

TEAMS – End of Year Receiving Procedures

C-FB ISD is quickly approaching the conclusion of fiscal year 2015-2016. Please be aware of the following year-end procedures that will be critical to ensuring the District's transactions are accurately recorded.

Users will need to pay special attention to the “Received Date” when receiving for traditional purchase orders, “Released Date” for releasing amounts for project (Open) purchase orders, “Event Date” for creating check requests, and “Event Date” for creating employee reimbursements. Entering the proper date when goods were received, when purchases were made, or the date the event took place will have an impact on the accuracy of the District's financial position.

Please follow the instructions below on how to properly record the correct dates for each of the above situations.

Traditional Purchase Orders

When receiving on a traditional PO the “Received Date” is vital to help determine which fiscal year the transaction will be recorded. If the goods a user ordered arrived in the District on August 31, 2016 but the user was not able to receive the items in TEAMS until after September 1, 2016, it is crucial to change the “**Received Date**” to “**08-31-2016**”. The proper date should be when the goods were **physically received** in the District.

Receiving Search Purchase Order Receiving Asset

Receiving Details

Show Yes No Received Date: *

Cancel?: Yes No

Configure columns

Requestor	Stock Number	Short Description	Unit of Measure	Ordered Quantity	Expected Quantity	Received Quantity	Free Quantity Recvd	Not Delivered Quantity	Asset Review Decision	Potential Asset	Existing Assets
Long Middle School	Sagamore	Sagamore 8.5x11 planneEA		800.0	800.0	0.0	0.0	800.0	Not Reviewed		

Receiving Attachments

Project (Open) Purchase Orders

After a purchase has been made on a project purchase order the requestor is required to release the funds in order to give permission to Accounts Payable to make the payment for that purchase. If the purchase was made on or prior to August 31, 2016 then the **“Release Date”** should be the date purchased. If purchase was made after August 31, 2016, please enter the date the purchase was actually made.

The screenshot shows a software interface for managing project requisitions. On the left is a navigation menu with options: Overview, Action History, Purchase Order, Asset, and Notes. The main area is titled 'Project Requisition Overview' and contains several sections:


- Project Requisition Overview Header:** Includes fields for Fiscal Year (2016), Vendor (Hobby Lobby Creative Center), Category (EPCINT), Requestor (Boulder, Debra Louisa - 3160402), Ship-To Location (Long Middle School - 044), Description (EPCINT - EMS 1314-026-2020 Exp 07/31/2020 10% off regular shelf price at register. Liz Binion to shop), Order From (Hobby Lobby Creative Center - PO Box 960070, Oklahoma City, OK, 73123), Contract, Ship-To Receiving Group (Long MS), and Justification (Decoration needs).
- Project Requisition Overview Description:** A table with columns: Description, Total Amount, Released Amount, Balance Amount, Total Invoiced, Account Numbers, and Action. It lists 'School decor' with a total amount of 100.00 and a balance of \$100.00.
- Release Funds Dialog Box:** A pop-up window with fields for 'New Release Amount' and 'Release Date' (08-31-2016). A red arrow points to the Release Date field. There is also a 'Release' button and a 'Submit' button in the main interface.

Employee Reimbursements

The “Event Date” for employee reimbursements is important when creating a payment for an event that was in the prior fiscal year. If an employee attended a conference in late August but the reimbursement was not created until September, entering the proper “Event Date” prompts the transaction to be recorded in the proper fiscal year.

Maintain Employee Advance/Reimbursement Request

Employee Advance/Reimbursement Request Details

Fiscal Year: *	2016	Recipient: *		Recipient:
Request Type: *		Supporting Documentation: *		
Payment Type: *	Paper Check	Route Check: *		
Reference: *		Need Separate Check?:	<input type="checkbox"/>	
Justification: *	<input type="text"/>	Needed By: *		
	Characters remaining: 255 (255 max)	Event Date: *	08-31-2016	

Employee Advance/Reimbursement Request Line Items

Amount: *	Description: *	Accounts: *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Amount: \$0.00

Employee Advance/Reimbursement Request Attachments

File Type

Check Requests

The “Event Date” for check requests is important when creating a payment for an event that was in the prior fiscal year. If an event or registration occurred in late August but the check request was not created until September, entering the proper “Event Date” prompts the transaction to be recorded in the proper fiscal year.

Maintain Check Request

Check Request Details

Fiscal Year: * 2016
Category: * Vendor: *
Remit To: Remit To:
Supporting *
Documentation:
Needed By: * Requestor: * Seese, Michele Lea - 3691508
Event Date: * 08-31-2016
Justification: * Characters remaining: 1000 (1000 max)
Need Separate Check?:

Attachment File (click File to view saved attachment.)
(header): (no attachment)

Check Request Line Items

Line:	Invoice Number:	Amount: *	Description: *	Accounts: *
1.				

Total Check Request Amount: \$
Add Invoice

Check Request Line Item Attachment(s)

File Type	Description

Submit **Clear**