

Training Materials

Munis Hub

UPDATED 8/21/2024

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WHAT IS NEW IN 2023-24 SCHOOL YEAR

1. New account numbers – please reference the list provided to you by Carrie Rouse.

2. THE HUB – new way to access Munis and run reports.

3. New Mileage rate 65.5/mile. Mileage reimbursements should be turned in monthly.

4. Conference mileage forms will need to have a mapquest or google map attached to show how you came up with the miles being paid. Reminder that this type of mileage is requested on a Payment Request Form.

5. New Per Diem Forms. You will need to attach a copy of the IRS Per Diem guide to document how the per diem was calculated.

6. Both administrator signature AND printed name and date will be needed on all forms.

7. Student Activity accounts now only have 2 account numbers.
   REVENUE ACCOUNT NUMBER 8xxxR-5114
   EXPENSE ACCOUNT NUMBER 8xxx-7920

8. A new Deposit Count Sheet will need to be attached to all deposits. (detailed information in the Cash Handling section of this booklet.)

IMPORTANT REMINDERS FOR 2024-2025 SCHOOL YEAR

Cash Handling:

- ☑ Chromebook Repairs go to account 560R-5114 and go on a GENERAL FUND ticket

- ☑ Include Deposit count sheet, 2 people signed

- ☑ No rubber bands, paperclips, baggies, notes sealed in with the cash

- ☑ Sales & Expenses of Yearbooks, Fieldtrips or Fundraisers should go into a Student Activity Fund

Miscellaneous:

- ☑ Blue Transportation Forms (that come back with the amounts on them) are for YOUR records

- ☑ Expense Transfer Forms:
    - Use Correct Account number
    - Include Munis Report for back up
    - Principal/Administrator Signature & Dated

- ☑ Title I Invoices (purchases) need to be sent Title I first for approval

- ☑ Per Diem
    - Include the Print out from the web Site
    - https://www.gsa.gov/travel
    - Include a copy of the conference schedule

Vendor Information:

- ☑ All Invoices need to include:
  - Bill to:
    - Kalamazoo Public Schools
    - The name of the school
  - Bill From:
    - Company Name/Individual Name
    - address
    - phone number
    - email address

- ☑ Verify Vendor in system prior to sending invoice
  - Not in System?
  - W-9 needed
  - Vendor Information Form needed
  - Contact AP if you have questions

- ☑ Remind Vendors, KPS policy is net30 which means we have 30 days from receipt of invoice to pay

- ☑ KPS is Tax Exempt, except items being resold

- ☑ Catering:
  - Consider Using KPS Catering First
  - Non-corporate caterer? Follow Catering Contract from Website

- ☑ Contracted Vendors such as DJ's, Catering, etc should not be paid by Credit Card (personal or district p-card) due to 1099 reporting requirements.

- ☑ Invoices via Email should go to:
  A-K accountspayable-a-k@kalamazoopublicschools.net or
  L-Z accountspayable-l-z@kalamazoopublicschools.net
  Pass along to vendors

Who to go to when you have questions

Accounts Payable:		A-K Rosa De La Garza	337-0138
		L-Z Melinda VanMeter	337-0137

Invoice Payments
Reimbursements – Teacher/Staff/Parent
Mileage Reimbursements

Purchasing/Purchase Orders -		Terri Aman	
		Veronika Alexander	337-0124
Accounting:			
	Deposits -	Brenda Ingraham	337-0126
		Becki Loedeman	337-0111
	Account Reports -	Brenda Ingraham	337-0126
		Becki Loedeman	337-0111
	Budget -	Laura Kayser	337-0115
		Brenda Ingraham	337-0126
		Allie Brong	337-0116
Payroll:		Beth Jasiak	337-0130
		Bailey Russell	337-0130
		Angela Merritt	337-0130

Timesheets
Withholding
Direct Deposit
Sick days, personal time available

Munis:		Carrie Rouse	337-0112

Munis Access
Errors/Issues

Account Numbers:

Please make sure you are using the complete account number. All purchases should be classified correctly as to what is being purchased. i.e., consumable items that are being used in the classroom or office (pens, paper, markers etc.) should always go to the object code 6204 for classroom use or 6226 for office use. Please see the "Commonly used account number" section of your booklet.

General Fund Accounts	school number ORG(XXX) OBJ (6204)
Student Activity Accounts	ORG (8XXX) OBJ (7920) use this number no matter the type of expense

Mileage Forms:

Preference is to have one month at a time on the mileage sheet. Be sure to not include sick days, non-school days, or act of God days in your totals. We know that this is sometimes not cost prohibitive, so please do not span over calendar years. (2022-23) August to December would be ok if only a few miles a month are driven. IRS mileage rate changes January 1 of every year, submit January to June separate from August to December. DO NOT SEND A WHOLE SCHOOL YEAR at the end of the school year.

Be sure to use the correct account number for between building mileage. (6300)

If attending a conference, use the Payment Request Form and attach a mapquest or google map of your route and notate the name of the conference as well as the location. Use account number 6302 with the extension of 221 after your building org code for this, as it is an expense related to the staff development.

PER DIEM FORMS:

This form is to be completed after the staff member receives approval from their supervisor. Preplanning is required as this needs to be to the Accounts Payable department at least two weeks prior to the conference. Payment is for meals and incidentals (not lodging). Incidentals do not include parking, mileage, rideshare fares or baggage fees (these can be reimbursed separately through a payment request form with original itemized receipts attached).

Please refer to the Purchasing and Travel Procedure document or the Purchasing Card Cardholder Guide (section A6) for detailed instructions.

This form is also used when students/coaches/teachers are attending an overnight out of town competition. In this case, a list of students and staff members attending is required to be attached to the form sent to Accounts Payable department.

Invoices:

Always make sure invoices are addressed to the administration building at 1220 Howard Street. We cannot pay for something we do not know about. If vendors want an email address for invoicing purposes, please have them email according to where their company falls in the alpha category below.

A-K (Sherah) accountspayable-a-k@kalamazoopublicschools.net
L-Z (Melinda) accountspayable-l-z@kalamazoopublicschools.net

Packings slips should be sent to Accounts Payable as soon as the items have been verified as received. Do not wait for us to send invoices to you, Accounts Payable's directive is to hold the invoices until the proof of delivery and packing slips are received, indicating the invoice is okay to pay.

Payment Request Forms:

Please fill the form out COMPLETELY, noting what the reimbursement is for (i.e., do not just put "SUPPLIES" in this section. A brief description is fine, not necessarily a list of all items purchased.). If items are being charged to different account numbers, please indicate which items to go which account number for auditing purposes.

Encourage your staff to follow the district's purchasing process This ensures that their purchases are tax exempt as well as getting the district's contracted special pricing with our vendors. i.e., Amazon, Staples, Office Depot, School Specialty. We will not reimburse sales tax on personal purchases, so it will save the staff out of pocket costs by following proper procedures.

In the event of reimbursements, it is preferred that school items be purchased separate from personal items to help determine the reimbursement total verification. If they are on the same receipt, please do not highlight these items as the highlighter causes the total to fade quicker, just circle with a pen. Be sure that the teacher fills out their complete name AND address under the "Check Payable to" section. Have teachers/staff request their reimbursements in a timely manner to be sure payments are processed quickly and it helps with budgeting balances.

REMINDERS: Prior to sending to A/P office

1. All receipts must be ITEMIZED and be the original receipts. Also proof of payment if not indicated on the receipt. We must have proof of delivery as well.
2. All requests MUST have a supervisor's original signature and printing of their name. NOT A STAMPED SIGNATURE.
3. All requests must have the correct account number on them.
4. Principals must have their supervisor approve their payment requests with a signature, printed name and date.
   K-5 Mycole Dyson
   6-12 Craig McCane

***ANY REQUESTS THAT ARE NOT COMPLETE WITH ALL REMINDERS ABOVE, WILL BE RETURNED TO THE BUILDING SECRETARY FOR CORRECTION.

Please place all receipts in a neat pile and attach to the payment request with only one staple.

All Title I reimbursements must go to the Title I Office prior to Accounts Payable.

Kalamazoo Public Schools
Payment Request Form

85657

INV NUMBER	REASON FOR REQUEST (IF OTHER THAN LISTED BELOW)	AMOUNT	CHECK PAYABLE TO
Receipts	Reimburse classroom supplies, crayons, science proj Supplies (foil, baking soda, vinegar) Student Incent (popsicle party for class achievement)	$125.00	Rebekah Loedeman XXXX Blakeslee St. Kalamazoo, MI 49006 Admin Bldg.

Please put an X by the appropriate statement

XX ___ REIM SUPPLIES PURCHASED

___ ADV CONF EXP ___/___/___ -- ___/___/___ (please supply dates of conference)

___ REIM CONF EXP ___/___/___ -- ___/___/___ (please supply dates of conference)

___ REIM MILEAGE ___/___/___ -- ___/___/___ (please supply dates of mileage)

___ PER ATTACHED INVOICE COPY

___ PER ATTACHED FORM

___ REPLENISH PETTY CASH

******Please **STAPLE** original receipts or invoice to the back of request form******

Summary by Account Number

List all account numbers with amount next to it

Account Number	Amount
000-6204	$95.00
000-6230	$30.00

Please make sure there are notes on the receipts regarding items being reimbursed. Reminder, sales tax will not be reimbursed this year.

If at all possible please separate personal shopping items from school purchases.

Total Payment $ 125.00

Administrator Signature _____ Date _____ Administrators printed name _____

Cabinet Signature (if appropriate) _____ Date _____

White Copy - *Business and Finance* Yellow Copy- *School/Dept*

Please Note: If there is any missing or incorrect information, it will be returned for corrections

SY-10

COMMONLY USED OBJECT CODES

6108 - Contracted Services (any service type activity or invoice)
DJ services (unless paid with Student Activity funds, then use 7920), rentals, presenters or presentations
Such as assemblies.

6204 – Teaching Supplies (consumables used in the classroom)
Pencils, paper, tissue, crayons etc.

6226 – Office Supplies (consumables used in your office.
Extension of 241 of 41 after Org code)
Sticky notes, pens, highlighters, folders etc.

6230 – Student Incentive (to benefit students)
Awards for students or for building achievements

6248 – Meals for staff meetings (extension of 221 or 21 after Org code)

6340 – Student Transportation (extension of 271 or 71 after Org code)

6516 – Equipment UNDER $5,000 per item

6518 – Equipment OVER $5,000 per item

7920 – All Student Activity expenses (regardless of classification)

OBJECT CODES

Suffix after Org Code	Code	General Description
XXX271	**6340**	**EXAMPLE OF HOW THE ACCOUNT WOULD LOOK WITH EXTENDED NUMBER**
	6108	Contracted Services
266	6112	Contracted Services-Security
	6202	Textbook Replacement
	6204	Instructional Supplies
241	6226	Office Supplies
	6230	Student Incentives
	6232	Printing
	6236	School Improvement
261	6238	Custodial
	6246	Uniforms
221	6248	Food/Coffee
	6300	On The Job Travel (Mileage between KPS buildings)
221	6302	Staff Development (This includes mileage to and from a conference)
	6306	Tuition
	6322	Fees/Memberships
	6334	Equipment Repair
271	6340	Student Transportation
	6380	Books
261	6406	Telephone
	6507	Classroom Furniture (non-capitalized)
	6508	Classroom Furniture
	6509	Other Furniture (non-capitalized)
	6510	Other Furniture
	6512	Computers/Printers/Scanners
	6516	Equipment < $5,000
	6518	Equipment > $5,000
	7920	All Student Activity Expenses

Kalamazoo Public Schools

Examples of Illegal Uses of Funds

- Purchases for personal use (non-work related)
- Purchase of alcoholic beverages, jewelry, gifts, or fees for golf
- Flowers for funerals or illness for staff
- Donations
- Presents, gifts and awards to employees except for a plaque, medal, trophy or other award for the recognition of an employee, volunteer, or pupil if the purchase does not exceed $160 annually per recipient.
- Food and beverages, except in connection with public or school business meetings

Applies to all funds controlled by the school district, including general and internal funds.

Kalamazoo Public Schools

Examples of Unallowable Expenditures

- Food purchased at in-town restaurants during business meetings
- Gift certificates for staff, parents or students
- Sales tax will not be reimbursed, with limited exceptions for uniforms and prepared meals

Also applies to all funds controlled by the school district.

SAMPLE INVOICE FOR INDEPENDENT CONTRACT SERVICES

LCB

1111 Anywhere St
Kalamazoo, MI 49009
Phone: (269) 337-0111
Email: xxxxxxxxx@gmail.com

INVOICE

INVOICE: 00012
DATE: 08/21/2023

TO:
Kalamazoo Public Schools
1220 Howard Street
Kalamazoo, MI 49008

FOR:
Working on Musical
July 24-28

DATE	DESCRIPTION	HOURS	RATE	AMOUNT
July 24	Costumes	1	25.00	25.00
July 25,26	Blocking of scenes	10	25.00	250.00
			TOTAL	1125.00

Make all checks payable to LBC

ALL INVOICES SHOULD INCLUDE A PHONE NUMBER AND AN EMAIL ADDRESS IN CASE WE HAVE TO CONTACT THE VENDOR.

IF A FLAT FEE HAS BEEN AGREED UPON, THEN JUST LIST THE AMOUNT AND WHAT WAS DONE FOR THAT FLAT FEE, NUMBER OF HOURS WORKED TOWARDS THAT FLAT FEE. SEE PURCHASING GUIDELINES FOR CONTRACT SERVICE AGREEMENT, WHICH SHOULD BE ATTACHED TO INVOICE.

CASH HANDLING REQUIREMENTS

KALAMAZOO PUBLIC SCHOOLS

Revised August 2, 2023

These requirements are issued in accordance with Board Policy 7.3 Accounting Funds and Practices

Cash handling is a very important and sensitive responsibility. The public has placed its money in District hands and it is very important that due diligence is used to safeguard public funds. This memo will outline appropriate cash handling procedures. Documentation is critical when handling District cash. Sometimes employees, or volunteers, face allegations of improper use of funds under their control. Appropriate documentation will stand up to these allegations and repel questions as to possible wrongdoing. Please make sure that you follow the procedures listed below:

1. All bank accounts must be maintained by Business and Finance. The maintenance of bank accounts by locations or employees is prohibited and any such accounts should be closed immediately. The applicable financial activity can probably be maintained through an internal fund. Principals can request establishment of a new internal fund by notifying the business office in writing.

   Community groups can maintain separate bank accounts. However, they need to be clearly established as independent organizations with their own federal ID number.

2. All staff members and cash handlers should make every effort to develop procedures to document proper deposit of all funds collected. For example, pre-numbered tickets could be sold for a musical or athletic event. You could then verify the propriety of the deposit based on the number of tickets sold. If you sold 200 tickets at $2.00 each, you could expect a $400.00 deposit.

   There are a variety of procedures that can be used to ensure the propriety of cash deposits. If you would like some assistance in developing an appropriate procedure, contact Laura Kayser, 337-0113, or Brenda Ingraham at 337-0126.

3. **Cash collections should be forwarded to Business and Finance intact and on a timely basis.** All staff members and cash handlers should avoid making disbursements from cash on hand.

4. Care should be taken to ensure that disbursements are for purposes that are consistent with the fund raising efforts. Promises are often made or implied during fund raising that restrict the use of funds. Cash handlers should make every effort to comply with those restrictions.

5. Cash handlers should never **commingle** business funds with personal funds.

6. Cash payments to District employees or independent contractors are not permitted. As an employee, payments must comply with contractual agreements and be paid through payroll in compliance with I.R.S. requirements. This remains true even if an employee is working in a capacity different than their normal position.

   The Internal Revenue Service also requires the District to maintain certain records on independent contractors. Accordingly, all payments for services provided by independent contractors must go through accounts payable.

7. The District is only exempt from sales tax on purchases for its consumption. The District must pay sales tax on taxable goods purchased for resale.

8. All staff members and cash handlers should not pay for expenses out of cash collections. Collections should be deposited intact. Expenses should be paid through our normal cash disbursement processes such as payment request forms and purchasing cards.

9. All cash and checks sent to the Administration building should be sent in a sealed moneybag through the stock room or delivered in person prior to 4:00 pm.

10. Petty cash funds should be kept separate from other types of funds such as athletic receipts, food service receipts, proceeds from fund raisers, etc. Never cash personal checks through school funds.

11. Appropriate supporting documentation must accompany all payment request forms (including internal fund requests). Business and Finance will return those that lack the appropriate documentation. To eliminate the possibility of duplicate payment, disbursements will only be issued based on an original invoice (not on a statement).

12. Employees and volunteers should make every effort to avoid the appearance of an impropriety related to using school funds for personal expenses. You should always indicate the business purpose on documents supporting expenditures of a sensitive nature such as food, clothing, etc.

All staff members and cash handlers should review these procedures thoroughly. Violations of internal control procedures can lead to extreme consequences such as dismissal and/or unfavorable media attention. You should not take your internal control responsibilities lightly. Even well intentioned acts can result in unfavorable consequences if appropriate documentation is not maintained.

If you have questions after reviewing this memo, please do not hesitate to contact the Business and Finance Office.

High Contrast OFF ON

7.03 - Accounting Funds and Practices

Last Updated Date: 02/23/2012

Adoption Date: 02/27/2003

Policy

The District will adopt accounting practices that fully and accurately reflect the financial results of operations of the District and comply with all legal requirements and applicable generally accepted accounting principles, practices and procedures.

Specifics

1. The District will adopt appropriate funds or other separations of financial activity.
2. The District will adopt and strictly follow sound accounting practices and procedures, including methods of internal controls over the handling of funds at all levels of the District.
3. The District will annually compare the actual results of operations with budgets and provide explanations of significant variations.
4. The Board will appoint an independent certified public accountant to audit and issue a report of the financial condition and results of operations of the District.

Adopted: February 27, 2003
Revised: February 23, 2012

This policy supersedes all other policies on this issue.

KPS Deposit Instructions

(Revised 8/2023)

Please send your Deposits to the Business Office in a timely basis (i.e. directly after an athletic event; for ongoing receipts send in weekly)

Currency & Coin

1. For mixed deposits that include currency, checks, and coin. The coin amount cannot exceed $10.00 (depending on weight). For coin amounts over $10.00 please use a separate deposit slip and bag for coin only. If you have a significant amount of coin please use the larger coin bags to avoid bag breakage.
2. Currency and coin go in the upper pocket of the deposit bag. Please make sure that the pocket is sealed tightly so coins and currency cannot slip out. Do not fold over to seal, these bags are designed to seal without folding.
3. Please make sure that your bag is not too full or heavy as this could cause the bag to break open. Use the thick coin bag for large quantities of coin and attach the yellow deposit slip to the outside of the coin bag since there is not an accessible pocket for us to retrieve our yellow copy (put the white deposit slip copy inside with the coin please for the bank).
4. No bag should exceed 50lbs under any circumstances.

Checks & Money Orders

1. Make sure all checks are filled out appropriately and signed.
2. All checks and money orders need to be endorsed/stamped on the back.
3. Endorsement should include the Account Number, School Name, and Department or Account Name. (Please use the appropriate endorsement stamps and write your general ledger account number on the check).
4. Checks go in the bottom pocket of the bag along with the white & yellow copies of the deposit slips.

Deposit Ticket (see sample A)

1. **Please make sure that the correct deposit ticket is being used. (General or Student Activity Fund)**
2. **Please make sure you are using a Valid REVENUE account for your deposit.**
3. **Student Activity Fund accounts are the 8000 accounts, all others are General Fund accounts. 8xxxR-5114**
4. **Please press firmly when filling out deposit tickets so all three copies are legible.**
5. **Fill in all areas of the deposit ticket. Be sure to include the deposit bag number at the top of the ticket where Bag # is under the Location #.**

5. **Fill in all areas of the deposit ticket. Be sure to include the deposit bag number at the top of the ticket where Bag # is under the Location #.**
6. **All checks need to be written in separately. Please include check # and amount of each check. If you have a significant amount of checks, an adding tape maybe used and should be placed in the bag with the checks and deposit tickets.**
7. **In the blank area of the deposit ticket, please write the account number the monies are being deposited into, unless the account number is already preprinted on the deposit ticket.**
8. **The white and yellow copies of the deposit tickets need to go into the bottom resealable portion of the bag along with any checks that are being deposited. The pink copy is for your records.**
9. **On the large coin bags only: attach the yellow deposit slip to the outside of the coin bag since there is not an accessible pocket for us to retrieve our yellow copy (put the white deposit slip copy inside with the coin for the bank).**
10. **Please do not fold deposit tickets.**

<u>Deposit Bag (see sample B)</u>

1. Fill out entire deposit bag using a **ball point pen only**. Gel pens and markers will smear and become illegible.
2. Bag should be filled out as follows:

<u>Depositor Section</u>:

Name: Kalamazoo Public Schools

(School Name or Department Name)

Account #: (Account Number for the Deposit)

Location #: (Location Number of Site Listed on the Deposit Ticket)

<u>Financial Institution Section</u>: **PNC Bank**

<u>Stamp Your Information Here Section</u>:

Please write your name so if there are any questions pertaining to the deposit we can contact you.

<u>Said To Contain Section</u>:

Currency: (Total Amount of all Bills)

Coin: (Total Amount of all Coins)

Checks: (Total Amount of all Checks)

Total: (Total Amount of Deposit)

Date: (Date Deposit is Prepared)

Deposit Count Sheet

1. Include the original copy of the deposit count sheet filled out and signed
   See Deposit Count Sheet Directions
2. Be sure to fill out the ½ sheet Deposit Log Correctly (See Below)

KPS DEPOSITS

SCHOOL_____KPS Elementary_____

Locked Bag No.____5_____

BAG NUMBER	DEPOSIT DATE	DEPARTMENT	AMOUNT
12345678	8/15/2023	PTO 8xxxR	650.00
23456781	8/17/2023	General Internal 8xxxR	25.00
34567812	8/17/2023	Sherman Lake 8xxxR	150.00

Questions Regarding Deposits please contact:

Becki Loedeman **269-337-0111** **loedemanra@kalamazoopublicschools.net**

Brenda Ingraham **269-337-0126** **ingrahambl@kalamazoopublicschools.net**

Deposit Process

- GIVE GROUP, PTO, STAFF ADVISOR A DEPOSIT COUNT SHEET, DEPOSIT SECURITY BAG, 3 PART DEPOSIT SLIP, DEPOSIT COUNT INTRUCTIONS

- WHEN IT HAS BEEN RETURNED, FOLLOW CASH HANDLING PROCEDURES

- PLEASE ONLY USE A BALL POINT PEN FOR DEPOSITS

- **PLEASE DO NOT BIND BILLS TOGETHER WITH TAPE, RUBBERBANDS, STAPLES, PAPERCLIPS OR ENVELOPES.**

- **PLEASE LEAVE COINS UNROLLED**

- PLEASE DO NOT COMBINE MORE THAN ONE DEPOSIT IN A BAG (General Fund and Student Activity Fund)

- PLEASE MAKE SURE YOU USE THE CORRECT DEPOSIT SLIP

- **PLEASE DO NOT USE MORE THAN ONE DEPOSIT TICKET PER BAG** IF YOU FILL UP THE FRONT OF A DEPOSIT SLIP WITH CHECKS/MONEY ORDERS PLEASE START A NEW DEPOSIT (BAG & SLIP)

- TO AVOID ERRORS PLEASE INCLUDE ONLY ONE DEPOSIT ACCOUNT NUMBER PER DEPOSIT BAG

- PLEASE DO NOT PUT MORE THAN $10.00 WORTH OF COINS IN A BAG WITH CHECKS OR CURRENCY (WE ARE MORE CONCERNED WITH WEIGHT THAN THE AMOUNT)

- PLEASE MAKE SURE BAGS ARE SEALED TIGTHLY

- PLEASE PLACE CURRENCY, COIN, DEPOSIT TICKETS AND CHECKS IN THE CORRECT BAG POCKETS

- **IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE BUSINESS & FINANCE OFFICE (269-337-0111 OR 269-337-0126) BEFORE SEALING THE BAG**

THANK YOU!

COIN BAGS

FOLLOWING DEPOSIT INSTRUCTIONS
(also see reminders sheet)

TO BE USED FOR COINS TOTALING $10 OR MORE

- PLEASE DO NOT ROLL COINS
- PLEASE COMPLETE THE DEPOSIT INFORMATION
- PLEASE INCLUDE THE BAG NUMBER AND THE ACCOUNT NUMBER ON DEPOSIT TICKETS
- PLEASE DO NOT FOLD DEPOSIT TICKETS
- PLEASE MAKE SURE DEPOSIT TICKETS ARE ATTACHED AS:

  WHITE COPY SEALED WITH COINS INSIDE BAG

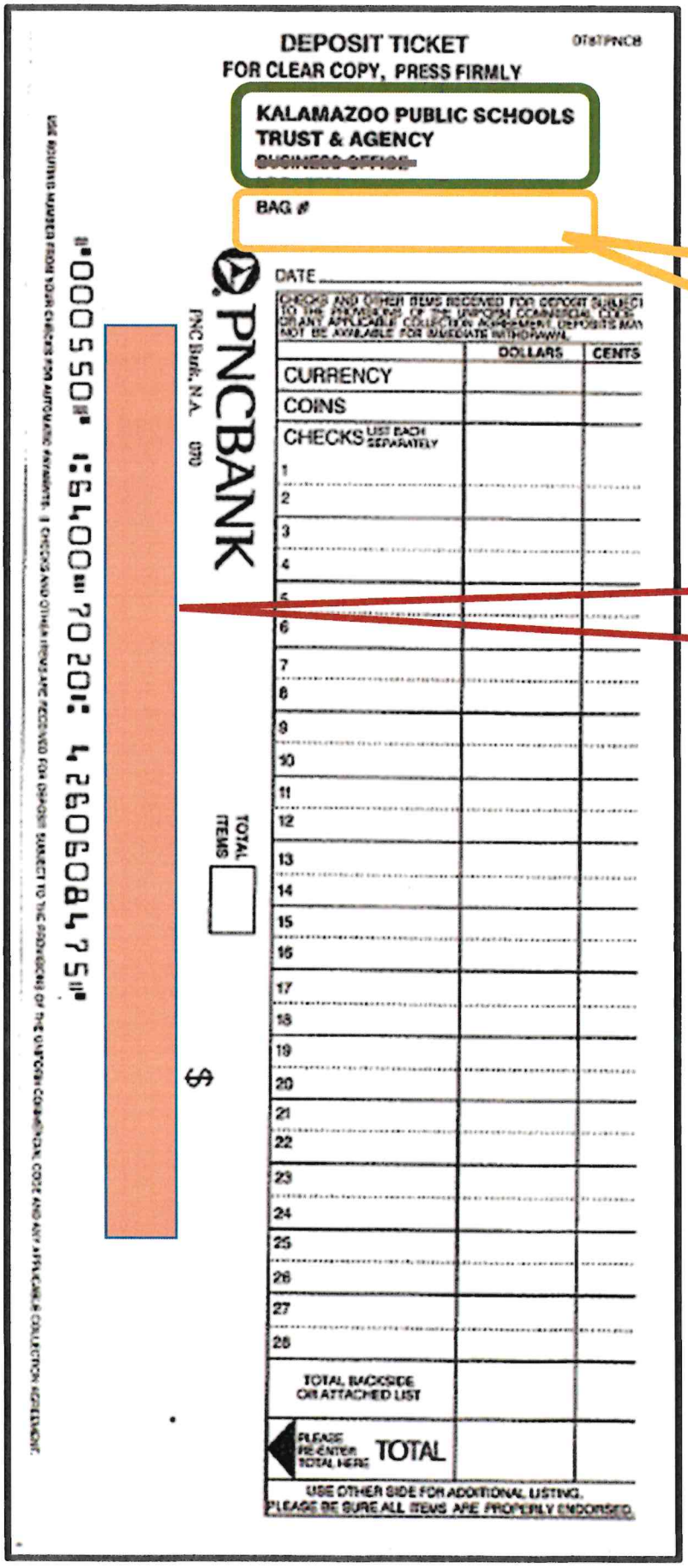
  YELLOW COPY STAPLED ON THE OUTSIDE

  STAPLE ½ SHEET DEPOSIT LOG WITH YELLOW COPY OF DEPOSIT SLIP IF COIN BAG IS ALL YOU ARE SENDING IN FOR DEPOSIT

- PLEASE CALL THE BUSINESS OFFICE IF YOU HAVE ANY QUESTIONS BEFORE SEALING THE BAG
- Becki 269-337-0111 OR Brenda 269-337-0126

THANK YOU.

SAMPLE A DEPOSIT SLIP



DEPOSIT TICKET

FOR CLEAR COPY, PRESS FIRMLY

KALAMAZOO PUBLIC SCHOOLS
TRUST & AGENCY
~~BUSINESS OFFICE~~

BAG #

PNCBANK

PNC Bank, N.A.

DATE

	DOLLARS	CENTS
CURRENCY		
COINS		
CHECKS LIST EACH SEPARATELY		
1		
2		
3		
4		
5		
6		
7		
8		
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23		
24		
25		
26		
27		
28		
TOTAL BACKSIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE TOTAL		

TOTAL ITEMS

$

USE OTHER SIDE FOR ADDITIONAL LISTING.
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

⑈000550⑈ ⑆64000⑆ 70 20⑆ 4 26060847 5⑈

Trust & Agency = Student Activity fund
Your School Building
Your Location = 3 digit building code

Bag Number= the number on the deposit security bag, not the number of the Lock Bag you are putting it in.

This area is where it is easiest to see the account number, however if you write it at the top that is okay as well.

Reminder that all account numbers should Be a Revenue Account and should start with 8xxxR.

Don't forget to endorse (stamp) the back of your check(s).

Questions call:

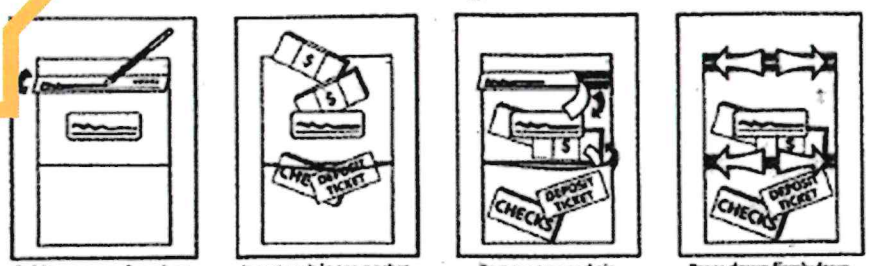
Becki 337-0111
Brenda 337-0126

SAMPLE B DEPOSIT BAG

Large Pocket holds bills, coins. **Please** no wraps on bills or rolled coins, paper clips, rubber bands, envelopes, etc.

29161016

Security Bag



DEPOSITOR

NAME KALAMAZOO PUBLIC SCHOOLS
YOUR BUILDING/DEPARTMENT

ACCOUNT # 8xxx-5114

LOCATION # YOUR 3 DIGIT SCHOOL CODE

SAID TO CONTAIN

CURRENCY $ _____
COIN $ _____
CHECKS $ _____
TOTAL $ _____

FINANCIAL INSTITUTION

NAME
PNC

DATE _____

STAMP YOUR INFO HERE*

THIS IS WHERE YOU COULD PUT WHO COUNTED THE DEPOSIT, GAVE IT TO OFFICE, OR AT LEAST BUILDING INFO

* Ask about our stamp with special ink for these bags. Other inks will smear.
Allow 60 seconds for stamp to dry before handling.

Small bottom pocket holds checks, White and Yellow Deposit Slip

TO REMOVE CONTENTS-CUT ALONG BOTTOM DOTTED LINE

SEE DEPOSIT INSTRUCTIONS-DEPOSIT BAG

Deposit Count Sheet

Name of School: _____

Event: _____

Group: _____

Bag Number: _____

TOTAL CURRENCY	
	Amount
$1	**$**
$2	**$**
$5	**$**
$10	**$**
$20	**$**
$50	**$**
$100	**$**
(1) TOTAL CURRENCY	**$**

TOTAL COIN	
DOLLAR COINS	**$**
HALF DOLLARS	**$**
QUARTERS	**$**
DIMES	**$**
NICKELS	**$**
PENNIES	**$**
(2) TOTAL COIN	**$**
TOTAL COIN+CURRENCY (1 + 2)	**$**
TOTAL CHECKS	**$**
(B) NET DEPOSIT	**$**

Signature of Person Counting #1 **Date Counted/Deposited**

Printed Name of Person Counting #1

Signature of Person Counting #2 **Date Counted/Deposited**

Printed Name of Person Counting #2

Athletics

Name of School: _____

TICKET SELLER REPORT

Sport: _____ Date of Game: _____

Versus: _____ Bag #: _____

CURRENCY	
	Amount
$1	$
$5	$
$10	$
$20	$
$50	$
(1) TOTAL CURRENCY	$

COIN	
DOLLAR COINS	
HALF DOLLARS	
QUARTERS	
DIMES	
NICKELS	
PENNIES	
(2) TOTAL COIN	$
TOTAL COIN & CURRENCY (1 + 2)	$
LESS CHANGE KEPT IN BOX	($)
(B) NET RECEIPTS	$

Attach your copy of the Deposit Ticket and Clover Sales Report to each sheet.

Attach the First & Last tickets to each sheet.

Roll #1			
Ticket Color			
First Torn		First Sold	
Last Torn		Last Sold	
(a) Number of Tickets Sold			
(b) Price per Ticket			$
(A) Total (a x b)			$
Roll #2			
Ticket Color			
First Torn		First Sold	
Last Torn		Last Sold	
(a) Number of Tickets Sold			
(b) Price per Ticket			$
(A) Total (a x b)			$

SUMMARY OF TICKET INCOME	
(A) Total Amount Tickets Sold	$
(B) NET RECEIPTS	$
(C) Net Clover Sales	$
Money Over or Under (A - B - C)	$

Number of Family Passes Sold _____

Total Received for Family Passes _____

_____
Ticket Seller Signature

_____
Athletic Aide or Athletic Director Signature

_____
Ticket Seller Print and Date

_____
Athletic Aide or Director Print and Date

Concessions Count Sheet

Name of School: _____

Sport: _____ **Date of Game:** _____

Versus: _____ **Bag Number:** _____

TOTAL CURRENCY	
	Amount
$1	$.
$5	$.
$10	$.
$20	$.
$50	$.
(1) TOTAL CURRENCY	$.

CHANGE FUND - CURRENCY	
	Amount
$1	$.
$5	$.
$10	$.
$20	$.
$50	$.
(1) TOTAL CURRENCY	$.

TOTAL COIN	
DOLLAR COINS	$.
HALF DOLLARS	$.
QUARTERS	$.
DIMES	$.
NICKELS	$.
PENNIES	$.
(2) TOTAL COIN	$.
TOTAL COIN+CURRENCY (1 + 2)	$.
LESS CHANGE KEPT IN BOX	$.
(B) NET DEPOSIT	$.

CHANGE FUND - COIN	
DOLLAR COINS	$.
HALF DOLLARS	$.
QUARTERS	$.
DIMES	$.
NICKELS	$.
PENNIES	$.
(2) TOTAL COIN	$.
TOTAL CHANGE FUND (1+2)	$

Total of Clover Sales for Concessions $.

_____ _____

Concession Seller Signature **Athletic Director or Assistant A.D.**

_____ _____

Concession Seller Printed Name and Date **Athletic Director or Assistant A.D. Printed Name and Date**

MUNIS SOURCE CODES

API = ACCOUNTS PAYABLE INVOICE

APM = ACCOUNTS PAYABLE MAINTENANCE
(SUCH AS VOIDING A CHECK/CHANGING AN ACCOUNT, ETC)

BUA/BUC = BUDGET ENTRY

CRP = CASH RECEIPTS PAYMENT
(DEPOSITS SHOW AS A NEGATIVE OR CREDIT TO YOUR ACCOUNT – NSF CHECKS SHOW AS A POSITIVE OR DEBIT TO YOUR ACCOUNT)

GEN = GENERAL LEDGER ENTRY
(EXPENDITURE TRANSFERS BETWEEN DISTRICT ACCOUNTS)

GNI = GENERAL LEDGER ENTRY FOR PURCHASING CARDS

GRV = GENERAL LEDGER ENTRY REVERSAL (CHANGES PERIODS)

PRJ = PAYROLL GENERAL LEDGER ENTRY

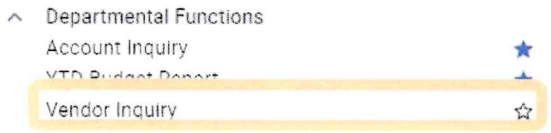
POE = PURCHASE ORDER ENCUMBRANCE
(FROM YOUR ONLINE REQUISITION REQUESTS)

POL = PURCHASE ORDER LIQUIDATION

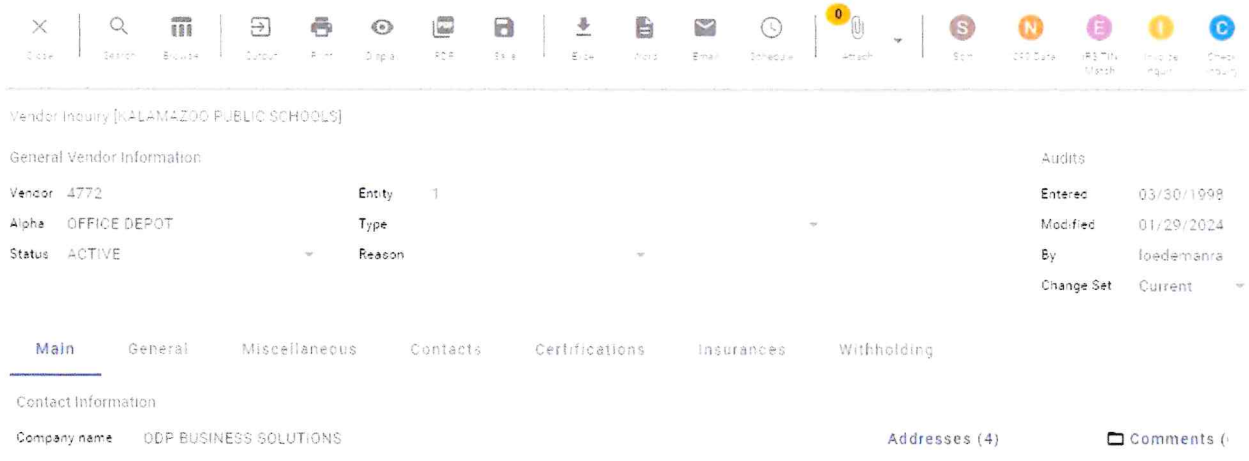
POM = PURCHASE ORDER MAINTENANCE
(CANCELING A PURCHASE ORDER/CHANGING THE AMOUNT OR ACCOUNT NUMBER)

How to Look up Invoice

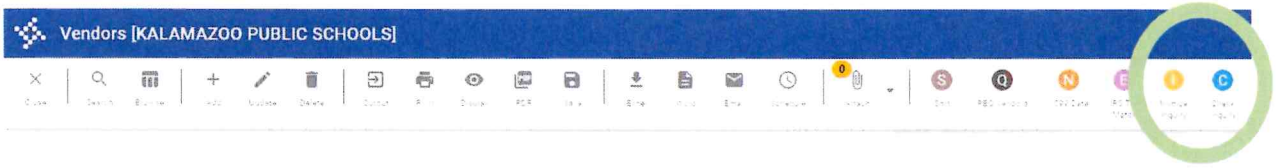
Go To:



SEARCH  Look up the Vendor you are checking on payment for.



In this case I have selected Office Depot. Remember to have your CAPS lock on.

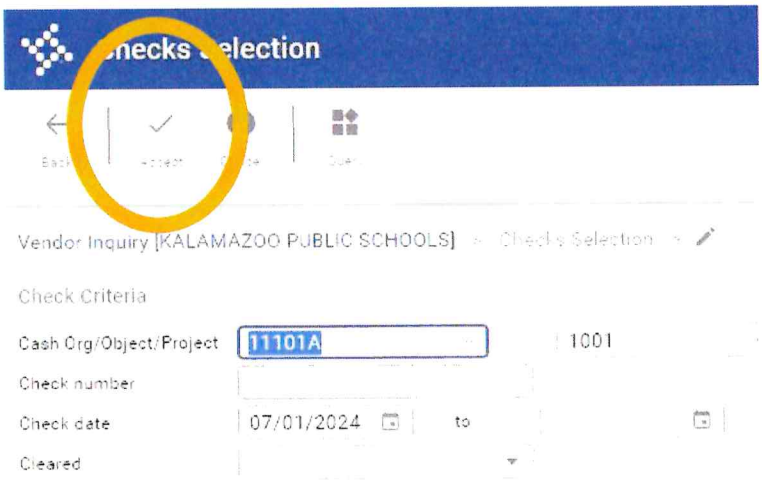


On your toolbar you will see many buttons, besides the Invoice and Check Inquiry you can also look up PO's.



You are going to use either the Check Inquiry or the Invoice Inquiry Button to look for payment.

Check Inquiry:

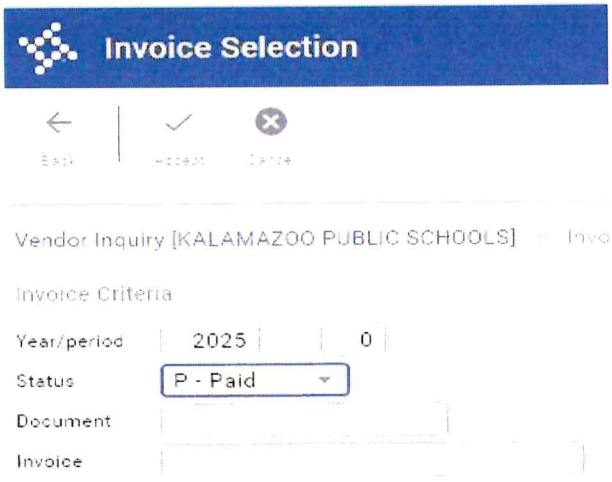


Type in the date you would like to check from. If you know that the invoice is from March, there is no need to search from July. Hit Accept once you have put in the date you want to search.

11101A 1001	616493	07/22/2024	072224R1	N		1,533.16
11101A 1001	616292	07/11/2024	063024A1	N		9,666.84

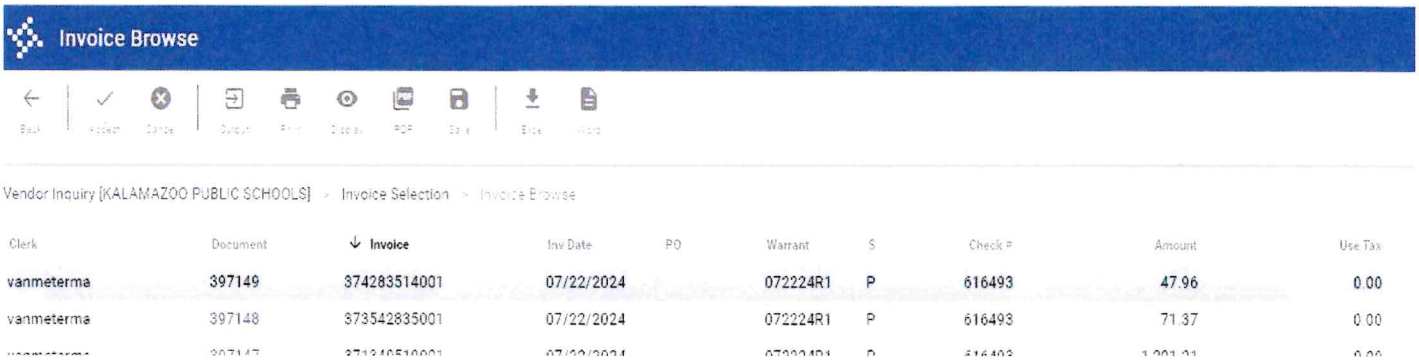
In this case there are only two checks printed so far from July 1, 2024.

Invoice Inquiry might be easier for you to find exactly what you are looking for.



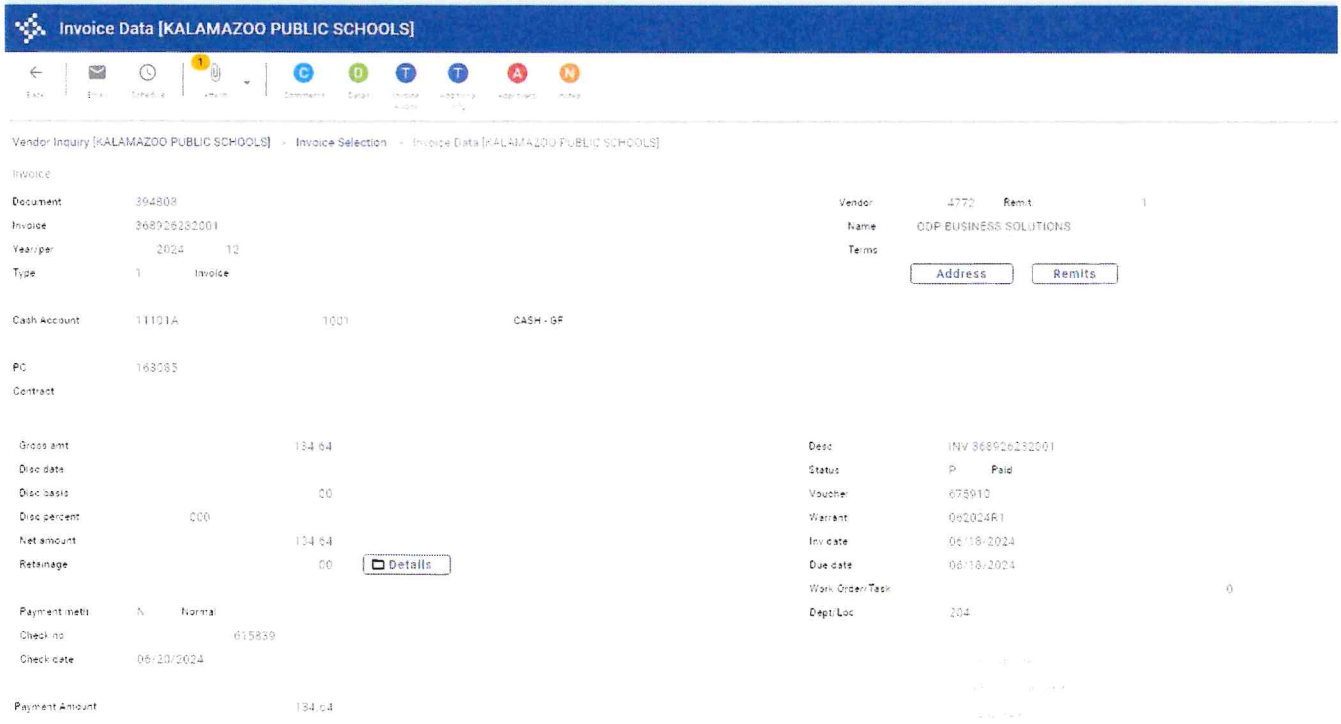
Under Invoice Inquiry you will put in the current fiscal year (2025) and change the drop down to PAID. Click Accept

You will get a list of invoices that have been paid for the fiscal year you put in. Depending on the vendor this list can get quite lengthy.



You are able to sort by amount, invoice number, or document number. The document number is blue, this is a link to that document in the system and if they have been scanned in, then you should be able to view the following screens.

This screen gives you some detail about the invoice; amount, invoice number, etc.

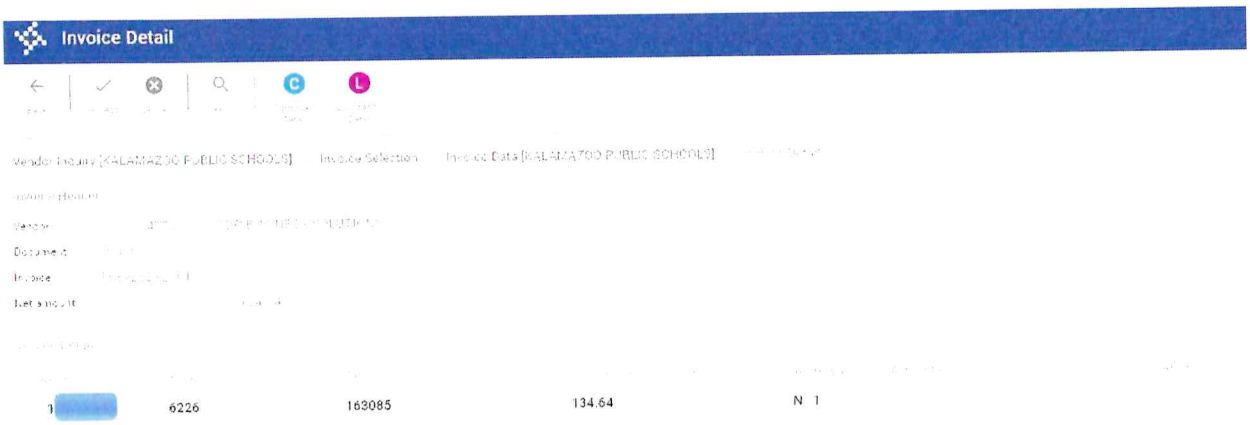


There are two buttons that will be helpful to you on this page.



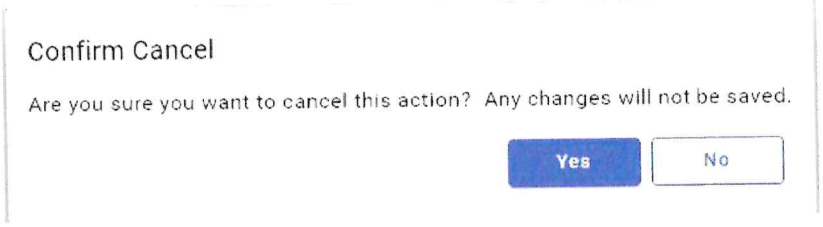
With Attach you be able to see the invoice when it has been scanned into the system, in this case it has since it has a 1.

Detail will give you the account number that the invoice was charged to.



Once you have looked at all the information you need for this invoice click the Back ← arrow twice. This will bring you back to the list of invoices.

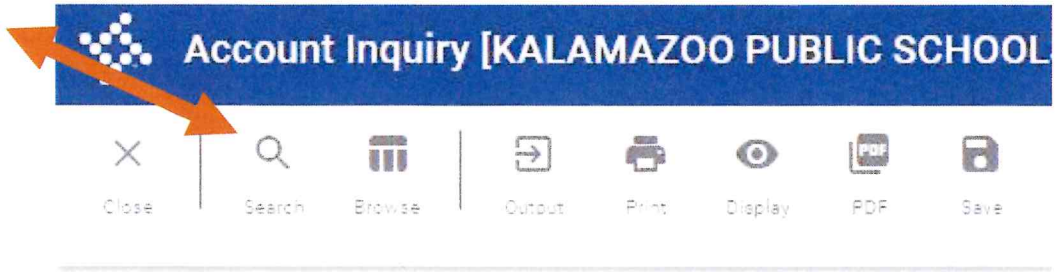
From the list screen Click the Back ← arrow twice. You will get this box, click yes.



You are then back at the main Vendor Screen.

You can also look up invoices/checks from Account Inquiry if you know what account number you used.

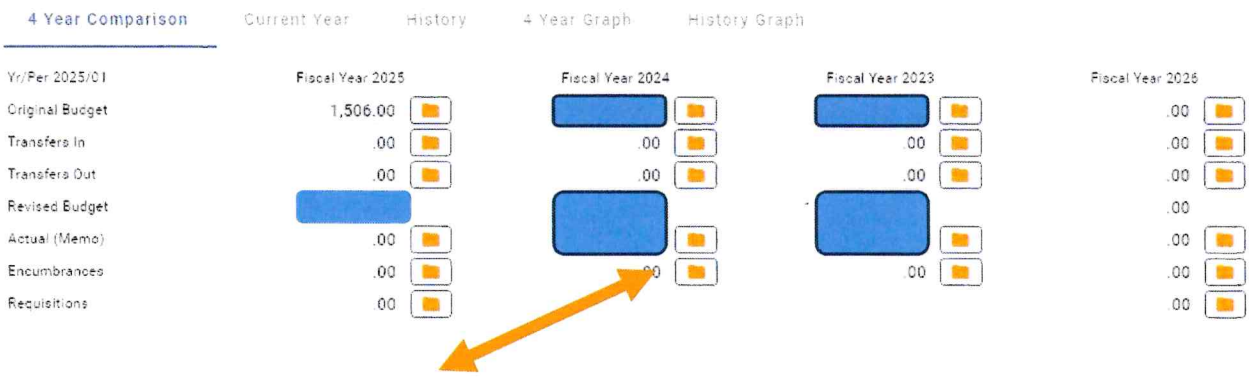
Search



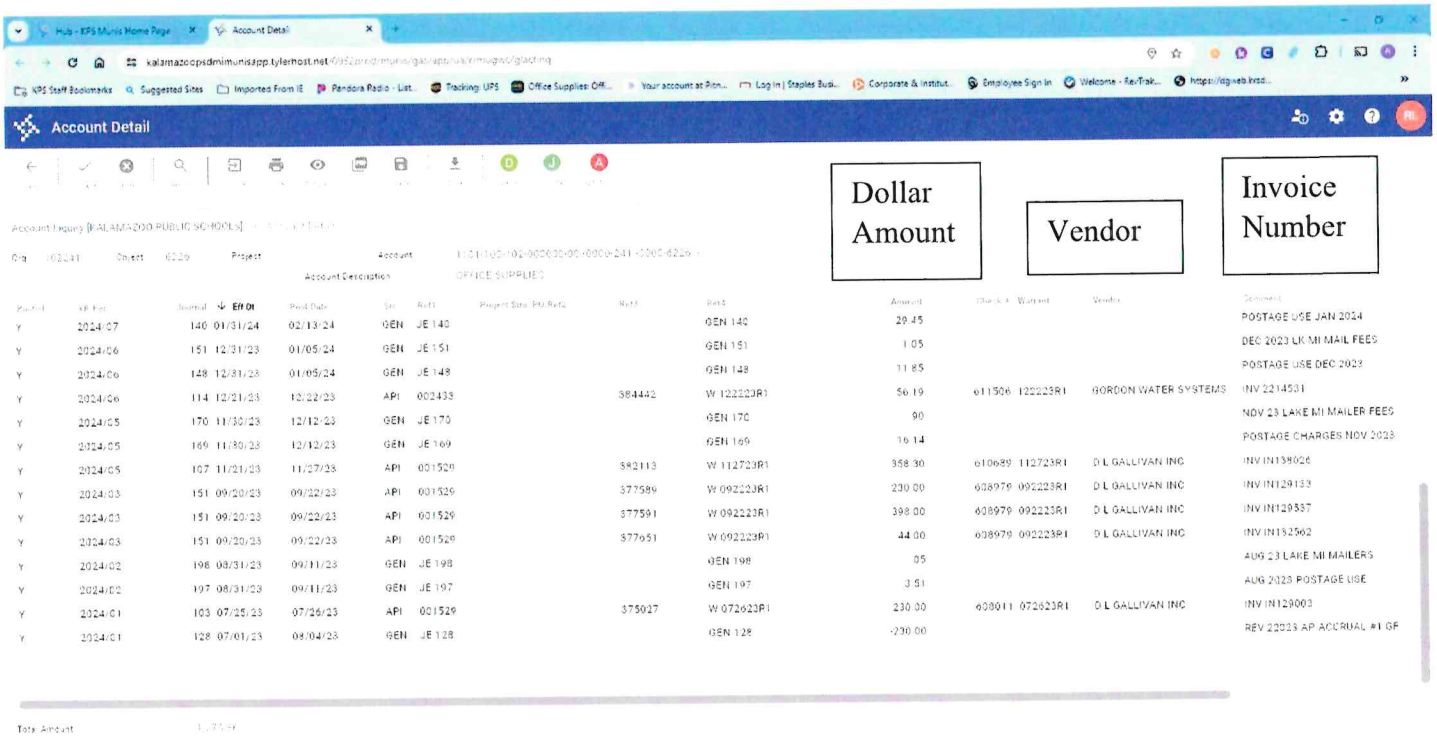
Put in your account number and hit accept.



When you click accept the bottom half of your screen will look like this.



When you click on the yellow folders they open up screens shown on the next page.

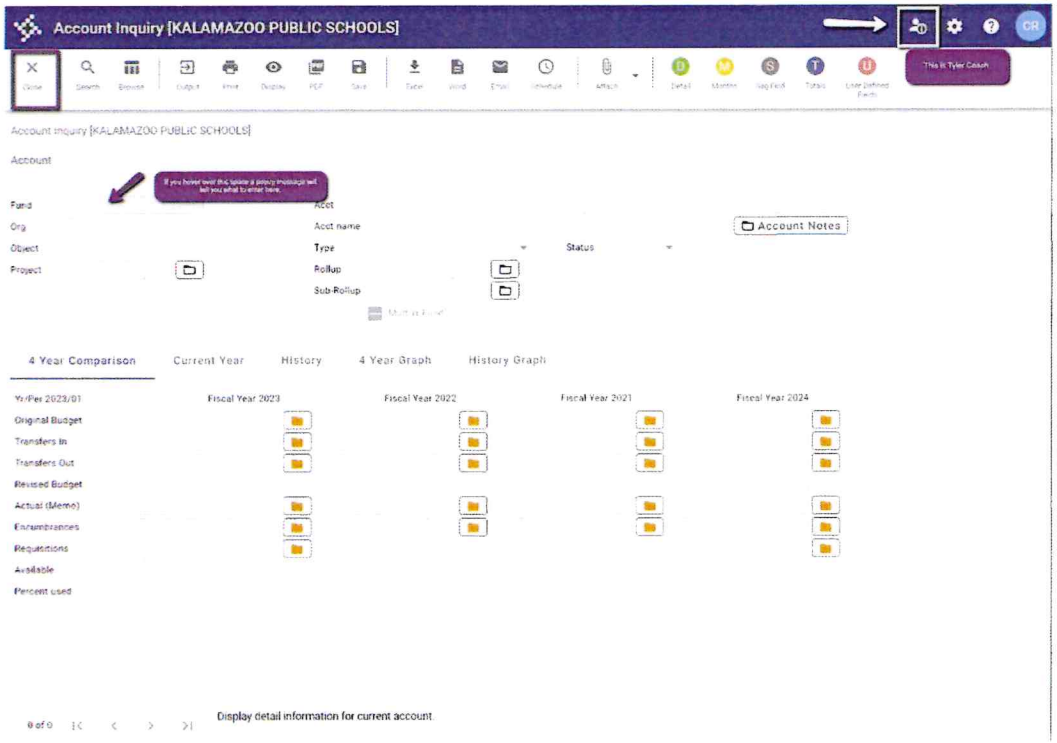


The best way to look for invoices paid is to start by sorting by vendor, click the word vendor to sort, once you have sorted by Vendor then you can look for the dollar amount or the invoice number you are looking for.

You will also be able to view the check number on this screen.

Click once and use the Detail button at the top, or double click the line you are looking at you will bring up the same information as shown at the bottom of page 3.

When you are done, click the Back ← arrow ONCE to go back to the Account Detail screen shown above, TWICE to go back the main screen with the comparison folders on it.



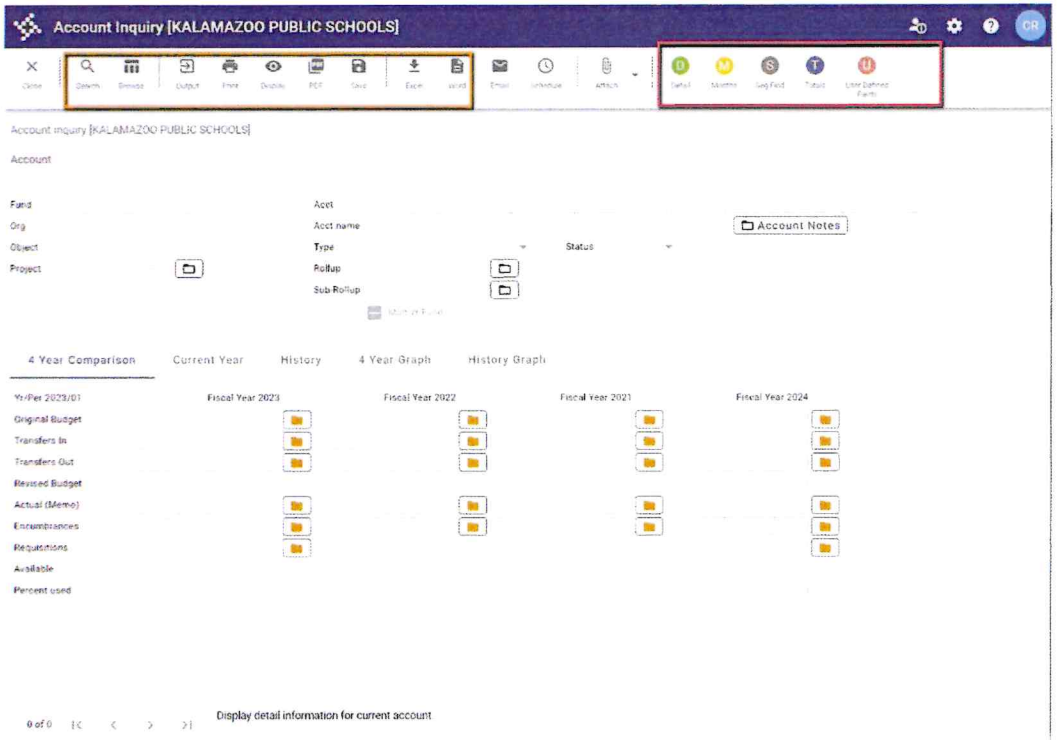
Account Inquiry

Clicking on the Account Inquiry from the Hub will take you to Munis (It will look like you are logging again – this is normal). The Account Inquiry screen should look and feel familiar to you.

If you hover over Fund a popup will tell you what to enter in that space.

Tyler Coach is in the right corner to help guide you through the screen.

Be sure to click on Close when you are done with this screen.

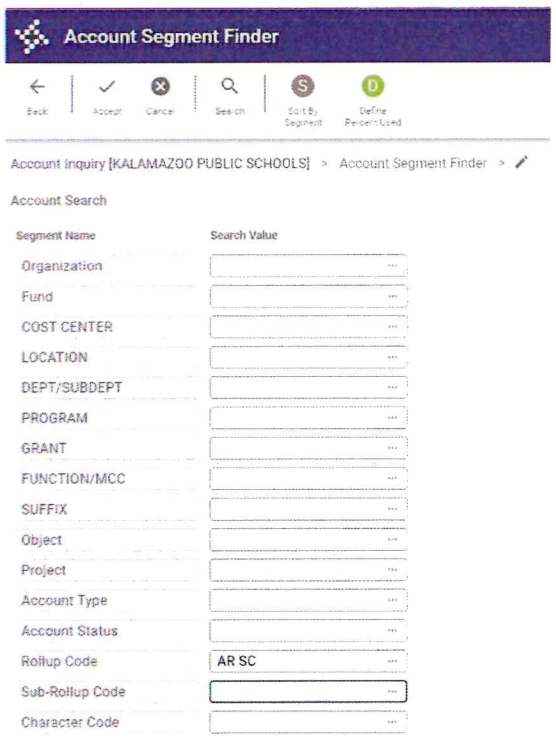


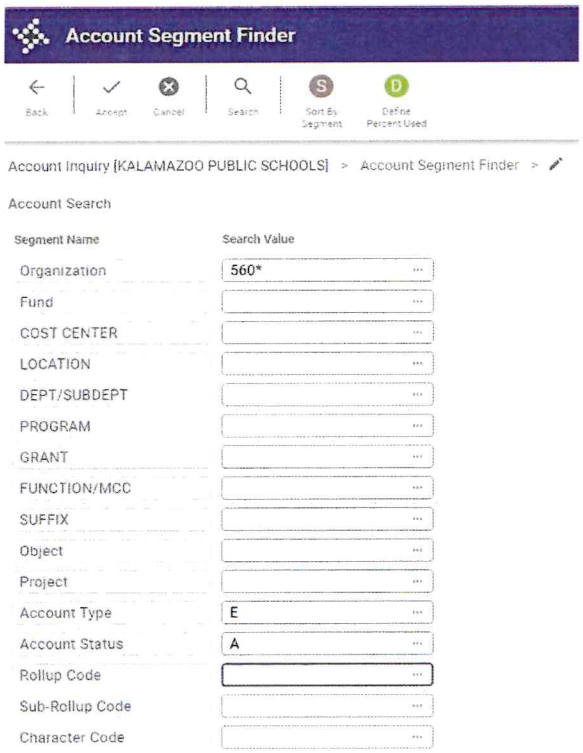
Account Inquiry

What changed in the ribbon.

In the yellow box are all the buttons you should be familiar with: Search, Browse, and PDF. **The print button is disabled at this time.**

In the red box are the buttons that were listed on the side of the screen in the old Munis. For example if you need to see a budget item by Segment you would click on the Gray "S" in the middle of the red box.





Account Inquiry Segment Find

Drilling down further into Account Inquiry:

If you use the Segment Find feature:

For buildings you will need to use the Rollup Code to pull all of your instructional accounts. (See 1st screen on the left).

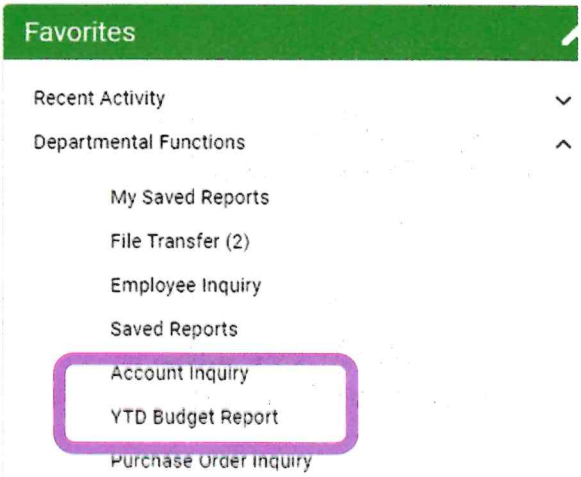
For Departments you will need to use your org code with an * at the end of it to pull your accounts. (See 2nd screen on the left).

Click on accept and your accounts should pull in.

****Please remember with the new account numbers, you may pull more accounts than what you need.**

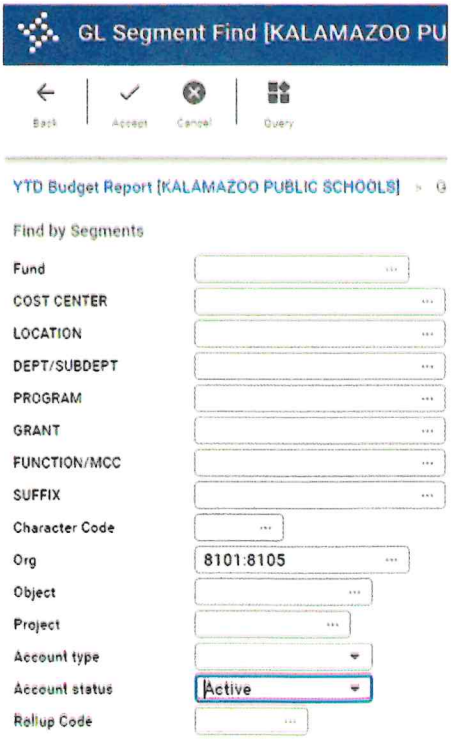
HOW TO RUN A STUDENT ACTIVITY REPORT

Year to Date Budget Report:

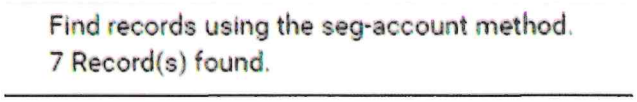


Seg Find





Once you hit accept, you will get this message at the bottom of the screen.





Report Options:

Back | Accept | Cancel

YTD Budget Report [KALAMAZOO PUBLIC SCHOOLS] > Report Options >

	Field #	Total	Break
Sequence 1	1 - Fund	☑	☑
Sequence 2	9 - Org	☑	☐
Sequence 3	10 - Character	☐	☐
Sequence 4		☐	☐

Report title * ARCADIA REPORTS

08/19/2024

Print Options | Additional Options

Include only accounts that used 0 % or greater of budget

Order accounts by: Org, Object, Project

Totals only: ☐

Account description: Full

Print full GL account: ☐

Roll projects to object: ☐

Print report options: ☑

Truncate full description: ☑

Year/period: Within year/period 2024 / 13

Carry forward: Totals (GAAP)

Print MTD version: ☐

Format type: Standard format

Double space: ☐

Suppress zero bal accts: ☑

Exclude YEC journals: ☐

Print Options | **Additional Options**

Include requisition amounts: ☑

Print Revenues-Version headings: ☐

Print revenue as credit: ☑

Print revenue budgets as zero: ☐

Include fund balance: ☐

Print journal detail: ☑

Include budget entries: ☑

Include encumb/liq entries: ☑

Sort option: Journal entries

Detail format option: Standard format

Include additional JE comments: ☐

Multiyear view: Default view

Amounts/totals exceed 999 million dollars: ☐

From yr/per 2025 1

To yr/per 2025 13

Watch your dates: once these are set for current year you do not need to change them again.

Two Tabs to check dates on

<u>Include the Fund Balance:</u> ✓ this box and it will give you the current balance available ***for Student Activity Accounts Only***

Click the Back Arrow once your Report options are set



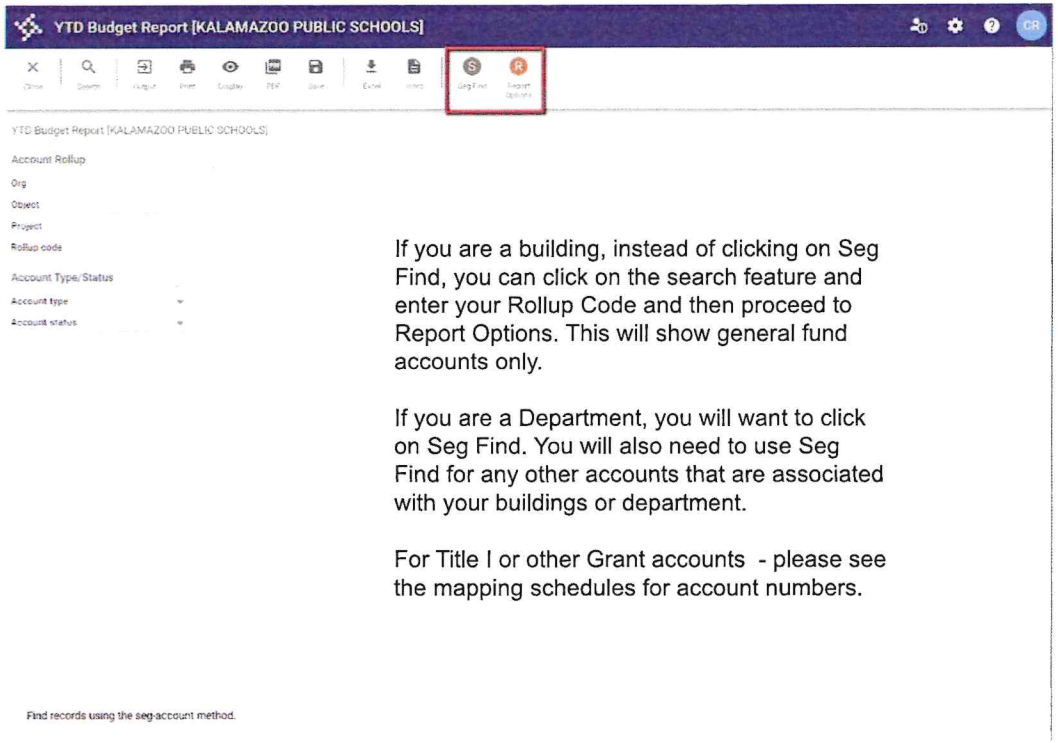
Select PDF

KALAMAZOO PUBLIC SCHOOLS

ARCADIA REPORTS
08/19/2024

FOR 2024 13 JOURNAL DETAIL 2024 1 TO 2024 13

ACCOUNTS FOR: 8103 T&A ARCADIA - MENTOR TEACHER	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
8103 T&A ARCADIA - MENTOR TEACHER							
66 OTHER EXPENDITURES							
8103 7920 OTHER STUDENT/SCHOOL	0	0	0	97.57	.00	-97.57	100.0%*
2024/10/000029 04/02/2024 API	97.57 VND 009393 VCH		AMAZON.COM		INV 144H-4XDP-NCCY		613853
TOTAL T&A ARCADIA - MENTOR TEACHER	0	0	0	97.57	.00	-97.57	100.0%
8103R T&A ARCADIA - MENTOR TEACHER							
54 LOCAL REVENUE							
8103R 5114 MISCELLANEOUS RECEIP	0	0	0	-300.00	.00	300.00	100.0%
2024/09/000248 03/13/2024 CRP	-100.00 REF 124152		MISCELLANEOUS		20560		
2024/12/000295 06/28/2024 CRP	-200.00 REF 125042		T&A ARCADIA - MENTOR		BATCH 20685		
TOTAL T&A ARCADIA - MENTOR TEACHER	0	0	0	-300.00	.00	300.00	100.0%
TOTAL T&A ARCADIA - MENTOR TEACHER	0	0	0	-202.43	.00	202.43	100.0%
TOTAL REVENUES	0	0	0	-300.00	.00	300.00	
TOTAL EXPENSES	0	0	0	97.57	.00	-97.57	
PRIOR FUND BALANCE				1,200.00			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				202.43			
REVISED FUND BALANCE				1,402.43			



If you are a building, instead of clicking on Seg Find, you can click on the search feature and enter your Rollup Code and then proceed to Report Options. This will show general fund accounts only.

If you are a Department, you will want to click on Seg Find. You will also need to use Seg Find for any other accounts that are associated with your buildings or department.

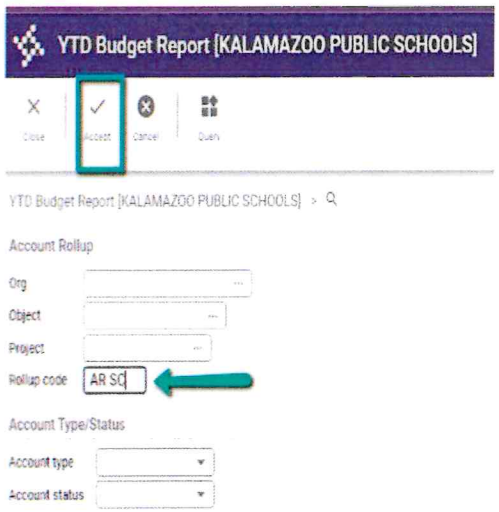
For Title I or other Grant accounts - please see the mapping schedules for account numbers.

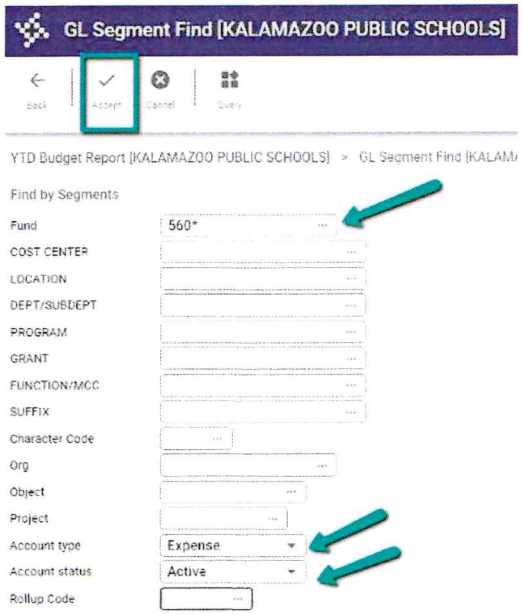
YTD Budget Report

The YTD Budget Report should look familiar to you.

Click on Seg Find to fill in the information for your budget.

Once that is done, click on Report Options to set up how you want your budget to look.





YTD Budget Report

The YTD Budget Report should look familiar to you.

Click on Seach to open the fields and enter your rollup code - if you are a building.

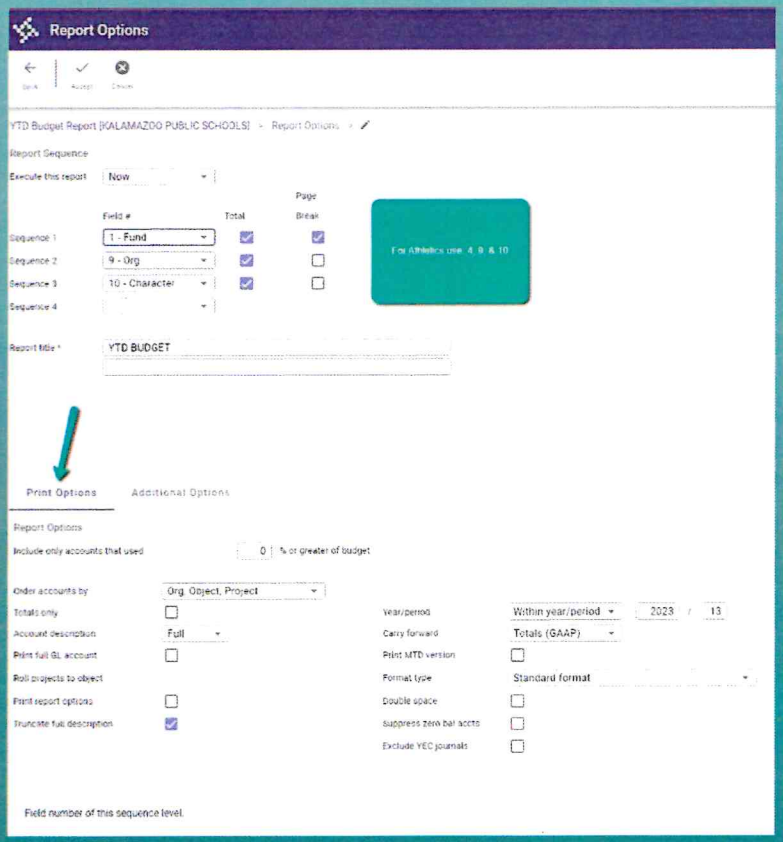
If you need a department budget use the Seg Find screen.

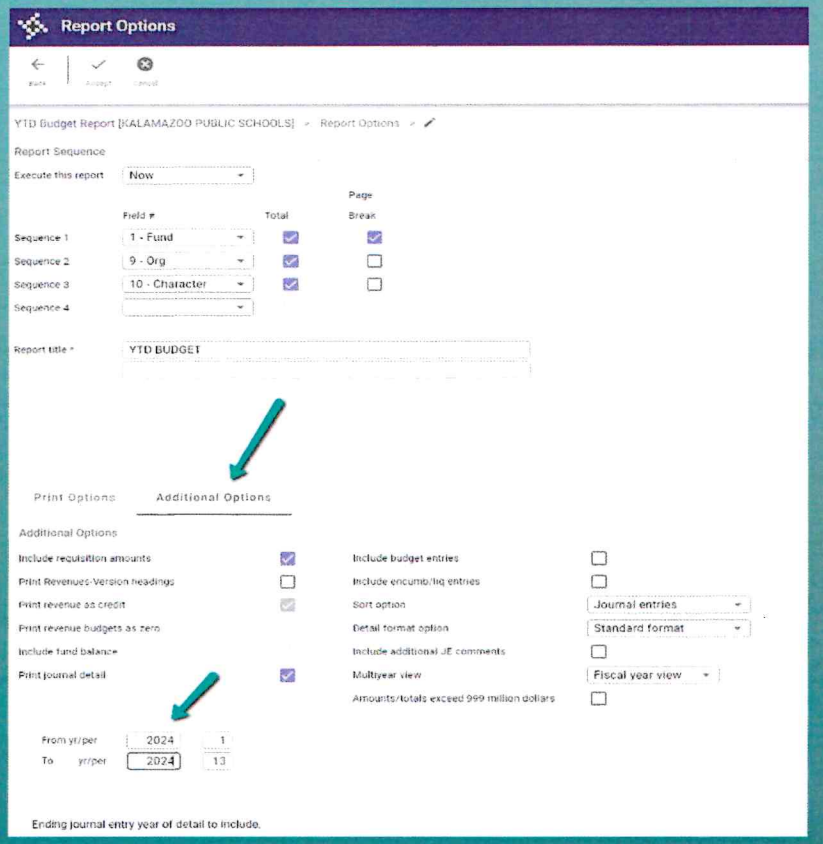
Click on Accept when you are done.

Once you are back on the YTD Budget page, click on Report Options to set up how you want your budget to look.

YTD Budget Report: Report Options

(Click on the red "R" on the YTD Budget screen)





KALAMAZOO PUBLIC SCHOOLS

YTD BUDGET

FOR 2023 13 JOURNAL DETAIL 2023 1 TO 2023 13

ACCOUNTS FOR: 000000		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
102 ARCADIA								
51 SALARIES-LOC CONTROL								
102 6050	STUDENT SUCCESS HELPER	0	0	0	.00	.00	.00	.0%
	TOTAL SALARIES-LOC CONTROL	0	0	0	.00	.00	.00	.0%
52 CONTRACTED SERVICES								
102 6105	CONTRACTED BLDG TEA SU	0	0	0	.00	.00	.00	.0%
	TOTAL CONTRACTED SERVICES	0	0	0	.00	.00	.00	.0%
54 SUPPLIES & MATERIALS								
102 6202	TEXTBOOK REPLACEMENT	18,030	0	18,030	2,830.50	.00	15,199.50	15.7%
2023/10/000119	04/18/2023 API	2,830.50	VND 025366 VCH	READ TO THEM		INV 17015965		605686
102 6204	INSTRUCTIONAL SUPPLIES	19,462	-1,597	17,865	30,756.20	5,754.14	-18,645.34	204.4%
2023/02/000148	08/31/2022 GEN	1,993.75	REF JE 148				ARCADIA HANDWRITE W/O TEARS	
2023/02/000189	08/31/2022 GNI	69.00	REF PCARD				OFFICEMAX/OFFICEDEPT-MEAGHAN	
2023/02/000189	08/31/2022 GNI	313.28	REF PCARD				MEIJER # 191-MEAGHAN TIMMONS	
2023/02/000189	08/31/2022 GNI	179.49	REF PCARD				OFFICEMAX/OFFICEDEPT-MEAGHAN	
2023/02/000189	08/31/2022 GNI	12.43	REF PCARD				HOBBY LOBBY #309-MEAGHAN TIMM	
2023/02/000189	08/31/2022 GNI	108.39	REF PCARD				DOLLAR TREE-MEAGHAN TIMMONS	
2023/02/000189	08/31/2022 GNI	138.60	REF PCARD				TARGET 000090-MEAGHAN	
2023/02/000189	08/31/2022 GNI	1.48	REF PCARD				TARGET 000090-MEAGHAN	
2023/02/000189	08/31/2022 GNI	303.92	REF PCARD				TARGET 000090-MEAGHAN	
2023/02/000189	08/31/2022 GNI	54.84	REF PCARD				BARNES & NOBLE #2588-MEAGHAN	
2023/02/000189	08/31/2022 GNI	47.07	REF PCARD				HOBBY LOBBY #309-MEAGHAN TIMM	
2023/03/000042	09/07/2022 API	506.79	VND 000520 VCH	BARNES & NOBLE		INV 4125139		600911
2023/03/000042	09/07/2022 API	214.08	VND 000520 VCH	BARNES & NOBLE		INV 4126040		600911
2023/03/000042	09/07/2022 API	-2,573.97	VND 000520 VCH	BARNES & NOBLE		CREDIT MEMO 4147620		600911
2023/03/000042	09/07/2022 API	-218.89	VND 000520 VCH	BARNES & NOBLE		CREDIT MEMO 4183462		600911
2023/03/000042	09/07/2022 API	228.66	VND 000520 VCH	BARNES & NOBLE		INV 4143418		600911
2023/03/000042	09/07/2022 API	381.04	VND 000520 VCH	BARNES & NOBLE		INV 4145011		600911
2023/03/000042	09/07/2022 API	787.05	VND 000520 VCH	BARNES & NOBLE		INV 4140545		600911

Report generated: 07/26/2023 10:30
User: rousecj
Program ID: glytdbud

Actual YTD Budget Report

Once all your information is set up then you can exit back to the YTD Budget Screen and pick how you want it displayed. You can output it to print, save or PDF. You can just print to PDF or display it on your computer. This is personal preference.

The picture is the display option.



Business Office Training Materials

Whats New!!!

Reminders

I have a Question who do I go to?

Accounts Payable:

- **Memo: Account Numbers, Mileage Forms, Invoices**
  - **Per Diem**
- **Payment Request Forms (see Sample)**
- **Commonly Use Object Codes**
- **Object Codes (includes new extended)**
- **Examples of Non-Allowable purchases**
- **Sample Invoice**

Ca$h Handling:

- **KPS Cash Handling Requirements/Board Policy**
- **KPS Deposit Instructions**
  - **Deposit Process/Coin Bags**
- **Sample Deposit Slip**
- **Sample Deposit Bag**
- **Count Sheet Instructions**
  - **Sample Count Sheet/Ticket Count Sheet**

Munis Documents:

- **Munis Source Codes**
- **How to : Vendor Inquiry**
  - **Account Inquiry**
  - **Year to date Budget Report**



UPDATED 8/2023