

Administrative Circular

Commonwealth of Pennsylvania
Governor's Office

11-17
Number

Subject: Revised Policy and Procedures for Purchasing Goods and Services Through Advancement Accounts	Date: December 23, 2011
By Direction of:  Charles B. Zogby, Secretary of the Budget	Expiration Date: December 23, 2012
Contact Agency: Office of the Budget, Office of Comptroller Operations, Bureau of Payable Services, Telephone 717.425.6538	

The Office of the Budget will issue comprehensive revisions to advancement account policies and procedures in 2012. Until such revisions are approved and published, executive agencies must comply with this circular when processing invoices, issuing checks, and determining optimum authorized balances for SAP advancement accounts. Non-SAP advancement accounts must be in compliance where indicated.

Creating Advancement Account Invoices in ESS

Effective December 25, 2011 agencies must create SAP advancement account invoices using the My Commonwealth Workplace SAP NetWeaver Portal, also referred to as "employee self service," or "ESS." Advancement account invoices will no longer be created using SAP transaction code FB60, except invoices created by the Office of Attorney General and Bureau of Commonwealth Payroll Operations. Detailed instructions for accessing the appropriate ESS non-purchase order (non-PO) invoice credit memo screen can be found on page 28 of the [Agency Non-PO Invoice Processing Desk Procedure Manual](#). Until January 2012, agency invoice processors will continue to print advancement account checks immediately after invoices are created in ESS.

Workflow for Advancement Account Invoices

Effective January 17, 2012, advancement account invoices created in ESS will be blocked for payment and routed via SAP workflow to the Office of Comptroller Operations Advancement Account Unit for review. Agency invoice processors will not be able to print advancement account checks until the Advancement Account Unit approves the corresponding invoices.

If the Advancement Account Unit approves an invoice, the payment block will be removed from SAP and a system-generated email will notify the agency invoice processor that the advancement account check can be printed. If the Advancement Account Unit disapproves an invoice, the document will be returned to the agency invoice processor via SAP workflow for possible corrective action.

Purchasing Guidelines for Advancement Accounts

Agencies must comply with the policy and procedures set forth in the Department of General Services [Procurement Handbook](#) and Part 2 of [Manual 310.1, Agency Operated Advancement Accounts](#) regarding purchases of goods or services not exceeding \$1,500. Certain non-SAP disaster, emergency, and confidential advancement accounts have supplemental guidelines and procedures that remain in effect. The commonwealth purchasing card (P-Card) must be used whenever a vendor can accept the P-Card as a form of payment; advancement accounts shall **not** be used if the vendor accepts the P-Card.

Authorized Advancement Account Balances

The Office of Comptroller Operations will analyze authorized SAP and non-SAP advancement account balances at the beginning of each fiscal year and notify agencies if their account balances require adjustment. If an agency requests an increase to an authorized advancement account balance during the year, the Office of Comptroller Operations will analyze the advancement account balance at the time of the request and determine, in consultation with the Pennsylvania Treasury Department (Treasury), if justification exists to approve the request.

Increases to authorized advancement account balances must be approved by the Office of Comptroller Operations and Treasury. The agency must complete [Form STD-133, Request for Approval of Advancement Account](#), including detailed justification, for each request to increase an authorized advancement account balance. Confidential accounts are exempt from optimum balance control.

Questions regarding advancement account processing should be directed to Lily Morton of the Office of Comptroller Operations, Bureau of Payable Services, at limorton@pa.gov, or by phone at 717.425.6482.