

Business & Finance Yearly Time Line

General Fund (199)

July/August

1. Run a Budget Status Report for **Fund 199** to verify that it reconciles to your "**Adopted**" campus/department budget
2. Begin entering requisitions for the new budget year

September/October/November/December

1. Check status on prior requisitions as to why no PO was created
2. Check status on prior PO's and expedite items still needed
3. Have Purchasing or Accounting close and cancel any outstanding PO's no longer needed
4. Continue entering requisitions for new items needed
5. Enter receivings for merchandise that has actually been received
6. Run Budget Overview Reports – **Overtransferred and Overspent** – and enter online transfers or submit budget amendments to clear any budget deficits
7. Run Budget Status Report and monitor expenditures and available budget
8. Monitor online budget transfers to verify all have a header status of "**Posted**" or have the Budget Office delete any unnecessary transfers

January/February

1. Repeat items 1-8 shown for Sept/Oct/Nov/Dec
2. Yearly Budget Meeting – **Begin preparing budget for next budget year**

March/April

1. Repeat items 1-8 shown for Sept/Oct/Nov/Dec
2. **Complete and submit budget for next budget year**

May/June

1. Enter final requisitions for current budget year
2. Check status on all remaining requisitions as to why no PO was created
3. Check status on all PO's and expedite items still needed
4. Have Purchasing or Accounting close and cancel any outstanding PO's no longer needed
5. Enter receiving for items actually received so invoices can be paid and correctly charged to current budget year
6. Order and receive final items on Blanket PO's as they will close and not roll forward to next budget year
7. Run Budget Overview Reports – **Overtransferred and Overspent** – and enter online transfers or submit budget amendments to clear any budget deficits
8. Run Budget Status Report and monitor expenditures and available budget
9. Monitor online budget transfers to verify all have a header status of "**Posted**" or have the Budget Office delete any unnecessary transfers

Job Aid Link -

http://pscrpraps1.district.fbisd.local:8686/psp/EPR91PRD/EMPLOYEE/EMPL/e/?url=http%3a%2f%2ffortshare%2fps&FolderPath=PORTAL_ROOT_OBJECT.FBISD_TRAINING&IsFolder=false&IgnoreParamTemp=FolderPath%2clsFolder