

Purchasing Year End Checklist

Purchase Requisitions Year End Checklist

- _____ Make sure the **Chart of Accounts** is rolled for **Fiscal Year 14-15** before processing any Requisitions for **14-15**.
- _____ Check **DSTOPT** screen for “**Next FY**” field to have either “**W**” for working budget or leave blank for no budget.
- _____ If planning to add Requisitions for **Fiscal Year 14-15 before July 4th** using **Computer Assigned Req Numbers**, make sure there is a valid Requisition number in the “**Starting Number for Next Fiscal Yr.**” field on the **DSTOPT** screen.
- _____ When adding Requisitions for **Fiscal Year 14-15 before July 4th** using **Computer Assigned Req Numbers for Fiscal Year 14-15**, make sure the flag for “**ADD Next FY**” on the **PRQUPD** screen is set to “**YES.**”
- _____ When adding Requisitions for **Fiscal Year 14-15 before July 4th** using **Manual Requisition numbers**, make sure to **Change the Fiscal Year on the Budgeting format** of the **PRQUPD** screen to **14-15**.
- _____ Districts that assign account numbers on the **PRQACT** screen must contact Michele O’Hagan to roll the account numbers for **Fiscal Year 14-15**.
- _____ **On July 4th**, enter the desired **starting Requisition number** in the “**Computer Assigned Req. Nbrs. Next Number**” field on the **DSTOPT** screen.

Purchase Orders Year End Checklist

- _____ Make sure the **Chart of Accounts** is rolled for **Fiscal Year 14-15** before processing any POs for **14-15**.
- _____ Check **DSTOPT** screen for “**Next FY**” field to have either “**W**” for working budget or leave blank for no budget.
- _____ If planning to add POs for **Fiscal Year 14-15 before July 4th** using **Computer- Assigned PO Numbers**, make sure there is a valid PO number in the “**Starting number for next FY:**” field on the **DPTUPD** screen.
- _____ When adding POs for **Fiscal Year 14-15 before July 4th** using **Computer- Assigned PO Numbers for Fiscal Year 14-15**, make sure the flag for “**ADD Next FY**” on the **PURUPD** screen is set to “**YES**” prior to performing the **Add** function on **PURUPD**.

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_____ When adding POs for **Fiscal Year 14-15 before July 4th** using **Manual PO numbers**, make sure to **Change the Fiscal Year on the Budgeting format** of the **PURUPD** screen to **14-15**. (**The held encumbrances will not release if the Fiscal Year is other than 14-15 on the Budgeting format**).

_____ When adding POs for **Fiscal Year 14-15 before July 4th**, for Encumbering enter an **“X”** in the **“Encumber After:”** field and **“June Month End Closing”** field. (The system does not allow Encumber Now on July 1st, 2nd, and 3rd).

_____ Close all POs that have received all of their items. Use the **POLIST** or the **OVRDUE** screen to print a list of POs to help you identify POs needing special attention. **POLIST** screen has File Function capabilities.

A. On the **POLIST** screen, print a list of POs that have:

_____ 1) **PO Status of Open or Partial and Financial Status of Closed.**

_____ 2) **PO Status of Closed or Canceled and Financial Status of Open.**

_____ 3) **PO Status of Open and Financial Status of Open.**

NOTE: POs with **object numbers outside the range of 3999 to 7999** are always given **Financial Status of Closed** when they are printed for the first time.

CAUTION: **Stock to Warehouse POs should not be Canceled; delete the line items** from the PO (Deleting the line item will **remove the On Order** quantity on the **STKINV** screen for the Stock item on that particular PO).

Deleting encumbrances (using the **ENCUPD** screen or the end of the year process) **does not close the Financial Status** of a PO.

_____ Use function **FINCLO** on **RCVUPD** screen to close the financial status of POs that need to be closed.

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_____ Make decisions on the outstanding POs - they are either going to be Canceled or they are set aside to be re-encumbered for the new fiscal year.

_____ **A.** ENCUPD and ENCENT screens are disabled on the evening of **June 30, 2014.**

_____ **B.** All Encumbrances will be liquidated the evening of **July 1, 2014.**
(Financial status of POs will be unchanged).

_____ **C.** **On July 4th,** start **re-encumbering** the **PO's** for Fiscal Year 14-15, **change the Fiscal Year** on the Budgeting format of PURUPD to **14-15.** Then re-encumber, manually using the **ENCUMB** Function on the **PURUPD** screen.

If re-encumbering a **different amount from the original P.O.** 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.

NOTE: On July 4th, enter the desired **starting PO number** in the “**Computer-Assigned PO Numbers, Next Up:**” field on the **DPTUPD** screen.

_____ **Smile and pat yourself on the back for a job well done.** 😊

Purchasing Year End Checklist

Purchasing Year End Schedule Summary

	REQS	POs	Done
Roll Chart to 14-15 before processing 14-15 records.	Yes	Yes	
Change “ Next FY ” to “ W ” or leave blank.	DSTOPT	DSTOPT	
Next FY POs, Using Computer- Assigned Numbers <ul style="list-style-type: none"> • Have a valid number in the “Starting Number for Next Fiscal Year field”. • Set Flag to “Yes” on “Add Next Fiscal Year”. 	DSTOPT Before 7/4	DPTUPD Before 7/4	
Next FY POs, Using Manual Numbers <ul style="list-style-type: none"> • Change the Fiscal Year field on the Budget Format to 14-15. 	PRQUPD Before 7/4	PURUPD Before 7/4	
When Encumbering for Next FY: <ul style="list-style-type: none"> • “X” Encumber After field, and • “X” June Month End Closing field. 		PURUPD Before 7/4	
Clean up outstanding POs; use POLIST & OVRDUE screens to print lists.		Before 7/4	
All Encumbrances are liquidated .		7/1	
POs that need re-encumbering , change FY to 14-15 on the Budget Format: Then re-encumber PO’s using ENCUMB function.		PURUPD After 7/4	
Enter a valid number in the “ Computer-Assigned Nbrs Next Number field ”.	DSTOPT 7/4	DPTUPD 7/4	