

# Accounts Payable 2017-2018

Welcome  
Back!



# CHECK WRITING SCHEDULE

- Wednesday(s) & Friday(s) during the school year with adjustments for district holidays
- Wednesday(s) only during summer
- For non-standard purchase orders, allow at least two weeks after AP receives completed paperwork with appropriate signatures, for check to be written
- If non-standard purchase orders is sent back for any reason, time period starts over



# CHECK WRITING SCHEDULE CONTINUED

- “Emergency” Checks are due by the latest, noon the day BEFORE the scheduled check writing. Will require that all documentation and signatures have been obtained and be ready to enter in the system.
- “Immediate Pay” check (need check today) will need prior approval from Associate Superintendent of Finance, Executive Director of Business Services, or Director of Accounting. Will require that all documentation and signatures have been obtained and be ready to enter in the system.

# DASHBOARD REPORTS

## Purchase Order Invoices, Receiver Needed

Run report at least twice a week- **IMPORTANT**

- Contact AP if it has “Scanned Invoice Not Found in Lawson”
- Invoices and credits will stay on this report, until a check is written
- If you have received on an invoice and it is still on your report after two weeks, check with AP
- It is best to run this report the days after check writing (Monday(s) & Thursday(s))



# DASHBOARD REPORTS

## Unmatched PO Receivers

Run at least once a week

- Contact AP on older receivers-usually an invoice is needed
- Make adjustments if necessary

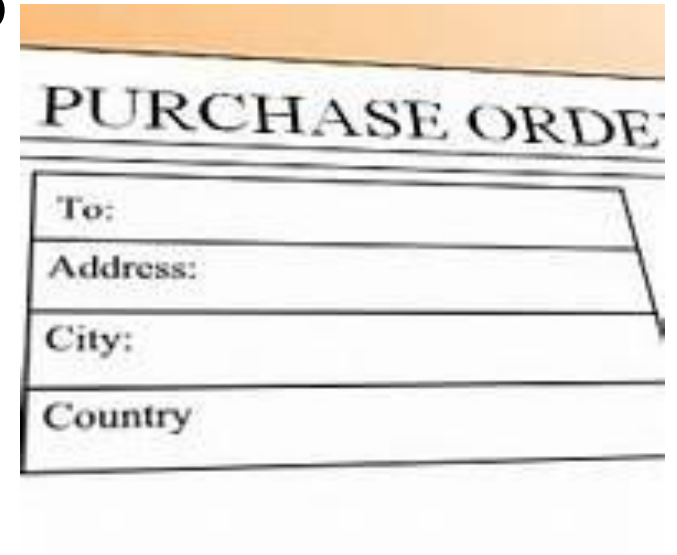


# DASHBOARD REPORTS

## Encumbered Purchase Order Report

Run at least twice a month

- Gives amount remaining on purchase orders
- Shows non-standards that have not cleared



A screenshot of a purchase order form. The form has a header section with an orange background and the text "PURCHASE ORDER" in a serif font. Below the header, there are four rows of input fields, each with a label on the left and a rectangular box on the right. The labels are "To:", "Address:", "City:", and "Country".

PURCHASE ORDER	
To:	
Address:	
City:	
Country	

# SUPPORT DOCUMENTATION

## Purchase Order/Non-Standard Purchase Order

- Attach invoice
- If 62XX requires a fully signed contract
- Approval of contract-if it is not a PISD created contract
- Contract/Agreement approval form from Director of Purchasing, General Council or Associate Superintendent of Finance must be uploaded on RQ10 with the contract/agreement or attached to non-standard
- 865 funds-upload signatures or minutes on RQ10 or submit with non-standard

## Vendor names must match

- Contract
- Purchase order
- Approval form



# Support Documentation



- Refer to the Additional Signature Requirement Rules before sending non-standard to AP Additional signatures are under:
- Accounts Payable/Signature Required/click on Additional Signature Required Approval Matrix  
Hyperlink below
- [http://www1.pasadenaisd.org/UserFiles/Servers/Server\\_80688/File/Departments/Business%20Office/Lawson%20RQ10%20Approvals%203-21-17.pdf](http://www1.pasadenaisd.org/UserFiles/Servers/Server_80688/File/Departments/Business%20Office/Lawson%20RQ10%20Approvals%203-21-17.pdf)





# Membership Dues

Best practice would be to pay with Travel Card.

If paying by NS PO, provide back-up for membership dues that are paid for employees to belong to clubs, committees or other organizations that will benefit the employee and the district.

This does not include any registration fees associated with attending conferences or seminars

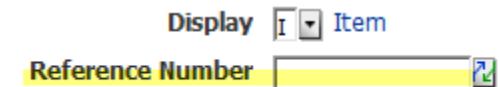


# Receiving



## PO30-Receiving

- Review invoice, if okay to pay, process receiver(s)
- Do not receive from quotes, packing lists, statements, etc.
- **Process one receiver for each invoice**
- You can enter invoice number in reference number box
- Some vendors will put the entire district on hold for late payment (Amazon, Oriental Trading, Kroger, Home Depot, Fed-Ex, Lowe's, Xerox, Lego, Cummins-Allison)



# Receiving Continued

- Fed-Ex – print name, campus/department, PO number if available on form

000571  
00076

**FedEx Express Package US Airbill** FedEx Tracking Number 8115 6914 9190

Form ID No. 0215 Sender's Copy

1 From Please print and press hard.

Date Sender's Name Sender's FedEx Account Number 1198-2422-2 Phone ( )

Company PASADENA SCHOOL DISTRICT

Address 1515 CHERRYBROOK LN

City PASADENA State TX ZIP 77502-4048

2 Your Internal Billing Reference First 24 characters will appear on invoice. **PO # Campus or Department**

3 To Recipient's Name Phone ( )

Company

Address We cannot deliver to P.O. boxes or P.O. ZIP codes. Dept./Room/Suite/Floor

Address Use this line for the WFLD location address or for continuation of your shipping address.

City State ZIP

0126678390

4 Express Package Service \*To meet location. Packages up to 150 lbs. For packages over 100 lbs, use the FedEx Express Freight US Airbill.

Next Business Day

FedEx First Overnight Earliest next business morning delivery to select locations. Friday shipments will be delivered on Monday unless Saturday Delivery is selected.

FedEx Priority Overnight Next business morning. Friday shipments will be delivered on Monday unless Saturday Delivery is selected.

FedEx Standard Overnight Next business afternoon. Saturday Delivery NOT available.

2 or 3 Business Days

FedEx 2Day A.M. Second business morning. Saturday Delivery NOT available.

FedEx 2Day Second business afternoon. Thursday shipments will be delivered on Friday unless Saturday Delivery is selected.

FedEx Express Saver Third business day. Saturday Delivery NOT available.

5 Packaging \*Declared value limit \$500.

FedEx Envelope\*  FedEx Pak\*  FedEx Box  FedEx Tube  Other

6 Special Handling and Delivery Signature Options Fees may apply. See the FedEx Service Guide.

Saturday Delivery NOT available for FedEx Standard Overnight, FedEx 2Day A.M., or FedEx Express Saver.

No Signature Required Package may be left without obtaining a signature for delivery.

Direct Signature Someone at recipient's address may sign for delivery.

Indirect Signature If someone is not located at recipient's address, someone at a nearby location may sign for delivery for residential deliveries only.

Does this shipment contain dangerous goods? See label must be attached.

No  Yes (If per attached Shipper's Declaration not required.)  Dry Ice Dry Ice, 1 UN 1845 \_\_\_\_\_ kg

Additional fees apply for dangerous goods—see the current FedEx Service Guide.  Cargo Aircraft Only

7 Payment Bill to:

Sender (Account No. in Section 1 will be billed)  Recipient  Third Party  Credit Card  Cash/Check

Enter FedEx Acct. No. or Credit Card No. below.

FedEx Acct. No. Credit Card No.

Total Packages Total Weight Total Declared Value\*

08461022

10762

1900.GoFedEx 1900.463.3339

06461022

Leave the packing to the pros at FedEx Office. Go to fedex.com/office.

611

\*Liability is limited to \$5000 unless you declare a higher value. See back for details. By using this bill you agree to the service conditions on the back of this bill and in the current FedEx Service Guide, including terms that limit our liability.

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# Receiving Adjustments

## Receiving Adjustments

- If needed for duplicate receivers or incorrect amount received
- Please let AP know when you have processed a receiving adjustment



# Invoices



- Very Important to send all invoices to AP
- Request vendors to send invoices directly to AP
- Do not ask vendor to alter invoice in any way (dates, products, etc.)
- We cannot pay from quotes, statements, pro forma invoices
- Invoices should be paid within 30 days of receipt of product or when AP receives the invoice-**IMPORTANT**





# Receipts

- Must turn in original receipts for Lowe's, Kroger, Chick-fil-a, O'Reilly Auto Parts, etc. for purchase orders **and** non-standards
- Make a copy of that receipt and attach it to the original receipt due to problems with printing fading off of original receipt.
- If original is lost, purchaser must request a duplicate & write on it stating that it is okay to pay, why they don't have the original, then sign and date it
- Remind your staff to turn in receipts to you as soon as possible after the purchase to avoid loss receipts or possibly being put on hold.

# Credits

- It is your responsibility to request credits
- Let AP know when you are refusing, exchanging or returning an order
- Send credits to AP with the budget code as originally charged
- Gift cards are NOT accepted in lieu of credits



# Purchase Orders and Blanket Purchase Orders

- Reverse dollar amount shipping should be included if possible
- Cancel remaining if order is complete-**make sure it is complete**  
If you cancel remaining and then receive an invoice, it will need a NS for payment.
- **Process separate receivers for each invoice**
- Purchase order must have separate line items for each object code  
Example:     Parts 63XX (Lisle Violin, Carrier, etc.)  
                  Service 62XX





# Have a Great Year!

