

Instructions and Procedures for Consumer Purchases for Federal Fiscal Year (FFY) 17

(Updated: September of 2016)

Federal Fiscal Year (FFY) 2017 is from October 1, 2016, thru September 30, 2017.

IRIS Availability

Timeframe

The IRIS program will **not** be available to DVR staff for **any updates** from **5:00 PM on Thursday, September 29, through 5:00 AM on Monday, October 3**. It will, however, be available as "read only."

Background

This is due to the way we report data to the Rehabilitation Services Administration (RSA-911 report) and the manner the data is stored.

The reports we send to RSA contain data collected through September 30, 2016 (end of the FFY). The data entered into IRIS must be correct and must be stored exactly as submitted. If the data is not correct, we are required to make changes in the program in order to maintain correct data. By shutting down the system between these dates, we will be able to make necessary data corrections entered through September 29 and, therefore, have a snapshot of the correct data as of September 30, which is what we send to RSA.

Closures for FFY16

If you want your data entries for closures or any other IRIS activity to be included in the data for FFY16, please make sure you enter the data by **5:00 PM on Thursday, September 29, 2016**.

Questions?

If you have concerns with IRIS availability, contact Audrey Merten or Kristina Krizan (not the DWD IT Solutions Center/Help Desk).

DISCRETIONARY CONSUMER SERVICES

The following contains the instructions on how to handle FFY17 discretionary consumer services Purchase Orders (POs) for goods and services provided between 10/01/16 - 09/30/17.

Through September 30

Use FFY Project 44500VR30008_16 for all consumer purchases, regardless of when the service will occur. See below for continuing monthly or weekly services.

This includes retentions from hires that occurred prior to October 1st.

Beginning October 3

Use FFY Project 44500VR30008_17 for all services that are provided after October 1, 2016. FFY Project 44500VR30008_17 may not be used for services prior to October 1.

If a PO for services after October 1 can be done after that date, wait until October 3 to do so and use FFY Project 44500VR30008_17.

As always, if services are provided for a specific time period (i.e., semester, quarter, etc.), and the services begin in September, payment for the entire time period can be coded to FFY Project 44500VR30008_16. If the service is provided on a monthly or weekly basis, however, September services should be coded to FFY Project 44500VR30008_16, and the months of October and after should be coded to FFY Project 44500VR30008_17.

Complete by October 14

By October 14, staff should review all existing POs paying particular attention to:

- The HFBI orders created in 2015.
- Open POs on Closed Cases; refer to the Dashboard report for specifics.
- The Unliquidated Orders To Do List in IRIS utilizing the Order Begin Date and FFY Project filters to assist you in obtaining invoices OR correcting the FFY Project on FFY16 orders.

Enter new or create change orders for FFY16 POs.

Additional Instructions

- If you had decreased the authorized amount to \$1 in the IRIS system, be sure to increase the amount back to the proper amount for payment when doing receiving on the order.
- The PO numbering sequence (VR17...) will not change with the Federal Fiscal Year (it changes with the State Fiscal Year).

The above changes in process apply only to consumer POs and not to operational (administrative) expenses.