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 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.

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 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

<table>
<thead>
<tr>
<th>Line No.</th>
<th>New Qty.</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Extended Total / New</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

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

Old PO Total $ ____________   New PO Total $ ____________   Difference: $ ____________

REASON FOR CHANGE(S):

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
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<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
# Change Order Form

**Date:** 2/26/19  
**Agency:**  
**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

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- Please note all changes being requested on the Purchase Order

<table>
<thead>
<tr>
<th>Line No.</th>
<th>New Qty.</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Extended Total / New</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>60,000</td>
<td>Pints</td>
<td>1.51</td>
<td>90,600.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Old PO Total</th>
<th>New PO Total</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>151,000.00</td>
<td>90,600.00</td>
<td>(60,400.00)</td>
</tr>
</tbody>
</table>

**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

#### Edit Purchase Order: 2000382680

<table>
<thead>
<tr>
<th>Overview</th>
<th>Header</th>
<th>Items</th>
<th>Notes and Attachments</th>
<th>Approval</th>
<th>Tracking</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Data</td>
<td>Notes and Attachment</td>
<td>Output</td>
<td>Budget</td>
<td>Table Extension</td>
<td>Control Agency</td>
</tr>
<tr>
<td>Commodity &amp; Service Procurement</td>
<td></td>
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<td></td>
<td></td>
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<td></td>
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<td>Cost Estimate:</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Proprietary Purchase:</td>
<td></td>
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<td></td>
<td>Exempt per Small Purchase Executive Order:</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Exemption # per Executive Order:</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Labor &amp; Materials: Project/Construction:</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Contractor is a Profit or Non-Profit Corporation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Contractor is a Profit Corporation Whose Stock is NOT Publicly Traded:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Contractor is Out-of-State Corporation:</td>
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<td>Kay Internal Control Outsourced:</td>
<td></td>
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<td></td>
<td></td>
<td>Contract Award Date:</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>Legal Approval:</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>Legal Date:</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Attorney General Approval:</td>
<td></td>
<td></td>
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<td></td>
<td>General Counsel Approval:</td>
<td></td>
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<td></td>
<td>Civil Service Approval:</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Civil Service Exemption:</td>
<td></td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>RFx ID: not in SRM:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Schedule 16 Report:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Recurring RFx:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>LDR Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>LDR Vendor Exemption:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>LDR Exemption Reason:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Required/Optional Documents

<table>
<thead>
<tr>
<th>Description</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Change Order Form</td>
<td><a href="https://www.doa.la.gov/ospl/agencycenter/forms/ChangeOrderForm.docx">https://www.doa.la.gov/ospl/agencycenter/forms/ChangeOrderForm.docx</a></td>
</tr>
</tbody>
</table>

*Doc requires attach(s) • Change Order Form and Amend # on Header Tab Notes and Attach Link

Funds Management posting data is later than the delivery data (item 0000000001)
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”.

Once the box appears, select “Allow” to proceed.
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.
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

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
<th>Product Category</th>
<th>Quantity</th>
<th>Unit</th>
<th>Gross Price</th>
<th>Currency</th>
<th>Per</th>
<th>Net Price</th>
<th>Option Type</th>
<th>Order Type</th>
<th>Item Type</th>
<th>Total Value</th>
<th>Condition</th>
<th>Option Status</th>
<th>Delivery Date</th>
<th>Account Assignment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>CFI Ground Training - Pilot Gros</td>
<td>86161802</td>
<td>10</td>
<td>H</td>
<td>50.00</td>
<td>USD</td>
<td>1</td>
<td>50.00</td>
<td>Material</td>
<td>Total Value</td>
<td>Operating</td>
<td>Material</td>
<td>500.00</td>
<td>07/01/2018</td>
<td>Operating</td>
<td></td>
</tr>
<tr>
<td>0002</td>
<td>CFI Flight Training - Pilot Gros</td>
<td>86161802</td>
<td>20</td>
<td>H</td>
<td>450.00</td>
<td>USD</td>
<td>1</td>
<td>450.00</td>
<td>Material</td>
<td>Total Value</td>
<td>Operating</td>
<td>Material</td>
<td>9,000.00</td>
<td>07/01/2018</td>
<td>Operating</td>
<td></td>
</tr>
<tr>
<td>0003</td>
<td>CFI Practical Test - Pilot Gros</td>
<td>86161802</td>
<td>1</td>
<td>EA</td>
<td>850.00</td>
<td>USD</td>
<td>1</td>
<td>850.00</td>
<td>Material</td>
<td>Total Value</td>
<td>Operating</td>
<td>Material</td>
<td>850.00</td>
<td>07/01/2018</td>
<td>Operating</td>
<td></td>
</tr>
</tbody>
</table>

**Details for Item 0001 CFI Ground Training - Pilot Gros**

<table>
<thead>
<tr>
<th>Currency, Values and Pricing</th>
<th>Quantity / Unit</th>
<th>Gross Price / Pcr</th>
<th>Net Value</th>
<th>Net Price</th>
<th>Guaranteed Parch. Value</th>
<th>Not to Exceed Price</th>
<th>Not Separately Priced</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10 H</td>
<td>50.00 USD</td>
<td>500.00</td>
<td>50.00 USD</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Service and Delivery</th>
<th>Delivery Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>07/01/2018</td>
</tr>
</tbody>
</table>
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.
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 Procurementment, we are the only ones with authority to issue renewals of the contract.
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.
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 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 items 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 # 100123456

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: $428,200.00

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

________________________
Amy Vincent
Agency signature

________________________
Amy Vincent, Manager
Print Name & Job Title

________________________
Amy.Vincent@ln.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