

YEAR END FINANCE

Robyn Adams (La Mesa-Spring Valley)
Delores Perley (San Dieguito)
Mark Pong (Del Mar)

10/12/17

PeopleSoft User's Conference 2017

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Session Topics

- Welcome & Introductions (5 min)
- Year End Calendar Development (Robyn Adams, La Mesa-Spring Valley) (10 min)
- Discuss the Choices, Teamwork is Key (Delores Perley, San Dieguito) (10 min)
- Discussion: What worked/what didn't? (30 min)
- Wrap up & Closing (5 min)

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Year End Calendar Development (Robyn Adams, La Mesa-Spring Valley)

- Determine what the key SDCOE deadlines are (include the treasury deadlines, etc.)
- Determine internal deadlines and create year end planning calendar
 - Board Agenda date
 - Work backwards
 - School vs. Department vs. Internal Business Dept. Deadlines
- Communicate deadlines

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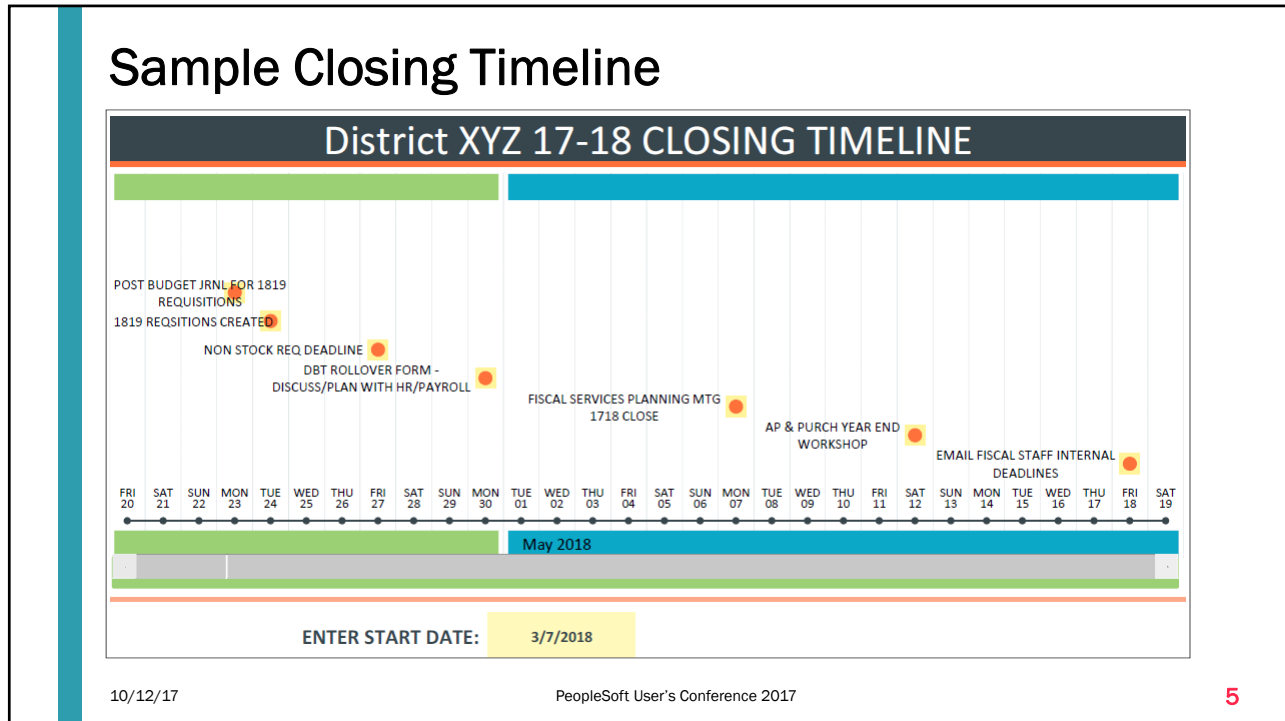
Sample Closing Timeline

District XYZ 17-18 CLOSING TIMELINE			
ACTIVITY	START	END	NOTES
Enable 1718 Closing Deadlines & Distribute	2/21/18		Handled with Dates
Register for SDCOE Year End Workshop	4/21/18		
Final Budget and for SDCOE requirements	4/23/18		
LSIS Requisitions created	4/24/18		Make sure to use correct Budget Periods and Dates
New Stock Req. Deadline	4/27/18		
CAF Rollover Items - Discuss/Plan with HR/Payroll	4/28/18		
Fiscal Services Planning Mtg 1718 Close	5/7/18		Set internal deadlines, Discuss Closing Tasks & Timelines for completion
AP & Purch Year End Workshop	5/12/18		
Enroll Fiscal Staff Internal Deadlines	5/13/18		
SDCOE Year End Workshop	5/24/18		
Stores Requisition Deadline	6/1/18		
Personal Reimbursement Deadline (TRC & Mktg)	6/1/18		
Child Nutrition Stores Requisition Deadline	6/13/18		
Final Site Deliveries and Pickup	6/13/18		
Final SDCOE Data Input of Revised Accrual	6/20/18		
Inventory Physical Count	6/20/18		
Last day 1718 transactions before 4:00pm	6/21/18		Delete all pending vouchers, re-enter after PO Roll
Last day 1718 Journals before 4:00pm	6/26/18		
Last day to submit 1718 AT's by 10 AM	6/29/18		
Cash Closing Deposits	6/29/18		
Clear prior year AR & AP, Suspense & 9930 accts	6/30/18		Use period 998 after SDCOE closes period 12 on 7/15/2018 if any cash transfers were done
Review remaining enc & pre enc	6/30/18		Cancel requisitions and purchase orders accordingly
Finalize PO's for Rollover Process	7/1/18		
Run PTE after June general is posted	7/1/18		HR Dep & Act
Reconcile all Clearing Accounts	7/1/18		
Run CH PDS, Proposal, Def Rpt, Bad Debt, Pdv	7/1/18		Prepare June CH CNPS Claim
Final Day SDCOE Commercial Warehouses	7/1/18		
Rec Inventory to Physical, post GL entries	7/1/18		Both Warehouses
Debit/Item Capital Exp 2% Fee	7/1/18		
Final 1718 Sales & Use Tax	7/1/18		
Post AP & AR Accruals - Update Schedules	7/1/18		Include Payroll Accruals, accrued by SDCOE (interest, etc.) Non Reversing, P-card, Reversing Cash, NPS
Enter Adjustments	8/1/18		
Final LGFT Calc P2 Certs & Final Prep Tax	8/1/18		
Revised Interest Calculator	8/1/18		after SDCOE posts 1718 4th qtr interest
Rec Payroll Accrual	8/1/18		
OPES Calculators & Journal Entries	8/1/18		
Child Nutrition Bad Debt Due to/From	8/7/18		
Post indirect costs & post all Due to/from transfers	8/13/18		
Reconcile capital assets	8/13/18		Check against SACS form - Update ASSET form
Reconcile all Resources	8/14/18		if Journals - contributions to zero out Decease resources
Reconcile contributions with CAT form	8/15/18		if Journals to adj for def rev and unrecd grants
Reconcile Long Term Debt Price & net payments	8/16/18		Update Debt form in SACS - include Comp Advances @ June 30 2018
Run SDCOE A & B	8/17/18		Check MQE change & status - resolve any adjusting entries
Complete Subsequent Year Worksheet	8/18/18		
GASB 58 Calculator & STES On Behalf JE Posting	8/21/18		
Final SACS	8/21/18		Clear TRCS & all GASB 34 forms
Reconcile 1718 for all funds	8/21/18		
Complete closing v-lot, email SDCOE to begin audit	8/21/18		
All Items for Board packet to DOE	8/22/18		Send to Admin Assistant/CBO for Board Packet
Post compover & unrecd grant KK journals	9/1/18		After SDCOE conference close and rolls balances
Reverse deferred interest entries	9/1/18		
Board Meeting - Unaudited Audits	9/1/18		

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- ## Discuss the Choices, Teamwork is Key (Delores Perley, San Dieguito)
- Choices vary by district
 - Understanding of processes
 - Reasons for decisions
 - Get everyone on the same page as early as possible
 - Purchasing
 - Sites/Departments
 - Accounts Payable
 - Budgeting
 - Understand and agree to deadlines
 - TEAMWORK
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DISCUSSION (30 MIN)

What worked? What didn't?

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SESSION NOTES

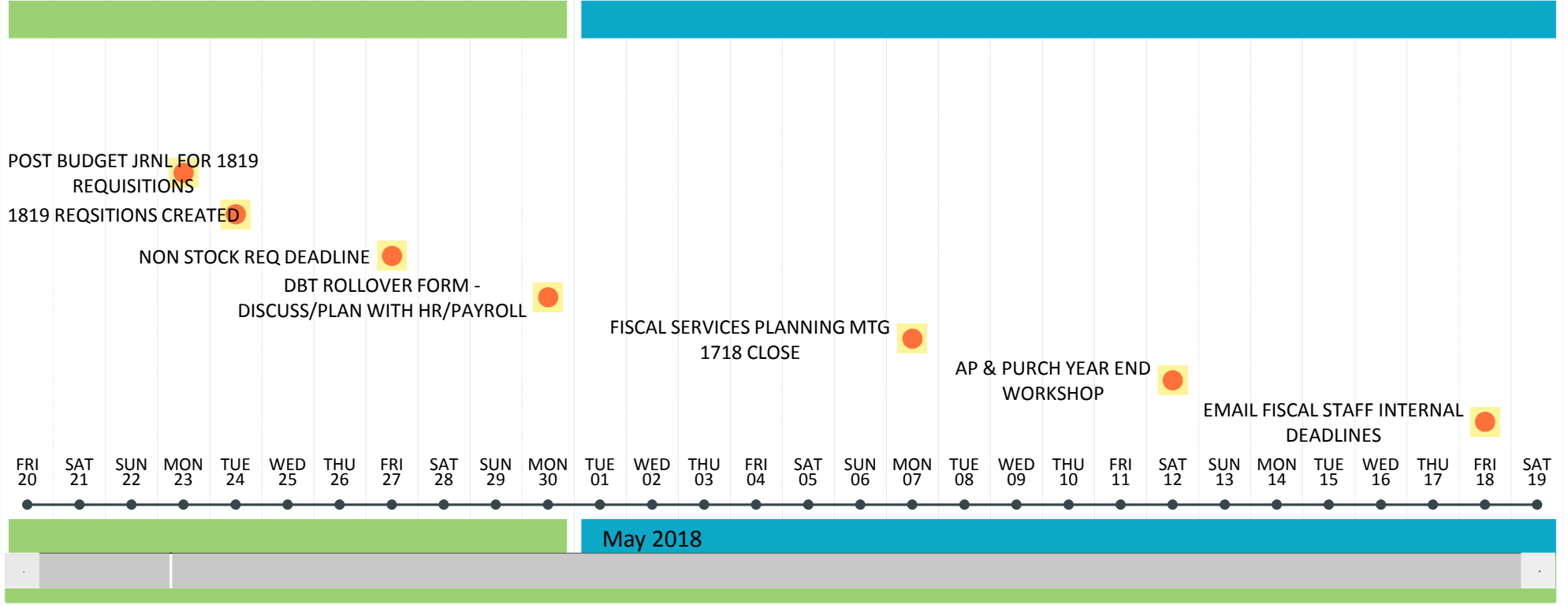
These slides and session notes are published on the CRC Website.
<http://crc.sdcoe.net/peoplesoftconference>

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District XYZ 17-18 CLOSING TIMELINE

ACTIVITY	START	END	NOTES
Create 1718 Closing Deadlines & Distribute	3/7/18		Handout with Dates
Deadline Reminder email to all staff	3/26/18		
Register for SDCOE Year End Workshop	4/2/18		
Post Budget Jrnl for 1819 requisitions	4/23/18		
1819 Reqsitions created	4/24/18		Make sure to use correct Budget Periods and Dates
Non Stock Req Deadline	4/27/18		
DBT Rollover Form - Discuss/Plan with HR/Payroll	4/30/18		
Fiscal Services Planning Mtg 1718 Close	5/7/18		Set internal deadlines, Discuss Closing Tasks & Timelines for completion
AP & Purch Year End Workshop	5/12/18		
Email Fiscal Staff Internal Deadlines	5/18/18		
SDCOE Year End Workshop	5/24/18		
Stores Requisition Deadline	6/1/18		
Personal Reimbursement Deadline (T&C & Mileage)	6/8/18		
Child Nutrition Stores Requisition Deadline	6/13/18		
Final Site Deliveries and Pickup	6/18/18		
Email SDCOE Opt In/Out of Receipt Accrual	6/19/18		
Inventory Physical Count	6/20/18		
Last day 1718 Vouchers Before 4:45pm	6/21/18		Delete all pending vouchers, re-enter after PO Roll
Last day 1718 AR Journals Before 4:45pm	6/26/18		
Last day to submit 1718 AT's by 10 AM	6/29/18		
Cash Clearing Deposits	6/29/18		
Clear prior year AR & AP, Suspense & 9910 accts	6/30/18		Use period 998 after SDCOE closes period 12 on 7/15/2018 - all py cash transfers use dtfd
Review remaining enc & pre enc	6/30/18		Cancel requisitions and purchase orders accordingly
Finalize PO's for Rollover Process	7/1/18		
Run FTE after June payroll is posted	7/1/18		FAR Emp & Acct
Reconcile all Clearing Accounts	7/1/18		
Rec CN POS, Prepaid, Def Rev, Bad Debt, FMV	7/1/18		Prepare June CN CNIPS Claim
First Day 1819 Commercial Warrants	7/6/18		
Rec Inventory to Physical, post GL entries	7/10/18		Both Warehouses
Due to/from Capital Fac 3% Fee	7/10/18		
Final 1718 Sales & Use Tax	7/31/18		
Post AP & AR Accruals - Update Schedules	7/31/18		Include Payroll Accruals, accrued by SDCOE (interest, etc.) - Non Reversing, P-card, Revolving Cash , NPS
Erate Adjustments	8/1/18		
Final LCFE Calc P2 Cert & Final Prop Tax	8/1/18		
Federal Interest Calculator	8/1/18		after SDCOE posts 1718 4th qtr interest
Rec Payroll Accrual	8/1/18		
OPEB Calculator & Journal Entries	8/4/18		
Child Nutrition Bad Debt Due to/from	8/7/18		
Post indirect costs & post all Due to/from transfers	8/10/18		
Reconcile capital assets	8/12/18		Check against SACS form - Update ASSET form
Reconcile all Resources	8/14/18		gl journals - contributions to zero out 0xxxxxx resources
Reconcile categoricals with CAT form	8/15/18		gl journals to adj for def rev and unused grants
Reconcile Long Term Debt Princ & Int payments	8/16/18		Update Debt form in SACS - include Comp Absences @ June 30 2018
Run SEMOE A & B	8/17/18		Check MOE change & status - make any adjusting entries
Complete Subsequent Year Worksheet	8/18/18		
GASB 68 Calculator & STRS On-Behalf JE Posting	8/22/18		
Final SACS	8/25/18		Clear TRCS & all GASB 34 Forms
Reconcile EFB for all funds	8/25/18		
Complete closing cklist, email SDCOE to begin audit	8/26/18		
All forms for Board packet to PDF	8/27/18		Send to Admin Assistant/CBO for Board Packet
Post carryover & unused grant KK journals	9/1/18		After SDCOE confirms close and rolls balances
Reverse deferred revenue entries	9/5/18		
Board Meeting - Unaudited Actuals	9/5/18		

District XYZ 17-18 CLOSING TIMELINE



ENTER START DATE: 3/7/2018