

FINANCE ROUNDTABLE

FEBRUARY 20, 2020

MANSFIELD ISD
CHELCIE HOWLEY, ACCOUNTANT

FY
2019-
2020



DEPOSITS

- FROST has mentioned to the accounting staff that they are very grateful to receive ten key tapes in the fraud proof bags. When there are corrections, they have the campus ten key to compare to the FROST ten key.



SKYWARD CASH RECEIPTS

- Receipt numbers must be the first thing in the description on cash receipts per the fund 461 guide. Please do not use the enter key as it makes reports longer. Keep typing and let the line go to the next line when it does. (less key strokes with data retention on add)

| Batch Information | |
|-------------------|-----------------------------------------|
| Fiscal Year: | 2018-2019: July 1, 2018 - June 30, 2019 |
| Batch Number: | 18-04353 |
| Description: | MISD #s 185676-185677 BOB Shirts |

| General Information | | Account Description | |
|---------------------|----------------------------------|---------------------|-----------------------------------|
| Line: | 1 | 461 | GOVERNMENT ACTIVITY FUND |
| Account: | 461 R 00 5749 00 205 0 00 000 | 00 | OTHER |
| Description: | MISD #s 185676-185677 BOB Shirts | 5749 | OTHER REVENUES FROM LOCAL SOUR |
| Add'l Description: | | 00 | GENERAL |

| Line Amounts | |
|--------------|-------|
| Debit: | 0.00 |
| Credit: | 22.22 |

DEPOSIT SLIPS

- Deposit slips take some time to be ordered (which you order through the secretary of the associate superintendent of business and financial services).
 - When an order is placed, the campus will need to have \$75 in 461 E 23 6399 15 XXX 0 99 XXX in order to pay for the deposit slips
- Bank bags, tally sheets, and receipt books must be picked up at the business office (no interoffice mail)

CASH HANDLING

- Make sure all deposits are put in the campus safe, which includes child nutrition and athletic deposits.



FUNDRAISERS

- The fully approved fundraiser application must be attached to purchase orders pertaining to goods for that fundraiser.
 - Function 36 and object 6499 must be used on fundraisers.
 - Proceeds from a fundraisers must be transferred to the appropriate code when purchasing items with profits from a fundraiser

RECEIVING

Receive on items in Skyward as they are received into the campus/department, not by invoice

- If the campus/department does receive an invoice, then please let that vendor it goes to accounts payable next time



PENDING RECEIVING AND OPEN PO REPORTS

- Please continue to work these reports!
- If any questions, then contact accounts payable.
- Next slide is pending receiving report sample for review

PENDING RECEIVING REPORT SAMPLE

3ADPRPT01.P 68-4
05.19.10.00.00

Mansfield Independent School District
AP Invoice Listing Report

02/18/20

Page:2
2:32 PM

| VEN-KEY | VENDOR NAME | INVOICE # | PO NUMBER | BATCH | BANK | DESCRIPTION | LQ | S | INV DATE | DUE DATE | C | NET AMOUNT |
|------------------------------------|--------------------------|-----------------------------|------------|-------------------------------|-------|-------------------------------------------------|-------|----|-------------------------|------------------|---|-----------------------|
| | <u>ACH VOID DOWNLOAD</u> | <u>DISCOUNT DESCRIPTION</u> | | | | <u>DISC AMT</u> | | | <u>ADJ AMT</u> | <u>CHECK NBR</u> | | <u>INVOICE AMOUNT</u> |
| SPORTS I000 | SPORTS IMPORTE, INC | 149495 | 9362000880 | pc | GENOP | LRHE Volleyball Supplies/Coach Jessica Tyler | P | PR | 02/05/2020 | 02/07/2020 | A | \$555.90 |
| | | | | | | | 19-20 | | | | | \$555.90 |
| HOME DEP001 | HOME DEPOT | 7014242 | 9362000909 | HK | GENOP | SHE Training Room Supplies/Gary Vanderhalden | P | PR | 02/10/2020 | 02/11/2020 | R | \$200.76 |
| | | | | | | | 19-20 | | | | | \$200.76 |
| STAPLES 000 | STAPLES ADVANTAGE | 3439100589 | 9362000910 | pc | GENOP | Chairs for Danny Jones MC Athletic Offices | P | PR | 02/12/2020 | 02/18/2020 | A | \$1,079.91 |
| | | | | | | | 19-20 | | | | | \$1,079.91 |
| TOTAL NUMBER OF PEND REC INVOICES: | | | | | | | 14 | | | | | \$54,348.01 |
| | | | | | | | | 2 | ACH CHECK INVOICES | | | \$1,635.81 |
| | | | | | | | | 12 | COMPUTER CHECK INVOICES | | | \$52,712.20 |
| TOTAL INVOICES: | | | | | | | 14 | | | | | \$54,348.01 |
| BANK TOTALS: | | | BANK | BANK ACCOUNT # | | INVOICE AMOUNT | | | NET AMOUNT | | | |
| | | | GENOP | *** A 00 1111 00 000 0 00 000 | | \$54,348.01 | | | \$54,348.01 | | | |

This is the invoice number that AP has already entered awaiting the receiving record

This is the PO that needs to be received on

This is the amount of this particular invoice that will be paid once the PO is received on

This is the amount of the report that will go by check and by ACH

LIQUIDATION STATUS (LQ) CODE LEGEND:
L = LIQUIDATION PENDING C = CLOSED PO/NOT RECEIVING
P = PARTIAL LIQUIDATION F = FULL LIQUIDATION
BLANK = NO LIQUIDATION

***** End of report *****



BBIA INVOICES

■ Please email BBIA invoices from:

- Savvy's catering
- Tic Toc Embroidery
- Construction Tech
- Blue FX Printing
- Auto Tech

to accounting (Jeannette Slack and Chelcie Howley) once the product has been delivered. The invoice should come with the delivery of the product. The appropriate budget code will need to be written or scanned in and typed on the invoice the budget code.



TRAVEL

Make sure travel reimbursement forms have proof of overnight stay for meal reimbursements.

ATTACHMENTS FOR REIMBURSEMENT

- Conference Agenda (required)
- Directions (MapQuest or Google)
- Hotel Invoice/Receipt (required if overnight stay; GSA Published Rate for Hotel if > \$94)
- Receipts

Time off screens are no longer required!

MISD Travel Expenses and Reimbursement for 2019-2020
Traveler to complete this form upon return from trip and submit to accounts payable **within 10 days of travel.**

Today's Date: _____ Employee ID: _____ Campus: _____
Name: _____ Title: _____
Reason for Travel: _____ Destination: _____
Departure Date: _____ Return Date: _____

If using grant funds, you must select one of the following grant objectives per the DIP/CIP. Travel is necessary for this reason:
 Students will read on level/higher by the beginning of 3rd gr. and will remain on level/higher as an MISD student. (V2020-1)
 Students will demonstrate mastery of Algebra I by the end of 9th gr. (V2020-2)
 Address a goal from a PDSA chart in the District Improvement Plan (copy goal here): _____
 Address a goal from a PDSA chart in the Campus Improvement Plan or a need in the Comprehensive Needs Assessment (copy goal here): _____

Required documentation must be attached to the requisition for reimbursement (see list below). Do not include costs of items previously advanced or reimbursed.
***LODGING:** The rate is \$94 plus city/local taxes per night, per employee. This amount may be increased up to the amount published in the current GSA with supervisor approval and attachment of the GSA rate from www.gsa.gov/portal/category/100120. The employee is responsible for any cost greater than \$94 or the GSA rate. A rate over GSA requires Executive Council approval.
****FOOD:** NO RECEIPTS REQUIRED for food: \$41 first and last day; \$30 for other days; if meals are provided deduct \$13 Breakfast, \$14 Lunch, \$23 Dinner. Meals are reimbursable only for overnight or student sponsor travel.
FEDERAL: DO NOT USE FLAT RATES OR PER DIEMS. ENTER ONLY ACTUAL MEAL EXPENSES WITHOUT TIPS up to \$13 Breakfast, \$14 Lunch, \$23 Dinner.

| Date (1 row per day) | Mileage (\$5.75/mile) | Lodging* (\$94/GSA rate + tax) | Food** (see above) | Parking Receipts Required | Other Receipts Required | Amount Paid w/MISD Cr. Card | Amount for Reimbursement |
|--------------------------------------------|--------------------------|-----------------------------------|-----------------------|------------------------------|----------------------------|--------------------------------|-----------------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total payments made with MISD credit card: | | | | | | | |
| Total reimbursement due: | | | | | | | |

Indicate any additional employees staying in room: _____

Employee Signature: _____
BY SIGNING I CERTIFY THAT ALL EXPENSES ARE ACTUAL AND ACCURATE (AND COMPLIES WITH GRANT REGULATIONS IF APPLICABLE)
Supervisor Signature: _____
Executive Council Signature (if Lodging is over GSA Rate): _____

PO # _____
PO # MUST BE INCLUDED BEFORE SUBMITTING REIMBURSEMENT PAPERWORK TO A/P

ATTACHMENTS FOR REIMBURSEMENT

- Conference Agenda (required)
- Directions (MapQuest or Google)
- Hotel Invoice/Receipt (required if overnight stay; GSA Published Rate for Hotel if > \$94)
- Receipts

Business Office Approval: _____

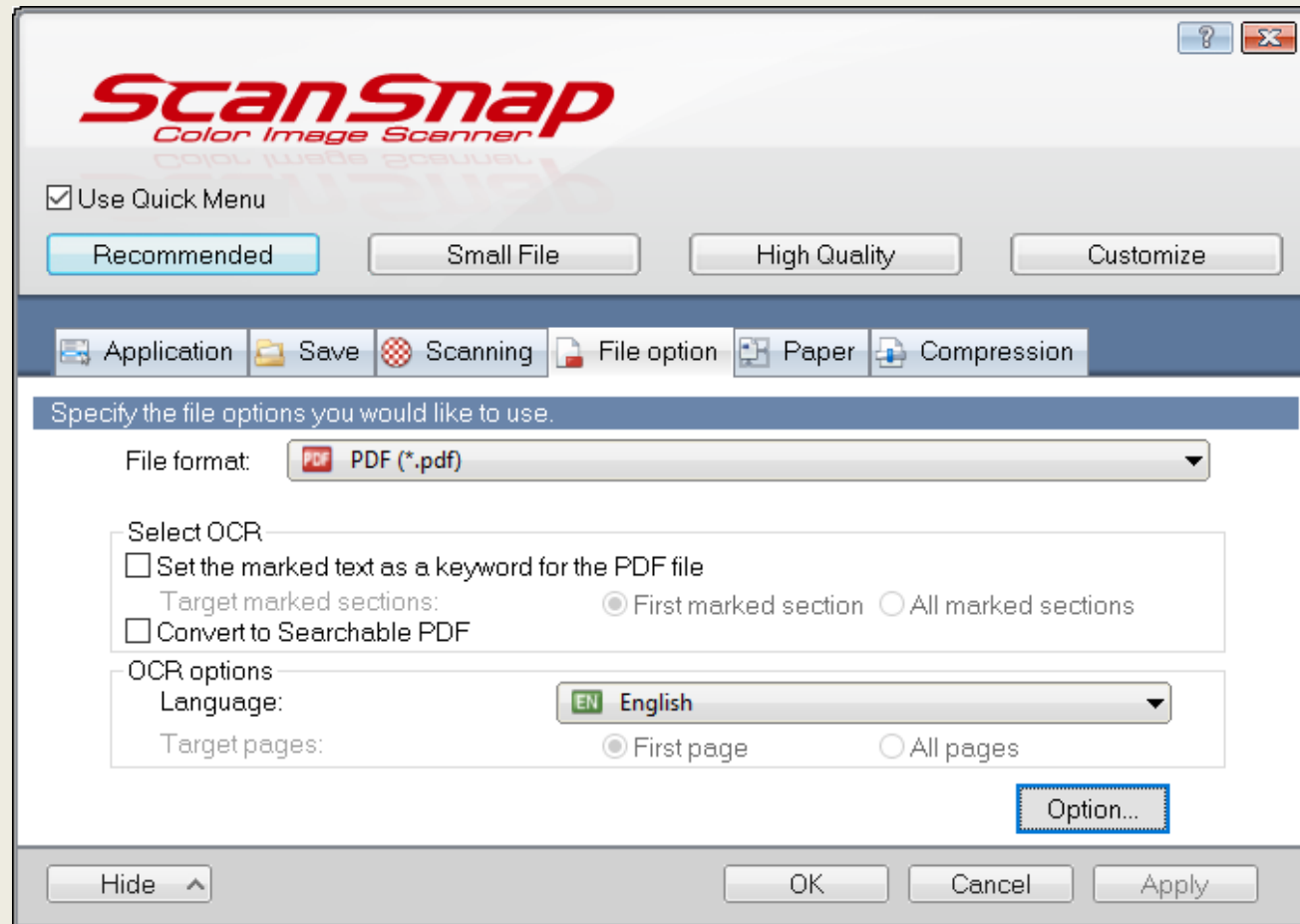
Revised 1/24/2020



SKYWARD ACCOUNT CODE TIP

- In Skyward, you can use numbers for revenue, expense, asset, and liability on the account code.
 - Asset - 1
 - Liability - 2
 - Revenue - 4
 - Expense - 5
 - For example: 461 E 11 6399 15 109 0 11 370
would be 461 5 11 6399 15 109 0 11 370

FUJITSU DESKTOP SCANNER OPTIONS



Click on Options

FUJITSU DESKTOP SCANNER OPTIONS CONT'D

Select multipage pdf for one pdf or generate one pdf file per 1 page for separate files

PDF file format option

Split PDF pages

Multipage PDF (whole batch in one PDF)

Generate one PDF file per

1 page(s)

Output mode

Output in PDF/A-1b

Password

Set a password for PDF file

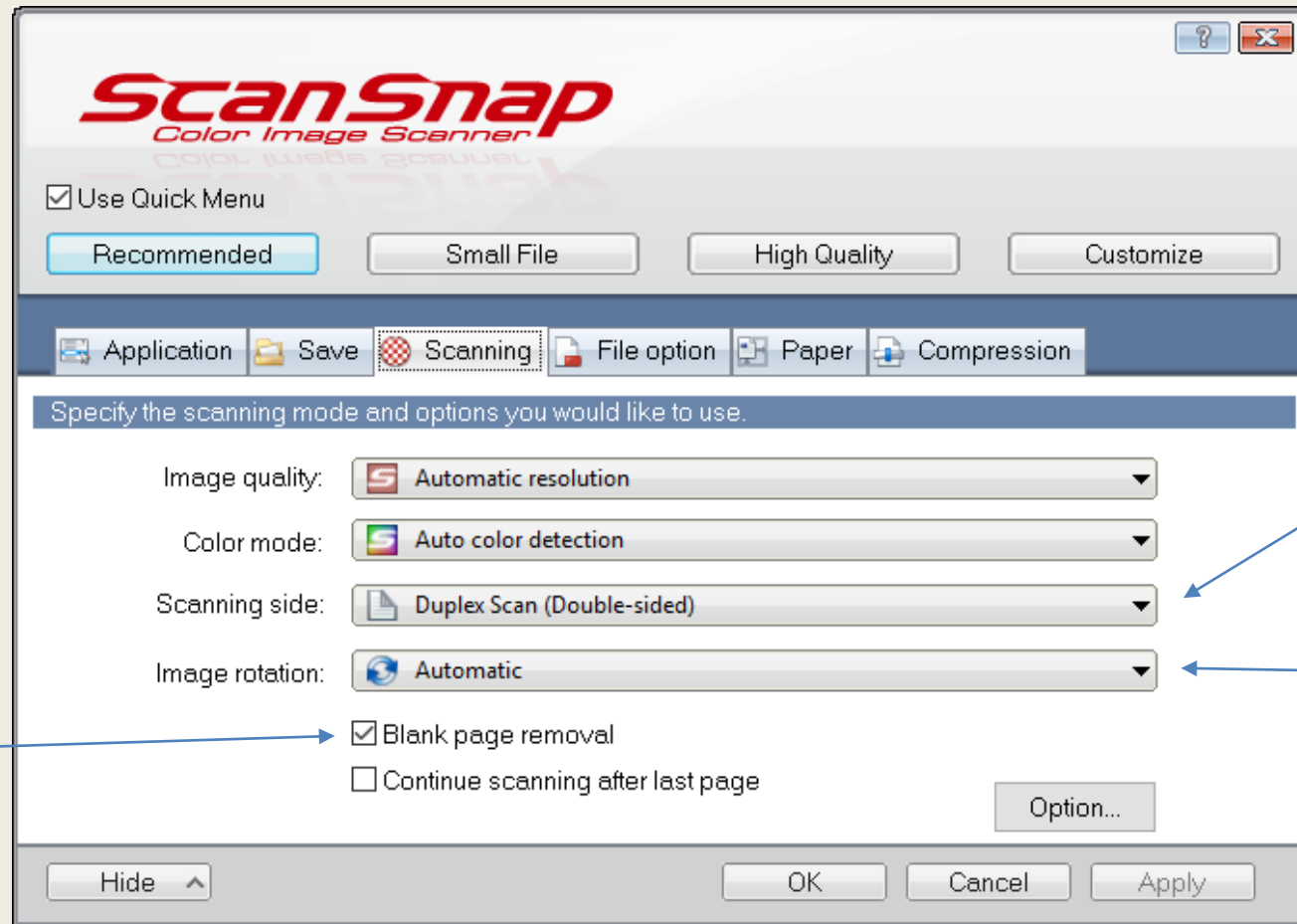
Use a fixed password

Password:

Confirm:

OK Cancel Help

FUJITSU DESKTOP SCANNER OPTIONS CONT'D



I have noticed that the blank pages removal does not always work, but worth checking as it can't hurt.

This will always scan both sides of the page if there is two sides.

This will catch pages that are upside down etc.

DATES TO KNOW

- **TASBO Conference – March 2-6; limited business office staff in the office**
- **March 9th-13th – Spring Break**
- **May 4th – Finance Roundtable (end of year checkout)**