

A solid green vertical bar is positioned on the left side of the slide, extending from the top to the bottom.

FISCAL YEAR END PROCESSING

Important Dates

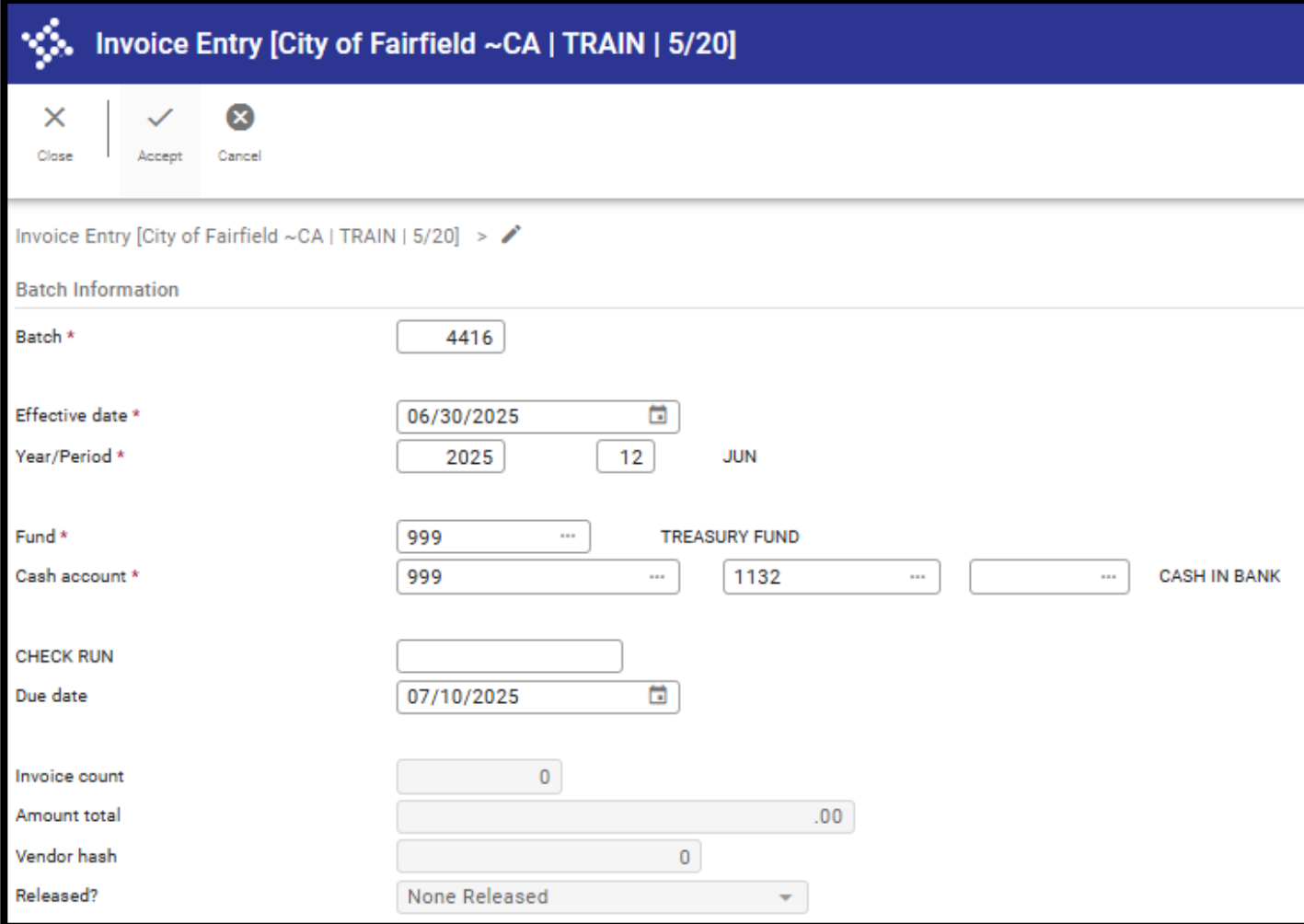
- **Monday, June 23rd:** Tentative day departments can start entering Requisitions in Tyler for FY 25/26.
- **Tuesday, July 1st:** First day departments can enter invoices in Tyler for FY 25/26.
- **Tuesday, July 15th:** June P-Card Statements due.
- **Thursday, August 21st:** Last day for departments to approve FY 24/25 invoices in Tyler. Please notify approvers to check Tyler regularly to keep these moving along in the payment process and set their workflow forwarding if out of office.
- **Thursday, August 28th:** Last check run for FY 24/25.
- **Friday, August 29th:** Deadline to submit any funding transfers, reclassification of errors, or accruals to accounting for FY 24/25.

Invoice Batches

- Separate invoice batches will need to be made for FY 24/25 and FY 25/26.
- Accounting rules dictate the fiscal year in which the item should be put in based on the date the service is received or the date the goods/products are delivered.
 - Example, if you ordered a product on 6/30/25, but it was not delivered until 7/2/25, it would be put in FY 25/26.
 - For services that span across both June and July, please use your best judgment as to what year it should go in or ask accounting before entering in Tyler if you are unsure.

Invoice Batches

- For FY 24/25: The effective date will need to be changed to 06/30/2025 (it will default to the current date). The Year will change to 2025 and the Period will change to 12. The due date should be in the current fiscal year (July or beyond).



Invoice Entry [City of Fairfield ~CA | TRAIN | 5/20]

Close | Accept | Cancel

Invoice Entry [City of Fairfield ~CA | TRAIN | 5/20] > ✎

Batch Information

Batch * 4416

Effective date * 06/30/2025

Year/Period * 2025 12 JUN

Fund * 999 ... TREASURY FUND

Cash account * 999 ... 1132 ... CASH IN BANK

CHECK RUN

Due date 07/10/2025

Invoice count 0

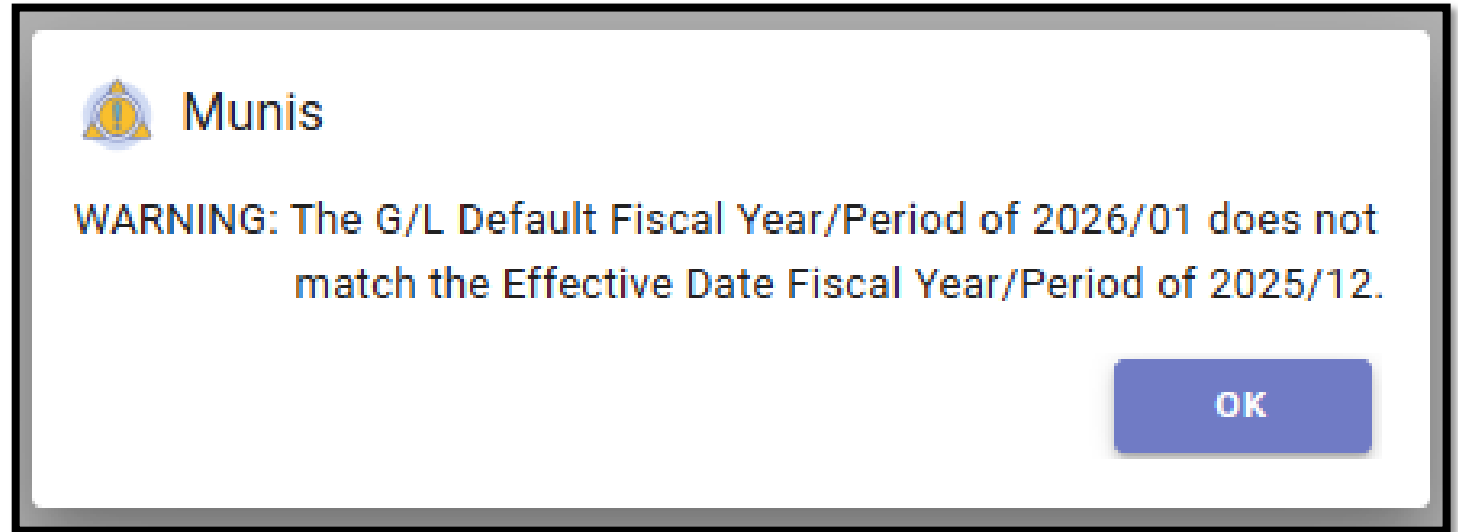
Amount total .00

Vendor hash 0

Released? None Released

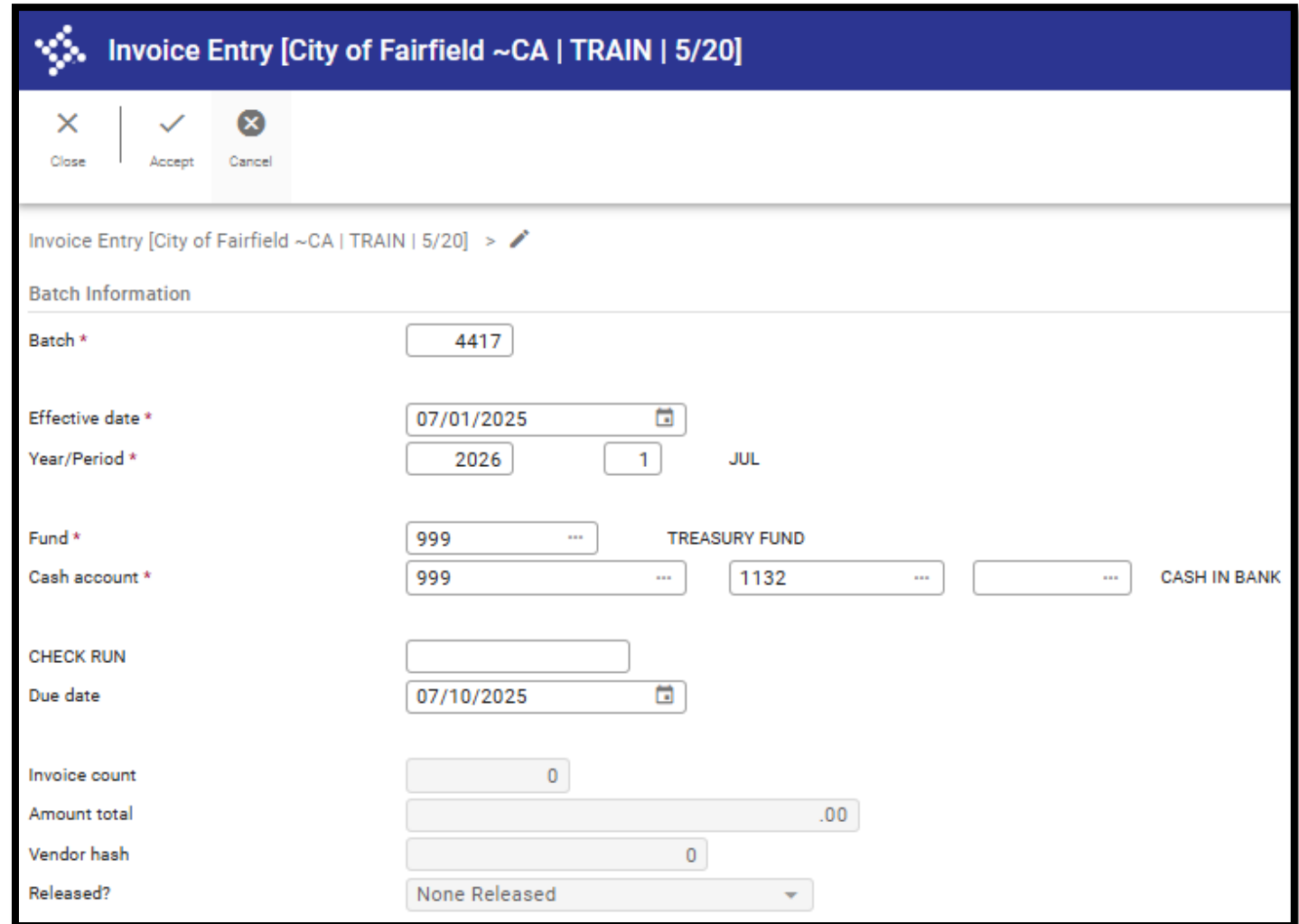
Invoice Batches

- This warning will pop up when you change the effective date to 06/30/2025, Click OK and the Year and Period should automatically change to 2025 and 12.



Invoice Batches

- For FY 25/26:
Effective date should auto-populate with the current date in July. The Year should be 2026 and the Period should be 1.



Invoice Entry [City of Fairfield ~CA | TRAIN | 5/20]

Close | Accept | Cancel

Invoice Entry [City of Fairfield ~CA | TRAIN | 5/20] > ✎

Batch Information

Batch * 4417

Effective date * 07/01/2025

Year/Period * 2026 1 JUL

Fund * 999 ... TREASURY FUND

Cash account * 999 ... 1132 ... CASH IN BANK

CHECK RUN

Due date 07/10/2025

Invoice count 0

Amount total .00

Vendor hash 0

Released? None Released

Invoice Batches

- Once you hit Accept to create the batch, check the year in the upper left corner of the Invoice Entry screen to make sure it is the correct year.

Invoice Entry [City of Fairfield ~CA | TRAIN | 5/20]

Back | Accept | Cancel | View Address | Journal Info | Previous PO | Credit PO | Credit Contract

Invoice Entry [City of Fairfield ~CA | TRAIN | 5/20] > Invoice Entry [City of Fairfield ~CA | TRAIN | 5/20]

Main

Invoice Header

Year	<input type="text" value="2026"/>		
PO	<input type="text"/>	<input type="button" value="Receiving"/>	<input type="button" value="Liquidation"/>
Contract	<input type="text"/>		
Vendor *	<input type="text" value="0"/>		
Address	<input type="text"/>		

Requisitions

- Users can enter FY 25/26 using Requisition Entry starting on June 23rd.
- After clicking the Add (+) button in Requisition Entry, the Fiscal Year will need to be changed to 2026 (only if entering before July). Hit Tab and the Requisition number will change to start with 126XXXXX (instead of 125XXXXX).
- If entering after July 1st, it will default to FY 25/26 and the current date.

Requisition Entry [City of Fairfield ~CA | TRAIN | 5/20]

Close | Accept | Cancel

Requisition Entry [City of Fairfield ~CA | TRAIN | 5/20] > [edit icon]

Main | Terms/Miscellaneous | User Defined

Main Information

Dept/Loc *	20300 ...	ACCOUNTING
Fiscal year *	2026	<input type="radio"/> Current <input checked="" type="radio"/> Next
Requisition number *	12600001	

New Contracts

- Starting July 1st, Contract numbers will begin with 326XXXXXX instead of 325XXXXXX. The Year will default to 2026 and 1 for the Period. This does not need to be changed.
- Limitless Contracts from 2025 will be rolled to 2026 and can be used in both years in Invoice Entry.

The screenshot shows a web-based form titled "Contract Entry [City of Fairfield ~CA | TRAIN | 5/20]". At the top, there are three buttons: "Close" (with an 'X' icon), "Accept" (with a checkmark icon), and "Cancel" (with an 'X' icon). Below the title bar, there is a breadcrumb trail: "Contract Entry [City of Fairfield ~CA | TRAIN | 5/20] >". The form is divided into several sections:

- Contract:** This section contains several fields:
 - Contract *:** A text input field containing "326000001" with a "+1" button to its right.
 - Method *:** A dropdown menu currently showing "Not to Exceed".
 - Line Items *:** A dropdown menu currently showing "None".
 - Customer *:** A text input field with a "..."/>
- Navigation:** Below the Contract section, there are five tabs: "Main" (which is selected and underlined), "Retainage", "Amounts", "Items", and "Discounts".
- Main Information:** This section contains the following fields:
 - Dept/Loc *:** A text input field containing "20300" with a "..."/>

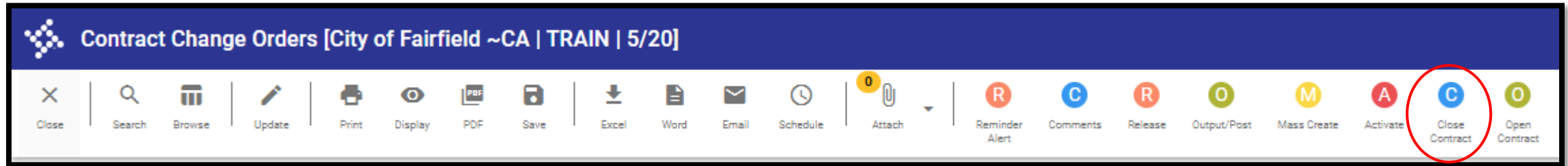
Existing Purchase Orders/Contracts

- Finance will be sending out a list of Purchase Orders & Contracts with open balances from FY 24/25 to departments to determine if they need to be rolled forward to 2026 or closed out in 2025.
- See Instructions on closing out PO's/Contracts.
- Keep in mind any open Purchase Orders from FY 24/25 will not be reflected in Encumbrances for 2026 until they are rolled forward when the year is hard-closed by Finance (after audit is complete in December).

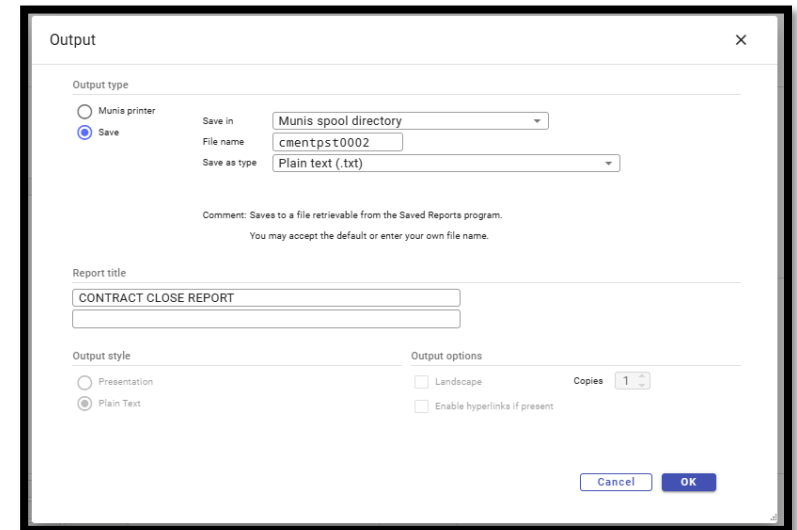
Rolling Contracts

- Contracts have to be manually rolled forward for Not-to-Exceed or Non-Encumbered Contracts that don't specify an amount per year.
- Once the last invoice is processed for FY 24/25, please notify Purchasing (Prat Uprety) that the Contract needs to be rolled forward to FY 25/26.
- After Thursday, August 21st (the last day to enter invoices for FY 24/25), all Contracts will be rolled forward to FY 25/26.

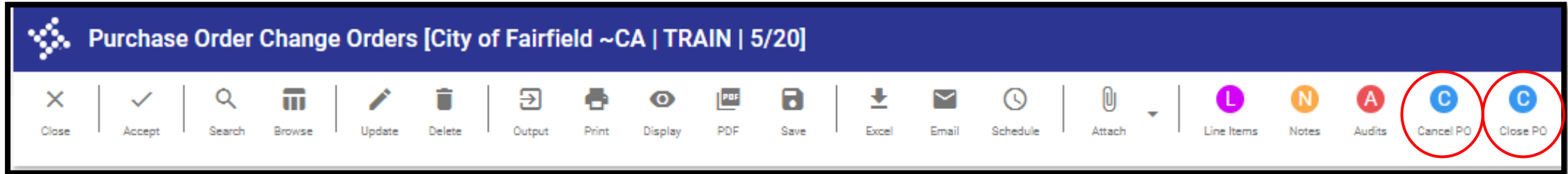
Closing a Contract (Limitless, Not-to-Exceed, & Non-Encumbered)



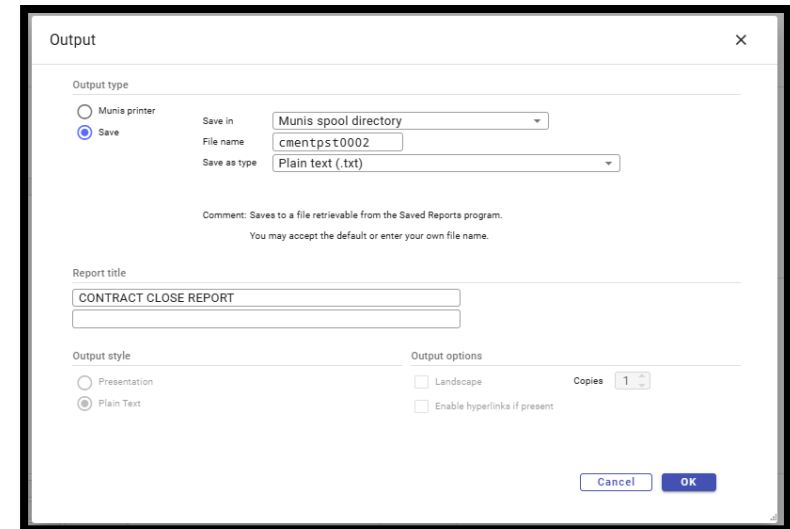
- Contract Change Orders: Look up the Contract you want to close and hit the “Close Contract” skittle. Select Save and hit OK when the Output screen pops up.
- For Encumbered Contracts, please send email to Prat Uprety to Close.

A screenshot of an "Output" dialog box. The "Output type" section has "Save" selected. The "Save in" dropdown is set to "Munis spool directory". The "File name" field contains "cmentpst0002". The "Save as type" dropdown is set to "Plain text (.txt)". A comment below reads: "Comment: Saves to a file retrievable from the Saved Reports program. You may accept the default or enter your own file name." The "Report title" field contains "CONTRACT CLOSE REPORT". The "Output style" section has "Plain Text" selected. The "Output options" section has "Landscape" and "Enable hyperlinks if present" unchecked. The "Copies" field is set to "1". At the bottom right, there are "Cancel" and "OK" buttons.

Closing a Purchase Order



- Purchase Order Change Orders: If the PO has a balance on it, hit the “Cancel PO” skittle. If there is a zero dollar balance on the PO, hit the “Close PO” skittle on the Menu bar. Select Save and OK when the Output screen pops ups.



Closing a Purchase Order (continued)

- The Fiscal Year, Fiscal Period & Effective Date will default to the current date & FY. If you are closing a FY 2025 PO that you do not want rolled forward to FY 2026, the Fiscal Year should be changed to 2025, Fiscal Period 12, and Effective Date 6/30/2025.

Journal Information

Back | Accept | Cancel

Purchase Order Change Orders [City of Fairfield ~CA | TRAIN | 5/20] > Journal Information

Journal Details

Fiscal Year	2025
Fiscal Period	12
Effective Date of Changes	06/30/2025
Journal Description	PROJECT COMPLETED