



Fiscal Year End Deadlines, Requirements, Forms

HERE WE GO AGAIN!

**JUST CAN'T GET AWAY FROM
FISCAL YEAR END!**

Meme Happen

Presented by: Auditor-Controller's Office



Year End & Journal Entry Transfers Training June 8, 2017

Agenda

- ☐ Deposits
- ☐ Accounts Receivable
- ☐ Purchase Orders
- ☐ Claims
- ☐ Encumbrances
- ☐ Authorized Signature List
- ☐ Schedule of Federal Financial Assistance
- ☐ Fixed Assets
- ☐ New User Request Form
- ☐ ONESolution Security Request Form
- ☐ Journal Entry Transfers
- ☐ Upcoming Changes
- ☐ Other Links

Purchasing



Deposits



Deadline for **ALL** departments to turn in
deposits to the County Treasurer:

Friday, June 30, 2017 @ 12 noon



Accounts Receivable



All receivables existing at June 30, 2017, where the cash will not be received **on or before July 10th**, should be reported to the Auditor's Office.

Methods of reporting receivables:

- ✓ By memo. Prepared memo must include:
 - Organization Key
 - Object Code
 - Amount Expected to be Received
- ✓ On July deposit permits (until July 10th).

Make sure *all accounts receivable* reported by memo to the Auditor's Office is not duplicated by reporting the same revenue as prior year revenue on your deposit permits.

The Auditor's Office will set up the receivables as a credit to revenue in the ledgers at June 30, and reverse the entries in the July 2017 ledgers.



Accounts Receivable (cont'd)

IMPERIAL COUNTY
DISTRICT ATTORNEY'S OFFICE
Deborah D. Owen
Assistant District Attorney
<http://www.co.imperial.ca.us/districtattorney/>



GILBERT G. OTERO
DISTRICT ATTORNEY
940 West Main Street, Suite 102
El Centro, CA 92243
Tel: (442) 265-1175
Fax: (760) 352-4474

MEMORANDUM

Date: July 5, 2016
To: Shelly Smail, Auditor's Office
From: Jose M. Flores, District Attorney's Office *JMF*
Subject: 2015-2016 Year End Receivables

Please book the following receivables for FY 2015-2016:

IC Internet Crime Unit – ICAC Overtime	1069001-493000	\$ 1,287.91
--	----------------	-------------

Example of an A/R Memo

RECEIVED

JUL 06 2016

**AUDITOR CONTROLLER
IMPERIAL COUNTY**

Example of how to request the booking of an Accounts Receivable via a Memo.



Accounts Receivable (cont'd)

Detail Transaction Report 06/01/2016 Through 06/30/2016

<u>Trans. Date</u>	<u>Description</u>	<u>Reference</u>	<u>Fiscal Year</u>	<u>Batch ID</u>	<u>Check #</u>	<u>SSys ID</u>	<u>Debit</u>	<u>Credit</u>	<u>Net Balance</u>
Org Key: 1020001 DISTRICT ATTORNEY									
Object: 446705 State Aid - Insurance Fraud									
06/30/2016	A/R 06/30/2016	0616-566	2016	J16S630C		JE	0.00	6,735.00	
06/30/2016	A/R 06/30/2016	0616-566	2016	J16S630C		JE	0.00	26,169.06	
Object Total:							0.00	32,904.06	32,904.06
Org Key Total:							0.00	32,904.06	-32,904.06

The Recording of a Receivable

Detail Transaction Report 06/01/2016 Through 07/31/2016

<u>Trans. Date</u>	<u>Description</u>	<u>Reference</u>	<u>Fiscal Year</u>	<u>Batch ID</u>	<u>Check #</u>	<u>SSys ID</u>	<u>Debit</u>	<u>Credit</u>	<u>Net Balance</u>
Org Key: 1020001 DISTRICT ATTORNEY									
Object: 446705 State Aid - Insurance Fraud									
06/30/2016	A/R 06/30/2016	0616-566	2016	J16S630C		JE	0.00	6,735.00	
06/30/2016	A/R 06/30/2016	0616-566	2016	J16S630C		JE	0.00	26,169.06	
07/07/2016	WORKERS COMP 3RD QTR 15-16 REI	DP85793	2017	C16T707A		CR	0.00	26,169.06	
07/08/2016	REV A/R 0616-566	0716-094	2017	J16S708A		JE	6,735.00	0.00	
07/08/2016	REV A/R 0616-566	0716-094	2017	J16S708A		JE	26,169.06	0.00	
Object Total:							32,904.06	59,073.12	26,169.06
Org Key Total:							32,904.06	59,073.12	-26,169.06

The Reversal of a Receivable

Example of how receivables are recorded in the ledgers and reversed.

AUDITOR'S REGISTER - DUPLICATE

Example of how deposit permits should indicate which FY revenue belongs to.



Claims

Deadline for **ALL** departments to submit prior year claims to the Auditor Controller's Office:

Friday, July 7, 2017 @ noon.

Note: No claims will be accepted for processing after 12:00 PM. No Exceptions.

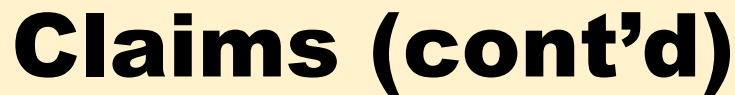
Claims submitted in July for processing should be clearly marked in RED:

On the upper right hand corner as follows:

- ☐ **P 16-17** for Prior Year
- ☐ **C 17-18** for Current Year

In the description as follows:

- ☐ **FY16-17** for Prior Year
- ☐ **FY17-18** for Current Year



P
16-17

[illegible]



Encumbrances

What is an Encumbrance?

A commitment to expend resources, such as purchase orders and signed contracts for the purchase of goods and services to be received in the future.

An encumbrance does not represent an expenditure in the current period, but only a commitment to expend funds.

Year End Encumbrances are treated as reserves, meaning the funds are set aside for future expenditure.

Encumbrances:

- ☐ Must be justified by a contract or minute order.
- ☐ Encumbrance Request must be submitted to CEO/GSA's office for approval by **June 26th**.

Instructions on how to complete Year-End Encumbrance Requests are found in the budget manual on Imperial County's Home page in the [Popular Links](#) section under **Budget Documents**.

The encumbrance form can also be found on Imperial County's Home page in the [Popular Links](#) section under **Budget Forms**.



Encumbrances (cont'd)

Purchase Orders:

☐ B ☐ Purchase orders outstanding from FY 15-16 will be cancelled as well as all blanket ☐ A ☐ purchase orders from FY 16-17.

☐ B ☐ Purchase orders from FY 16-17 will automatically roll over.

If you do not want the ☐ B ☐ purchase orders to roll over into the new fiscal year, then cancel the PO through Purchasing by the close of the fiscal year (**July 7th**).

Encumbrances (cont'd)

COPY

COUNTY OF IMPERIAL
YEAR-END ENCUMBRANCES REQUEST
AS OF JUNE 30, 2010

PY
APPENDIX D

Budget Unit/Org Key Title: Probation

Org Key Code: 1028001

Object Code	Account Description	Requested Amount	Approved Amount	Cur Yr/ Prior Yr	Minute Order	Contract
525010	Prof & Spec Service	156501	156,501			

Justification: Probation Infrastructure Project BOS 5/18/10 #21

Object Code	Account Description	Requested Amount	Approved Amount	Cur Yr/ Prior Yr	Minute Order	Contract
530000	Special Dept Exp Training	1053	0			

Justification: JABG Direct allocation cash match 10/11-MO #32, 6/08/10 To 10-11 BUDGET Request

Object Code	Account Description	Requested Amount	Approved Amount	Cur Yr/ Prior Yr	Minute Order	Contract

Justification:

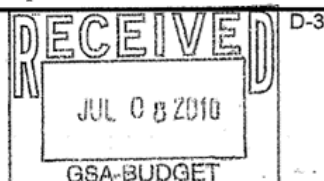
Total Amount Requested: \$157,554 -

It is requested that appropriation accounts of this department be encumbered in the above amounts to cover anticipated expenditures in accordance with the Auditor-Controller's guidelines.

[Signature]
Signature of Department Head

7/8/10
Date

For CEO/Office Use Only	
Total Amount Approved:	<u>\$156,501</u>
<u>[Signature]</u> Signature of CEO/Representative	<u>7/8/2010</u> Date



Example of Completed Form



Encumbrances (cont'd)



BOARD AGENDA FACT SHEET

FOR CLERK USE ONLY	
DISCUSSION	BOS ACTION
#	#

Probation
Department /Agency

6/8/2010
Requested Board Date

#32

1. Request:

Board Approval

☒

Information
Only/Presentation
Schedule Hearing
Time: _____

Other (specify)

2. Requested Action:

1. Authorize the Imperial County Probation Department to submit the JABG application to the Correction Standards Authority
2. Upon approval of application, a 10% cash match will be required of \$1,053. Authorize match from Probation – Special Department Expense Training 1028001-530000.
3. Authorize the Chairman of the Board to sign (in blue ink) the attached resolution.

^^Type requested action above^^

3. Cost \$ \$1,053.00

Source: 1028001-530000Probation

4. If approval of Contract, reviewed/approved by County Counsel on: _____

By: _____

Action Request # _____

Assigned by County Counsel's Office

5. If approval of position allocation change, approved by Human Resources on: _____

By: _____

Department Head/Agency Representative

****Back-up must be submitted Tuesday at 5:00 pm, 11 days prior to requested date.**

****Back up submitted must contain an Original and 11 copies.**

CEO/CLERK USE ONLY:

BOARD DATE:

Discussion Date: _____

Action _____

Filing _____

Consent _____

Presentation _____

Hearing _____

Other (specify) _____

Review:

Clerk

Date

CEO

Date

Example of Backup



**OFFICIAL BUDGET AMENDMENT RESOLUTION OF THE BOARD OF
SUPERVISORS OF THE COUNTY OF IMPERIAL, AUTHORIZING AN
AMENDMENT TO THE FINAL BUDGET FOR FISCAL YEAR 2009-10
FOR COUNTY EXECUTIVE OFFICE DEPARTMENT**

Therefore, the Board of Supervisors approves the following action(s):

Example of Backup



Encumbrances (cont'd)

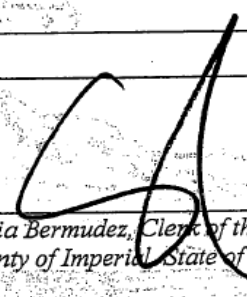
BOS APPROVED: 05-18-10
M.O. #21

1. Purpose of Budget Amendment:

To cover the installation and purchase cost of new voice and data outlets, cabling, switches, and necessary panels that will update the Probation department's current outdated network infrastructure.

THE ABOVE AMENDMENT RESOLUTION WAS APPROVED BY ACTION OF THE BOARD at a regular meeting of the Board of Supervisors of the County of Imperial held on the 18th day of May, 2010 by the following vote, to-wit:

AYES: Fuentes, Terrazas, Kelley, Wyatt, Leimgruber
NOES: None
ABSTAINED: None
ABSENT: None


Sylvia Bermudez, Clerk of the Board of Supervisors
County of Imperial, State of California

cc: Department
Auditor-Controller
CEO
GSA-Fiscal

Example of Backup



Encumbrances (cont'd)

Ledger GL		Comparison of Actual to Budget (Revenue and Expenditures)						Fiscal Year	2016			
Report Date 06/30/2016		Note: % = (YTD Actual + Current Encum) / Adjusted Budget * 100						Fiscal Period	12			
Database Production		Adj Bud vs.										
Key	1046001	BEHAVIORIAL HEALTH	Adopted Budget	Budget Adjust.	Prior Encum	Adjusted Budget	YTD Actual	MTD Actual	Current Encum	YTD Act+Enc	Fav (Unfav)	%
Object	Description											
502050	Ins - Voluntary Life	1,516.00	0.00	0.00	1,516.00	1,527.98	204.12	0.00		(12.)	100	
SALARIES & BENEFITS		24,905,810.00	0.00	0.00	24,905,810.00	21,526,313.42	2,955,223.73	0.00		3,379,496.	86	%
514000	Communications - Phone Charges	77,517.00	20,000.00	9.43	97,526.43	90,798.22	7,030.50	0.00		6,728.	93	
514015	Communications-CellPhone/Pager	27,906.00	6,000.00	0.00	33,906.00	26,855.89	1,122.85	0.00		7,050.	79	
514020	Communications - Services	20,611.00	9,000.00	0.00	29,611.00	29,762.86	2,715.21	0.00		(151.)	100	
515000	Food	40,088.00	10,000.00	0.00	50,088.00	43,178.83	13,049.30	64.80		6,844.	86	
516000	Household Expense	180,448.00	20,000.00	80.16	200,528.16	194,844.01	34,758.25	0.00		5,684.	97	
517055	Insurance Liability	119,174.00	0.00	0.00	119,174.00	126,396.96	10,533.08	0.00		(7,223.)	106	
517065	Malpractice Insurance	74,160.00	0.00	0.00	74,160.00	38,644.86	3,220.41	0.00		35,515.	52	
519000	Maintenance-Equipment	188,220.00	0.00	0.00	188,220.00	136,563.14	10,985.00	0.00		51,656.	72	
520000	Maint-Struc, Improve, Grounds	29,218.00	0.00	0.00	29,218.00	10,219.98	4,679.43	0.00		18,998.	34	
521000	Med-Dental & Lab Supplies	57,455.00	70,000.00	0.00	127,455.00	118,737.45	6,447.35	1,873.28		6,844.	94	
522000	Memberships	9,941.00	0.00	0.00	9,941.00	6,992.50	150.00	0.00		2,948.	70	
524000	Office Expense	212,052.00	20,000.00	44.22	232,096.22	221,040.09	33,525.79	205.20		10,850.	95	
524002	Cal Card Charges	0.00	0.00	0.00	0.00	-0.00	-1,047.70	0.00		0.		
525010	Professional & Special Service	2,834,469.00	-243,185.00	0.00	2,591,284.00	2,687,221.64	616,177.19	0.00		(95,937.)	103	
525020	Prof & Spec Svs Data Pro	418,863.00	-175,000.00	0.00	243,863.00	231,733.14	42,272.19	0.00		12,129.	95	
525030	Prof & Spec Svs Other	3,701,195.00	55,000.00	0.00	3,756,195.00	4,019,143.62	918,194.68	0.00		(262,948.)	107	
525070	Overhead Reimbursement	999,949.00	0.00	0.00	999,949.00	999,948.96	83,329.08	0.00		0.	100	
526000	Publ & Legal Notices	23,643.00	10,000.00	22.20	33,665.20	27,403.48	3,184.00	60.00		6,201.	81	
528000	Rents & Leas-Sts-Imp-Gmnds	898,724.00	0.00	0.00	898,724.00	734,465.06	90,474.18	0.00		164,258.	81	
530000	Spec Dept Exp-Training	20,305.00	0.00	1,062.40	21,367.40	10,515.79	3,607.45	59.95		10,791.	49	
530005	Special Dept Expense	309,289.00	120,000.00	39,360.73	468,649.73	421,361.79	41,181.41	7,211.18		40,076.	91	
531000	Travel-In Cnty Private Car	58,330.00	15,000.00	0.00	73,330.00	63,188.16	12,047.37	0.00		10,141.	86	
531005	Travel-In Cnty County Car	244,365.00	-105,000.00	0.00	139,365.00	97,554.50	-5,858.40	0.00		41,810.	69	
531040	Travel Out of Cnty Misc	123,773.00	115,000.00	0.00	238,773.00	245,069.87	33,948.70	0.00		(6,296.)	102	
532000	Utilities	163,628.00	-20,000.00	0.00	143,628.00	125,383.24	21,325.29	0.00		18,244.	87	
SERVICES & SUPPLIES		10,833,323.00	-73,185.00	40,579.14	10,800,717.14	10,707,024.04	1,987,052.61	9,474.41		84,218.	99	%
OTHER CHARGES		0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.		%
549000	Equipment	249,987.00	0.00	0.00	249,987.00	245,668.66	0.00	0.00		4,318.	98	
549010	Equipment-Info. Technology	0.00	36,402.00	0.00	36,402.00	0.00	0.00	0.00		36,402.		
CAPITAL ASSETS		249,987.00	36,402.00	0.00	286,389.00	245,668.66	0.00	0.00		40,720.	85	%
552080	Transfers In	0.00	0.00	0.00	0.00	-81,100.00	-81,100.00	0.00		81,100.		
552085	Transfers Out	0.00	36,783.00	0.00	36,783.00	0.00	0.00	0.00		36,783.		
OTHER FINANCING SOURCES		0.00	36,783.00	0.00	36,783.00	-81,100.00	-81,100.00	0.00		117,883.	(220)	%

Example of how prior year encumbrances appear in the budget

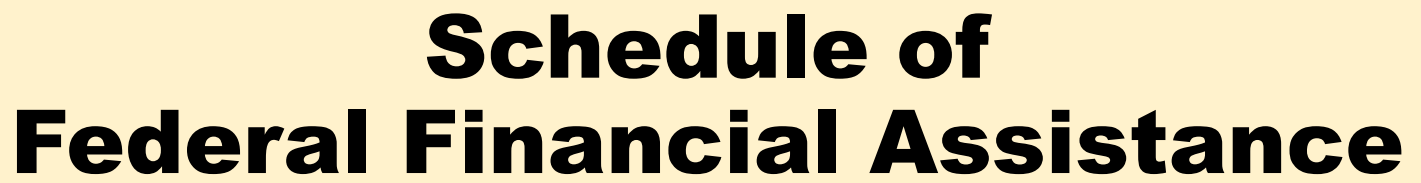


Authorized Signature List

AUTHORIZED SIGNATURE LIST	
TO: DOUGLAS R. NEWLAND CPA, COUNTY AUDITOR-CONTROLLER	
FROM: _____	
Signature of Department Head	Department _____ Date _____
The following are authorized to sign or act in lieu of department head for the following functions. These items must have a signature, not a stamp or a typed name:	
PAYROLL	ACCOUNTS PAYABLE
Payroll Certificate	Department Head on Claim
_____	_____
_____	_____
_____	_____
_____	_____
Pick-Up Warrants	Pick-Up Warrants
_____	_____
_____	_____
_____	_____
_____	_____
OTHER	
Deposit Permits	Purchase Orders
_____	_____
_____	_____
_____	_____
_____	_____
Property Transfer Request	Request for Transfer of Appropriations
_____	_____
_____	_____
_____	_____
_____	_____

**Must be submitted to Auditor-Controller's Office
by June 30, 2017.**

Please type name, then sign.

[illegible]

**Must be submitted to Auditor-Controller's Office
by *August 1, 2017.***



Fixed Assets



COUNTY OF IMPERIAL
FIXED ASSET INVENTORY CERTIFICATE
JUNE 30, 2017

Department Number:

Department Name:

Inventory Accountability

1. Value per Auditor's records \$ _____
2. Add:
- | No. of Items | Value |
|---|--------|
| a) On hand but not Listed (eg. New Items, Transfers in, etc.) | \$ |
| b) Loans from other depts. | \$ |
| Total (2a + 2b) | \$ -0- |
3. Deduct:
- | No. of Items | Value |
|--------------------------|-----------|
| a) Transfers out | \$ |
| b) Loans to other depts. | \$ |
| c) Missing * | \$ |
| Total (3a+3b+3c) | (\$ -0-) |
4. Value per Department's physical inventory \$ _____
=====

*Explanation: _____

I certify under penalty of perjury that, to the best of my knowledge and belief, the Statement of General Fixed Assets consisting of page (s) 1, including the above summary, is an accurate and complete inventory of all fixed assets in my possession, or in my charge, at the close of business on June 30, 2017, and in all respects is correct and in accordance with section 24051 of the Government Code.

Date

Department Head Signature

Form Will be Sent Out: Monday, June 19, 2017
Must be submitted to Auditor-Controller's Office
by July 10, 2017.



New User Request Form

Auditor-Controller - New User Request Form

Date for account to become active:

Department & Org Key

New User Information

First name

Last name

Contact information

Phone

Email address

Access Requested

☐ Kronos

☐ One Solution - IFAS

☐ Questys

Kronos Access

☐ Manager

☐ Time Stamp

Manager Access level

☐ Supervisory access

☐ Department Level Access

ONE SOLUTION ACCESS

☐ Purchase Requestor

☐ Inquiry Only

☐ PYREEL & PY Reports

☐ Purchase Approver

☐ PAF Input

☐ PAF Approver

Questys

☐ Please check if user needs Questys installed on their workstation

Authorizing Signature

Date



ONESolution Security Request Form

ONESolution Security Request Form

Department Name _____

PO INPUT CLERKS:

Please list employees that you would like to have the ability to enter Purchase Requests:

Name:

Email Address:

1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____

PR Approvers

Please Indicate Employees that are to Approve Purchase Requests:

No employee shall approve a PR that they have entered.

Note: The person first on the list will be receiving an email notification.

Name:

Email Address:

Primary	_____	_____
Secondary	_____	_____
Third	_____	_____
Fourth	_____	_____

PAF Input Clerks

Please Indicate Employees that are to Input Personal Action Forms:

This will be used for Merits, Promotions, Demotions and Terminations

Name:

Email Address:

Primary	_____	_____
Secondary	_____	_____
Third	_____	_____

PAF Approvers

Please Indicate Employees that are to Approve Personal Action Forms:

These employees must be authorized to sign Payroll and PS2 forms.

This will be used for Merits, Promotions, Demotions and Terminations

Name:

Email Address:

Primary	_____	_____
Secondary	_____	_____
Third	_____	_____

Authorized By: _____ Signature: _____

PLEASE RETURN TO THE AUDITOR-CONTROLLERS OFFICE



Journal Entry Transfers

PROPER OBJECT CODE CLASSIFICATION OF TRANSACTIONS





What are JEs used for?

- To transfer the cost of services that county departments provide to one another. (See Cash Control Manual Section 14.11)
- To correct a key punch error on a claim, deposit permit, or another JE.
- To transfer funds as a result of a Budget Amendment Resolution.



Fund & Object Types:

ORG KEY FUND TYPES

10XX	GENERAL FUND	}	Governmental Funds
15XX thru 19XX	SPECIAL REVENUE		
40XX	CAPITAL PROJECTS		
45XX	DEBT SERVICES		
50XX	ENTERPRISE	}	Proprietary Funds
52XX	INTERNAL SERVICES		
54XX	RETIREMENT	}	Private Purpose Funds
55XX	SPECIAL DISTRICTS		
700X thru 89XX	AGENCY AND TRUST FUNDS/ DEPARTMENT TRUST FUNDS	}	Fiduciary Funds

OBJECT CODE TYPES

1	ASSETS
2	PAYABLES
3	FUND BALANCES
4	REVENUE
5	EXPENSE

NOTE: Some Funds Do Not Always Start With The Numbers Stated Above Due To GASB 34 Changes



Intra-Fund Transfers

□ Intra-Fund Transfers are transfers between the **SAME** Governmental Type Funds.

The following line item classifications are allowable:

Object Code	Object Code Title	Debit	Credit
552***	Intra-Fund Transfer	100,000	
552***	Intra-Fund Transfer		100,000



Intra-Fund Transfers (Cont'd)

Example #1:

General Fund to General Fund

The Auditor's Office Reimbursing the Health Department for a physical:

Org Key	Object Code	Object Code Title	Debit	Credit
1006001	552***	Intra-Fund Transfer	107.00	
1044001	552***	Intra-Fund Transfer		107.00



Intra-Fund Transfers (Cont'd)

Example #2:

Special Revenue to Special Revenue

The Fire Department reimbursing Public Works for Road Billing Expenses:

Org Key	Object Code	Object Code Title	Debit	Credit
1501001	552***	Intra-Fund Transfer	8,000.00	
1542001	552***	Intra-Fund Transfer		8,000.00





Transfers Between Different Governmental Type Funds

The following line item classifications are allowable:

1.)

Object Code	Object Code Title	Debit	Credit
5*****	Expense	500,000	
4*****	Revenue		500,000

2.)

Object Code	Object Code Title	Debit	Credit
301000	Fund Balance	500,000	
4*****	Revenue		500,000

3.)

Object Code	Object Code Title	Debit	Credit
552085	Transfer-Out	500,000	
552080	Transfer-In		500,000



Transfers Between Different Governmental Type Funds (Cont'd)

Example #1:

Special Revenue to General Fund

Grant reimbursement to General Fund for Services Provided:

Org Key	Object Code	Object Code Title	Debit	Credit
1570***	525010	Prof & Special Svs	8,000.00	
1046***	493000	Reimb for Services		8,000.00



Transfers Between Different Governmental Type Funds (Cont'd)

Example #2:

Trust Fund to Special Revenue

To record revenue from a Trust fund to a Special Revenue or General Fund:

Org Key	Object Code	Object Code Title	Debit	Credit
1225 <u>000</u>	301000	Fund Balance	8,000.00	
1847 <u>001</u>	446010	State Aid		8,000.00

Note: When transferring from a trust fund, the Org Key must end in **000**



Transfers Between Different Governmental Type Funds (Cont'd)

Example #3:

Special Revenue to General Fund

Reimbursement from a Special Revenue to a General Fund for pass thru payments and budget transfers:

Org Key	Object Code	Object Code Title	Debit	Credit
1866***	552085	Transfer-Out	8,000.00	
1028***	552080	Transfer-In		8,000.00



Proper JE Memo Format

2995 SOUTH 4TH STREET, SUITE 105
EL CENTRO, CA 92243
FAX (760) 337-5716

Imperial County
Department of
Social Services

Memo

TO: Ann McDonald
Assistant Auditor

FROM: Laura Carrillo
Administrative Services Manager

INITIALS OR SIGNATURE

DATE: September 14, 2016

RE: Transfer of Funds - MediCal and CMSP Estimated Expenditure Transfers -
August 2016-FY16/17

Please transfer the following amounts as an estimate of MediCal and CMSP
expenditures for August 2016-FY 16/17:

BRIEF EXPLANATION
OF THE PURPOSE OF
THE JOURNAL

MediCal

MediCal Expense
1724001-533155

DEBIT

\$ 521,182.54

CREDIT

MediCal Expense
1047001-533155

\$ 521,182.54

If you have any questions or need additional information, please contact me at
(760) 337-5173 or via email at lauracarrillo@co.imperial.ca.

CONTACT INFO

Thank you.

**REMINDER: ALWAYS
PLACE DEBIT FIRST
FOLLOWED BY CREDIT**

RECEIVED

SEP 15 2016

AUDITOR CONTROLLER
IMPERIAL COUNTY



Upcoming Changes

Mandatory: Receiving

Effective **August 1, 2017** all departments will be required to receive all “**B**” POs in One-Solution.

Note: Please **do not** select receive all, unless you have received all items.

Shared Drive For Uploading:

- 1.) Journal Entry Requests
- 2.) Vendor / Payee Requests
- 3.) NSF's

Note: We will first be testing this process with a couple of departments. Individual training will be offered prior to implementing this process.



Other Links

Employee Online:

<http://www.co.imperial.ca.us/>

<https://online.imperial.sungardpsasp.com/Finance/Edge/Login/Login.aspx?token=1&ReturnUrl=/Finance/Edge>

One-Solution:

<https://oneportal.imperial.sungardpsasp.com/Citrix/StoreWeb/>

Kronos:

<http://ad-kronos1.co.imperial.ca.us/wfc/navigator/logon>

