


**Purchasing System
Year End Checklist**


Presented by SDCOE CRC | April 24, 2014



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Purchase Requisitions (Page 1)

- Step 1 - Chart of Accounts needs to be rolled for 14-15 before processing any Reqs for FY 14-15.
- Step 2 - Check DSTOPT screen for "Next FY" field to have either "W" for working budget or leave blank for no budget.
- Step 3 - Adding Reqs for FY 14-15 before July 4th:
- Using Computer-Assigned Req Nbrs, enter a valid Req Nbr in the "Starting Number for Next Fiscal Year" field on the DSTOPT screen.



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Purchase Requisitions (Page 2)



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Purchase Requisitions (Page 3)

- If adding Requisitions for 14-15 FY before July 4th using Computer-Assigned Req Nbrs:
- Set the flag for "ADD Next FY" to "Yes" on PRQUPD Initial format.



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Purchase Requisitions (Page 4)



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Purchase Requisitions (Page 5)

- If adding Requisitions for 14-15 FY before July 4th using Manual Req Nbrs:
- Change FY to 14-15 on PRQUPD Budgeting format.



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Purchase Requisitions (Page 9)

- NOTE: On July 4th, enter the desired starting Req Nbr in the "Computer-Assigned Req Nbrs Next Number" field on the DSTOPT screen.



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Purchase Requisitions (Page 10)



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Purchase Orders (Page 11)

- Step 1 - Chart of Accounts needs to be rolled for 14-15 before processing any POs for 14-15.
- Step 2 - Check DSTOPT screen for "Next FY" field to have either "W" for working budget or leave blank for no budget.
- Step 3 - If planning to add POs for FY 14-15 before July 4th using Computer-Assigned PO numbers, make sure there is a valid PO Nbr in the "Starting Number for the Next Fiscal Year" field on the DPTUPD screen.



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Purchase Orders (Page 15)

- Step 4b –Or, if adding POs for 14-15 FY before July 4th using Manual PO Nbrs:
 - Change FY to 14-15 on the Budgeting format.
 - If it is going to be Held Encumbrance, enter an “X” in the “Encumber After” field and “June Month End Closing” field on the Budget format.



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Code	Item	Amount	Goal	Func Sub	Obj Sub	Sk	Loc	Err
		2,500.00						
03	.00	0000	000	0000	0000	4000	050	011



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Purchase Orders (Page 17)

- Step 5 -Close the POs that have received all of their items.
 - -Use POLIST screen to list PO's with:
 - PO status of Open or Partial and Financial Status of Closed.
 - » Not received; but paid and Final Flagged in error.
 - PO status of Closed and Financial Status of Open.
 - » Received; but not paid or paid without an “F” in Final Flag.



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Purchase Orders (Page 24)

- CAUTION: Stock to Warehouse POs should not be canceled; instead delete the line items from the PO's Multiple Items format.
- Note: All Encumbrances will be liquidated on the evening of July 1, 2014.



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Purchase Orders (Page 25)

Financial Info – REPCAT

[PRINT] FINANCIAL REPORT REQUESTS [HELP] Category: OTHER

Message: END OF REPORT SELECTIONS

To print any of reports below, enter the highlighted information for that report.

Rep #	Rep Title	Agency	Fiscal Year	Report Period	Report Date	Report Type	Report Status	Print	Del	Del #
07	Simplex									
08	Simplex									
10	PCP		14-15	HOW	Q1	MD	1314		Q1	Q1

Report Number/Title

- 07 PRINT DISTRICT VALIDATION TABLES
- 08 PRINT COUNTY VALIDATION TABLES
- 10 Purchase Encumbrance Listing for ONE District



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Purchase Orders (Page 26)

- Step 8- On July 4th, PO's you will be re-encumbering for FY 14-15, change the FY on the Budgeting format of PURUPD to 14-15.
- Step 8a - Then re-encumber, manually using ENCUMB function on PURUPD.



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Purchase Orders (Page 27)

PURUP/DISTRICT 020 Purchase Order Update Function

PO Nbr: 13024 NOTES Status: Open

Initial: Multiple Items Single Item Budgeting

Req. Nbr: 40023 Paper: No Req. Loc: 546 Print Date: 07/05/14

Message: All Accounts Show

Encumbrance: Doc. Date: 07/05/14 Vendor: 12338 Vendor Name: SCHOOL INNOVATIONS & ADVOCACY

Encumber New Month End Closing June Month End Closing

Encumber Alter: Remove Hold Encumbrance

Do NOT Encumber

Sub Total: 22,900.00 Sales Tax: 0.00 Freight: 0.00 PO Total: 22,900.00

Budget Fiscal Year: 1415 Amounts are Entered as a Percent Y/N: No

Encumbered Total = \$22,900.00

Code	Item	Amount	Goal	Func-Sub	Obj-Sub	Sk	Loc	Error
	Fund-Sub	22,900.00						
03	0000 000	0000	7000 000	5400 096	546			

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Purchase Orders (Page 28)

- A Helpful Hint: If re-encumbering a different amount from the original PO because of payments made, change the amount by adding a negative line item on the Multiple Items page for the total amount of the payments and then re-encumber.

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Purchase Orders (Page 29)

- Note: On July 4th, enter the desired starting PO Nbr in the "Computer-Assigned PO Nbr Next Up" field on the DPTUPD screen.

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Purchase Orders (Page 30)

DPTUPD(District 029) PO Department Update [HELP] [SHOW]

Department Code: PLO Department Name: PURCHASE ORDER DEPARTMENT


Allow Unrestricted Viewing of Requisitions
 Allow Use of Send Function with Requisitions
 Allow Purchase Order Creation Changes
 Allow Unrestricted Purchase Order Viewing
 Allow Remote Printing of Purchase Order to Printer Address: C000002F
Printer Number Enter 01-99: C000002F

Allow Remote Printing of Board Reports, etc. to Printer Address: C000002F
 Allow Unrestricted Receiving of PO Items
 Allow Receiving for Logos Location Only View All Receiving
 Allow Unrestricted Access to History
 Allow Unrestricted CRSREF Screen Access
 Show Passwords on UNRLST Screens

Seasonal From: 12/01/13 To: 12/20/13
Message: WAREHOUSE CLOSED FOR BREAK STARTING 12/23/2013 01:00:2014

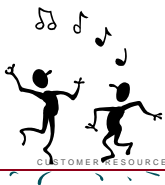
Computer-Assigned PO Numbers, Next Up: Prefix: Number: 140225
Starting Number for Next FY: Prefix: Number: 100000


Department Status: OK

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FINAL STEP

- Smile and pat yourself
- on the back for a job
- well done.



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