



# BULLETIN


## REVISED

**SUBJECT:** 2015-2016 Year-End Closing Dates 2015-16 NO. BS-50

**TO:** All School Sites and Departments

**DATE:** June 9, 2016

**PREPARED BY:** Michael Smith **DEPARTMENT:** Budget Services  
Director, Fiscal Services

**REVIEWED BY:** Gerardo Castillo, CPA **APPROVED:**   
Chief Business Officer

The conversion from the current Escape system to WORKDAY will impact all school sites and departments - planning ahead is critical for a successful transition. The attached calendar of **BUSINESS SERVICES 2015-16 YEAR-END CLOSING DATES** reflect end-of-year planning with shorter time frames than previous years. **During the data conversion, there will not be access to emergency requisitions so please: REVIEW THE ATTACHED CLOSING DATES CAREFULLY AND PLAN AHEAD - THERE WILL BE NO EXCEPTIONS.**

- **Friday, April 15, 2016** is the cut-off date for submitting 2015-16 Purchase Orders, Technology, Textbooks and Blanket Orders (including increases to Blanket Orders).
- **2016-17 Requisitions** will not be available until WORKDAY go-live in July 2016. **The district is working through a training schedule with details outlining compensation for 11 month School Office Managers who plan to attend the July training. Information will be provided once the schedule is finalized.**
- **By Friday, April 15, 2016**, 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 increased, closed, or carried forward into the 2016-17 fiscal year. Contact Purchasing no later than April 15, 2016 if you require an increase. Please email Accounts Payable at "Invoices" [invoices@scusd.edu](mailto:invoices@scusd.edu) the list of any requisitions that can be closed following payment or need to be carried forward.
- **In order to charge your 2015-16 budget, all items must be physically received and received online in ESCAPE before June 24<sup>th</sup>.** If items are received after June, the expense will be charged against your 2016-17 budget.
- **Friday, June 10, 2016** is the cut-off date for submitting 2015-16 Mileage, Petty Cash, and Confirming requisitions. Proper supporting documentation must be attached to the requisition in order to be approved, or it will be cancelled.

Purchasing Services	- Dan Sanchez, Manager	277-6662
Budget Services	- Mike Smith, Director	643-9405
Accounting Services	- Amari Watkins, Director	643-7837

**PLEASE POST, ROUTE, OR COPY & DISTRIBUTE AS NECESSARY**

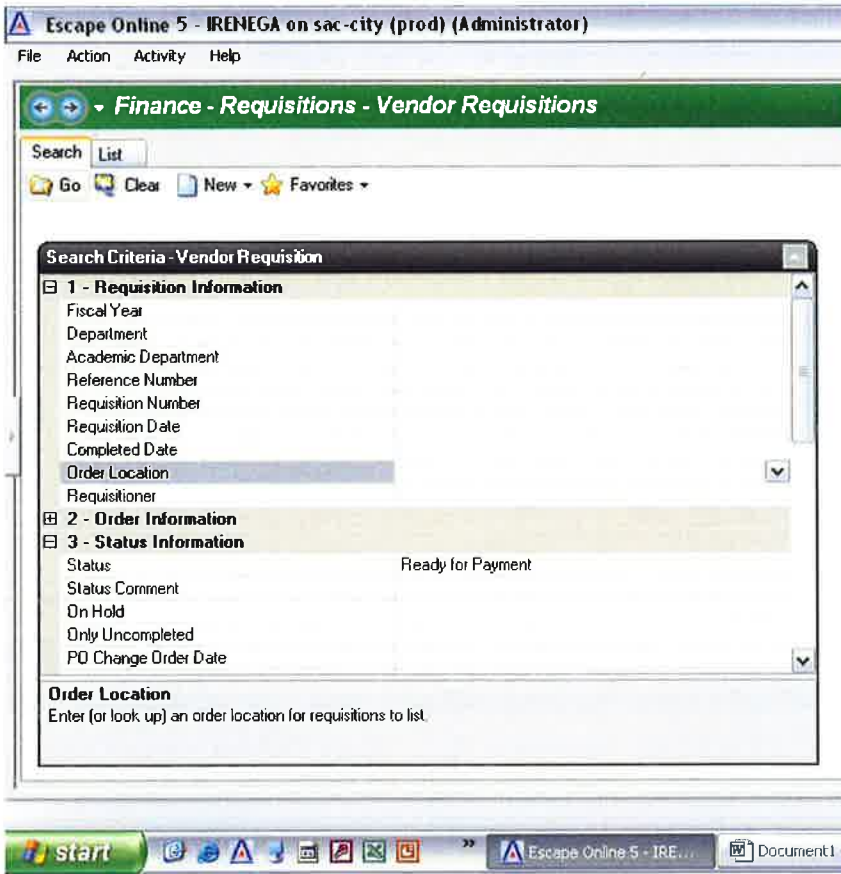
## 2015-16 YEAR-END CLOSING DATES

Requisition Type	Purchase Order, Blanket Order, Technology, Textbook	Chargeback	Service Agreement, Non Public School, Nutrition	Conference/Travel (includes Mileage)	Petty Cash	Duplicating	Confirming	Warehouse
<b>2015-16</b> Last day to submit	4/15/16	4/15/16 (Chargeback)  (6/17/16) Online Orders* placed by 5 pm	4/15/16	6/1/16 Conf/Travel) 6/10/16 (Mileage)	6/10/16	5/27/16	6/10/16	6/10/16
<b>2015-16</b> Cutoff to increase Blanket Orders	4/15/16 6/10/16							
<b>2015-16</b> Backup Due				6/1/16 (Conf/Travel) (Budget) 6/10/16 (Mileage) (Accounts Payable)	6/10/16 (Accounts Payable)		6/10/16 (Purchasing)	
<b>2015-16</b> Cancel all open status, back orders, and returns	4/18/16	4/18/16 (Chargeback)  6/22/16 (online orders)	4/18/16	6/2/16 (Conf/Travel) 6/13/16 (Mileage)	6/13/16	6/24/16	6/13/16	6/24/16
<b>2015-16</b> Cancel all requisitions not in approved status	5/17/16	5/17/16 (Chargeback)	5/17/16	6/17/16	6/17/16		6/17/16	
<b>2016-17</b> Requisitions Not Available Until Go Live with Workday	Workday Go Live	Workday Go Live	Workday Go Live	5/2/16 (Prepay) Workday Go Live	Workday Go Live	Workday Go Live	Workday Go Live	Workday Go Live

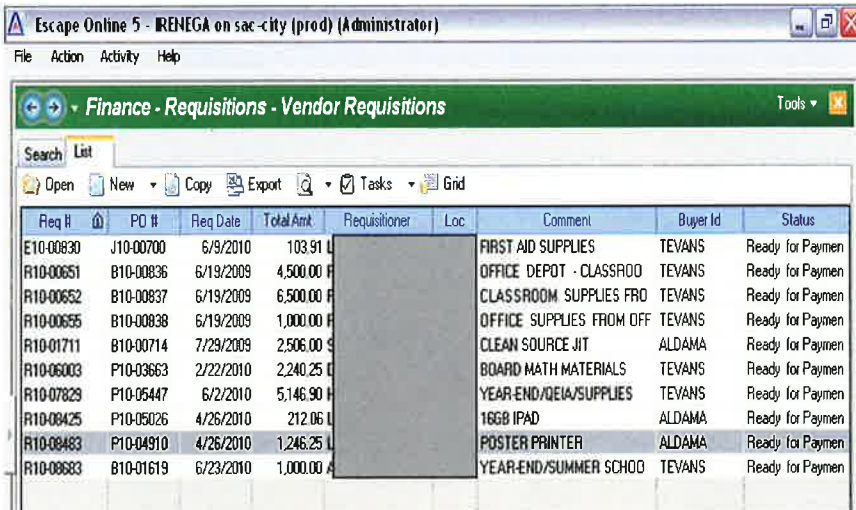
\*Online Orders include Clean Source, Office Depot, School Specialty, and Lakeshore.

- By **4/15/16**, follow "Requisition Listing Year-End Process" document to create year end requisition listing and forward lists of requisitions to be closed or carried forward to Accounts Payable.
- Warehouse closed for inventory from **6/24/16-6/30/16**.
- All purchase order deliveries received by **6/24/16 must be received online by that date**, especially for Consolidated Programs.
- By **7/6/16**, departments must send all maintenance charges to General Accounting, and all telephone, postage, and transportation charges to Budget.
- All outstanding invoices and bills pertaining to business must be sent to Accounts Payable for processing as soon as possible. First check run for 2016-17 is **7/8/16**.
- June Petty Cash reconciliations are due to General Accounting by **8/14/16**.

## REQUISITION LISTING YEAR-END PROCESS



- ▶ 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. Once you have reviewed the first filtered list, go back and change the status to review the new filtered list.
  - Select "Ready for Payment" to find reqs which may require invoices.
  - Select "Printed" to find reqs that need to be received on-line.



- ▶ 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 actual date item was received as system will default to current date.

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 **signed** invoices to e-mail box "Invoices".
- ▶ Any requisitions in need of payment, please send invoices in asap. For requisitions that can be closed, please notify Accounts Payable.

Questions regarding this procedure? Contact Jessica Sulli at x437889.