

SERVICE

PURCHASE ORDER

PROCEDURES

MANUAL

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SERVICE PURCHASE ORDER PROCEDURES OVERVIEW

Use these procedures for data entry of service type purchase orders (POs) for service contracts with vendors. Service contracts include consulting contracts and any contract for services with a vendor. Service contracts do not include contracts for goods or merchandise, or any other items purchased through the Office of Procurement Management.

Entry is done in the purchasing system (PS) module of the central accounting system. Entry screens include the PO header information (PH1) and PO line information (PL1) screens. Some maintenance activity, such as closing a service PO, is done on the PO line status selection (PLS) screen.

Inquiry can be done on any of the screens above, and on the PO header inquiry selection (PH1), or PO line inquiry selection (PL1) screens. In order to enhance inquiry selection, buyer ids have been assigned for each agency; see [section 31-110](#) of these procedures.

Some differences between a service PO and a PO for goods: 1) a service PO does not require entering a requisition; 2) agencies enter a service PO; 3) a service PO is not printed or sent to the vendor; 4) there is only one item number for service POs (CONTRACTS); 5) you can split coding on a service PO; and, 6) a service PO does not require entry of a receipt in order to match PO lines to an invoice for payment.

Invoices for payments on service contracts must be matched to the related service PO.

Service PO lines produce encumbrance entries that update the available funds file (AFF) in budgetary control (BC) and post to general ledger (GL). These encumbrances appear in the available funds report, as well as other reports, or Decision Support System (DSS) downloads. In addition, these encumbrances facilitate the carryover process, since encumbrance adjustments to encumber funds are not required at year-end for service PO lines. However, contract carryover requests must still be submitted; see Contract Carryover Process, [section 31-100](#).

SERVICE PURCHASE ORDER PROCEDURES ADDING A SERVICE PO HEADER

Adding a service PO header

To enter a service type PO, you must enter a header on the **PH1** screen, and a line (at least one) on the PL1 screen. To enter a header, type **PH1** in the NEXT FUNCTION field of any PS screen, and press Enter. The following screen would be displayed:

PS	PO HEADER INFORMATION	PH1
NEXT FUNCTION: _____	ACTION: _____	07/31/2013 11:57:36
REQUEST: _____	SAVE SHOW PAGE NO: _____	
=====		
BUY ENTITY : _____	PO NO. : _____	PO TYPE : _____
PO PRIORITY : _____	ORIG. CODE : _____	SERVICE : _____
PAY ENTITY : _____	VENDOR NO. : _____	VENDOR GROUP NO: _____
	OR SHORT NAME: _____	
BUYER ID : _____	INVOICE-TO CODE: _____	
GL EFF DATE : _____		
	DISPLAY DEFAULTS: _____	
SHIP-TO CODE: _____	SHIP-VIA CODE: _____	FOB CODE: _____
		PAYMENT TERMS : _____
INVOICE CONTROLS		
AUDIT METHOD : _____	DOCUMENT % TOL OVER: _____	DOCUMENT % TOL UNDER: _____
VENDOR MATCH REQD: _____	TAX/VAT AUTHORIZED : _____	FREIGHT AUTHORIZED : _____
ADDL COST AUTH : _____	PAYMENT BASIS : _____	ERS : _____
MRQ OVERRIDE : _____	CONTINUE TO PH2 : _____	

SERVICE PURCHASE ORDER PROCEDURES ADDING A SERVICE PO HEADER

Complete the following fields as indicated:

REQUEST = Blank, or **A** to add; **G** to get (inquire); **C** to change.

BUY ENTITY = **SRVC**

PO NO. = Formatted as follows: the current two-digit fiscal year; SC, indicating service contract; your two-digit department number, e.g., 01 for Executive Management. Use the remaining four digits to assign a numerical sequence number. All ten digits of the PO NO. must be used, for example: **14SC010123**.

PO TYPE = **V** to indicate vendor contract.

ORIG. CODE = Optional alphanumeric field for agency use.

SERVICE = **S** to indicate service.

PAY ENTITY = Four-digit agency pay entity.

VENDOR NO. and *VENDOR GROUP NO.* = The vendor number and group number (if any).

BUYER ID = The buyer id assigned to your agency. See [section 31-110](#) of these procedures.

DISPLAY DEFAULTS = Optional control field; allows you to display default values for vendor short name, PO number, and for the next four fields. Type any character in this field and press Enter.

INVOICE-TO CODE = **777**.

SHIP-TO CODE = **777**.

SHIP-VIA CODE = **BST** for best way.

FOB CODE = **DPP** for prepaid.

PAYMENT TERMS = **001**.

GL EFF DATE = GL effective date; it defaults to current system date. This date must be within the fiscal year indicated by the PO prefix (14 = 2014, 15 = 2015, etc). If you add a service PO for the next fiscal year, change GL EFF DATE to 07-01 of that fiscal year. For example, 07-01-2013 for FY2014.

SERVICE PURCHASE ORDER PROCEDURES ADDING A SERVICE PO HEADER

PS	PO HEADER INFORMATION	PH1
019 - ALL FIELDS ARE CORRECT		
NEXT FUNCTION: _____	ACTION: _____	07/31/2013 14:11:43
REQUEST: _____	SAVE SHOW PAGE NO:	
=====		
BUY ENTITY : SRVC	PO NO. : 14SC010123	PO TYPE : P
PO PRIORITY : 1	ORIG. CODE :	SERVICE : G
PAY ENTITY : 0110	VENDOR NO. : 12339765	VENDOR GROUP NO:
	OR SHORT NAME: INFORINC	
BUYER ID : 011	INVOICE-TO CODE: 777	
GL EFF DATE : 07/01/2013		
DISPLAY DEFAULTS: X		
SHIP-TO CODE: 777	SHIP-VIA CODE: BST	FOB CODE: DPP
SERVICE PURCHAS	BEST WAY	PAYMENT TERMS : 001
		PER INVOICE
INVOICE CONTROLS		
AUDIT METHOD : L	DOCUMENT % TOL OVER: .00	DOCUMENT % TOL UNDER: .00
VENDOR MATCH REQD: N	TAX/VAT AUTHORIZED : N	FREIGHT AUTHORIZED : N
ADDL COST AUTH : N	PAYMENT BASIS :	ERS : N
MRQ OVERRIDE :	CONTINUE TO PH2 :	

After the above fields have been completed, press Enter. If there are no errors, the PL1 screen would be presented.

SERVICE PURCHASE ORDER PROCEDURES ADDING A SERVICE PO LINE

Adding a service PO line

PS	PO LINE INFORMATION		PL1
NEXT FUNCTION: _____	ACTION: _____	07/31/2013 14:15:08	
REQUEST: _____	SAVE SHOW PAGE NO: _____		
=====			
BUY ENTITY : <u>SRVC</u>	PO NO. : <u>14SC010123</u>	PO LINE NO : <u>0001</u>	
BLANKET REL. : _____	RELEASE DATE: _____	SUB SRCE CD: _____	
PRT ITM SPCS: _____	PRT REQ SPCS: _____	PHRS TBL CD: _____	
CATALOG NO. : _____	ITEM NO. : _____	ECN : _____	
QUOTE NO. : _____	ITEM SEQ NO : _____	SERVICE CD : _____	
ITEM DSC : _____			
VEND ITM NO.: _____			
VEND ITM DSC: _____			
QUANTITY UOP: _____	UNIT PRICE : _____	PRICE TYPE : _____	
UOP : _____	SKU CONV FAC: _____	SKU : _____	
TAX/VAT CODE: _____	TAX/VAT COST: _____		
ADD COST CD : _____	ADD COST : _____		
CTRCT BEG DT: _____	CTRCT END DT: _____	FOLL-UP DT: _____	
VAR IND : _____	CNTRCT/PROP#: _____	CONTRCT DT: _____	
GL COMPANY : _____	GL ACCOUNT : _____	EFF DT: _____	
GL CENTER : _____	DISTRIB IND : _____		
PROJECT COMP: _____	PROJECT CODE: _____	ACCT RULE : _____	
SHIP-TO CODE: _____	SHIP-VIA CD : _____	FOB CODE : _____	
DSP DEFAULTS: <u> PASS</u> : _____	CONT TO PL2 : _____	RTP : _____	LINE STATUS: _____

The BUY ENTITY, PO NO., and PO LINE NO (beginning with 0001) are brought forward from PH1 when adding a line on PL1. The following fields are required, unless otherwise indicated:

REQUEST = Blank, or **A** to add; **G** to get (inquire); **C** to change.

DSP DEFAULTS = Optional control field; it allows you to display all previously defined default values. Type any character in the field and press Enter.

ITEM NO. = **CONTRACTS**.

SERVICE CD = **S** for service.

ITEM DSC = Defaults to SERVICE CONTRACTS; may be changed.

VEND ITM NO = May be entered to provide an agency-defined item number for the contract. When left blank, VEND ITM NO. defaults to ITEM NO.

VEND ITM DSC = May be entered to provide an agency description of the contract. For example, ACCOUNTING CONSULTING. When left blank, VEND ITM DSC defaults to ITEM DSC. **Tip:** If you type the contract number in this field, it will appear in the DESCRIPTION field on AP IWS or IMW screen.

QUANTITY UOP = 1 (NOTE: Partial payments can be made with a quantity of 1).

SERVICE PURCHASE ORDER PROCEDURES ADDING A SERVICE PO LINE

UNIT PRICE = Contract amount for the current fiscal year, or if more than one line, the amount associated with this line's coding. The total of all lines may not exceed the contract limit or the amount that could be paid in the current fiscal year. **NOTE:** A service contract that has already had payments made against it should be added only for the amount remaining on the contract for the current fiscal year.

UOP = EA.

CTRCT BEG DT = Date the contract begins (this should be specified in the contract).

CTRCT END DT = Date the contract ends (this should be specified in the contract).

Note: Related to contract carryovers, these dates must match the contract beginning and ending dates entered on the contract carryover form; see [section 31-100](#).

FOLL-UP DTE = May be used to indicate the date you would want to review this line.

CNTRCT/PROP# = The fifteen character **contract number assigned by the State Auditor's Office**, including dashes and spaces. For example, 0111-635-005 10.

CONTRCT DTE = The date the contract is signed.

GL COMPANY, GL ACCOUNT, GL CENTER

DISTRIB IND = May be used instead of company, account, and center. Type the three-digit mini-chart indicator as established on the AP mini-chart of accounts (MCA) screen. (See the [AP module procedures manual](#), section 25-366.)

After completing all necessary fields, press Enter.

SERVICE PURCHASE ORDER PROCEDURES ADDING A SERVICE PO LINE

If you receive a funds not available message, type **Y** in the PASS field, and press Enter. The PO line will be placed in the budgetary control exception queue (BCQ). After taking necessary actions to resolve the funds exception (e.g., change coding, do an expenditure correction, initiate a budget transfer, etc), contact the Bureau of Finance and Management to remove the line from the BCQ.

After completing the required fields, press Enter. If there are no errors, the screen will be ready to enter another line. You may split the coding to as many company, account, centers as needed.

A completed PL1 screen:

```

019 - ALL FIELDS ARE CORRECT
NEXT FUNCTION: _____ ACTION: _____ 07/31/2013 14:15:08
REQUEST: _____ SAVE SHOW PAGE NO: _____
=====
BUY ENTITY : SRVC          PO NO.      : 14SC010123    PO LINE NO : 0001
BLANKET REL.:              RELEASE DATE:          SUB SRCE CD:
PRT ITM SPCS: Y           PRT REQ SPCS: N       PHRS TBL CD:
CATALOG NO. :             ITEM NO.      : CONTRACTS     ECN         :
QUOTE NO.   :             ITEM SEQ NO :              SERVICE CD : G
ITEM DSC    : CONTRACTS; FOR USE WITH SERVICE POS ONLY
VEND ITM NO.: CONTRACTS
VEND ITM DSC: CONTRACTS; FOR USE WITH SERVICE POS ONLY
QUANTITY UOP: 1           UNIT PRICE  : 50000.00    PRICE TYPE :
UOP         : EA          SKU CONV FAC: 1.0000000    SKU        : EA
TAX/VAT CODE:             TAX/VAT COST:
ADD COST CD :             ADD COST      :
CTRCT BEG DT: 07/01/2013  CTRCT END DT: 06/30/2014  FOLL-UP DT: 06/01/2014
VAR IND     :             CNTRCT/PROP#: 0111-635-005 10  CONTRCT DT: 06/15/2013
GL COMPANY  : 6010        GL ACCOUNT  : 52040400      EFF DT: 07/01/2013
GL CENTER   : 0111301635  DISTRIB IND :
PROJECT COMP:             PROJECT CODE:          ACCT RULE  : 02
SHIP-TO CODE: 777        SHIP-VIA CD : BST          FOB CODE   : DPP
DSP DEFAULTS: X PASS :   CONT TO PL2 : RTP :          LINE STATUS: 1
  
```

SERVICE PURCHASE ORDER PROCEDURES SERVICE PO COMMENTS

You may add, change, or delete comments to a service PO by using the PO header and line comments (PCM) screen. Type PCM in the NEXT FUNCTION field of any AP or PS screen, and press Enter. The PCM screen would be presented:

PS	PO HEADER AND LINE COMMENTS				PCM
NEXT FUNCTION: _____		ACTION: _____		07/31/2013	14:22:07
REQUEST: _____		SAVE SHOW PAGE NO: _____			
=====					
BUY ENTITY: SRVC PO NO: 14SC010123 BLANKET REL. NO: _____					
CATALOG NO: _____		ITEM NO: _____		BEGINNING SEQUENCE NUMBER: _____	
A/B C/D	PO LINE	SEQ NO.	COMMENTS/SPECIFICATIONS	PRINT LINE	
A	_____	001	FY2014 SERVICE CONTRACT	-	
A	1	005	ACCOUNTING CONSULTING SERVICES FOR FY2014 WITH _____	-	
A	1	010	INFOR INC _____	-	
-	_____	_____	_____	-	
-	_____	_____	_____	-	
-	_____	_____	_____	-	
-	_____	_____	_____	-	
-	_____	_____	_____	-	
-	_____	_____	_____	-	
-	_____	_____	_____	-	
-	_____	_____	_____	-	
-	_____	_____	_____	-	
-	_____	_____	_____	-	

Complete fields as follows:

BUY ENTITY = SRVC

PO NO = Service PO number.

A/B/C/D – **A** for add; **B** for bypass (no change), **C** for change, or **D** for delete.

PO LINE = **Blank** for header comments; **service PO line number** for line comments.

SEQ NO = **Comment sequence number**; leave gaps in the sequence so you can insert lines later, if necessary; for example, 005, 010, 015, etc.

COMMENTS/SPECIFICIATIONS = Your header or line comments.

PRINT LINE = **Blank or N**, since service POs are not printed.

When all fields are completed, press Enter.

To inquire your comments on this screen, type **G** in the REQUEST field, **SRVC** in the BUY ENTITY, **service PO number** in PO NO, and press Enter.

SERVICE PURCHASE ORDER PROCEDURES CHANGING A SERVICE PO LINE

Changing a service PO line

NOTE: Service PO lines that have been carried over should never be changed or deleted. They may only be closed to invoicing if no further payments will be made.

To change a PO line on the PS PL1 screen, type C (or CHANGE) in the REQUEST field, SRVC in the BUY ENTITY field, the service purchase order number in PO NO., the PO LINE NO to change, and press Enter. Line information would appear on the screen:

PS	PO LINE INFORMATION	PL1
NEXT FUNCTION: _____	ACTION: _____	07/31/2013 14:25:19
REQUEST: C _____	SAVE SHOW PAGE NO: _____	
=====		
BUY ENTITY : SRVC	PO NO. : 14SC010123	PO LINE NO : 0001
BLANKET REL. :	RELEASE DATE: _____	SUB SRCE CD: _
PRT ITM SPCS: Y	PRT REQ SPCS: N	PHRS TBL CD: _____
CATALOG NO. : _____	ITEM NO. : CONTRACTS	ECN : _____
QUOTE NO. : _____	ITEM SEQ NO : _____	SERVICE CD : G
ITEM DSC : CONTRACTS; FOR USE WITH SERVICE POS ONLY		
VEND ITM NO. : CONTRACTS		
VEND ITM DSC: CONTRACTS; FOR USE WITH SERVICE POS ONLY		
QUANTITY UOP: 1	UNIT PRICE : 50,000.00000	PRICE TYPE : _____
UOP : EA	SKU CONV FAC: 1.0000000	SKU : EA
TAX/VAT CODE: _____	TAX/VAT COST: _____	
ADD COST CD : _____	ADD COST : _____	
CTRCT BEG DT: 07/01/2013	CTRCT END DT: 06/30/2014	FOLL-UP DT: 06/01/2014
VAR IND : _____	CONTRCT/PROP#: 0111-635-005 10	CONTRCT DT: 06/15/2013
GL COMPANY : 6010	GL ACCOUNT : 52040400	EFF DT: 07/01/2013
GL CENTER : 0111301635	DISTRIB IND : _____	
PROJECT COMP: _____	PROJECT CODE: _____	ACCT RULE : 02
SHIP-TO CODE: 777	SHIP-VIA CD : BST	FOB CODE : DPP
DSP DEFAULTS: _ PASS : _	CONT TO PL2 : _ RTP : _	LINE STATUS: 1

Provided the line is not closed, you can change the following fields:

UNIT PRICE, CTRCT BEG DT, CTRCT END DT, CONTRCT/PROP#, CONTRCT DTE, GL COMPANY, GL ACCOUNT, GL CENTER, DISTRIB IND, LINE STATUS

Make your changes and press Enter.

To view the PO line on this screen, type G (or GET) in the REQUEST field, SRVC in the BUY ENTITY field, the service purchase order number in PO NO., line number in PO LINE NO, and press Enter.

SERVICE PURCHASE ORDER PROCEDURES INQUIRING A SERVICE PO LINE

Inquiring a service PO line

You can inquire service POs on the PO line inquiry selection (PLI) screen. Type PLI in the NEXT FUNCTION field of any AP or PS screen. The PO line status selection screen would be presented. To see a particular PO, type **SRVC** in the BUY ENTITY, your **service PO number** in PO NO., and press Enter. The lines of the PO are presented, up to five lines per screen.

```

PS                                PO LINE INQUIRY SELECTION                                PLI
NEXT FUNCTION: _____ ACTION: _____ HISTORY: _          07/31/2013 14:26:31
REQUEST: _____
=====
BUY ENTITY  SRVC          PO NO.    : 14SC010123    BLANKET REL: _____
PO LINE NO.          LN STATUS :          BUYER ID   : _____
CTRCT END D          CATALOG NO:          ITEM NO.   : _____
PAY ENTITY          VENDOR NO.:          SHORT NAME : _____

      PO      BLANKET  LINE BUYER  --LINE STATUS--  ---INQUIRY SELECTIONS ---
      NUMBER  REL. NO.  NO.   ID    LINE RECEIPT INV  PLG PLO PLC PLR PLF PCI PMI

14SC010123          0001  011    1      0      0
CATALOG NO:          ITEM NO: CONTRACTS      CTRCT END DT: 06/30/2014

                                     PAGE:      1 STATUS: END OF LIST
  
```

Type an S in any, or all, of the inquiry selection fields, and press Enter. Each screen would be presented in turn. The inquiry selections are:

- PLG* = PO line general information
- PLO* = PO line ordered item information
- PLC* = PO line receipt/invoice controls
- PLR* = PO line receipt/invoice information
- PLF* = PO line financial information
- PCI* = PO comment inquiry
- PMI* = PO invoice matching information

You may go directly to any of these screens by typing the screen id (e.g., PLF) in the NEXT FUNCTION field of any AP or PS screen, and pressing Enter.

Other inquiry combinations are BUY ENTITY and BUYER ID, or BUY ENTITY and LN STATUS (use 1 for open, or 9 for closed).

Inquiry of specific PO lines can also be done using the entry screen PL1, PO Line Information.

SERVICE PURCHASE ORDER PROCEDURES MATCHING A SERVICE PO LINE

Matching a Service PO Line

Invoices for payments on service contracts must be matched to the related service PO.

You match service contract purchase order lines the same as other PO lines, except that no receipt is entered. You can partially match a service PO line as long as part of that line's contract amount remains unpaid.

If invoices related to contracts on a service PO are paid with a direct voucher, correct this by entering a zero-amount invoice matching the service PO.

Refer to the [AP module procedures manual](#), section 25-290, for details on entering matched invoices.

SERVICE PURCHASE ORDER PROCEDURES DELETING A SERVICE PO LINE

Deleting a service PO line

NOTE: Service PO lines that have been carried over should never be changed or deleted. They may only be closed to invoicing if no further payments will be made.

Only a line that has not been invoiced, or has not been carried over, can be deleted. If the line has already been invoiced, and no further payments will be made, close the line on the PS PLS screen; see [section 31-090](#) of these procedures.

To delete a service PO line, type **PLS** in the NEXT FUNCTION field of any PS screen. The PO line status selection screen will be presented.

Type **SRVC** in the BUY ENTITY field, the **service PO number** in the PO NO. field, and press Enter. Lines for that PO would be displayed, up to five lines per screen.

```

PS                                PO LINE STATUS SELECTION                                PLS
NEXT FUNCTION: _____ ACTION: _____                                07/31/2013 14:30:13

=====
BUY ENTITY: SRVC                PO NO.   : 14SC010123        BLANKET REL: _____
PO LINE NO: _____          LN STATUS : _                BUYER ID   : _____
END DATE : _____          CATALOG NO: _____        ITEM NO.   : _____
PAY ENTITY: _____          VENDOR NO.: _____        SHORT NAME : _____

   PO  BLANKET LINE UOP  -----QUANTITY(UOP)-----  -LINE STATUS-
   NUMBER REL. NO. NO.   ORDERED   DELIVERED   INVOICED  LINE RCPT INV
14SC010123   0001 EA           1           .00           0 1   0 0
CATALOG NO:   ITEM NO: CONTRACTS   END DATE : 06/30/2014
14SC010123   0002 EA           1           .00           0 4   0 0
CATALOG NO:   ITEM NO: CONTRACTS   END DATE : 06/30/2014

                                     PAGE:   1 STATUS: END OF LIST

```

Type **4** in the LINE status field (line 2 in this example), and press Enter. The deleted line will disappear from the screen.

SERVICE PURCHASE ORDER PROCEDURES CLOSING A SERVICE PO LINE

Closing a Service PO Line

NOTE: Service PO lines can only be closed on PLS if no payments have been made, or no further payments will be made. Service PO lines that have been carried over should only be closed to invoicing if no further payments will be made.

A service PO should generally be closed through the matching process. When the full amount of a service contract is paid, the system automatically closes a PO to invoicing. However, a PO line may need to be closed manually if the contract was cancelled after payments began.

To close a service PO line, type **PLS** in the NEXT FUNCTION field of any PS screen. The PO line status selection screen will be presented.

Type **SRVC** in the BUY ENTITY field, the **service PO number** in the PO NO. field, and press Enter. Lines for that PO would be displayed, up to five lines per screen.

```

PS                                PO LINE STATUS SELECTION                                PLS
NEXT FUNCTION: _____ ACTION: _____                                07/31/2013 14:30:13

=====
BUY ENTITY: SRVC          PO NO.   : 14SC010123      BLANKET REL: _____
PO LINE NO: _____   LN STATUS: _          BUYER ID   : _____
END DATE  : _____   CATALOG NO: _____     ITEM NO.   : _____
PAY ENTITY: _____   VENDOR NO.: _____     SHORT NAME : _____

      PO   BLANKET LINE UOP  -----QUANTITY(UOP)-----  -LINE STATUS-
      NUMBER REL. NO. NO.   ORDERED   DELIVERED   INVOICED  LINE RCPT INV
14SC010123      0001 EA          1          .00          0 1      0 0
CATALOG NO:      ITEM NO: CONTRACTS      END DATE : 06/30/2014

                                     PAGE:    1 STATUS: END OF LIST
  
```

Type **C** over **O** or **P** in the INV field of line to delete, and press Enter. The O or P changes to a C; the PO line is now closed to invoicing. This credits the encumbrances on the available funds file (AFF), and sends a similar entry to credit encumbrances in general ledger.

Exercise caution when closing service POs. A PO line closed in this way cannot be reopened, but it is possible to match a closed line.

SERVICE PURCHASE ORDER PROCEDURES CONTRACT CARRYOVER PROCESS

Requests to carryover contractually obligated appropriations require approval by the commissioner of the Bureau of Finance and Management (BFM), per [SDCL 4-18-19](#). Send appropriation carryover requests, also referred to as contract carryover requests, to BFM for amounts remaining on existing service contracts. No encumbrance adjustment is needed for service PO lines, since they are already encumbered.

You can find the deadline for contract carryover requests in the annual [year-end procedures memo](#). An example of the request for appropriation carryover form is included at the end of these procedures or at this [link](#). If you prefer a Word document, use this [link](#).

Some items not necessarily “contracts” are also carried over through the contract carryover process. These include carryover of funds to pay outstanding liabilities of terminated budget units and statutorily required carryovers. Also carryovers for certain local funds POs may be included. However, an agency may choose to carry over local funds POs using an encumbrance adjustment, rather than a service PO.

Completing the request form:

AGENCY = Your agency name.

BUDGET CONTROL NO. and **DATE** = Leave blank for BFM use.

APPROPRIATION CODE = Fill in the company, account, center, and related amount.

TOTAL REQUESTED CARRYOVER \$ = The total carryover request.

FIRST OR SECOND YEAR CARRYOVER = Check whether the request is for a first year or second year carryover.

AGENCY CONTROL NO. and **DATE** = A number your agency assigns and the date.

SERVICE PO NUMBER = The service PO number as entered on the purchasing system (PS) screen PH1 and PL1, local funds PO number, or encumbrance adjustment document id as entered in budgetary control (BC)

CONTRACTOR NAME = Name of the entity the contract is with.

CONTRACT BEGINNING AND END DATES = The dates the service begins and ends. These dates must match the dates entered in the CTRCT BEG DT and CTRCT END DT fields on the PL1 screen; see p. 7.

REQUESTED CARRYOVER AMOUNT = The amount of the contract to be carried over.

TOTAL APPROPRIATION CARRYOVER REQUEST = The total carryover request.

JUSTIFICATION = A brief explanation of why the carryover is necessary.

AUTHORIZATION = Signature of the authorized individual in your agency.

Send request forms to your budget analyst at the Bureau of Finance and Management. Make sure to include a signed copy of the contract. If applicable, attach copies, a list of service PO lines, or a list of local funds POs.

SERVICE PURCHASE ORDER PROCEDURES BUYER IDENTIFICATION CODES BY AGENCY

Separate buyer ids by agency facilitate inquiry of service contract POs by agency. If you need additional buyer ids, contact the Bureau of Finance and Management.

<u>DEPARTMENT/AGENCY</u>	<u>BUYER ID</u>
Executive Management	
Governor's Office	010
Bureau of Finance and Management	011
Bureau of Administration	012
Bureau of Information and Telecommunications	013
Bureau of Personnel	014
Revenue	020
Lottery	028
Agriculture	030
Animal Industry Board	033
Tourism	040
Game, Fish, and Parks	060
Social Services	080
Health	090
Labor & Regulation	100
Retirement	108
Transportation	110
Education	120
Public Safety	140
Highway Patrol	142
Higher Education	
Board of Regents Central Office	151
University of South Dakota	152
South Dakota State University	153
South Dakota School of Mines and Technology	154
Northern State University	155
Black Hills State University	156
Dakota State University	157
School for the Deaf	158
School for the Blind and Visually Impaired	159
Military	160
Veteran's Affairs	170
Corrections	180
Human Services	190
Environment and Natural Resources	200
Public Utilities Commission	261
Judiciary	270
Legislative Research Council	281
Auditor General	288
Attorney General	290
School and Public Lands	300
Secretary of State	310
State Treasurer	320
Investment Council	321
State Auditor	330

**REQUEST FOR
APPROPRIATION CARRYOVER
STATE OF SOUTH DAKOTA**

AGENCY:

Budget Control No.	Date

(Not for Agency Use)

APPROPRIATION CODE

COMPANY	ACCOUNT	CENTER	AMOUNT

Agency Control No.	Date

First or Second Year Carryover?	
	First Year
	Second Year

TOTAL REQUESTED CARRYOVER \$

SERVICE PO NUMBER	CONTRACTOR NAME	CONTRACT BEGINNING AND END DATES	REQUESTED CARRYOVER AMOUNT
TOTAL APPROPRIATION CARRYOVER REQUEST: ...			

JUSTIFICATION:

AUTHORIZATION

APPROVAL

Requesting Agency

Date

*Commissioner, Bureau of
Finance and Management*

Date