



2024-25 Year End Closing

Virtual Teams Meeting
March 18, 2025

Presented by:
Accounting Services,
Paola Lopez
Interim Accounting Manager II

Agenda

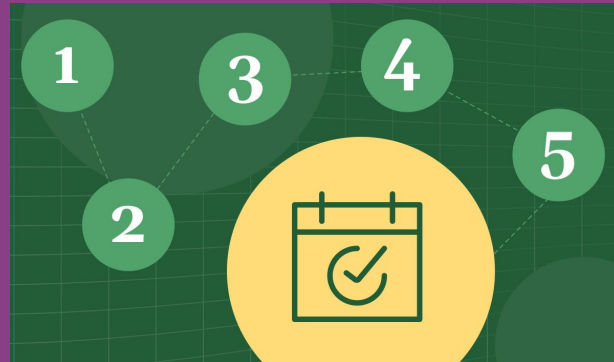
- Key Action Items
- Requisition Year End Process
- What To Do With Your PO's
- Important Reminders
- Resources
- Q&A



Key Action Items

- ✓ **Finalize Purchases** – Process all invoices, reimbursements & POs by district deadlines.
- ✓ **Review Budgets** – Ensure site funds are spent before the cut-off.
- ✓ **Submit Payroll** – Approve timesheets, stipends & extra duty pay.
- ✓ **Audit Prep** – Keep records of expenditures, fundraising & grants.
- ✓ **Plan Ahead** – Unspent funds may affect next year's budget.

Requisition Year-End Process



Requisition Year End Process

- Start this process now to get a head start on the list of outstanding requisitions that need your attention.
- Receive Purchase Order (PO) Items Online As They Are Delivered
 - Make sure to do this before **June 30th** for all items received. (Friendly reminder - Last day of school is June 12th). Items not received will be charged to the next fiscal year's budget.
 - Contact Purchasing for items that were ordered and not received promptly. This will give the Purchasing Department time to contact the vendors and inform you of the probability of delivery before **June 30th.**
- Review your PO balances daily
 - Contact Purchasing no later than **May 23rd**, if you require an increase

Requisition Year-End Processing List

- Export - “Ready For Payment” Requisitions
- Review
- Indicate
 - Final Payment
 - Complete
 - Accrue
 - Carryover

Reference: [2024-25 Year-End Closing Dates Bulletin](#)

Frontline ERP for California (Desktop) - PATRICK-THUYVAN on SCUSD(Production)

File Action Activity Help

Activities
097 - Sac City
Quick Start here

Finance

- ▶ Budget
- ▶ Fiscal
- ▶ Requisitions**
 - Approve Requisitions
 - Department Requisitions
 - Stores Requisitions
 - Vendor Requisitions
- ▶ AP
- ▶ AR
- ▶ Assets
- ▶ Purchasing
- ▶ Stores
- ▶ Work Orders
- ▶ Processes
- ▶ Reports
- My Reports
- Report Favorites
- Report Warehouse
- ▶ Setup

HR / Payroll

Online Resources

SCUSD Resources

Finance - Requisitions - Vendor Requisitions

Search

Go Clear New Favorites

Search Criteria - Vendor Requisition

1 - Requisition Information

Fiscal Year	2025 {2024/2025}
Department	
Academic Department	
Reference Number	
Requisition Number	
Requisition Date	
Completed Date	
Order Location	0802 {ACCOUNTING SERVICES DEPARTMENT}
Requisitioner	
Template Reqs?	No

2 - Order Information

Vendor Id	
Vendor Name	
Buyer Id	
PO Number	
PO Date	

3 - Status Information

Status	Ready for Payment
Status Comment	
On Hold	
Only Uncompleted	
PO Change Order Date	
With Change Orders Only	

4 - Other Information

5 - Accounts

6 - History Information

7 - Requisition Note

8 - Attachments

Status

Ready for Payment

Description

- Approved
- Cancelled
- Check Pending
- Complete
- Denied
- Open
- Printed
- Ready for Payment
- Submitted

What to Do With Your PO's?

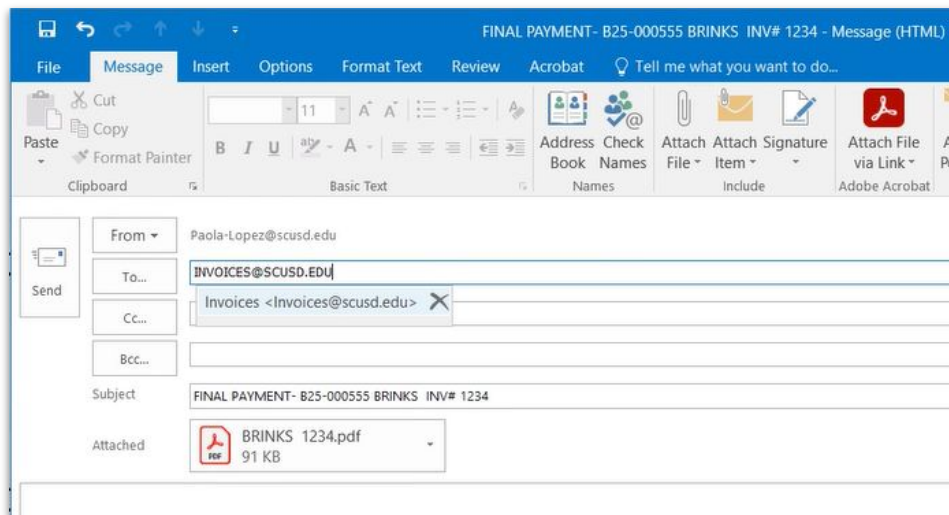


What to Do With Your PO's?

- 1) Final payment? - Last Invoice
- 2) Complete? - No Invoices Pending Payment
- 3) Accrue? - Items Received But No Invoice
- 4) Carryover? - Ongoing Multi Year Projects

1) Final Payment

- Last Invoice of the order
- Indicate “Final Payment” on the invoice
- Email Invoices@scusd.edu
 - Subject Line: Final Payment
PO number, Vendor Name &
Invoice Number
 - Attachment: Invoice



2) Complete

- No more purchases for the requisition
- All invoices have been emailed and paid
- **BUT** PO still has a balance at end of fiscal year

** At least one payment has to be processed against the PO to be completed

***If NO PAYMENT applied, the requisition needs to be Cancelled by Site/Purchasing Dept (AP unable to cancel)



3) Accrue

- Items are received before June 30th but no Invoice
- Items must be Received On Line (ROL) in Escape by June 30th



Accruals

097 - SC Finance - Requisitions - Vendor Requisitions

Search List Form

Delete Prev Next Close Cancel Tasks

Req# V24-01174, PO# , FY 2025 {2024/20

Requisition Items:1 Accounts:3 Payments Quotes Approvals:1 Assets Attachments:3 Notes History:7

New Export Delete Undo Cancel All

Fd-Rsce-Y-Objt-Ut-Goal-Func-Prg-Loca-Proj	Amount	Percentage	Fiscal	Encumbere	Paid	Liability	Avail Bal
01-0000-0-5230-00-0000-7350-000-0802-000	\$0.00	0.0000	2024	\$0.00	\$0.00	\$275.00	(\$7,242.9
01-0000-0-9510- - - - -	\$275.00	100.0000	2025	\$0.00	\$0.00	\$0.00	\$3,610.36
01-0000-0-5230-00-0000-7350-000-0802-000	\$0.00	0.0000	2025	\$0.00	\$0.00	\$0.00	\$390.00

4) Carryover (Special Circumstances Only)

- Items **NOT** received before June 30
- PO rolled over to next fiscal year
- Blankets are not allowed to be rolled over to the new fiscal year
- Expenses charged to new fiscal year budget
- Typically applies to ongoing multi year projects



Important Reminders



Year-End Deadlines

- **Friday, April 4, 2025** – Final deadline for POs, Technology, Textbooks, Service Agreements, and Blanket Orders.
- **Friday, April 25, 2025** – Run and verify year-end requisition listings.
- **Monday, May 12, 2025** – **2025-26 requisitions available** (processing begins July 1).
 - Requisitions for services needed in early July
- **Monday, June 30, 2025** – Items must be physically received/services must be rendered (ROL) in ESCAPE to charge the **2024-25 budget**.
- **Friday, July 11, 2025** – Deadline for Mileage, Petty Cash, and Confirming Requisitions.
- **Friday, July 25, 2025** – June Petty Cash reconciliations due.

Resources

Departments

- [Accounts Payable](#)
 - [Contacts](#)
 - Invoices@scusd.edu
- [Budget Services](#)
 - [Contacts](#)
 - [Staff Assignments](#)
- [General Accounting](#)
 - [Contacts](#)
 - [Staff Assignments](#)



Powerpoints

- [Accounts Payable 101](#)
- [2024-25 Year End Closing Presentation Principals Meeting](#)

Forms

- [STARR Service Request Form](#)
- [Accounting Services Forms](#)

Bulletins

- [2024-25 Year-End Closing Dates Bulletin](#)
- [Accounting Services Bulletins](#)
- [BP 3400 Financial Management Systems](#)



What Questions Do You Have?



[2024-25 Year End Closing Questions](#)

- Google form