



FOREWORD



As you hand out meds, steer vomitters to the restroom, receive a UPS delivery, bandage and assess wounds, answer the phone, create PO's, separate recess warriors, run off head lice letters, unjam the copier, register new students, sort mail and meet the needs of your administrator, staff, PTO, parents and students, do you find yourself wondering "Exactly what can I do to assist Accts Payable in processing my PO's, generating the checks my bldg needs and providing me with optimal support?"

Well, if you do, this booklet is for you! But even if Accts Payable is not at the forefront of your daily musings, this may still save you time and speed everything along. Questions will come up that aren't answered on the following pages, and procedures will undoubtedly change, but as they do, revisions and additions will be provided to you. Please keep this in a place where it won't be urped on or "lost in the shuffle" of your hectic days. When revisions are created, the amended page will bear the current date for ease of replacement. Hope this helps!



ACCOUNT INFO

WANT TO CHECK THE BALANCE IN AN ACCT?

Easy steps in SMART as follows:

- Finance
- Transaction Analysis
- The field "*By Account*" is the default – nothing to change
- Key in Acct #
- Enter

This provides an *overview* of the account. Here's what this screen means:

- "Budget" – amount in this acct at start of fiscal year.
- "YTD Actual" - amount spent to date from this acct.
- "Balance" – amount remaining in acct.
- "Last Actual" amount spent during the previous fiscal year.

WANT MORE DETAIL?

Check out three of the tabs at the bottom of the screen:

- "By Account" – the current overview screen.
- "Actual" – a breakdown of all payments via this acct.
- "Encumbrance" – list of all PO's, closed and open, for this acct.

WANT EVEN MORE INFO ON THIS PROCEDURE?

Go to www.resa.net. Click on "Administrative Services; Computer Services Consortium; Finance; Finance Documents; scroll down to Smart Program; Transaction Analysis – Budget and Responsibility Function.

CHECK RUN SCHEDULE

CHECK RUNS

- **Student Activity (SA) checks are run every week** (usually on Weds.)
- **General Fund (GF) checks are run every other week**, the same day that payroll checks are issued. In addition, another GF check run is done at month's end.

CHECK DISBURSEMENT

All checks for reimbursements, conference registration fees, payments to local vendors and assembly performance fees are released immediately. All other GF checks are held for Board of Ed approval at the following month's first Board meeting. Please notify AP if an out-of-state vendor check should be released immediately.

Unless otherwise directed, all reimbursement checks and checks for assembly performances are sent to the buildings via inter-school mail.

WHEN IT'S CRUCIAL THAT A CHECK IS CUT QUICKLY

Call AP on the phone. Two of the possible infinite examples are:

- You generated a PO for a field trip reservation deposit, and there is a reservation deadline...
- A teacher just informed you that a student workshop is scheduled for the following day, and the demonstrator must be paid upon arrival...



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DEPOSIT BREAKDOWNS

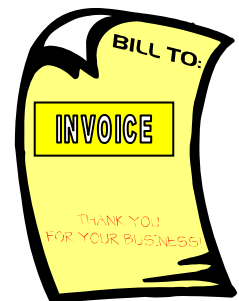
STUDENT ACTIVITY DEPOSITS... Each bldg occasionally deposits money via a bank bag to a Student Activity account. The bag containing the cash and a deposit slip is picked up one day; you get the stamped deposit slip and a bank receipt back a day or two later. Please staple the stamped deposit slip and the bank receipt to a deposit breakdown sheet (indicating exactly into which accounts all that money should be deposited) and send it all to AP.

GENERAL FUND DEPOSITS... If you deposit money to a General Fund account, please direct the bank receipt and copy of the deposit slip to Char Laginess. Note on the deposit slip copy the GF acct #. No breakdown sheet is necessary.

INVOICES

DIFFERENCES BETWEEN INVOICES AND STATEMENTS... An invoice is a vendor's *bill*, listing line by line what was ordered, the catalog # and price. We pay invoices. A statement is a vendor's *list of invoices* due to be paid by the District. We don't pay statements.

IF YOU RECEIVE AN INVOICE... Review it for a PO#. Make sure you created that PO. Circle the PO# on the invoice, write "OK to pay" and send it on to me. If you haven't created the PO, now's the time! Create a **CONFIRMING PO** – make sure to indicate in "Comments" field *DO NOT MAIL- OK to PAY* – send a copy of the requisition to AP with the invoice attached. PLEASE NOTE: ordering before generating a PO is strongly discouraged, so it should be a rare occurrence for an invoice to arrive w/o a PO already in the system.



MILEAGE



The rate is subject to change – revised twice during most recent school year. For that reason, please don't calculate the amount due – just indicate the miles covered. Whenever AP learns of a rate change, that info will be emailed to everyone – just FYI not so you can calculate the \$ due.

ORDERS

ORDERING BY FAX OR PHONE... The Business Manager requests that no ordering take place by fax or phone. Instead, a PO should be generated and in the Comments field you tell me if the PO should be faxed or mailed. Consequently, in a perfect world, all orders would be generated via a mailed or faxed PO. However, if your administrator dictates that you place an order via fax or phone, please *immediately* create a PO reflecting that order. In the “*Comments*” field, note that the order was placed and the PO should not be mailed. If this message is not provided to AP, the PO will be printed and sent to the vendor. The frequent result: a double order and a big headache! Vendors accept duplicate orders back, but charge us shipping costs – a real waste of \$.



WHEN AN ORDER IS RECEIVED... AP needs to know that your order arrived. You can email me, referencing the PO# and banging out a short message like “Order received. Pay invoice.” Send the packing slip over (see “Packing Slips” below.) If you receive the invoice, send that, too. But if the invoice comes directly to Accts Payable and you already let me know that the order arrived, I won’t have to bother you for confirmation.



RETURNING AN ORDER... If your order arrives damaged, please let me know. I’ll still need the packing slip and, if you get it, the invoice. You’ll have to call the vendor, who should in turn provide you with a call slip for UPS or FedEx at no cost to us.



PACKING SLIPS



Packing slips are usually included with every order shipped by a vendor and reflect exactly what was shipped. When you receive an order, please pull the packing slip(s), make sure the PO# is on ‘em, and send the packing slips to AP. If you give the carton to the ordering teacher to unpack, ask for the packing slip.

PROFESSIONAL DEVELOPMENT FORMS (Conference Requests)

COMPLETING A PD FORM... The following should be done before a PD form is sent over:

- All sections (except “*Actual Expenses*”) fully completed;
- Signed by the bldg administrator;
- Acct #'s provided for conference expenses and, if applicable, sub cost; (NOTE: Sometimes two different acct #'s are used – one for reg fee and another for mileage – just print that on the form even though there is no line for multiple acct #s.)
- All estimated expenses included in the “*Estimated Expenses*” section;
- If pre-registered, pls note on PD form (see next paragraph);
- Attach the reg form or pre-reg confirmation to PD form. It should be clear from those attachments to whom the check is payable and where to mail it.
- One form per employee and event; two people can't use the same PD form.

IMPORTANT: If time is short and you fax the PD form with reg material to Nancy Nagle, pls DO NOT also send the original PD form over. That could result in a double payment of reg fees. A 2nd copy of PD form and receipts should be sent to AP for reimbursement of expenses after the conference.

PRE-REGISTRATION... It's a good idea to pre-register. This ensures you a reserved conference spot and allows any last-minute changes to be emailed to you. (Recently a staff member who didn't pre-register showed up for a conference only to learn it was rescheduled for a different date – not a happy moment!) If pre-registration requires a PO#, one can be 'made up.' For example, if LeeAnn Shade is pre-registering, she can use PO# LAS01. No PO will really be created; this is just to satisfy the vendor. LeeAnn can use that same PO# whenever a PO# is required to pre-register.

WHERE TO DIRECT COMPLETED PD FORM... Send form and attachments to Nancy Nagle for review and approval. After Nancy's OK, she'll pass it on to AP, and a check for the reg fee will be mailed along with a copy of the reg material.

TIME FRAME... PD forms should be submitted asap – the earlier the better. Checks are generated every two weeks. If we don't get the PD form in time for the current check run, TWO weeks later could be TOO late.



REIMBURSEMENTS FOR PD MILEAGE, MEALS, MISC EXPENSES... After the conference, provide AP with a 2nd copy of the PD form. On that copy write in all amts to be reimbursed under “*Actual Expenses*” and attach all receipts (ie parking, meals, hotels – whatever was originally approved) along with mileage (unless that dept doesn't reimburse for mileage or requires mileage to be submitted quarterly.) Reimbursement will be made via the next check run. For mileage, the actual miles traveled should be printed; not the amt owed for mileage (mileage allowance changes.) PLS DO NOT USE A REIMBURSEMENT FORM FOR THIS.

PURCHASE ORDERS

Purchase orders (PO's) begin as requisitions. For details on generating these, go to www.resa.net; Administrative Services; Computer Services Consortium; Finance; Finance Documents; scroll down to SMART Program; Requisition User Guide. The following addresses a few things that may be confusing.

GENERAL FUND vs STUDENT ACTIVITY (INTERNAL) PO's...

General Fund (GF) PO's are paid with state and federal funds. When creating a GF PO, you can permit the system to assign a PO# or you can assign one of your own from your list of available PO#'s specific to your bldg or dept.

Student Activity (SA) PO's are funded from money raised by the bldg (like Picture Day, vending machine profits, club fundraisers, staff flower funds. SA PO#'s begin with "S"; SA accts begin with "62." Whenever you use a PO# beginning with "S", the acct # should begin with "62." Whenever you use an acct # beginning with "62", the PO# should begin with "S".

For accounting purposes, GF and SA PO's must be kept separate. It's easy to forget and generate a PO with a GF PO# using an SA acct#. When AP catches this before checks are run, you'll get an email that the PO will be closed and you'll have to generate another PO using an SA PO#. However, if the PO manages to slide past, month-end doesn't balance, and the Business Manager must fix it.

COMMENTS FIELD... This is the place to provide direction to AP. Whatever comments you key in only appear on the AP copy of the PO, not on the vendor or receiving copies. The most frequent and appreciated messages include:

- "DO NOT MAIL – ORDERED VIA FAX (OR PHONE.)"
- "MAIL (or fax) PO."
- "ORDER REC'D – OK TO PAY."
- "SEND CHECK TO BLDG"

CLOSING A PO... If you generate a PO but the order is subsequently cancelled for (items out of print, no longer in stock, returned and not replaced,) let AP know. A PO encumbers money so the money is not accessible for any other purchase. When the PO is closed because the order was cancelled, the money is returned to the appropriate acct and becomes available again. In addition, if a PO is for \$200 and the vendor discount reduces the invoice to \$180, when the \$180 check is run and the PO closed, \$20 is returned to the appropriate account!

BLANKET (or OPEN) PO... This is simply a PO you generate for a certain amt of \$ for a particular vendor. Example: you order copier staples from Toshiba Business Solutions several times a year. Set up a blanket PO to vendor for \$500 (you and your administrator will decide on actual amt.) From that time on, you simply phone in a staple order to vendor using the blanket PO#. You can check in SMART for the balance remaining.

REIMBURSEMENT FORM

District employees complete this form to be repaid \$ that they have spent for school-related items **as pre-approved** by their bldg or dept administrator. Some depts also use this form for quarterly mileage. (A reimbursement form shouldn't be used for conference expenses. Use a copy of the PD form.) Please be sure the form includes the following before sending it to AP:

- The employee's name printed (or typed) at the top;
- The bldg name printed (or typed) next to the employee's name at the top;
- The form dated;
- An acct #;
- The total due included;
- The form signed by the bldg or dept administrator;
- All receipts attached (should be the original receipts.)

The Business Manager reviews and signs all reimbursement forms then returns them to AP. Checks are generated and sent out to the bldgs as quickly as possible. If a need arises for immediate reimbursement, call AP. We aim to please.

STATEMENTS (vs Invoices)

WHAT'S A STATEMENT? A statement is a vendor's list of currently unpaid invoices. "*Statement*" usually (but not always) appears near the top of the form. A statement provides no details re individual invoices; a statement only lists invoice numbers, total amount due and PO #'s encumbering those invoices. We do not pay statements, only invoices.

DIFFERENCE BETWEEN A STATEMENT & AN INVOICE... An invoice provides details of the purchase, almost always listing line by line what was ordered, the catalog # and price. A statement may list many invoices but no line item details.

IF YOU GET A STATEMENT... Please first determine if you are holding any invoices listed. If so, attach the invoices to the statement and send it to AP with a written note that the invoices can be paid. (Hopefully, the invoices will be encumbered by a PO, and that PO# will be on the invoice.) If you don't have any of the invoices, pls send the statement to AP. You can note on that statement that you don't have any of the invoices. You can also note which invoices can be paid. If I have questions, I'll email you.

CAN A STATEMENT BE ATTACHED TO A PO? Nope, we can never pay statements. Please don't generate a PO for a statement. We need the actual invoice for every PO generated.

VENDORS

GENERAL VENDOR INFO... Any person or entity paid through AP is assigned a vendor #. If you've been reimbursed, you have a vendor #. Change your name, change your bldg, change your hair color – you still have the same vendor #, kind of like your SS#. But don't try to use the Superintendent's vendor # to open up a charge at Crate & Barrel or set up a Pay Pal acct on line. It doesn't work.

REVIEWING PAYMENTS TO VENDORS... Wondering if a vendor has been paid recently? Want to know how much a vendor has been paid year to date? In SMART:

- Finance
- Transactional Analysis
- Click on "By Invoice"
- Key in Vendor #
- "ENTER"



VENDOR PECULIARITIES...

It is important to use the right vendor # when generating PO's. A few vendors can trip you up when you're choosing a vendor # for a PO. Here are some of the culprits of confusion:

OFFICEMAX...

#66530 – "OFFICEMAX CONTRACT INC" – **USE THIS**

#68531 – "OFFICEMAX HSBC" – **DO NOT USE THIS**

PEARSON... This vendor was known in the past as NCS Pearson – the "NCS" has been eliminated. Following are the current Pearson vendor names and #'s:

#68670 – Pearson Assessments

#68700 – Pearson Education

#68702 – Pearson Learning

#68720 – Pearson School Systems

#68721 – Pearson Scott Foresman

SAM'S CLUB...

#77430 – "SAMS CLUB ADVANTAGE" - Building membership renewal

#77431 – "SAMS CLUB DIRECT" - Sam's Club store purchases

VENDOR PECULIARITIES (continued)

SCANTRON...

#78036 – Order Scantron supplies from this vendor, not Pearson Assessmtns

SCHOLASTIC...

The below-listed Scholastic vendor #'s **should be used** as defined:

- #78651** – Scholastic Bk Fair Catalog–VOUCHER CATALOG BK FAIR ORDERS ONLY (After Bk Fair, you may opt to receive vouchers instead of cash profit. If using vouchers for a catalog order AFTER a bk fair, use this.
- #78652** – Scholastic Bk Fair Region – REGION BK FAIR ORDERS ONLY
- #78653** – Scholastic Book Fair – TO PAY FOR BOOK FAIRS
- #78656** – Scholastic Classroom Magazines – MAGAZINE ORDERS ONLY
- #78658** – Scholastic Lib Pub – LIBRARY ORDERS ONLY
- #78659** – Scholastic Inc – CATALOG ORDERS ONLY
- #78662** – Scholastic Reading Counts – QUIZ COLLECTIONS/SOFTWARE
- #78663** – Scholastic Book Club – BOOK CLUB ORDERS ONLY
- #78664** – Scholastic Tchr Resources - Do not use for classrm magazines.

SCHOOL SPECIALTY (#78976)

Effective 01/21/10, this vendor is now receiving and processing orders from the following vendors:

- #00450** – ABC School Supply
- #00620** – Abilitations
- #15600** – Childcraft Education Corp
- #16420** – Classroom Direct
- #26315** – Education Essentials
- #77925** – Sax Arts & Crafts
- #78977** – Integrations
- #78979** – Sportime

At this time, each vendor will retain the current name but SCHOOL SPECIALTY will become a part of that vendor name – already done in SMART.

TOSHIBA...

- #89195** – **Toshiba AMERICA Business Solutions** - DON'T USE THIS – it's for lease payments only
- #89196** – **Toshiba Business Solutions** - For copier staples. REMINDER: If you call in a staple order, pls note in "*Comments*" field of PO "Do not mail – phone order".