

**Instructions for Purchase Orders and Direct Payments
Receiving/Cancelling/Copying/Keying
STAR Implementation October 2015
Updated 09/02/2015**

Now through September 16th: Review Purchase Orders

1. Review every PO using the Unliquidated Orders To Do List in IRIS
 - a. If the PO has services not yet performed or invoiced, do not make any changes to the PO yet.
2. Review the Invoice History on the General Information Tab.
 - a. If any invoice is either IN PROCESS or APPROVED status, **do not** cancel the PO.
 - b. PO can be cancelled when all invoices are in PAID or SCHEDULED status and no further invoices are expected, or if the service will not occur.

*Recommendation: Any new PO entered now through October 1st in which an invoice is not expected until well after October 1st, the PO can be entered, approved, sent to the vendor and then placed back into the IN PROCESS status. **APPROVAL AND PLACING BACK INTO IN PROCESS MUST HAPPEN ON THE SAME DAY TO AVOID THE CREATION OF FINANCIAL TRANSACTIONS.** This should only be done for the sole purpose of sending the PO to the vendor. The orders approved and placed in process the same day will not have to be later cancelled and copied. All IN PROCESS orders will go through the conversion process and be available after October 1st.*

Approximately September 16th:

After the email has been sent by Lorie Lange to indicate all invoices to be paid pre-STAR are entered into IRIS

1. Complete receiving and/or change orders ASAP for POs that have an invoice entered. An alert will have been sent to the Alert Recipient. Use Orders on Invoice To Do list to complete. ***This must be completed by September 18th.***

Cancelling and copying of orders that will be needed after October 1st

1. After all invoices have been entered and the PO does not have any in process or approved invoices, all POs will need to be cancelled and copied if services continue.

Recommendation: Print out or copy into Excel your unliquidated orders to do list prior to cancelling any orders. This will provide a starting list to work with during the cancelling and copying process.

2. If the services need to continue to be authorized and are for a quantity with multiple units on one line (and some units have been paid) complete a change order to reduce down the quantity to match what was invoiced. This process will make copying easier so that you can view how many units were paid. If you finalize the order before doing the change order the Purchase Order Lines will show a unit of 1 and will make the process of determining how many to reauthorize more difficult.
3. When the PO is cancelled, enter a reason in the Order Status. Example: "Cancelled due to STAR" or "services complete"
4. Under the same Authorization for Services, copy the cancelled PO into a new PO. Save the PO, but do not approve. The PO should remain IN PROCESS status until after the STAR conversion. Please be cautious with copying orders as all lines will copy (even if already paid) so you will need to review & delete lines as necessary. You may want to create a new PO & continue copying the new order. This works well for job development POs that you only need to issue the hire because the old order had both the plan and hire.
 - a. If PO had units paid prior to shutdown, only the balance remaining should be entered on the new PO.
 - b. Reference the old PO number in the description of the new PO. Ex. This PO replaces RHFBI6XXXXX
 - c. Job Development Hire and Supported Employment orders should be entered at \$675.

Recommendation: Manually update your listing of unliquidated orders as the POs are cancelled. This will be helpful to track the orders that have been cancelled. Also mark which POs will need to be copied into new orders. As the cancelled orders are copied, also update your listing to be sure all appropriate POs are copied and in the IN PROCESS status.

5. All approved POs **must** be cancelled by 12:00 PM on September 21st.
6. Cancelled orders can be copied during the time of the fiscal shutdown if there is not enough time to both cancel and copy before the deadline.

Note: See separate email from John Haugh regarding Training Grants.

September 21st - September 29th: Receiving During Shutdown

Continue to contact consumers regarding services received during the shutdown. The receiving process should occur and documented as an Authorization Update to facilitate a quick turnaround after October 1st. A list of POs with received invoices will be available to staff during the time of shutdown. CCP will update the list daily to indicate invoices that have been received.

Please note scanning operations are not affected by the fiscal shutdown.

October 1st and After: Approval of IN PROCESS orders

1. Use Incomplete Order To Do list to approve in process POs. Remember the approver cannot complete receiving.
2. The FFY16 project code (formerly Reporting Category) will be available. If the service begins October 1st or later, or the hire or retention date won't occur until after October 1st, select the 16 project code at the time of approval to avoid the future need of a change order.
3. Priority should be given to POs in the following order:
 - a. SVRI for Eligibility/OOS Assessment Services
 - b. Training Grants
 - c. Opportunity Inc. for TWE wages
 - d. Orders with invoices received
4. If the CCP list indicates invoice has been received, complete receiving ASAP.

Prior Authorization and In Process Authorizations to Vendors/Consumers:

The policy for prior authorization remains in place during the STAR implementation. During the fiscal shutdown, Authorization for Services and in process purchase orders and direct payments will be available for entry.

A prior authorization exception will not be needed if IRIS shows a PO or Direct Payment entered prior to the purchase start date, even though the PO was cancelled and a new PO set up. Although an invoice will most likely not be received for a PO set up in September during the shutdown, the in process PO still needs to be entered and sent to vendor before services begin. Similar, the ERL will also need to be entered and provided to the consumer before services begin.

A copy of the in process authorization (IRIS screen print) should be provided to the vendor or consumer. In a situation in which the vendor or consumer does not accept an in process authorization, use one of the forms described below in addition to entering into IRIS.

- Authorization for Services form DVR-12785
- Advance ERL form DVR-12987
- Reimbursement ERL form DVR-12989

Forms are found on DVR WorkWeb page under Resources and then Forms.

Direct Payments:

Direct payments not paid prior to the shutdown can remain as is in IRIS and will be available after October 1st.