Office of State Procurement

Fiscal Year End Closeout

Agency Training

Objectives/Topics

- Creating a Lead Time Shopping Cart
- Creating a Change Order on a PO issued by OSP
- How to complete a Change Order Form
- Open Encumbrance Report
- How to check the Rollover Flag on a PO
- How to check the Remaining Balance on a PO
- Unencumbering VS. Cancelling a PO
- Shopping Carts submitted to OSP for Renewal
- Agency Purchase Order Renewal Request Form
- Fiscal Year End Language on Shopping Carts

Creating a Lead Time Shopping Cart

This procedure is used to create a shopping cart in the current fiscal year on which deliveries will occur in the next fiscal year.

For example - if you are sending OSP a shopping cart in FY19, but it is for a blanket order or a 1-time shipment that will occur on or after July 1, (FY20) - it needs to be a Lead Time shopping cart.

Creating a Lead Time Shopping Cart

Helpful Hints

The creation of a Lead Time shopping cart is performed in the current fiscal year in preparation for the procurement of goods and services that will be encumbered in the next fiscal year's budget.

On a Lead Time shopping cart:

- Valid accounting data for the new fiscal year should be used on a Lead Time shopping cart.
- No pre-encumbrance will be created when using a 'Request Date' in the next fiscal year. (July 1 or later)

Creating a Lead Time Shopping Cart

Helpful Hints

- If a Lead Time shopping cart is created **before** June 30th but the Purchase Order has not been set to an "ordered" status **by** June 30th, the Purchase Order cannot be completed until after the new fiscal year budget load, (typically some time in August) as the document will fail budget check.

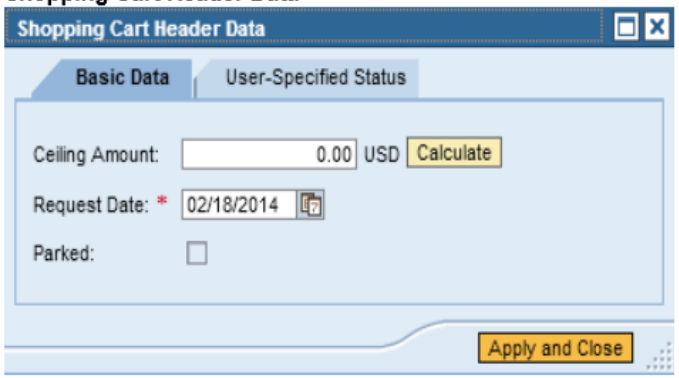
- Let's take a look at how to set the Request Date, in order to create a Lead Time shopping cart …

Creating a Lead Time Shopping Cart

Helpful Hints

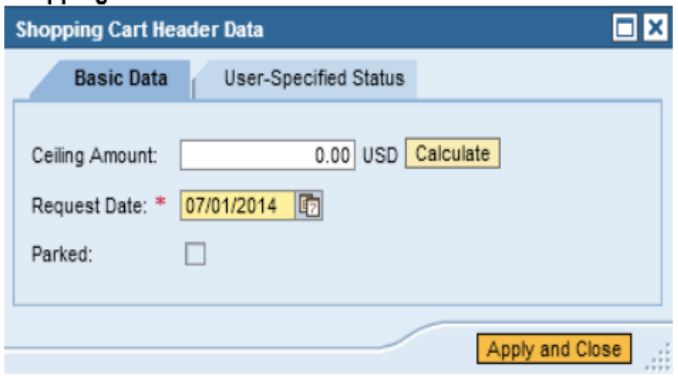
Next, at the **Header Data:** click the **Values** Values link.

Shopping Cart Header Data



Under the Basic Data tab, enter the **Request Date,** "07/01/2014". Or, use the Calendar Match Code icon to select it. The date will always be the first date of the next fiscal year.

Shopping Cart Header Data



After the **Request Date** has been entered, click the Apply and Close button.

Create Shopping Cart

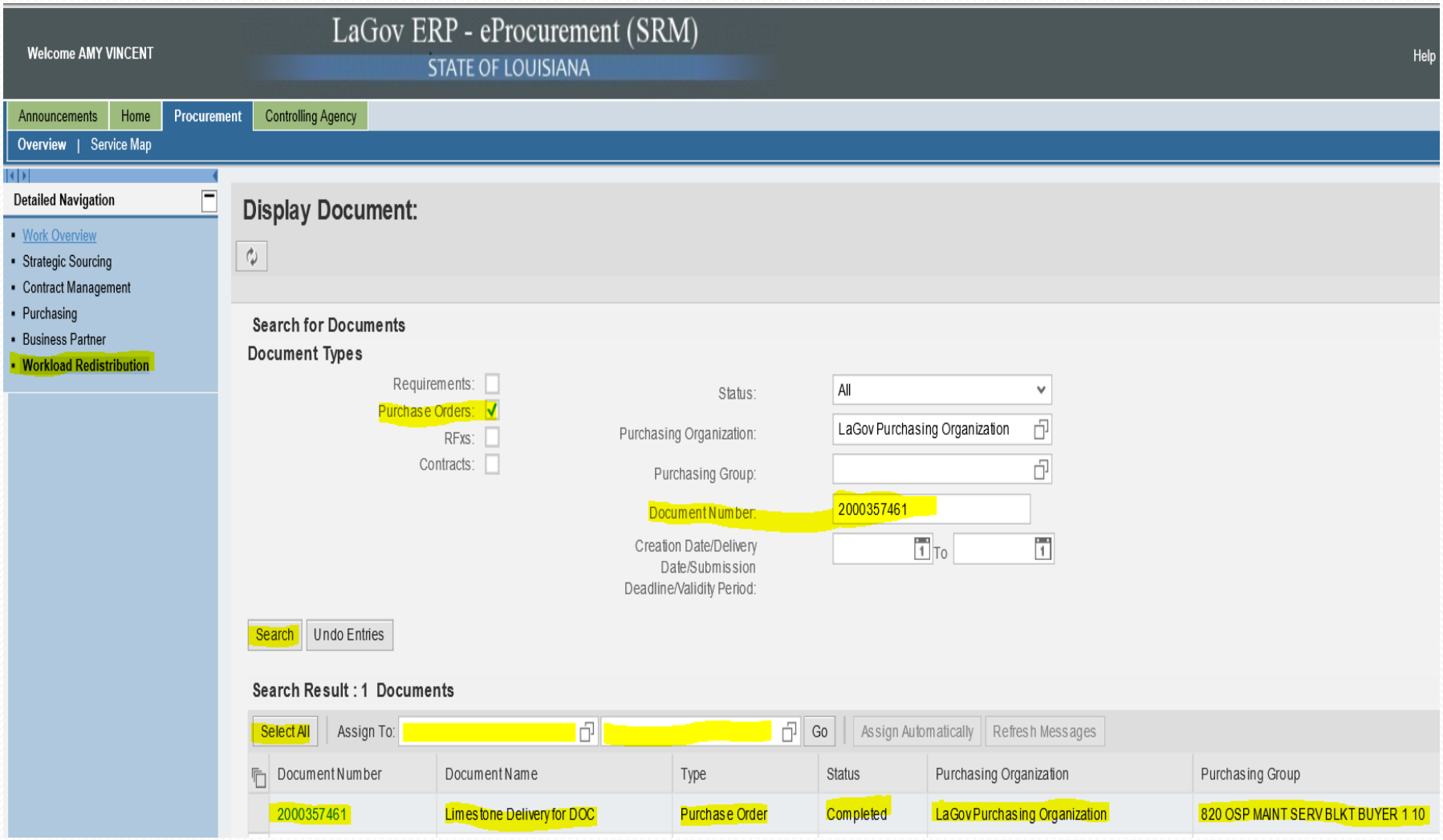
After the **Request Date** has been set for the next fiscal year, you should receive the warning: 'Request date is in the future.'

Change Orders & Workload Redistribution

The first step for an agency to create a change order on a PO that was issued by OSP, is to Workload Redistribute the Purchase Order back to yourself in LaGov so that you will have the Edit function, and can make the necessary changes on the PO.

1) Under Detailed Navigation, select Workload Redistribution.
2) Select Purchase Order by checking the appropriate box.
3) Delete any information that populates in the Purchasing Group field.
4) Enter the Purchase Order No. you wish to make changes to in the Document Number field.
5) Click Search.
6) When the PO information pulls up, click “Select All” to select all lines.
7) Click the matchbox in the first field by “Assign To” and choose “LaGov Purchasing Organization”.
8) In the second “Assign To” field, enter your 3-digit Agency Number, followed by your first and last name (Ex: 820 Amy Vincent), then click “Go”.
9) You should receive a green checkmark at the top saying “Processing of the documents has been completed” and your info listed as the Purchasing Group.

Workload Redistribution



How to Create a Change Order on a Purchase Order Issued by OSP

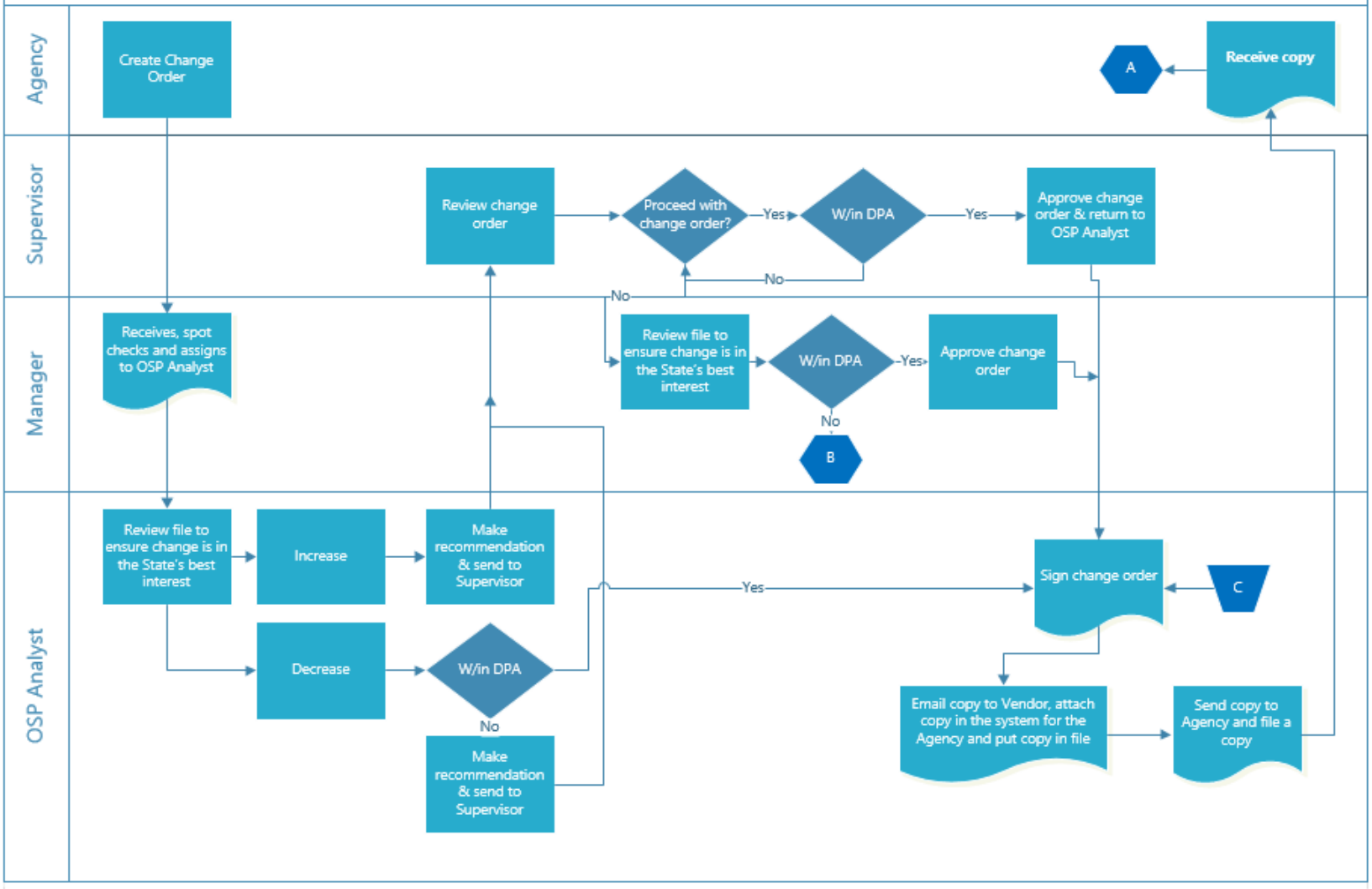
- Please review LaGov Help Script Change Purchase Order Processed by OSP-Purchasing for detailed steps that outline this multi-step process:
  1. Workload Redistribution will need to be performed.
  2. Make the necessary changes to the PO.
  3. Complete Change Order Form.
  4. After all changes are made, click 'Save'.
  5. Click 'Edit' and change the P-Group back to OSP P-Group.
  6. Click '**Order**'. (Do not click 'Save' after changing the P-Group)
- IMPORTANT NOTE: If you change the P-Group and SAVE the changes, you will no longer have the "EDIT" button to order the Purchase Order. The Purchase Order will be locked at a "SAVED" status. If this happens, you will need to contact LaGov in order to push the Purchase Order back to you.

After you change the P-Group to OSP, (Step 5 on previous slide)

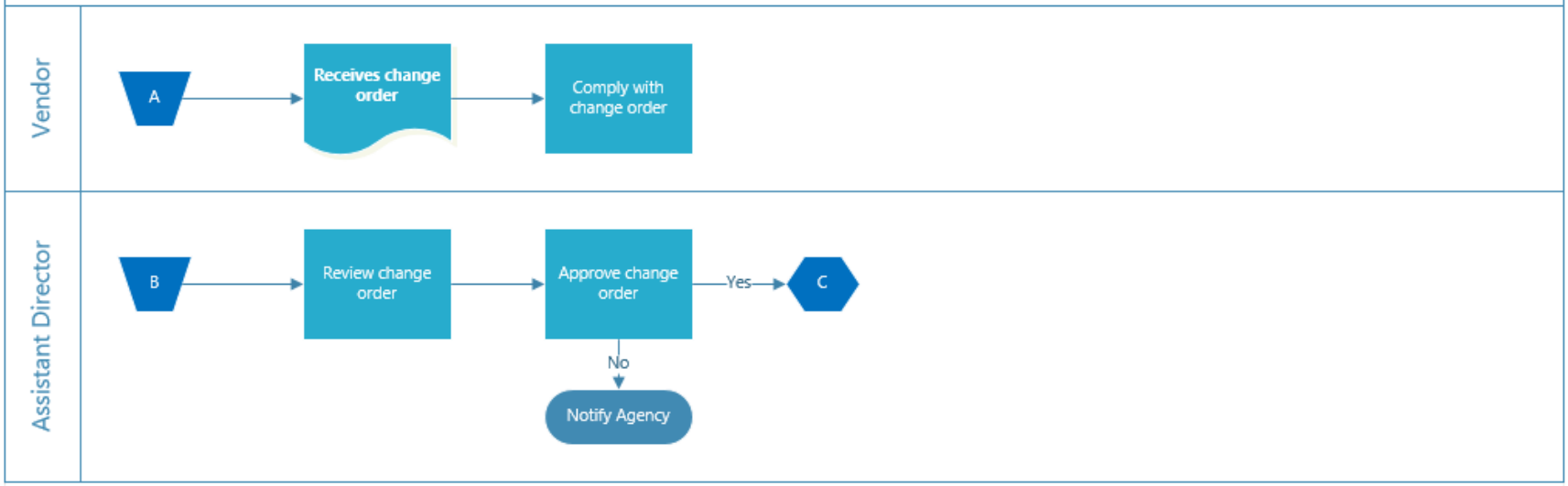
DO NOT CLICK "SAVE" !!!

If you do, you will no longer have an "Edit" button and will not be able to make any further changes, including "Ordering" the PO to build an approval to OSP.

Change Order OSP Flow Chart



Change Order OSP Flow Chart



Change Order Form

Change Order Form

Date: _____ Agency: _____

Vendor Name: _____ Agency Contact: _____

Purchase Order No: _____ Phone No: _____

Change Version No._____ Email: _____

- Please note all changes being requested on the Purchase Order

Line No.	New Qty.	UOM	Unit Price	Extended Total / New

- If additional space is needed for more lines, please attach a second form

Old PO Total $ _____ New PO Total $ _____ Difference: $_____

REASON FOR CHANGE(S):

Completed Change Order Form

Change Order Form

Date: 2/26/19

Agency: Agency Name

Vendor Name: Ice Cream Co

Agency Contact: Amy Vincent

Purchase Order No: 2000123456

Phone No: (225) 342-8033

Change Version No. 1

Email: Amy.Vincent@la.gov

- Please note all changes being requested on the Purchase Order

Line No.	New Qty.	UOM	Unit Price	Extended Total / New
1	60,000	Pints	1.51	90,600.00

- If additional space is needed for more lines, please attach a second form

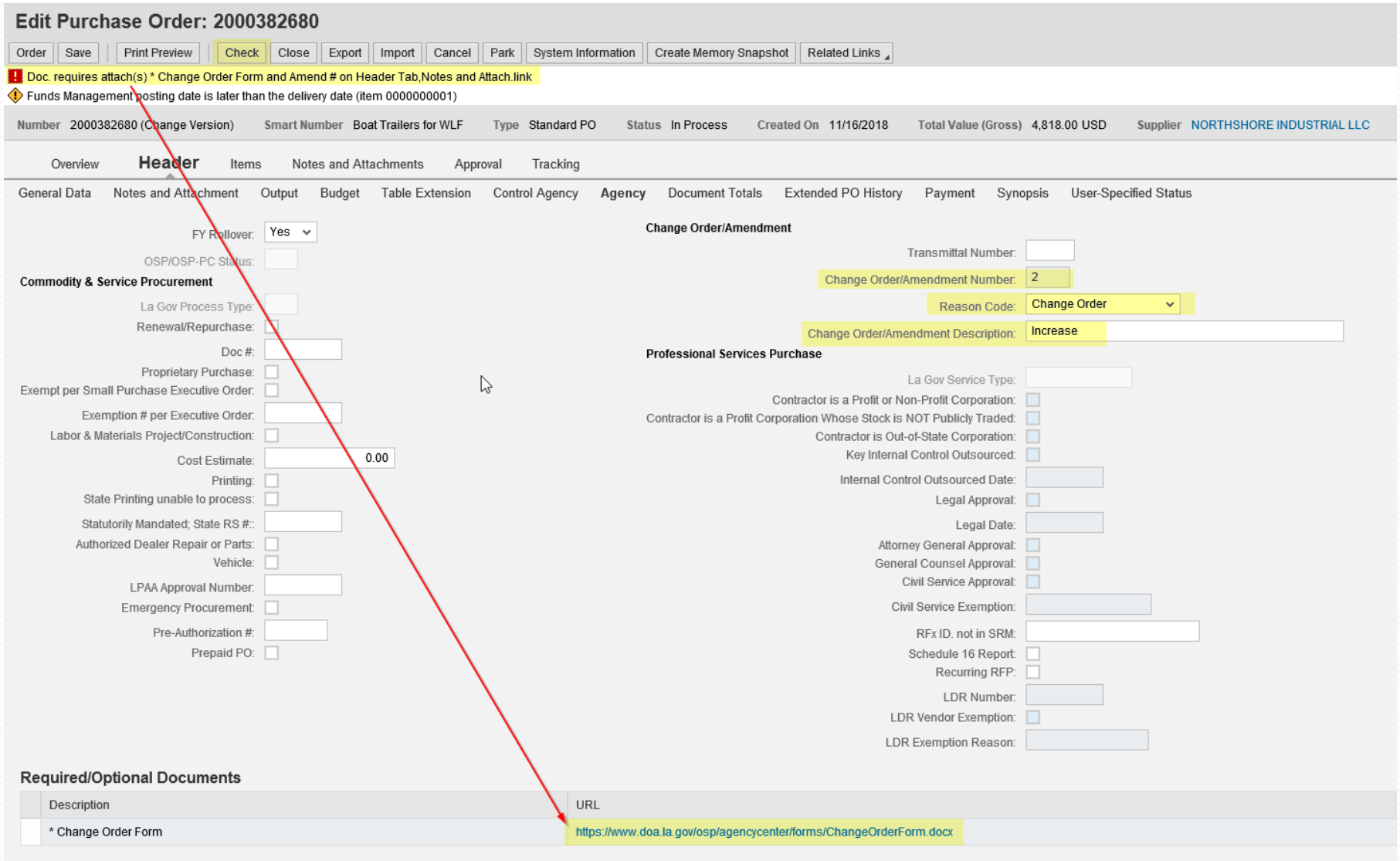
Old PO Total $ 151,000.00 New PO Total $ 90,60.00 Difference: $ (60,400.00)

REASON FOR CHANGE(S):
Usage of contract decreased, need to reduce quantity to liquidate remaining balance.

Change Orders

- All Change Order submissions must include a completed Change Order Form. Change Order Forms clarify exactly what is being changed, are necessary for historical file documentation and audit purposes, and create a smoother approval process.
- For ProAct, click the Change Order box under the submittal tab. A blank form will populate. This can be completed and attached to the ProAct transmittal on the Submittal screen.
- For LaGov, the Change Order Form can be found on the PO under Header / Agency tab. LaGov automatically populates the Change Order number. Select Reason Code: “Change Order”, enter the Description, and press Check. The link to the Change Order Form will populate at the bottom. Complete the form and upload under Header – Notes and Attachments tab.

Change Orders



Change Orders

Number 2000395834 Smart Number O & M Bayou Bonfouca - DEQ Type Standard PO Status Ordered Created On 07/01/2019 Total Value (Gross) 319,542.00 USD Supplier SEMS INC

Overview **Header** Items Notes and Attachments Approval Tracking

General Data **Notes and Attachment** Output Budget Table Extension Control Agency Agency Document Totals Extended PO History Payment Synopsis User-Specified Status

▼ Notes

Clear Filter Settings

Category	Description
Rejection Text Hdr	-Empty-
Supplier Text	Purchase Order Documents Include:Attachment A - Spe...
Internal Note	-Empty-
Supplier Remarks	-Empty-
Synopsis Description	-Empty-
Published Contract Desc	-Empty-

▼ Attachments

Add Attachment Edit Description Versioning Delete Create Profile Filter Settings

Attachment Type	Approval Status	Date	C.O./Amend. No	Category	Description	File Name	Version	Processor	Visible Internally only	Checked Out	Type	Size (KB)	Changed by	Changed on
				Standard Attachment	Exhibit B - Site Visit Sign in Sheet - Page 1	Exhibit B -Site Visit Sign in Sheet - Page 1.doc.docx	1		√		docx	19	P00294313	12/19/2018
				Standard Attachment	Exhibit A - Site Visit Hold Harmless - Page 1	Exhibit A -Site Walk Hold Harmless.doc	1		√		doc	26	P00294313	12/19/2018
				Standard Attachment	Attachment D - Online Bidding Instructions - Pages 1-11	Attachment D - Online Bidding Instructions - Pages 1-11.docx	1		√		docx	579	P00294313	12/19/2018
				Standard Attachment	Attachment C - Experience Table - Page 1	Attachment C - Experience Table - Page 1.docx	1		√		docx	15	P00294313	12/19/2018
				Standard Attachment	Attachment B - Specifications - Pages 1-16	Attachment B - Specifications - Pages 1-16.docx	1		√		docx	54	P00294313	12/19/2018
				Standard Attachment	Attachment A - Special Terms and Conditions - Pages 1-17	Attachment A - Special Terms and Conditions - Pages 1-17.docx	1		√		docx	104	P00294313	12/19/2018
				Standard Attachment	Revised Attachment B - Specifications - Pages 1-16	Revised Attachment B - Specifications - Pages 1-16.docx	1		√		docx	56	P00294313	12/21/2018
				Standard Attachment	Addendum No. 1 - Pages 1-2	Addendum No. 1 - Pages 1-2.docx	1		√		docx	44	P00294313	12/21/2018
				Standard Attachment	Addendum No. 2 - Pages 1-3	Addendum No. 2 - Pages 1-3.docx	1		√		docx	42	P00294313	01/24/2019
				Standard Attachment	Attachment A - Special Terms and Conditions - Pages 1-10	Attachment A - Special Terms and Conditions - Pages 1-10.docx	1				docx	91	P00294313	02/06/2019

Required/Optional Documents

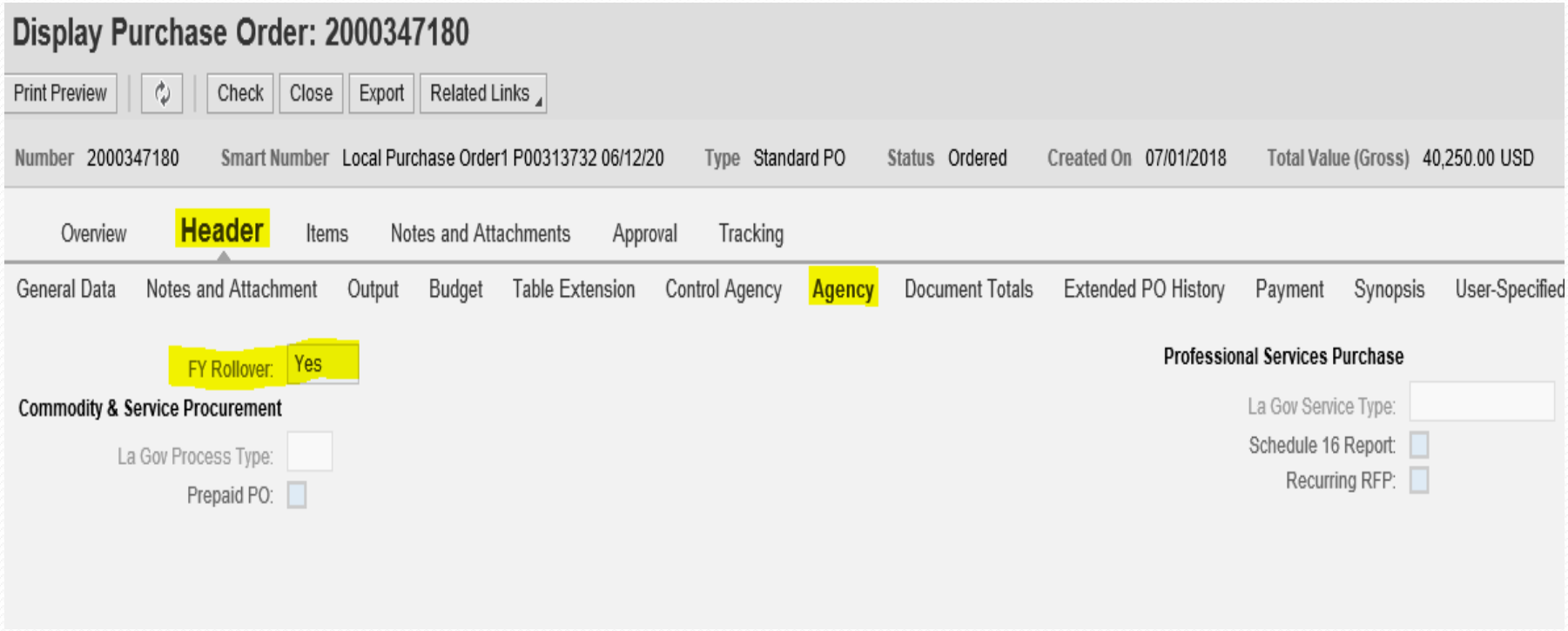
Description	URL

How to Check the Rollover Flag on a Purchase Order

- Purchase Orders automatically have FY Rollover flag selected as "Yes" when Purchase Orders are created.
  - **Please Note:** It is the Agency's responsibility to submit a Change Order and change the rollover flag from "Yes" to "No", if they do not wish to roll the funds over to the next fiscal year.
  - We DO still need a Change Order form filled out and attached, because there is no way for us to determine this is the only thing you are changing without it. We cannot approve any Change Order without knowing what we are approving.
- Open the Purchase Order through Advanced Search.
- Once in the Purchase Order, Select the Header tab, then the Agency tab. This is where the FY Rollover flag is located.

How to Check the Rollover Flag on a Purchase Order

When doing a Change Order to change the Rollover Flag, this is where you will change it from “Yes” to “No”, via a drop-down selection. Once this has been done, your funds will not rollover to the next fiscal year.



Checking Open Encumbrance Report

LaGov Data Warehouse eProcurement reports available to assist with agency review are:

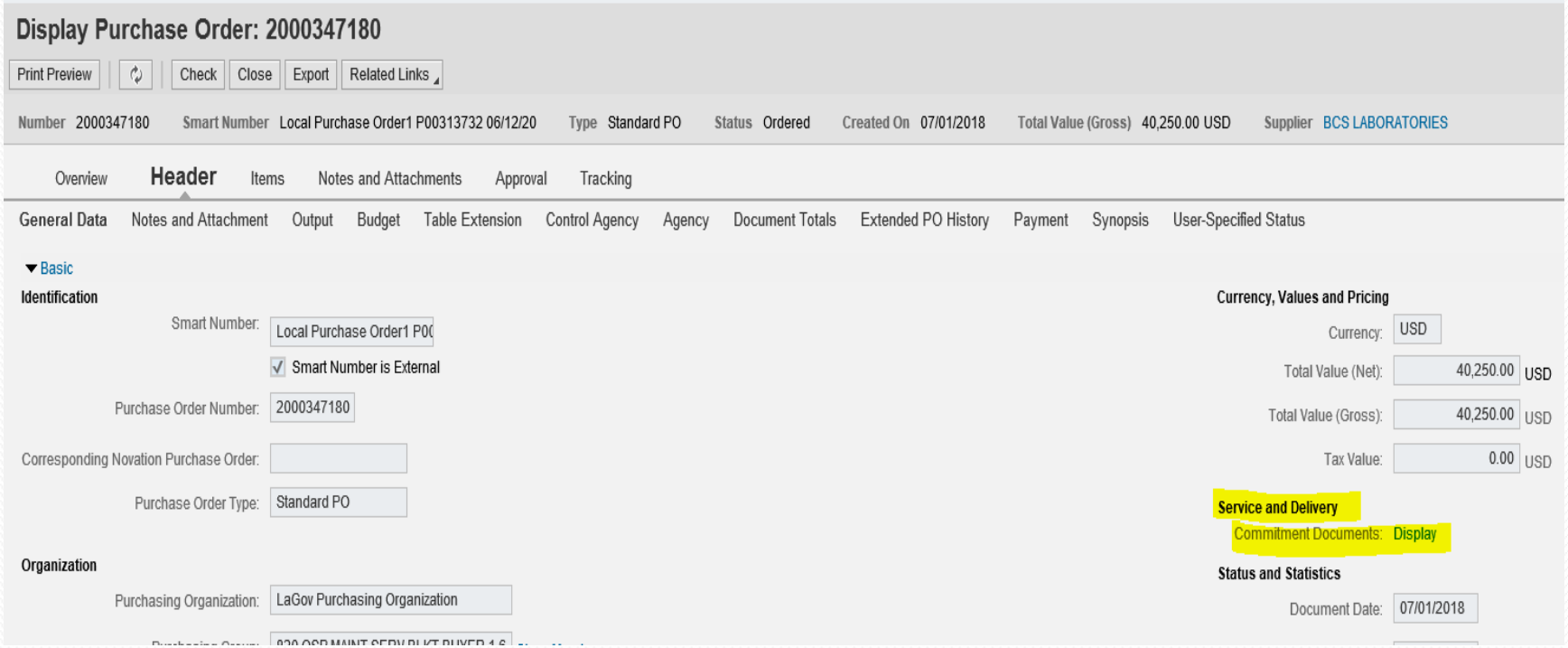
- Shopping Carts with Open Pre-encumbrances

Core Component (ECC) report available to assist with agency review:

- ZFI1763 – Open Pre-Encumbrance / Encumbrance Report

How to Check the Remaining Balance on Purchase Orders

- Open the Purchase Order through Advanced Search
- Under the header tab, you will see **Service and Delivery** Commitment Documents: Display as highlighted below. You will click **Display**

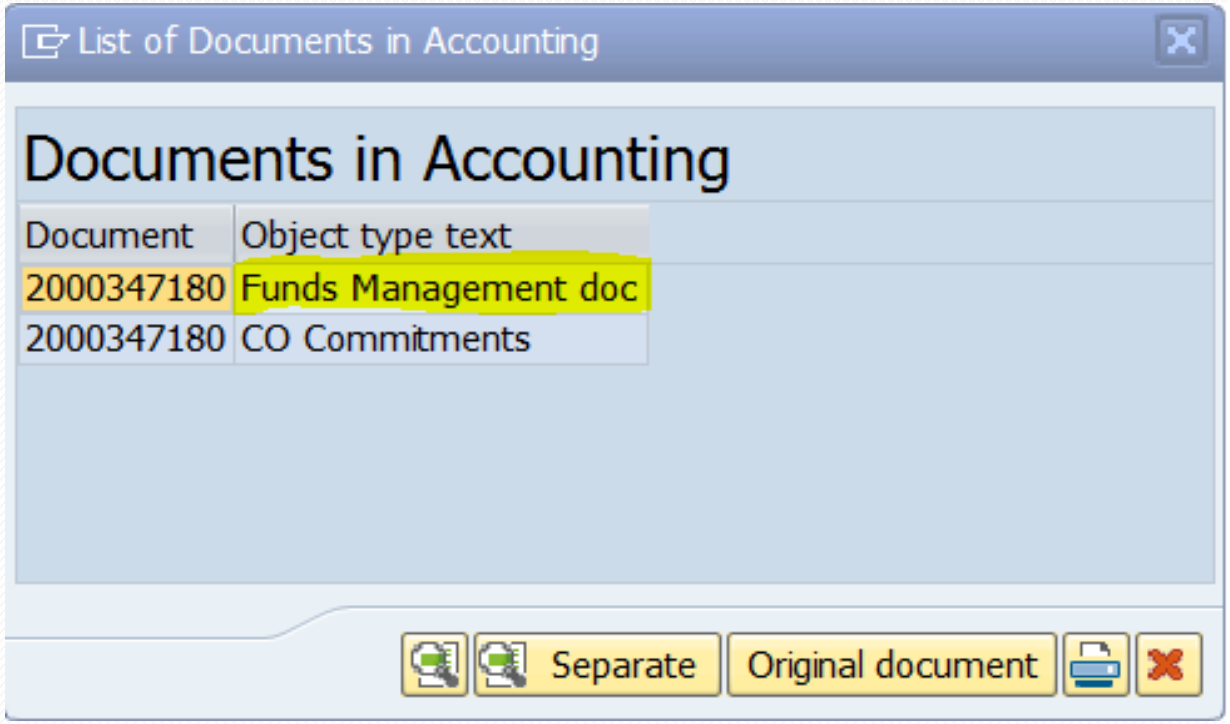


How to Check the Remaining Balance on Purchase Orders

Once you click on Display, a box will come up and you should always select “Allow”.

How to Check the Remaining Balance on Purchase Orders

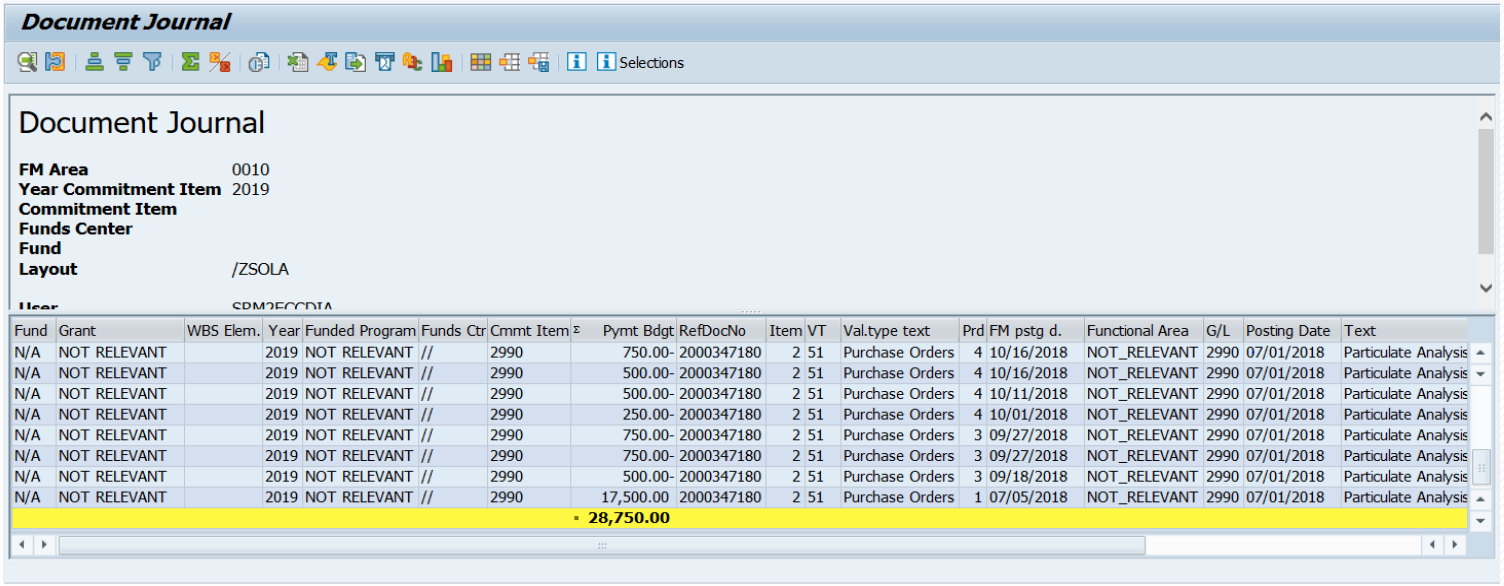
- A new box will pop up entitled “Documents in Accounting”, which will have two options to choose from. You will choose “Funds Management doc”. Click twice to open.



How to Check the Remaining Balance on Purchase Orders

After selecting “Funds Management doc”, there will be a screen labeled “Document Journal” where you will check the remaining balance on the PO.

Scroll to the end of the document to see a yellow highlighted row with a dollar amount. This number is the amount of money left encumbered on the PO.



Document Journal

Selections

Document Journal

FM Area 0010
Year Commitment Item 2019
Commitment Item
Funds Center
Fund
Layout /ZSOLA

Fund	Grant	WBS Elem.	Year	Funded Program	Funds Ctr	Cmmt Item	Σ	Pymt Bdgt	RefDocNo	Item	VT	Val.type text	Prd	FM pstg d.	Functional Area	G/L	Posting Date	Text
N/A	NOT RELEVANT		2019	NOT RELEVANT	//	2990		750.00-	2000347180	2	51	Purchase Orders	4	10/16/2018	NOT_RELEVANT	2990	07/01/2018	Particulate Analysis
N/A	NOT RELEVANT		2019	NOT RELEVANT	//	2990		500.00-	2000347180	2	51	Purchase Orders	4	10/16/2018	NOT_RELEVANT	2990	07/01/2018	Particulate Analysis
N/A	NOT RELEVANT		2019	NOT RELEVANT	//	2990		500.00-	2000347180	2	51	Purchase Orders	4	10/11/2018	NOT_RELEVANT	2990	07/01/2018	Particulate Analysis
N/A	NOT RELEVANT		2019	NOT RELEVANT	//	2990		250.00-	2000347180	2	51	Purchase Orders	4	10/01/2018	NOT_RELEVANT	2990	07/01/2018	Particulate Analysis
N/A	NOT RELEVANT		2019	NOT RELEVANT	//	2990		750.00-	2000347180	2	51	Purchase Orders	3	09/27/2018	NOT_RELEVANT	2990	07/01/2018	Particulate Analysis
N/A	NOT RELEVANT		2019	NOT RELEVANT	//	2990		750.00-	2000347180	2	51	Purchase Orders	3	09/27/2018	NOT_RELEVANT	2990	07/01/2018	Particulate Analysis
N/A	NOT RELEVANT		2019	NOT RELEVANT	//	2990		500.00-	2000347180	2	51	Purchase Orders	3	09/18/2018	NOT_RELEVANT	2990	07/01/2018	Particulate Analysis
N/A	NOT RELEVANT		2019	NOT RELEVANT	//	2990		17,500.00	2000347180	2	51	Purchase Orders	1	07/05/2018	NOT_RELEVANT	2990	07/01/2018	Particulate Analysis
								28,750.00										

Unencumbering vs. Cancelling a Purchase Order

If you are UNENCUMBERING / LIQUIDATING a PO, you are simply releasing any remaining funds that are left on the PO that you will no longer be using. You have received everything against the PO that you will need for that FY.

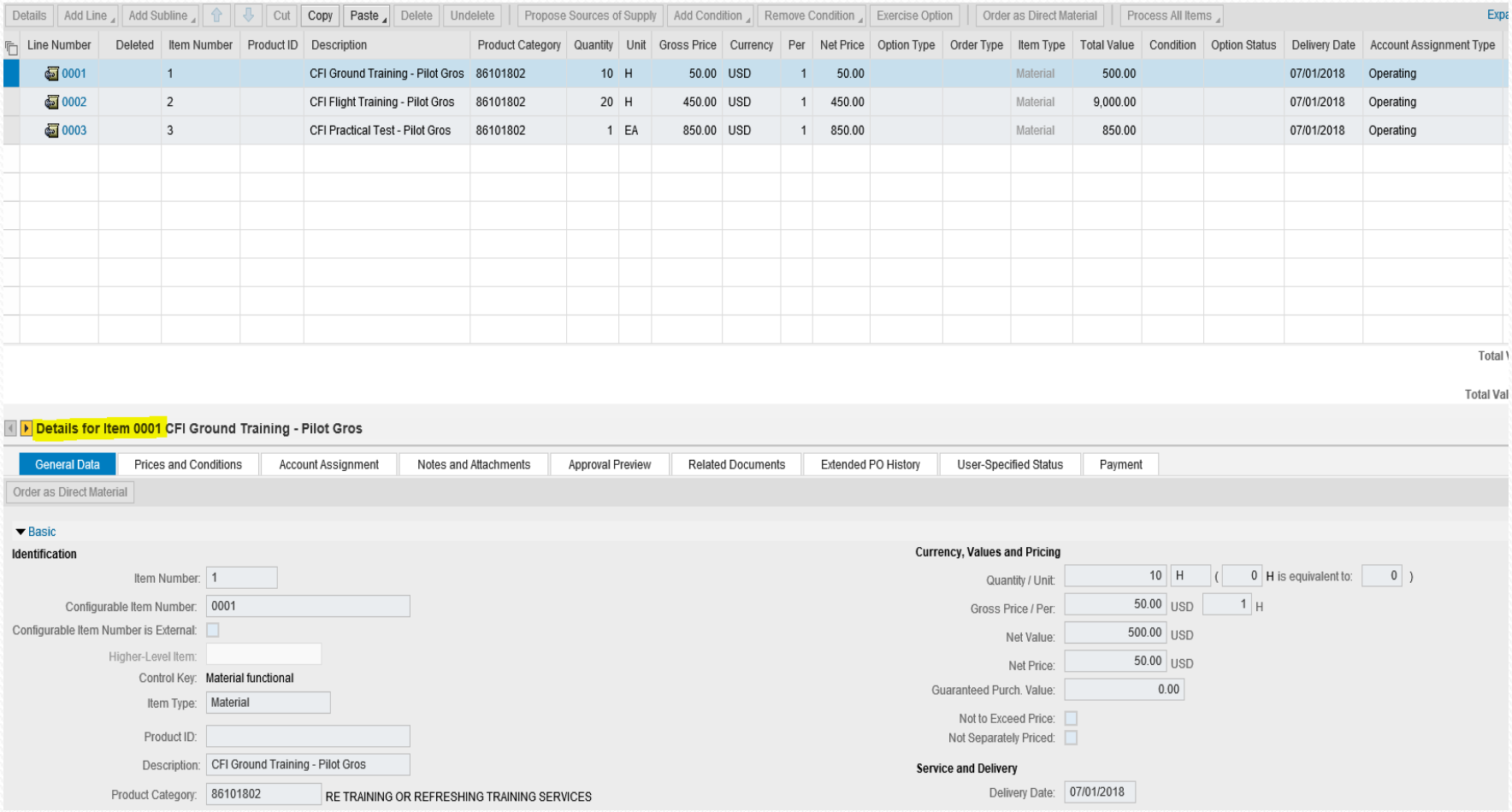
If you need to CANCEL a PO issued by OSP, then our office must be involved, as this usually means there was a problem of some sort – either the PO was not needed at all, there were issues with the vendor service, the award was made in error, etc.

Note: If you have receipts against a PO in the system, you cannot totally cancel it.

Unencumbering a Purchase Order

1. Workload Redistribute the PO to yourself in LaGov.
2. Pull up the PO in the system using Advanced Search.
3. Click “Edit” and then click on the “Items” tab. Select “Details” on the Line Item you wish to unencumber, to bring you to a view of the General Data for that Line.

Unencumbering a Purchase Order



Details | Add Line | Add Subline | Cut | Copy | Paste | Delete | Undelete | Propose Sources of Supply | Add Condition | Remove Condition | Exercise Option | Order as Direct Material | Process All Items

Line Number	Deleted	Item Number	Product ID	Description	Product Category	Quantity	Unit	Gross Price	Currency	Per	Net Price	Option Type	Order Type	Item Type	Total Value	Condition	Option Status	Delivery Date	Account Assignment Type
0001		1		CFI Ground Training - Pilot Gros	86101802	10	H	50.00	USD	1	50.00			Material	500.00			07/01/2018	Operating
0002		2		CFI Flight Training - Pilot Gros	86101802	20	H	450.00	USD	1	450.00			Material	9,000.00			07/01/2018	Operating
0003		3		CFI Practical Test - Pilot Gros	86101802	1	EA	850.00	USD	1	850.00			Material	850.00			07/01/2018	Operating

Total V

Total Val

Details for Item 0001 CFI Ground Training - Pilot Gros

General Data | Prices and Conditions | Account Assignment | Notes and Attachments | Approval Preview | Related Documents | Extended PO History | User-Specified Status | Payment

Order as Direct Material

Basic

Identification

Item Number: 1

Configurable Item Number: 0001

Configurable Item Number is External:

Higher-Level Item:

Control Key: Material functional

Item Type: Material

Product ID:

Description: CFI Ground Training - Pilot Gros

Product Category: 86101802 RE TRAINING OR REFRESHING TRAINING SERVICES

Currency, Values and Pricing

Quantity / Unit: 10 H (0 H is equivalent to: 0)

Gross Price / Per: 50.00 USD 1 H

Net Value: 500.00 USD

Net Price: 50.00 USD

Guaranteed Purch. Value: 0.00

Not to Exceed Price:

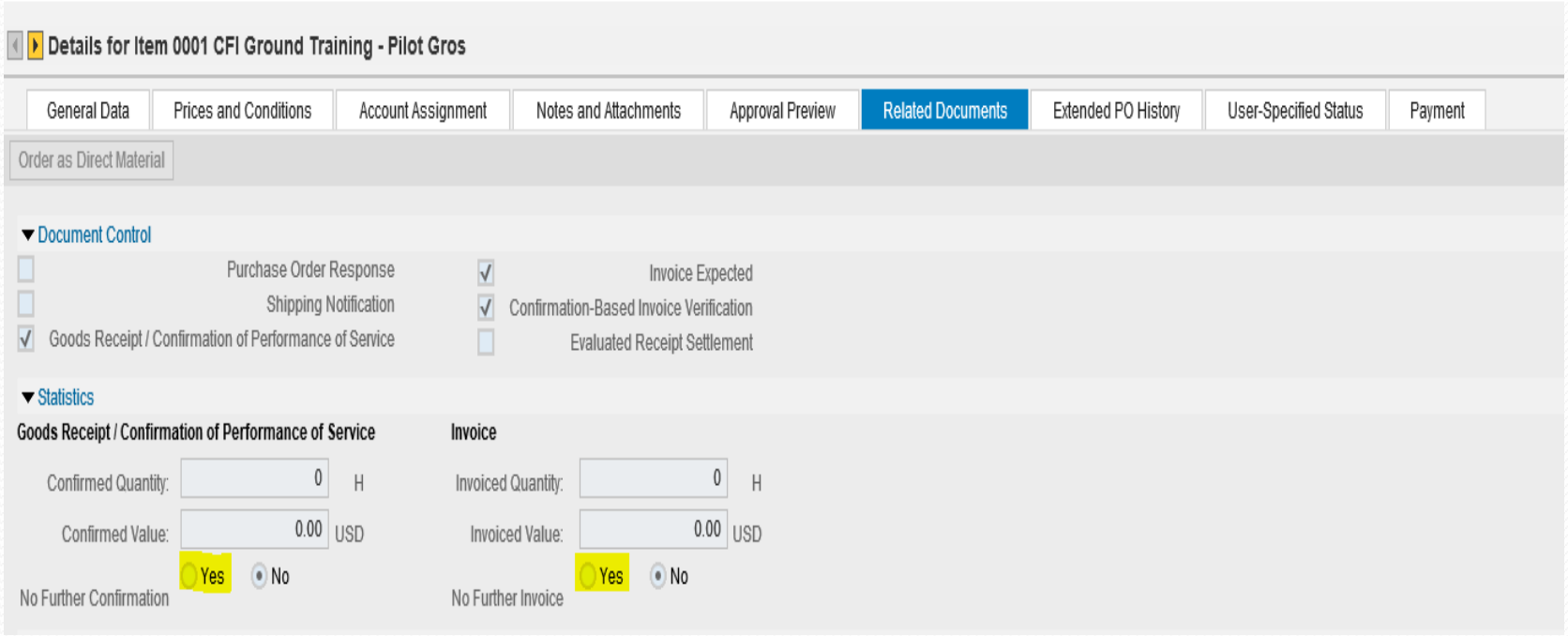
Not Separately Priced:

Service and Delivery

Delivery Date: 07/01/2018

Unencumbering a Purchase Order

4. Select the “Related Documents” tab. This is where you will change “No Further Confirmation” and “No Further Invoice” from “NO” to “YES” if you want to close out and unencumber any remaining funds on that line.



Unencumbering a Purchase Order

5. Repeat the previous steps for each line that has funds remaining that you need to unencumber.

6. Once all changes are completed, fill out a Change Order Form, attach the completed form in either Doc Tracking or Proact, and submit it back to OSP.

Shopping Carts Submitted to OSP for Renewal

How do I utilize a Renewal Option?

- If a Blanket Order PO was awarded with renewal options, near the end of the contract period (usually a few months before FY end), the agency will need to send in a new shopping cart for the next year, and reference the prior PO history by filling out the Agency Purchase Order Renewal Request form.
- Requests to renew a Blanket Order that was issued by OSP should always come to our office as a shopping cart, never as a PO.
- If a PO was issued by the Office of State Procurement, we are the only ones with authority to issue renewals of the contract.

Shopping Carts Submitted to OSP for Renewal

What happens if a vendor rejects the renewal?

- If a vendor rejects the option to renew a contract, OSP will notify the agency, and ask them if they want OSP to rebid the file. Sometimes agencies will want to make changes at this time, prior to rebidding.

What happens if we don't want to renew with this vendor?

- Agencies are not required to seek renewal with a vendor. However- OSP cannot prevent the vendor from submitting a bid on any rebid of the contract, unless the vendor is suspended from doing business with the state.

Shopping Carts Submitted to OSP for Renewal

Can I change anything on a Renewal?

- OSP can adjust quantities, delete lines (you cannot add new lines), or change certain minor things.

  (For example, if you are having decals printed with a new year needed on each year's contract, this can be stated in the specifications.)

- Any changes made need to be notated on the shopping cart when you send it to OSP, because these changes have to be included on the Renewal request letter that we send to the vendor.

Agency Purchase Order Renewal Request

AGENCY BLANKET ORDER TRACKING AND RENEWAL REQUEST

ORIGINAL P.O. # _____

CONTRACT PERIOD _____ (# OF MONTHS) _____

FIRST RENEWAL P.O. # _____

CONTRACT PERIOD _____ (# OF MONTHS) _____

FINAL RENEWAL SHOPPING CART # _____

CONTRACT PERIOD _____ (# OF MONTHS) _____

****

CONDITIONS FOR RENEWAL:

____PO has renewal options remaining, not to exceed 36 months

____Shopping Cart Pricing matches last Purchase Order pricing

____Any Quantity Changes requested are noted on the Shopping Cart

____Change Orders previously issued have been taken into account

____Agency was satisfied with Vendor's performance

____No specifications or scope of work have changed, no new lines added

ADDITIONAL COMMENTS: Approximate Annual $ Value: _____

_____

_____

_____

_____

Agency signature DATE

_____

Print Name & Job Title

_____

Email Address / Phone Number

Completed Agency Purchase Order Renewal Request

AGENCY BLANKET ORDER TRACKING AND RENEWAL REQUEST

ORIGINAL P.O. # 2000106405

CONTRACT PERIOD 7/01/17 – 6/30/18 (# OF MONTHS) 12

FIRST RENEWAL P.O. # 2000232143

CONTRACT PERIOD 7/01/18 – 6/30/19 (# OF MONTHS) 12

FINAL RENEWAL SHOPPING CART # 1000123456

CONTRACT PERIOD 7/01/19 – 6/30/20 (# OF MONTHS) 12

****

CONDITIONS FOR RENEWAL:

_X_ PO has renewal options remaining, not to exceed 36 months

_X_ Shopping Cart Pricing matches last Purchase Order pricing

_X_ Any Quantity Changes requested are noted on the Shopping Cart

_X_ Change Orders previously issued have been taken into account

_X_ Agency was satisfied with Vendor's performance

_X_ No specifications or scope of work have changed, no new lines added

ADDITIONAL COMMENTS: Approximate Annual $ Value: $428,500.00

Need to increase Line 3 by 100 cases due to higher usage.

Amy Vincent 3/01/19

Agency signature DATE

Amy Vincent, Manager

Print Name & Job Title

Amy.Vincent@la.gov 225-342-0274

Email Address / Phone Number

Fiscal Year End Language on Shopping Carts

End of FY delivery

- Due to fiscal year constraints, funding may be unavailable for payment for items not delivered by June 30. If delivery cannot be made in accordance with the order, vendor must advise the agency of inability to supply.

New FY delivery

- Any orders resulting from this solicitation will be paid with next FY funds, if appropriated by the legislature. Delivery cannot be made prior to July 1, and your bid prices must be firm for acceptance and delivery accordingly.

Office of State Procurement

OSP Main Phone Number:
225-342-8010

Professional Contracts Help Desk:
DOA-PChelpdesk@la.gov

Purchasing Helpdesk:
DOA-OSPhelpdesk@la.gov