



FYE Preparation Steps for Accounting Users

Revised April 2018

1. Delete any requisitions that have not and should not be converted to purchase orders

- a. Run an outstanding requisition list and review (REQDET or REQSUM)
 - i. F10 will Reset report options to SSDT default
 - ii. Select all Open requisitions
 - iii. Do not specify a date range
- b. Convert all requisitions that should be converted to purchase orders
- c. Delete requisitions that should not be converted to purchase orders or email list to owner of requisitions to delete
- d. Hold July dated requisitions if not to be converted until July, or convert to future POs as desired
- e. Verify skipped requisitions in RAM
 - i. View...Requisitions...View Requisitions Skipped During Hourly Load

2. Close out all possible open purchase orders

- a. Run an outstanding purchase order list (PODETL or POSUMM)
 - i. F10 will Reset report options to SSDT default
 - ii. Select Outstanding purchase orders
 - iii. Do not specify a date range
- b. Review all outstanding purchase orders and cancel/close out any old purchase orders that are no longer needed

3. Void any old outstanding warrant checks

- a. Run a check register listing all outstanding checks (CHEKPY)
 - i. F10 will Reset report options to SSDT default
 - ii. Select check status of outstanding
 - iii. Do not specify a date range
- b. Contact the payee to verify check status
- c. Void or void and reissue checks as needed
- d. File any voided checks with the Ohio Division of Unclaimed Funds
 - i. <http://www.com.ohio.gov/unfd/>



4. Enter any future requisitions or purchase orders as necessary

- a. For future requisitions, enter a future date in Requested PO Date
- b. For future POs, convert requisitions using Requested PO Date
 - i. Purchase orders will be printed with date after July 1
 - ii. Once in next fiscal year, use AUTOPOST/FUTPO to post batch file
- c. Warnings based on USASDAT/USASEC setup
- d. If “Check Future Year Balances” is Y in USASDAT/USACON, must have Next Year Proposed amounts entered

5. Enter all items that must be entered in Equipment Inventory

- a. Run a BUDLED for object 6** and review purchases made this year
 - i. F10 will Reset report options to SSDT default
 - ii. Enter date range of 7/01/XXXX to 6/30/XXXX
 1. Exp: 7/01/2017 to 6/30/2018
 - iii. Include object 6**
- b. Check board minutes to ensure all donated items have been added
- c. Check board minutes to ensure all disposed items have been removed