



Advance Spending Policy Guidelines

Purpose:

Advance spending is a feature in SAP Procurement that enables schools and offices to create future-dated shopping carts. Advance spending is intended to be used during the transition period between fiscal years, usually from June to July, by tapping into funds for the next fiscal year to create future-dated shopping carts while still in the current fiscal year.

For example, a school plans to have staff attend professional development on July 24, 2019 and needs to provide a purchase order number by June 25, 2019 to be eligible for a vendor discount. With advance spending, the school can create a shopping cart or purchase order in June 2019 with a July 2019 effective date, encumbering available funds for fiscal year 2019-20.

Scope:

Advance spending is available for shopping carts. It is not an available feature for P-Cards or Travel Cards.

Timeline:

Advance spending requires access to future year budgets.

- 2019-20 funds based on the Final Budget will be accessible on June 7, 2019.
- 2019-20 funds based on the Estimated Carryover will be accessible on June 14, 2019.

Restriction:

District policy prohibits the receipt of goods before the effective date of a purchase order. Accordingly, schools and offices cannot request or accept the delivery of goods before the authorized date on the purchase order. To support this policy, the system has been designed to return a hard error if a goods receipt is entered for the current fiscal year for a purchase order dated for the following fiscal year. Schools and offices are required to comply with this policy.

Business Process Procedures:

A job aid is attached which provides procedures on how to create a future-dated shopping cart.

Contacts:

For budget questions, please contact your fiscal specialist or fiscal support team.
For procurement questions, please contact the Shopping Cart Support Center.