AP User Guide

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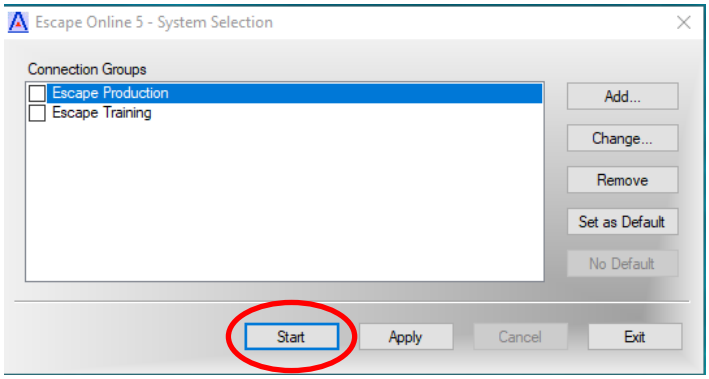
System Introduction

How to Login to System

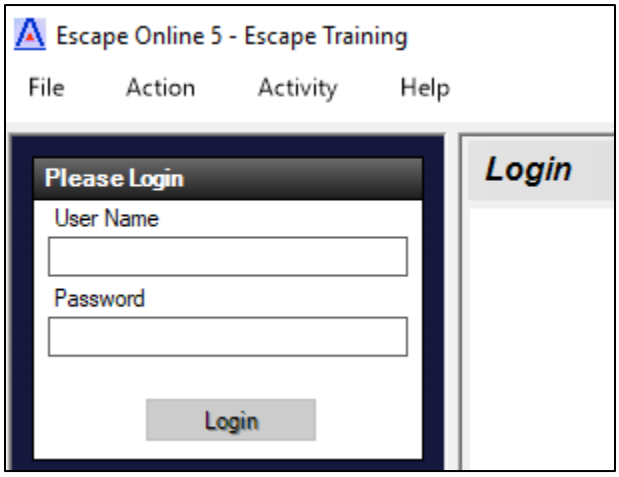
- Double Click on the system Icon

- Now click on the connection group

There are typically two selections: Escape35 Production, or
Escape35 Training



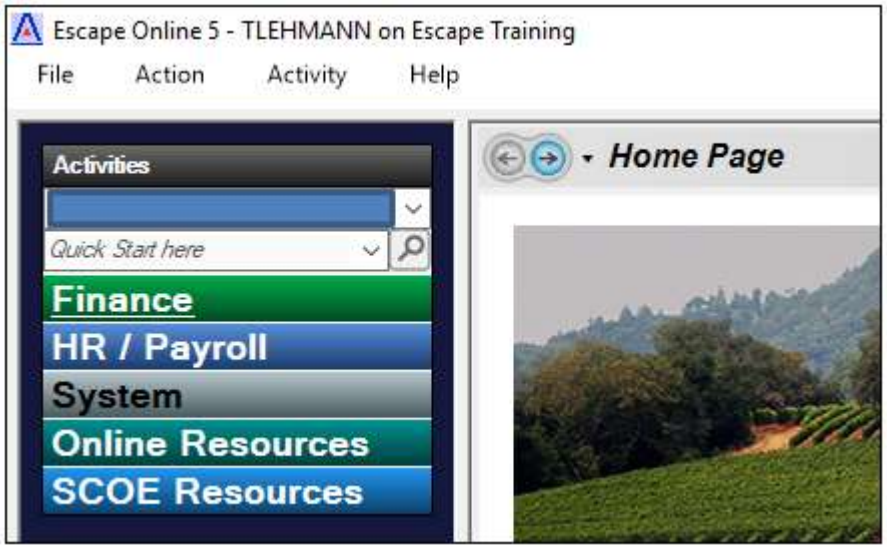
- Select Start
- The login should be located in the upper left hand corner



- Enter in your User Name
- Enter your password
- Click Login or use the Enter Key

What is the Activity Tree?

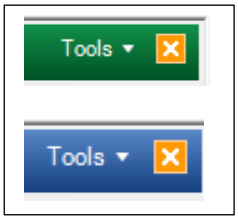
- The Activity Tree is located on the left-hand side of the system window
- **Finance** Activities = **Green**
- **HR/Payroll** = Employee Activities are **Blue**
  = Payroll Activities are **Pink**
- **System** = **Grey**



Based upon the User Permissions assigned to each User the Activity Tree will display different activity items.

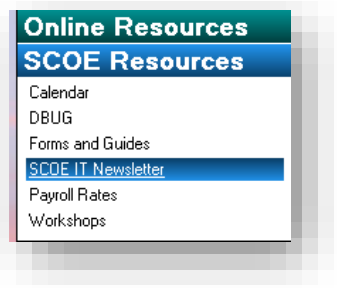
What information can be found in Online Resources?
Online Resources provides user access to many system features, Webinars, Guides, Templates and Tutorials.

There is also Tools in each screen for web-based documentation and can search by topics or key words.



What information can be found in the SCOE Resources?

SCOE Resources provides users with access to local resources such as SCOE IT News, Calendars, DBUG, Workshops and Forms. Click on the activities to open for more information, documentation and cheat sheets. You can link the SCOE IT/Business Calendar to your own for Payroll and AP Deadlines.



What are the User Roles for the Finance Module?

a. The Finance module has the following roles:
   - Admin – This is the most basic user. They can submit requisitions, run reports and a handful of other activities.
   - AP – This is for accounts payable clerks. This is a custom role that is defined for each user.
   - DeptUser – Generally a user in the district office. They have more edit capabilities than an Admin user.
   - DeptMgr – Similar to a department member but with more permissions for processes and setup.
   - Fiscal – Power user. They have edit access to almost every finance activity and report.

How to find out what your user role is in the system

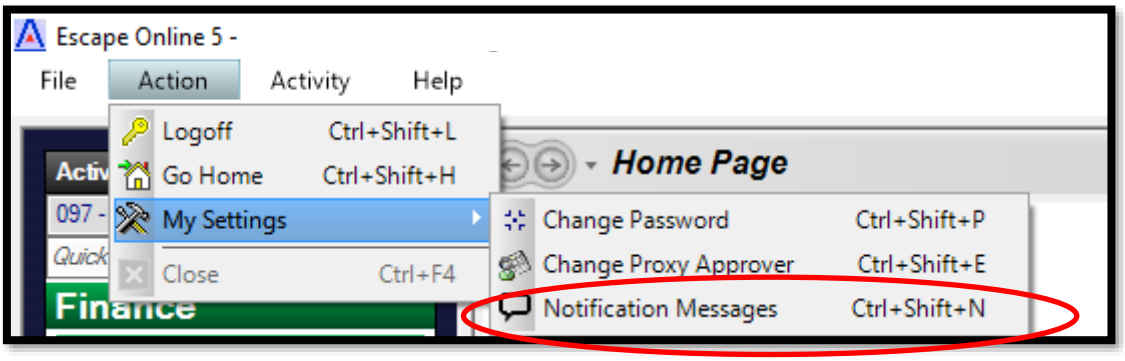
- You can hover over the name of the module and your role will be displayed in a rollover text box.

- Roles can also be assigned for a specific activity for an individual user. If a role has been assigned through user-based permissions, the role will be displayed if you hover over the activity.

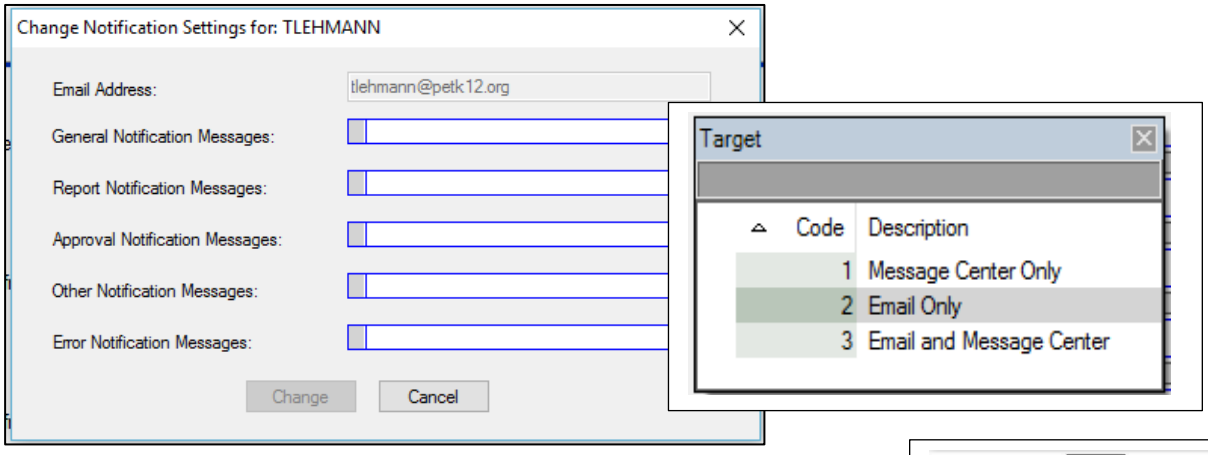
Notifications Preferences and Proxy Setup

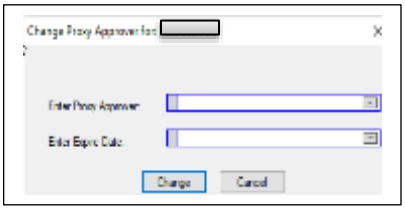
**Must be on the Home Page to setup*

Go to Action – My Settings – Click on Notification Messages



- Verify your email is correct
  - If no email, then contact your District User Manager or helpdesk@scoe.org
- Choose desired Notification Messages for each item
- Use drop down to select Message Center, Email or Both
- Default is Message Center Only setup in Org Record





Go to Action – My Settings – Click on Change Proxy Approver

If approver is out of office and Proxy Approver is needed:

- Enter the User ID or use the drop down menu to select the Proxy Approver
- Enter Expire Date: Usually date return to office

Accounts Payable Activities

Vendor Record

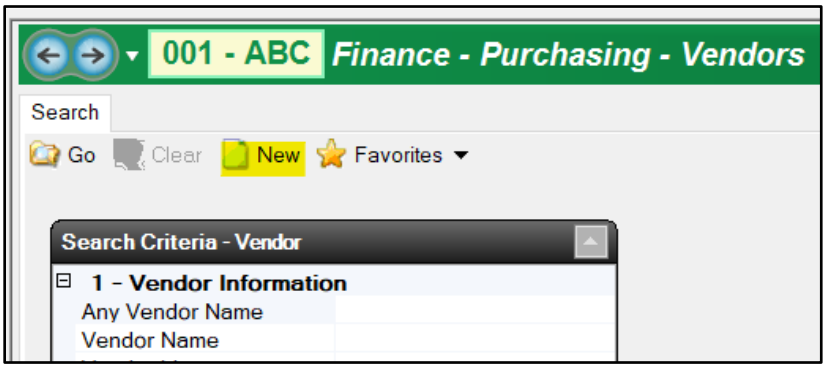
Vendor records identify the companies from whom you purchase products. Each vendor is assigned a code — alpha or numeric.

Access to update vendor records is permission based. Only Fiscal Users and above can edit vendor information. AP and Dept Users have read only access (they can view but cannot edit, create, copy or delete).

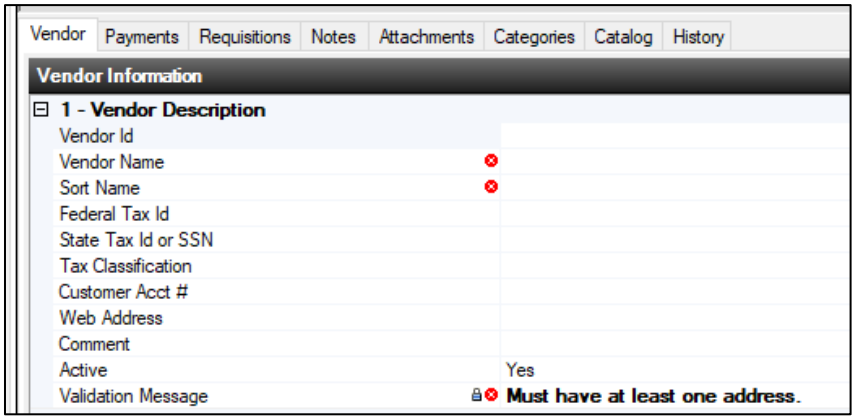
A vendor record cannot be deleted if it has been referenced in any record (requisition, payment of payroll transaction). It is always recommended to inactivate a vendor, not delete a vendor.

Create/Setup a Vendor

Go to Finance-Purchasing-Vendors

- Select New
  - 

- Enter in the Vendor Name, Sort Name, Tax ID #
  - Information from W-9 Form (Attach Form in Attachment Tab)



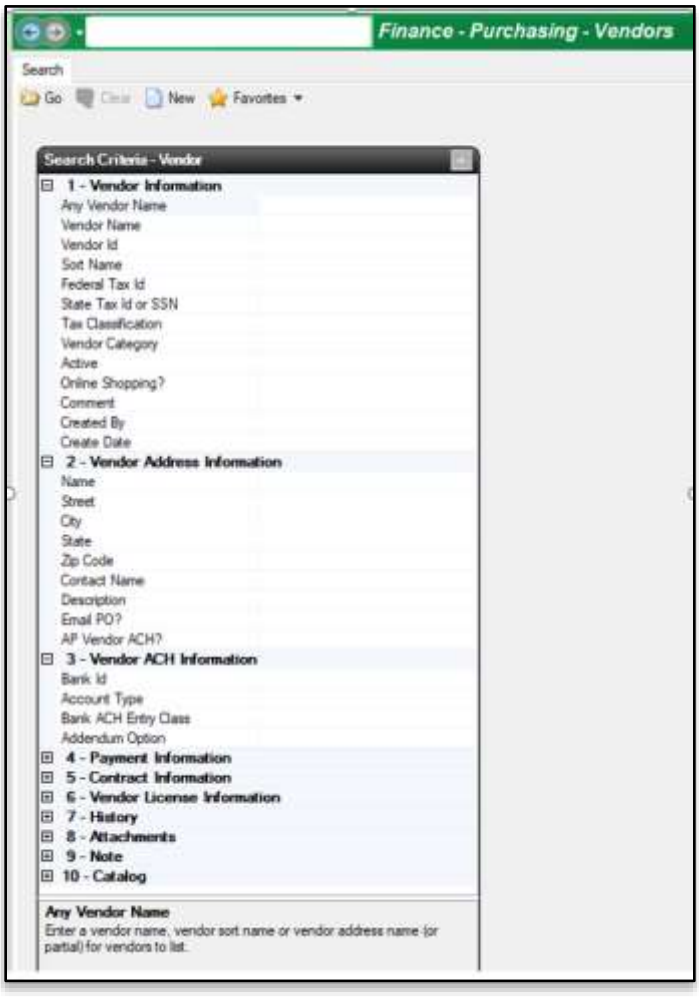
- Enter Federal Tax ID with the correct formatting xx-xxxxxxx or xxx-xx-xxxx (for SSN's). If nine character are entered without a dash, the software formats as a SSN
- Notice the Validation Message

- You must have at least one address entered in the Vendor record.
- You can enter the address by clicking on New, located in the Addresses section
- Enter vendor email to use the Email PO Feature
- Save/Close to save new vendor record

Vendor Search

Go to Finance-Purchasing-Vendors

Can search by any field or search by multiple fields to narrow search



Enter in the search criteria

- **Vendor Name** – Enter a name, partial or range of names to get a list of vendors. This searches for the name in the main vendor record, not the address.

- **Vendor ID** – Enter a specific ID or a range

- **Sort Name** – Enter a sort name, partial or range of names to get a list of vendors. This searches for the sort name in the main vendor record, not the address.

- **Vendor Address Name** – Enter a name or a partial to get a list of vendors with those characters in one of their vendor address names. This field uses “contains” logic. That means the letters you enter here can appear anywhere in the vendor name.

- **Vendor Street Address** – Enter a name, partial or range of names/numbers to get a list of vendors with those characters in one of their vendor address street (or “address”) fields.

- **Contact Name** – Enter a contact name (or partial) to get a list of vendors with those characters in one of the vendor contact names in the address record. This field uses “contains” logic. That means the letters you enter here can appear anywhere in the contact’s name.

- **Description** – Enter a description (or partial) to get a list of vendors that have any addresses that match.

- **Active** - If a vendor has been inactivated you can still search for them by using the Active field.

- Can search by any field or multiple fields

Vendor Requisitions

Go to Finance-Purchasing-Vendors

- Vendor requisitions are used for buying goods and services from vendors and encumbers funds for budget purposes when submitted.

- Vendor requisitions may or may not generate a purchase order, and they may not require receiving goods, but they always require a payment or an action to cancel the record.

Requisitions can be created three ways:

1. Create new
2. Copy
3. Requisition Template

There are five Order Types of vendor requisitions:

1. **Direct Pay** – Payments to vendors that do not require a purchase order (examples: conferences, magazine subscriptions)

2. **PO with Receipts** – Items ordered from a vendor that must be received (examples: books, furniture, computers, etc…)

3. **PO without Receipts** – Services received, Utilities, Leases

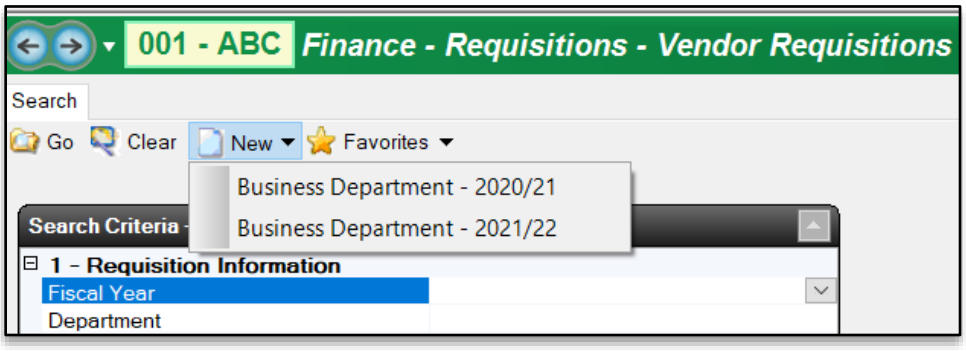
4. **Blanket or Open** – This is the same as PO without receipts, but has a distinct requisition prefix.

5. **Travel and Conference** - This is the same as Direct Pay but is designed to be processed for multiple vendors and employees.

Create a New Requisition

Go to Finance-Requisitions-Vendor Requisitions

- Click the New button on your tool bar
    - Notice that when you click the new button it lists the available departments and fiscal years available based on permissions.



- Click on the appropriate year

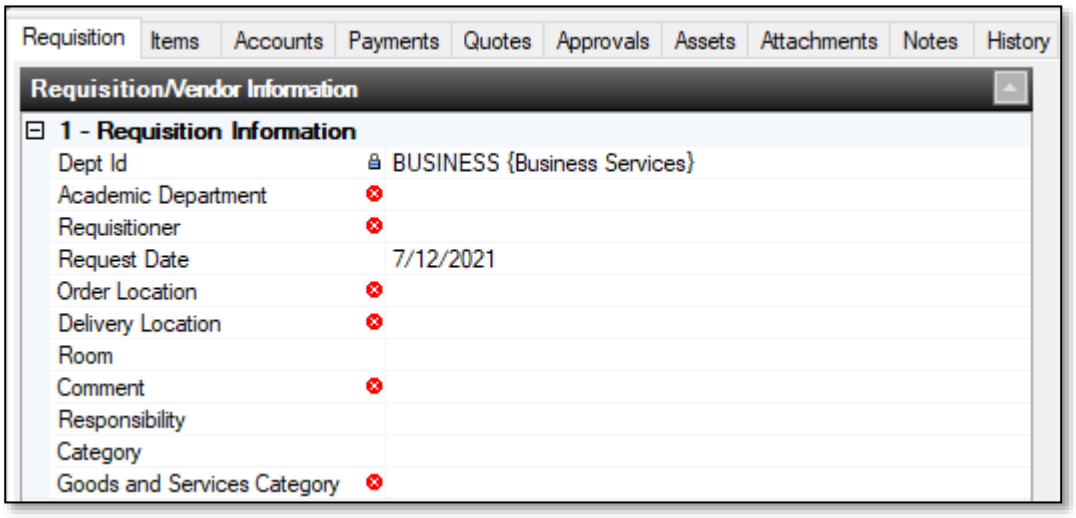
    This will open a new requisition.

Requisition Tab

Section 1 – Requisition Information

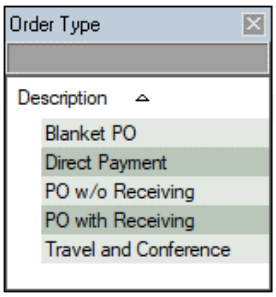
Most users only need to complete the following sections on the first tab.

- **Order Location**: Type in the code, or use the drop down.
    - The drop down will display locations that you have access to. Locations displayed are based upon your user permission setup.
- **Comment**: Enter a Description of the Purchase Item. This is a searchable field.



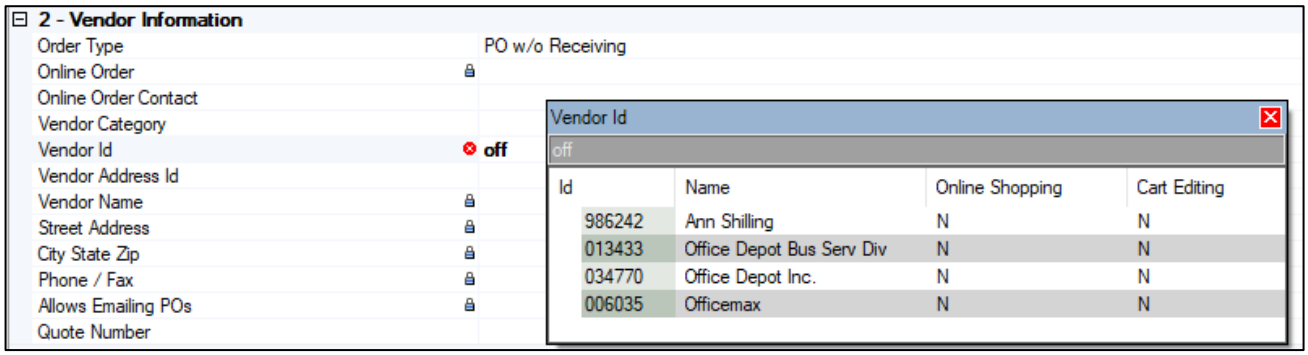
Note: The red x indicates the minimum required fields

Section 2 – Vendor Information



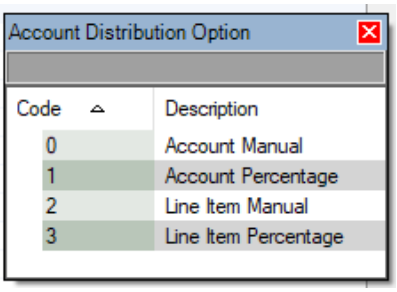
- **Order Type:** Default setup in Organization Record
  - Select from Drop Down

- **Vendor Id** can be populated by entering the first two letters of the Vendor Name, or Vendor Address field.
- Go to the drop down and it will bring up a list of all vendors starting with the two letters entered. See the following example searching for Office Depot:



Section 3 – PO Information
This section is normally populated automatically when the requisition is printed or approved.

Section 4 – Order Cost Information
The default Tax Rate is automatically populated.



Section 5 – Summary/Status Information
Can enter approval dates or Board Dates

Section 6 – Accounting Information
The Account Distribution Option default is Manual, but there are four types that can be selected:

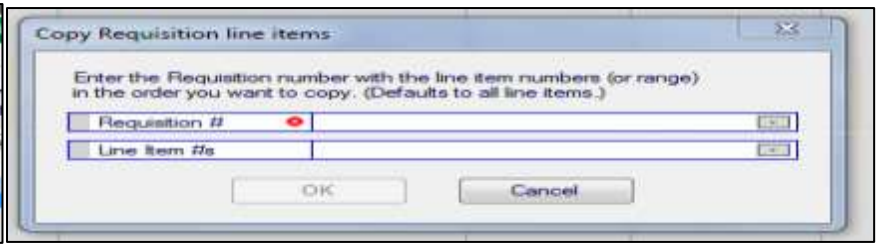
0. Account Manual – Lump sum for one line or multiple line for requisition
1. Account Percentage = % one line or multiple line for requisition
2. Line Item Manual – Lump sum for specific item
3. Line Item Percentage – % for line item

Items Tab

You can enter as many line items as needed.

- Click to open the Items Tab
- Select New
- Enter in the following information into Section 1 – Item Order Information
  - Order Quantity
  - Order Unit - defaults to EACH
  - Description
  - Unit Price
  - **Taxable – defaults to Yes**
    - The system will automatically calculate the tax if the flag reads “Yes”
- Save/Close

TIP: Did you know that you can copy a requisition line item from another requisition?
Use Task to select copy



Accounts Tab

- Remember on the Requisition Tab in the bottom Right hand corner Section 6 – Accounting Information Defaults automatically to Manual. There are three selections that determine the setup:

- Line Item – Ties ONE account to ONE line item

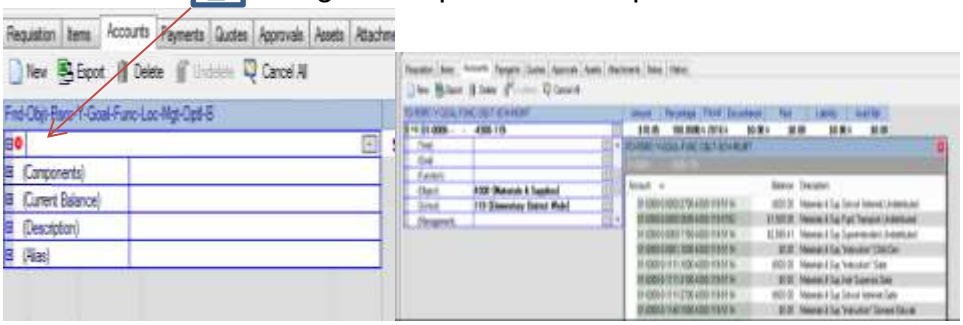
- Manual – Allows you to enter a dollar figure for the account amount (System Default)

- Percentage – Allows you to enter a percentage for the account amount

To set up the Account Tab for Account Distribution Option = Manual:

- Enter in the account number or use the look up.
- You can look by typing in the account. You must type two components

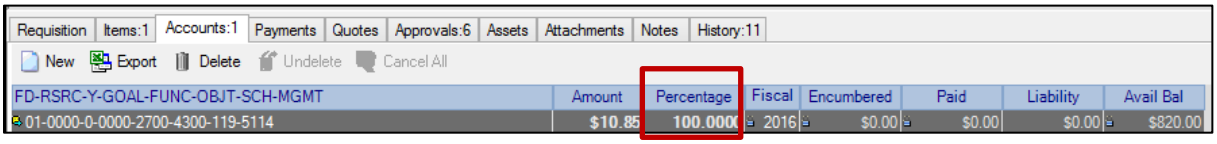
- Or, You can use the component look up.
  i. Click on the widget to expand the component fields



This look up is nice because it shows the available balance and account description. If you selected Percentage the system would have automatically calculated the amount.

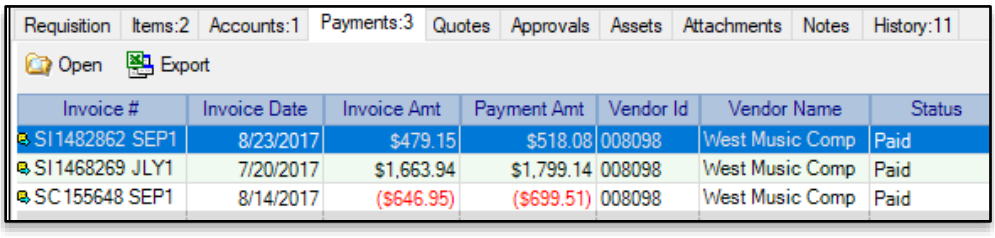
To set up the Account Tab for Account Distribution = Percentage:

- Enter in the Percentage per account line



Payments Tab

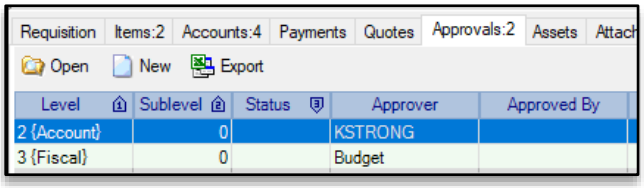
This tab is a read only tab. If you have permissions to view payments from the AP Payments Activity then you will see a quick link. You can see the invoice, date, amount and check number.



Quotes Tab

If your purchasing department used this tab to create and print a vendor quote it will appear here.

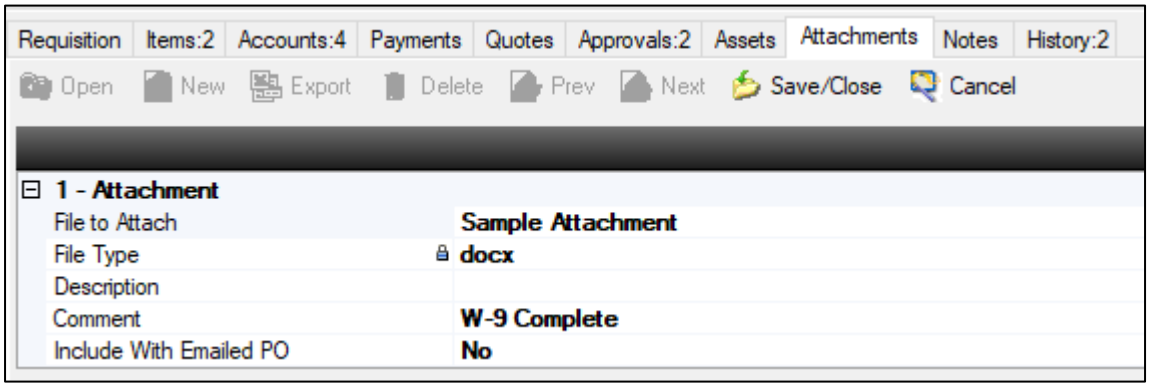
Approvals Tab
View all the approval records for the requisition.



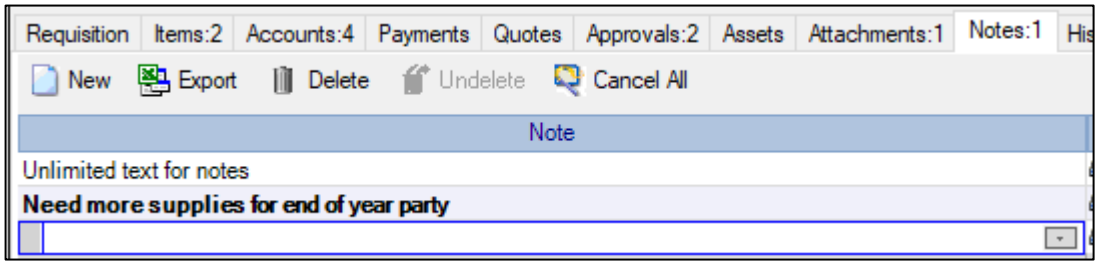
Assets Tab
If an item on the Items Tab had been marked as an asset it would appear here.

Attachments Tab
Allows users to attach pictures, change notices, word files etc… Any documentation related to the requisition.

- Example – Attach W-9 Form (Required for Payment)

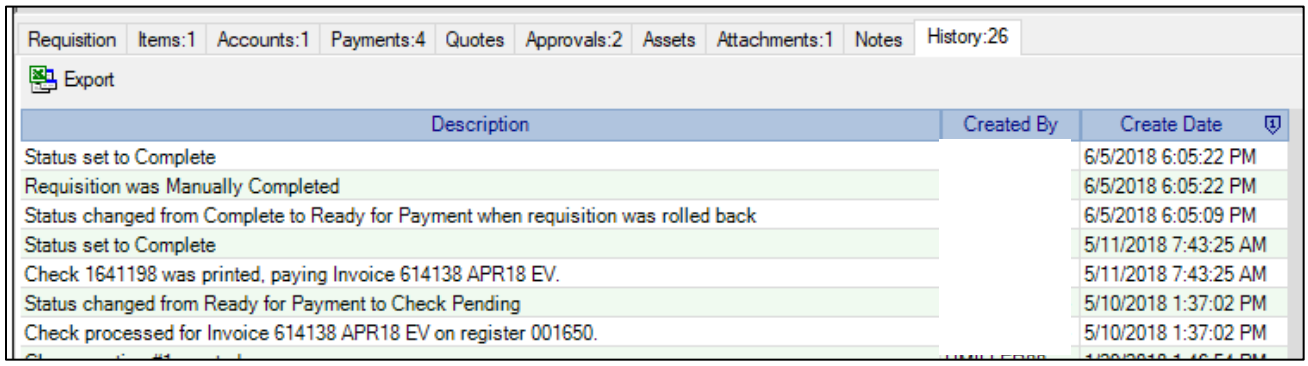


Notes Tab
Allows users to make notes on the requisition. Only the creator of the note can change the note. Unlimited amount of text and can add at any time.

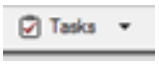


History Tab

Tab provides a history of all activities (including changes) related to the requisition.



Vendor Requisition Tasks

There are many Tasks that can be completed in the vendor requisition activity. 

Note: The task is only displayed on the screen if it is available for use.

1. **Submit** – To submit a requisition, you must enter all required fields, plus a vendor, at least one account and one line item. All amounts must be distributed. When you select this task, the requisition is submitted, an encumbrance JE is posted, a history record is written and approval records (or not, as defined) are written to the Approvals tab.

2. **Submit with Insufficient Funds** – This allows the user to submit the requisition without sufficient funds. If selected, the system bypasses the budget check, changes the status to Submitted and writes a history record, "Status set to Submitted (without account balance check)". This task will not override approvals. This task is only available to Org Manager Users and above, and through user-based activity permissions.

3. **Return to Open** – If there is a change that must be made that cannot be handled with a change notice, this option returns the requisition to the Open status, unencumbers the requisition, takes the requisition off hold (if appropriate) and writes a history record.

    i. Return to Open is not available when a requisition is in the Printed, Ready for Payment, Check Pending, Complete or Cancelled status. The exception to this rule is for direct payment vendor requisitions. They may be returned to open from the Ready for Payment status.

4. **Cancel** – Cancelling a requisition, reverses the encumbrance and creates a history record. This option is not available when a requisition is in the Check Pending or

Complete status. It is also not available if a payment has been made or items have been received.

5. **Cancel Item** – (Found on the Items tab.) If you have not submitted the requisition, it is best to delete the line item. However, if you have printed the PO, you will want to use the Cancel Item task on the Items tab. If you cancel a line item, you will be prompted to create a change notice.

6. **Manual Complete** – At year end, some requisitions need to be completed even if they have not received all items or been paid in full. (Note that there must be at least one payment, and all of the payments must be either paid or canceled.) This option changes the requisition status to Complete, unencumbers any amounts still associated with the requisition and creates a history record. This task is only available to department members or Fiscal users and higher. In departmental systems, this task is only available to Pur, PurMgr and PurWhs roles.

7. **Unprint PO** – If a printed purchase order needs to be unprinted for a change, this option returns the requisition to the Approved status and writes a history record. You cannot unprint a PO if items have been received. This task is only available to department members or Fiscal users and higher.

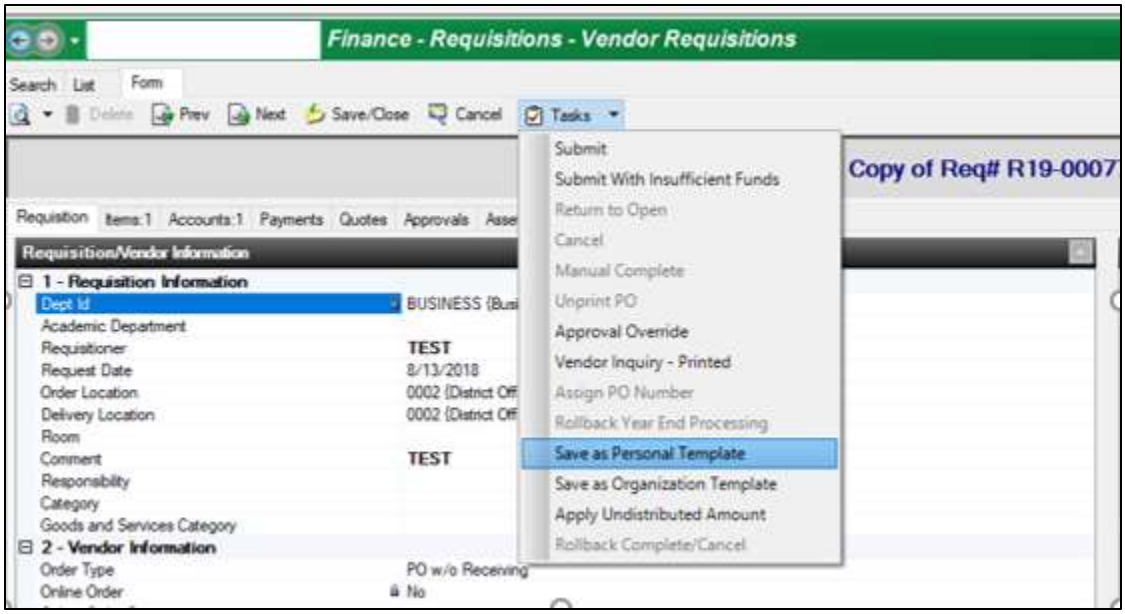
8. **Approval Override** – This overrides any defined approvals, overrides the check for sufficient funds, changes the requisition status to Approved and writes a history record. It is only available in the Open status. If the requisition has already been submitted, the requisition must be returned to open. Then, this task can be used to change the requisition status to Approved, update the existing approval records (displaying Overridden in the status column) and write a history record.

9. **Vendor Inquiry Printed** – Prints the Vendor Inquiry snapshot, listing all items that have not been received.

10. **Assign PO Number** – This assigns a PO number for the requisition. It is only available when the requisition is in the Approved status and can only be accessed by a member of the department that owns the requisition.

11. **Rollback Year End Processing** - This only applies to requisitions that have been processed on the Year End Closing list when the base year is still open. It can be used on requisitions in any status but Canceled or Complete. This task is only available to Fiscal users and above, and through user-based activity permissions. It is only available if there have not been any payments made in the current fiscal year.

12. **Save as Personal Template** – Saves the requisition as a personal template, which only you can see and use. Templates can be used to "save" the requisition for future copying.
    i. Templates cannot be submitted.



13. **Save as Organization Template** – Saves the requisition as an organization template, which is available to all members of your organization. Templates can be used to "save" the requisition for future copying. Templates cannot be submitted. This task is only available to System Manager Users and through user-based activity permissions.

14. **Apply Undistributed Amount** – This task redistributes the account amounts according to the account distribution method (manual or percentage). It does not apply to line item account distribution.

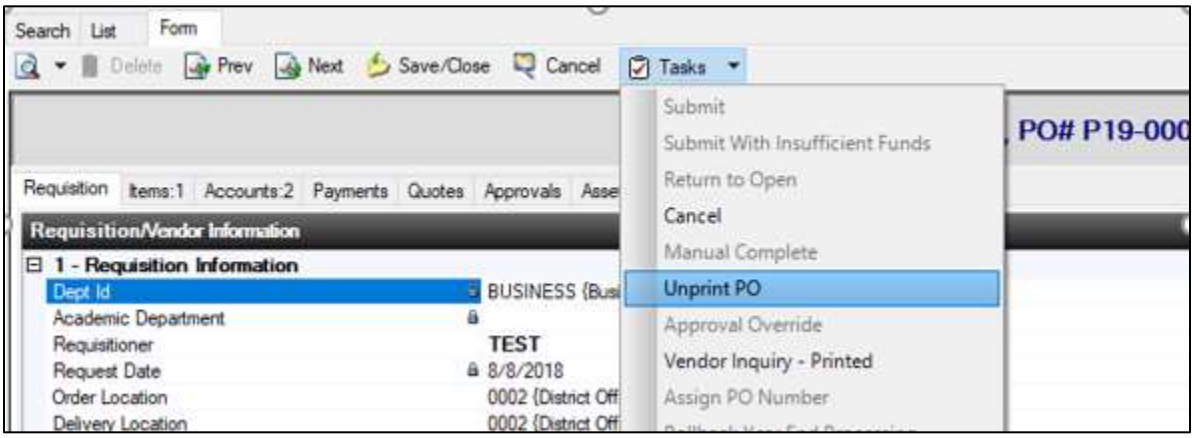
15. **Rollback Complete/Cancel** - This returns a requisition to the previous status, clears the Date Completed flag, clears the Days to Complete field, and writes a history message. However, if the requisition was in the Check Pending status before it was completed or canceled, the requisition will be returned to the status prior to Check Pending. This task is only available to Fiscal users and above, and through user-based activity permissions. It is only available if the fiscal year of the requisition is open.

PO Number will be assigned with the Print Original POs function (see page 22)

Editing a Requisition

You may edit requisitions in the ***Submitted*** status if your workflow role gives you permission to do so. If you edit any fields that are defined in workflow as requiring approvals, a History record will be written and new approval records based on the new information will be generated.

For requisitions in the **Approved, Printed, or Ready for Payment status you can only edit the category field**. If you have not sent the PO to the Vendor, you can make any editing changes necessary to the line items by using your task **Unprint PO**.



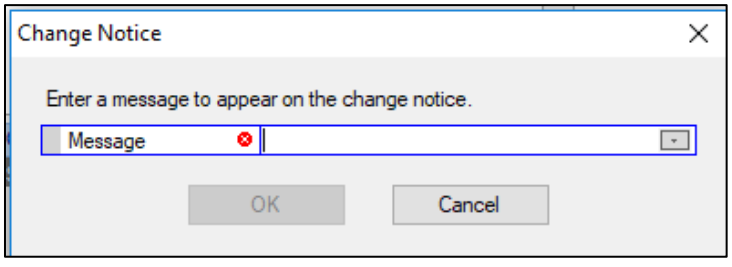
After the PO has been printed and sent to the vendor, changing line items must be formalized with a change notice.

All three items below must be true to edit the line items and create a change notice:

- The Order Type field in the requisition must be PO with Receipts, PO without Receipts or Blanket PO
- The status must be Printed, Ready for Payment or Check Pending
- You must be a member or manager of the department that owns the requisition

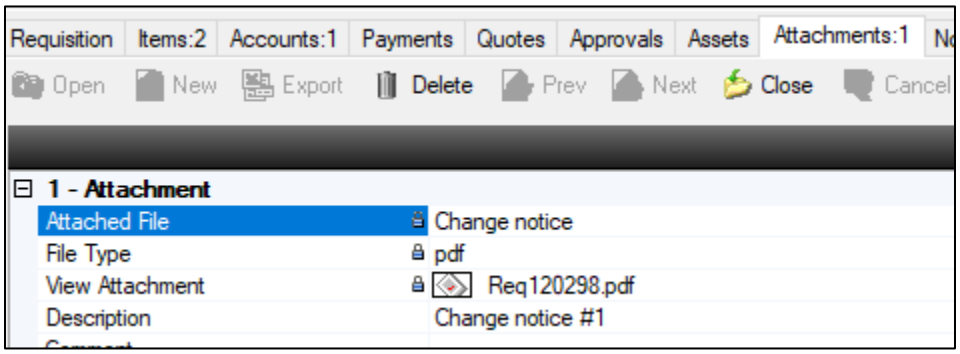
Open requisition and make changes.

- A change notice dialog box will appear



- Update account changes to ensure the requisition total is correctly distributed.
- Save the requisition

- Open requisition go to the Attachments tab



- Open the change notice and print it

Search Vendor Requisitions

Go to Finance-Requisitions-Vendor Requisitions

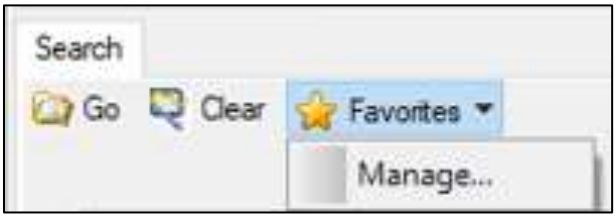
- Search by Reference Number = Matches on requisition number AND PO Number
- Search by Requisitioner = Uses logic to find requisitions that match the information entered
- Search by Vendor Id = Enter at least two characters to use the lookup
- Search by Status = Search by requisition status. Open, Closed, Submitted
- Search by Accounts = Search by any component that the user has access to view
- Template Reqs = Defaults to No. Flip flag to Yes to find Template Requisitions

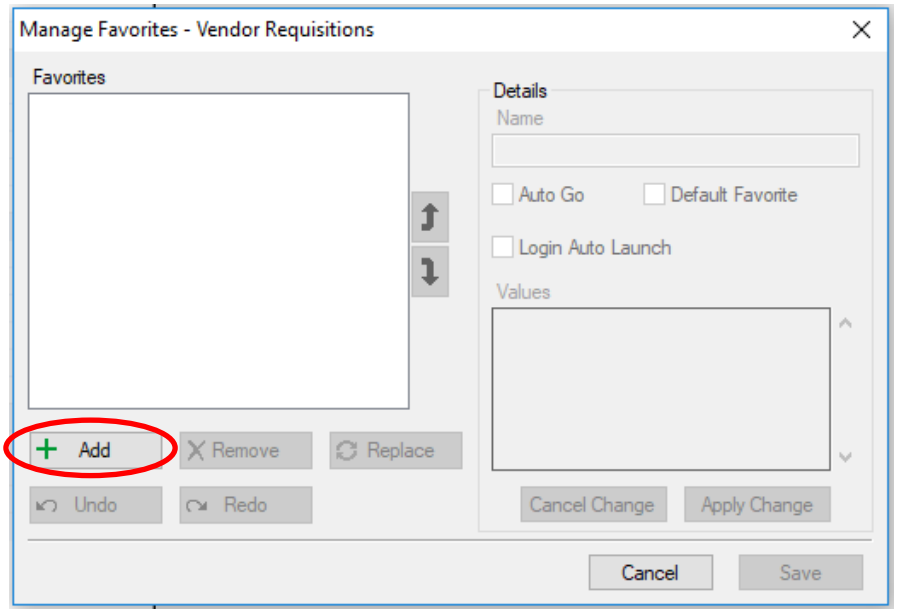
Create a Search Favorite

Go to Finance-Requisitions-Vendor Requisitions

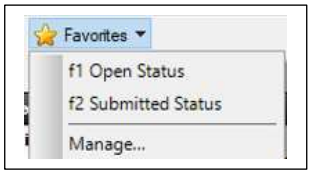
- Enter Search criteria
- Click Go to create list
- If the results are as expected click on Favorites
- Click on Manage to create favorite

Create Favorites to Save Time



- Click +Add
- Name your favorite
- Auto Go means the search will automatically launch when favorite selected
- Default Favorite will be your default every time in the screen
    - This can be helpful when in multiple fiscal years
- Click Apply Change
- Click Save
    - 

- Your Favorite is now available to select
- 20 Favorites per search or report



Vendor Requisition Approvals

Go to Finance-Requisitions-Approve Requisitions

The Approve Requisitions activity is available to all Finance user roles.

Approving requisitions is easy to do in the system because there is a single activity dedicated to this task.

- Pending Approvals
    - You will know if you have approvals waiting by the number listed in the Pending approvals field on the search form.
- Enter a requisition number or Click Go to get a list of requisitions that match your search criteria and are pending your approval. The approval list does not include any requisitions on hold.
- Review any requisitions you have questions about. (If you are denying a requisition, you may want to add your reason for the denial to the Comment or Req Note field.)
- Change the Action to Approve, Deny, Defer (if necessary) by typing in the Action field. (To do this quickly, type an "A" for approved and arrow down to the next field.)
- You can enter in a comment or a note, this is optional.

If you are an approver for multiple levels (location and account, for example), the requisition will appear **once** on your list. When you approve the requisition, all of the levels assigned to you will be approved simultaneously.

You will not see any requisitions on your list that you submitted. If you submit a requisition, all of your approval levels are approved automatically.

Admin users can view the status of their requisitions at any time, but cannot alter them once the requisition has been submitted for approval.

When all approvals for a requisition have been achieved, the status of the requisition changes from Submitted to Approved. Once approved, the appropriate department users can precede with the required tasks related to the requisition.

Unapprove a Requisition

If you approve a requisition but didn't mean too, you can use the Rollback My Approval task on the Approvals tab of the requisition. There are two ways to access this task:

- Quick link to the requisition from the Approve Requisitions list.
- Go directly to the Vendor Requisitions activity and open the requisition.

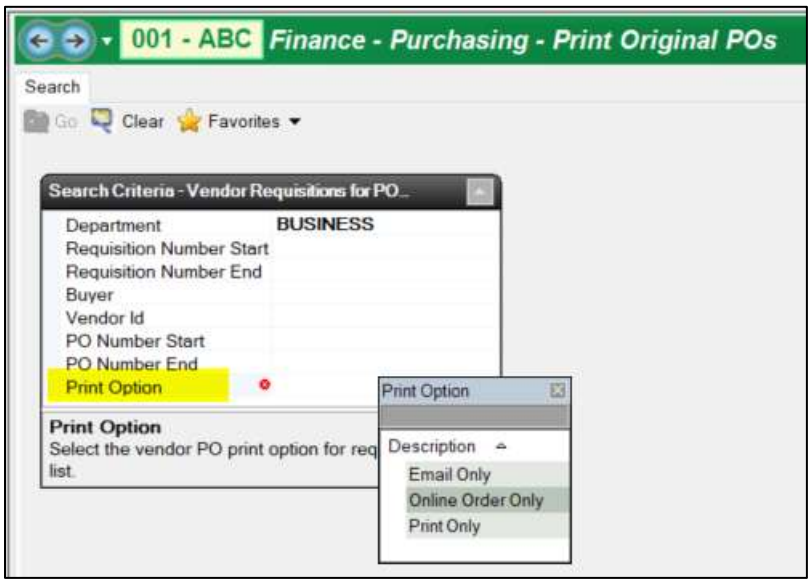
Once you are in the requisition, go to the Approvals tab, where the Rollback My Approval task is available if the requisition is still in the Submitted status and you are the most recent approver. When you select the task, the system prompts you for verification. If you say YES, the approval records created by your approval are cleared. This means if your approval creates more than one approval record (more than one user is at the same level and any of you can post the approval), those other records are also cleared.

Print and Create Purchase Order (PO)

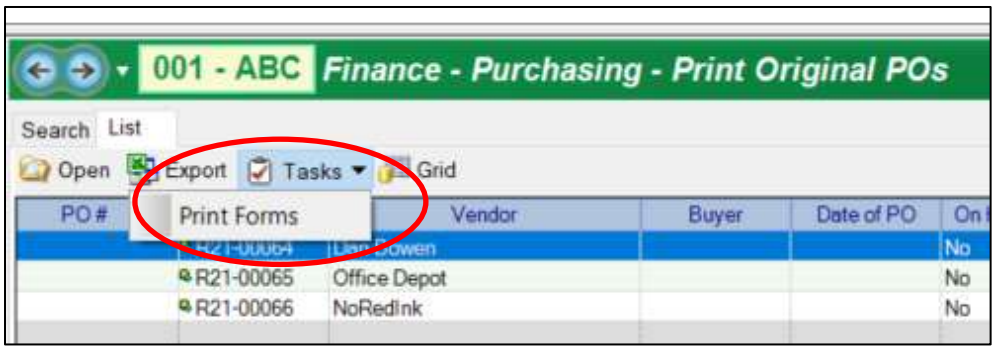
Go to Finance – Purchasing – Print Original POs

After Vendor Requisitions are approved, now it's time to print and create the PO to send to the vendor. It is not necessary to create a PO if you are not sending to a vendor. The printing process with create the PO and change the status based on the requisition order type.

Typically, the Department default is Business Services, but multiple departments may be available based on your permissions.

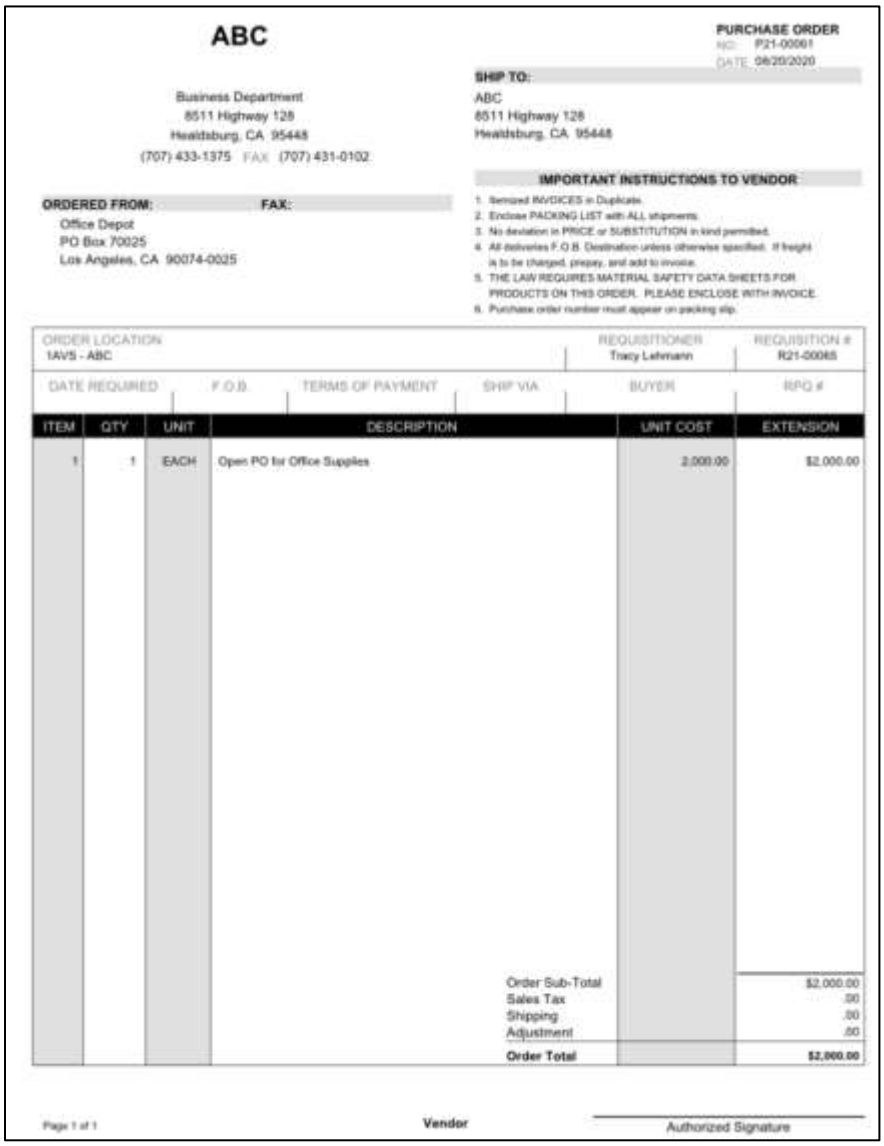


- Enter the Print Option
- Click Go to list of all requisitions to create PO
- OR enter the Requisition Number start and end
- Go to Tasks to select Print Forms



Example PO Form

Follow District practices and procedures for sending to vendor



ABC

PURCHASE ORDER
NO: P21-00061
DATE: 06/20/2020

Business Department
8511 Highway 128
Healdsburg, CA 95448
(707) 433-1375 FAX (707) 431-0102

SHIP TO:
ABC
8511 Highway 128
Healdsburg, CA 95448

ORDERED FROM: FAX:
Office Depot
PO Box 70025
Los Angeles, CA 90074-0025

IMPORTANT INSTRUCTIONS TO VENDOR
1. Itemized INVOICES in Duplicate.
2. Enclose PACKING LIST with ALL shipments.
3. No deviation in PRICE or SUBSTITUTION in kind permitted.
4. All deliveries F.O.B. Destination unless otherwise specified. If freight is to be charged, prepay, and add to invoice.
5. THE LAW REQUIRES MATERIAL SAFETY DATA SHEETS FOR PRODUCTS ON THIS ORDER. PLEASE ENCLOSE WITH INVOICE.
6. Purchase order number must appear on packing slip.

ORDER LOCATION					REQUISITIONER	REQUISITION #
IAVS - ABC					Tracy Lehmann	R21-00065
DATE REQUIRED	F.O.B.	TERMS OF PAYMENT	SHIP VIA	BUYER	RPO #	

ITEM	QTY	UNIT	DESCRIPTION	UNIT COST	EXTENSION
1	1	EACH	Open PO for Office Supplies	2,000.00	$2,000.00
			Order Sub-Total		$2,000.00
			Sales Tax		.00
			Shipping		.00
			Adjustment		.00
			Order Total		**$2,000.00**

Page 1 of 1

Vendor

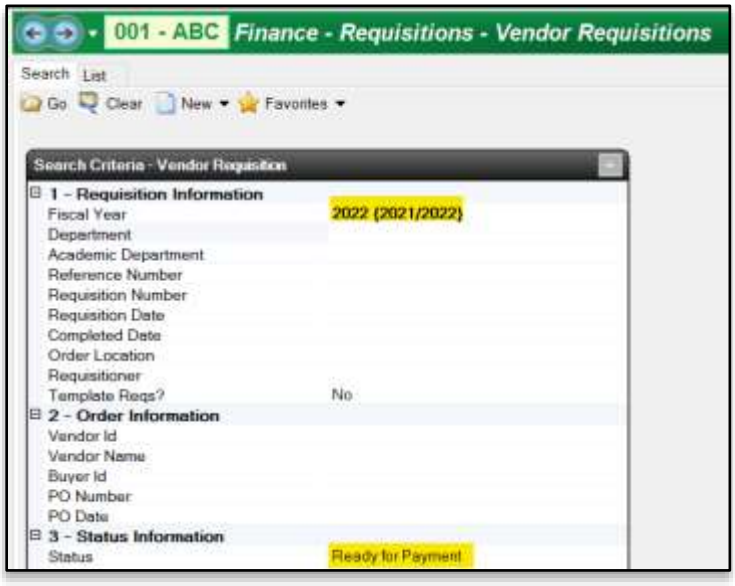
Authorized Signature

Payments

View list of Requisitions that are Ready for Payment

Go to ***Finance – Requisitions – Vendor Requisitions***

- Section 1 - Fiscal Year = 2022
- Section 3 – Status = Ready for Payment



Payment Activities

Go to ***Finance – AP***

1. **Enter Payments**
    - **a.** Vendor payments are the most common type of payment and are created as a result of a requisition. They are entered using the Payments activity. Once entered, payments can be viewed from the requisition, the vendor record or from the payment itself.
    - **b.** The payment is generally for the entire amount of the requisition or a partial amount. It can also be for more than the amount. The system includes the capability to set a threshold (by an amount or percent defined in the Department record) to limit the amount of the overage without requiring additional approvals.
    - **c.** Multi-year processing of vendor payments is handled through the definition of the requisition in the Department record.

2. **Direct Payments**
    a. Direct payments can be made to vendors in the database or companies and Individuals that are not defined as vendors (one-time payments). They are not associated with requisitions.
    b. Direct payments are entered using the Enter Direct Payments activity. Once entered, payments can be viewed from the vendor record (if appropriate) or from the payment itself.
    c. Direct payments are limited by a dollar amount: one for vendors, one for one-time Payees. These limits and multi-year processing are set in the Organization record.

3. **Employee Payments**
    a. Employee payments are used for reimbursing employees (defined in the database) for out-of-pocket expenses, such as supplies, travel costs, mileage, etc. The Employee ID can be entered directly into the payment, automatically filling in their current address. They are not associated with requisitions.
    b. Employee payments are entered using the Enter Employee Payments activity. Once entered, payments can only be viewed from the payment.
    c. Employee payments are limited by a dollar amount set in the Organization record.

4. **Payment Transactions**
    a. Ability to enter all payment types in a batch format. Batches can be created manually, imported and copied.

You can view a payment from within a requisition, from within a vendor or you can go directly to the payment to view or edit.

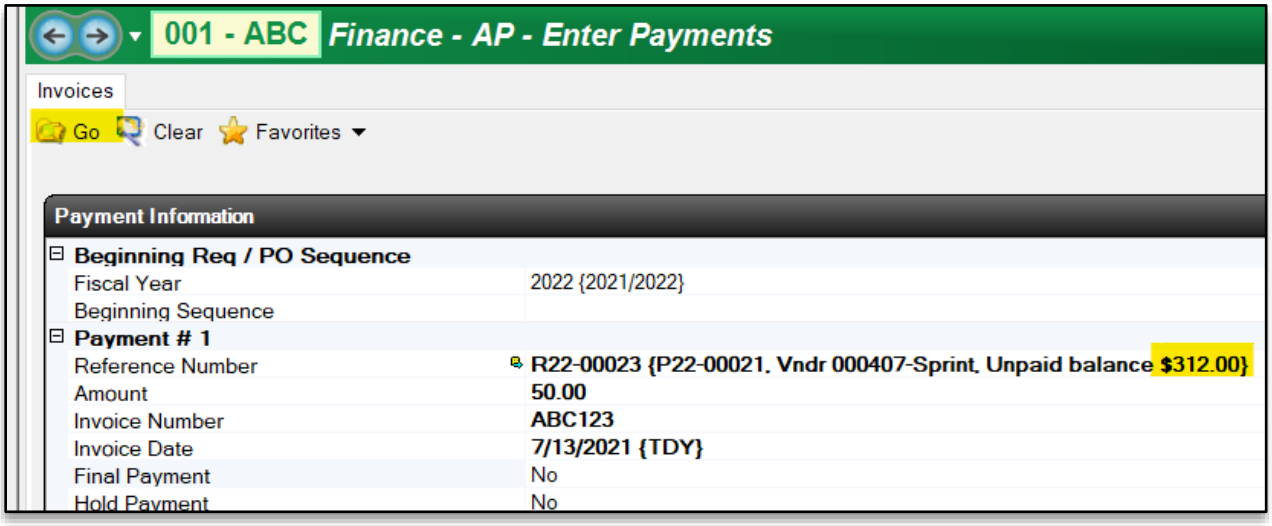
There are two options for entering payments. You may use the New button in the Payments activity or you can use the batch process in the Enter Payments activity.

If you are entering payments for a requisition in the Completed status and the invoice amount is not negative, then a yellow triangle will appear on the field, alerting you that the requisition has been completed. With this knowledge, you can then decide whether or not to complete the payment process or choose another course of action.

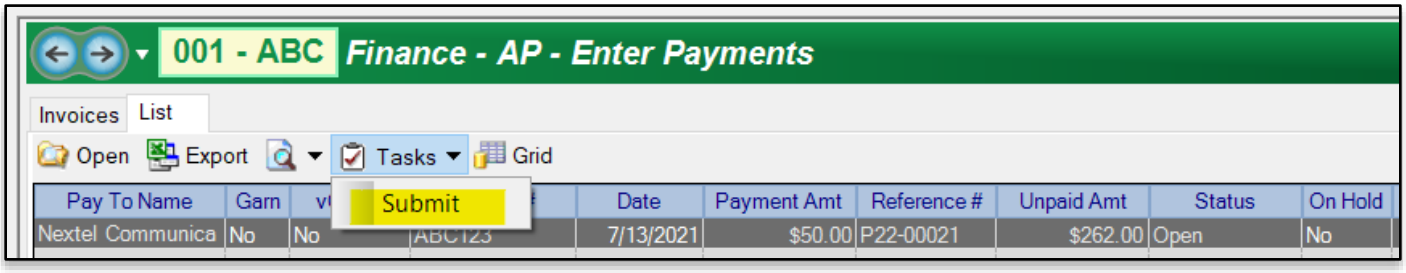
Enter Payments

Go to Finance-AP-Enter Payments

- Enter the Fiscal Year. Defaults to the current year, but this may be changed during multiyear processing.
- Enter the reference number. After you press Enter, the system will search for requisitions and purchase orders that match. When it finds a match, it will display the requisition number, PO number, vendor ID and vendor name and the remaining amount for the requisition.
    - If more than one record matches the reference number, you will receive a message that “multiple requisitions match.” Use the lookup window to select the desired requisition.
    - If the requisition is not in the correct status, you will receive an error message that the requisition is not in the proper status.
- Enter the payment amount. This can be the full, partial or negative amount. Negative amounts can be entered with a negative sign or with parentheses. Enter the unpaid tax amount, if appropriate
- Enter the vendor’s invoice number found on the printed invoice
    - The Invoice number must be unique for this requisition and vendor. (If a duplicate invoice number is entered, the payment will be put on hold with a status comment showing the Hold reason
    - **NOTE: Cannot contain special characters (e.g., *%$#&@!~)**
- Enter the date found on the printed invoice. (Defaults to today.)
- Select “Yes” if this is a final payment.
- Select “Yes” if the payment should be put on hold (Some district’s put payments on hold as a way to mark them for additional processing, like account editing.)
- Click Go, to open the payment list



- Go to Tasks to Submit



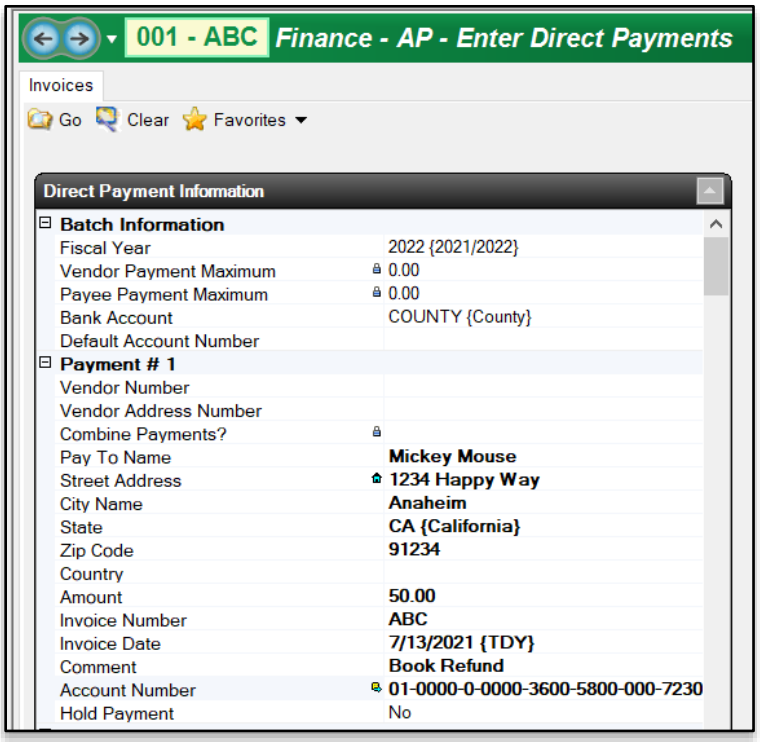
- Click Yes to verify that you want to submit the payments for approval Select Yes or No

Direct Payments

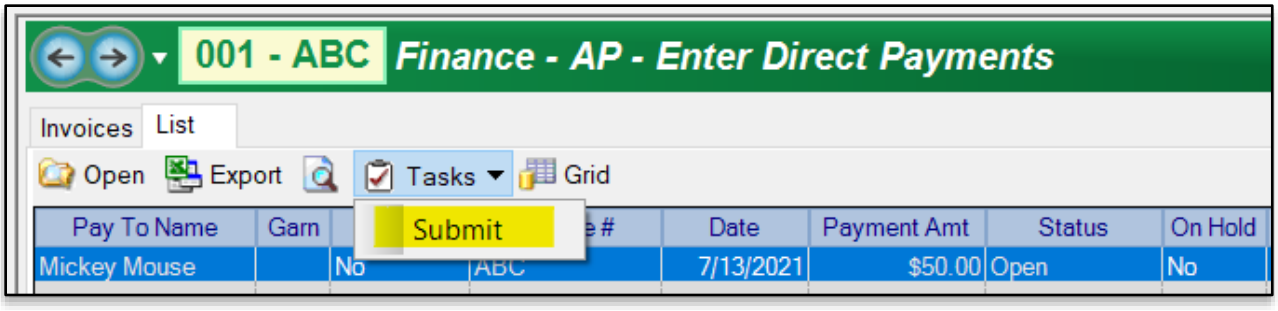
Go to Finance-AP-Enter Direct Payments

Typically used when a Purchase Order has not been created, ie reimbursement to a Parent

- Vendor Number not required
- Enter Pay To Name, Street Address, City Name, State, Zip Code, Amount, Invoice Number, Invoice Date, Comment, Account Number – all required



- Click Go, to open the payment list
- Go to Tasks to Submit



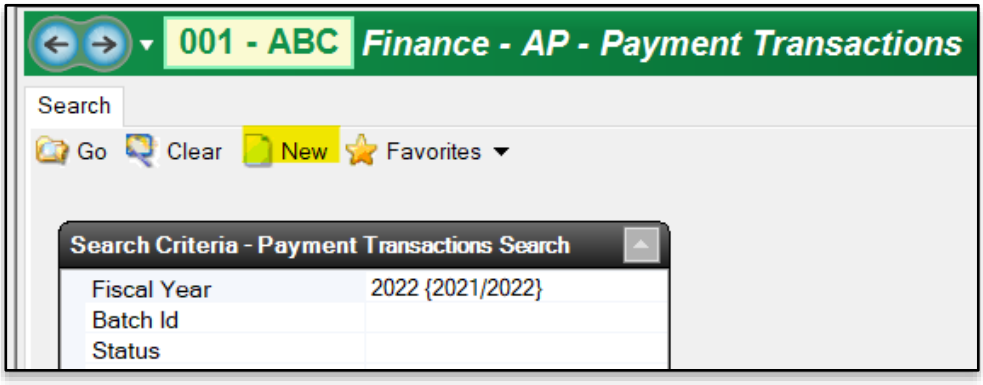
- Click Yes to verify that you want to submit the payments for approval Select Yes or No

Payment Transaction Batch

Go to Finance-AP-Payment Transactions

Three (3) ways you can create a Payment Transaction Batch:

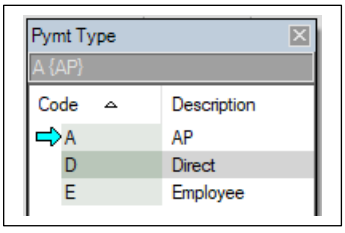
- Enter Payments Manually
- Import a Batch
- Copy a Batch



Entering Payments Manually – Option 1

- Click ***New*** to open the form.
- Enter the ***Fiscal Year***
- Enter a comment for the batch, if desired.
- Go to the **Items tab** and enter the items
- Enter in the payments, click in the Pymt Type field to select the Payment Type

  - A = AP Requisitions
  - D = Direct
  - E = Employee



Required fields when entering in a payment:

- Bank account
- Invoice Number
- Payment amount
- Invoice date
- Account number or link (for AP Payments - read-only from the requisition)
- Comment
- Payment type
- Reference number (for AP Payments)
- Employee ID (for Employee Payments)
- Vendor ID (for Direct Payments to vendors)
- Payee Name (for Direct Payments to payees)

- Click ***Save/Close*** to validate the payments.
- Reopen and review the batch.
- Go to Tasks to select the ***Post Payment Batch Data*** to post the payments.

REMEMBER:

Use tax needs to be added in the payment after posting of the batch.

- **To combine payments, ensure that the date, invoice number and comment are the same. If the date and invoice number are the same, but the comment is different, you will receive an error.**

Importing a Payment Batch – Option 2

- Click ***New*** to open the form for importing the file.
- Enter the ***Fiscal Year***. All journal entries will be created for the fiscal year specified, regardless of transaction date. The fiscal year must be open (based on close dates in the Fiscal Year Status record) and available for the time frame (multiyear processing as specified in the Organization record). (Required)
- Use the lookup in the ***File Name*** field to select the file to import. (Required)
- Use the lookup in the ***File Layout*** field to select the "type" of accounts you specified in the import file. (Required)
- Use the lookup in the ***File Type*** field to select the "type" = Standard (to create a Payment Transaction Batch)
- Enter a comment for the batch, if desired.
- Click ***Save/Close*** to import the payments.
- Reopen the batch and go to the Items tab. The items from the import file will be displayed in a line editor.
- Review and edit the batch.
- Go to Tasks to select "***Post Payment Batch Data"*** to post the payments.

NOTE: If two or more rows have the same vendor/employee ID, invoice number, invoice date, and comment, the rows will combine into a single payment.

Copying a Payment Batch – Option 3

You can copy batches, completed or pending.

- Click the Copy button from the list:
  - All summary information will be copied, ***except*** file import information.
  - All line items will be copied.

- Review and update the information as appropriate. The information will be validated as entered and when saved.

Copy a Payment Transaction Batch

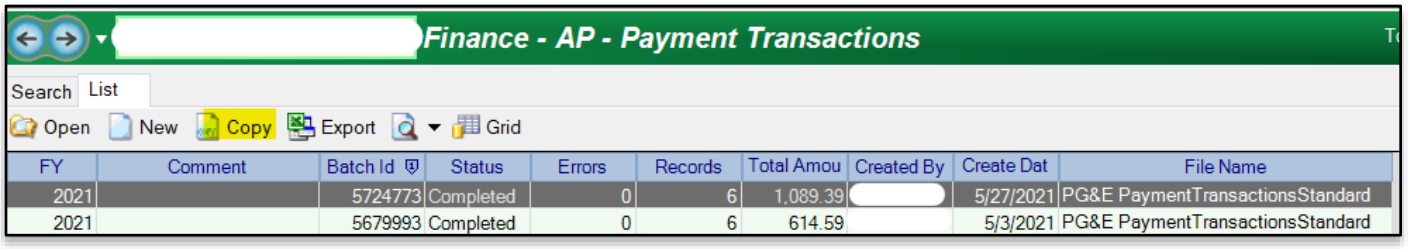
EXAMPLE:

District Reimburses Employees Instructional Materials Monthly. The Teachers submit their receipts every month, and they receive a monthly reimbursement.

The APY Clerk at the beginning of the year creates a payment transaction batch listing all the teachers for one site.
Now that there is an original Payment Transaction Batch the APY Clerk can copy this batch every month, update the payment amounts and the batch is ready to process.
If there is an Teacher in the batch who did not submit their receipts, or are not scheduled to receive a reimbursement payment the APY Clerk can just enter a zero, and leave them in the batch. They will not receive a payment for that month.

Go to Finance-AP-Payment Transactions

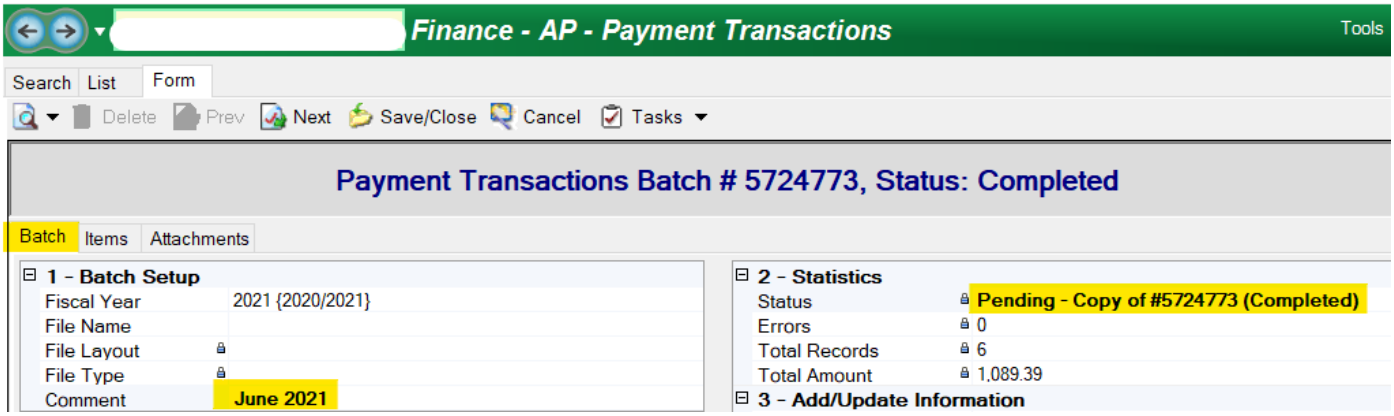
- Select Go - Creates a list of existing batches
- Select and Highlight the Batch you would like to copy



- Hit Copy
  - Creates a new batch with all the payment information

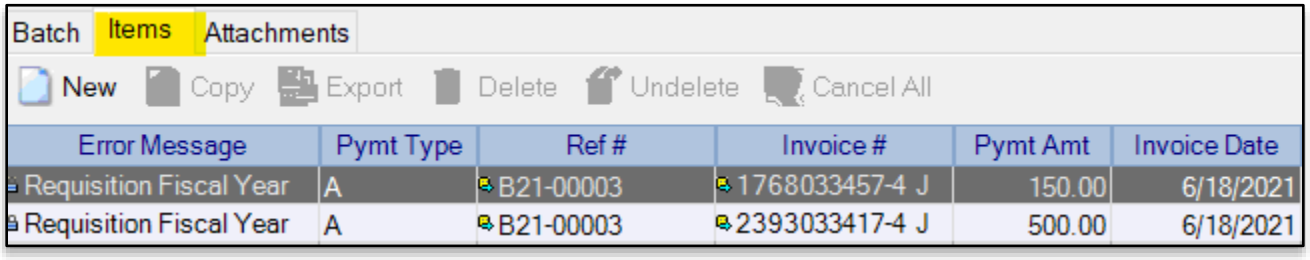
Batch Tab

- Update the Comment Field

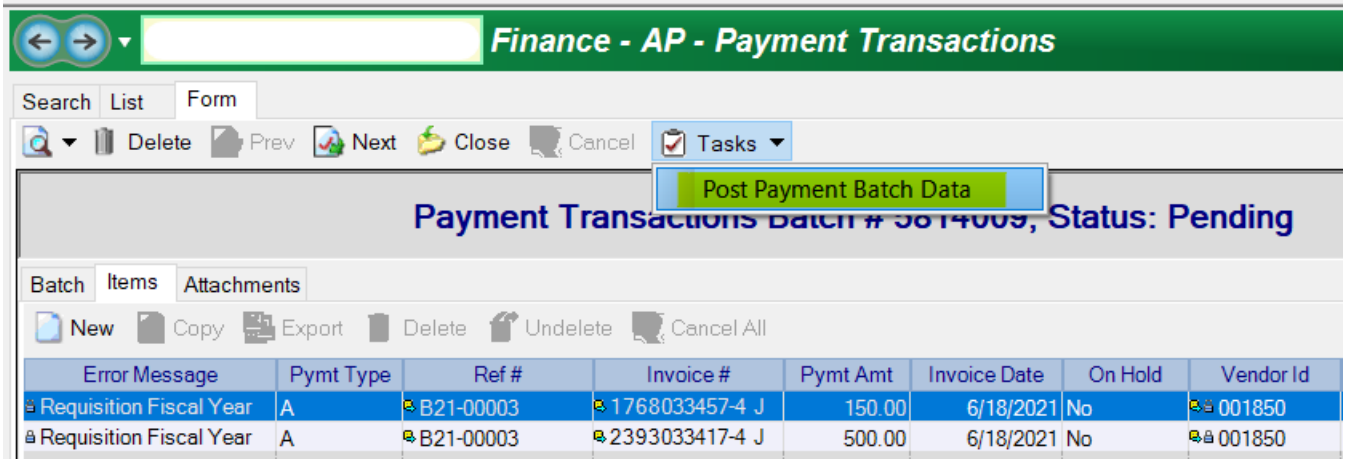


Items Tab

- Update the Invoice Number (Batch will error when posted, if you have duplicate invoice #'s. Recommendation just update the end of the Invoice #)
- Update the Payment Amounts
- Update Invoice Date

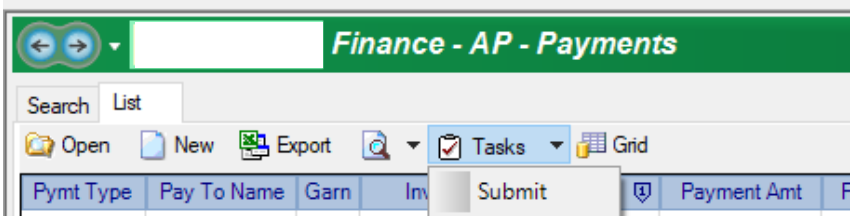


- Save/Close
- Reopen – Status and total amount will update
- Use Tasks to Post Payment Batch Data



Step 6 – *Go to Finance-AP-Payments*

- Go to Tasks to Submit Payments
  Payments should be processed the same



Error-free Payments

Payments that are error-free will be submitted and routed for approvals. An approval batch ID will be assigned and the payments will have their status changed to Submitted or Approved, depending upon the system setup.

Payments that have errors or variances will be put on hold and remain in the Open status.

Payments with Expired Accounts

For payments that have expired accounts, the payment is put on hold with the Status Comment, "expired account". The payment will be submitted as usual but a history message will be written to the payment listing all of the expired accounts**.**

Credit Memos

You cannot print "credit memos" for vendors with the Combine Payment flag set to No. If you create a credit memo for a vendor that does not combine payments, then the payment progress stops. It will not move on from the Approved status.

You can delete the credit memo payment or you can combine payments temporarily that would allow you to accept the credit memo.

Deleting Batches

You can delete any batch in the Pending status.

Viewing the Payments

Once the import file has been posted, you can view the payments created:

- Use the quick link for the invoice number from within the batch.
- Search for the payments from the AP-Payments activity.

Troubleshooting

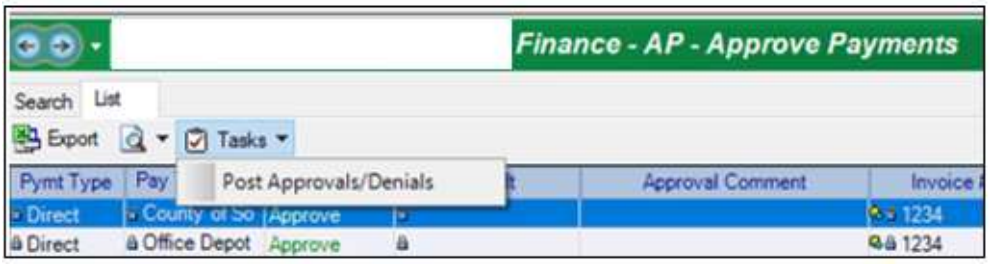
If you receive an error message upon saving, the most common mistake is having chosen the wrong format type. For example, you had account aliases in your file, but you selected the account format type.

Payment Approval

Go to Finance-AP-Approve Payments

The Approving Payments activity is a user-based permission. To approve payments, you must produce a list of payments ready for your approval.

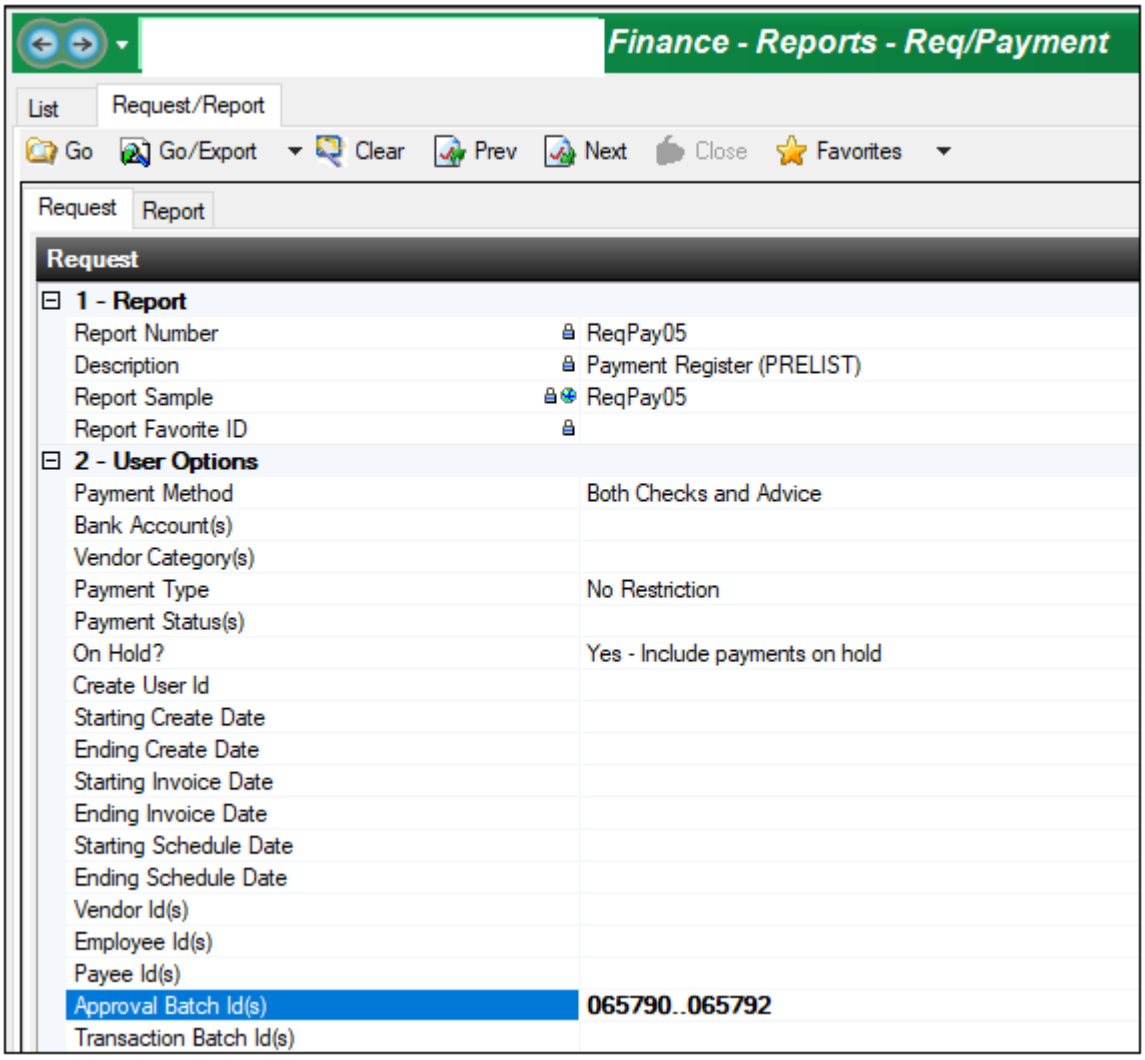
- Enter your search criteria or just click Go to get a list of every payment requiring your approval.
- Review any payments you have questions about. (If you are denying a payment, you may want to add your reason for the denial to the Notes tab.)
- If necessary, use the Task menu to change the highlighted payment from Approve to Deny or Defer, or vice versa.
- Select the Post Approvals/Denials option from the Task menu to post the list. This posts all approvals, denials and any notes added to the payment. Payments flagged as Defer will remain on your list and not have any action taken.
- When the system displays a summary of what you have posted
    - Click Yes to post the approvals.
- Batch will be created to submit to SCOE to for processing warrants and Status changed to Audit



Submit to SCOE: Req/Pay 05, AP Certification Form and Backup

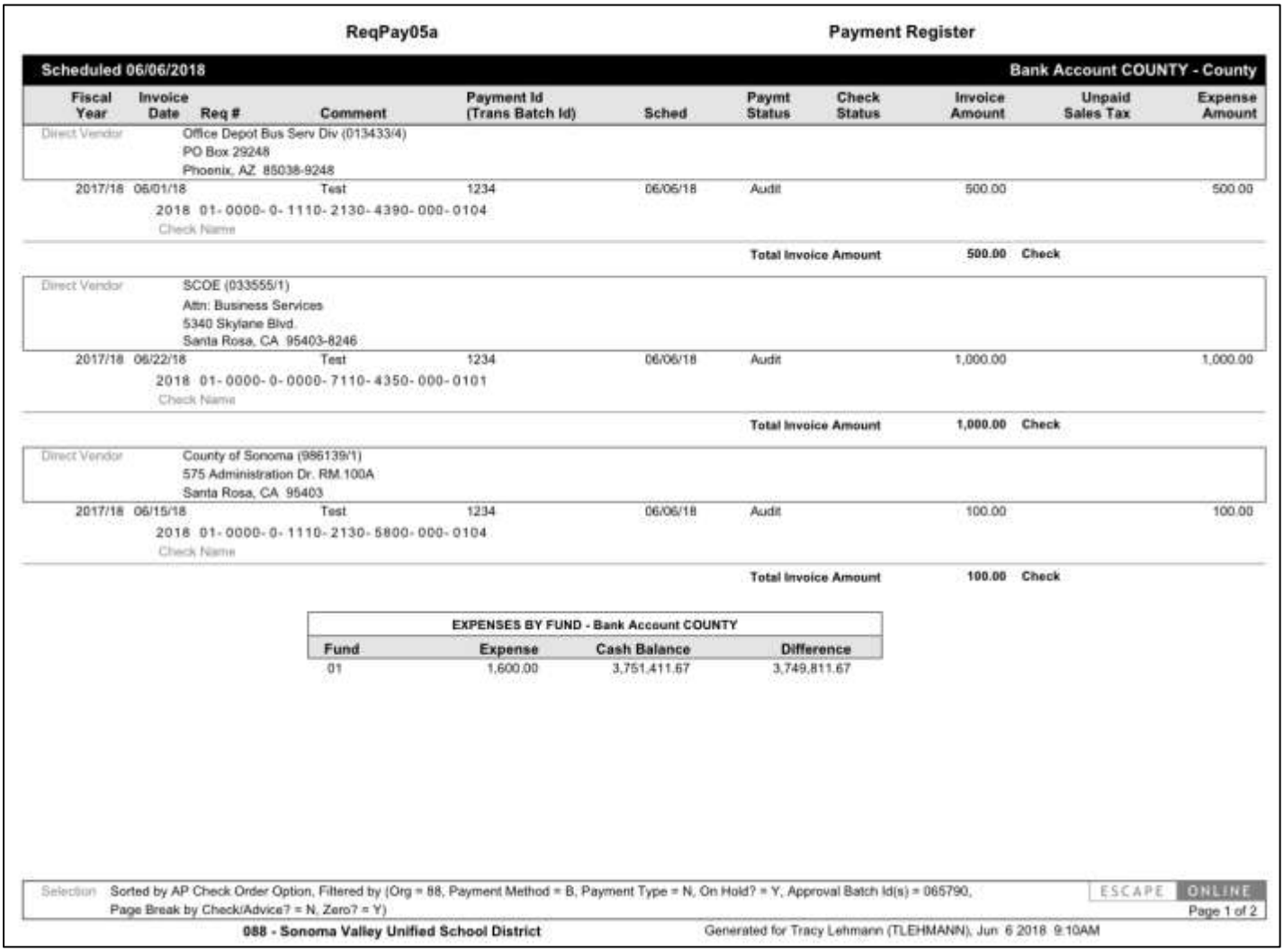
Go to Finance – Reports – Req/Payment – Req/Pay05 Payment Register (PRELIST)

- Select Req/Pay05 Report
- Select the Report Criteria
- Can Use the Approval Batch Id(s)
- To select range for Approval Batch Id(s): 065790..065792 (Use .. dot dot)



Example Req/Pay05

- Balance with invoices and employee reimbursements



ReqPay05a — Payment Register

Scheduled 06/06/2018 — Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor	Office Depot Bus Serv Div (013433/4) PO Box 29248 Phoenix, AZ 85038-9248									
2017/18	06/01/18		Test	1234	06/06/18	Audit		500.00		500.00
	2018 01-0000-0-1110-2130-4390-000-0104									
	Check Name									
						Total Invoice Amount		500.00	Check	
Direct Vendor	SCOE (033555/1) Attn: Business Services 5340 Skylane Blvd. Santa Rosa, CA 95403-8246									
2017/18	06/22/18		Test	1234	06/06/18	Audit		1,000.00		1,000.00
	2018 01-0000-0-0000-7110-4350-000-0101									
	Check Name									
						Total Invoice Amount		1,000.00	Check	
Direct Vendor	County of Sonoma (986139/1) 575 Administration Dr. RM.100A Santa Rosa, CA 95403									
2017/18	06/15/18		Test	1234	06/06/18	Audit		100.00		100.00
	2018 01-0000-0-1110-2130-5800-000-0104									
	Check Name									
						Total Invoice Amount		100.00	Check	

EXPENSES BY FUND - Bank Account COUNTY

Fund	Expense	Cash Balance	Difference
01	1,600.00	3,751,411.67	3,749,811.67

Selection: Sorted by AP Check Order Option, Filtered by (Org = 88, Payment Method = B, Payment Type = N, On Hold? = Y, Approval Batch Id(s) = 065790, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

Page 1 of 2

088 - Sonoma Valley Unified School District — Generated for Tracy Lehmann (TLEHMANN), Jun 6 2018 9:10AM

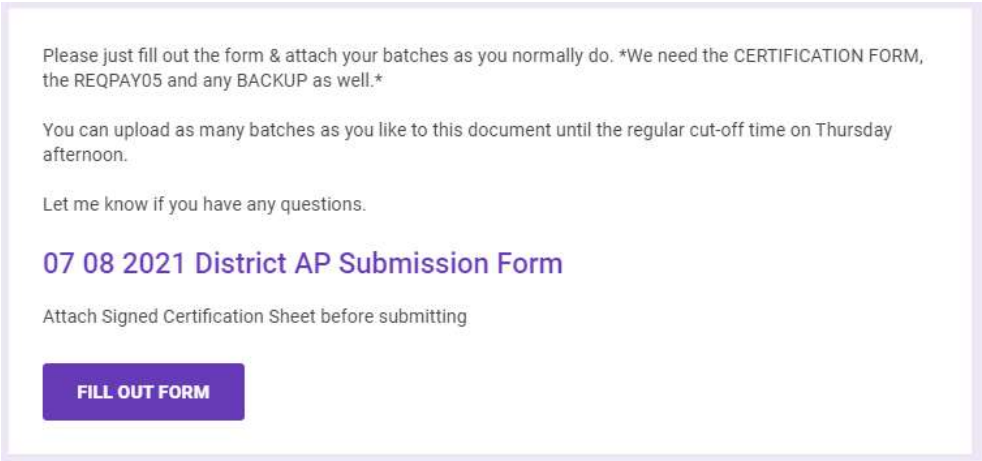
District AP Submission:

The District must submit the AP Payments to SCOE Business Services for Processing. Once this is approved in the system, you will need to send the AP Certification Form, ReqPay 05 Report and any Backup Documentation.

The AP Certification form can be found in Forms and Guides using the SCOE Resources link on the Activity Tree.

Link to Form:
https://www.scoe.org/files/District_Accounts_Payable_Certification_Form,_Rev_Oct_2020.pdf

The AP Submission Form is now in Google Forms to submit to SCOE Business Services. A link will be sent from SCOE Business Services to District AP Technician.

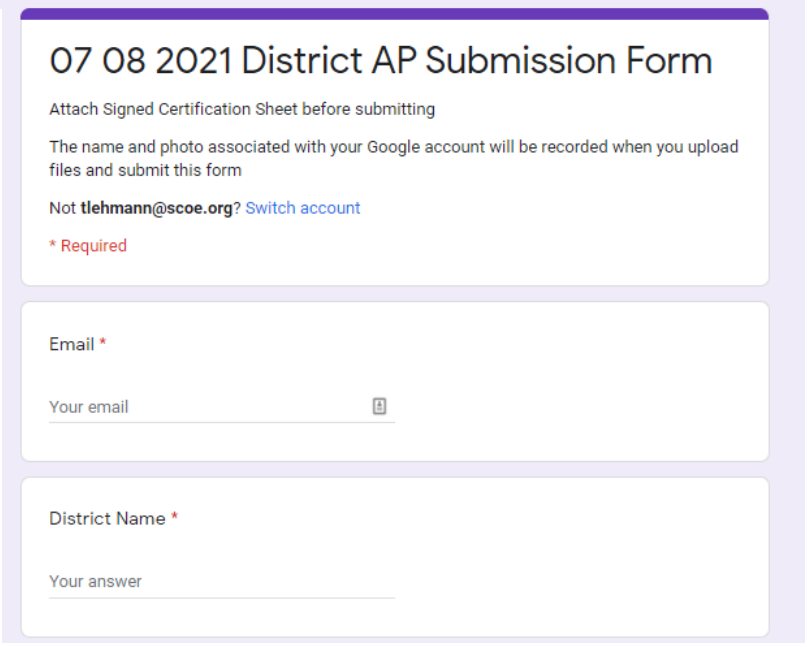


Example Google Form:

Please fill out the form and attach your batches with the CERTIFICATION FORM, the REQPAY05 and any BACKUP. See last page for Required to

You can upload as many batches as you like to this document until the noon cut-off time, see the SCOE Google Calendar for deadlines.

Link to SCOE Business Services Calendar:
https://www.scoe.org/pub/htdocs/business_calendar_of_events.html



Form can be found in SCOE Resources in Forms

District Accounts Payable Certification Sheet

District Name & # _____

Batch # _____

Batch Total $_____

We and each of the undersigned, by signature hereto, approve each, every, and all of the above numbered orders as proper and legal charges against the designated fund(s) of the above named school district of Sonoma County, California.

_____ _____

Trustee/Authorized Agent Accounting Technician

_____

Date

_____

_____

FOR COUNTY USE ONLY

☐ EXAMINED AND APPROVED: E.C.42636

☐ APPROVED: E.C. 42636

STEVE HERRINGTON
COUNTY SUPERINTENDENT OF SCHOOL

Examined and Allowed:
Erick Roeser, Assistant County Auditor-Controller

_____

Signature and Date. Deputy Checked By

Submit "Backup" Support Documentation

Backup support documentation must be submitted for expenses in this Audit Guidline. For example, invoices, receipts, expense claim forms, etc. must be emailed with the Req/Pay05 and AP Certification.

SONOMA COUNTY OFFICE OF EDUCATION

ACCOUNTS PAYABLE AUDIT GUIDELINES FOR SACS

Effective July 1, 2017

FUNDS 01 thru 09 & 62

OBJECT CODE	DOCUMENTATION REQUIRED	LEAs UNDER 4,000 ADA	LEAs 4,000 ADA and OVER *
1XXX	Yes	All Warrants	All Warrants
2XXX	Yes	All Warrants	All Warrants
439X	Yes	Only Warrants over: $1,000	$5,000
44XX	Yes	Only Warrants over: $1,000	$5,000
52XX	Yes	All Warrants	All Warrants
53XX	Yes	Only Warrants over: $1,000	$5,000
56XX	Yes	Only Warrants over: $1,000	$5,000
58XX	Yes	Only Warrants over: $1,000	$5,000
6XXX	Yes	Only Warrants over: $1,000	$5,000
71XX	Yes	All Warrants	All Warrants
8XXX	Yes	All Warrants	All Warrants
933X	Yes	Follow the above guidelines as to where the prepaid will be charged in the subsequent year.	
Payable to LEA	Yes	Warrants made payable to their own LEA must include: 1. Backup (i.e. monthly financial statement indicating revenue/expenditure) 2. 2 signatures of approval	
Reimbursements for: Petty Cash, Revolving Funds, Credit Card Payments	Yes	Require Full Documentation	Require Full Documentation
Standard Monthly	Yes	For all contracts requiring standard monthly payments over $1,000/$5,000, send a copy of the contract with initial payment and note all subsequent payments as "Monthly Payment".	

*Audit Findings related to Internal Control: If an LEA has audit findings related to internal controls which could affect warrant disbursements, lower audit thresholds may be imposed.

SCOE invoices do not need to be provided as long as invoice number is recorded in description on batch prelist

Revised 7/1/2017