0246			
			Permits	C2620	C0262			
			City / Site Inspections	C2630	C0263			
			Demolition	C2750	C0275			
			Paint, Wallcover, Sealants	C851G	C0851			
			Flooring	C853G	C0853			
			GC Fee (OH&P, Ins)	C201F	C0268			
			GC Sales Tax	C201T	C0270			
				Carpet Contract	Carpet Material	C8530	C0853	
					Carpeting Installation Trade	C8531		
					Carpet Fee (OH&P, Ins)	C853F		
					Carpet Sales Tax	C853T		
				Mechanical Const.	Mechanical Const.	C215M	C0215	
					HVAC Contract	HVAC Construction	C2150	C0223
						HVAC Fee (OH&P, Ins)	C215F	
				HVAC Sales Tax		C215T		
				Plumbing Contract	Plumbing Construction	C2220	C0222	
					Plumbing Fee (OH&P, Ins)	C222F		
					Plumbing Sales Tax	C222T		
				Building Automation System Contract	Temp Cntrl Construction	C2470	C0247	
					Temp Cntrl Fee (OH&P, Ins)	C247F		
					Temp Cntrl Sales Tax	C247T		
				Test and Balance Contract	Test and Balance Construction	C8590	C0859	
	T&B Fee (OH&P, Ins)	C859F						
	T&B Sales Tax	C859T						
Electrical Const.	Electrical Contract	Electrical Construction	C2160	C0216				
		Electrical Fee (OH&P, Ins)	C216F					
		Electrical Sales Tax	C216T					
	Low Voltage	Low Voltage	C2280	C0228				
		LV Fee (OH&P, Ins)	C228F					
		LV Sales Tax	C228T					
	Nurse Call Contract	Nurse Call Construction	C2340	C0234				
		Nurse Call Fee (OH&P, Ins)	C234F					
		Nurse Call Sales Tax	C234T					
Other Const.	Other Trade Contracts (1 or more)	Other Construction Trade	C2780	C0278				
		Other Constr Fee (OH&P, Ins)	C278F					
		Other Constr Sales Tax	C278T					
Owner Provided Construction	Owner Provided Material	General Construction Owner	C201A					
		HVAC Construction Owner	C215A					
		Plumbing Construction Owner	C222A					
		Electrical Construction Owner	C216A					
		Concrete and Masonry	C203A					
		Metals	C205A					
		Thermal & Moisture Protection	C207A					
		Doors & Openings	C208A					
		Permits	C262A					
		Inspections	C263A					
		Demolition	C275A					
		Paint, Wallcover, Sealants	C851A					
		Flooring	C853A					
		Miscellaneous Contract	General Construct Work Order	C201W				
			HVAC Construction Work Order	C215W				
			Plumbing Construct Work Order	C222W				
			Electrical Construct Work Order	C216W				
			Limited Energy Work Order	C228W				
			Infection Control Work Order	C202W				
			Nurse Call Work Order	C234W				
			Painting Work Order	C851W				
			Flooring Work Order	C853W				
Window Treatments Work Order	C854W							
FFE	Capital Furniture	Contracted Furniture & Install	C8000	C0800				
		Owner Provided Furniture	C800A					
	Capital Furnishings	Art	C8560	C0856				
		Signage	C8570	C0857				
		Window Treatments	C8540	C0854				
		Plants	C8580	C0858				
	Capital Equipment	Capital Equipment	C9000	C0900				
Contingency	Contingency							
		Contingency	C2990	C0299				

Expense Project Costs					
FFE		Expensed Furniture & Furnishings	Contracted Furniture & Furnishings	E8010	E0801
			Owner Provided Furniture & Furnishings	E801A	
			Expensed Equipment		
			Expensed Equipment	E9000	E0900
Relocation		Relocation	Relocation of equipment	E9500	E0950
Project Expenses		Travel	Employee Travel Non Meals	65000	65000
			Employee Travel Meals	65010	65010



KAHUA FINANCIAL INFORMATION INTERFACES (INFOR/LAWSON TO KAHUA & KAHUA TO INFOR/LAWSON)

Lawson to Kahua:

Three reports have been created in Lawson to run nightly and need to be interfaced to Kahua in the following order:

- Daily PO Line Listing (Ex: PO_Listing_Facilities_2018-09-06-02-00-34.csv)

Project purchase order data will be interfaced prior to the invoice file to make sure any invoices related to purchase orders will be matched. Kahua is setup to create its own purchase orders for all Lawson invoices not matching pay request voucher numbers or purchase orders, to accurately total project *Commitments* in the *WBS (Work Breakdown Structure)*. Project purchase order information will be found in Kahua under the Expenses app “Purchase Orders”.
- Daily Invoice File (Ex: Kahua_Finance_2018-09-06-23-45-32.csv)

Data in this file will look for matching pay request voucher numbers and matching purchase orders currently in Kahua, if no matches found, Kahua will create its own purchase order for the invoice and invoice amounts will be reflected as *Actual Spent* in the *WBS*. Project invoice information will be found in Kahua under the Expenses app “Invoices”.
- Daily PO Change File (Ex: PO_Change_2018-09-06-22-00-43.csv)

Data in this file will update any quantity, unit cost, account category, etc. changes to purchase orders currently in Kahua.

KAHUA TO LAWSON:

Two reports have been created in Kahua to run nightly and will interface pay request voucher numbers to Lawson:

- Distribution_20180906030000.csv

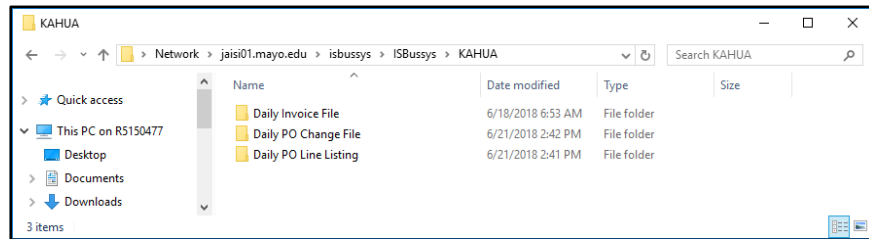
Contains line item invoice data (vendor, invoice number, amount, project number, and financial account coding including account category)

2. Invoice_20180906030000.csv

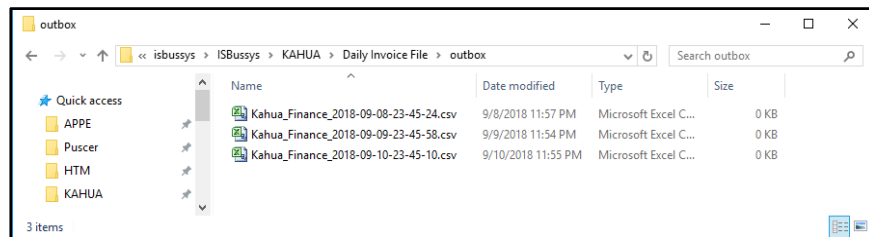
Contains invoice total data (pay request voucher number, period to date, description, total invoice amount, and remit to code if needed)

LAWSON TO KAHUA:

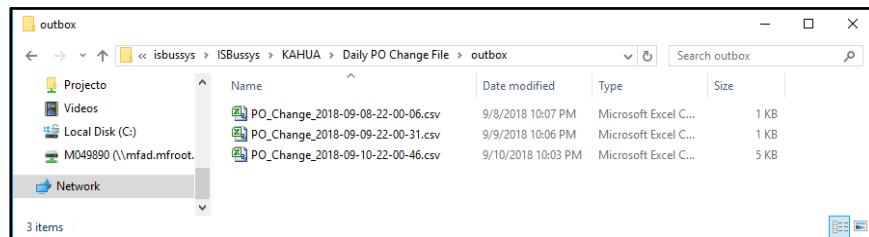
Location of Folder which will contain the Lawson to Kahua interface files is a mapped drive: <\\jaisi01.mayo.edu\isbussys>)



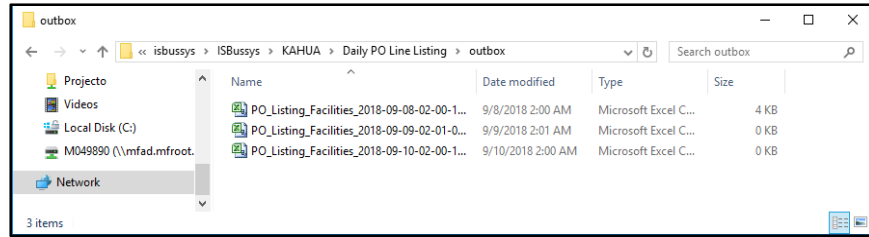
Daily Invoice File



Daily PO Change File



Daily PO Line Listing



Invoice and PO files in folders above will be transferred using Cleo SFTP. David Hoock in Florida will run.

```

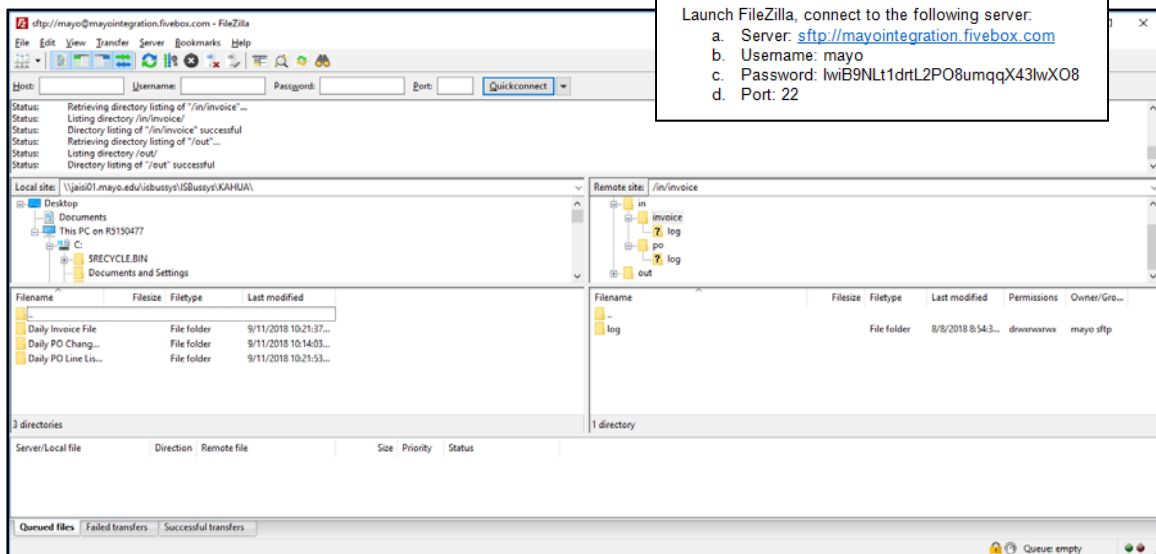
2018/06/21 15:07:34 Command: "cd in/invoice" type="SSH FTP" line=2
2018/06/21 15:07:34 Detail: "Connecting to ssh://mayointegration.fivebox.com:22..."
2018/06/21 15:07:34 Detail: "Server ID: SSH-2.0-OpenSSH_7.4" level=1
2018/06/21 15:07:34 Detail: "RemotePort: 22" level=1
2018/06/21 15:07:34 Detail: "Authentication complete" level=1
2018/06/21 15:07:34 SSH FTP: "cd(in/invoice)"
2018/06/21 15:07:35 Result: "Success"
2018/06/21 15:07:35 Command: "put "" type="SSH FTP" line=3
2018/06/21 15:07:36 File: source="SMB://kahuaSMB/outbox/Kahua_Finance_2018-06-21-14-43-00.csv" direction="Local->Host" destination="Kahua_Fina
2018/06/21 15:07:36 SSH FTP: "put(SMB://kahuaSMB/outbox/Kahua_Finance_2018-06-21-14-43-00.csv);Kahua_Finance_2018-06-21-14-43-00.csv)"
2018/06/21 15:07:38 Transfer: kB/sec=22.124 kBytes=32.744 seconds=1.48 transferID="SSH FTP-20180621_150736603-N" docDBTransferID="541477?
2018/06/21 15:07:38 Result: "Success"
2018/06/21 15:07:38 SSH FTP: "quit()"
2018/06/21 15:07:38 End
    
```

```

2018/06/21 15:16:19 Command: "cd in/po" type="SSH FTP" line=2
2018/06/21 15:16:19 Detail: "Connecting to ssh://mayointegration.fivebox.com:22..."
2018/06/21 15:16:19 Detail: "Server ID: SSH-2.0-OpenSSH_7.4" level=1
2018/06/21 15:16:19 Detail: "RemotePort: 22" level=1
2018/06/21 15:16:19 Detail: "Authentication complete" level=1
2018/06/21 15:16:19 SSH FTP: "cd(in/po)"
2018/06/21 15:16:19 Result: "Success"
2018/06/21 15:16:20 Command: "put "" type="SSH FTP" line=3
2018/06/21 15:16:21 File: source="SMB://kahua-PO-LineList-SMB/outbox/PO_Listing_Facilities_2018-06-21-18-14-45-00.csv" direction="Local->Host" destin
2018/06/21 15:16:21 SSH FTP: "put(SMB://kahua-PO-LineList-SMB/outbox/PO_Listing_Facilities_2018-06-21-18-14-45-00.csv);PO_Listing_Facilities_2018-0
2018/06/21 15:16:22 Transfer: kB/sec=12.237 kBytes=9.056 seconds=0.74 transferID="SSH FTP-20180621_151620972-N" docDBTransferID="dcab5d03-6f6
2018/06/21 15:16:22 Result: "Success"
2018/06/21 15:16:22 SSH FTP: "quit()"
2018/06/21 15:16:22 End
    
```

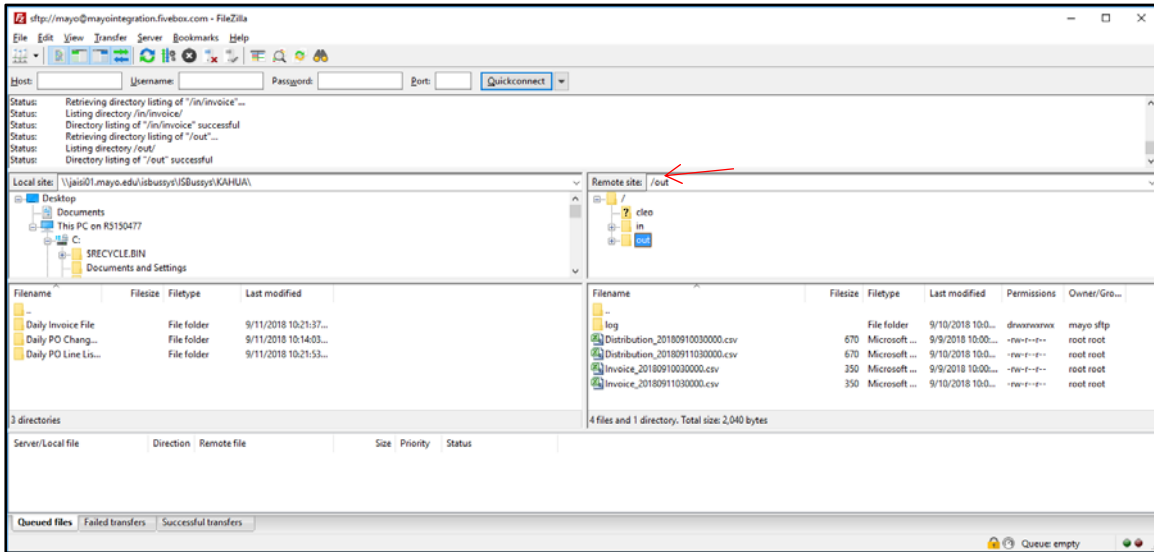
Cleo interface for Lawson to Kahua invoices and PO's will transfer to FileZilla. Daily Invoice File will be sent to folder "in/invoice" and the daily PO Line Listing & daily PO Change files will be sent to folder "in/po" and will automatically load to Kahua. Again, daily PO files will need to load first and then the invoice file. The "log" folders under invoice and po will contain any line items that did not load due to error, with a description of the error. Download FileZilla <https://filezilla-project.org/download.php>

After download:
 Launch FileZilla, connect to the following server:
 a. Server: [sftp://mayointegration.fivebox.com](https://filezilla-project.org/download.php)
 b. Username: mayo
 c. Password: lwiB9NLt1drtL2PO8umqqX43lwXO8
 d. Port: 22



KAHUA TO LAWSON:

Pay request vouchers will feed from Kahua daily creating two files in the “out” folder in FileZilla, distribution and invoice, and any pay requests with errors will be in the “log” folder. Distribution file will be renamed “ap_kah_dstrb_in.csv” and invoice file will be renamed “ap_kah_inv_in.csv” and will be transferred to the “cleo” folder (red arrow), which will load the pay request vouchers into Lawson.



Invoice File – Kahua to Lawson

Always 100	Vendor Number	Vendor Invoice Number	KAHX XXXX XX	Invoice Date, YYYYMMDD format	Combine vendor name & invoice #	Total Invoice Amount	Usually Blank	Always SERV	Always 1	Always 1	Always 1	
CVI - COMPANY	CVI-VENDOR	CVI-INVOICE	CVI-VOUCHER-NBR	CVI-INVOICE-DTE	CVI-DESCRIPTION	CVI-TRAN-INV-AMT	CVI-REMIT-TO-CODE	CVI-INCOME-CODE	CVI-RECORD-STATUS	CVI-POSTING-STATUS	CVI-HANDLING-CODE	
100	39097	196805	KAH0000002	20180819	RSP Architects	196805	79417.94	MC00	SERV	1	1	1
100	39097	195617	KAH0000001	20180527	RSP Architects	195617	22026.57	MC00	SERV	1	1	1

Distribution File – Kahua to Lawson

Always 100	Vendor Number	Vendor Invoice Number	Sequential Numbering of Payment items	Amount for each invoice line	Accounting Data Company	Accounting Data PAU	Accounting Data Account	Accounting Data Sub Account	Description for each invoice line	Project number	Last segment (6) of WBS
CVD-COMPANY	CVD-VENDOR	CVD-INVOICE	CVD-DIST-SEQ-NBR	CVD-ORIG-TRAN-AMT	CVD-DIST-COMPANY	CVD-DIST-ACCT-UNIT	CVD-DIST-ACCOUNT	CVD-DIST-SUB-ACCT	CVD-DESCRIPTION	CVD-ACTIVITY	CVD-ACCT-CATEGORY
100	39097	196805	1	65371.25	400	10000	1715	0	Architectural Design	PXSS18C0010	C0200
100	39097	196805	2	13996.25	400	10000	1715	0	Engineering	PXSS18C0010	C0400
100	39097	196805	3	50.44	400	10000	1715	0	Reimbursable	PXSS18C0010	C0250
100	39097	195617	1	22000	400	10000	1715	0	Program and Concept Design	PXSS18C0010	C0200
100	39097	195617	2	26.57	400	10000	1715	0	Reimbursable	PXSS18C0010	C0250

SOURCE CODE INTERFACE RULES (WILL BE INTERFACED FROM LAWSON TO KAHUA ON THE DAILY INVOICE FILES)

***** AD Source Code (Vendor Invoices)** - Vendors/contractors will send invoices through Kahua initiating a Pay Request, these Pay Requests will need to be financially coded and approved in Kahua and will be interfaced from Kahua to Lawson (AP520 Invoice/AP520 Distrib). Pay Requests processed in Kahua will also be assigned a unique voucher number starting with "KAH" and all "KAH" vouchers will be stored in a Kahua repository. After the "KAH" vouchers have been processed by AP, they will be interfaced from Lawson to Kahua on the daily invoice file, and no PO should be created in Kahua. Other vouchers (Non "KAH" prefix) are invoices approved in OnBase and will be interfaced from Lawson to Kahua on the daily invoice file and if there is NO matching PO# in Kahua, then Kahua would create a PO# and populate that PO# with the voucher number. ***For integrated projects source code and voucher number will be cleared, so no PO# is created in Kahua.**

***** C2 Source Code (Miscellaneous A/R - Refunds)** - These source codes will have no Voucher or PO#, Kahua would have to create PO#.

***** CX (Invoice Adjustment/Cost Transfer)** - similar notes to AD source code above. If non "KAH" voucher number and no PO# match, then Kahua would create a PO# and populate that PO# with the voucher number.

***** IS Source Code (Issued/Warehouse Inventory)** - These source codes will have no Voucher, Invoice number, or PO#, Kahua would have to create PO# **(What about invoice number?)**.

***** JE Source Code (Journal Entry)** - These source codes will have no Voucher, Invoice number or PO#, Kahua would have to create PO# **(What about invoice number?)**.

***** N1 thru N9 & NL Source Codes (Misc. Bills/Catering/Meals/Trips/Etc.)** - These source codes will have no Voucher, but in a few cases will have a PO# or Invoice number, if not, Kahua would have to create PO# **(What about invoice number?)**.

***** RP Source Code (Customer Payment)** - These source codes will have no Voucher or Invoice number, but in a few cases will have a PO#, if not, Kahua would have to create PO# **(What about invoice number?)**.

***** RR Source Code (Requisition Return/Warehouse Returns)** - These source codes will have no Voucher, Invoice number or PO# **(What about invoice number?)**, Kahua would have to create PO#.

***** S1 thru S9 Source Codes (Standard Journal Entries)** - These source codes will have no Voucher, Invoice number, or PO# **(What about invoice number?)**, Kahua would have to create PO#.