

FIN SESSION A

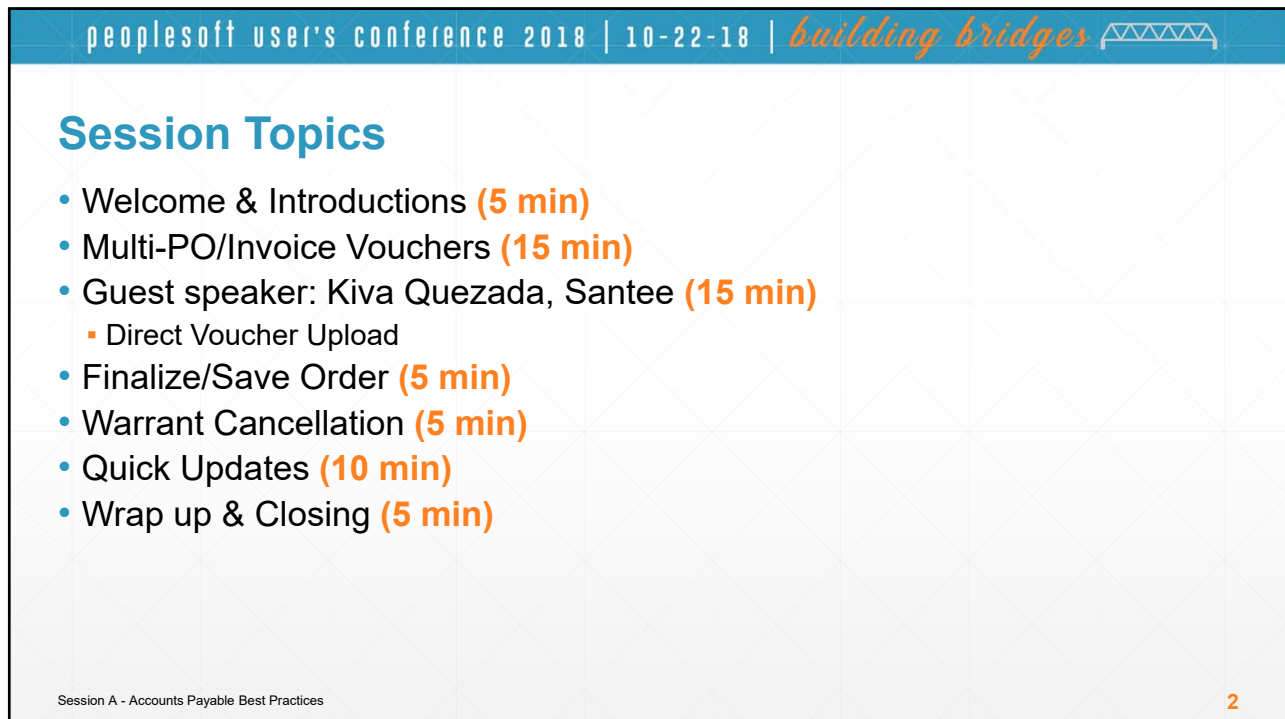
# Accounts Payable Best Practices

Breanna Gentzsch (San Marcos), Karen Harris (Del Mar),  
and Jonathan Meraz (Solana Beach)

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## Session Topics

- Welcome & Introductions (5 min)
- Multi-PO/Invoice Vouchers (15 min)
- Guest speaker: Kiva Quezada, Santee (15 min)
  - Direct Voucher Upload
- Finalize/Save Order (5 min)
- Warrant Cancellation (5 min)
- Quick Updates (10 min)
- Wrap up & Closing (5 min)


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# Multi-PO/Invoice Vouchers

Karen Harris, Del Mar, kharris@dmusd.org

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## Multi-PO/Invoice Vouchers

- Entering **multiple POs/invoices on a single voucher** is a time-saver.
- One of the only downfalls is losing the ability to look up a voucher by the invoice number, since the field is not big enough to hold all the invoice numbers being paid in the single voucher.

Sample Spreadsheet

PO	Invoice	Amount	Tax	Shipping	Taxable
6803	99988253	\$ 78.50	\$ 5.64	\$ -	\$ 72.86
6804	99988254	\$ 83.22	\$ 5.99	\$ -	\$ 77.23
6805	99988255	\$ 145.08	\$ 10.43	\$ -	\$ 134.65
6806	99988259	\$ 129.92	\$ 10.45	\$ -	\$ 119.47
6807	99988257	\$ 104.76	\$ 7.53	\$ -	\$ 97.23
6810	99988258	\$ 100.85	\$ 7.26	\$ -	\$ 93.59
6999	99997241	\$ 13.36	\$ 0.96	\$ -	\$ 12.40
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
<b>Total Due</b>		<b>\$ 655.69</b>	<b>\$ 48.26</b>	<b>\$ -</b>	<b>\$ 607.43</b>

Voucher 8549-It is handwritten on mine.

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### Multi-PO/Invoice Vouchers – cont'd

PO #	INVOICE #	BASE	MISC	FREIGHT	SH	CHRG TAX	CHARGED TAX	USE TAX	TOTAL	VOUCHER
4724	20491766852	\$ 18.39				\$ 1.47	\$ 1.47		\$ 19.86	
4724	20491895842	\$ 18.39				\$ 1.47	\$ 1.47		\$ 19.86	
4724	204919312580	\$ 18.39				\$ 1.47	\$ 1.47		\$ 19.86	
4724	204910686258	\$ 18.39				\$ 1.47	\$ 1.47		\$ 19.86	
4724	204913035708	\$ 18.39				\$ 1.47	\$ 1.47	\$ 0.01	\$ 19.86	11641
4724	204917714552	\$ 18.39				\$ 1.47	\$ 1.47		\$ 19.86	
4724	204913024154	\$ 18.39				\$ 1.47	\$ 1.47		\$ 19.86	
4724	204913594101	\$ 18.39				\$ 1.47	\$ 1.47		\$ 19.86	
4724	204915011876	\$ 18.39				\$ 1.47	\$ 1.47		\$ 19.86	
4793	041339305921	\$ 14.99				\$ 1.20	\$ -		\$ 14.99	
4793	041337505806	\$ 41.52				\$ 3.32	\$ -		\$ 41.52	
4793	041339932227	\$ 874.23				\$ 69.84	\$ 1.14	\$ 163.61	\$ 875.37	11647
4793	041333235270	\$ 1,128.73	\$ (0.60)			\$ 90.30	\$ -		\$ 1,128.13	
4793	04133321936	\$ 38.19				\$ 3.06	\$ 3.06		\$ 41.25	
4807	246784103074	\$ 187.35				\$ 14.99	\$ 14.99	\$ 2.51	\$ 202.34	11648
4807	246784528876	\$ 95.40				\$ 7.63	\$ 5.12		\$ 100.52	
4808	25588500050	\$ 295.96				\$ 23.68	\$ 23.64	\$ 0.04	\$ 319.60	11649
4809	259487017178	\$ 328.75				\$ 26.30	\$ 26.25	\$ 0.05	\$ 355.00	11650
4813	110936804289	\$ 1,047.74				\$ 83.82	\$ 83.78		\$ 1,131.52	
4813	110930307720	\$ 460.46				\$ 36.84	\$ 36.82	\$ 0.06	\$ 507.34	
4813	110937116667	\$ 216.16				\$ 17.29	\$ 17.29		\$ 233.45	
4949	292454907451	\$ 41.73			\$ 8.20	\$ 3.99	\$ 4.00	NO	\$ 53.92	11673
4951	062181541937	\$ 229.35				\$ 18.35	\$ 18.30	\$ 0.05	\$ 257.70	11674

• This spreadsheet was used by Breanna at SMUSD to track the Amazon payments, and to help calculate the need for Use Tax on each order.

5252	195791282925	\$ 14.18				\$ 1.13	\$ 1.13		\$ 15.31	
5252	195799406662	\$ 28.36				\$ 2.37	\$ 2.36		\$ 30.62	
5252	195795720751	\$ 14.18				\$ 1.13	\$ 1.13		\$ 15.31	
5253	089397697430	\$ 134.40				\$ 10.75	\$ 10.72	\$ 0.03	\$ 145.12	11675
5326	29896473694	\$ 31.61				\$ 2.53	\$ 2.53	NO	\$ 34.14	11676
5326	298969783800	\$ 30.70				\$ 2.46	\$ 2.46	NO	\$ 33.16	11677
5327	114411234473	\$ 62.76				\$ 5.02	\$ 5.02	NO	\$ 67.78	11678
5352	276379434913	\$ 406.30				\$ 32.50	\$ 32.47	\$ 0.03	\$ 438.77	11677
5353	105709456976	\$ 55.07				\$ 4.41	\$ 2.68	\$ 1.72	\$ 57.75	11678
		\$ 10,866.97	\$ (7.59)	\$ -	\$ 33.60	\$ 871.49	\$ 613.99	\$ 437.98	\$ 11,506.97	

### Multi-PO/Invoice Vouchers – cont'd

• Similar to the spreadsheets used for compiling multiple invoices/POs into one voucher payment, it's best to keep a spreadsheet used for tracking "open" PO entries.

PO# **17904** **0100**  
Parts and supplies for repairs  
TRANS

DATE PD	DATE	INVOICE NUMBER	REQ ED	REMA ENC.	SPED	REMA ENC.	WARRANT \$	TOTAL PO REM. ENC.
			\$ 58,000.00		\$ 10,000.00			
08/28/18	07/16/18	AA400010281-01	\$ 151.51	\$ 7,848.49	\$ -	\$ 10,000.00	\$ 151.51	\$ 17,848.49 P1
08/28/18	07/11/18	AA400017066-01	\$ 309.35	\$ 7,539.14	\$ -	\$ 10,000.00	\$ 309.35	\$ 17,539.14 P2
08/28/18	07/09/18	AA400016920-01	\$ 109.84	\$ 7,429.30	\$ -	\$ 10,000.00	\$ 109.84	\$ 17,429.30 P3
08/28/18	07/04/18	AA400015012-01	\$ 158.93	\$ 7,270.37	\$ -	\$ 10,000.00	\$ 158.93	\$ 17,270.37 P4
08/28/18	07/08/18	AA400016919-01	\$ 1,999.32	\$ 5,274.05	\$ -	\$ 10,000.00	\$ 1,999.32	\$ 15,274.05 P5
			\$ -	\$ 5,274.05	\$ -	\$ 10,000.00	\$ -	\$ 15,274.05 P6
			\$ -	\$ 5,274.05	\$ -	\$ 10,000.00	\$ -	\$ 15,274.05 P7

SAMPLE: For POs with multiple accounts (separate encumbrance allotments).

PO# **17718** **0100**

General Building Cleaning  
All Sites  
SUPPLIER Clean & Shine LLC  
SUPPLIER ID CLE008  
ORIGINAL ENCUMBRANCE \$ 10,000.00

DATE PD	DATE	INVOICE NUMBER	AMOUNT	REM. ENC.
09/12/18	08/10/18	INCREASE	\$ (5,000.00)	\$ 15,000.00
09/12/18	08/01/18	33750	\$ 9,105.00	\$ 11,895.00 P1 SMES
09/12/18	08/02/18	33740	\$ 1,950.00	\$ 10,545.00 P2 PHHS
09/12/18	08/01/18	33734	\$ 3,950.00	\$ 6,595.00 P3 TOES
09/12/18	07/18/18	33674	\$ 390.00	\$ 6,205.00 P4 WPMS
09/12/18	08/09/18	33742	\$ 520.00	\$ 5,685.00 P5 WPMS
09/12/18	08/01/18	33732	\$ 190.00	\$ 5,555.00 P6 WPMS
09/12/18	08/01/18	33731	\$ 130.00	\$ 5,425.00 P7 KHES
09/12/18	08/01/18	33733	\$ 1,980.00	\$ 3,445.00 P8 PAL
				\$ 3,445.00 P9
				\$ 3,445.00 P10

SAMPLE: For POs with one account.

# Guest Speaker: Direct Voucher Upload

Kiva Quezada, Santee, kiva.quezada@santeesd.net

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## Direct Voucher Upload

- CRC has uploaded complete **Direct Voucher Upload instructions** to the website (<http://crc.sdcoe.net/resources/peoplesoft/guides>).
- **We have a video** (via <https://screencast-o-matic.com>) of the process available for those who would like to see how it works from start to finish.
- Districts can be using this feature for **bulk “direct” payments**.

Accounts Payable - AP1 Accounts Payable						
<input type="checkbox"/>	AP1 Accounts Payable Guide v6.1.pdf <a href="#">View</a> <a href="#">Download</a>	This AP guide is for staff responsible for creating, processing, inquiring, and/or approving AP vouchers. It includes information for creating and maintaining supplier records. Updated 7/20/18, v6.1. (160 pp.)	7827k	v. 2	Jul 20, 2018, 12:10 PM	Peyri Herrera
<input type="checkbox"/>	ExcelUploadforVoucher_v4.0.xlsm <a href="#">View</a> <a href="#">Download</a>	This file is the Direct Voucher Import spreadsheet. <a href="#">Instructions can be found in the AP1 guide (Direct Voucher Upload Process section)</a>	658k	v. 2	Jul 20, 2018, 12:12 PM	Peyri Herrera

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# Finalize/Save Order, Warrant Cancellation

Breanna Gentsch, San Marcos, breanna.gentsch@smusd.org

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## Finalize/Save Order

- There is some confusion on the order in which we need to be hitting the voucher's **“save” button** in conjunction with the matching/budget checking and other buttons.
- The **save button MUST be selected AFTER all other items** in the voucher. (EXAMPLE: If you add an attachment after hitting the save button, you'll have to hit the save button again).
- Any **actions performed after** hitting "save" (including the budget checking and finalize features) **are not guaranteed to be retained**.

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### Warrant Cancellation

- Kay Pugh has created flow charts to easily understand the accounting entries involved with cancelling a warrant.

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# Updates

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## Quick Updates

- **Warrant Stub Message**

**ISSUE:** Message field on the Payment tab of the voucher is supposed to print on the warrant stub, but has not been consistently appearing.

**UPDATE:** CRC has stated that the problem was identified and they are working on getting it resolved. The fix was applied on October 1<sup>st</sup>, but was removed due to complications. We are currently awaiting an update that the fix was successfully implemented.

## Quick Updates – *cont'd*

- Remember to **submit HEAT Tickets!**
- Some issues, felt to be major issues that are going unresolved, are being experienced by many individuals throughout the county.
- **It is *our* responsibility to make each issue known to the county** if we expect that it be addressed.
- The **number of HEAT Tickets** pertaining to each issue helps identify the level of importance and, thus, **aids in the prioritization** of current needs.

## Quick Updates – *cont'd*

- **Attendance at the AP user group meetings is low**, and consistently so. Because of this, we do not have enough of a varied discussion about important topics.
- The user group meetings will be changed to a **quarterly meeting schedule**. Breanna will work with the county staff to see about having them at SDCOE, in hopes of providing a **more central location** that allows more district representatives to attend.
- There are **important county-wide issues** being discussed and actions being taken during user group meetings, so we need to do whatever we can to get more representation from each district.
- Suggestions on how to improve the user group structure and overall benefit is always welcome.

## Quick Updates – *cont'd*

- There has been a **huge improvement** in Commercial Warrants' approval **turnaround time**.
- This is partly **due to ample backup being provided** at voucher-creation, as opposed to uploading the documents after the request from CW.
- Remember to upload all appropriate docs to aid in the auditors' approval process.




## Quick Updates – cont'd

- **Video recordings** help expedite HEAT Ticket resolution.
- The video-recording feature through <https://screencast-o-matic.com> is an excellent tool to quickly record the issue you're facing.
- Using this feature **cuts down on the amount of back-and-forth** communication between the ticket submitter and the county technician assigned to the ticket.

## Quick Updates – cont'd

- There are multiple districts that have expressed interest in a **document available (in PS) to show all of the detail on the printed warrant.**
- **OPTION #1:** Requesting that a **non-negotiable PDF copy** of the final warrant (including the stub) be available for download from PeopleSoft.
- **OPTION #2:** The **Detailed Payment History by Supplier report** in the AP WorkCenter can be modified to reflect the message field (entered on the voucher's payment tab), along with any other fields that are currently not showing.
- **Anybody who wants this to be available needs to submit a HEAT ticket in order to show that there is, in fact, a need for it.**
- You may **email me for suggestions on HEAT ticket verbiage** to ensure that all of our tickets are clearly requesting the same thing so they get added to the **enhancement list.**

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## Quick Updates – *cont'd*

- 1099 season always seems to bring up a lot of questions from the districts. There are **FAQs in the 1099 guide** on the CRC site:

Accounts Payable - 1099

1099 Processing in PeopleSoft v5.0.pdf 1989k  
[View](#) [Download](#)

The purpose of this job aid is to provide directions for 1099 processing in PeopleSoft. This is a six-part process. Includes deadlines for 2018. Updated 5/1/18, v5.0. (27 pp.)

- **Out-of-state withholding** is handled differently among the districts, but we need to be following the best practice. The CRC has clear and detailed instruction on this process, found on **pages 81-83 of the AP guide**:

Accounts Payable - AP1 Accounts Payable

AP1 Accounts Payable Guide v6.1.pdf 7827k  
[View](#) [Download](#)

This AP guide is for staff responsible for creating, processing, inquiring, and/or approving AP vouchers. It includes information for creating and maintaining supplier records. Updated 7/20/18, v6.1. (160 pp.)

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# Session Notes

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These slides and session notes are published on the CRC Website.  
<http://crc.sdcoe.net/peoplesoftconference>

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