



District Business & Advisory Services

Judy Lee Kershaw, Director - DBAS: 408-453-6599

Bulletin: 17-037

Date: June 21, 2017

To: Chief Business Officers
District Fiscal Directors

From: Judy Lee Kershaw
Director, District Business and Advisory Services

Re: Year End Cash Transfer Cut-Off and Control Posting Dates

The purpose of this bulletin is to seek your cooperation in a process to help reduce errors in the cash reconciliation and cut-off process for year end cash transfers.

A message will appear for QSS/QCC Users from July 3 to 7, 2017 to inform users that the cut off for Fiscal Year 2016-17 cash transfers is July 7, 2017 at 12:00 PM. Users will be prompted to click on the box that states "I have read the message" before they can use QSS/QCC. Once users are initially notified of the cut-off date and time, a new message will appear on July 7, 2017 at 11:30 AM, 11:45 AM and 11:55 AM, warning QSS/QCC Users to complete and approve any transactions in progress before the 12:00 PM cut-off. Precisely at 12:00 noon, QSS/QCC users will automatically be logged off the "Journals, Transfers (DC,JE, TF,TV) menu. QSS/QCC Users will be able to log back into the "Journals, Transfers (DC, JE, TF, TV) menu at 12:01 PM to perform other transactions.

Please note Cash Transfers (TF) related to Fiscal Year 2016-17 that are processed during the period of July 1, 2017 to July 7, 2017 noon will have a posting date of June 29, 2017. Transactions processed on July 7, 2017 at 12:01 PM to August 31, 2017 will have a posting date of June 30, 2017.

July 1 to July 7, 2017 noon	<ul style="list-style-type: none"> Includes all cash transfers <i>between</i> funds approved from July 1 up to July 7, 2017 noon, and will have a control posting date of June 29, 2017.
July 7, 2017 12:01 PM to August 31, 2017	<ul style="list-style-type: none"> Includes all transactions approved from July 7, 2017 12:01 PM to August 31, 2017, and will have a control posting date of June 30th 2017. Use <i>Due From</i> and <i>Due To</i> for any transactions approved after July 7th, 2017 12:00 PM.

If you have any questions or comments about this process, please contact your advisors or me at (408) 453-6599 (judy_kershaw@sccoe.org)