

## AP Department Contacts

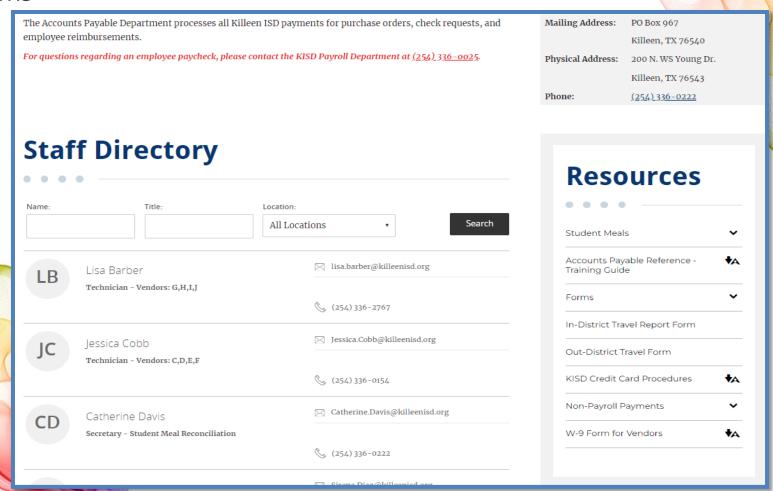
<u>Name</u>	<b>Position</b>	Vendors	<b>Phone</b>	Email
Catherine Davis	Secretary	Student Meal Recon.	0222	catherine.davis@killeenisd.org
Sirena Diaz	Technician	A,B,X,Y,Z	0015	Sirena.Diaz@killeenisd.org
Jessica Cobb	Technician	C,D,E,F	0154	Jessica.Cobb@killeenisd.org
Lisa Barber	Technician	G,H,I,J	2767	lisa.barber@killeenisd.org
LaTina Joseph-Nelson	Technician	K,L,M,N,O	0018	latina.josephnelson@killeenisd.org
Erika Hopkins	Technician	P,Q,R,S,T	0016	Erika.Hopkins@killeenisd.org
Lidia Pardo	Technician	U,V,W, KISD CC	0014	<u>Lidia.Pardo@killeenisd.org</u>
Tish McMillan	Analyst	Student Meal Payments	0017	Tish.McMillan@killeenisd.org
Melanie P. Jones	Specialist	Construction, Perry's	0013	Melanie.Jones@killeenisd.org

Consultants, Mileage, & Travel are sorted by last name

## AP Website - https://www.killeenisd.org/accounts\_payable

#### **Provides**

- Updated staff listing
- Forms

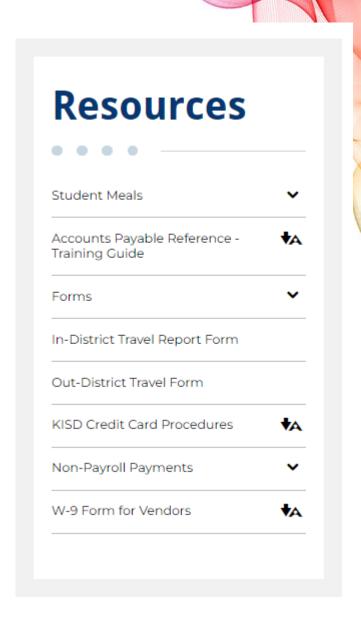


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#### **Provides**

- Updated staff listing
- Forms





# Weekly Check Cycle

#### **Tuesday**

Vendor checks are printed by Treasury & submitted to A/P for review

#### Wednesday

- -Vendor checks are mailed out
- -Hold for Pickup checks are available for pickup after 3PM at the Treasury office

#### Friday

**Deadline** to submit documentation to A/P for Tuesdays check run

#### **Monday**

- -A/P prepares documents submitted for payment
- -If you have payment that <u>MUST</u> be paid on Tuesdays check run, please verify with the A/P technician



## **Emergency Checks**

We are aware that emergencies happen, if a check is needed outside the normal processing cycle, a check can be processed.

Should you require an Emergency Check Contact:

Melanie Jones, A/P Specialist @

Melanie.Jones@killeenisd.org

If approved please allow up to 3 days for any checks outside the normal check cycle

# Payment Information & Vendor Inquiries

Please do not make guarantees to individuals or companies regarding when a check will be ready.

- Direct vendor inquiries about payment status to the appropriate A/P Technician.
  - Please send emails and/or invoices to:

DL - Accounts Payable or

Accounts. Payable@killeenisd.org or contact the appropriate A/P Technician

# Payment Information & Vendor Inquiries

• Please send emails and/or invoices to:

DL - Accounts Payable or

Accounts. Payable@killeenisd.org or contact the appropriate A/P Technician

Please include Number & Name in Subject Line

- EAR 12345 Melanie Jones
  - CR 123456 Perry's
  - PO 123456 Apple

## **Purchase Orders**

-All Purchase orders require a Quote attached. We will NOT exceed the encumbered amount.

If we receive an invoice above the encumbered amount, we will contact the requistioner to approve it.

We will NOT PAY without a signature stating you approve the overage.

-A PO must be "received in" before payment can be issued

## **Purchase Orders**

-Items received directly at a campus from a vendor must immediately be reported to the Distribution Center via email

<u>Magazines</u> Once the first issue is received on the campus please complete Subscription Receiving form or email the Purchasing Department

Online Subscriptions: Once you have access to the online subscription, please notify Purchasing via email

Subscription Receiving form can be found on AP and Purchasing's website

-Verify all items received on campus, from either vendor or distribution center for accuracy, and verify the correct amount is reported in FERP.



## **Invoices**

-AP can only submit payment with an invoice.

Statements, quotes, packing slips, sales orders, etc. CANNOT be used for payment purposes

## Invoices for partial shipments

Payment will not be made on partial shipments of purchase orders unless the invoice ONLY indicates the items that were shipped.

\*We will only pay for what we have received\*



## Additional Assistance

A/P techs, may require your help in obtaining an invoice, invoice correction or credit memo from the vendor. Please be willing to step in and help resolve any issues in a timely manner.

# Check Requests

-Be sure that attached documentation or provided invoice includes the remit name and address for the vendor.

-Put all documents in one attachment in the order of the line items

-If your request includes multiple lines with multiple invoices, make Sure that each lines has the correct corresponding invoice number

-Use the "Add Invoice" button when adding multiple lines

## Prepaid Registration Fees

-Prepaid registration fees require a check request OR

-Use the district credit card to secure your spot

The supporting documentation should be a copy of the conference or workshop brochure/form and include the following information:

- -Total registration fee
- -Address to mail the registration fee
  - -Name of the attendee
- -Date of conference/workshop AND location



Effective January 1, 2019, employees must print & sign the Travel Reimbursement Form along with the Principal/Director and **EMAIL** to Accounts.Payable@killeenisd.org.

If paying with Federal Funds, **EMAIL** reimbursement form to DL – Budgetary Services. Mail the original Travel Reimbursement form along with all itemized receipts to Budget within 7 days of event date.



Any reimbursement request submitted after 60 days from the last day of event date will automatically become taxable payroll income.

The time stamp in Outlook will serve as proof that the request was sent within the 60 day time frame.

For In District and Out of District Travel, Employee Advance Reimbursement (EAR) entry date into TEAMS determines the start of the 60 day time frame.

Reference: IRS Publication 463 Accountable Plans

We no longer hold Employee Reimbursement checks for pick-up, unless the check is for student meals.

KISD uses Citibank Credit Cards for Wal-Mart; hotel reservation and registration; invoice payment and etc.

• The card is issued to the campus and departments by the Purchasing Department.

Each month, the campus or department will go on the website to retrieve the statement. The statement will list the purchases or transactions that you made to that account for the month. Once the statement is downloaded, a Check Request is processed for all transactions on the monthly statement.

• If a campus or department has multiple credit cards each credit card should be processed on a separate Check Request or Activity Fund Check



To process a check request:

Use vendor # **99005**.

- The receipt and statement for all transactions must be provided or attached in the system.
- If your request has multiple lines, be sure to use different invoice numbers for each line as they are listed on your receipt.
- Each line of the statement should be a separate line on the check request
- Put all documents in one attachment in the order of the line items

Account Number

01 02 03

05

Payment Date 05/28/2020

New Balance \$0.00 Minimum Amount Due \$0.00

Enter Amount Paid

Citibank P.O. Box 78025 PHOENIX, AZ 85062-8025

#### CITIBANK CORPORATE CARD

Previous Balance	Payments and Credits	New Charges	New Balance	Credit Line
\$0.00	\$0.00	\$1,311.47	\$1,311.47	\$10,000.00

Statement Date 05/03/2020

> Payment Date 05/28/2020

For customer service call or write 1-800-248-4553 Citibank P.O. Box 6125 Sioux Falls, SD 57117

Send payments to: Citibank P.O. Box 78025 PHOENIX, AZ 85062-8025

	Account Number		Cash Advance Limit*	Available Cre	Available Credit Line \$10,000.00		Available Cash Line**			
-			\$0.00	\$10,000			\$0.00			
	Sale Post Date Date		Reference Number	Type of Activity			Amount			
_	**************************************									
	04/03/2020	04/06/2020	55429500094637252636966	EFOODCARD.COM	4076294811	FL	\$7.99			
Z	04/03/2020	04/06/2020	55429500094637285904480	EFOODCARD.COM	4076294811	FL	\$7.99			
3	04/08/2020	04/09/2020	55429500099852963301611	ESC12	2542971212	TX	\$90.00			
4	1			96330161						
+	04/09/2020	04/10/2020	55432860100200490195322	AMEN DIGITAL VS00Z60X3	888-802-3080	WA.	\$1,092.99			
	1			D01-1185493-94306						
5	04/28/2020	04/29/2020	05436840119300162541019	RUDY'S COUNTRY STORE 6B	KILLEEN	TX	\$112.50			
				TOTAL AMOUNT OF MEMO ITEM(S	s):		\$1,311.47			

KISD Credit Card Invoice Number

<u>5599 – 052020 - 01</u>

Last 4 of card number

Statement Month & Year

Transaction Number

If a single transaction needs to be split funded (charged to multiple budget codes), add a letter to the transaction number







- When making partial payment on your Wal-Mart receipt from Activity Fund Check, make sure to attach or include copy of the Activity Fund check, Wal-Mart receipt and a statement to your Check Request for the difference.
- Send your original Activity Fund checks to make payment for KISD Credit Card Fund to <u>Lidia Pardo in Accounts Payable</u>; including the copies of the receipt and statement associated with that check.

# Checking Payment Status

All Employee Advance/Reimbursement Search

Purchase Order Search

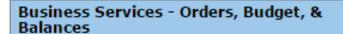


# Checking Status

"Next in Workflow"

Will say \*Melanie Jones\*, when ready for Accounts Payable to process.

Please contact the appropriate technician based on vendor name or alphabet



All Employee Advance/Reimbursement

Requests

Blanket/Project Requisition Search

**Enter Invoices** 

**Invoice Search** 

**Maintain Vendor Profiles** 

My Accounts

My Organization

Organization PO Search

Purchase Order Search

**Requisition Search** 

Search All Check Requests

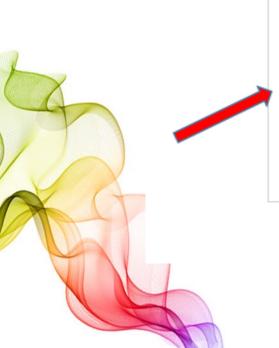
Vendor Lookup

Vendor Lookup/Accounting

View My Requisition Support

Maintain Checks - View Only





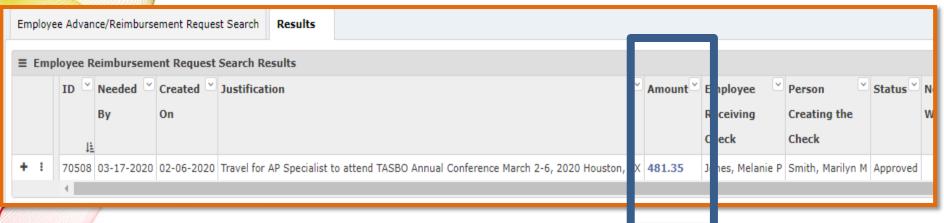


### All Employee Advance/Reimbursement Search

	V		
Employee Advance/R	eimbursement Request Search Results		
Fiscal Year:		Request Number:	70508
Recipient:	<b></b>	Status:	~
Description:	Contains	Reference:	
Request Type:			
Account Number:	Fund Func Obj SubObj Org PI Local		
Needed By Date Min:		Needed By Date Max:	
Amount Min:		Amount Max:	
Q <u>S</u> earch			



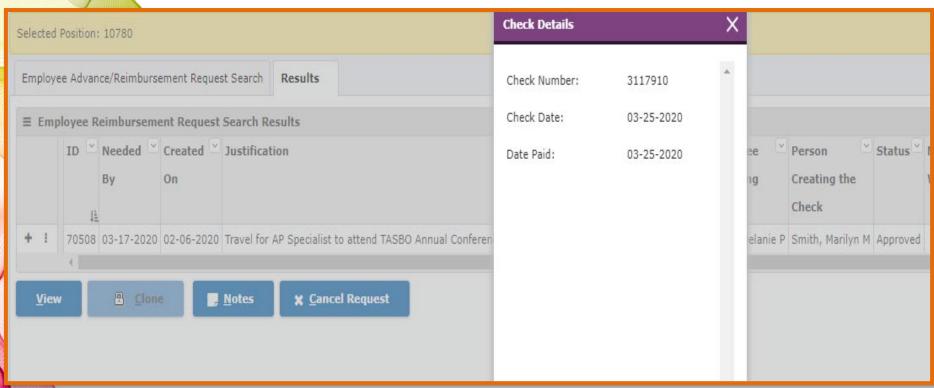
#### All Employee Advance/Reimbursement Search

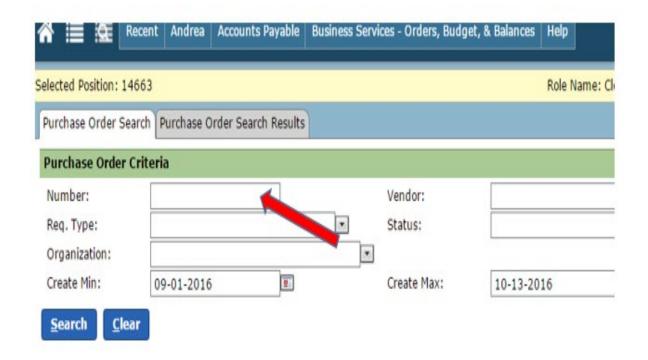


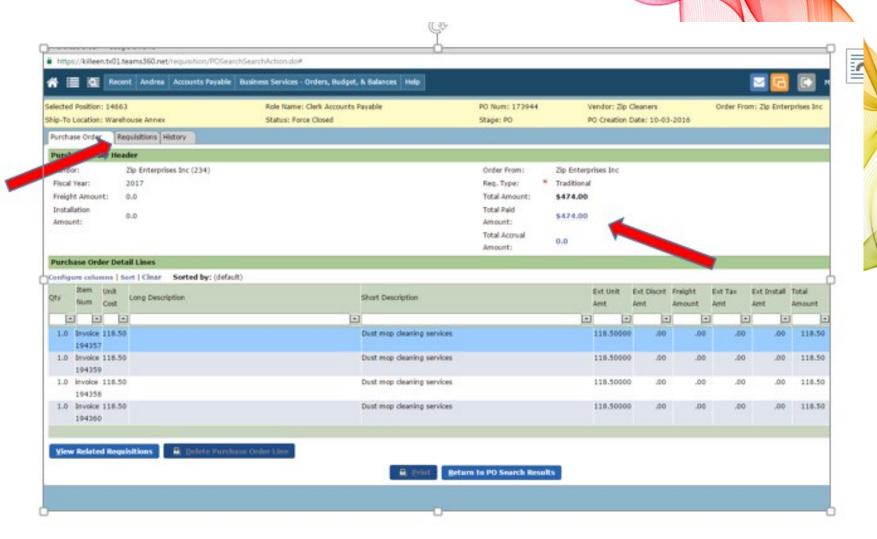
Amount will be highlighted in blue if it has been paid



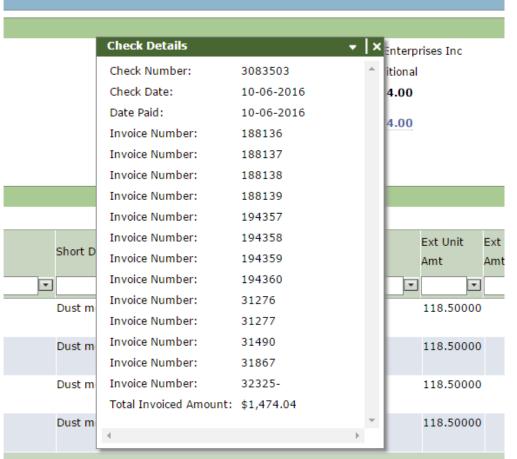
#### All Employee Advance/Reimbursement Search













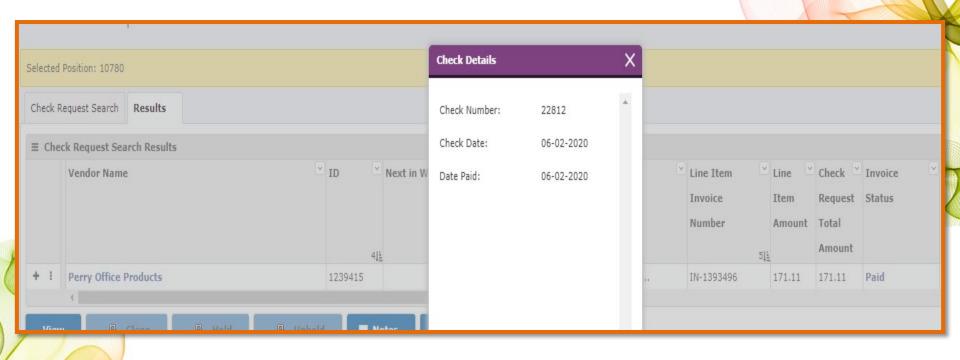




Check Request Search	Results		
Fiscal Year:	~	Check Request Number:	1239415
Vendor:		Status:	~
Description:			Contains
Requestor:	~		
Account Number:	Fund Func Obj SubObj Org	PI Local	
Needed By Date Min:		Needed By Date Max:	
Invoice Line Amount Min:		Invoice Line Amount Max:	
Check Request Total		Check Request Total	
Amount Min:		Amount Max:	
Q <u>S</u> earch			

<b>≡</b> Che	ck Request Search Results								
	Vendor Name	ID 💌	Next in Workflow	Justification	Line Item	Line	Check	Invoice	E
					Invoice	Item	Reques	Status	D
					Number	Amount	Total		
		41=			5]		Amoun		
+ :	Perry Office Products	1239415		Office supply order for AP, INV#13934	IN-1393496	171.11	171.11	Paid	06
	4								







 $\underline{\textit{Paper Check}} \gt 7$  digit number  $\gt$  Example: 3150128

*ACH* > 5 digit number > Example: 35088

**Employee Direct Deposit** > 7 digit number > Example: 5050029

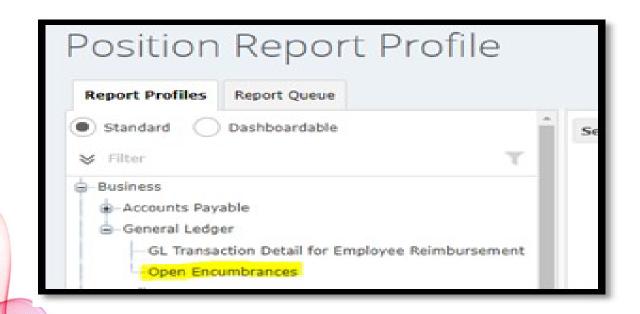


It is very important that you review your ORG's Open Encumbrances
On a regular basis

# Open Encumbrances

Step 1 - My Report Profiles

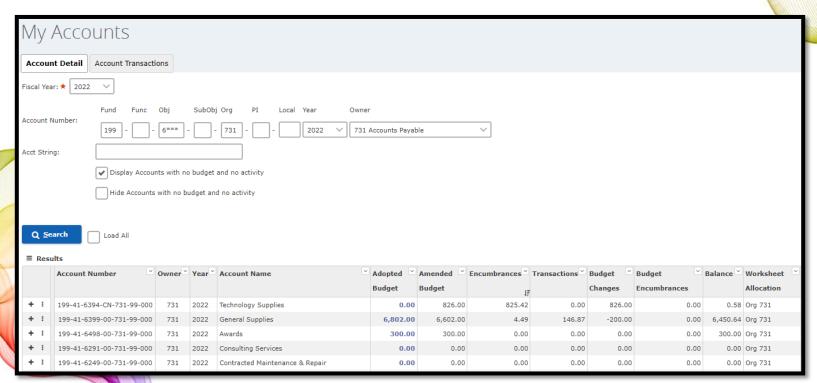
Step 2 – Open Encumbrance Report



# Open Encumbrances

#### My Accounts

You must ensure that your columns are configured to show the "Encumbrances" column



## Amazon



#### **Amazon Orders**

Amazon orders will be shipped directly to a campus or department to the person placing the order.

- Under no circumstances will orders be delivered to a residence.
- Orders will be placed 5 business days prior to holidays to prevent deliveries during District closures or holidays.
  - Requisitions can be "walked through" for urgent requests.
  - The intent is to avoid delivered packages left unattended during closures.
- When placing an order.
  - An email confirmation from Amazon will be sent and serves as the quote.
  - Once you receive the quote, you may enter the requisition in FERP.
  - When the requisition has been assigned a purchase order number, the Purchasing Technician will approve your cart via Amazon.
- Financial secretaries will have five business days to receive the items in FERP.
  - Disputes related to missing or damaged orders must be addressed by the person placing the Amazon order.
    - Please retain all documents associated with an order in case of missing or defective product.
    - In the event of damage, obtain photographs and detailed information.
  - Please notify Sirena Diaz in Accounts Payable of any returns or exchanges with Amazon.
- Payments to Amazon will only be rendered once Sirena Diaz confirms the items have been received.
  - Any outstanding invoices related to unreceived items will be forwarded to the Director of Purchasing.
- Points of contact for Amazon orders
  - Purchasing Technician, Purchasing Department, Amazon Administrator, <u>DL-Purchasing</u>
  - Sirena Diaz, Technician, Accounts Payable, sirena.diaz@killeenisd.org









### Student Meals — Meal Credit Card

#### Simplified Process

- 1. Sponsor enters request in Laserfiche
- 2. Request goes through approval workflow and funds are loaded to the card by the Purchasing Department
- 3. Trip occurs
- 4. Upon completion of the trip, the following should be sent to Accounts Payable
- ✓ SMR Form with the Form ID at the top
- ✓ Signature Form with Student ID numbers
- ✓ There must be a signature for every participant who received a meal
  - ✓ (students, employees & chaperones)
- ✓ A signature should be provided per meal received
- ✓ Itemized Receipts reminder ~ we are tax exempt
- 5. Once reconciliation is completed, the documentation will be sent to the Appropriate Financial Secretary to process a check request to pay the credit card statement



### Student Meals — Check/Cash

#### Simplified Process

- 1. Sponsor enters request in Laserfiche & selects cash/check. Justification must be included to explain why cash/check is being requested instead of credit card
- 2. Laserfiche Request goes through approval workflow. Once approved, the appropriate
  Financial Secretary must enter an Employee Advance Reimbursement Request (EAR) in Frontline
  \*Sponsor will receive email stating Laserfiche Form is approved. This does not indicate that the
  Funds are available for pick up\*
- ✓ EAR must include a copy of Laserfiche Request with Form ID at the top
- ✓ EAR must include a copy of the participant roster
- ✓ EAR Description should include SMR Form ID Number
- 3. Once the EAR is in Accounts Payable's workflow, Tish McMillan will process
- 4. The Treasury Department will print a check and contact the Sponsor for pick-up. The check can be cashed on the spot with the Treasury Department or taken to personal bank.
- 5. Trip occurs  $\rightarrow$



## Student Meals - Check/Cash

- 6. Upon completion of the trip, the following should be sent to Accounts Payable
- ✓ SMR Form with the Form ID at the top
- ✓ Signature Form with Student ID numbers
- ✓ There must be a signature for every participant who received a meal
  - ✓ (students, employees & chaperones)
- ✓ A signature should be provided per meal received.
- ✓ Itemized Receipts reminder ~ we are tax exempt
- ✓ Return any unused cash funds
  - ✓ Example: Participant roster included 20 people. Sponsor received \$180. Only 18 people attended competition. → Sponsor should return \$18 with documentation
- 7. Accounts Payable Secretary will complete reconciliation and advise Sponsor if any funds are owed



### Student Meals – Reminders

- ✓ A copy should be made/scanned and kept for your records
- ✓ \$9 per participant includes all fees (delivery, service, credit card)
- ✓ Reconciliation documentation is still required even if \$0 was charged or if trip was cancelled
- ✓ If funds are owed to the District by the Sponsor, it can be paid with cash, personal credit card or payroll deduction
- ✓ If the Sponsor's credit card is declined at the location, he/she must contact Purchasing or Supervisor for approval to pay out of pocket and to be reimbursed at a later date
- ✓ Include notes on your documentation examples:
  - $\checkmark$  Date changed because of bad weather
  - ✓ Meals pre-purchased

