

Sacramento
City Unified
School District

2017-18 NO RS 30

TO:

DATE: February 13, 2018

PREPARED BY: Gloria Chung

DEPARTMENT:

REVIEWED BY: Chief Business Officer

APPROVED:

The attached calendar of **BUSINESS SERVICES 2017-18 YEAR-END CLOSING DATES** reflects the end-of-year planning for all school sites and departments. Please submit requisitions as early as possible and do not wait until the deadline. There will not be access to emergency requisitions so please review the attached closing dates carefully and plan ahead – **THERE WILL BE NO EXCEPTIONS.**

See attachment for detailed deadlines for year-end closing. Please note:

- **is the cut-off date for submitting 2017-18 Purchase Orders, Technology, Textbooks and Blanket Orders.**
- , please run a listing of requisitions and verify year-end status. (See attached "Requisition Listing Year-End Process" for instructions). Identify any requisitions that need to be increased, closed, or carried forward into the 2018-19 fiscal year. Contact Purchasing no later than June 8, 2018 if you require an increase. Please email Accounts Payable at "Invoices" the list of any requisitions that can be closed following payment or need to be carried forward.

2018-19 fiscal year will not be processed until July 1, 2018

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Confirming Warehouse

7/6/18 6/8/18

7/6/18
(Purchasing)

7/9/18 6/22/18

7/13/18

7/2/18 6/15/18

requisitions to be closed on car

18-19 budget.
on charges to Budget.
First check run for 2018-19 is

REQUISITION LISTING YEAR-END PROCESS

File Action Activity Help

Search

Go Clear New Favorites

In Escape On-Line select Finance, Requisitions, Vendor Requisitions.

- In the "Order Location" field, enter your Site Location Code or select the down arrow to select your site.

Department
Academic Department
Requisition Number
Requisition Date
Requisitioner

2 - Information
3 - Status Information

Status
Status Comment

for Pa

4 - Other Information

Place your cursor in the "Status" field and select the down arrow. For year-end process it will be necessary to generate two separate lists. Once you have reviewed the first filtered list, go back and change the status to review the new filtered list.

Enter (or look up) an order location for requisitions to list.

Payment" to find reqs which may require invoices.

Escape Online 5 - VICTORIA-MENA2 on vprod (Administrator)
File Action Activity Help

- To generate list, select the "Go" button located on the upper left of your screen.

PO #	Amt	Loc			
CHB17-003 E 10/31/201	2,000.00		JMTC CAL CARD	TE/VANS	Ready for Pay
CHB17-003 E 11/10/201	6,888.88		CANON COPIER	MELANIE	Ready for Pay
CHB17-003 E 11/10/201	2,170.00		CANON COPIER 2016-2017	MELANIE	Ready for Pay
CHB17-003 E 12/2/2016	2,458.63		CHC BYTES CANON CAL CARD	MELANIE	Ready for Pay
CHB17-003 E 12/2/2016	385.68				Ready for Pay
CHB17-003 E 12/2/2016	972.00				Ready for Pay
CHB17-003 E					
P15-00625 F	1,382,258			N	Ready for
B15-00710 E	390.60			N	Ready for
P16-00895 F	372.00				Ready for
B16-00389 E	876.13				Ready for
B16-00094 E	90,000.00			N	Ready for
R16-00672 B16-00422 E 7/7/2015	2,835.44				Ready for
R16/2014					Pay

reqs that need to be received on-line.

Please also review the following type of requisitions:

Once your list has been generated, open each

Confirming Betty Cash - Must send original receipts

requisition and verify the following:

- Invoices have been