

**STATE OF WISCONSIN  
STATE ACCOUNTING MANUAL**

<b>SECTION:</b>	VII Project Accounting	<b>EFFECTIVE DATE:</b>	February 8, 1999
<b>SUB-SECTION:</b>	5 - Encumber Major Contracts	<b>REVISION DATE:</b>	February 8, 1999
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**Encumber Major Contracts**

Major capital project contracts managed by the Wisconsin Department of Administration (DOA), Division of Facilities Development (DFD) will be entered into WiSMART as purchase orders to encumber the contract amount. The purchase order transaction will be a WiSMART PD.

1. (DFD) DFD receives signed contract from contractor/architect/engineer (vendor).
2. (DFD) Process purchase order transaction (PD) to encumber contract amount. Document ID will always be PD 866 Contract Number + C + Line Number (WiSMART Project Phase). Project coding is determined from WiSMART tables: Sub-project, Phase and Appropriation Unit from the PRBL table, Vendor Code from the VEN2 or VNAME tables. Special accounting requests (Organization, Sub-organization, and Activity) are obtained from owner agency via the Department of Administration (DOA), State Controller's Office (SCO).
3. (DOA) The purchase order document will be printed centrally overnight and sent to DFD. Purchase order will indicate it is a confirmation only and it is not to be sent to the vendor.
4. (Agency) Agency receives printed purchase order copy through Inter-D mail from DFD.
5. (Agency) Agency audits accounting string and detail lines on purchase order. Agency modifications to accounting string (Organization, Sub-organization, and Activity) are indicated on the printed form and returned to DFD for modification.
6. (DFD) Modifications to existing purchase orders are made as necessary. Modified purchase order document will be printed centrally overnight and copies sent to owner agency (see steps 3-5).