

Subject: Carrying Purchase Orders Forward from FY2013 TO FY2014
Audience: MM Directors, Finance Directors, All users involved in year-end processing

To assist in completing 2013 fiscal year-end processing, below is information regarding carrying purchase orders forward from FY2013 to FY2014.

How do you determine if a Purchase Order (PO) or Goods Receipt should be carried forward or closed?

Received Goods/ Services	Received Invoice	Decision
Before or on 06/30	By CG closing date	Leave & Pay in current year, mark final invoice
Before or on 06/30	After CG closing date	Carryforward PO & GR
After 06/30	Before or after CG closing date	Carryforward PO & GR
Not going to receive	N/A	Close with final invoice

You may view detailed instructions about carrying forward purchase orders in:

- Lesson 2, slides 27-51 and Lesson 3, slide 71 in the [SCEIS Year-End Management Process Course presentation](#).

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.