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GOVERNOR

KRISTY H. NICHOLS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of Statewide Reporting and Accounting Policy**

July 6, 2015

**OSRAP MEMORANDUM 16-01**

TO: Purchasing Agents  
Contract Officers  
Fiscal Officers  
All ISIS Agencies

FROM: John McLean, CPA  
Interim Director

**URGENT** – PLEASE ENSURE  
ALL AFFECTED AGENCY  
PERSONNEL RECEIVE A COPY  
OF THIS MEMO.

SUBJECT: No Fiscal Year Rollover of Encumbrances – AGPS/CFMS

With the implementation of the LaGov's eProcurement System, there will be no fiscal year rollover of encumbrances (Please see the Office of State Procurement Memo attached). To ensure agencies are aware of all orders/contracts that may need to be entered into LaGov, agencies should review their orders/contracts and change the FY Roll flag in AGPS/CFMS from 'Y' to 'N' for all outstanding orders/contracts before close of business on Friday, August 7<sup>th</sup>. FY 2015 encumbrances will automatically be liquidated during a nightly process on August 8<sup>th</sup>.

**All FY 15 invoices liquidating encumbrances must be processed by 5:00 p.m. on 8/8/15.**  
Agencies should complete or cancel all open AGPS change orders, invoices, and receipts on all FY 15 encumbrances on or before 5:00 p.m. 8/8/15.

**FY 2016 purchase orders and contracts will not rollover or be entered in AGPS/CFMS.** These purchase orders and contracts will have to re-entered in LAGOV/SRM. See attached memo.

It is imperative that all personnel receive and review these instructions. Please contact the OSRAP Help Desk at (225) 342-1097 if you have any questions regarding this memorandum. Remember, all OSRAP memorandums and forms may be accessed through our home page at <http://www.doa.louisiana.gov/osrap/>.

JM:bt

Attachment



**State of Louisiana**  
Division of Administration  
**Office of State Procurement**

**MEMORANDUM**

**TO:** Agency Undersecretaries  
**FROM:** Jan B. Cassidy, Asst. Commissioner  
**DATE:** May 21, 2015  
**SUBJECT:** Procurement/LaGov Conversion

A handwritten signature in cursive script that reads "Jan B. Cassidy".

Beginning with Fiscal Year 2016, the ISIS AGPS and CFMS systems for procurement and professional service contracts will be replaced by LaGov's eProcurement System. Additionally, all Fiscal Year 2016 vendor invoices related to purchase orders and contracts will be entered in LaGov and interfaced to AFS for payment and any required 1099 reporting. Please see the guidance below on key points to consider for the upcoming conversion to the new LaGov eProcurement solution.

- Access to AGPS and CFMS will be available to allow Fiscal Year 2015 activities to be completed.
- All purchase orders and contracts applicable for Fiscal Year 2016 will be manually entered in LaGov. It is anticipated that LaGov eProcurement will be generally available to all Agencies no later than July 6, 2015.
- Fiscal Year 2015 encumbrances will be automatically liquidated in AFS based upon the OSRAP close procedures. Purchase order and contract rollovers will not be processed since all FY16 purchase orders and contracts must be re-entered in the LaGov system.

**AGPS Purchase order Conversion Requirements**

- Fiscal year 2016 contract release orders (CRO) and purchase orders (PO) should be entered in LaGov as soon as it is available.
  - For any FY16 POs previously entered in AGPS that exceed an Agency's delegated purchasing authority (DPA), agencies must provide a list of these items to the Office of State Procurement (OSP) no later than July 17, 2015 to allow OSP to convert these PO's
  - CROs and all other POs should be entered by the Agency
- FY 2015 PO's – POs that would otherwise be rolled to Fiscal Year 2016 in AGPS.
  - Will not be rolled in AGPS
  - Must be re-entered in LaGov
  - CROs and POs under the Agency's DPA must be entered in LaGov by the Agency
  - POs above the Agency's DPA will be entered by OSP and Agencies must provide a list of these POs to OSP no later than August 14, 2015
  - Only the open or remaining quantity/amount of the Purchase order should be entered in LaGov

- Agencies should execute AGPS report(s) to identify POs with remaining balances that are to be converted in LaGov (see attached 'LaGov Conversion Instructions' for further information)

#### **CFMS Professional Services Contracts Conversion Requirements**

- All contracts applicable for use in Fiscal Year 2016 should be entered in LaGov by September 14, 2015.
- Agency contracts previously entered by Agency Personnel will be converted by Agency Personnel.
- Agency contracts previously approved by OSP-Professional Contracts (formerly OCR) will not require re-approval by OSP-Professional Contracts.
  - OSP-Professional Contracts will reconcile previously approved remaining balances in CFMS with agency entered LaGov contracts starting September 15
- Contracts previously entered by OSP-Professional Contracts will continue to be handled by OSP-Professional Contracts.
- Contracts will be entered to capture the full amount of the Contract (see attached 'LaGov Conversion Instructions' for further information).
- Agencies should execute CFMS report(s) to identify contracts with remaining balances that are to be converted in LaGov (see attached 'LaGov Conversion Instructions' for further information).

#### **Agency Options for previously issued AGPS/CFMS Purchase orders**

- Agencies have the following options to reconcile/track previously issued AGPS/CFMS purchase orders:
  - Re-issuing converted POs to Suppliers so that goods receipts/invoices are submitted with the LaGov Purchase order Number
  - Maintaining an internal agency cross reference of the new LaGov PO number to the legacy AGPS/CFMS PO number to allow proper goods receipts/invoice receipts for the previously issued POs

#### **Additional Notes**

- Instructions to convert retainage amounts will be provided at a later date.
- Any open solicitations will be completed outside of LaGov and the award or subsequent documents will be entered in LaGov.
- We highly recommend that Agencies designate a central point of contact for all activities related to the conversion of AGPS POs and CFMS Contracts in LaGov.

Any questions related to this memo should be addressed to Deborah Rock at (225) 342-8045 or [deborah.rock@la.gov](mailto:deborah.rock@la.gov).

Attachments: *LaGov Conversion Instructions*

## LaGov Conversion Instructions

### Collecting AGPS/CFMS Data for Conversion

For agencies that require assistance identifying POs that are to be converted into LaGov and the agency does not have a report unique for their organization, the following standard BI reports may be useful:

- FY 15 AGPS Purchase Orders with Open Balances
- FY 15 AGPS Purchase Orders with Open Balances – with requisitioning agency prompt
- FY 16 AGPS Purchase Orders with Open Balances
- FY 16 AGPS Purchase Orders with Open Balances – with requisitioning agency prompt

For agencies that require assistance identifying Contracts that are to be converted into LaGov and the agency does not have a report unique for their organization, the following standard BI reports may be useful:

- CFMS 0008 Active CFMS Contracts (Basic Info)
- FY 15 CFMS Contracts with Open Balances – with agency prompt
- FY 15 CFMS Contracts with Open Balances – all agencies

Once the Contracts and Purchase Orders to be converted are identified, the documents must be reviewed in AGPS / CFMS to identify the following information which will be required for entry into LaGov:

#### Purchase Orders

Accounting details  
Open quantities / amounts  
Document title / line descriptions  
Payment terms  
Requester / recipient  
Delivery address, terms, etc.

#### Contracts

Accounting details  
Open quantities / amounts  
Document title / line descriptions  
Begin / End dates  
Requester / recipient  
Payment terms, etc.

Once users are provided access to LaGov Agencies can execute the “Vendor Number Inquiry” report in LaGov to lookup the LaGov Supplier Number using the AGPS / CFMS Vendor Number.

### Conversion Process in LaGov

For AGPS Purchase Orders to be entered by the Agency reference the online help scripts and conversion related Process Details Articles. In addition to the steps in the help scripts, the steps below must be followed:

- Legacy document numbers must be entered in the “Legacy PO Number” field on the PO and must be preceded with CONV. Example: CONV3033897
- Only open quantities / amounts will be entered
- AFS account coding must be used
- It is strongly recommended that Agencies designate a central point of contact for all conversion activities.

For CFMS Contracts to be entered by the Agency reference the online help scripts and conversion related Process Details Articles (the converted Contracts will not start with a Shopping Cart). CFMS Contracts will be created as LaGov Purchase Orders. In addition to the steps in the help scripts, the steps below must be followed:

- For any contracts with retainage please contact the LaGov help desk via a web ticket
- Legacy document numbers must be entered in “Legacy PO Number” field on the PO and must be preceded with CONV which will prevent the PO from requiring re-approval at OSP-Professional Contracts (formerly OCR). OSP-PC will reconcile previously approved remaining balances in CFMS with agency entered LaGov contracts. After conversions the standard OSP-PC approval process will resume.

- PO lines representing the received/invoiced amounts must be entered for reference purposes (this will be entered as the first PO line with the final invoice indicator marked)
- The second PO line should represent the FY16 amount
- Option lines should be created for amounts that should encumber in future fiscal years. Reference the online help scripts for option line functionality.
- AFS account coding must be used
- It is strongly recommended that Agencies designate a central point of contact for all conversion activities.

### **Conversion Support Process**

Support Labs will be made available for in-person conversion assistance. It is *critical that users bring all of the above information* to the Support Labs. Specific details (locations, dates, etc.) on the Support Labs will be emailed to the Agency Business Readiness Leads prior to the beginning of conversion.

Online Help Scripts and Process Details Articles are available at the following link: <http://lagovhelp.la.gov/>  
Conversion Process Details Articles will be made available prior to conversion activities.

LaGov Help Web Tickets should be submitted for additional help as needed. Tickets may be submitted using the red "Open a Web Ticket" link in the LaGov Portal.

### **Office of State Procurement Conversion Preparation**

For agency Purchase Orders / Contracts that will be converted by the Office of State Procurement, a spreadsheet detailing the information below is attached and will need to be provided to OSP for their input.

Agency Number, Supplier Number, Supplier Name, AGPS PO Number, Line Number, Line Description, open quantities / amounts per line

- For any FY16 POs previously entered in AGPS that exceed an Agency's delegated purchasing authority (DPA), agencies must provide a list of these items to the Office of State Procurement (OSP) no later than July 17, 2015 to allow OSP to convert these PO's
- POs above the Agency's DPA that would have rolled from the prior year will be entered by OSP and Agencies must provide a list of these POs to OSP no later than August 14, 2015
- The spreadsheet of Agency's POs that exceed their DPA being provided to OSP by the Agency and entry in the Legacy PO Number field will prevent the PO from requiring system re-approval at the Agency. After conversions standard approval processes will resume.

These spreadsheets should be sent to OSP: [Deborah.Rock@LA.GOV](mailto:Deborah.Rock@LA.GOV)

Agency Number	AGPS Vendor Number	AGPS Vendor Name	AGPS PO Number	AGPS Line Number	AGPS Line Description	AGPS Line Open Quantity	Open Extended Amount
107	720000000-01	XYZ Vendor	30XXXXXX	0001	Blue Shirt, Short Sleeve	50	\$100.00
107	720000000-01	XYZ Vendor	30XXXXXX	0002	Red Shirt, Short Sleeve	100	\$200.00