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Mark A. Kaiser
Director

MEMORANDUM

TO: State Agencies

FROM: OA/Accounting

DATE: May 23, 2011

RE: Notification Regarding the Purchase Order Rollover Process

Agencies use the SAM II Financial PORL table and the Outstanding Purchase Order reports to identify eligible purchase orders. This memorandum supplies agencies with the information needed to participate in the PORL process.

The Purchase Order Rollover (PORL) table will be open the first work day of June for purchasing staff access and will close three working days prior to the last working day of June. The PORL program will be ran in July after the new fiscal year budget is established. You must consult your budget analyst for the first quarter allotment amount that will be established for the new fiscal year for the fund/appropriation combination. The maximum dollar amount of purchase orders that may be rolled must not exceed this allotment amount.

To assist agencies with the setting of the PORL table, the following Purchase Order Rollover reports will be posted on MOBIUS the first working day of June:

- OFN118R1 (Outstanding Purchase Orders for Regular Appr)
- OFN118R2 (Outstanding Purchase Orders for Continuing (Biennial) Appr)
- OFN118R3 (Outstanding Purchase Orders for Non-Appropriated Funds)

Please review these reports and determine if your agency's purchase orders should lapse (L) or roll (R). For annual appropriations and non-appropriated funds, purchase orders must either lapse (L) or roll (R). For biennial appropriations, purchase orders must lapse (L). In order for a purchase order to roll (R), the **exact** accounting distribution on the FY11 purchase order must exist in FY12 and the allotment amount must be available.

The default option for the PORL table is lapse (L). Your agency does **not** have to enter an “L” in the Action field for purchase orders to lapse. However, if you elect to enter an “L” by the purchase orders that you want to lapse, your agency can review the PORL table by vendor and verify that there was a conscious decision made for each purchase order and verify that the setting is correct.

If you want the purchase order to roll (R), you **must** enter an R to update the PORL table.

To update the PORL table:

- Go to the PORL table.
- Enter the vendor number and purchase order number.
- Perform a “Browse”. The associated purchase order will display.
- Enter the appropriate action in the “Action” column by the purchase order.
Please note: An “L” (lapse) can be entered if desired but is not required.
- Perform a “Modify/Change”.

Key Points

- If the PORL table contains coding other than as documented above, it will be changed to “L” by OA/Accounting and the purchase order will lapse during the PORL job.
- FY11 and FY12 FAIT table entries must exist on the FAIT table for any reporting category referenced on a FY11 purchase order that you want to roll to FY12.
- The grant, job, or project must be open if it is referenced on a FY11 purchase order.
- All Purchase Orders with an annual appropriation or non-appropriated fund must roll (R) or lapse (L).
- It will be the agency’s responsibility to review report OFN484R1 on MOBIUS for hard error messages (error codes ending in ‘E’). The agency will have 2 hours to respond after the notice is sent through the distribution list after the PORL job is ran.
- OA/Accounting will correct P1 documents that reject from the PORL job.

An agency must ensure that each purchase order is in compliance with the above guidelines prior to requesting the roll of the purchase order.

On an ongoing basis, please ensure that your agency has procedures in place to:

- Ensure there are no outstanding purchase orders associated with a specific FAIT table entry prior to deleting the table entry. Disencumber a purchase order or modify it to change the order to reference another reporting category prior to deleting an entry from the FAIT table.

- Ensure that there are no outstanding purchase orders associated with a specific grant/job/project prior to the closing of the grant/job/project. Disencumber the purchase order or modify it to change the reporting category/job/project number referenced on the purchase order prior to closing a grant/job/project. MOBIUS report ODW454R1 is available the first working day of each month to assist with open purchase orders against a closed grant/job/project.

If you have any questions, please contact OA/Accounting at oasamiaccounting@oa.mo.gov or 573-751-2971.