

Division of Finance  
End of Year Information Related to Business Transactions  
2016-17  
**Please Read**

<b>Year-End Preparation – Prior to June 30</b>	
Item	Instructions
Oracle System Downtime <b>June 30 at 4:30 through July 5 at 6:30 AM</b>	The Oracle financial system will be shut down for financial end-users at 4:30 PM on Friday, June 30. All financial information must be entered into Oracle by 4:30 on June 30. The system will be available on July 5 at 6:30 AM.
Oracle Responsibilities	Your Oracle menu may change during the year-end closing. At 4:30 PM on Friday, June 30, some Oracle responsibilities will be inactivated and will disappear from your menu. The Oracle responsibilities will be reactivated on July 5 and will reappear on your menu.
<b>FPO &amp; Employee Expense Deadline</b>  <b>June 23 at 4:30 PM</b>	All FPO invoices and employee expenses entered by 4:30 PM on Friday, June 23, will be processed by June 30. The iProcurement receipting activity should continue through June 30.  Parent refund checks cannot be delivered to schools if the warehouse has discontinued mail service for your site during the summer months. Refund checks will be mailed to the address printed on the check.
Unapproved Requisitions	As of 4:30 PM on Friday, June 30, 2017 Purchasing will cancel any unapproved requisitions dated on or before Friday, June 30, 2017. Please make sure any requisitions you have entered are approved before this deadline.
Open Purchase Orders	Accounts Payable will be reviewing all open purchase orders and contacting sites to determine if older purchase orders should remain open for the new budget year. Finance staff will close all remaining purchase orders and budgets will be unencumbered after obtaining confirmation from site budget authorities.
Site Deliveries by <b>FedEx, UPS, USPS, or any other carrier</b>	Purchase order items delivered directly to a site, rather than to the district warehouse, must be receipted in iProcurement by site. Please refer to the "Accruals" item below for additional information.
Armored Car	Armored Knights will be informed of the last/first pickup dates for each site as outlined below. Contact Karen Guyer at ext. 28912 if you have any questions. If you have a deposit after June 9, 2017, please contact Karen Guyer at ext. 28912 so arrangements can be made.  -Last day for regular armored car schedule – May 19. -Pickups continue at school sites Friday May 26, June 2 and a final pickup on June 9. -Daycares armored car pickup to begin June 12. <p style="text-align: center;"><b>After June 30 – FY 2017-18.</b></p> -High schools armored car pick up start date - July 18. -All other schools armored car pick up start date – July 24. -Year round sites and day care sites will receive continuous service during the summer.
Deposits	Enter all deposits into Oracle on or before Friday, June 30 at 4:30 PM. APS AR Deposits Reports can be sent to the Accounting Department after June 30 in the interschool mail. <b>Remember to attach all backup documentation electronically in Oracle.</b>
Deposit Books	All sites should retain their deposit books for use during the summer break and when school resumes in August. Additional books can be obtained by requesting them at <a href="http://www.apsnet/acctg/Forms/Deposit_Supplies_Request_Form.htm">http://www.apsnet/acctg/Forms/Deposit_Supplies_Request_Form.htm</a>
Prepayments	Prepayments are not encouraged, but may be necessary in some instances. Prepayments are defined as a <b>payment made in 2016-17 for goods or services to be received in 2017-18</b> . If you are required to make a prepayment, please notify Ron Whitting in Accounting so these expenses can be moved to the appropriate year. Some examples include <b>conference registration, membership fees, and service contracts</b> . Payments may be made using requisitions or P-Cards.
School Dude	The School Dude (Maintenance & Print Service) Request system will be available through the year end process.

Change Funds	<p>Change funds may be retained at the sites if security for the cash is adequate. If you wish to deposit your change fund, prepare a separate deposit and deposit ticket for it. Do not combine it with another deposit. Write the words, "Change Fund," on the deposit ticket. Send the deposit to US Bank via armored car. Contact Louise Tipton at ext. 28925 to ensure the change fund deposit is correctly recorded.</p> <p>-Reply to change fund memo by May 12. -Change funds will be reissued per the site's request.</p>
Petty Cash	<p>Petty cash can be retained at the sites if security for the cash is adequate. If you wish to deposit your petty cash, make out a separate deposit and deposit ticket for it. Do not combine it with another deposit. Write the words, "Petty Cash," on the deposit ticket. Contact Louise Tipton at ext 28925 to ensure the petty cash deposit is correctly recorded.</p> <p>-Reply to petty cash memo by May 12 -Deposited Petty cash funds will be reissued per the sites request.</p>
P-Card Transactions in ChargeRx	<p>Please process all ChargeRx transactions <b>before</b> you leave for the summer. All transactions in ChargeRx will be posted to selected accounts as actuals by July 3. Card Managers will be asked to upload receipts and recoded accounts when they return to work in July. Twelve month employees are encouraged to completely process all transactions available in the system by 4:30 on June 30.</p>
Billing	<p>If your site charges other APS sites please make sure all internal billings pertaining to FY2016-17 are sent out to sites before July 31. This will allow the sites to process all internal billings before the accrual cutoff.</p>
Payroll Time Reporting Form Cutoff	<p>The payroll time reporting form cutoff for the fiscal year 2016-17 is Saturday, June 10. Time reporting forms will be accepted until 4:30 p.m. on Monday, June 12. <b>All work performed after June 12 that is included on a time reporting form will be part of the July payroll.</b> All self-service time must be submitted by 12 p.m. on Monday, June 12. There are no payroll accruals for time <u>paid</u> after the June payroll, regardless of when the work was performed.</p>
<b>Year-End Accrual Period – After June 30</b>	
Item	Instructions
<p>Accruals – Coding expenses to the correct year</p> <p><b>July 1 to August 25</b></p>	<p>Goods physically received in the district before July 1 and services provided before July 1 must be accrued and charged to the 2016-17 budget; this includes all expenses and revenue related to 2016-17. Final review of all accounts must be completed by sites on <b>Friday, August 25</b>. This is a firm cutoff date!</p>
<p>Journal Entry Requests</p> <p><b>July 1 to August 25</b></p>	<p>After June 30, journal entries can be requested for 2016-17 adjustments through <b>August 25</b>. For accrual 2016-17 entries, please indicate in your description these are prior year transactions by including <b>"ACC" at the beginning of your request.</b></p>
<p>Payment Only/Refund Requisitions &amp; Employee Reimbursements</p> <p><b>July 1 to September 26</b></p>	<p>If the FPO requisition is for goods or services physically received last year or the parent/student refund requisition is for payments made last year, please include <b>"ACC" at the beginning of the requisition description.</b></p> <p>Use the actual date received as the receipt date in iProcurement.</p> <p>If the employee reimbursement is for goods or services physically received last year, please include <b>"ACC" at the beginning of the expense description.</b></p>
<p>Deposits</p> <p><b>July 1 to September 26</b></p>	<p>Money received after June 30 related to prior year activity should be ENTERED into Oracle with a description indicating it is an accrual. When possible, enter a separate deposit with "ACC" at the beginning of the comment; write "ACCRUAL" on the APS AR Deposit Report sent to Accounting. If necessary, accrual deposits may be included with current year deposits if the <b>accrual portion is entered on a separate line with a comment that begins with "ACC"</b>; include as much detail about the deposit as possible and attach back up documents.</p>