



SF EMPLOYEE PORTAL FINANCIALS & PROCUREMENT

AOSD User Flash #287: FY18 Year-End PO/AP Reminders

1. PO Carryforward Requests and PO/Requisition Close

Please be reminded that departments must run query FSP_PO_ENC_DTL_W_APRO_CF for the open POs of your department. Please indicate whether each PO needs to be carried forward to FY19 or closed, and submit to the fund accountants for approval by 7/20/18.

FY18 POs not indicated for carryforward as well as all FY18 requisitions are required to be closed by departments by 8/3/18. Please refer to these job aids for more details on PO and requisition close: <https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/22000223079-understanding-change-order-cancel-close-finalize-processes-for-purchase-orders> and <https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/22000224681-understanding-cancel-close-finalize-processes-for-requisitions>.

Any POs remaining open and not approved for carryforward will be centrally closed by the Controller's Office by 8/17/18.

2. FY18 Voucher Accounting Date/Budget Date Reminder

When departments process FY 18 vouchers after 6/30/18, many are creating the vouchers and save them with current date as accounting date. This automatically assigns budget date to the accounting date. Even if users change the accounting date to the desired date (i.e. on or before 6/30/18), the budget date will not be reset (this is delivered Oracle functionality).

When creating a voucher for a prior period, you must first input the correct accounting date (i.e. on or before 6/30) and then save it.

To fix the issues of the incorrect budget date, please use the attached [job aid](#).