
Instructions for State Fiscal Year (SFY) Purchase Orders (May 2016)

Subject - Directions for SFY 2016 and 2017 Purchase Order (PO) Review and Processing

SFY 2017 POs will be available for entry in IRIS on Friday, June 10th.

We will not be using the SFY PO Rollover Review Button in IRIS this year. This button will appear from June 1st thru June 9th, but DVR staff members should ignore it and should not do anything with it. Don't be concerned if the button is accidentally selected, as this will not impact anything.

A meeting was held with Fiscal Experts and Supervisors on May 23rd to inform them of the process for this year. Please direct questions to your Fiscal Expert or Supervisor.

IRIS will be read only the evening of Thursday, June 30th and should be available to staff by mid-morning on Friday, July 1st. Communication will be sent to all DVR staff to notify when IRIS will be unavailable to allow the fiscal years to be adjusted in the system.

Summary of Instructions

Please see below for details on each topic.

- General year end information
- Choosing the state fiscal year for a PO
- SFY 2016 Order Information
- SFY 2017 Order Information
- PO Review Guidance
- Process for all Hire and I/TW Placement orders
- Reminder regarding length of order

General Information

- SFY 2017 Start Date: July 1, 2016.
- The SFY 2017 prefix for purchase order numbers will be VR17.
- All coding on the coding page will remain the same, including the FFY project code.
- After a PO is saved, the SFY will not be able to be changed. If you find the PO was set up in the wrong SFY, the PO must be cancelled and issued in the correct year.

Instructions for Choosing the State Fiscal Year for a PO

Please follow these rules, regardless of the end date and if the service crosses both state fiscal years.

Service starts prior to July 1st = SFY16 order

Service starts July 1st or later = SFY17 order

SFY 2016 Order Information

If the service begins or purchase occurs before July 1st, the order should be entered as a 2016 order regardless of the end date of the service. For services continuing past June 30th keep the 2016 order open and it will be converted to a 2017 order. You may continue to cancel, perform change orders and approve payments against 2016 orders through Friday, July 8th.

From July 11th through **a date that hasn't been determined yet**, you won't be able to make any changes to or cancel a 2016 order. Open SFY 2016 orders on July 11th will be converted to 2017. At this time, we cannot say when these orders will be available for change orders and payments; **an email to all DVR staff will be sent as soon as this is possible.**

SFY 2017 Order Information

On Friday, June 10th, staff may enter SFY 2017 orders into IRIS by selecting 2017 on the pull-down menu. Remember that 2017 orders are for services which start on or after July 1st. SFY 2017 orders for service providers with agreements beginning on July 1st will be available for entry as long as the agreement has been approved. Once the agreement has been approved, purchase orders for services beginning on or after July 1st can be approved.

PO Review Guidance

Use the Unliquidated Order To Do List in IRIS or [Excel listing on the V Drive](#) (updated each Monday and Wednesday) to review all open purchase orders.

Please do not cancel the PO if an invoice is expected. If not sure, you must contact either the vendor or consumer to ask. If a 2016 order is cancelled in error and an invoice arrives before July 8th you will need to enter a new 2016 order.

Frequent, year round review is important to clean up orders that will never be used. This ensures the amount of funds obligated by purchase orders accurately reflect our commitments.

Process for Job Development Hire, IPS Hire, Supported Employment Hire and I/TW Placement and Report Orders

Please do not reduce orders for services other than those listed

SFY 2016 JD/SE/IPS Hire and I/TW Report POs will be converted to 2017, including the orders reduced to \$1. After conversion to 2017, the orders can remain at \$1 and increased at the time of receiving.

For new orders after July 1st, enter the line at full amount prior to sending the order to the service provider and then reduce to \$1 to control encumbrance levels. The order will need to be increased at the time of receiving to allow the correct amount to be paid.

Reminder

Please Note: Policy has not changed regarding the length of time of an order. As stated in the Fiscal Practices Manual:

- Service dollars should be encumbered only as long as necessary to provide a service for a period not to exceed 3 months. Services which are expected to take longer than 3 months to deliver are to be written in increments, not to exceed 3 months.

Exceptions to the above policy:

- JD Plan and JD Hire should be authorized on one PO using two lines and for a period not to exceed 6 months. The PO may be extended for additional 6 month periods as needed.
- SE and IPS Hire should be authorized on one PO for a period not to exceed 6 months and may be extended for additional 6 month periods as needed.