HORRY COUNTY SCHOOLS

ACCOUNTING

PROCUREMENT

MISCELLANEOUS

HCS
Horry County Schools

PAYROLL

PUPIL ACTIVITY FUNDS

PURCHASING CARD

FINANCIAL SERVICES MANUAL

TABLE OF CONTENTS

I. ACCOUNTING/BUDGET

I. ACCOUNTING/BUDGET

ACCOUNT NUMBER (CHARTFIELD) STRUCTURE

The District accounting structure was developed on a governmental fund basis. The State Department of Education has mandated the account structure used by all school districts in the State of South Carolina in order to provide a level of consistency and comparability statewide. State, Federal and Local Agencies, as well as, the District and community, utilize the information provided by our account numbers for a variety of purposes. Because numerous agencies rely on the information provided through our account structure, expenditures must be recorded accurately and in the appropriate categories.

The following information outlines the account number structure and explains each component in detail:

XXXX - XXX - XXXXXX - XXXX - XXXX

FUND – CLASS – ACCOUNT – DEPARTMENT - PROGRAM

---

1. FUND: This **four**-digit code identifies the grant or allocation of money that has been awarded to the district.

> Examples: 1000   General Fund
> 2201   Title I

2. CLASS: This **three**-digit code identifies the department or group of employees or students that will benefit from the funds.

> Examples: 111   Kindergarten
> 137   Pre-School Handicapped

3. ACCOUNT: This **six**-digit code identifies what is being purchased.

> Examples: 110000   Teacher Salaries
> 410000   Supplies and Materials

4. DEPARTMENT: This **four**-digit code identifies the department spending the money.

> Examples: 0001   Aynor High
> 1000   Office of Superintendent

5. PROGRAM: This **four**-digit code is used to distinguish like accounts from one another. There are some funds that have already been assigned specific programs, while others are at the discretion of the fund managers. We prefer that only numbers are used, as it speeds up the data entry process.

> Examples: 9999   Student Activities
> 0800   Site-based Allocation

CLASS CODES (AKA FUNCTION CODES)

Function means the action a person takes or the purpose for which a thing exists or is used. The function describes activities for which services or material objects are acquired. The activities of a school district are classified into five (5) broad functional areas -- Instruction, Supporting Services, Community Services, Non-programmed Charges and Debt Services. Functions are further broken down into sub-functions and service areas which are subsequently subdivided into areas of responsibility. Allowable function codes are listed in table 3 of the SDE Financial Accounting Handbook. A link can be found at http://ed.sc.gov/finance/auditing/

Since all expenditure accounts are not allowed in each fund type, please refer to Table 4, in the SDE Financial Accounting Handbook, "Chart of Accounts", to determine the appropriate accounting for expenditures. Function and Object level detail reporting requirements (by fund type) may be found in the *Annual Audit Guide* published by the South Carolina Department of Education at https://ed.sc.gov/finance/auditing/

ACCOUNT CODES (AKA OBJECT CODES)

Object means the service or commodity obtained as the result of a specific expenditure. Seven major Object categories are identified and described in this manual: (1) Salaries, (2) Employee Benefits, (3) Purchased Services, (4) Supplies and Materials, (5) Capital Outlay, (6) Other Objects, and (7) Transfers. These broad categories are subdivided to obtain more detailed information about objects of expenditures. A three-digit code is used which makes it possible to identify detailed expenditure information. Allowable object codes are listed in table 3 of the SDE Financial Accounting Handbook. A link can be found at http://ed.sc.gov/finance/auditing/

Since all expenditure accounts are not allowed in each fund type, please refer to Table 4 in the SDE Financial Accounting Handbook, Chart of Accounts, to determine the appropriate accounting for expenditures. Function and Object level detail reporting requirements (by fund type) may be found in the *Annual Audit Guide* published by the South Carolina Department of Education at https://ed.sc.gov/finance/auditing/

The Budget Department emails a revised chartfield book each year as an informational guide.

LOGGING INTO PEOPLESOFT

There are 2 distinct applications used in PeopleSoft – Financial Management and Human Resources. This program can be accessed by going to the website: http://ps.horrycountyschools.net/.

The Financial Management Applications is used for all financial transactions using funds allocated to the schools from the District Office and for all transactions using Pupil Activity Funds. In addition to utilizing this program for all financial transactions, there are various reports which can be run in PeopleSoft to track your spending. In order to process all transactions and run reports, you will need to login to the Financial Management Applications side of PeopleSoft.

Click on link

Financial Management Applications

▷ Cash Receipts
▷ Procurement
▷ GL

Human Resource Applications

▷ Benefits
▷ Payroll
▷ Personal Data

- **User ID**: This will be your 6 digit Employee ID number

- **Password**: The first time you login to PeopleSoft Financials, it will be 12345. You will be prompted to change it. It must be a minimum of 5 characters and contain at least 1 number.
  - Please be sure to keep your password confidential. If you need to change your password, navigate to **NavBar → Navigator → Change My Password**.

User ID

000000

Password

TEST1

Select a Language

English

Sign In

ORACLE ▾My Homepage

NavBar

Recent Places

My Favorites

Navigator

My Preferences

ORACLE PEOPLESOFT

Manage Requisitions
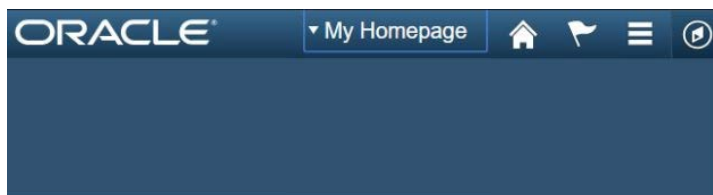
- This is the screen you see when you first login to PeopleSoft.

- Click the **NavBar** compass icon to view your menu.

- Click the **Navigator** icon in the NavBar.

- When you click on each heading, you will move forward to sub-headings.

- If you use a certain feature of PeopleSoft often, you can add it to **My Favorites**.
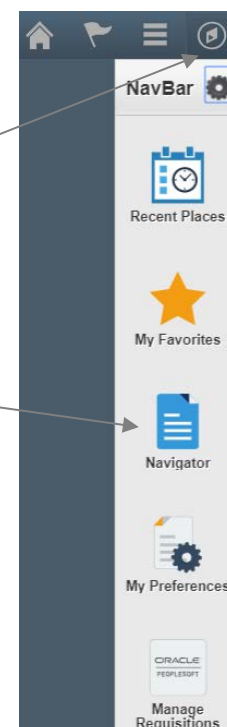
CREATING SHORTCUTS BY ADDING TO FAVORITES

- Saving to **My Favorites** is helpful if you need to access a particular option in PeopleSoft often. This is a helpful feature because it will save you from remembering the path required to access the item needed.

- Navigate to the item you want to save in **My Favorites**.

- Click on the **Actions List** icon.

- Click on **Add to Favorites**.

| Add To Homepage |
| Add To NavBar |
| Add To Favorites |
| My Preferences |
| Sign out |

Help

Add to Favorites

Please Enter a Unique Description for this Favorite

*Description [   ]

OK   Cancel
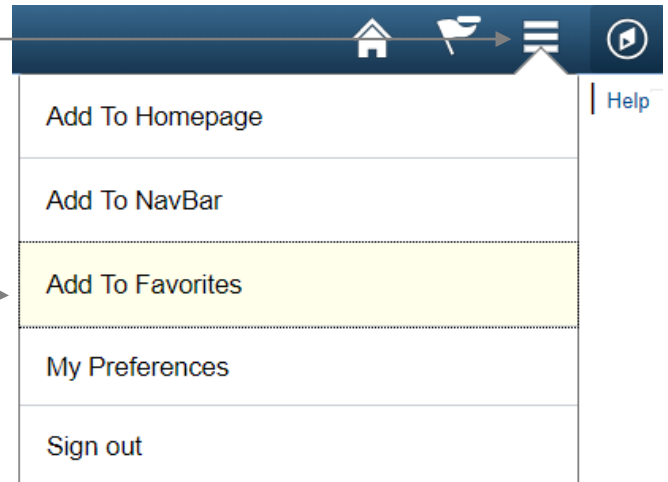
- The name defaults to how it is listed in PeopleSoft. You can change the name if you choose.

- Click on **OK**.

- This option is now saved under **My Favorites**.

NavBar

Recent Places

My Favorites

Navigator

My Preferences

ORACLE
PEOPLESOFT

Manage Requisitions
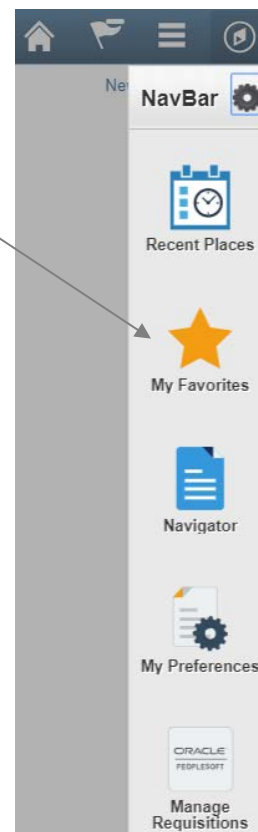
SCHOOL DEPOSITORY ACCOUNTS

The Superintendent and the Chief Financial Officer shall name all depositories for school funds, including individual school accounts and activity funds, as well as for any special funds acquired by the District which are not required by law to be deposited in the Horry County treasury.

Should a principal desire to change the school accounts from one bank to another, he/she shall submit a written request to the Accounting Officer describing in detail the reasons for the request. The Accounting Officer and Chief Financial Officer will determine whether or not the request is justifiable. The principal will be notified in writing of the decision.

BANK DEPOSITS

All funds collected by the bookkeeper should be deposited intact in the bank account. That is, the money should be deposited exactly the way it was received in the office; showing a breakdown for all cash, coin, or check received on the bank deposit slip or a separate adding machine tape before depositing. **Under no circumstances should purchases be made or invoices paid from undeposited cash receipts.** Also, **NO** checks should be cashed from undeposited cash on hand.

TO MAKE A BANK DEPOSIT

1. All checks received should be immediately endorsed on the back of the check with a restrictive endorsement such as "For deposit only to the account of..." Checks should be endorsed exactly as drawn.

2. Prepare a bank deposit ticket in duplicate. Please write the Revenue Summary number on the deposit slip (do not write any information below the pre-printed routing and account numbers on the deposit slip). Both copies should be taken to the bank for validation. The bank keeps the original and the validated duplicate deposit ticket should be kept at the school. The duplicate deposit ticket is attached to the Revenue Summary Final along with all supporting documentation.

3. Indicate the total currency and total coin included in the deposit on the lines provided. List all checks included in the deposit separately on the deposit ticket by the name of the payer. The individual checks should be listed and copies kept. However, if there are numerous checks, the bookkeeper may include an adding machine tape of check amounts from the deposit instead of listing each check individually, but copies of the checks must be kept and attached to the Revenue Summary.

4. All cash receipts must be entered into the PeopleSoft software and the total per deposit ticket must agree with the total on the Revenue Summary Final. Supporting documentation for all cash receipts must be attached to each Revenue Summary.

   - **EACH DEPOSIT SHOULD CONSIST OF ONE REVENUE SUMMARY FINAL.**
   - **ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED TO THE REVENUE SUMMARY BY THE END OF THE FOLLOWING BUSINESS DAY. SUPPORTING DOCUMENTATION TO INCLUDE:**

CASH/CHECK BACKUP	CREDIT CARD BACKUP
✓ **Three-Part Receipt Copies** ✓ **Miscellaneous Receipt Form(s)** ✓ **Deposit Summary Form(s)** ✓ **Copies of Deposited Checks** ✓ **Remittance Advice/Check Stub(s)** ✓ **Other Approved Receipting Methods** ✓ **Bank-Validated Deposit Slip**	✓ **Signed Credit Card Receipts** ✓ **Credit Card Batch Report**

5. Deposits should be verified and taken promptly to the bank. If the amount on the bank-validated deposit slip is different than the amount on the final revenue summary, please email the Cash Accountant the next business day as to why.

CASH AND CASH EQUIVALENTS IN SCHOOL BUILDINGS

Cash and cash equivalents, which include paper money, coins, checks, and other negotiable items, may be kept overnight in schools only under the conditions indicated below.

1. During the initial school registration period, cash used expressly for a change fund may be kept overnight. The amount must be kept to a minimum and be necessary due to the hours scheduled for registration or accessibility to the bank used by the school. The maximum amount of cash that can be kept in the facility will be determined by the Chief Financial Officer. After the registration period, cash may not be kept overnight in the facility unless identified below.

2. Money for cafeteria operations (currency and coins) may be kept overnight in order to have money available for use in making change in the collection of breakfast and lunch fees. The maximum amount shall be as follows:

   a. Elementary schools – $100.00
   b. Middle and high schools – $200.00.

3. Cash kept overnight under the provisions of items one, two, and/or nine of this policy shall be secured in the school vault or district-provided lockbox.

4. Cash and cash equivalents are not to be removed from schools except to make an immediate deposit to a school account. An employee is not, under any circumstances, to remove cash and cash equivalents from a school for any other purpose.

5. The cash shall not be used as a petty cash account.

6. Individuals authorized to deposit cash and cash equivalents shall be limited to the principal, the bookkeeper, and the cafeteria manager, or in special circumstances, other persons approved by the principal.

7. A school which incurs a loss due to failure to follow this policy shall be responsible, at the discretion of the Chief Financial Officer, for:

   a. All or part of the deductible amount, if any, required by a bond purchased by the District or
   b. All or part of the loss if the loss is not covered by a bond purchased by the District.

8. The cashing of checks is prohibited. Checks are to be accepted only for donations, goods, and/or services rendered.

9. Exceptions to the above can be made only with the written permission of the Chief Financial Officer.

   In the event that cash belonging to individuals or groups is stolen from desks or cabinets or elsewhere in the school buildings or on other school property, the District cannot be held liable for the loss.

CASH RECEIPTS

MISCELLANEOUS RECEIPT PROCESSING

Five methods are allowed for miscellaneous receipt processing.

1. Entering Receipts directly into PeopleSoft – Select the "walk-in" option if the student/parent gave the funds directly to the bookkeeper. A copy of the receipt should be printed and given to the payer immediately. Funds received by mail should be receipted directly into PeopleSoft.

2. Receipt Books - All schools must use pre-numbered, three-part receipt books. The bookkeeper is accountable for these books and must keep a log of each receipt book issued to anyone. These are numbered receipts, and the individual to whom the receipt book was issued must account for each receipt. The bookkeeper is to account for the numerical sequence of the receipts as funds are submitted from receipt book holders for processing. The receipts should be summarized on the Miscellaneous Receipt Form or Deposit Summary Form. **At the end of the school year, receipt books are to be returned to the school bookkeeper.** See additional receipt book procedures below.

3. Miscellaneous Receipt Form – The Miscellaneous Receipt Form can be used by classroom teachers for non-fundraising collections (i.e. field trips). The maximum dollar amount per transaction per student allowed on a Miscellaneous Receipt Form is $50. The $50 maximum is for the total cost of an event or item; it does not apply to installment payments. A separate Miscellaneous Receipt Form must be completed for each type of activity that the teacher is collecting funds for. The Miscellaneous Receipt Form lists each student name and the total amount collected and submitted each day. The bookkeeper should verify all information on the form. An example of a Miscellaneous Receipt Form is attached on page 14.

4. Debit/Credit Card payments - The District accepts debit and credit card payments at most locations. The service is provided by Wells Fargo; see page 17 for guidelines.

5. My Payments Plus - The District offers the ability to collect payments online for fees, fines, and activities. The service is provided by My Payments Plus; see page 26 for guidelines.

LIBRARIES

Libraries are required to use either a three-part receipt book or a copy of the Destiny receipt (with a signature of the person accepting the funds from the student) for the receipting of lost/damaged library books.

FUNDRAISERS/SPECIAL EVENTS

Please refer to the Fundraiser/Special Event Handout for information on approved receipting methods for common fundraisers. If there is any deviation from those approved methods or for a fundraiser not addressed in the Handout, an alternative receipting method must be approved by the Accounting Officer prior to the event. Alternative receipting methods approved for fundraisers and special events are temporary and expire when the event is over. Regardless of the receipting method, it is imperative that all checks accepted for fundraisers are turned in for deposit as quickly as possible in order for these checks to be guaranteed by our collection agency. Payments should not be held until the end of the fundraising period by anyone selling and collecting payments. The Fundraiser/Special Event Handout can be found in the Bookkeeper Menu on OPI (page 90).

ATHLETICS

A gatekeeper's report (using pre-numbered tickets) must be completed by all individuals responsible for collecting funds for athletic events. The gatekeeper's report must account for all tickets (sold and unsold), the amount of funds collected, the amount of cash for change, name & date of event, and price of ticket. Gate revenue must agree with the number of tickets sold on each gatekeeper's report. The gatekeeper's report must be signed by the individual responsible for collecting the funds and by another person who has verified that the amount of funds collected is correct. If the bookkeeper has left for the day, the funds should be taken to the night

deposit drop at the local bank or stored in the school vault or district-provided lockbox. Funds that are secured overnight must be included in the following day's deposit. Unused tickets are to be turned into the bookkeeper on the next working day or insure they are safeguarded if over the weekend (locked in a cabinet or desk drawer). Gatekeeper reports should be attached to the Revenue Summary for that event's deposit.

NUTRITION SERVICES

Bookkeepers are allowed to collect payments for meals during the summer, during a registration/open house event, or any specific circumstances as requested by Nutrition Services, i.e., donations for lunch debt typically made during the holidays, etc. All Nutrition Services payments are to be made directly to Nutrition Services at all other times of the year. This is to ensure that Nutrition Services' point-of-sale system is updated with student payment information in a timely manner.

All electronic payments received for student meals should be made using the MySchoolBucks online system maintained by Nutrition Services except for payments approved to be received by bookkeepers as indicated above.

When paying Nutrition Services for food provided for a function at your school, you should do a journal entry and attach the Nutrition Services invoice provided from the cafeteria manager as backup to that journal entry. This invoice will contain the revenue account string you should use on your journal entry.

A copy of all journal entries that impact Nutrition Services' accounts must be sent to the Nutrition Service office at the District Office.

All requisitions for school purchases of food items, that are not part of the Nutrition Services' program, must be generated and processed by the school bookkeeper.

CLUBS DUES/MEMBERSHIPS

Clubs dues/memberships must use 3-part receipt books and the Deposit Summary Form unless an alternative receipting method approved by the Accounting Officer is utilized.

CHILDCARE

Three-part receipts and PeopleSoft receipting are the only approved receipting methods for Childcare.

If the ASC staff member responsible for collecting payments does not receipt payments directly into PeopleSoft, he/she must issue the parent the white original receipt from the three-part receipt book. The **only** person allowed to collect money and issue receipts is the staff member who has been assigned the receipt book.

Receipts are to be entered into PeopleSoft at the student ID level. The bookkeeper should keep a log of the numerical sequence of receipt books issued to all staff members and account for all of the receipts as deposits are submitted. (See Receipt Book Log Form on page 15 of the Financial Services Manual).

Funds received should be totaled at the end of every day. If three-part receipts are used, the numerical sequence of the receipts should be accounted for. If PeopleSoft is used, a Revenue Summary Edit should be printed and used to balance funds received. The Revenue Summary Edit should be signed by the staff member receiving the funds and submitted to the bookkeeper daily. If the bookkeeper has left for the day, the funds and the Deposit Summary Form (DSF) or Revenue Summary Edit should be verified and signed by another staff member, and the funds should be taken to the night deposit drop at the local bank, or stored in the school vault or district-provided lockbox. Funds that are secured overnight must be included in the following day's deposit. See DSF on page 16 of the Financial Services Manual.

All funds should be deposited the same day that they are received with the exception of funds that are received after normal business hours. Funds received after normal business hours

should be processed using the procedures outlined above and recorded the next business day; you must also adhere to the "Additional Cash Receipting Procedures" shown below.

Only properly enrolled students should be entered into the ASC PeopleSoft application. Childcare Programs can only operate on days when Horry County Schools are open and can only assess fees on days Horry County Schools are open.

Attendance should be entered into PeopleSoft daily by the ASC program staff for each student in attendance. Attendance **should not** be taken by the employee receipting money if adequate staff is available.

Daily sign-out data must be maintained for each person picking up a student.

The daily rosters and sign-out data records should be documented in a manner that allows for review in the event of an audit.

Additional Childcare information is available in the Childcare Handout and can be found in the Bookkeeper Menu on OPI (page 90).

ADDITIONAL CASH RECEIPTING PROCEDURES

All funds collected must be turned into the bookkeeper the same day they are collected. All money turned into the school office should be counted by the bookkeeper. If it is impossible for the money to be counted at the time it is received, the individual turning in the money should seal the money in an envelope (or locked bag) with all of the supporting documentation (receipt copies, Miscellaneous Receipt Forms, etc.), list the amount enclosed on the outside of the envelope, and sign or initial the seal. If the amount received exceeds $500, the amount collected must be verified by another person who must also sign the deposit envelope. At a later time, the bookkeeper should open the envelope and count the money. The data for all receipts must be entered into PeopleSoft. All funds should be deposited the same day as collected when possible. Funds received after the daily deposit has been made must be taken to the night deposit drop at the local bank, or stored in the school vault or district-provided lockbox. Funds that are secured overnight must be included in the following day's deposit.

If a receipt(s) is skipped and noticed at a later date after receipting has continued, the skipped receipt(s) should be voided and retained in the book with the yellow copy going to the bookkeeper. This will insure your receipts are kept in numerical sequence.

When three-part receipts are used, the white original is given to the person from whom money is received. The yellow copy goes to the bookkeeper along with the money and the pink copy remains intact in the receipt book.

ADDITIONAL RECEIPT BOOK PROCEDURES

When issuing a receipt, the following information should be completed:

1. Date
2. Name of person from whom money is received
3. Distribution of money received (name and/or number of account and amount)
4. Total amount received (with sub-totals for cash and checks)
5. Signature of person receiving the money and writing the receipt.

If a mistake is made in writing a receipt, all three copies should be marked "VOID". The white original and pink voided copies remain in the receipt book; the yellow voided copy goes to the bookkeeper.

School Name
MISCELLANEOUS RECEIPT FORM

Club Sponsor/Teacher: _____   **Today's Date:** _____

Club/Fund Event: _____   **Date of Event:** _____

Fund Number/Fund Name:_____

Student Name/Student ID *(if available)* *List three-part receipt # range if applicable.*		Check Number	Check Amount	Cash Amount	TOTAL
		TOTALS			

Breakdown of Deposit
(use at bookkeeper's discretion)

Coins _____

Ones _____

Fives _____

Tens _____

Twenties _____

Fifties _____

Hundreds _____

*TOTAL: $ _____
*Should agree with total indicated above

Verification Signature #1:_____

Verification Signature #2:_____
   (if more than $500)

Bookkeeper Notes:

_____

_____

_____

_____

Receipt Book Log

School Name Here

Receipt Book Range   #   452101   to   452200

Bookkeeper Signature _____   Date _____

Book Recipient Signature _____   Date _____

Receipt Number	Check off as Received	Receipt Number	Check off as Received	Receipt Number	Check off as Received	Receipt Number	Check off as Received
452101		452126		452151		452176	
452102		452127		452152		452177	
452103		452128		452153		452178	
452104		452129		452154		452179	
452105		452130		452155		452180	
452106		452131		452156		452181	
452107		452132		452157		452182	
452108		452133		452158		452183	
452109		452134		452159		452184	
452110		452135		452160		452185	
452111		452136		452161		452186	
452112		452137		452162		452187	
452113		452138		452163		452188	
452114		452139		452164		452189	
452115		452140		452165		452190	
452116		452141		452166		452191	
452117		452142		452167		452192	
452118		452143		452168		452193	
452119		452144		452169		452194	
452120		452145		452170		452195	
452121		452146		452171		452196	
452122		452147		452172		452197	
452123		452148		452173		452198	
452124		452149		452174		452199	
452125		452150		452175		452200	

*Book Recipient will abide by all HCS cash policies and return all receipts in numerical order to the Bookkeeper.

Deposit Summary Form

[School Name]

Date	1/1/2016			Total Deposit $0.00	
		Verification Signature #1		_____	
		Verification Signature #2		_____	

Date	Receipt No.	Received from	Description	Cash	Checks
			Totals	$0.00	$0.00

*One verification signature is required for monies collected and given to the bookkeeper before her/his normal work day ends.
*Two verification signatures are required for all monies collected after the bookkeeper has left for the day and then all monies are to be placed in night deposit.

DEBIT/CREDIT CARDS

The District has expanded its services by adding the capability of accepting debit/credit cards as a form of payment. The service is provided by Wells Fargo. Guidelines for using the debit/credit card services have been established and are as follows:

1. The card reader and printer need to be secured in a safe place when not in use.

2. The bookkeeper <u>must</u> balance, close out, and settle the total debit/credit card transactions on a <u>daily</u> basis. Based upon the daily transactions, the bookkeeper prepares a **separate** revenue summary for the debit/credit card transactions. **DO NOT** intermingle checks or cash with the card transaction revenue summary. The revenue summary will record net debit/credit card sales to the general ledger.

3. On the receipt line page under payment method, a circle has been added so the receipt can be marked as a credit card transaction; please mark this circle when keying in receipts for the debit/credit card machine.

4. When keeping up with the debit/card receipts, you can key the receipts as they come in or collect them on a spreadsheet and key them at the end of the day. This process will be up to whatever works best for the bookkeeper. Be conscientious about keeping detailed records of all payment card transactions.

5. Refunds **CANNOT** be issued before the end of day settlement has been processed. Due to potential for fraud, the **refund will be processed via an imprest check** with supporting information attached.

6. The Fiscal Services System Administrator is responsible for:

    a) Maintaining control of all card deposits for the purpose of identifying specific Merchant locations. If a receipt is missing, the Accounting Department must take immediate action to account for it.
    b) Maintaining procedures to ensure that proper handling of deposits and charge backs is performed on a continuing basis; and

7. The Accounting Department is responsible for reconciling the bank account to the general ledger cash account monthly.

8. When accepting the debit/credit card for payment:

    a) Check the customer's identification to the name on the card.
    b) Check the dates on the card to make sure they are valid before processing any transaction.
    c) Check the signature on the receipt against the signature on the card to verify the customer's identity.

9. You must retain copies of all payment card transactions processed through your merchant account for a **MINIMUM OF THREE (3) YEARS**. You should keep payment card receipts in a locked, secure place with access available only to limited personnel on a need-to-know basis.

REVENUE SUMMARY

At the end of the business day, the bookkeeper tallies all monies received during the day and processes a revenue summary edit report for all receipts issued. When the revenue summary edit report and money balance, the bookkeeper then processes the final revenue report. When the final revenue summary is done, the bookkeeper then prepares the deposit and writes the revenue summary number on the deposit slip (do not write any information below the pre-printed routing & account numbers on the deposit slip). The bookkeeper then makes the deposit on the same date as the revenue summary. If for some reason the bookkeeper is not able to get to the bank by closing time, the funds should be taken to the night deposit drop at the local bank or stored in the school vault or district-provided lockbox. Funds that are secured overnight must be included in the following day's deposit. Supporting documentation for all cash receipts must be attached to each Revenue Summary.

DOCUMENTATION MUST BE ATTACHED TO THE REVENUE SUMMARY BY THE END OF THE FOLLOWING BUSINESS DAY. SUPPORTING DOCUMENTATION TO INCLUDE:

CASH/CHECK BACKUP	CREDIT CARD BACKUP
✓ **Three-Part Receipt Copies** ✓ **Miscellaneous Receipt Form(s)** ✓ **Deposit Summary Form(s)** ✓ **Copies of Deposited Checks** ✓ **Remittance Advice/Check Stub(s)** ✓ **Other Approved Receipting Methods** ✓ **Bank-Validated Deposit Slip**	✓ **Signed Credit Card Receipts** ✓ **Credit Card Batch Report**

The bookkeeper is responsible for keeping all revenue summaries with appropriate backup filed and easily accessible for audit purposes.

CREATING A CASH RECEIPT AND A REVENUE SUMMARY

CREATING A CASH RECEIPT

Navigate to:
HCS – Custom
    Cash Receipts – Schools
      Entry
        Receipts
          Click on **Add**

Receipts

Find an Existing Value | Add a New Value

School ID 045
Receipt Number 0

Add

Find an Existing Value | Add a New Value

o Keying a receipt to a student: If the **Student ID #** is known, enter the ID # and push **Enter**. If the Student ID # is not known, click the magnifying glass to search for the Student ID # by the student's name.
  o After the Student ID # is selected, any **Payments from the past year** will appear at the top right side of your page. It is helpful to review this information to eliminate entering duplicate receipts.

- If not keying the receipt to an individual student, complete the **Received From** box.

Payments from the past year | ⤢   First ◁ **1 of 1** ▷ Last

Student #	School	Rct #	Date	Rcvd For	Amount	Descr	Fund	Year
64925	021	15778	02/12/2019	YEARBOOK CK 465	25.00	SCHOOL YEARBOOK	7612	2019

Hcs Rct Lin Pag

Receipt Header

School: 021   Rct #: 16607   *Receipt Date: 05/07/2019   Printed: N   Total: $20.00

Rcvd From: BELLAMY, TAYLOR   Student ID: 64925 🔍   Bellamy, Taylor

Rcvd For: ROCKIN' JUMP FIELD TRIP

Payments from the past year | ⤢

Student #	School	Rct #
64925	021	15778 02/12/20

*Payment Method
○ Cash ● Check ○ Both ○ CC   ☑ Walk-in

Revenue Summary Information

Rev Summ #:   Processed Date: Fiscal Year: 2019

*Bank Code: HCSB   *Bank Acct#: 213000067   *GL Account: 010150

Personalize | Find | View All | ⤢ | 🖩   First ◁ **1 of 1** ▷ Last

	Fee Code	Fine	Receipt Line Amount	*Fund Code	*Class Field	*Account	*Department	*Program Code	Receipt Line Description	*School Year		
1	2 FT 🔍	🔍	20.00	7953 🔍	000 🔍	001790 🔍	0021 🔍	9999 🔍	2ND GRADE FIELD TRIP	2019 🔍	➕	➖

💾 Save   ✏ Notify

- Complete the **Received For** box.

- Select the appropriate **Payment Method**.

- Check the **Walk-in** selector if you received the payment directly.

- Select either a **Fee Code** or a **Fine**.
  o Click on the magnifying glass next to the **Fee Code** column.
    ➢ This will open a new view where you can select the fee code. The account string will automatically populate once the **Fee Code** is selected.
    ➢ To set up a new **Fee Code**, please see .
  o If receiving a fine for a past-due balance, click the magnifying glass next to the **Fine** column.

- Enter the amount paid in the **Receipt Line Amount** column.

- If the student is paying for more than 1 item, click on the **+** icon to add a line.
  o Follow the steps above to add the new **Fee Code** or **Fine** and **Amount**.

- If entering a receipt for a payment for next school year (i.e. registration), change the ***School Year** on the receipt to next year.

- Click **Save** when done.

- After Saved, you will have the option to:
  o Print a copy of the receipt by clicking on the printer icon.
  o Email a copy of the receipt by clicking on the email envelope icon (you will automatically receive a copy of the email).

*School Year refers to ending year (i.e. 2023-2024 school year would be "2024" School Year on your receipt).

CREATING A REVENUE SUMMARY EDIT

When all receipts for the day have been entered and you are ready to prepare your bank deposit, you will need to run a Revenue Summary Edit.

Revenue Summary Edit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with

☐ Case Sensitive

Search   Advanced Search

Navigate to:
HCS – Custom
   Cash Receipts – Schools
      Process
         Revenue Summary Edit
            Click on **Search**

- Select any **Run Control ID.**

- On the **HCS Run Rev** tab, click **Run**.

  o You **MUST** run a separate Revenue Summary Edit for credit card receipts. Check the "CC" box prior to clicking **Run**.

Revenue Summary Edit

Enter any information you have and click Search.

Find an Existing Value | Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with

☐ Case Sensitive

Search   Advanced Search

Search Results

View All   First ◀ 1-22 of 22 ▶ Last

Run Control ID	Language Code
BBellamy	English
BudgetTransactionDetail	English
CHILD_2016	English
CHILD_2017	English
CHILD_2018	English
CHILD_2019	English
CSFR_NPA_2016	English
CSFR_NPA_2017	English
CSFR_NPA_2018	English
CSFR_NPA_2019	English
CSFR_OTHER_2016	English
CSFR_OTHER_2017	English
CSFR_OTHER_2018	English
CSFR_OTHER_2019	English
PAF_2016	English
PAF_2017	English
PAF_2018	English
PAF_2019	English
TITLEI_2016	English
TITLEI_2017	English
TITLEI_2018	English
TITLEI_2019	English

Hcs Run Rev

Run Control ID PAF_2019   Report Manager Process Monitor   Run

Language English ▼

Report Request Parameters

☐ CC

💾 Save   🔍 Return to Search   📑 Previous in List   📑 Next in List   📧 Notify   ➕ Add   📝 Update/Display

- On the **Process Scheduler Request**, click **OK**.

- This takes you back to the **HCS Run Rev** screen.

- Click on the **Report Manager** link.

- This brings you to your **Report** screen.

- You will need to click **Refresh** until the **Status** column shows **Posted** and the report name in the **Description** column becomes a link.

- Click on the report name link to open your report in a new tab.

- Verify that the amount of money you are depositing matches your Revenue Summary Edit.

- If there is a discrepancy, you can go back and check your receipts to confirm that the amount received from teachers/ students is the amount entered in on the cash receipt.

Process Scheduler Request

User ID 013611   Run Control ID PAF_2019

Server Name [▼]   Run Date 08/23/2018

Recurrence [▼]   Run Time 12:25:15PM   Reset to Current Date/Time

Time Zone [🔍]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Revenue Summary Edit	HCSREV01	SQR Report	Web ▼	PDF ▼	Distribution

[OK]   [Cancel]

Hcs Run Rev

Run Control ID PAF_2019   Report Manager   Process Monitor   [Run]
Language [English ▼]

Report Request Parameters

☐ CC

[💾 Save] [Return to Search] [Previous in List] [Next in List] [Notify] [Add] [Update/Display]

Administration | Archives

View Reports For

User ID 013611   Type [▼] Last [▼] 1 Days [▼]   [Refresh]
Status [▼] Folder [▼] Instance [ ] to [ ]

Report List   Personalize | Find | View All | 🔳 | 🔳   First ◄ 1 of 1 ► Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	2695858	4489016	Revenue Summary Edit	08/23/2018 12:23:19PM	Acrobat (*.pdf)	Posted	Details

☑ Select All   ☐ Deselect All
[Delete]   Click the delete button to delete the selected report(s)

Go back to Revenue Summary Edit
[💾 Save]

CREATING A REVENUE SUMMARY FINAL

If/once your Revenue Summary Edit is correct and money balances, you will need to create the Revenue Summary Final.

Navigate to:
HCS – Custom
> **Cash Receipts – Schools**
>> **Process**
>>> **Revenue Summary Final**
>>>> Click on **Search**

- Select any **Run Control ID**.

- Follow the same steps as above on Revenue Summary Edit.
  - You **MUST** run a separate **Revenue Summary Final** for credit card receipts. Check the "CC" box prior to clicking **Run**.

- Print and sign your **Revenue Summary**.

- Complete your deposit slip.

- Write your **Revenue Summary** number on the deposit slip. *Do not write any information below the pre-printed routing & account numbers on the deposit slip.*

- Scan any checks being deposited – You will need to attach to your Revenue Summary.

- Go to the bank and make your deposit. Don't forget to scan and attach your back-up after you return from the bank.

REVENUE SUMMARY REPRINT

Navigate to:
HCS – Custom
> **Cash Receipts – Schools**
>> **Process**
>>> **Revenue Summary Reprint**
>>>> Click on **Search**
>>>>> Select a **Run Control ID**

- Enter the ***Rev Summ #** or click the magnifying glass to look up.

- Click **Run**.

- Click **OK**.

- Click **Report Manager**.

- You will need to click **Refresh** until the **Status** column shows **Posted** and the report name in the **Description** column becomes a link.

- Click on the report name link to open your report in a new tab.

ATTACHING REVENUE SUMMARY BACKUP DOCUMENTATION

The bookkeeper is responsible for keeping all revenue summaries with appropriate backup filed and easily accessible for audit purposes.

Navigate to:
HCS – Custom
    Cash Receipts – Schools
        Inquire
            Revenue Summary
                Click on **Search** – the most recent Revenue Summary will be listed first OR you can key in your Revenue Summary Number and click on Search.

- Scan and attach your validated bank deposit slip and all back-up related to your deposit and click **Save**. Please see below for examples of required back-up.

DOCUMENTATION MUST BE ATTACHED TO THE REVENUE SUMMARY BY THE END OF THE FOLLOWING BUSINESS DAY. SUPPORTING DOCUMENTATION TO INCLUDE:

CASH/CHECK BACKUP	CREDIT CARD BACKUP
✓ **Three-Part Receipt Copies** ✓ **Miscellaneous Receipt Form(s)** ✓ **Deposit Summary Form(s)** ✓ **Copies of Deposited Checks** ✓ **Remittance Advice/Check Stub(s)** ✓ **Other Approved Receipting Methods** ✓ **Bank-Validated Deposit Slip**	✓ **Signed Credit Card Receipts** ✓ **Credit Card Batch Report**

HOW TO SET UP A NEW FEE CODE FOR CASH RECEIPTS

The purpose of a Fee Code is to automatically populate an account string on a cash receipt.

Navigate to:
HCS Custom
   Cash Receipts – Schools
      Entry
         Fee Codes

- Click on the **Add** a **New Value** tab.

- The **School ID** box will default to your school.

- In the **Fee Code** box, you can either enter the Fund # or a description – you are limited to 10 characters.

- Click **Add**.

Fee Codes

Find an Existing Value | Add a New Value

School ID [ ]
Fee Code [ ]

Add

Find an Existing Value | Add a New Value

- Enter information in the following fields

- **Fee Description**.

  ➢ **Fee Amount** – You can leave this field blank unless you know that every receipt you enter will be the same amount.

    - NOTE: When entering cash receipts, you can override the **Fee Amount** if a default amount is automatically populated.

- Key in the **Account Information** for this **Fee Code**.

- Once all fields are complete, click on **Save**.

- Contact Accounting if you have any questions on which account numbers to use.

Hcs Rct Fee Pag

School Information

School ID: 0034

Fee Information

Fee Code: 7623   Fee Description: Sign Language Club
Fee Amount: [ ]   ☑ Active

Account Information
*Fund:	*Class:	*Account:	Department:	*Program:
7623	000	001790	0034	9999

Save | Notify   Add | Update/Display | Include History

You must set up an expense account before you can use a new PAF for the first time. Please see page 41 "HOW TO SET UP AN EXPENSE ACCOUNT FOR A NEW PUPIL ACTVITY FUND NUMBER".

Examples of Common Fee Codes:

- 7xxx 000 001790 xxxx 9999 – Student Activity

- 7xxx 000 001920 xxxx 9999 – Contributions and Donations from Outside Sources (including PTO)

- 1000 000 001310 xxxx 2239 – Drivers Ed

- 2432 000 001999 xxxx 0000 – After School Childcare during the School Year

- 2433 000 001999 xxxx 0000 – After School Childcare during the Summer

NON-SUFFICIENT CHECKS

All non-sufficient checks will be handled by Envision Payment Services, our out-sourced collection agency. It is the responsibility of each school to ensure appropriate information is on all checks as required. Envision will guarantee payment on NSF checks $300 and under as long as the following information is on every check you receive from the parent:

1. Name
2. Physical Address
3. Phone number

Non-Guaranteed Reasons

- Over Check Max – Check amount exceeds $300.
- Time Limit Expired – Check received by Envision more than 20 days from date written.
- Exceeds Max/Person – Only the first 2 checks for any one person can be guaranteed. If we receive a 3rd check, and neither of the first 2 checks have been paid, the 3rd check will not be guaranteed.
- Stolen/Forged/Stop-Pay/Account Not Found – Usually indicates fraud and/or a service dispute.

If a check is returned, the bank automatically sends the check to Envision for collection. If a parent comes in and wants to pay for the returned check, please DO NOT ACCEPT PAYMENT for it. Explain to the parent that the check is now with our check service provider and ask them to contact them so that payment arrangements can be made directly with Envision. They have a large variety of payment options available. The contact information for the parent would be as follows:

> Envision Payment Solutions
> PO Box 157, Suwanee, GA 30024-0157
> Phone: (877) 290-5460 or (770) 709-3100; Fax: (770) 709-3007
> Email: customerservice@envisionpayments.com

If a payment is accidentally accepted, please email Accounting@horrycountyschools.net, so the Cash Accountant can update Envision.

Decals
For compliance with Federal and Local laws, Envision Payment Solutions™ Register Decals must be posted where they are easily visible to a check writer. *If the Register Decal is not present or not easily visible, a customer may seek legal remedies against both* Envision Payment Solutions™ *and Horry County Schools.*

The register decal notifies a customer that: 1) returned checks may be electronically re-presented, 2) service fees, as permitted by law, may be assessed, 3) service fees may be submitted electronically or by paper draft.

Please post a decal at the front desk, in the bookkeeper office, and where you accept childcare payments (on the front of the sign-in book, in a frame on the desk, etc.).

MY PAYMENTS PLUS

The District offers the ability to collect payments online for fees, fines, and activities. The service is provided by My Payments Plus. The Bookkeeper at each school will enter events into My Payments Plus. In order for a parent to access this online program, they will need their child's student ID#. They can get this from the school that their child is currently attending.

Guidelines are as follows:

1. Refunds CANNOT be issued before the end-of-day settlement has been processed. Due to potential for fraud, the **refund will be made by imprest check** once the receipt is posted in PeopleSoft with supporting information attached. See page 80 for imprest check procedures.

2. The Fiscal Services System Administrator is responsible for:

   a. Maintaining control of all online deposits for the purpose of identifying specific Merchant locations. If a receipt is missing, the Accounting Department must take immediate action to account for it.

   b. Maintaining procedures to ensure that proper handling of deposits and charge backs is performed on a continuing basis; and

3. The Accounting Department is responsible for reconciling the bank account to the general ledger cash account monthly.

HOW TO CREATE AN ACTIVITY IN MY PAYMENTS PLUS

> Log in to the **Admin Portal** at
> https://admin.mypaymentsplus.com

> **Username**: your Horry County Schools email address.

> If you have forgotten your password, click **Forgot Your Password?** link to reset.

Create a Fee or Activity

Create Fee   Or   **Create Activity**

What's the difference?

- Click **Create Activity**.

- To expand all fields, click **Expand All**.

| Dashboard | People Search | Activities | Enrollment | Fees | Reports | Settings | Logout |

Activity Editor   Expand All | Cancel | Save + New | Save + Copy | Save

General Information

Advanced Settings (Optional)

Availability

Payment Options

Email Notifications

Forms and Resources

Expand All | Cancel | Save + New | Save + Copy | Save

- **Activity Name**: The name of the Activity that is displayed to parents (i.e. "2018-2019 Socastee High Yearbook").

- **Description**: This is a detailed description of the Activity.

- **Add Image**: If you would like to add an image to the Activity, click **Select** to upload.

- **Category**: Select a category from the drop down menu.

- **Student Schools**: This will be defaulted to your school.

- **Grade Levels**: You can limit the grade levels that the activity will be limited to. To make a selection, click the single right-hand arrow to move the grade(s) to the box on the right. All homerooms in the selected grade will be able to select this Activity.

Activity Editor

General Information

Activity Name: [   ]

Description: [   ]

Add Image: [Select...]

Category: [-SELECT- ▾]   **Subcategory:** [[None] ▾]

Student Schools:
Only students who are enrolled in the selected schools (right side) will be allowed to sign up.

ACADEMY FOR ARTS SCIENCE TECH (96)
ACADEMY FOR TECH. & ACADEMICS (98)
AYNOR ELEMENTARY SCHOOL (14)
AYNOR MIDDLE SCHOOL (57)
BLACK WATER MIDDLE (62)
BURGESS ELEMENTARY SCHOOL (63)

[>>] [>] [<] [<<]

AYNOR HIGH SCHOOL (1)

Grade Levels:
-2
0
1
11
12
2

[>>] [>] [<] [<<]

10

- **Registration Dates**: Dates the Activity will appear on the website for parents to sign up. Please make sure you select the appropriate time as well (default is midnight).

- **Activity Dates**: Date(s) the Activity is occurring.

- **Price: Add Fee Split** This is where you will set the price for the Activity.
  - Name the **Fee**.
  - Generally, the price will be the **same** for Full, Reduced and Free.
  - Select the **Account Code** for this Activity from the drop down. Click **Done**. If the account code you need is not listed, please email accounting@horrycountyschools.net.

- **Contact Name**: The individual for the parent to call if they have any questions.

- **Contact Phone**: The phone number for the Contact Name.

- **Contact Email**: The email address for the contact name.

Registration Dates	06/01/2021 12:00 PM	through	06/24/2021 12:00 PM
Activity Dates	06/25/2021 12:00 PM	through	06/25/2021 12:00 PM
Price	Load Fee Splits from a Template		Load

Name	Full	Reduced	Free	Account Code	
Museum Field Trip	$ 25.00	$ 25.00	$ 25.00	7218.000.001790.9999 6th Grade Field Trips	Done Remove

7110.000.001790.9999 Chorus
7116.000.001790.9999 Community Education
7118.000.001790.9999 Community Service
7121.000.001790.9999 Costmetology
7123.000.001790.9999 Careers Club
7129.000.001920.9999 CAP Silent Auction
7152.000.001790.9999 DECA
7153.000.001790.9999 DECA Marketing
7137.000.001790.9999 Drama
7175.000.001790.9999 Earth Tones
7182.000.001790.9999 NEHS
7201.000.001790.9999 Faculty Flower Fund/Sunshine
7202.000.001790.9999 Faculty Fund
7205.000.001790.9999 FCCLA

Funding Account	Horry County School District, SC (Default)	WARNING: Changing this will have
Rate Plan	Default	
Contact Name		
Contact Phone		
Contact Email		

New

Please note that the **Account Code/Name** will not include a department code. This happens automatically based upon the bookkeeper that is creating the activity in My Payments Plus.

- **Homeroom Teachers**: You can limit the Activity to select homerooms. To add a homeroom, select the teacher's name and the right-hand arrow to move it to the box on the right. You **MUST** choose all available variations of a teacher's name. (There is no need to add homeroom teachers if you want an entire grade-level to see the activity; you would only need to select the grade as shown on page 27).

- **Max Enrollment**: Do **not** use.

- **Require Enrollment Approval**: Do **not** use.

- **Available to Students**: Uncheck this box if this activity is not for students.

- **Available to Guests:** Do **not** use.

- **Staff Only**: This will limit the Activity to staff members only.

Availability

Location - Please Select -

Homeroom Teachers
Ball,Chrystal
Ballard, Michael
Ballard, Michael S
Ballard,Michael
Ballatore, Krystle Marie
Ballew, Penny N
Ballew,Penny

Max Enrollment _____ (Zero or Empty = no limit)

☐ Require Enrollment Approval

☑ Available to Students

☐ Available to Guests

☐ Available to Staff (faculty)

- **Payment Model**: This is defaulted to "Fixed". You can change the payment options for this Activity to one the following by clicking the dropdown:
  - **Fixed** – The pricing is set at one price (such as a field trip).
  - **Variable Rate** – The price can be set by the parent to any amount (such as for childcare payments).
  - **Quantity Selector** – Allows the Activity to be purchased in quantities (such as yearbooks).
  - **Partial Payment** – Allows the Activity to be paid for in installments. The district can set the minimum payment and when the total is due. This option is **not** recommended.
- **Options**:
  - **Allow Recurring Payments** – The Activity can be purchased multiple times (such as childcare).
  - **Auto Checked on Payment Screen** – Do **not** select this option.
  - **Eligible for Tax Credit** – Do **not** select this option.
  - **Apply Sales Tax** – Do **not** select this option.

Payment Options

Payment Model: Fixed ▼

Options: ☐ Allow Recurring Payments
☐ Auto Checked on Payment Screen
☐ Eligible for Tax Credit
☐ Apply Sales Tax

- **Notification Members**: You can list email addresses that will receive email notifications with sign-up information based on the roster email schedule below.
- **Roster Email Schedule**: Emails will contain new enrollments that have occurred since the last email, and the full list is attached. Click the dropdown to select one of the following:
  - **None** – No email of the Activity's rosters.
  - **Daily** – Daily emails of the Activity's roster to the notification members.
  - **Weekly** – Weekly emails of the Activity's roster to the notification members.
- **Notification Options**:
  - **Upon Enrollment** – Emails the notification members each time a patron enrolls into the Activity.
  - **Notify Home School Email Group** – Do **not** select this option.
  - **Collect Student Email** – Do **not** select this

Email Notifications

Notification Members: Enter a comma separated list of email addresses

Roster Email Schedule: [None] ▼

Notification Options: ☐ Upon Enrollment
☐ Notify Home School Email Group
☐ Collect Student Email

- **Forms**: You can select a form that parents will be required to complete when they pay for an Activity. If you need a form added that is not listed on the drop-down menu, please email accounting@horrycountyschools.net

- **Resources**: Resources are links to external websites or documents meant for parents to obtain more information regarding the Activity. To add a Resource, select the title and the right-hand arrow to move it to the box on the right. If you need a Resource added that is not listed on the drop-down menu, please email accounting@horrycountyschools.net

- To save an Activity, click one of the following:

  o **Save + New** – Saves all work and takes you to a new blank Activity creation page.
  o **Save + Copy** – Saves all work and copies the current Activity's information. A duplicate of the current Activity will open in a new Activity creation page.
  o **Save** – Saves all work and take you to the Activities tab.
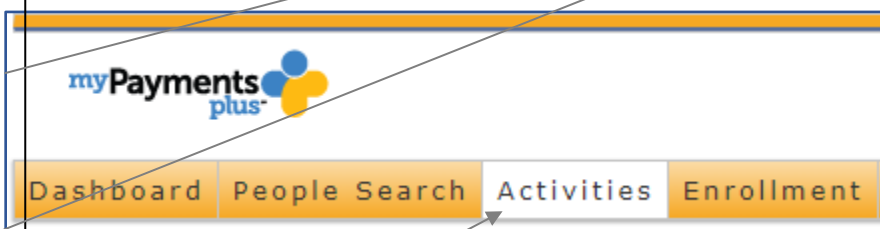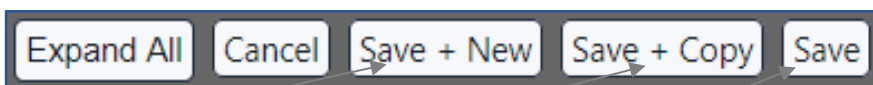
HOW TO VIEW CREATED ACTIVITIES IN MY PAYMENTS PLUS

- To view the Activities that you have created, click the **Activities** tab.

- In the Action column, you can select to:
  - Edit
  - Roster
  - General Admission (do **not** use)
  - Activity Resource Management (do **not** use)
  - Activity Form Responses

- If no one has enrolled in the Activity, you will have the option to Delete the Activity.
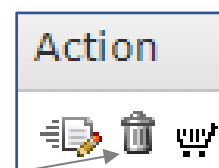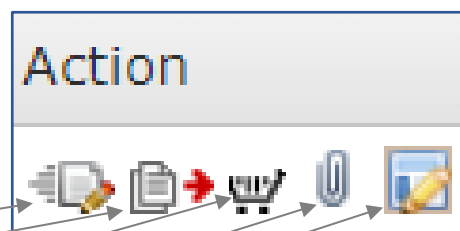
Activity Name	Created	Registration Start	Registration End	Activity Start	Activity End	Enrollment	Action
2018-2019 Student Parking Permit	06/06/2018	07/01/2018	06/03/2019	07/01/2010	06/03/2019	195	

JOURNAL ENTRY

PURPOSE OF A JOURNAL ENTRY

A journal entry is used to:
1. correct erroneous transactions, i.e., you keyed a travel expense to a supply account,
2. clear deficits,
3. make payments between schools.

EXAMPLE ONE: *ERRONEOUS ACCOUNT CODING – EXPENSE & REVENUE*
You must wait until the charge has been <u>expensed</u> before you move it with a journal entry.

Coding error example: The Jostens Yearbook expense was paid for from your Senior Trip Fund (7621) instead of your Yearbook Fund (7612). Your accounting entry would be:

Expense to Expense=

Debit	7612.271.360000.xxxx.9999	$100.00
Credit	7621.271.360000.xxxx.9999	$100.00

The supporting documentation that you will need to attach to the journal entry is the Budget Transaction Detail Report for account 7621 fund showing the (highlighted) amount under the expense column.

Coding error example: A student paid for an Orchestra (7471) field trip and payment was deposited to Band (7050) by mistake. Your accounting entry would be:

Revenue to Revenue =

Debit	7050.000.001790.xxxx.9999	$100.00
Credit	7471.000.001790.xxxx.9999	$100.00

The supporting documentation that you will need to attach to the journal entry is a copy of the PeopleSoft receipt for the payment deposited into account 7050. Refer to the account string on the receipt to debit.

EXAMPLE TWO: *DEFICIT BALANCE / FUND MODIFICATION*

To close inactive accounts, clear deficits, or to move funds from one account to another (if allowable). For example, if you need clear a deficit in your Field Trip fund using Picture fund money, your accounting entry would be:

Debit	7510.426.710000.xxxx.9999	$179.97
Credit	7208.000.005270.xxxx.9999	$179.97

The supporting documentation that you will need to attach to the journal entry is a copy of the Budget Status Report for your Pupil Activity Funds, highlighting the funds being effected.

EXAMPLE THREE: *ADMISSION PAYMENT TO ANOTHER SCHOOL*

A journal entry is keyed when your students attend an event at another school within the district. For example, if BWM sends their students to SHS to see a play, your accounting entry would be:

Debit	7208.271.660000.0062.9999	$150.00
Credit	7157.000.001790.0011.9999	$150.00

The supporting documentation that you will need to attach to the journal entry is backup supporting the amount and purpose of payment, such as an email from SHS detailing the expense.

Whatever the reason is for a reclassification, each is done by a journal entry and must be supported by documentation which explains the entry. Journal entries are approved by the school principal, special revenue accountant/PAF supervisor, and the Accounting Officer before it is posted.

HOW TO ENTER A JOURNAL ENTRY

Navigate to:
General Ledger
    Journals
        Journal Entry
            Create/Update Journal Entries
                Click **Add**

Create/Update Journal Entries

Find an Existing Value | Add a New Value

Business Unit HCSSC
Journal ID NEXT
Journal Date 08/02/2018

Reminder: If after June 30th you need to enter a JE for the previous fiscal year, you will need to change the Journal Date to 06/30/xxxx.

Add

- Enter the reason for the Journal Entry in the **Long Description** box.

- Attach all back-up for your Journal Entry. You cannot **Save** your journal entry unless you have back-up attached. Examples of back-up:

  ➢ **Budget Transaction Detail report - Highlight the expense showing it has been paid (not just encumbered).** For instructions on how to run a Budget Transaction Detail report, please see page 36.

  ➢ PAF Budget Status Report (page 38).

  ➢ Emails requesting transfer of funds.

  ➢ Please see previous page for additional examples of back-up.

- Click on the **Lines** tab.

Header | Lines | Totals | Errors | Approval

Unit HCSSC   Journal ID NEXT   Date 08/02/2018

Long Description   254 characters remaining

*Ledger Group ACTUALS   Adjusting Entry Non-Adjusting Entry
Ledger   Fiscal Year 2019
*Source GL   Period 2
Reference Number   ADB Date 08/02/2018
Journal Class
Transaction Code GENERAL   ☐ Auto Generate Lines
                              ☐ Save Journal Incomplete Status
SJE Type   ☐ Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

Attachments (0)   ☐ CTA

Reversal: Do Not Generate Reversal   Commitment Control

Entered By 013611   Barbara Bellamy
Entered On
Last Updated On

Save | Notify | Refresh   Add | Updat

- In this example, **Line 1** is the account string you are expensing (**Debit**) to pay for the admission to see the play.

- In this example, **Line 2** is the revenue account string you are **crediting** to pay SHS for the tickets.

- The **Journal Line Description** defaults to the Account Description. You can change the information in this box to reflect what you are paying for.

- Make sure your **Debits** and **Credits** balance.

- Click **Save**.

- Make sure the **Process** box shows **Edit Journal** in the drop down box.

- Click on **Process**.

- Prior to processing, the status will show "N." Your **Budget Status** and **Journal Status** should now both show "**V**". If you get an error, contact the Accounting Dept. at accounting@horrycountyschools.net for assistance.

- Click on the drop down and select **Submit Journal**.

- Click **Process**.

- Your journal requires further approval and is now in the approval process. You can click on the **Approval** tab to view the approval status.

- You will receive an email once the journal has been posted.

HOW TO LOOK UP A JOURNAL ENTRY

Navigate to:
General Ledger
   Journals
      Journal Entry
         Create/Update Journal Entries
            Click **Find an Existing Value** tab

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ **Search Criteria**

Business Unit = ▼	HCSSC 🔍
Journal ID begins with ▼	
Journal Date = ▼	📅
Document Sequence Number begins with ▼	
Line Business Unit = ▼	🔍
Journal Header Status = ▼	No Status - Needs to be Edited ▼
Budget Checking Header Status = ▼	▼
Source = ▼	GL 🔍
Entered By begins with ▼	013611 🔍
Attachment Exist = ▼	▼

☐ Case Sensitive

[Search] [Clear]   Basic Search 🔍 Save Search Criteria

- Click the down arrow in the far right box next to "**Journal Header Status**". Choose the very top item which is **blank**.

- **Delete** "**GL**" from "**Source**".

- If you are trying to look up a Journal Entry that you did not enter, you also need to delete your employee ID number, which is the default next to "**Entered By**".

- Click **Search**.

- Your Search Results will populate at the bottom of the screen.

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Business Unit = ▼	HCSSC 🔍
Journal ID begins with ▼	
Journal Date = ▼	📅
Document Sequence Number begins with ▼	
Line Business Unit = ▼	🔍
Journal Header Status = ▼	▼
Budget Checking Header Status = ▼	▼
Source = ▼	🔍
Entered By begins with ▼	012345 🔍
Attachment Exist = ▼	▼

☐ Case Sensitive

[Search] [Clear]   Basic Search 🔍 Save Search Criteria

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Journal Description
HCSSC	1000051527	09/16/2016	0	(blank)	HCSSC	Posted	Valid	ACTUALS	GL	USD	4	642.53	0	Re-class expenses to the corre
HCSSC	1000051528	09/16/2016	0	(blank)	HCSSC	Posted	Valid	ACTUALS	GL	USD	2	51.22	0	Re-class expense to the correc
HCSSC	1000051531	09/16/2016	0	(blank)	HCSSC	Posted	Valid	ACTUALS	GL	USD	2	114.64	0	Re-class expense to correct cl
HCSSC	1000051536	09/16/2016	0	(blank)	HCSSC	Posted	Valid	ACTUALS	GL	USD	2	571.68	0	Re-class expense to the correc
HCSSC	1000052022	10/04/2016	0	(blank)	HCSSC	Posted	Valid	ACTUALS	GL	USD	4	820	0	2nd Grade Field Trip: MBHS Cho
HCSSC	1000052530	11/01/2016	0	(blank)	HCSSC	Posted	Valid	ACTUALS	GL	USD	4	778	0	Reclass funds from Canteen to
HCSSC	1000052896	11/21/2016	0	(blank)	HCSSC	Posted	Valid	ACTUALS	GL	USD	2	50.25	0	Reclass SSI expenses to the co
HCSSC	1000053176	12/08/2016	0	(blank)	HCSSC	Posted	Valid	ACTUALS	GL	USD	4	182.5	0	Payment for Fine Arts Day gues
HCSSC	1000060335	11/29/2017	0	(blank)	HCSSC	Posted	Valid	ACTUALS	GL	USD	4	181	0	Breakfast & lunch charges for

HOW TO RUN A BUDGET TRANSACTION DETAIL REPORT

Navigate to:
Commitment Control
   Budget Reports
     Budget Transaction Detail

- Click **Search** to view and select from a list of current Run Controls that are predetermined.

Budget Transaction Detail

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Run Control ID [begins with ▼] [_____]

☐ Case Sensitive

[Search]   [Clear]   Basic Search 🔍 Save Search Criteria

Search Results

View All First ◄ 1-25 of 25 ► Last	
Run Control ID	**Language Code**
BBellamy	English
BudgetTransactionDetail	English
CHILD_2016	English
CHILD_2017	English
CHILD_2018	English
CHILD_2019	English
CSFR_NPA_2016	English
CSFR_NPA_2017	English
CSFR_NPA_2018	English
CSFR_NPA_2019	English
CSFR_OTHER_2016	English
CSFR_OTHER_2017	English
CSFR_OTHER_2018	English
CSFR_OTHER_2019	English
GFSupplies	English
GFsupplies	English
GenFundSupplies	English
PAF_2016	English
PAF_2017	English
PAF_2018	English
PAF_2019	English
TITLEI_2016	English
TITLEI_2017	English
TITLEI_2018	English
TITLEI_2019	English

HOW TO ADD A RUN CONTROL

- Click **Add a New Value** to create a custom Run Control

  - Type in an ID for the Run Control.

  - Click **Add.**

  - Click the magnifying glass next to **Ledger Group** and select **DETAIL.**

  - Uncheck the **User Budget Overrides** box.

  - Click **Refresh** to see all ChartField Selections.

  - Add the **Values** for each ChartField Name that you want to run the report for.

  - Select the **Include CF** box for each value you want to.

  - Click **Run** to run the report.

Budget Transaction Detail

Find an Existing Value | Add a New Value

Run Control ID [GenFundSupplies]

[➤ Add]

Commitment Control Budget Transaction Detail Report

Run Control ID GenFundSupplies   Report Manager Process Monitor [Run]
Language [English ▼]

Report Request Parameters

Unit:	HCSSC 🔍	Horry County Schools
Ledger Group:	DETAIL 🔍	☐ User Budget Overrides
Transaction Type Option:	[All ▼]	Type: [____ ▼]
Commit Control Date Option:	[All ▼]	Date From: 10/03/2018 Date To:
Ledger Type Option:	[All ▼]	**Commitment Control Ledger Type**
		Commitment Control Ledger Type

[Refresh]

ChartField Selection   Personalize | Find | 📄 | 📊   First ◄ 1-9 of 9 ► Last

Sequence	ChartField Name	Include CF	Value	To Value
1	Fund Code	✔	1000 🔍	🔍
2	Class Field	✔	112 🔍	🔍
3	Account	✔	410000 🔍	🔍
4	Department	✔	0034 🔍	🔍
5	Program Code	✔	0800 🔍	🔍
6	Project	☐	🔍	🔍
7	Budget Reference	☐	🔍	🔍
8	Budget Period	✔	2019 🔍	🔍
9	Statistics Code	☐	🔍	🔍

Process Scheduler Request

User ID 013611   Run Control ID GenFundSupplies

Server Name [▼]   Run Date 10/03/2018 📅

Recurrence [▼]   Run Time 9:18:36AM   [Reset to Current Date/Time]

Time Zone [🔍]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Budget Transaction Detail Rep	GLS8005	SQR Report	Web ▼	PDF ▼	Distribution

[OK]   [Cancel]

Commitment Control Budget Transaction Detail Report

Run Control ID GenFundSupplies   Report Manager   Process Monitor   [Run]

Language [English ▼]   Process Instance:4511516

Report Request Parameters

Unit: [HCSSC 🔍]   Horry County Schools

Ledger Group: [DETAIL 🔍]   ☐ User Budget Overrides

Transaction Type Option: [All ▼]   Type: [▼]

Commit Control Date Option: [All ▼] Date From: [10/03/2018] Date To: [10/03/2018]

Ledger Type Option: [All ▼]

Commitment Control Ledger Type

Commitment Control Ledger Type

[Refresh]

ChartField Selection   Personalize | Find | 🔲 | 🗔   First ◀ 1-9 of 9 ▶ Last

Sequence	ChartField Name	Include CF	Value		To Value	
1	Fund Code	☑	1000 🔍		1000 🔍	
2	Class Field	☑	112 🔍		112 🔍	
3	Account	☑	410000 🔍		410000 🔍	
4	Department	☑	0034 🔍		0034 🔍	
5	Program Code	☑	0800 🔍		0800 🔍	
6	Budget Period	☑	2019 🔍		2019 🔍	
	Budget Reference	☐	🔍		🔍	
	Project	☐	🔍		🔍	
	Statistics Code	☐	🔍		🔍	

- The Process Scheduler Request message will open. Click **OK**.

- Click **Report Manager**.

- Click **Refresh** to generate your **Posted** Budget Transaction Detail Report.

- Click on the report **Description** to open the Budget Transaction Detail Report in a new window.

[Administration] [Archives]

View Reports For

User ID [013611]   Type [▼] [Last ▼] [1] [Days ▼]   [Refresh]

Status [▼] Folder [▼] Instance [   ] to [   ]

Report List   Personalize | Find | View All | 🗔 | 🔲   First ◀ 1 of 1 ▶ Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	2716589	4511516	Budget Transaction Detail Rep	10/03/2018 9:21:51AM	Acrobat (*.pdf)	Posted	Details

☑ Select All   ☐ Deselect All

[Delete]   Click the delete button to delete the selected report(s)

Go back to Budget Transaction Detail

💾 Save

HOW TO RUN A BUDGET STATUS REPORT TO CHECK BALANCES

Navigate to:
HCS Custom
School Financial Reports
    Reports
        Budget Status
            Click on **Search** for a
            list of all values

- Select the
  appropriate **Run**
  Control ID and
  the year you
  want to view.

- Once you select the **Run Control**, you will be routed to the **Commitment Control Budget Status Report** screen. Click **Run**.

- The **Process Scheduler Request** screen will open. Click **OK**.

- You will be routed back to the **Commitment Control Budget Status Report** screen. Click **Report Manager**.

- Click **Refresh**. The **Status** column will initially state "processing". After it has processed and you have clicked **Refresh**, the **Status** column will state "**Posted**".

- The description in the **Description** column will now be a link. Click on the link to open your **Budget Status Report** in a new tab.

Budget Status Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Search by: | Run Control ID ▼ | begins with [ ]
☐ Case Sensitive

[Search]   Advanced Search

Run Control ID	Ledger Inquiry Set
CHILD_2020	(blank)
CHILD_2021	(blank)
CSFR_NPA_2020	(blank)
CSFR_NPA_2021	(blank)
CSFR_OTHER_2020	(blank)
CSFR_OTHER_2021	(blank)
PAF_2020	(blank)
PAF_2021	(blank)
PROGRAM_2021	(blank)
TITLEI_2020	(blank)
TITLEI_2021	(blank)

- CHILD = Childcare
- CSFR_NPA = Comprehensive School Financial Report Non-Personnel Allocation
- CSFR_OTHER = Comprehensive School Financial Report Other Budgets
- PAF = Pupil Activity Fund
- PROGRAM = Report by Program Code
- TITLEI = Title 1

Budget Status Report

Commitment Control Budget Status Report

Run Control ID PAF_2019   Report Manager Process Monitor   [Run]
Language [English ▼]

Report Request Parameters

Unit: HCSSC   Horry County Schools
Ledger Group: APPROP   Appropriation

ChartField Selection   Personalize | Find | 🔳 | 🔲   First ◄ 1-6 of 6 ► Last

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Fund Code	✔	☐	7000	8250
2	Class Field	✔	☐		
3	Department	✔	☐		
4	Program Code	✔	☐		
	Account	☐	☐		
	Budget Period	☐	☐	2019	2019

Program Code

Value	To Value

[🖫 Save] [🔍 Return to Search] [⬅ Previous in List] [➡ Next in List] [📧 Notify]

Administration | Archives

View Reports For

User ID 013611   Type [▼] Last [▼] 1 Days [▼] [Refresh]
Status [▼] Folder [▼] Instance [ ] to [ ]

Report List   Personalize | Find | View All | 🔳 | 🔲   First ◄ 1-5 of 5 ► Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	2691359	4484191	Budget Status Report	08/16/2018 3:52:48PM	Acrobat (*.pdf)	Processing	

BUDGET TRANSFER

PURPOSE OF A BUDGET TRANSFER

A budget transfer is needed:
1. to setup a new accounting string—This does not require a dollar amount; however, if you know you want to move $500.00 from your supply account into an out-of-state travel account, you can enter this information at this time.
2. to cover legitimate expenses in an account string where there was no budget to begin with.

When doing a budget transfer, you must use WHOLE dollar amounts (ex. $253.00).

HOW TO ENTER A BUDGET TRANSFER

Navigate to:
Commitment Control
    Budget Journals
        Enter Budget Transfer
        Click **Add**

Enter Budget Transfer

Find an Existing Value | Add a New Value

Business Unit HCSSC
Journal ID NEXT
Journal Date 08/06/2018

Add

- In the **Ledger Group** box type **ORG**.

- Enter the reason for the budget transfer in the **Long Description** box.

- Attach all back-up for your budget transfer (such as Budget Status Report; please see).

- Click **Save**.

- This automatically moves you to the **Budget Lines** tab.

Budget Header | Budget Lines | Budget Errors

Unit HCSSC   Journal ID NEXT   Date 08/06/2018

*Ledger Group ORG   Fiscal Year 2019   Period 2

Control ChartField Program Code   *Currency USD

Budget Header Status None   Rate Type CRRNT

*Budget Entry Type Transfer Adjustment   Exchange Rate 1.00000000

Parent Budget Options   Cur Effdt 08/06/2018

☑ Generate Parent Budget(s)   Budget Type Expense
☑ Use Default Entry Event
    Parent Budget Entry Type

Attachments (0)

Long Description
Move budget from supplies to travel

219 characters remaining

Alternate Description

150 characters remaining

Save | Notify | Refresh   Add | Update/Display

- Enter the year in the **Budget Period** box.

- **Line 1** is the account string you are moving budget **OUT** of. This should be a **Negative Amount**.

- **Line 2** is the account string you are moving budget **TO**. This should be a **Positive Amount**.

- Make sure your **Debits** and **Credits** balance.

- Click **Save**.

- Click on the drop down and select **Submit Journal**

- Click **Process**.

- Click **Save**.

- After submitting, the Approval Header Status will say **Pending**. You can click on the **Pending** link to see the Approval Flow.

- You will be notified via email when your budget transfer has posted.

HOW TO SET UP AN EXPENSE ACCOUNT FOR A NEW PUPIL ACTIVITY FUND NUMBER

You must do this before you can use a new PAF expense account for the first time.

Navigate to:
Commitment Control
Budget Journals
Enter Budget Transfer
Click **Add**

Enter Budget Transfer

Find an Existing Value | Add a New Value

Business Unit HCSSC
Journal ID NEXT
Journal Date 08/06/2018

Add

- In the **Ledger Group** box type **ORG**.

- Enter the reason for the budget transfer in the **Long Description** box.

- Click **Save**.

- This automatically moves you to the **Budget Lines** tab.

Budget Header | Budget Lines | Budget Errors

Unit HCSSC   Journal ID NEXT   Date 08/23/2018

*Ledger Group ORG   Fiscal Year 2019   Period 2
Control ChartField Program Code   *Currency USD
Budget Header Status None   Rate Type CRRNT
*Budget Entry Type Transfer Adjustment Exchange Rate 1.00000000
                                       Cur Effdt 08/23/2018
Parent Budget Options   Budget Type Expense
☑ Generate Parent Budget(s)
☑ Use Default Entry Event
Parent Budget Entry Type   Attachments (0)

Long Description
To set up account.

236 characters remaining
Alternate Description

150 characters remaining

Save | Notify | Refresh   Add | Update/Display

- Enter the year in the **Budget Period** box.

- **Line 1** is the expense account string you want to set up.
  - You only need to choose one expense account (such as 410000). This will establish all of the expense accounts for that fund (with the exception of any labor account).

- Leave the **Amount** blank.

- Click **Save**.

- Click on the drop down and select **Submit Journal**.

- Click **Process**.

- After submitting, the Approval Header Status will say **Approved** and the drop down will default to **Post Journal**.

- Click **Process.**

Budget Header | Budget Lines | Budget Errors

Unit HCSSC   Journal ID 1000065485   Date 08/23/2018   ☐ Errors Only   Budget Header Status None
                                                              Approval Header Status Not Submitted
                              *Process Post Journal   ☐ Submit For Approval   Process
▼ Lines   Personalize | Find | View All | First
Chartfields and Amounts | Base Currency Details

Delete	Line	Approval Line Status	Ledger	Budget Period	Fund	Class	Account	Dept	Program	Set Options	Currency	Amount
☐	1	Not Submitted	ORG_BUD	2019	7519	271	410000	0034	9999	Set Options	USD	

Lines to add
1 ⊞ ⊟   Journal Line Copy Down   From Line   To   Generate Budget Period Lines
Totals
Total Lines 1   Total Debits 0.00   Total Credits 0.00

Save | Return to Search | Notify | Refresh   Add

Budget Header | Budget Lines | Budget Errors

Unit HCSSC   Journal ID 1000065485   Date 08/23/2018   ☐ Errors Only   Budget Header Status None
                                                              Approval Header Status Approved
                              *Process Post Journal   Process
▼ Lines   Personalize | Find | View All | First
Chartfields and Amounts | Base Currency Details

Delete	Line	Approval Line Status	Ledger	Budget Period	Fund	Class	Account	Dept	Program	Set Options	Currency	Amount
☐	1	Not Required	ORG_BUD	2019	7519	271	410000	0034	9999	Set Options	USD	

Lines to add
1 ⊞ ⊟   Journal Line Copy Down   From Line   To   Generate Budget Period Lines
Totals
Total Lines 1   Total Debits 0.00   Total Credits 0.00

Save | Return to Search | Notify | Refresh   Add

II. PROCUREMENT

VENDOR/SUPPLIER INFORMATION

The Vendor Application and W-9 (Request for Taxpayer Identification Number and Certification) are located on the Procurement Website at: https://www.horrycountyschools.net/Page/10671

The vendor form has been revised to add emphasis to the collection of data regarding the minority/women owned businesses and state certification. This information is required, and vendors will not be entered into the system until Procurement has verified the missing information.

Purchase Orders cannot be processed without a vendor. If an incorrect vendor has been selected, the Purchase Order must be voided by Procurement. Prior to cancellation, please contact Procurement to discuss options.

AMOUNT ONLY PURCHASE ORDERS

The "Amount Only" option should only be used when you are expecting multiple shipments from one (1) order to arrive (i.e. Follett, Southeastern, etc.). If partial shipments are expected from one order, "Amount Only" should be selected (page 50) so that the PO will not close upon receipt of the first shipment. Therefore, the purchase order is driven by the dollar amount received rather than the quantity received.

The "Amount Only" option should **NOT** be used when you are planning to place multiple orders with the same vendor over an extended period of time for similar items. If you plan to order "Supplies for Meetings" from a particular vendor, then a separate PO needs to be created each time you need the supplies.

CHANGE ORDERS

What is a Change Order? A Change Order is the process used to make specific changes to an outstanding purchase order which has been issued by the Office of Procurement Services (OPS).

How do I initiate a Change Order? The Bookkeeper who entered the requisition is able to make the following changes to requisitions:

- Quantity Increase/Decrease (please see page 58)

- PCard Changes (add card/change selected card) (please see page 60)

- Item Price Increase/Decrease (please see page 62)

- Amount Only Increase/Decrease (please see page 65)

- Dollar/Quantity increases will be re-routed for workflow approval. Dollar/Quantity decreases will not require re-approval. Once all approvals are completed (as needed), the changes will automatically update to the Purchase Order at the top of each hour. The Purchase Order will then be re-dispatched back to the originating bookkeeper via e-mail.

***Contact Procurement for:
- **All other changes not listed above.**
- **To add a line to a purchase order (such as shipping). Please make certain you provide Procurement with the account number for the additional line.**
- **Cancellation of an outstanding purchase order which has not been received or paid against.**
- **If you need to roll a purchase order from one fiscal year to the next.**

***Contact Accounts Payable to:
- **Close a partial purchase order.**
- **Close a complete purchase order.**

DENIED REQUISITIONS

There will be times when a requisition is denied by the Buyer and returned to the bookkeeper after attempts have been made to rectify the problem. When the requisition is denied, the bookkeeper receives an email with a comment link of what is needed for the requisition to be approved. The requisition can be revised and re-submitted through the approval process. If your requisition is denied, you will need to either revise or cancel if you no longer want to use it (funds will remain encumbered if the requisition remains denied). If revising, a significant change must be made to prompt the system to allow the requisition to be re-submitted. Significant changes include changes to category, quantity and/or dollar amount.

SOLE SOURCE

This form is used when a determination is made in writing that there is only one (1) source for the required supply, service, equipment or construction item. Written documentation must include the determination and basis for the proposed sole source procurement. Requester should note that the Sole Source approval process can take seven to ten days. Sole Source is not permissible unless there is only a single supplier. This form can be found on the HCS Procurement webpage at https://www.horrycountyschools.net/Page/10678

EXEMPTIONS

Items listed on the Exemption list do not need additional quotes or contract numbers, only the pricing back-up for the suggested supplier. They have been exempted by the Board of Education from the Procurement process because of the nature of the goods or services being requested.

In using an exemption, the category needs to be listed on the requisition. The subsection is not required.

If you are going to reference an exemption for a purchase, the exemption should be noted in the "Approval Justification" section of your requisition:

- Choose the associated exemption that applies to your purchase;
- Note the exemption number and heading with the correlated alphabet letter that applies to your purchase;
- Example: for a textbook purchase, you would note on the requisition:
  "Exemption 1. Copyrighted Educational Materials

The Board of Education may exempt specific supplies or services from the purchasing procedures herein required or withdraw any exemptions provided for in this section. The District adopts the exemptions granted by the State Budget and Control Board both present and future. The list is available online at The District Exemption categories are granted by the Board of Education.

QUOTES

When are quotes needed?

Competition and Price Reasonableness.

a. No Competition. Small purchases not exceeding $2,500.00 *(excluding SC sales tax, but including freight, installation, delivery, etc.)* may be accomplished without securing competitive quotations if the prices are considered to be reasonable. The purchasing office shall annotate the purchase requisition: 'Price is fair and reasonable' and sign. The purchases shall be distributed equitably among qualified suppliers. When practical, a quotation will be solicited from other than the previous supplier before placing a repeat order. The administrative cost of verifying the reasonableness of the price of purchase 'not in excess of' may more than offset potential savings in detecting instances of overpricing. Action to verify the reasonableness of the price need be taken only when the procurement office of the District suspects that the price may not be

reasonable, e.g., comparison to previous price paid, personal knowledge of the item involved.

a. Purchases from $2,500 - $10,000 *(excluding SC sales tax, but including freight, installation, delivery, etc.)* – This is still considered a small dollar purchase; however, the requisition requires Procurement review/approval is required.

b. Three Written Quotes. Purchases from $10,000.01 to $25,000.*00 (excluding SC sales tax, but including freight, installation, delivery, etc.)*. Written request for written quotes from a minimum of three (3) qualified sources of supply may be made and documentation of at least three bona fide, responsive, and responsible quotes must be attached to the purchase requisition. Procurement will review the quotes and if necessary either obtain additional quotes or advertise in SCBO on behalf of the department. The award shall be made to the lowest responsive and responsible sources.

c. Purchase exceeding $25,000 limit will be processed by the Office of Procurement Services.

Quotes from a non-awarded vendor are **NOT** to be marked **SEND TO VENDOR** on the requisition. If a quote needs to go with the purchase order, the scanned quote is attached separately under **SEND TO VENDOR** link.

District bid numbers, state contract numbers or exemption should be entered under the Justification Comment on the requisition. Buyers are able to see the comments listed under the Justification Comment Section during the approval process.

PROCUREMENT WEBPAGE INFORMATION

Select the DEPARTMENTS link on the District website and then select Procurement, or you can use https://www.horrycountyschools.net/Page/10670

How can I find the current bids or RFPs for the District?
http://apps.hcs.k12.sc.us/apps/protrac/
Bids are posted in real time and can be accessed 24/7.

How can I find the District and State contracts that are available?
https://www.horrycountyschools.net/Page/10676
This website lists the contract, contract #, expiration date, and buyer for selected District and State contracts.

How can I find the State Procurement Contracts?
https://procurement.sc.gov/contracts
On this website, there is a contract search link provided to search Goods & Services Contracts. There is also a link provided to search Information Technology Contracts.

REQUISITIONS

HOW TO CREATE A REQUISITION

Navigate to:
eProcurement
   Requisition

1. DEFINE REQUISITION

- Click on **Requisition Settings**.

- Complete the following:

  - **Requisition Name**
    - i.e. FSI-teacher's name

  - **Card Number** (if paying with Pcard)- Click the drop down and select the Pcard being used for this transaction.

  - **Supplier**
    - Click on the magnifying glass to search
      - Type the name of supplier you are looking for in the **Name** box (you can use parts of the name).
      - Click **Find**.
      - The **Default Location Description** column indicates whether or not your PO will be emailed to the supplier or to you.
        - **MAIN/Main Office**– Emailed to the supplier. If we don't have a valid email address on file, PO will be dispatched to you.
        - **NO FAX** – Emailed to you (Use for all Pcard requisitions).
      - Once you select the supplier, click **Select**. You will be brought back to the **Requisition Settings** screen.

- Choose a **Category** – click on the magnifying glass to search.
- Select **Unit of Measure** – click on the magnifying glass to search.
- **Attention** – Any information entered here will appear on the PO.
- Key in the **account string**
  - NOTE – you cannot key in the account # - the category you select determines the account #.
- Click **OK**.

Requisition Settings

Business Unit HCSSC   Horry County Schools   Requisition Name

Requester HCS006BKR   Green Sea Floyds High   Priority Medium ▼

*Currency USD

Card Number _____ ▼

Expiration Date

☐ Use Procurement Card

Line Defaults ⍰

Note: The information in this page does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Note: The defaults specified in this page will be applied to requisition lines which are available for sourcing when there are no predefined values for these fields.

Supplier _____ 🔍   Category _____ 🔍

Supplier Location _____ 🔍   Unit of Measure _____ 🔍

Buyer

Shipping Defaults

Ship To 006 🔍   Add One Time Address

Due Date _____ 📅   Attention _____

Distribution Defaults

SpeedChart _____ 🔍

Accounting Defaults   Personalize | Find | 🖼 | 🔣   First ◀ 1 of 1 ▶ Last

| Chartfields1 | Details | Asset Information | 🔢 |

Dist	Percent	Location	GL Unit	Fund	Class	Account	Dept	Program	Project
1		006 🔍	HCSSC 🔍	🔍	🔍		0006 🔍	🔍	

OK   Cancel

2. ADD ITEMS AND SERVICES
All purchased items will be added under **Special Requests** or **Web** (direct connect/punch-out; please see page 53).

- Click on **Special Requests**.

- The defaults set in **Requisition Settings** are populated on this screen.

- Fields identified with * must have information entered. ***Item Description** must list item(s) being purchased, including why, for whom, and date of event (if applicable).

- If you have an order with numerous items, you can attach the order form which will save you from having to key in each item into your cart separately (see page 50).

- Click on **Add to Cart**.

- Once all items have been added to your cart, click on **Checkout**.

🏠 Home   ✨ My Preferences   ⚙ Requisition Settings | 🛒 0 Lines   [Checkout]

Search [All ▼] [_____] [Search] Advanced Search

🌐 **Web**
Browse Supplier Websites
   Bender Burkot
   Blick Art Materials
   Carolina Biological
   Fastenal
   Forms & Supply
   More...

📇 **Express Item Entry**
Create an Express Requisition

🗔 **Special Requests**
Create a non-catalog request

⭐ **Favorites**
Browse Favorite Items and Services

👥 **ePro Services**
Request Services
   Fixed Cost Service
   Variable Cost Service
   Time and Materials

🕘 **Recently Ordered**
View recently ordered items and services
   Sharp EL-1197PIII 12 Digit C...
   House of Doolittle Three-mon...
   Rediform 3-Month Quick View ...
   Compucessory Soft Skin Gel W...
   Fellowes Memory foam Mouse P...
   More...

🏠 Home   ✨ My Preferences   ⚙ Requisition Settings | 🛒 0 Lines   [Checkout]

Search [All ▼] [_____] [Search] Advanced Search

Special Requests ⑦

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description [_____]

*Price [_____]   *Currency [USD]

*Quantity [_____]   *Unit of Measure [EA] 🔍

*Category [SUPPLIES] 🔍   Due Date [_____] 📅

Supplier

Supplier ID [_____] 🔍

Supplier Name [_____] 🔍   Suggest New Supplier

Supplier Item ID [_____]

Manufacturer

Mfg ID [_____] 🔍

Manufacturer

Mfg Item ID [_____]

Additional Information

[_____] ↗ ✔

☐ Send to Supplier   ☐ Show at Receipt   ☐ Show at Voucher

Request New Item

☐ Request New Item   A notification will be sent to a buyer regarding this new item request.

[Add to Cart]

3. CHECKOUT – REVIEW and SUBMIT

- If you would like to charge one of your lines to a different account string:
  - To the left of the line you would like to change, click the triangle icon to show accounting details.
  - Click the triangle to show **Accounting Lines**.
  - Click on the **Chartfields 2** tab.
  - Change the account string.

- If you would like to split one line between multiple accounts:
  - To the left of the line you would like to change, click the triangle icon to show accounting details.
  - Click the triangle to show **Accounting Lines**.
  - Click the drop down next to ***Distribute by** and select **Amt**.
  - Click **+** to add new row(s).
  - Change the **Merchandise Amt** on each row.
  - Click on the **Chartfields2** tab.
  - Change the account string on the additional line(s).

- If you would like to change the account number on multiple lines (**Mass Change**):
  - Check the box(es) for the line(s) you want to change.
  - Click on **Mass Change**. A new window will open to Edit Lines/ Shipping/ Accounting for Selected Lines.
  - Click **Load Values From Defaults**.
  - Enter the changes you want for the lines selected and click **OK**.
  - A message will open stating "Retrofit field changes to the selected existing requisition lines/schedules not already sourced to POs". Click **OK**.

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences   Requisition Settings

Requisition Summary

Business Unit HCSSC   Horry County Schools   Requisition Name Walmart - Pens
Requester HCS034BKR   Myrtle Beach Elementary   Priority Medium ▾
*Currency USD
Card Number ▾
Expiration Date
☐ Use Procurement Card

Cart Summary: Total Amount 100.00 USD

Expand lines to review shipping and accounting details   ➕ Add More Items

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▸ 1	Pens		WALMART STORES INC	1.0000	Each	100.0000	100.00	📄	⬭ Add	🗑

☐ Select All / Deselect All   Select lines to: 📗 Add to Favorites   📘 Add to Template(s)   🗑 Delete Selected   📑 Mass Change

Total Amount 100.00 USD

Edit Lines/Shipping/Accounting for Selected Lines

Line Information ?

Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier ID [   ] 🔍   Supplier Location [   ] 🔍
Buyer [   ] 🔍   Category [   ] 🔍

Shipping Information

Ship To Location [   ] 🔍   Add One Time Address
Due Date [   ] 📅   Attention [   ]

Accounting Lines

SpeedChart [   ] 🔍

Please enter GL Business Unit before selecting other chartfield values

Accounting Information   Personalize | Find | 📄 | 🖩   First ◀ 1 of 1 ▶ Last

Chartfields1 Details Asset Information 📑▸

Dist	Percent▾	Location	GL Unit	Fund	Class	Account	Dept	Pr
1	[ ]	[ ] 🔍	[ ] 🔍	[ ] 🔍	[ ] 🔍		[ ] 🔍	

Load Values From Defaults

[OK] [Cancel]

Message

Retrofit field changes to the selected existing requisition lines/schedules not already sourced to POs. (10150,296)

[OK] [Cancel]

- Enter in State Contract numbers, bid number, or any exemption reason in the **Requisition Comments** box & click the **Send to Supplier** box. Failure to do this could result in your requisition being denied.

- If you are creating an Amount Only PO, i.e. Grainger mat and mop rental, click on the paper icon under the **Details** heading. This opens a new window.
  - Check the **Amount Only** box.
  - Click **OK**.
  - You will get a message "The quantity will be set to 1….".
  - Click **Yes**.
  - This will return you to the **Checkout** – **Review and Submit** screen. NOTE: The price can now be changed.
  - You will need to repeat these steps for each line you want to make Amount Only.

- To attach your order form, click on the comment bubble icon under the **Comments** heading.
  - This opens a window where you can attach your order form or any other documentation and send it to the vendor if necessary.

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences   Requisition Settings

Requisition Summary

Business Unit	HCSSC	Horry County Schools	Requisition Name	Sign Smiths
Requester	HCS412BKR	Payroll	Priority	Medium ▾
*Currency	USD			

Cart Summary: Total Amount 100.00 USD

Expand lines to review shipping and accounting details   ➕ Add More Items

Requisition Lines ⑦

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▸ ☐ 1	Discipline Referral Forms (500		SIGN SMITHS LLC	1.0000	Each	100.0000	100.00	🖪	○ Add	🗑

☐ Select All / Deselect All   Select lines to: ➕ Add to Favorites ➕ Add to Template(s) 🗑 Delete Selected   🖩 Mass Change

Total Amount   100.00 USD

Shipping Summary

✏ Edit for All Lines
Ship To Location   422
Address   HORRY COUNTY SCHOOLS
335 FOUR MILE ROAD
CONWAY, SC 29526-4506
Attention To   Payroll

Requisition Comments
Enter requisition comments

☐ Send to Supplier   ☐ Show at Receipt   ☐ Shown at Voucher

Approval Justification
Enter approval justification for this requisition

🖩 Check Budget

| 🖥 Save & submit | 🖥 Save for Later | ➕ Add More Items | 🔍 Preview Approvals |

Line Details ⑦

No Image   Line   Discipline Referral Forms (500   Line Status   Open

▾ **Item Details** ⑦

Merchandise Amount   100.00 USD   ☐ RFQ Required
Item ID   ☐ Device Tracking
Category   SUPPLIES   ☐ Zero Price Indicator
Original Substituted Item Description   ☐ Amount Only
Physical Nature   Goods ▾   ☐ Inspection Required
Buyer   011149   🔍
Buyer Information
Configuration Info

▾ **Contract Information** ⑦

                                   ☑ Use Contract if Available
Contract ID   [   ] 🔍🖩
               Contract Details
Version   [   ]
Contract Line   [   ] 🔍
Category Line   [   ] 🔍

▾ **Supplier Information** ⑦

Supplier ID   0000024269   🔍 SIGN SMITHS LLC
Supplier Location   001   🔍 MAIN
Suggest New Supplier
Supplier Item ID   [   ]
Supplier's Catalog   [   ]

▾ **Manufacturer Information** ⑦

Manufacturer ID   [   ] 🔍
Manufacturer
Manufacturer's Item ID   [   ] 🔍
GTIN

▾ **Sourcing Controls** ⑦

☐ Consolidate with other Reqs
☐ Calculate Price
☑ Override Suggested Supplier

| OK | Cancel |

- Scan and attach your document and/or order form on this screen.
- If you want comments to appear on your PO, i.e, "Do Not Exceed" or specified instructions for your order, add them in the **Comments Box** and check the **Send to Supplier** box below the comment box.
- If you want your attached document/order form sent to the supplier along with the PO, you **MUST** select the **Send to Supplier** box next to the **Attached File** to send the order form to the vendor.
- Click **OK** – This brings you back to the **Checkout – Review and Submit** screen.

- Click on **Check Budget**
- A message will pop up stating "Budget Checking will save your requisition in an Open Status..." Click **OK**.
- Once your budget check has processed, a **Budget Checking Status** will appear on your checkout screen. It should say **Valid** in green.
  - If your **Budget Checking Status** shows **Error** in red, you can click on the link to see what the problem is.
    - **No Budget Exists**: Check your account string to make sure it is correct. If so, you will need to contact the Fund Accountant. If Fund is a PAF, please refer to page 41 (How to Set Up an Expense Account for a New Pupil Activity Fund Number).
    - **Budget Exceeds Tolerance**: Check your account string. If it is correct, you have gone over your budget. Contact the Fund accountant to proceed.
- Once budget check is completed and requisition is ready to submit for approval, click **Save & Submit**.

- Once you have submitted your Requisition, you will be routed to the **Confirmation** screen.
  - The **Approvals** section shows you who has to approve your Requisition.
    - If your Requisition is denied, you will receive an email from the Buyer.
    - You will need to correct the problem and initiate the approval process again.
  - To print a copy of your Requisition, click **View Printable Version**.
    - Click **Yes** to print the Requisition with distribution details.
    - A new tab will open with the printable version of your Requisition.

Confirmation

Your requisition has been submitted.

Requested For	Payroll	Number of Lines	1
Requisition Name	Sign Smiths	Total Amount	100.00 USD
Requisition ID	1000298683	Pre-Encumbrance Balance	100.00 USD
Business Unit	HCSSC		
Status	Pending		
Priority	Medium		
Budget Status	Valid		

View printable version   Edit This Requisition   Check Budget

Approvals

Sign Smiths:Pending

Approvals Under $1500

Pending
John K Gardner
Supervisor by UserId

Apply Approval Changes

Create New Requisition   Manage Requisitions

Business Unit: HCSSC	**Requester:** HCS412BKR	**Status:** Pending Approval
Requisition: 1000298683	**Requested By:** Payroll	**Currency:** USD
Requisition Name: Sign Smiths	**Entered Date:** 8/16/18	**Requisition Total:** 100.00

Line: 1	**Item Description:** Discipline Referral Forms (500)		**Quantity:** 1.0000	**UOM:** EA	**Price:** 100.0000	**Line Total:** 100.00	
						Line Status: Pending	

Ship Line: 1	**Ship To:** 034	**Address:**	**Shipping Quantity:** 1.0000
Attention: Payroll	**Due Date:**	620 29TH AVENUE NORTH	**Shipping Total:** 100.00
Ship Via: BESTWAY	**Freight Terms:** FOB DEST	MYRTLE BEACH SC 29577-3169	
		United States	

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	422	1.0000	100.00	100.00	HCSSC	410000

Dept	Fund	Program	Class
0034	1000	0800	112

Open QTY	Open Amt
1.0000	0.000

GL Base Amount	Currency	Sequence	Capitalize
100.00	USD	0	N

REQUISITIONS USING DIRECT CONNECT VENDORS

- The same process for creating a requisition is followed when purchasing from Direct Connect; however, the order is entered online.

- Enter your information in the **Requisition Settings**. The default account code/category for all Direct Connect vendors is 410000 supplies.

- Click on **Web** to see a list of the Direct Connect vendors available.

- Click on the link for the vendor you'd like to order from.
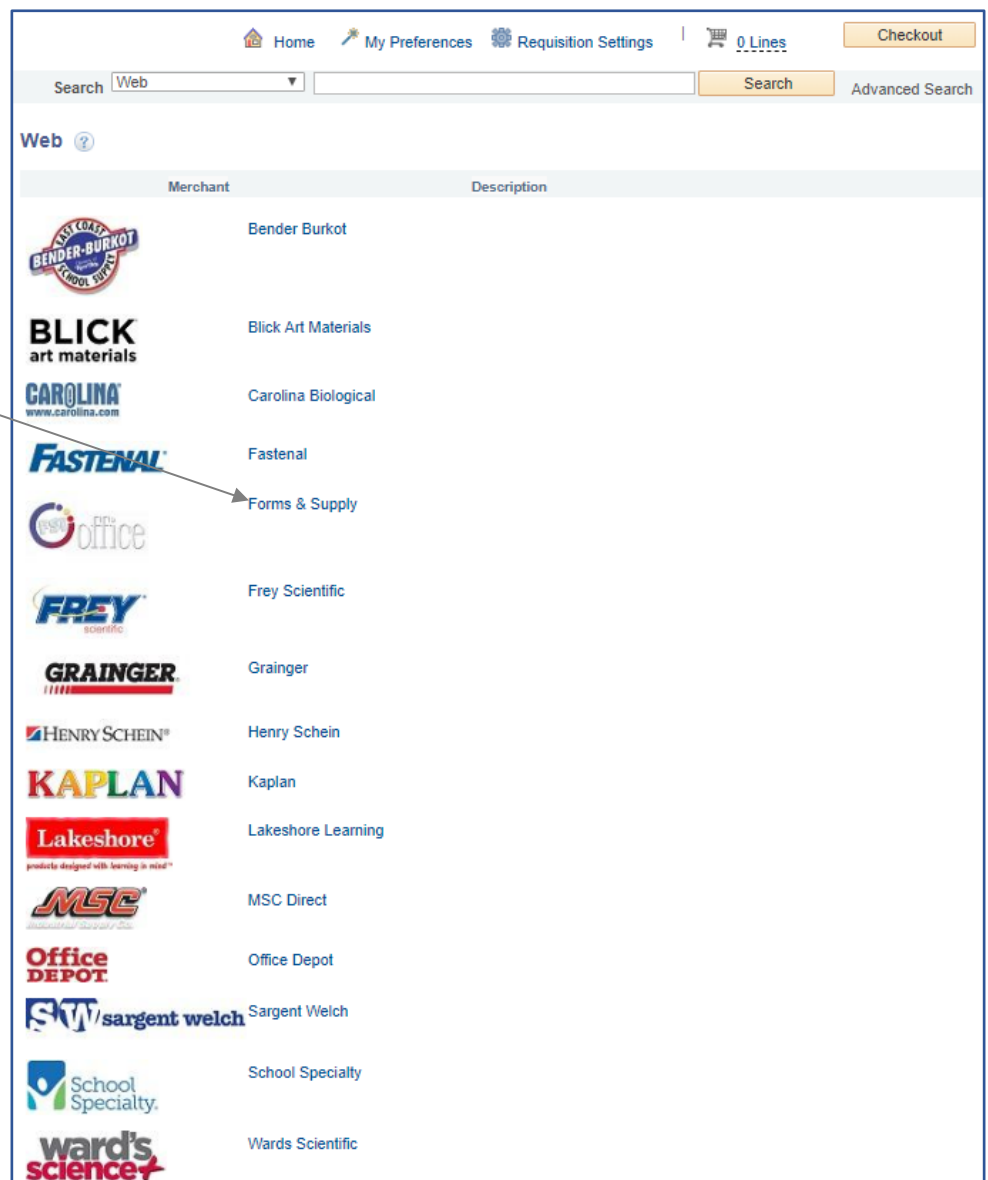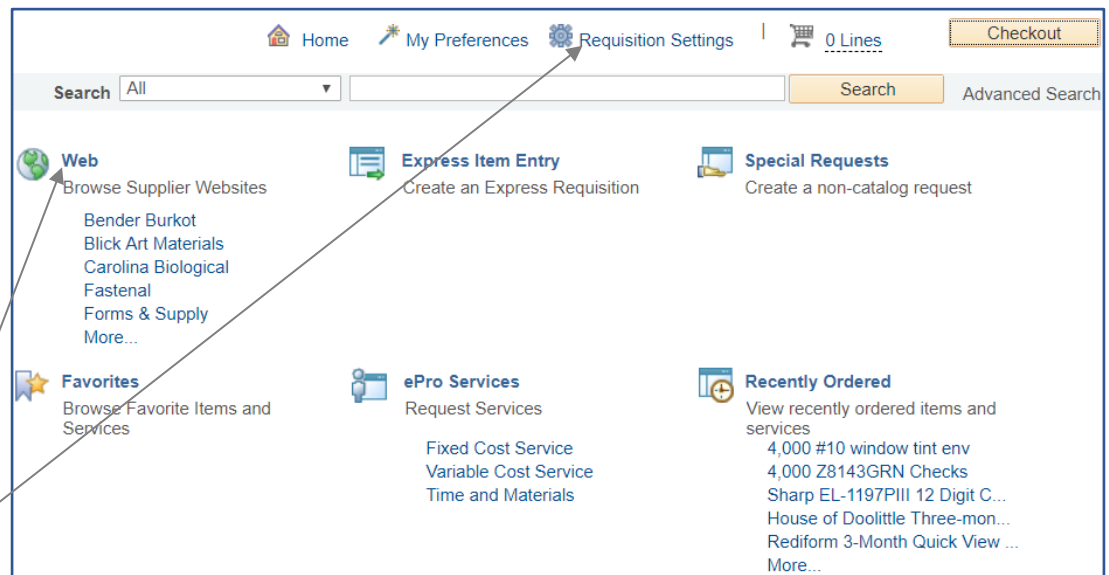
- Search for the items you would like to order and add them to your cart.

- When you are finished creating your cart, print/save a copy of your cart, then click **Submit Cart.**

- You will see a message: Sending Punchout Data.

- When this window closes, you are routed to the **Checkout – Review and Submit** screen of your requisition.

- The items that were in your submitted cart are now listed under **Requisition Lines**.

- Attach the copy of your cart to the **Comments** bubble.

- If you need to change the default account code/category from 410000 supplies to something else, you can do this per line item or do a mass change for all (see page 57 for instructions).

- Complete the requisition process as usual by selecting **Check Budget**, then **Save & Submit**.

MANAGE REQUISITIONS

From Manage Requisitions, you can:

- ➢ Edit your Requisition (Please see pages 56-66 for details)
- ➢ View your Requisition
- ➢ View the Approval Process
- ➢ See the details of your Purchase Order
- ➢ View/Initiate Change Orders (Please see page 42 for details)
- ➢ Receive on your items
- ➢ View the invoice/payment process

Navigate to:
   eProcurement
     Manage Requisitions

- The **Requester** will be defaulted to your school unless you have multiple roles.

- The date fields can be modified
  - The default Date From is 1 week prior to the Date To box.
  - The Date To defaults to the current date.

- Select the **Request State** you want to view from the drop down and click **Search**.

- This will bring up all requisitions you have entered based on the criteria you select from the drop down menu by **Request State**.

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit HCSSC	Requisition Name
Requisition ID	Request State All but Complete	Budget Status
Date From 08/09/2018	Date To
Requester 001087	Entered By	PO ID

Request State dropdown options:
- All but Complete
- Approved
- Canceled
- Complete
- Denied
- Open
- PO Partially Canceled
- PO Partially Completed
- PO Partially Created
- PO(s) Canceled
- PO(s) Completed
- PO(s) Created
- PO(s) Dispatched
- Partially Dispatched
- Partially Received
- Pending
- Received
- See Lines

[Search] [Clear]   Show Advanced Search

❗ The Requester specified has no Requisitions.

Create New Requisition   Review Change Request   Review   Manage Receipts   Requisition Report

---

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit HCSSC	Requisition Name
Requisition ID	Request State All but Complete	Budget Status
Date From 08/09/2018	Date To 08/16/2018
Requester	Entered By	PO ID

[Search] [Clear]   Show Advanced Search

Requisitions ❓

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name		Date	Request State	PO	Budget	Total			
▶ 1000298734	WalMart -	🔴	08/16/2018	Open		Not Chk'd	150.00 USD	[Select Action] ▼	Go
▶ 1000298733	Amazon-Multi Class Supp...	🔴	08/16/2018	Pending		Valid	1,032.00 USD	[Select Action] ▼	Go
▶ 1000298732	ATTRACTIONS/SEASOR	🔴	08/16/2018	Open		Error	400.00 USD	[Select Action] ▼	Go

CHANGE ACCOUNT NUMBER

Changes to account numbers can only be made by bookkeepers <u>prior</u> to the Requisition becoming a Purchase Order.

Navigate to:
> **eProcurement**
>> **Manage Requisitions**

Select **Edit** and click **Go.**

A message will appear; Click **OK**.

- Select the **Line(s)** that you need to change the account number on.
- Click **Mass Change**.

Edit Requisition - Review and Submit

Review the item information and submit the req for approval.

My Preferences   Requisition Settings

Requisition Summary

Business Unit	HCSSC	Horry County Schools
Requester	HCS070BKR	Ten Oaks Middle
Currency	USD	
Card Number		
Expiration Date		

Requisition Name BSN SPORTS - LOWERY, MARC
Requisition ID 1000300421
Priority Medium ▼

☐ Use Procurement Card

Cart Summary: Total Amount 92.40 USD

Expand lines to review shipping and accounting details

➕ Add More Items

Requisition Lines ⓘ

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ ☑ 1	FOOTBALL WEB BELTS - CARDINAL		BSN SPORTS	12.0000	Each	1.5000	18.00	📄	💬 Edit	
▶ ☑ 2	ALL SPORT SOCKS VARSITY - CARD		BSN SPORTS	2.0000	DOZEN	30.0000	60.00	📄	💬 Add	
▶ ☑ 3	FREIGHT FEE		BSN SPORTS	1.0000	Each	14.4000	14.40	📄	💬 Add	

☑ Select All / Deselect All   Select lines to: 📇 Add to Favorites   📋 Add to Template(s)   🗑 Delete Selected   ⚙ Mass Change

Total Amount	92.40 USD
Pre-Encumbrance Balance	0.000 USD

Edit Lines/Shipping/Accounting for Selected Lines ✕

Help

Line Information ⓘ

Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

- Click **Load Values From Defaults**.
- Enter the account string you want to change it to.
- Click **OK**.

Supplier ID	0000023174 🔍	Supplier Location	NO FAX 🔍
Buyer	🔍	Category	TRANS-FLD TRIP 🔍

Shipping Information

Ship To Location	030 🔍	Add One Time Address	
Due Date	📅	Attention	

Accounting Lines

SpeedChart 🔍

Please enter GL Business Unit before selecting other chartfield values

Accounting Information

🔍   1-1 of 1 ▼

Chartfields1   Details   Asset Information   Ⅱ▶

Dist	Percent	Location	GL Unit	Fund	Class	Account	Dept	Pr
1	100.0000	030 🔍	HCSSC 🔍	7013 🔍	271 🔍	🔍	0030 🔍	9999

Load Values From Defaults

OK   Cancel

Distribution Change Options

- A Distribution Change Options message will open. Make the appropriate selection and click **OK**.
- You will need to **Check Budget** and **Save & Submit**.

For the selected requisition lines that are available for sourcing, apply distribution changes to

◉ **All Distribution Lines**

Apply changes to all existing distribution lines.

○ **Matching Distribution Lines**

Apply changes to each existing distribution line by matching the distribution line numbers.

○ **Replace Distribution Lines**

Remove the existing distribution lines and replace with the distribution lines changes.

OK   Cancel

CHANGE ORDERS

All other changes to Purchase Orders not listed in this section will need to be handled by contacting Procurement directly (please see).

To view existing Change Orders, navigate to the Manage Requisitions screen, expand the requisition section, and then click on the **Change Request** icon.

QUANTITY INCREASE/DECREASE

Navigate to:
   eProcurement
      Manage Requisitions

Select **Edit** and click **Go.**

Manage Requisitions

Search Requisitions
To locate requisitions, edit the criteria below and click the Search button.

Business Unit HCSSC	Requisition Name		
Requisition ID	Request State All but Complete	Budget Status	
Date From 08/28/2018	Date To 09/04/2018		
Requester	Entered By	PO ID	

Search   Clear   Show Advanced Search

Requisitions ?
To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	Date	Request State	PO	Budget	Total	
▼ 1000300421	BSN SPORTS - LOWERY, MARC	08/29/2018	PO(s) Created	1000298657	Valid	92.40 USD	[Select Action] ▼ Go

[Select Action]
Approvals
Copy
Edit
View Cycle
View Print
[Select Action]

Requester Ten Oaks Middle	Entered By Linda V Stanley	Card Number
Pre-Encumbrance Balance	0.00 USD	

Requisition | Approvals | Inventory | Purchase Orders | Change Request | Receiving | Returns | Invoice | Payment

Request Lifespan:

Line Information   Personalize | Find | 🖼 | 📊   First ◀ 1-3 of 3 ▶ Last

Line	Description	Status	Price	Currency	Quantity	UOM	Supplier	
1	FOOTBALL WEB BELTS - CARDINA...	PO Created	1.5000	USD	12.0000	EA	BSN SPORTS	✗

A message will appear; Click **OK**.

Message

This requisition is approved. Editing this requisition may restart the approval process. (18036,6249)

Click OK to continue, or click Cancel to go back.

OK   Cancel

- Increase or Decrease the Quantity needed.

- Click "**Save for Later**".

- Budget Check Status will change to "**Not Checked**".

- Click "**Check Budget**".

- Once the budget check is completed and valid, then the Requisition is ready to submit for approval.

- Click "**Save & Submit**".

Edit Requisition - Review and Submit

Review the item information and submit the req for approval.

My Preferences   Requisition Settings

Requisition Summary

Business Unit	HCSSC	Horry County Schools
Requester	HCS070BKR	Ten Oaks Middle
Currency	USD	
Card Number		
Expiration Date		

Requisition Name BSN SPORTS - LOWERY, MARC
Requisition ID 1000300421
Priority Medium ▼

☐ Use Procurement Card

Cart Summary: Total Amount 92.40 USD

Expand lines to review shipping and accounting details

Add More Items

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ ☐ 1	FOOTBALL WEB BELTS - CARDINAL		BSN SPORTS	12.0000	Each	1.5000	18.00	📄	✏ Edit	
▶ ☐ 2	ALL SPORT SOCKS VARSITY - CARD		BSN SPORTS	2.0000	DOZEN	30.0000	60.00	📄	💬 Add	
▶ ☐ 3	FREIGHT FEE		BSN SPORTS	1.0000	Each	14.4000	14.40	📄	💬 Add	

☐ Select All / Deselect All   Select lines to: ⬆ Add to Favorites   Add to Template(s)   🗑 Delete Selected   Mass Change

Total Amount 92.40 USD
Pre-Encumbrance Balance 0.000 USD

Shipping Summary

Edit for All Lines

Ship To Location	070
Address	150 REVOLUTIONARY WAR WAY
	MYRTLE BEACH, SC 29579-3676
Attention To	Multiple

Requisition Comments

Enter requisition comments

ATTN: LOWERY, MARC
FOOTBALL SUPPLY ACCOUNT
7212.271.410000.0070.9999

Approval Justification

Enter approval justification for this requisition

Check Budget   Budget Checking Status: Valid

Save & submit   Save for Later   Add More Items   Preview Approvals

Quantity increases will be re-routed for workflow approval. Quantity decreases will not require re-approval. Once all approvals are completed (as needed), the changes will automatically update to the Purchase Order at the top of each hour, and the PO will be re-dispatched back to the originating bookkeeper via E-mail.

PCARD CHANGES

Navigate to:
eProcurement
Manage Requisitions

Select **Edit** and click **Go.**

Manage Requisitions

▼ **Search Requisitions**
To locate requisitions, edit the criteria below and click the Search button.

Business Unit HCSSC	Requisition Name	
Requisition ID	Request State All but Complete	Budget Status
Date From 08/28/2018	Date To 09/04/2018	
Requester	Entered By	PO ID

[Search]   [Clear]   Show Advanced Search

Requisitions ?
To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	Date	Request State	PO	Budget	Total		
▼ 1000300421	BSN SPORTS - LOWERY, MARC	08/29/2018	PO(s) Created	1000298657	Valid	92.40 USD	[Select Action] ▼	Go

[Select Action] dropdown: Approvals / Copy / **Edit** / View Cycle / View Print / [Select Action]

Requester Ten Oaks Middle   Entered By Linda V Stanley   Card Number
Pre-Encumbrance Balance   0.00 USD

Requisition — Approvals — Inventory — Purchase Orders — Change Request — Receiving — Returns — Invoice — Payment

Request Lifespan:

Line Information   Personalize | Find | | | First ◄ 1-3 of 3 ► Last

Line	Description	Status	Price	Currency	Quantity	UOM	Supplier	
1	FOOTBALL WEB BELTS - CARDINA...	PO Created	1.5000	USD	12.0000	EA	BSN SPORTS	✕

A message will appear; Click **OK**.

Message

This requisition is approved. Editing this requisition may restart the approval process. (18036,6249)

Click OK to continue, or click Cancel to go back.

[OK]   [Cancel]

- Click the drop down arrow next to **Card Number** to select/change selected PCard.

- Click "**Save & Submit**".

- A message will appear "Card number change will not affect Purchase Orders that have been created previously". Click "**OK**".

- PCard changes do not require workflow re-approval.

Edit Requisition - Review and Submit

Review the item information and submit the req for approval.

My Preferences   Requisition Settings

Requisition Summary

Business Unit	HCSSC	Horry County Schools	Requisition Name BSN SPORTS - LOWERY, MARC
Requester	HCS070BKR	Ten Oaks Middle	Requisition ID 1000300421
Currency	USD		Priority Medium
Card Number			
Expiration Date			

☐ Use Procurement Card

Cart Summary: Total Amount 92.40 USD

Expand lines to review shipping and accounting details

[+] Add More Items

Requisition Lines ⑦

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ ☐ 1	FOOTBALL WEB BELTS - CARDINAL		BSN SPORTS	12.0000	Each	1.5000	18.00	📋	✏️ Edit	
▶ ☐ 2	ALL SPORT SOCKS VARSITY - CARD		BSN SPORTS	2.0000	DOZEN	30.0000	60.00	📋	💬 Add	
▶ ☐ 3	FREIGHT FEE		BSN SPORTS	1.0000	Each	14.4000	14.40	📋	💬 Add	

☐ Select All / Deselect All   Select lines to: [+] Add to Favorites   Add to Template(s)   🗑 Delete Selected   Mass Change

Total Amount   92.40 USD
Pre-Encumbrance Balance   0.000 USD

Shipping Summary

✏️ Edit for All Lines

Ship To Location	070
Address	150 REVOLUTIONARY WAR WAY
	MYRTLE BEACH, SC 29579-3676
Attention To	Multiple

Requisition Comments

Enter requisition comments

ATTN: LOWERY, MARC
FOOTBALL SUPPLY ACCOUNT
7212.271.410000.0070.9999

Approval Justification

Enter approval justification for this requisition

📋 Check Budget

Budget Checking Status:Valid

Save & submit	Save for Later	Add More Items	Preview Approvals

ITEM PRICE INCREASE/DECREASE

If you need to increase or decrease the price on a line that you have already received on, you will need to delete the existing receipt prior to increasing or decreasing the line price. Make sure you go back and re-receive on the line.

Navigate to:
eProcurement
Manage Requisitions

Select **Edit** and click **Go.**

A message will appear; Click **OK.**

- Click on **Item Description**.

Edit Requisition - Review and Submit

Review the item information and submit the req for approval.

✳ My Preferences   ⚙ Requisition Settings

Requisition Summary

Business Unit HCSSC	Horry County Schools	Requisition Name BSN SPORTS - LOWERY, MARC
Requester HCS070BKR	Ten Oaks Middle	Requisition ID 1000300421
Currency USD		Priority Medium ▼
Card Number [▼]		
Expiration Date		
☐ Use Procurement Card		

Cart Summary Total Amount 92.40 USD

Expand lines to review shipping and accounting details   ➕ Add More Items

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments
▸ ☐ 1	FOOTBALL WEB BELTS - CARDINAL		BSN SPORTS	12.0000	Each	1.5000	18.00	📑	✏ Edit
▸ ☐ 2	ALL SPORT SOCKS VARSITY - CARD		BSN SPORTS	2.0000	DOZEN	30.0000	60.00	📑	💬 Add
▸ ☐ 3	FREIGHT FEE		BSN SPORTS	1.0000	Each	14.4000	14.40	📑	💬 Add

🏠 Home   ✳ My Preferences   ⚙ Requisition Settings | 🛒 3 Lines   [Checkout]

Search [All ▼] [   ] [Search] Advanced Search

Special Requests ?

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description	FOOTBALL WEB BELTS - CARDINAL	
*Price	1.5000	*Currency USD
*Quantity	12.0000	*Unit of Measure EA
*Category	SUPPLIES 🔍	Due Date 09/14/2018 📅

Supplier

- Increase/Decrease the **Price**.

- Click "**Apply**".

- Click "**Checkout**".

Supplier ID	0000003967 🔍	
Supplier Name	BSN SPORTS 🔍	BSN SPORTS Suggest New Supplier
Supplier Item ID	NSPHG	

Manufacturer

Mfg ID	[ ] 🔍
Manufacturer	
Mfg Item ID	[ ]

Additional Information

[   ] ↗

☐ Send to Supplier   ☐ Show at Receipt   ☐ Show at Voucher

Request New Item

☐ Request New Item   A notification will be sent to a buyer regarding this new item request.

[Apply]

- Review and Submit page will display the updated price change.

- Click "**Save for Later**".

- Click "**Budget Check**".

- Click "**Save & Submit**".

Dollar amount increases will be re-routed for workflow approval. Dollar amount decreases will not require re-approval. Once all approvals are completed (as needed), the changes will automatically update to the Purchase Order at the top of each hour, and the PO will be re-dispatched back to the originating bookkeeper via E-mail.

AMOUNT ONLY INCREASE/DECREASE

Navigate to:
> **eProcurement**
>> **Manage Requisitions**

Select **Edit** and click **Go.**

Manage Requisitions

▼ Search Requisitions
To locate requisitions, edit the criteria below and click the Search button.

Business Unit HCSSC	Requisition Name	Budget Status
Requisition ID 1000301014	Request State	
Date From	Date To 09/05/2018	
Requester	Entered By	PO ID

[Search] [Clear]   Show Advanced Search

Requisitions ?
To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	Date	Request State	PO	Budget	Total	
▼ 1000301014	FOLLETT SCHL-TTLEWV-FUN...	09/04/2018	PO(s) Dispatched	1000299312	Valid	7,528.33 USD	[Select Action] ▼ [Go]

Approvals
Copy
Edit
Receive
View Cycle
View Print
[Select Action]

Requester Socastee Elementary   Entered By Caleigh Streater   **Card Number**
Pre-Encumbrance Balance   0.00 USD

Requisition   Approvals   Inventory   Purchase Orders   Change Request   Receiving   Returns

Request Lifespan:
Line Information   Personalize | Find | | First ◄ 1 of 1 ► Last

Line	Description	Status	Price	Currency	Quantity	UOM	Supplier	
1	BOOKS FOR LIBRARY	PO Dispatched	7528.3300	USD	1.0000	EA	FOLLETT SCHOOL SOLUTIONS INC	✗

A message will appear; Click **OK**.

Message

This requisition is approved. Editing this requisition may restart the approval process. (18036,6249)

Click OK to continue, or click Cancel to go back.

[OK]   [Cancel]

- Increase/ Decrease the **Price**.

- Click "**Save for Later**".

- **Budget Check Status** will change to "Not Checked".

- Click "**Check Budget**".

- **Budget Check Status** will change to "Valid" or Error".

- Once the budget check is complete and the status is "Valid", the requisition is ready to submit for approval.

- Click "**Save & Submit**".

Requisition Summary

Business Unit HCSSC — Horry County Schools — Requisition Name FOLLETT SCHL-TTLEWV-FUNDERBUR
Requester HCS054BKR — Socastee Elementary — Requisition ID 1000301014
Currency USD — Priority Medium ▼
Card Number
Expiration Date
☐ Use Procurement Card

Cart Summary: Total Amount 7,528.33 USD
Expand lines to review shipping and accounting details — [＋ Add More Items]

Requisition Lines ⑦

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ 🗎 1	🖉 BOOKS FOR LIBRARY		FOLLETT SCHOOL SOLUTIONS INC	1.0000	Each	7,528.33000	7528.33	🖿	🗩 Edit	🗑

☐ Select All / Deselect All — Select lines to: 🢂 Add to Favorites — 📇 Add to Template(s) — 🗑 Delete Selected — 🗐 Mass Change

Total Amount 7,528.33 USD
Pre-Encumbrance Balance 7528.33 USD

Shipping Summary
🖉 Edit for All Lines
Ship To Location 054
Address 4223 SOCASTEE BLVD
MYRTLE BEACH, SC 29588-6127
Attention To Socastee Elementary

Requisition Comments
Enter requisition comments

☐ Send to Supplier — ☐ Show at Receipt — ☐ Shown at Voucher

Approval Justification
Enter approval justification for this requisition

🖳 Check Budget — Budget Checking Status: **Not Checked**
[🖳 Save & submit] [🖫 Save for Later] [＋ Add More Items] 👓 Preview Approvals

Dollar amount increases will be re-routed for workflow approval. Dollar amount decreases will not require re-approval. Once all approvals are completed (as needed), the changes will automatically update to the Purchase Order at the top of each hour, and the PO will be re-dispatched back to the originating bookkeeper via E-mail.

PURCHASE ORDER DISPATCH HISTORY

Navigate to:
> **eProcurement**
>> **Manage Requisitions**

Click on the **PO** Number.

Click **Related Links**.

A new window will open.
Click **Display PO Dispatched**.

Please select one of the following links:

Activity Log

Display PO Dispatched

PO Activities

Cancel

A new window will open detailing the
Date, Time and **Method** that the PO
was dispatched and the **E-Mail Address**
that it was sent to.

Display Dispatched PO Activity

Purchase Order Inquiry

PO Dispatched History -- DEMCO INC

PO ID 1000299249

Dispatched					Personalize | Find | View All |
Supplier	Location	Date Disp	Method	User	E-Mail Address
0000001553	001	09/04/18 3:05:54PM	Email	009900	order@demco.com

Return

RECEIVE ITEMS

When you receive the goods or services are performed, you must receive on the purchase order before Accounts Payable can pay the invoice. If paid with a PCard, you must reconcile the charge and receive on the purchase order.

Navigate to:
Manage Requisitions
Select the PO you want to receive on
Click on the **Select Action** drop down menu
Select "**Receive**"
Click **Go**
Click on **Add**

Another Option:
Navigate to eProcurement
Receive Items
Click on **Add New Receipt**
Click on **Add**

- Key in the Purchase Order number in the **ID** box.

- Click on **Search**.

- Select the items to be received, or click on the **Select All** box if you have received numerous items and they have all been received.

- If you have numerous items on the PO and only some items have been received, select the boxes by the appropriate items.

- Click **OK** once you have selected the items you want to receive on.

- In the **Receipt Quantity** box, enter the amount of the items received. For example, if you only received 3 boxes of pens, but you ordered 4, you would change the Receipt Quantity to 3.

- If you are receiving on an amount-only PO, enter the dollar amount you are receiving on in the **Receipt Price** box.

- Once you have made the appropriate changes, click on **Save**. This will automatically populate the **Receipt Number**.

- Click **Header Comments/Attachments**
  - Scan and attach the packing slip or invoice to the receipt.
  - **For a PCard PO**, it is very important that you scan and attach the ***actual receipt or order confirmation*** showing the purchase price, shipping, and any tax paid if applicable when receiving.
  - Click **OK**.
- Click **Save**.
- NOTE: If you need a check immediately or have a specific request for Accounts Payable, email the individual AP contact.

CANCELING A RECEIPT

Cancellation of a receipt on a PO is only allowable when the receipt has **not** been vouchered.

Navigate to:
Manage Requisitions
Search for the PO
you want to cancel
the receipt on

- Click on the dropdown arrow to the left of the Req ID, then click on the Receiving truck icon.

- Click on the Details icon.

- Click on the red "X" to the right of Receipt Status.

- Click Yes.

- The Receipt Status will then change to "Canceled".

III. PURCHASING CARD
RECONCILING PCARD TRANSACTIONS

Navigate to:
Purchasing
Procurement Cards
Reconcile
Reconcile Statement

Another Option:
Navigate to **eProcurement**
Procurement Card Center
Reconcile Statement

- From this screen, you can see all PCards assigned to employees at your school.
- You can search individual charges for specific employees by doing a name search.
- From this screen, you can choose which transactions you are looking for.
  - ➢ To view all open transactions, leave the drop down box blank next to **Statement Status**.
  - ➢ To see if a vendor charged your card for an item(s) already reconciled, select **Closed** on the drop down menu.
- Once you've selected your search parameters, click **Search**.

- Check the box by the transaction (charge or credit/refund) you are going to reconcile.
- Click on **Purchase Details**.
- Click on the magnifying glass by the **PO ID** box.
  - ○ This will bring up a list of POs created using the Pcard that was used for this transaction that you are reconciling. If you do not see the PO in the list, you will need to check the Requisition to ensure that the correct Pcard was selected. If this needs to be changed, please see page 60 for instructions.
- Select the PO created for this transaction. Go to the bottom of the screen and click **OK**. You do not have to complete any of the other fields, they will automatically populate when you click **OK**.

Reconcile Statement Search

Role Name	▼
Employee ID	🔍
Name	🔍
Card Issuer	▼
Card Number	
Transaction Number	
Merchant	☐ Exact Match
Sequence Number	
Line Number	
Billing Date	🔍 To 🔍
Statement Status	▼
Budget Status	
Chartfield Status	
Transaction Date	To
Charge Type	
Posted Date	To
PO Number	
Merchandise Amount	
Rows Per Page	50

Statement Status dropdown:
Approved
Closed
Error
Initial
Processing
Staged
Verified

☐ Auto Save When Scrolling Through Chunks

[Search] [Clear]

Reconcile Statement
Procurement Card Transactions

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement

Transaction | Billing

		Trans Date	Merchant	*Status	Transaction Amount	Currency				PO Number	Budget Status	Chartfield Status
1	☐	08/09/2018	OFFICE DEPOT #2149	Staged ▼	49.65	USD					Error	Valid
2	☐	08/09/2018	OFFICE DEPOT #2149	Staged ▼	-16.19	USD					Error	Valid

☑ Select All ☐ Clear All [Stage] [Verify] [Approve] [Validate Budget]

Search Purchase Details Split Line Distribution Template

[Save] [Notify] [Refresh]

ProCard Purchase Order

Line 1
Merchant OFFICE DEPOT #2149
City MYRTLE
State SC
Country USA

▼ **Purchase Order**

		Original PO
*Business Unit	HCSSC 🔍	
PO ID	🔍	
PO Line	🔍	
PO Sched	🔍	
Supplier ID	🔍	
Location	🔍	
Ship To	069 🔍 SOCASTEE M	
Item ID	🔍	
Category	🔍	
Supplier Item		
*Quantity	1.0000	
*UOM	EA 🔍	
Unit Price	49.65000 USD	Transaction Amount 49.65

☑ Bill Includes Tax if Applied
☑ Tax Paid

Sales/Use Tax   Category Search   View Hierarchy   PO Pick List

[OK] [Cancel] [Refresh]

- Your transaction now has a PO# listed in the **PO Number** column.
- If amount charged exceeds the amount of your PO by 10% or $100, you will need to add a **Comment** explaining why.
- The **Budget Status** column will state "Not Chk'd".
  - o Do **NOT** check the "Run Budget Validation on Save" box.
  - o Do **NOT** click the "Validate Budget" button at the bottom.
  - o These transactions will automatically be validated when they are vouchered.
- Click the drop down menu in the ***Status** column and select **Verified**. Click **Save**.

If you **did not** create a PO for the PCard transaction, you **must** scan in a copy of the receipt SIGNED BY YOUR PRINCIPAL and change the account string:

- To add a **Comment** or an **Attachment**, click on the **Comment** bubble.
  - o The ProCard Comments screen will open. Here you can add **Comments** (explain why transaction cannot be tied to a PO) and **Attach** Associated Documentation.
  - o Click **OK**.
- To change the account string the purchase is charged to, click the **Distribution** icon.
  - o The ProCard Account Distribution screen will open.
  - o Change the **Account String** from the default.
  - o Click **OK**.
- Click the drop down menu in the ***Status** column and select **Verified**.
- Click **Save**.

Reconcile Statement
Procurement Card Transactions

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement

	Trans Date	Merchant	*Status	Transaction Amount	Currency			PO Number	Budget Status	Chartfield Status
1 ☐	08/11/2018	FEDEXOFFICE 00015750	Verified ▼	421.18	USD			1000296399	Not Chk'd	Valid
2 ☐	08/09/2018	WAL-MART #2870		39.08	USD			1000296309	Valid	Valid

Approved / Staged / Verified

☑ Select All   ☐ Clear All   [Stage] [Verify] [Approve] [Validate Budget]

Search   Purchase Details   Split Line   Distribution Template

[Save] [Notify] [Refresh]

ProCard Comments
Help

Line 40   Description
                    Reference

Transaction Line Comments   Find | View All   First ◀ 1 of 1 ▶ Last

Comments: Status [Active ▼]   [+] [-]

Associated Document
Attachment   [Attach]   [View]   [Delete]

[OK] [Cancel] [Refresh]

FEDERAL FUNDS – If you did not create a PO for the PCard transaction and you intend to charge to federal funds, in addition to the receipt signed by your principal, you must also attach an approved "Approval to Pay by Invoice Less than $10,000.00 or to Correct Errors"

ProCard Account Distribution
Help

Line 35   PO Qty 1.0000   UOM EA
Billing Date 09/27/2018   Billing Amount 179.15 USD   Unit Price 179.15000
SpeedChart [   ]   Transaction Unit Price 179.15000   *Distribute By [Amount ▼]

Distributions   Personalize | Find | View All | ▦   First ◀ 1 of 1 ▶ Last

Chartfields Details/Tax Asset Information Statuses

Dist	Percent	Amount	Currency	*GL Unit	Fund	Class	*Account	Dept	Program	Project
1	100.0000	179.15	USD	HCSSC	7000	271	660000	0067	0000	

[OK] [Cancel] [Refresh]

All PCard transactions not reconciled by the monthly deadline will be reconciled by the Accounting Office to 7000.271.491000.xxxx.9999. You will then be responsible for keying a journal entry to move the expense to the correct account string.

If you **did not** create a PO for a PCard transaction – Principal **MUST** sign the receipt acknowledging that he/she is aware that a purchase was made without a purchase order in place. When using federal funds, in addition to the receipt signed by your principal, you must complete an "Approval to Pay by Invoice *Less* than *$10,000.00 or to Correct Errors"* form (can be found on Procurement's website). The signed receipt (and approved "Approval to Pay by Invoice *Less* than *$10,000 or to Correct Errors"* form if necessary) **MUST** be scanned and attached when you reconcile the transaction.

When receiving on your PCard PO, it is very important that you scan and attach the ***actual receipt or order confirmation*** showing the purchase price, shipping, and any tax paid if applicable when receiving.

The District is required to pay use tax on items if a vendor does not charge sales tax for the items purchased. The receipt and/or order confirmation is used to determine whether or not sales tax was charged.

➢ You should be able to print your invoice or order confirmation (which should show purchase price, shipping and tax) directly from the website when ordering online.
➢ Your teachers/staff members should give you their receipts from local vendors on the next business day.
➢ If they are traveling, they should give you their receipts on the next business day after the trip.

It is very important that this information be attached, so that the District does not under or over pay the District's use tax liability.

ACCIDENTAL PERSONAL USE OF PCARD

In the instance of accidental use of the PCard for personal reasons, the Cardholder must reimburse the District as soon as the error is discovered. The Cardholder must provide the following to the bookkeeper:

• Original receipt
• Statement explaining how the accidental use occurred and corrective actions taken to avoid reoccurrence. This statement must be signed by the Cardholder and the principal.
• Reimbursement to the district (cash/check/credit card)

Please reconcile the initial PCard expense and code the cash receipt where the employee is reimbursing the District to 7000.271.492000.xxxx.9999. The inadvertent personal use that is quickly reimbursed will not result in any adverse consequences for the Cardholder; however, multiple incidents of accidental use may result in termination of the District issued PCard.

FRAUDULENT ACTIVITY ON PCARD

In the event you suspect Fraudulent activity on any of the PCards you manage, and you've double checked your PCard Sign-Out Sheet to determine where the card(s) currently is and/or has recently been, you need to contact Wells Fargo at the number listed on the back of the card and report the transaction(s) as fraud. Once you report this to Wells Fargo, this will trigger an email from Wells Fargo to district office staff members, who will then forward the email(s) directly to you. Wells Fargo will work to determine the validity of the charge and will provide email updates with instructions throughout the investigation process until it is resolved.

In the instance of PCard fraud, please reconcile both the initial expense & the resulting PCard refund to 7000.271.492000.xxxx.9999 and attach the email from Wells Fargo on the reconcile line.

PURCHASING CARD MANUAL

The Purchasing Card Manual can be view online at https://www.horrycountyschools.net/Page/10678 under Procurement Forms & Documents.

IV. PUPIL ACTIVITY FUNDS (PAFs)

PUPIL ACTIVITY OVERVIEW

PAFs operate like "Mini Checking Accounts" in the respect that each club/activity has a balance. The accounting of PAFs is no different from other school budget accounts; they will be administered, expended, and accounted for in accordance with established district policies.

PUPIL ACTIVITY RESTRICTIONS

As the title implies, PAFs shall be used to promote the general welfare, education, and morale of the students and to finance legitimate co-curricular student activities not otherwise financed by the district. Basically, PAFs should be reserved for activities that directly benefit your students.

PAFs **may not** be used for any purpose that represents an accommodation, loan, or credit to employees or other persons.

PAFs **may not** be used to purchase food items for staff parties or gifts for staff members. The only exception to this rule would be if the funds are not student-generated (i.e. contributions from staff members such as the Sunshine Fund, Faculty Fund, or staff-generated Canteen Fund).

All itemized transactions of each fund will be the joint responsibility of the sponsor/teacher and the bookkeeper. ***Ultimately, the school principal is responsible for the authorization of all fundraisers and expenditures for each PAF.***

Fundraising events for PAFs should contribute to the educational well-being of the students and should not conflict with the instructional program.

Separate school-related organizations (i.e., PTO and Booster Clubs) maintain their own bank accounts and financial records and are not subject to the restrictions listed above. These organizations must apply for their own tax identification number; they cannot use the District's tax identification number.

HOW ARE CLUBS ESTABLISHED

We recommend that each club have a sponsor. The sponsor will be responsible for the collection of money (according to HCS' receipting procedures) and the expenditure of funds. Once a club has a sponsor and the approval of the principal, you will need a unique fund to identify the club. Review the fund listing in your PeopleSoft Chartfield Values Manual to determine if a fund exists that would describe the club or activity. If not, contact the Pupil Activity Supervisor in the Accounting Department.

If you choose to use a PAF that is not currently established at your school, please reference "How to Set Up a New Fee Code for Cash Receipts" and "How to Set Up an Expense Account for a New Pupil Activity Fund Number."

When a club becomes inactive, any remaining balance should be moved to a student-generated PAF with a deficit or to your 7641 Student Activity.

HOW BALANCES ARE DETERMINED

PAFs operate much like a checking account. The current balance is determined by taking the beginning balance as of July 1st, adding YTD revenues, and subtracting YTD expenditures and encumbrances.

For a Quick View of your PAFs, you can access the information as follows:

Navigate to:
HCS – Custom
  School Financial Reports
  Inquiry
    Pupil Activity Funds

- The department defaults to your school.

- Key in the **Fiscal Year** you want to see.

- Click on **Search**.

- This displays all PAFs for your school that have had activity for the FY selected.

Pupil Activity Funds

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Fund Code | begins with ▼
Department | begins with ▼
Fiscal Year | = ▼
Description | begins with ▼
☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

*Fiscal Year refers to ending year (i.e. 2023-2024 fiscal year would be "2024").

<mark>**GIFTS**</mark>

<u>GIFTS/GIFT CARDS FOR DISTRICT EMPLOYEES</u>

Gifts to district employees, including board members, and temporary employees, including substitutes, from Pupil Activity Funds should only be given for a specific purpose (serious illness, retirement, bereavement, and measurable achievement) and are limited to $100 per occasion (regardless of how many items are purchased). These can only be purchased from non-student generated Pupil Activity Funds; use 7201/7202.271.490000.xxxx.9999 or 7070.271.490000.xxxx.9999 <u>if you have received Board of Education funds for this purpose</u> (category "GIFT"). If allowable, you may use 7658.271.490000.xxxx.9999. If purchasing a gift or gift card for an employee, you must use the category "GIFT." Gift cards should never be given to staff members in lieu of payment for services rendered. In addition, gift cards **MAY NOT** be purchased for distribution to teachers for them to make school purchases.

If a gift card is to be purchased, the purchase requisition should list the type, quantity, and the denomination to be purchased as well as the purpose. By choosing the category "GIFT" on the requisition settings, it will route to the Accounting Officer for the necessary approval for gifts/gift cards. Gift cards must be distributed to the employee(s) within 1 month of purchase; please keep gift cards in district-installed lockbox until distributed.

If the gift is in the form of a gift card/certificate, it is considered taxable income and must be included in the employee's W-2 income as reported to the IRS. Gift cards are never excludable as *de minimis* (small value) fringe benefits per the IRS.   Each recipient must complete the <u>Gift Card/Certificate Employee Acceptance Agreement form</u>, and the bookkeeper should email it to <u>payroll@horrycountyschools.net</u> within 5 days and attach it to the receiving on the PO in PeopleSoft. The original form must be kept in the bookkeeper's files.

<u>GIFT CARDS/CERTIFICATES FOR STUDENTS</u>

If a school would like to purchase a gift card/certificate for students, the purchase requisition should list the type, quantity, and the denomination to be purchased as well as the purpose/reason for giving. By choosing the category "GIFT" on the requisition settings, it will route to the Accounting Officer for the necessary approval for student gift cards. Please use appropriate Pupil Activity Funds and use 7XXX.271.490000.xxxx.9999 (category: GIFT).

The reasons listed below will be given full consideration when the request is submitted.
- Awards for students who make the honor roll, incentives for positive behavior, perfect attendance, or other achievements that deserve recognition (no more than $25 per occasion)
- Holiday Assistance/Needy Student-Family Funds

Gift cards must be distributed within 1 month of purchase; please keep gift cards in district-installed lockbox until distributed. When gift cards are purchased for students, the "Student Gift Card/Certificate Distribution Roster" must be completed. The signed roster must be attached to the receiving on the PO in PeopleSoft, and the original needs to be kept in the bookkeeper's files.

![HCS Horry County Schools logo]

HORRY COUNTY SCHOOLS
GIFT CARD/CERTIFICATE EMPLOYEE ACCEPTANCE AGREEMENT

NAME (Please Print) _____

EMPLOYEE ID # _____

DESCRIPTION OF GIFT CARD/CERTIFICATE _____
(ex. Walmart, Amazon, Dunkin Donuts, etc.)

VALUE OF GIFT CARD/CERTIFICATE _____

As an employee of Horry County Schools, the value of your gift card/certificate will be added to your W-2 earnings as compensation and will be taxed accordingly.

I understand and agree to these terms and conditions and acknowledge receipt of the gift card/certificate.

_____   _____
Signature   Date

BOOKKEEPER USE

PO # _____   DATE SENT TO PAYROLL _____

Please email the completed Employee Acceptance Form to the Payroll Department
(payroll@horrycountyschools.net) within 5 days.
The completed form must also be attached to the receiving on the PO in PeopleSoft; the original needs to be kept in the bookkeeper's files.

GIFT CARD ROSTER FORM EXAMPLE

A blank Student Gift Card/Certificate Distribution Roster template is available on the OPI bookkeeper menu (page 90).

HCS
Horry County Schools

STUDENT GIFT CARD/CERTIFICATE DISTRIBUTION ROSTER

Purchase Order #: 1000123456   Purchase Date: 6/3/2021

# of Gift Cards Purchased: 10

Gift cards must be distributed within 1 month of purchase and kept in district-installed lockbox until distributed.

	If there is a concern for student privacy, you may use Student ID instead of Student Name.		My signature below confirms that I have distributed the gift cards/certificates from the above mentioned purchase order to these students.
	Student Name/ID*	**Date Given**	**Signature**
1	James Sarvis		
2	Derek Thompson		
3	Janie Cooper	6/4/2021	Tracy M Suggs
4	Beth Looper		
5	McKenna Stewart		
6	Kellie Banks	6 7 2021	Tracy M Suggs
7	Michelle Strickland	6 7 2021	Kelly M Shelton
8	Stephanie Johnson		
9	Michael James	6/9/2021	Kelly M Shelton
10	Bridget Anderson		
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

Attach this completed roster to the receiving on the PO in PeopleSoft; the original needs to be kept in the bookkeeper's files.

IMPREST CHECK PROCEDURES

The purpose of the Imprest checking account is to expedite a student refund (Pupil Activity, Childcare Technology) or to get event/athletic gate change. Requests for imprest check and deposit slip re-orders, as well as check endorsement stamps (for deposits), should be emailed to Accounting@horrycountyschools.net, and it will be forwarded to the Cash Management Accountant.

a. A **$100.00 limit** has been set for imprest checks. In the event you have a circumstance not listed above or an amount over $100.00, you need to email the Accounting Officer or Chief Financial Officer to get approval in writing. The approval email **MUST** be attached on the Invoice Information tab when entering your imprest check into PeopleSoft.

- Exception to the amount rule:
  - Gate Change for athletic events
  - Food Service change fund for beginning of the year

b. Imprest checks should not be made payable to "cash". If you are getting gate/event change, make the check payable to the staff member going to the bank to cash the check. This can be the bookkeeper.

c. Imprest checks should **never** be used to purchase merchandise.

d. Imprest checks should **not** be used to reimburse staff members for purchases made for school purposes from personal funds. This method of purchasing constitutes a violation of the district's procurement code in that pre-authorization was not obtained through the issuance of a purchase order.

e. When a check is written, it must be signed by two of the authorized signers at the school.

- The Principal, Bookkeeper, and/or Assistant Principal are authorized signers and have implied signature authority as part of their position. The Assistant Principal may co-sign checks if the Principal is out for an extended period of time. In the event of personnel changes at your school, it is not necessary to contact the bank or the Accounting Office to update signature authority.

f. The check written must be entered into PeopleSoft within 24 hours of writing the check. All checks must be entered into PeopleSoft and accounted for (even checks to be voided). If for any reason you will not be using a check and a voucher has not been keyed, you must make sure it is entered with the amount as $0.01 (key to account 7000.000.010300.XXXX.0000). Mark the check and stub "VOID" and attach to the voucher. All voided checks must also be scanned & emailed to the Accounts Payable Supervisor and the Cash Management Accountant (referencing the voucher ID#). Make sure you keep the voided original with your financial files.

g. You **must** scan and attach to the voucher a copy of the dual-signed check you are issuing. If you are issuing a refund, in addition to a copy of the dual-signed check, you also must attach a copy of the original PeopleSoft receipt. The voucher should be keyed to the same account number that the original PeopleSoft receipt was keyed to. Any additional supporting documentation should be scanned and attached also.

h. If you write a check on the last day of the month, you will need to enter the check into PeopleSoft on the last day of the month and not wait until the first day of the next month. If for any reason you are unable to enter a check in the month in which it was written, you should contact the Cash Management Accountant.

i.   The imprest check writing is a privilege extended to the schools, but it is also a cash issue; therefore, it is very important it is handled properly. All checks should be kept in a secured area that only the bookkeeper, principal, or other authorized school employees have access to.

j.   When issuing an imprest check to refund a student, the check MUST be mailed to the parent or guardian. (DO NOT GIVE THE CHECK TO THE STUDENT.)

k.   If you need an imprest check re-issued (parent or guardian never received it in the mail), you must first email the Accounts Payable Supervisor to verify that the original check has not yet cleared the bank and to request the check be voided.

The following are examples of **approved** usages of the imprest check account and the account number that may be used as a reference tool:

REFUNDS TO STUDENTS

Lost textbook payment for returned item	7708.000.001790.XXXX.9999
Lost library book payment for returned item	7374.000.001790.XXXX.9999
Field Trip deposit – child unable to participate Use the Fund that the initial money was deposited to	7XXX.000.001790.XXXX.9999
Parking Sticker	7502.000.001790.XXXX.9999

Technology Fee
  • Non-damage related
  • Damage related
	• 2410.000.001740.XXXX.0000
	• 2410.000.001999.XXXX.0000

Childcare
  • Prior Year
  • Current Year
	• 2434.350.640000.XXXX.0800
	• 2432.000.001999.XXXX.0000

CHANGE FUND – Change for school events

School Events Issue the check to the staff member that will be taking the check to the bank (EE Supplier ID record); this is usually the bookkeeper. This money **MUST** be re-deposited back into this account by the next business day unless you have obtained prior written approval from the Chief Financial Officer to store the change fund in the district-installed lockbox for a multiple day event.	7000.000.010300.XXXX.0000
Cafeteria Issue the check to the Cafeteria Mgr., Use the Cafeteria Manager's name (EE Supplier ID record).	6000.000.010300.XXXX.0000

IMPREST CHECK ENTRY & PAYING ATHLETIC OFFICIALS

Navigate to:
Accounts Payable
    Vouchers
        Add/Update
            Regular Entry

- **Short Supplier Name**
  - Reimbursements to students – Use your school name.
    If refunding a fee or fine, please follow additional required steps that can be found in the [Refunding a Fee and/or Fine](#) section.
  - Change for registration and athletic events – Use bookkeeper's name (or staff member that will be taking the check to the bank) (EE Supplier ID record).
  - Cafeteria Change - Use Cafeteria Manager's name (EE Supplier ID record).
  - Athletic Officials – Use the person's name.
- **Supplier ID** and **Supplier Location** will automatically populate based on Supplier selected.
- **Invoice Number** -This is the check number (**NOT** the check stub #) followed by the last name of the person receiving the check (i.e. 0034123456-Smith). The first 4 digits of your check number should be your school number. If not, please put your 4-digit school number in front of your check number in this field (i.e. **0034**123456).
  - o **Paying Athletic Officials**: The invoice number should identify the date (MMDDYY) and type of event. Prefix all invoice numbers with ATH. For example, the invoice number for a football game on September 15 should be "ATH091518FB".
- **Invoice Date** – use current date.
- **Gross Invoice Amount** – enter amount of check.
- Check the **Tax Exempt Flag** box.
- Click on **Add**.
- This will take you to the **Invoice Information** tab. Enter the account string to be charged under the **Distribution Lines**.
  - o Refer to **Paying Athletic Officials** [page 84](#) if paying an athletic official for multiple games on the same day.
- Click on **Save**.
- At the top of the screen find the **Action** box.
  - Click on the drop down and select "**Budget Checking**".
  - Select "**Run**" to budget check transaction.

- Click on the **refresh** icon. It appears next to **Action: Budget Checking** once the Budget Check is complete.

- If there is a budget error, you will be given a warning. You cannot continue until the error is corrected.

- Click the **Comments(0)** link. Here you **must** indicate the reason the check was written (i.e., Field Trip Refund) as well as the student's name and student ID number.

- Click **OK**.

- Click on the **Attachments(0)** link. Here you **must** scan and attach a copy of the original PeopleSoft receipt (if it is a refund) as well as a copy of the dual-signed check you are issuing. Any additional supporting documentation should be scanned and attached also.

- Click **OK**.

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit HCSSC
Voucher ID 10530453
Voucher Style Regular Voucher

Invoice Date 08/17/2018
Invoice Received

MYRTLE BEACH ELEMENTARY

Supplier ID 0000004307
ShortName MB-032
Location 001
Address 1

Invoice No 003412345TEST
Accounting Date 08/17/2018   DUE ON REC
Pay Terms DUE
Basis Date Type Inv Date
☑ Tax Exempt

Control Group

Invoice Total
Line Total   0.00
Currency   USD
Miscellaneous
Freight
Sales Tax
Use Tax   0.00

Total   0.00
Difference   0.00

Sales/Use Tax Summary
Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (0)
Template List
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

Save   Action Budget Checking   Calculate   Print

▼ Copy From Source Document

PO Unit   PO Number   Copy PO   Copy From None   Go

Invoice Lines (?)   Find | View All   First 1 of 1 Last

Line 1   ☐ Copy Down   Ship To AP   ☐ One Asset
Distribute by Amount   Description   Sales/Use Tax
Item   Packing Slip   Calculate
Quantity
UOM
Unit Price
Line Amount   0.00

▼ Distribution Lines   Personalize | Find | View All | 🔲 | 🔲   First 1 of 1 Last

GL Chart | Exchange Rate | Statistics | Assets | 🔲

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Fund	Class	Account	Dept	Program	Project	Bud Ref	Affiliate	Fur
☐	1	0.00		HCSSC	7000	000	010300	0034	0000				

Save

Voucher Comments (Maximum number of characters allowed for comments is 254)

Comments:

254 characters remaining

OK   Cancel

Voucher Header Attachment

Business Unit HCSSC   Voucher ID 10530453

Details   Personalize | Find | View All | 🔲 | 🔲   First 1 of 1 Last

File Name	Description	User	Name	Date/Time Stamp	
View					➖

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK   Cancel   Refresh

- On the **Payments Tab**, enter the following information (see page 84 if paying athletic official):
  - ➢ ***Action** – click on the drop down and select **RECORD**.
  - ➢ **Payment Date** – Make sure this is the same as the Invoice Date.
  - ➢ **Reference** – this is the check number, i.e. 0034123456.
  - ➢ Click on **SAVE** at the bottom of the **Payment** screen.

- Scroll back up to the top of the **Payments** tab screen to find the **Voucher ID number**. Record this number on your check stub in your check book.

PAYING ATHLETIC OFFICIALS

Bookkeepers will receive a list of officials from the Athletic Director the morning **after** the event. This list will contain the names of the officials who worked the event the day prior. You will create the voucher following the steps listed above on pages 82-84, making sure to **verify the address listed in PeopleSoft (Payments tab) against the address listed on the form from the Athletic Director**.

Paying Athletic Officials for multiple games worked on the same day:

- On the **Invoice Information** tab, enter the following:
  - o Line Amount
  - o Account string to be charged for the first game worked
  - o Description of first game worked
- Click the "+" to add additional invoice lines.
- Enter the amount, account string, and description for each of the additional games worked.
- Click on **Save**.
- At the top of the screen find the **Action** box.
  - ➢ Click on the drop down and select "**Budget Checking**".
  - ➢ Select "**Run**" to budget check transaction.

- Click on the **refresh** icon. It appears next to **Action: Budget Checking** once the Budget Check is complete.

- If there is a budget error, you will be given a warning. You cannot continue until the error is corrected.

- Click the **Comments(0)** link. Here you **must** indicate the following:
  - Date the official worked
  - Description of sport officiated
  - Game number(s)
  - Capacity served

- Click **OK**.

- Click on the **Attachments(0)** link. Here you **must** scan and attach a copy of the **Officials Payment Voucher**. Any additional supporting documentation should be scanned and attached also.

- Click **OK**.

Voucher Comments (Maximum number of characters allowed for comments is 254)

Comments:
12-15-2020 Girls Basketball Game #s 249195 & 249189
Umpire

196 characters remaining

OK   Cancel

Voucher Header Attachment

Business Unit HCSSC   Voucher ID 10669782

File Name: girlsbasketball.pdf   Date/Time Stamp: 12/21/2020 12:31:22PM

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK   Cancel   Refresh

- On the **Payments Tab**, enter the following information:
  - ➤ ***Account** – Click on the magnifying glass and select **CHK**.
  - ➤ ***Method** – Click on the magnifying glass and select **CHK**.
  - ➤ ***Action** – Leave this defaulted to **Schedule Payment**. It will automatically be recorded when the check prints in Accounts Payable.
  - ➤ Click **Save**.

- Checks will print from Accounts Payable and will be mailed directly to the official.

Payment Options

*Bank WF
*Account CHK
*Method CHK   Check
Message
Message will appear on remittance advice.

Schedule Payment
*Action Schedule Payment
Pay

Save

HOW TO CORRECT A VOUCHER

Edits to an existing voucher (such as changes to the account string) **must** be completed before the end of the day as vouchers post each night.

Navigate to:
Accounts Payable
    Vouchers
        Add/Update
            Regular Entry
                Click on the **Find Existing Value** tab

- Enter any information you have available to retrieve the existing voucher and click **Search**.

- Select the **Payments** tab.

- Change the ***Action** in the **Schedule Payment** section to **Schedule Payment**.

- Click on the **Invoice Information** tab to make changes to the account string to be charged under the **Distribution Lines**.

- Click **Save**.

- At the top of the screen find the **Action** box.
  - Click on the drop down and select "**Budget Checking**".
  - Select "**Run**" to budget check transaction.

- Click on the **refresh** icon. It appears next to **Action: Budget Checking** once the Budget Check is complete.

- If there is a budget error, you will be given a warning. You cannot continue until the error is corrected.

- Continue to **Record Payment** on the **Payments** tab as directed at the top of page 84.

REFUNDING A FEE and/or FINE

To record the **refunding of a Fee** that a parent has previously paid, navigate to:

HCS Custom
    Cash Receipts - Schools
        Inquire
            Receipts

- Enter necessary information to locate the **Receipt**.

- Click **Search**.

Receipts

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

SetID	begins with ▼	HCSSC
School ID	begins with ▼	008
Receipt Number	= ▼	
Receipt Date	= ▼	
Received From	begins with ▼	Bellamy, Dee
Rev Summ #	= ▼	
Total	= ▼	
Revenue Summary Date	= ▼	
Fiscal Year	begins with ▼	
Student ID	begins with ▼	
School Year	begins with ▼	2019
Payment Method	= ▼	

[Search] [Clear] Basic Search 🔍 Save Search Criteria

- In the **Refunded** column, check the box for the fee/fine that has been refunded.

Receipt Inquiry

Receipt Header

School: 008 Rct #: 14568 Receipt Date: 05/01/2018 Printed: Y Total: $35.00

Rcvd From: BELLAMY, DEE'ON Student ID: 540010055672 Bellamy, Dee'on

Rcvd For: REGISTRATION

Payment Method
○ Cash ○ Check ○ Both ○ CC ● Online ○ MPP

Revenue Summary Information

Rev Summ #: 1512 Processed Date: 05/13/2018 Fiscal Year: 2018

Bank Code: WF Bank Acct#: 4122405467 GL Account: 010170

Personalize | Find | View All | 🔲 | 🔢 First ◀ 1-2 of 2 ▶ Last

	Fee Code	Fine	Receipt Line Amount	Fund Code	Class Field	*Account	Department	Program Code	Receipt Line Description	*School Year	Refunded
1			25.00	2410	000	001740	0008	0000	TECHNOLOGY FEE	2019 🔍	☑
2			10.00	7641	000	001790	0008	9999	REGISTRATION	2019 🔍	☐

[💾 Save] [🔍 Return to Search] [🔔 Notify]

HOW TO ENTER A FINE

To **Enter a Fine** (such as a lost text book), navigate to:
HCS Custom
    Cash Receipts - Schools
        Inquire
            Student AR

If student is **no longer at your school**, you will need to navigate to the Student AR – Inactive page to make Fine and/or Fee changes
HCS Custom
    Cash Receipts - Schools
        Inquire
            Student AR - Inactive

- Enter necessary information to locate the student.
- Click **Search**.

- Click the **+** icon to add a row.
- Enter the ***Fine Code**.
- Enter the **Fine Amount**.
- Enter the ***Description**.
- Click **Save**.

If necessary, you have the option to print and/or email outstanding Student AR information

---

Student AR

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

School ID [begins with ▼] [ ]
Student ID [begins with ▼] [ ]
Last Name [begins with ▼] [Bellamy]
First Name [begins with ▼] [Dee]
Street [begins with ▼] [ ]
City [begins with ▼] [ ]
Date of Birth [= ▼] [ ] 📅
Grade [begins with ▼] [ ]
Registered [= ▼] [▼]
☐ Case Sensitive

[Search] [Clear] Basic Search 🔍 Save Search Criteria

When adding or overriding a fine, or if waiving a fee, it is required that you attach backup documentation in the "Add/View Attachments" link (i.e., email from principal approving the waiver, email from media specialist requesting that a lost book fine be added, or email that lost book has been returned).

Student AR

Student ID
School 001   AYNOR HIGH SCHOOL
☐ Display Open Balances Only

Amount Due $183.00
Current Grade 11
Add / View Attachments

▼ **Fees**

School	School Year	Grade	Fund	Class	Account	Dept	Program	Fee	Fee Amount	Amount Paid	Amount Due	Last Receipt	Pay Method	Waiver	Waiver Comments
1 AYNOR HIGH SCHOOL	2021	11	2410	000	001740	0001	0000	TECHNOLOGY FEE	$25.00	$25.00	$0.00	05/05/2020	Online	☐	
2 AYNOR HIGH SCHOOL	2021	11	7641	000	001790	0001	9999	REGISTRATION	$10.00	$10.00	$0.00	05/05/2020	Online	☐	

▼ **Fines**

Fine ID	School	Creation Date	Fine Code	Fine Amount	Payment Amt	Receipt Date	Description	Override	Override Comments	
1 70526	AYNOR MIDDLE SCHOOL	05/30/2018	LIBRARY	$14.81			LIBRARY BOOKS LOST	☑	RET BOOK	+
2 712456	AYNOR HIGH SCHOOL	05/25/2021	TUITION	$183.00			SPC 205-I12	☐		+

[Save] [Return to Search] [Previous in List] [Next in List] [Notify]

FINE OVERRIDE

- There may be instances where a Fine may require an **Override** (i.e., duplicate entry).

- Do **not** override a fine if it was paid but the receipt was entered incorrectly (please contact Accounting).

- If an **Override** is necessary, check the **Override** box, add **Override Comments** and click **Save**.

FEE WAIVER

- There may be instances where it has been determined that a student is eligible for **Waiver** of fees (i.e., Free & Reduced Lunch or income eligibility requirements).

- Do **not** waive a fee if it was paid but the receipt was entered incorrectly (please contact Accounting).

- If a **Waiver** is necessary, check the **Waiver** box, add **Waiver Comments** and click **Save**.

When doing a transfer by Journal Entry to pay outstanding fees or fines (i.e., needy student fund), put the journal entry number in the **Override Comments**.

HOW TO RUN STUDENT AR REPORTS

To run **Student AR** reports, navigate to:

HCS Custom
 Cash Receipts - Schools
  Reports
   Student AR

- Click **Search** and select a **Run Control ID**.

- Select **Fine** from the **AR Type** dropdown menu.

- If you want to narrow your parameters, complete the **(Optional)** fields.

- Select **Run**.

- Select the report(s) that you want to run and click **OK.**
  - **Student AR**: This will generate a mass list of all students at your school that have unpaid fees and fines.
  - **Student AR Invoices – Mailing**: This will generate a report containing individual invoices for each student. Each invoice contains information such as the students mailing address, student ID # and a description of unpaid fees and fines.

- Select **Report Manager.**
- Click **Refresh** until the report **Status** is **Posted**.
- Click on the report **Description** to open the report.

V. PAYROLL

PAYROLL ACCOUNTS FOR KEYING TIME

120000 Substitutes - Smart Find System

    a. Sub for a teacher out on professional leave   TRC code=SUBPF

        1. Teacher's absence should be entered as Professional Leave in SmartFind.

        2. Once the sub's time is pulled into PeopleSoft, you should get an email that says an account number is needed.

    b. Sub for an absent employee   TRC code=SBT

        1. Key the absent employee's employee ID number into SmartFind and the appropriate account will be charged.

    c. Sub for a vacant position   TRC code=SBT

        1. Key the vacant HCM number into SmartFind and the appropriate account will be charged.

121000 Temporary Salaries   TRC code=RST

    a. Time for any non-positioned employee brought in to work on a temporary basis.

      ➢ Title I Reading Interventionists

      ➢ After-School Childcare employees who do not work for HCS during the day.

      ➢ Tutors

130000 Overtime- This account should NOT be used.

131000 Supplements-"Flat Amount" Supplements

    a. This account should be used by Payroll Department only.

      ➢ SAT Improvement Program

      ➢ Athletic Supplements

      ➢ Academic Salary

      ➢ Supplements, National Board, etc.

132000 Additional Pay (Positive Pay)   TRC code=REGEX or APS
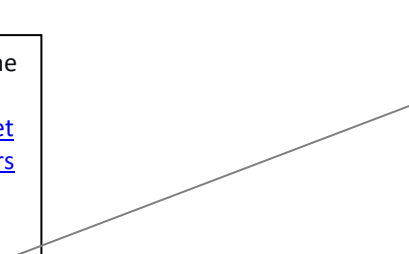
    a. Time worked by a <u>positioned</u> employee beyond his/her contract.

      ➢ ISS Aide working during After-school Childcare/After-School Tutoring

      ➢ Teacher Additional Pay

      ➢ Gatekeepers

      ➢ Early College/Extended School Year-**RST (paying grade/step on TEMP record.)**

Contact Chrystal Frye or Tara Crain in Budgetary Services if you need an account number set up in the PS HR System.

OPI BOOKKEEPER MENU

For additional details regarding Time Reporting Codes, please visit:
https://cfdp.horrycountyschools.net/index.cfm?fuseaction=bookkeepers.main

- Click on **Time Reporting Codes**.

Home Page

System Data / PS Setup
Time Reporting Codes
Smartfind Jobcode Map
Business Unit Error on Timesheet
Turn On/Off PeopleSoft
Off-site Time Approval (Stoneware)

Accounting
Check Request Form
Childcare Handout
Common Journal Entry Examples

Employee
Leave of Absence Event

Substitute
Enter an extra sub in SmartFind

TIMESHEET

To key additional pay (positive pay) or add account numbers required to pay substitutes utilized for professional leave.

To access the **Timesheet**, navigate to:

PeopleSoft Human Resources
    Main Menu
        Manager Self Service
            Time Management
                Report Time
                    Timesheet

- Enter necessary information to locate the Employee.

- Click **Get Employees**.

- Select the appropriate job record for the employee based on the **Job Description**.
  - If you do not see the appropriate job record or need a job record added, please contact your Human Resources Account Manager.

Report Time

Timesheet Summary

Employee Selection Criteria

Employee Selection Criteria

Description	Value
Time Reporter Group	
Empl ID	
Empl Record	
Last Name	Gore
First Name	Marlo
Department	

[Clear Selection Criteria] [Save Selection Criteria] [Get Employees]

View By: Week

Date: 09/19/2018   ☑ Show Schedule Information   Previous Week   Next Week

Employees For Barbara Bellamy, Totals From 09/17/2018 - 09/23/2018

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence
Marlo Gore	Secretary I Grd 19 190 Day	0.00	0.00	37.50		
Marlo Gore	Temporary (Support Staff)	0.00	0.00	0.00		

- You can change the start date of the week you'd like to view.

- Enter hours or payment amount on the appropriate date.

- Select the appropriate **Time Reporting Code**. See [page 90](#) for details.

- Enter any notes in the **User Field 4** line.

- Enter the account string to be charged in the **Combination Code** line.

- Click **Submit**.

Timesheet

Marlo Gore

Job Title: Secretary I Grd 19 190 Day   Employee ID: Empl Record: 0

Instructions

*View By: Week   **Reported Hours:** 0.00   Previous Week   Next Week

*Date: 10/01/2018   **Scheduled Hours:** 37.50   Next Employee

Reported time on or after 10/06/2018 is for a future period.

From Monday 10/01/2018 to Sunday 10/07/2018

	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5	Sat 10/6	Sun 10/7	Total Hours	Time Reporting Code	Taskgroup	Business Unit	User Field 4	Combination Code	
☐	2	2							REGEX - Regular Extra Hours ▾	HCS	HCSSC	Title 1 #8	XXXX.XXX.XXXXXX.XXXX.XXXX	+
☐			1						REGEX - Regular Extra Hours ▾	HCS	HCSSC	Tutoring	XXXX.XXX.XXXXXX.XXXX.XXXX	+
☐									▾	HCS	HCSSC			+

▸ **Reported Time Status**

▸ **Reported Time Summary**

Absence Event - select to view

[Submit] [Approve] [Deny] [Push Back]

To make changes to existing data, change the number to zero. DO NOT delete the line. Payroll will recalculate based on the new figure.

VI. MISCELLANEOUS

SPECIAL REVENUE FUNDS ASSET TRACKING

All items purchased with **SPECIAL REVENUE FUNDS** greater than or equal to $100.00 with a useful life greater than one year will have to be tracked per Federal Guidelines. Special Revenue Categories have been set-up and should be selected when creating requisitions using Special Revenue Funds.

If the correct category **IS NOT** selected when using Special Revenue funds, your requisition will be denied, which will cause your purchase to be delayed.

Equipment that is non-consumable with a shelf-life of more than one year and with a value of more than $100.00 **must** have a Special Revenue category selected.

Examples of these items are:
- Printers
- Computers
- Digital Cameras
- Laptops
- Fax Machines
- Office / Classroom Furniture

Examples of items that **do not** need a Special Revenue category selected:

- Workbooks
- Maps
- Charts
- Globes
- CDs
- DVDs
- Printer Cartridges

SPECIAL REVENUE CATEGORIES
NOTE: Select the category based on the cost of each item (price + shipping + tax)

CATEGORY	DESCRIPTION
EQUIP > 5000-SP REV	Equipment > $5000
EQUIP-TEC < 5000-SR	Technology Equipment $1000-$4,999.99 (single item purchase)
EQUIP-TEC > 5000-SR	Technology Equipment. $5000 (single item purchase)
LIB BKS-SP REV-NT	Library Books
SUPL-SOFTWARE-SR	Technology Software > $100
SUPL-TECH < 1000-SR	Technology Supplies between $100 and $999.99 (single item purchase)
SUPPLIES-SP REV	Supplies > $100

2000 - SPECIAL REVENUE FUNDS

FUND	DESCRIPTION
22XX	Federal Funds
26XX	Other Federal Funds
2329	Career & Technology Ed

TRAVEL

TRAVEL – WITH STUDENTS

ALL travel with students MUST be entered into Travel Tracker online NO later than 7 days prior to the travel: https://appgarden7.app-garden.com/TravelTrackSC2601.nsf. For training on how to enter trips in Travel Tracker, please visit https://vimeopro.com/user30837749/travel-tracker-training/video/289750127.

IN-DISTRICT TRAVEL – WITH STUDENTS

- If utilizing a rental vehicle, you will need to follow the steps found on page 97 to create a travel request in the HCS Portal.

RECEIPTS

- Receipts are required for all expenses.

- Your HCS Procurement card CANNOT be used for employee meals while traveling.

OUT-OF-DISTRICT TRAVEL – WITH STUDENTS

The Out-of-District travel (OOD) link is used for the electronic approval process only. Out-of-district travel must be entered into the Out-of-District travel section of the HCS Portal (https://cf.horrycountyschools.net/apps/slog/) and submitted for approval. Please see page 97 for instruction on how to enter your travel request. You will receive an email notification at each level of approval. If you are not receiving email notifications, please go back and make sure you have submitted your request. You should NOT go on any trip without approval. If you are unsure you have received approval, check with your bookkeeper. All travel forms must have the appropriate computer generated approvals prior to processing. Reimbursements will not be approved for trips taken without preapproval.

IMPORTANT: Out-of-District and Out-of-State Travel must be entered NO later than 14 days prior to the travel. If you have not followed this district policy, the portal will be closed and you will need to submit your request using the paper form. The paper request form, along with an explanation as to why procedures were not followed and how this will be prevented in the future, will then need to be routed manually to the principal and Executive Director for review and possible approval. The paper request form can be found on Procurement's website: https://www.horrycountyschools.net/Page/10681

You should ALWAYS check before taking a trip to make sure your request has been approved.

You will also need to enter the field trip in Travel Tracker. Your Out-of-District Travel approval must be attached to your trip request in Travel Tracker.

MULTIPLE NAMES ON ONE TRAVEL REQUEST

- When creating an Out-of-District request, staff members can be added to the same form as long as these staff members will not have any costs to claim (such as one-day trips). The name of the person receiving mileage reimbursement for the one-day trip should be the requester. REMEMBER: it is absolutely imperative that all staff members going on a field trip or traveling either complete their own travel request or have their name listed on an approved form for insurance reasons.

- Each person requesting reimbursement or funds paid on their behalf MUST complete their own OOD travel form. You cannot be reimbursed for other staff members. You will be reimbursed the per-diem for yourself only.

REQUEST FOR TRAVEL ADVANCE

- Out-of-pocket expenses must exceed $200.00 for a travel advance.

- Advances are provided for out-of-pocket expenses; therefore, if any meals are provided by the conference (or hotel provided meals such as breakfast), those meals MUST be deducted in the provided space on the Out-of-District travel form. When submitting an advance request, please attach a copy of the conference agenda/registration information indicating which, if any, meals are provided by the conference.

- All travel advance requests MUST be sent to Procurement.

  o Once approvals are secured in the Out-of-District Portal, print the Out-of-District travel form and attach a copy of the conference agenda/registration information indicating which, if any, meals are provided by the conference, and submit to Procurement via courier or email travel@horrycountyschools.net for processing.

RECEIPTS

- Receipts are required for all expenses, including student meals.
  - o Receipts for gas are required when using a rental vehicle.

- Your HCS Procurement card CANNOT be used for employee meals while traveling; reimbursement for meals by per diem is determined by reconciling your out-of-district travel.

- When reconciling PCard expenses that do not have a purchase order in place because you could not know the vendor ahead of time (i.e. restaurants for student meals, parking, taxis, etc.), attach a copy of the approved out-of-district travel form that shows the expenses were pre-approved.

TRAVEL – STAFF ONLY
All staff travel must be taken from one of the following travel account numbers:
332100 – in-district   332200 – out-of-district   332300 – out-of-state   332400 – out-of-country

IN-DISTRICT TRAVEL – STAFF ONLY

- You may be eligible for mileage reimbursement for use of personal vehicle.

  o You can enter your In-District travel online at http://apps.horrycountyschools.net/In-DistrictTravel

    ▪ Please see your bookkeeper for your Default Account Number.
    ▪ It may take up to two pay cycles for reimbursement to be added to your paycheck.

  .

RECEIPTS
- Receipts are required for all expenses other than meals.

- Your HCS Procurement card CANNOT be used for employee meals while traveling.

OUT-OF-DISTRICT TRAVEL – STAFF ONLY

The Out-of-District travel link is used for the electronic approval process only. Out-of-district travel must be entered into the Out-of-District travel section of the HCS Portal (https://cf.horrycountyschools.net/apps/slog/) and submitted for approval. Please see page 97 for instruction on how to enter your travel request. You will receive an email notification at each level of approval. If you are not receiving email notifications, please go back and make sure you have submitted your request. You should NOT go on any trip without approval. If you are unsure you have received approval, check with your bookkeeper. All travel forms must have the appropriate computer generated approvals prior to processing. Reimbursements will not be approved for trips taken without preapproval.

IMPORTANT: Out-of-District and Out-of-State Travel must be entered NO later than 14 days prior to the travel. If you have not followed this district policy, the portal will be closed and you will need to submit your request using the paper form. The paper request form, along with an explanation as to why procedures were not followed and how this will be prevented in the future, will then need to be routed manually to the principal and Executive Director for review and possible approval. The paper request form can be found on Procurement's website: https://www.horrycountyschools.net/Page/10681

You should ALWAYS check before taking a trip to make sure your request has been approved.

MULTIPLE NAMES ON ONE TRAVEL REQUEST

- When creating an Out-of-District request, staff members can be added to the same form as long as these staff members will not have any costs to claim (such as one-day trips). The name of the person receiving mileage reimbursement for the one-day trip should be the requester. REMEMBER: it is absolutely imperative that all staff members going on a field trip or traveling either complete their own travel request or have their name listed on an approved form for insurance reasons.

- Each person requesting reimbursement or funds paid on their behalf MUST complete their own OOD travel form. You cannot be reimbursed for other staff members. You will be reimbursed the per-diem for yourself only.

REQUEST FOR TRAVEL ADVANCE

- Out-of-pocket expenses must exceed $200.00 for a travel advance.

- Advances are provided for out-of-pocket expenses; therefore, if any meals are provided by the conference (or hotel provided meals such as breakfast), those meals MUST be deducted in the provided space on the Out-of-District travel form. When submitting an advance request, please attach a copy of the conference agenda/registration information indicating which, if any, meals are provided by the conference.

- All travel advance requests MUST be sent to Procurement.
  - Once approvals are secured in the Out-of-District Portal, print the Out-of-District travel form and attach a copy of the conference agenda/registration information indicating which, if any, meals are provided by the conference, and submit to Procurement via courier or email travel@horrycountyschools.net at the DO for processing.

RECEIPTS

- Receipts are required for all expenses (other than meals).
  - Receipts for gas are required when using a rental vehicle.

- Your HCS Procurement card CANNOT be used for employee meals while traveling; reimbursement for meals is determined by reconciling your out-of-district travel.
- When reconciling PCard expenses that do not have a purchase order in place because you could not know the vendor ahead of time (i.e. parking, taxis, baggage fees etc.), attach a copy of the approved out-of-district travel form that shows the expenses were pre-approved.

HOW TO ENTER AN OUT-OF-DISTRICT TRAVEL REQUEST IN THE HCS PORTAL

Navigate to
https://cf.horrycountyschools.net/apps/slog/

USERNAME & PASSWORD
is your 6-digit employee ID number and the last 4 digits of your SSN.

Click **Login**

Horry County Schools Portal

Welcome to the Horry County Schools Portal login.

Username:
XXXXXX

Password:
••••

Login

Click the **Out of District Travel** link.

Horry County Schools Portal

Home | Change Password | Logout

Welcome to the HCS Portal. You are logged in as a User.

Home Bound/Based Online
The Home Bound / Based Services Application.

In-District Travel
Enter in district mileage here!

Out of District Travel
Enter out of district travel

Playcard Event Calendar
Reserve Playcard for your Class!

TRaSI
Transfer Request and Statement of Intent

Select **New Travel**.

Out of District Travel

Reports
Approve
Modify
Travel
Reconcile
Reprint
Portal
Log Out

OUT OF DISTRICT TRAVEL

Listed below are the currently open out of district travel forms you have created. Forms remain open until you have assigned it your bookkeeper. Once that has occured, you are no longer able to edit those requests, and you will no longer see them in this list. You can also create a new request with the New Out of District Travel button.

New Travel

		Start Date:	End Date:	Destination:	Reason:
Edit	Remove	06/24/2018	06/27/2018	Chicago, IL	ISTE Conference
Edit	Remove	10/31/2018	11/30/2018		
Edit	Remove	01/14/2019	01/15/2019		

Enter the required information for your new travel request.

Travel Type and Dates:

- **Out of State:** Select Yes or No.

- **Travel Type:** Select from the dropdown menu.

- **Travel Departure & Return Dates and Time:** Enter your <u>travel</u> start date/time and end date/time.

- **Meeting Start & End Dates and Time:** Enter the <u>meeting</u> start date/time and end date/time.

Select Bookkeeper and Principal:

- The School, Bookkeeper, and Principal will be defaulted to your location.

- Click **Next**.

Out of District Travel

| Reports |
| Approve |
| Modify |
| Travel |
| Reconcile |
| Reprint |
| Portal |
| Log Out |

NEW TRAVEL DATES

Either enter in the dates for your out of district travel, or select the field trip for which this new out of district travel request will pertain to.

Select Travel Option:

Out of District Travel includes a full travel form for estimated and reimbursable costs. If you have any reimbursable costs, you must fill out this form.

You can also add other staff members to your travel. Staff members who have no costs to claim need not fill out their own travel forms if their names are already on someone else's travel form. However, remember, it is absolutely imperative that all staff members going on a trip must have their name on an approved travel form, either yours or one of their own.

If no staff member going on the trip has costs to claim, at least one person still needs to fill out the out of district travel form and add the other names to it.

○ Out of District Travel

Travel Type and Dates:

Out of State: Yes ▼

Travel Type: Standard Out of District Travel ▼

The Start Date and End Date represent actual departure and return dates. Likewise, the Start Time and End Time represent actual departure time and return time..

Start Date: 03/14/2019

End Date: 03/18/2019

Start Time: 5 ▼ : 00 ▼ AM ▼

End Time: 11 ▼ : 00 ▼ PM ▼

The Meeting Start Date and Meeting End Date represent the starting and ending date of the meeting or event you are traveling to attend. Likewise, the Meeting Start Time and Meeting End Time represent the time of day the meeting/event starts and end respectively. For multiple day events, list the start time on the first day and the end time on the last day.

Meeting Start Date: 03/15/2019

Meeting End Date: 03/18/2019

Meeting Start Time: 8 ▼ : 00 ▼ AM ▼

Meeting End Time: 5 ▼ : 00 ▼ PM ▼

Select Bookkeeper and Principal:

School: Loris High ▼

Bookkeeper: Loris High - Causey, Krystal ▼

Principal: Loris High - Crumley, Richard ▼

Next

Travel Form:

- **Destination:** Enter your destination city.

- **Reason:** Enter the reason for your travel.

- **State:** Enter your destination state.

- **Number of Staff Attached:** Enter the number of staff attached to this travel request (not including yourself). Remember, all staff who have cost to claim must complete their <u>own</u> travel form.

Air Fare:

If you will be flying, check the **Air Fare** box.

- **Airline:** Enter the name of the airline you intend to use.

- **Travel Agent Used:** Select yes or no.

Est. Airline Costs

- Check the appropriate box based on your intended method of paying for your airline tickets.

- Enter the estimated total cost of the airline tickets for everyone included on this travel request.

Vehicle:

If you will be utilizing a rental vehicle, charter/district bus, or your personal vehicle, check the **Vehicle** box.

- **# of Students:** Enter the number of students that will be traveling.

- **# of Staff:** Enter the total number of staff that will be traveling (including yourself).

- **# of Parents/ Volunteers/ Chaperones:** Enter the total number of parents, volunteers and chaperones that will be traveling.

Est. Vehicle Costs

- Check the appropriate box based on your intended method of transportation.

- Enter the estimated cost of the transportation method selected.

TRAVEL FORM

Complete the following Travel Form. The travel form will contain all estimated expenses for your travel or field trip.

Travel Form

Destination:	Tampa
Reason:	ISTE Conference
State:	FLORIDA

Enter in the number of staff you are going to attach to this Travel Request. **Enter or leave it as 0 if you are the only person on this request.** Remember, all staff who have costs to claim must fill out their own travel form and will not be attached to another form. Otherwise, you can attach other staff to your travel request to have all of you be approved at once. **Remember, it is imperative that all staff have their name on an approved travel form before leaving.**

Number of Staff Attached: | 0 |

Only fill out the portions of the travel which apply to you personally. For example, if you are carpooling with someone else, only the driver needs to record the vehicle information. Also, if your travel request is attached to a field trip, the creator of the field trip may have already entered in much of the required travel expenses.

☑ **Air Fare**

Airline:	American Airlines
Travel Agent Used:	⦿ No ○ Yes

Est. Airline Costs

☑ HCS Purch Card	500.00
☐ Purchase Order	0.00

Card/Cash represents the use of your personal credit card or cash monies.

☐ Card/Cash	0.00

☑ **Vehicle**

# of Students:	
# of Staff:	1
# of Parents / Volunteers / Chaperones:	

Est. Vehicle Costs

☑ Rental Car / Van	500.00
☐ Bus(Charter/District)	0.00

Personal Vehicle expenses are calculated off of the accepted mileage rate at the time of your trip. This will be automatically calculated for you based on the number of miles you estimate you will travel.

☐ Personal Vehicle

Lodging:

If you will be staying overnight in a hotel, check the **Lodging** box.

- **Hotel Name:** Enter the name of the hotel you intend to use.

- **# of Rooms:** Enter the number of rooms you intend to reserve for you and staff that are attached to this travel request.

- **# of Nights:** Enter the number of nights you will be staying at the hotel.

Est. Lodging Costs (incl. all taxes and fees)

- Check the appropriate box based on your intended method of paying for your hotel accommodations.

- Enter the estimated total cost of the hotel accommodations for everyone included on this travel request.

Registration Fee:

If your travel requires a registration fee (i.e., conference) check the **Registration Fee** box.

- Check the appropriate box based on your intended method of paying for your registration fee(s).

- Enter the estimated total cost of the registration fees for everyone included on this travel request.

Books/Materials:

If you intend on purchasing books/materials at the conference, check the **Books/Materials** box.

- Check the appropriate box based on your intended method of paying for your books/materials being purchased at the conference.

- Enter the estimated total cost of the books/materials for everyone included on this travel request.

Meals for Students:

If students are included in your travel request, check the **Meals for Students** box.

- Check the appropriate box based on your intended method of paying for the student meals.

- Enter the estimated total cost of meals for students while traveling.

Meals for Employee:

If your travel request is for longer than 1 day, and all meals are not provided, check the **Meals for Employee** box.

- Check the **Card/Cash** box and enter the total per diem reimbursement amount for your travel request. Meal per diem rates can be found online at https://www.gsa.gov/travel/plan-book/per-diem-rates. Your meal eligibility is also based on your travel times.

- Check the **Provided Meal** Deduction box to account for any meal(s) included in the registration fee. Enter the total per diem of meals being provided.

Lodging ✔

Hotel Name:	Embassy Suites
# of Rooms:	1
# of Nights:	4

Est. Lodging Costs (incl. all taxes and fees)

| ✔ HCS Purch. Card | 1500.00 |
| ☐ Purchase Order | 0.00 |

Card/Cash represents the use of your personal credit card or cash monies.

| ☐ Card / Cash | 0.00 |

Registration Fee ✔

Est. Registration Fee Costs

| ☐ HCS Purch. Card | 0.00 |
| ✔ Purchase Order | 500.00 |

Card/Cash represents the use of your personal credit card or cash monies.

| ☐ Card / Cash | 0.00 |

Books / Materials ✔

Est. Books/Materials Purchased at Conference

| ✔ HCS Purch. Card | 100.00 |

Card/Cash represents the use of your personal credit card or cash monies.

| ☐ Card / Cash | 0.00 |

Meals for Students ☐

Est. Meals for Students Cost

| ☐ HCS Purch. Card | 0.00 |
| ☐ Purchase Order | 0.00 |

Card/Cash represents the use of your personal credit card or cash monies.

| ☐ Card / Cash | 0.00 |

Meals for Employee ✔

Est. Meals for Employee Cost

Per diem includes all gratuities, tips, and miscellaneous costs. See Federal Per Diem table.
Card/Cash represents the use of your personal credit card or cash monies.

| ✔ Card / Cash | 350.00 |

Deduct allowed per diem for any meal(s) included in registration fee.

| ☐ Provided Meal Deduction | 0.00 |

Breakfast	Must leave before 6:00 a.m. or Return after 11:00 a.m.
Lunch	Must leave before 11:00 a.m. or Return after 1:30 p.m.
Dinner	Must leave before 5:15 p.m. or Return after 8:30 p.m.

Other Expenses:

If your expenses may include Taxi, Parking, Tolls, Gas for Rental Car/Van, etc., check the **Other Expenses** box.

- Check the appropriate box based on your intended method of paying for your additional expenses.

- Enter the estimated total cost of the additional expenses.

Total Expenses:

You must calculate the total of all expenses included in your travel request.

- Select "**Click Here to Calculate Total Expenses**".

- The form with calculate your:
  - ○ **Total Expenses**
  - ○ **Allowed Advance**
  - ○ **Advance Requested**

- To process your travel request, it must be submitted to your bookkeeper for the first level of approval. It will then be automatically routed for additional required approvals. When you are ready to submit your request, select "**I am ready to submit this form to my bookkeeper."** from the Submission Option dropdown.

- Click **Submit**.

✔ **Other Expenses**

Est. Taxi, Parking, Tolls, Gas for Rental Car/Van, etc.

☑ HCS Purch. Card   250.00

Card/Cash represents the use of your personal credit card or cash monies.

☐ Card / Cash   0.00

Total Expenses

You must calculate your total expenses before you can submit this form.

| Click Here to Calculate Total Expenses |

Total Expenses: 3700

Allowed Advance: 350

Advance Requested: 0.00

In order for your travel to be processed, it must be made available to your bookkeeper. When you are ready for this travel form to be approved, select the appropriate option below. Once you have chosen to have this travel approved, you will no longer be able to edit it..

Submission Option: I am ready to submit this form to my bookkeeper. ▼

| Submit |

TRAVEL RECONCILIATION

To reconcile your Out-of-District travel form when you return from your trip, log into the HCS Portal https://cf.horrycountyschools.net/apps/slog/, select the Out-of-District Travel link, then select Reconcile. Print, sign and date the Out-of-District reconciled travel form and submit to your bookkeeper. The bookkeeper will secure principal's signature and send the form to Procurement for processing. All reconciled travel forms MUST be sent to Procurement via courier or emailed to travel@horrycountyschools.net for processing.

- **RECONCILING WHEN AN ADVANCE WAS PROVIDED**
  - o Taking into account the advance provided, you may owe the district additional funds, or the district may owe you additional funds. If you owe the district, attach a check made payable to Horry County Schools for the correct amount. If the district owes you, a travel reimbursement will be processed and sent via US Mail to your current mailing address on file with Human Resources or via courier to your school.

- **MILEAGE REIMBURSEMENT**
  - o You may be eligible for mileage reimbursement for use of personal vehicle.
    - ▪ You can enter your In-District travel online at http://apps.horrycountyschools.net/In-DistrictTravel
    - ▪ It may take up to two pay cycles for reimbursement to be added to your paycheck.
  - o When using a rental vehicle please submit receipts for gas to your bookkeeper and reconcile in the HCS Portal.

- **MEALS REIMBURSEMENT**
  - o The district does not reimburse employee meals for In-District travel unless it is a logical situation in which the school is also paying for employee lodging for the In-District travel event. Prior written approval from the Chief Financial Officer is required.
  - o When submitting an Out-of-District travel reconciliation form, please attach a copy of the conference agenda/registration information indicating which, if any, meals are provided by the conference.
    - ▪ The Provided Meals Deduction also applies for hotel-provided meals such as breakfast.
    - ▪ Your HCS Procurement card CANNOT be used for employee meals while traveling; reimbursement for meals is determined by reconciling your out-of-district travel.
  - o Meal per diem rates can be found online at https://www.gsa.gov/travel/plan-book/per-diem-rates. Federal grants (Funds 22xx & 26xx) and some state grants have more restrictive limits than the District regarding the travel costs that can be charged to that grant.   Meals and incidentals are limited by the state budget proviso, currently not to exceed $35 per day for in-state travel and $50 for out-of-state travel (see page 86 of the State of South Carolina Statewide Disbursement Regulations). HCS reimburses based on the destination city per diem, so any amount exceeding these allowances must be paid from another non-federal & non-state fund.

    - ▪ In-state travel is limited to $35/day ($8 breakfast, $10 lunch, $17 dinner)
    - ▪ Out-of-state travel is limited to $50/day($10 breakfast, $15 lunch, $25 dinner)

WORKSHEET FOR CALCULATING MEALS FOR OUT-OF-DISTRICT TRAVEL

Meal per diem rates can be found online at https://www.gsa.gov/travel/plan-book/per-diem-rates.

- As mentioned in previous section, HCS reimburses based on destination city per diem but some grants have more restrictive limits, so the difference will have to be paid from a non-federal & non-state fund. The current meals and incidentals amounts that are limited by the state budget proviso are as follows:

  - In-state travel is limited to $35/day ($8 breakfast, $10 lunch, $17 dinner)
  - Out-of-state travel is limited to $50/day($10 breakfast, $15 lunch, $25 dinner)

  Please calculate the separate amounts and list both account numbers on travel form before submitting for travel reimbursement.

	Dates of trip, time of departure and return						
Per diem $ /day							
Breakfast							
Lunch							
Dinner							
Totals							

Strike through or circle any meals provided by conference or hotel-provided meals.

Amounts on these first two lines will be transferred to your Out of District Travel Form

Total for all meals	$
Less any meals provided by conference (with strike through or circled above)	-$
Amount due to employee	$

Meals are calculated as follows, based on per diem rates:

Breakfast	25% of per diem	Must leave before 6:00 a.m.	*or*	Return after 11:00 a.m.
Lunch	25% of per diem	Must leave before 11:00 a.m.	*or*	Return after 1:30 p.m.
Dinner	50% of per diem	Must leave before 5:15 p.m.	*or*	Return after 8:30 p.m.

When submitting an Out-of-District travel reconciliation form, please attach a copy of the conference agenda/registration information indicating which, if any, meals are provided by the conference.

- The Provided Meals Deduction also applies for hotel-provided meals such as breakfast.

- Your HCS Procurement card CANNOT be used for employee meals while traveling; reimbursement for meals is determined by reconciling your out-of-district travel.

HOW TO RECONCILE AN OUT-OF-DISTRICT TRAVEL REQUEST IN THE HCS PORTAL

Upon completing and submitting this form, you will be redirected to a PDF which you can print. Once printed, get your travel form initialed by your principal and have your bookkeeper assign money values to the appropriate account numbers. Then, submit the printed form for payment along with any needed receipts. Once you have submitted this form, you will not be able to edit it again.

Navigate to
https://cf.horrycountyschools.net/apps/slog/

USERNAME & PASSOWRD is the same as your HCS computer login

Click **Login**

Click the **Out of District Travel** link.

Select **Reconcile**.

Click **Reconcile** on the travel form you wish to reconcile.

Out of District Travel

Reports
Approve
Modify
Travel
Reconcile
Reprint
Portal
Log Out

RECONCILIATION

Select the travel form below you wish to reconcile. Travel Forms will appear to be reconciled as they are fully approved. Once reconciled, you can not reconcile a document again.

Reconcile

Destination:	Charleston, SC
Reason:	Field Trip
Departure Date:	05/16/2018
Travel Form:	Click Here

Enter the required information to reconcile your completed travel.

Actual Dates of Travel:

- **Start & End Date/Time:** Enter your actual start and end date, as well as your actual start and end time.

Actual Airline Costs:

- Enter the actual airline costs (flight & luggage fees) in the appropriate payment method box.

Reconcile Airline Costs:

- If the flight and/or luggage fees were paid for with a personal card or cash, enter the actual total cost amount. You MUST submit all receipts with your reconciled travel form to receive reimbursement.

- If you did not use your personal card or cash for the flight and/or luggage fees, leave this field blank.

Actual Vehicle Costs:

- Enter the actual vehicle costs in the appropriate box for the rental type. If you used your **Personal Vehicle**, enter the actual total mileage for the trip to receive reimbursement.

RECONCILIATION

Complete the following Reconciliation Form.

Reconciliation Form

Destination: Charleston, SC
Reason: Field Trip

Actual Dates of Travel

Start Date: 05/16/2018   End Date: 05/16/2018   Start Time: 7 ▼ : 00 ▼   AM ▼
End Time: 5 ▼ : 30 ▼   PM ▼

Actual Airline Costs

HCS Purch. Card: 0
Purchase Order: 0
Card/Cash: 0

Reconcile Airline Costs

Card/Cash: 0

Actual Vehicle Costs

Rental Car/Van: 0
Charter Bus: 3402
Personal Vehicle
Actual Mileage: 0

When using your personal vehicle, you are entitled to claim mileage only. Gas receipts only need to be submitted when using a rental vehicle.

Actual Lodging Costs (incl. all taxes and fees):

- Enter the actual lodging costs in the appropriate payment method box.

Reconcile Lodging Costs (incl. all taxes and fees):

- If lodging costs were paid for with a personal card or cash, enter the actual cost amount. You MUST submit all receipts with your reconciled travel form to receive reimbursement.
- If you did not use your personal card or cash to pay for lodging costs, leave this field blank.

Actual Registration Fee Costs:

- Enter the actual registration fee costs in the appropriate payment method box.

Reconcile Registration Fee Costs:

- If the registration fee(s) were paid for with a personal card or cash, enter the actual cost amount. You MUST submit a receipt with your reconciled travel form to receive reimbursement.
- If you did not use your personal card or cash to pay for the registration fee costs, leave this field blank.

Actual Books/Materials Purchased at Conference:

- Enter the actual total cost of all books/materials purchased at the conference in the appropriate box for the payment method used.

Reconcile Books/Materials Purchased at Conference:

- If the books/materials purchased were paid for with a personal card or cash, enter the actual total cost amount. You MUST submit a receipt with your reconciled travel form to receive reimbursement.
- If you did not use your personal card or cash to pay for the books/materials, leave this field blank.

Actual Meals for Students Cost:

- Enter the actual total costs in the appropriate payment method box.

Reconcile Meals for Students Cost:

- If meals for students were paid for with a personal card or cash, enter the actual cost amount. You MUST submit all receipts with your reconciled travel form to receive reimbursement.
- If you did not use your personal card or cash to pay for student meal costs, leave this field blank.

Actual Lodging Costs (incl. all taxes and fees)

HCS Purch. Card: 0
Purchase Order: 0
Card/Cash: 0

Reconcile Lodging Costs (incl. all taxes and fees)

Card/Cash: 0

Actual Registration Fee Costs

HCS Purch. Card: 0
Purchase Order: 3443
Card/Cash: 0

Reconcile Registration Fee Costs

Card/Cash: 0

Actual Books/Materials Purchased at Conference

HCS Purch. Card: 0
Card/Cash: 0

Reconcile Books/Materials Purchased at Conference

Card/Cash: 0

Actual Meals for Students Cost

HCS Purch. Card: 0
Purchase Order: 0
Card/Cash: 0

Reconcile Meals for Students Cost

Card/Cash: 0

Actual Meals for Employee Cost:

- Enter the actual per diem allowance for employee meals (see page 103).
- **Provided Meal Deduction:** If any meals were provided by the hotel or conference, enter the allowed per diem amount that was covered.

Reconcile Meals for Employee Cost:

- Enter the actual per diem allowance for employee meals (see page 103).
- **Provided Meal Deduction:** If any meals were provided by the hotel or conference, enter the allowed per diem amount that was covered.

Actual Taxi, Parking, Tolls, Gas for Rental Car/Van, etc.:

- If you had any expenses that included taxi, parking, tolls, gas for rental car/van, etc., enter the total amount spent in the appropriate payment method box. You MUST submit all receipts with your reconciled travel form regardless of payment method.

Reconcile Taxi, Parking, Tolls, Gas for Rental Car/Van, etc.:

- Enter the total amount spent using your personal card or cash on taxi, parking, tolls, gas for rental car/van, etc. You MUST submit all receipts with your reconciled travel form to receive reimbursement. If you did not use your personal card or cash to pay for any of these items, leave this field blank.

Total Expenses:

- If you received an advance for your travel, enter the amount received in this field.

Actual Meals for Employee Cost

Per diem includes all gratuities, tips, and miscellaneous costs. See Federal Per Diem table.

Card/Cash: 0

Deduct allowed per diem for any meal(s) included in registration fee.

Provided Meal Deduction: 0

Reconcile Meals for Employee Cost

Card/Cash: 0

Deduct allowed per diem for any meal(s) included in registration fee.

Provided Meal Deduction: 0

Actual Taxi, Parking, Tolls, Gas for Rental Car/Van, etc.

HCS Purch. Card: 0
Card/Cash: 0

Reconcile Taxi, Parking, Tolls, Gas for Rental Car/Van, etc.

Card/Cash: 0

Total Expenses

Advance Received: 0

Calculating Total Expenses:

You must calculate your total expenses before you can submit the form.

- Select **Click Here to Calculate Total Expenses**.

- The fields below will automatically populate based on the information you have provided on this form.
  - Total Expenses
  - Reconciliation Total
  - Owed to Employee
  - Owed to HCS

- If the automatic calculation does not appear to be correct, review the information you have entered in each section of the form.

- Once you have submitted this form, you will not be able to edit it again. After all information is entered correctly, click **Submit**.

You must calculate your total expenses before you can submit this form.

Click Here to Calculate Total Expenses

Total Expenses: 6845
Reconciliation Total: 0
Owed to Employee: 0.00
Owed to HCS: 0.00

Upon submitting this form, you will redirected to a PDF which you can print. Once printed, get your travel form initialed by your principal and have your bookkeeper assign money values to the appropriate account numbers. Then, submit the printed form for payment along with any needed receipts. Once you have submitted this form, you will not be able to edit it again..

Submit

Upon submitting this form, you will be redirected to a PDF which you can print. Print, sign and date the Out-of-District reconciled travel form, have your principal initial it, and submit to your bookkeeper along with any needed receipts. The bookkeeper will assign money values to the appropriate account number(s) and send the form to Procurement for processing. All reconciled travel forms and any needed receipts MUST be sent to Procurement via courier or emailed to travel@horrycountyschools.net for processing.

- If an advance was provided you may owe the district additional funds, or the district may owe you additional funds. If you owe the district, attach a check made payable to Horry County Schools for the correct amount.

- If the district owes you, a travel reimbursement will be processed and sent via US Mail to your current mailing address on file with Human Resources or via courier to your school.

- If you used your personal vehicle and the district owes you a reimbursement for mileage, it may take up to two pay cycles for reimbursement to be added to your paycheck.