



**Sacramento
City Unified
School District**

REVISED

SUBJECT: 2016-17 YEAR-END CLOSING DATES 2016-17 NO. BS-82

TO

DATE:

PREPARED BY:

DEPARTMENT:

REVIEWED BY:

APPROVED:

Chief Business Officer

The attached calendar of *BUSINESS SERVICES 2016-17 YEAR-END CLOSING DATES* reflects the end-of-year planning for all school sites and departments. Please submit requisitions as early as possible and do not wait until the deadline. There will not be access to emergency requisitions so please review the attached closing dates carefully and plan ahead – **THERE WILL BE NO EXCEPTIONS.**

See attachment for detailed deadlines for year-end closing. Please note:

17 is the cut-off date for submitting 2016-17 Purchase Orders, Technology, Textbooks and Blanket Orders.

, please run a listing of requisitions and verify year-end status. (See attached "Requisition Listing Year-End Process" for instructions). Identify any requisitions that need to be

[REDACTED]

Warehouse

6/9/17

6/23/17

6/19/17

be closed or carried

Budget.

1 for 2017-18 is 7/6/17.

REQUISITION LISTING YEAR-END PROCESS

Escape Online 5 - VICTORIA-MENA2 on vprod (Administrator)

File Action Activity Help

Go Clear New Favorites

Fiscal Year
Department
Academic Department
Reference Number
Requisition Number
Requisition Date
Completed Date

Requisitioner
Template Reqs? No

3 - Status Information

Status Comment
On Hold
Only Uncompleted
PO Change Order Date
With Change Orders Only

4 - Other Information

5 - Accounts
Enter (or look up) an order location for requisitions to list

Order Location

- ▶ In Escape On-Line select Finance, Requisitions, Vendor Requisitions.
- ▶ In the "Order Location" field, enter your Site Location Code or select the down arrow to select your site.
- ▶ Place your cursor in the "Status" field and select the down arrow. For year-end process it will be necessary to generate two separate lists.

Escape Online 5 - VICTORIA-MENA2 on vprod (Administrator)

File Action Activity Help

Search List

Open New Copy Export Tasks Grid

Req #	PO #	Req Date	Total Amt	Outstanding	Requisition	Loc	Comment	Buyer Id	Status
CHB17-003							JMTC CAL CARD	TE/ANS	Ready for Pay
CHB17-003							CANON COPIER	MELANIE	Ready for Pay
CHB17-003							CANON COPIER 2016-2017	MELANIE	Ready for Pay
CHB17-003		10/31/201	2,000.00				CHG BK TO CANCY'S CALCA	MELANIE	Ready for Pay
CHB17-003									Ready for Pay
CHB17-003									
CHB17-003									
P15-00625									
P15-00740									
P		11/10/201	2,170.00						
		12/2/2016	2,458.63						
16-00895		12/2/2016	385.68						
B16-00389		12/22/201	972.00						
R16-00044		1/18/2017	20,000.00						
RD00301		01/16/2014	1,283,758.00						

To generate list, select the "Go" button located on the upper left of your screen.

- ▶ Once your list has been populated, open each requisition and verify the following:
 - Invoices have been submitted to A/P. If invoices have not been submitted, please scan and e-mail to "Invoices" via Microsoft Outlook.
 - Items physically received on site have been received on-line. Please be sure to enter

Please also review the following type of requisitions:

- Confirming & Petty Cash - Must send **original** receipts to Accounts Payable for payment.
- Blanket Orders - When possible, scan and e-mail