



Stores Year End Checklist

- _____ Send a **memo** to your sites and inform them of the **cutoff point** for ordering items from Stores. Caution your sites to use Fiscal Year **14-15** in the budget format for any Requisitions entered for Fiscal Year **14-15**. If you would like to disable requisition ordering in the system, select "Disable Requisition Ordering for Non-Power Users" on the DISOPT screen. Remember to de-select this option once the Stores balances have been rolled.
- _____ **Remind** your accounting department to check object **9320** in the Chart of Accounts for all Funds and Resources for Fiscal Year **14-15**.
- _____ Print the **STKLST report** to help you identify Stock items that have outstanding quantities for **On Orders** (these are the quantities ordered on POs for the Stock item which have not yet been received); **Backorders** (these are the quantities that cannot be issued due to insufficient stock in the warehouse to fill a requisition); and **Ready to Issues** (these are the quantities ordered using the **REQUPD** screen).
- _____ Use the **ORDLST** screen to identify **Stock to Warehouse POs** or **On Order** items that have not been received in the system. Select the List On-Orders option and use the LIST function. Receive the stock to warehouse items in **RCVUPD** screen. If stock items were never received, delete the line item from **PURUPD** screen. This will clear the **On Order** quantity. Do not cancel the POs.
- _____ Remove **Backorders** using the **BCKORD** screen.
- _____ Use the **ISSUPD** screen to view all requisitions that are ready to be issued. Make sure all the **outstanding requisitions for the current fiscal year are ISSUED**. Use the **ISSUPD** to reject any requisitions.
- _____ Use the **REQHST** screen to identify requisitions with outstanding items for the current fiscal year.
- _____ Use the **REQLST** screen to identify incomplete or rejected requisitions for the current fiscal year. Select the Incomplete/Rejections option, current FY, enter Warehouse number and then transmit. Delete the requisitions on **REQUPD**.
- _____ Print the **STKLST report** to ensure that the Ready to Issues, Vendor Orders and Backorders are taken care of. (Vendor orders and Ready to Issues for next fiscal year are O.K.)
- _____ Print the **Count Worksheet** on the **STKCNT** screen. Optional choices to print are by **Stock number** or by **Category**. Make enough copies of the Count Worksheet to assist members who are counting the physical inventory.
- _____ Take the **physical inventory**. (Auditors suggest a minimum of three teams; two for counting all the stock items in the warehouse and the third team to verify any discrepancies between the counts of the first two teams.)
- _____ After the physical count is done and you are satisfied, enter the **Count Quantity** for each stock item by using the **ADD** function on the **STKCNT** screen. By default, items are listed on this screen by Stock number. If the Count Worksheet was printed by Category, list the items by selecting each Category from the dropdown field.
- _____ Print the **Variance report** after entering all the Physical Counts; enter an option of printing by **Stock number or by Category**. (Optional: to include stock items with zero variance enter an "X" in the **Print Zero Variance** field).

NOTE: Decide if a recount is needed for any stock items before starting the adjustment process.



- _____ Use the **STKADJ** or **MSSADJ** screens to make necessary adjustments to the stock items. Set up an **Adjustment Code** for Year End adjustments on the **ADMST** screen. (Examples: YEND11, YNDADJ, etc.). **Stock Adjustments must be entered by June 27, 2014.**
- _____ Print the **Adjustments** by using the **PRINT** function on the **STKADJ** screen. All the adjustments that were not printed previously and that had a mark in the **Print Adjustment Slip** field on **STKADJ** will print.
- _____ **Print the Variance report** again to ensure that all the necessary adjustments have been done. If all of the adjustments have been done correctly, nothing should print on the Variance report.
- _____ Remind the Accounting Department to clear **9320 balances in funds and resources other than Fund 03 with Resource 0000** (Fds 06, 12 etc.) **before June 27, 2014.**
- _____ **NOTE:** The June 28th, 10:00 a.m. deadline is set by Financial Accounting at the County Office. They will NOT accept any auditor's transfers after this date and time.
- _____ **CAUTION:** DO NOT issue any requisitions after your accounting department has made the adjustments in the other funds. **To do so will leave a balance in the Fiscal Year 12-13 for other funds.**
- _____ Print the **Stock Value Report** on the **STKVAL** screen. Enter **PRINT** in the function and enter a value in the Print Sort field ("**C**" to print by Category or "**S**" to print by stock). This report is a very good tool for auditors.
- _____ Compare the **Warehouse Total Value** from the **STKVAL** report to the balance in 9320. (In doing so, consider Markups, Freight, Average Pricing, and unpaid invoices.)
- _____ Print the **STKLST** and **STKVAL** report again before the rollover. You'll have a record of prior year issues, receipts and other pertinent information.
- _____ **Call the County** at **(800)-289-1500 option 4** or e-mail at crc@sdcoe.net when ready to roll the new balances to the new fiscal year.
- _____ When you are notified by the County that your Stores balances have been rolled, enter the desired **starting requisition number** in the **Computer Assigned Req. Nbrs Next Number** field and enter an arbitrary number in the Next Fisc.Yr. field on the **DISOPT** screen.
- _____ **Note:** Requisitions may be entered for 14-15 anytime, but do not ISSUE 13-14 requisitions until **July 7, 2014.**
- _____ Smile and pat yourself on the back for the job well done!



Stores Year End Summary

Done

Send a Memo To sites to inform them about Cutoff date for ordering from Stores	Beginning part of May	
Take Physical Inventory	Beginning to middle part of June	
Make necessary Adjustments to the Inventory on STKADJ screen.	Before 6/27	
Clear 9320 in funds other than Fund 03 with Resource 0000.	Before 6/27	
Call County office to Roll Over Inventory balances	Before 7/7	

******CHECK INFO SCREEN and/or READ E-MEMOS FOR POSSIBLE UPDATES******