

Important Dates for Year End 2017-2018

- **June 26:** Last day for Deposits at Wells Fargo by close of business day.
- **June 28 at 12 noon:** Last day to enter vouchers in the system. Submit your vouchers for approval to the SDCOE Commercial warrants department to receive a warrant issued on June 29. No guarantee that it will generate a warrant the next day.
- **June 28 at 10am:** Last day to submit Auditor Transfer.
- **June 28:** At 9 pm, the reconciliation jobs run to close qualified requisitions and purchase orders.
- **June 29:** Last warrant due date of the current fiscal year.
- **June 29:** Recommended date for your Inventory to be completed.
- **July 1:**
 - Start of the new fiscal year.
 - First day to post for Period 998.
 - Requisition and POs for the new year when generated defaults to the current date
- **From July 1 to July 9:**
 - Receive items with a June date.
 - Do not close POs for accruals.
 - Do not close POs for rollover.
 - Manually close non-qualified POs using the override function via the Buyer's Workbench page.
 - Manually close non-qualified requisition using the override function via the Requester's Workbench page. Requisitions do not rollover.
- **July 5:** At 9 pm, the reconciliation jobs run close qualified requisitions and purchase orders.
- **July 6:** First day commercial warrants are issued for 2018-2019
- **July 9:** Last day to finalize Purchase Orders. All open qualified POs will rollover to the new year.
- **July 10:** Financial Accounting runs PO Rollover and Receipt Accrual processes. Financial Accounting sends report to the district. District can run the reports.
- **July 16:** Last day to post for Period 12.
- **July to September 4:** Run the FAR_ENCUMBRANCE_LEDGER query to review any 2017-2018 pre-encumbrances and encumbrances prior to closing your books.
- **September 4:** Last day to post for Period 998.

Note: Financial Accounting department opens and closes accounting periods.