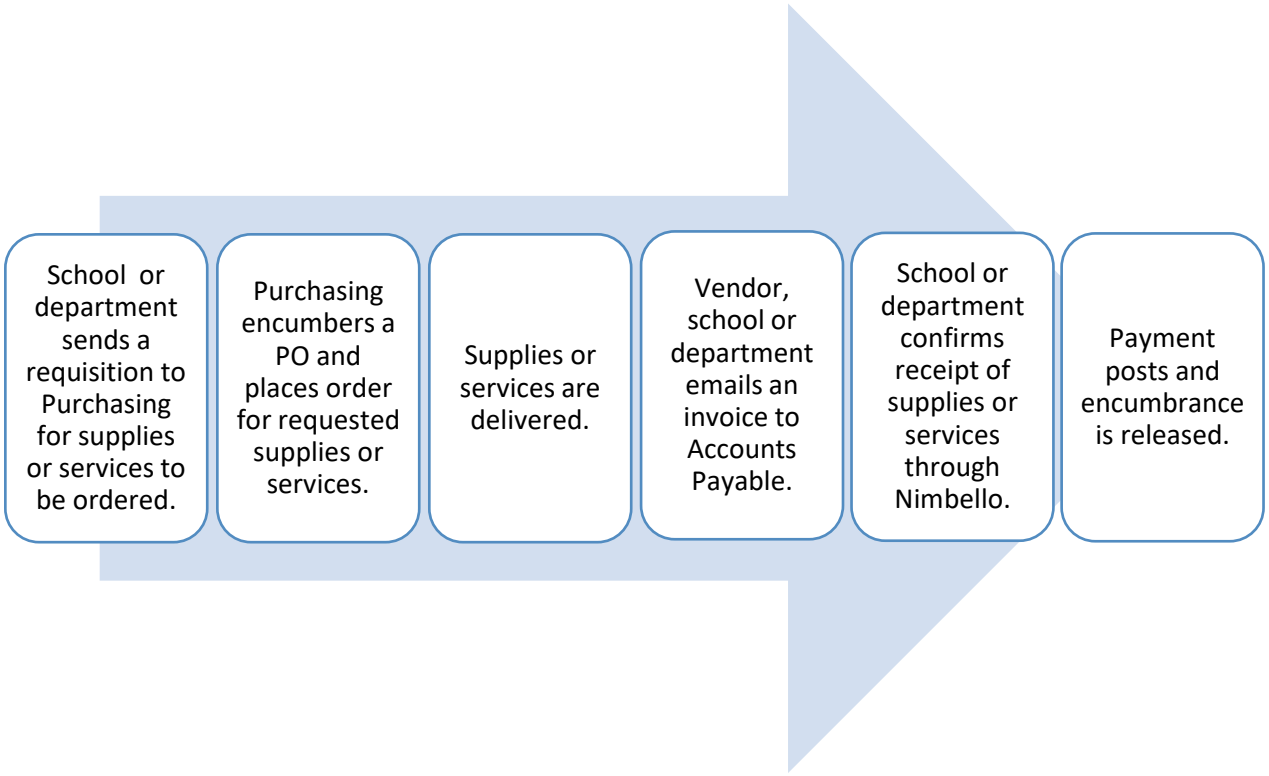
# ACCOUNTS PAYABLE ADMINISTRATIVE GUIDE

It is important for vendors doing business with the Cambridge Public Schools to get paid on time. So Accounts Payable strives to process invoices for supplies and services as quickly and efficiently as possible. It is equally important for administrators (or their designees) to open a purchase order (PO) before orders are placed or services are delivered and notify Accounts Payable upon delivery of those supplies and services.

Administrators can open a PO by submitting a requisition to the Purchasing department for the supplies or services to be ordered (see the ***Purchasing*** section of this Guide for more details). This creates an encumbrance equal to the total cost of the PO. The funds remain encumbered until Accounts Payable receives an invoice and payment posts for the amount due.

## LIFE CYCLE OF A PURCHASE ORDER AND PAYMENT FOR SUPPLIES OR SERVICES

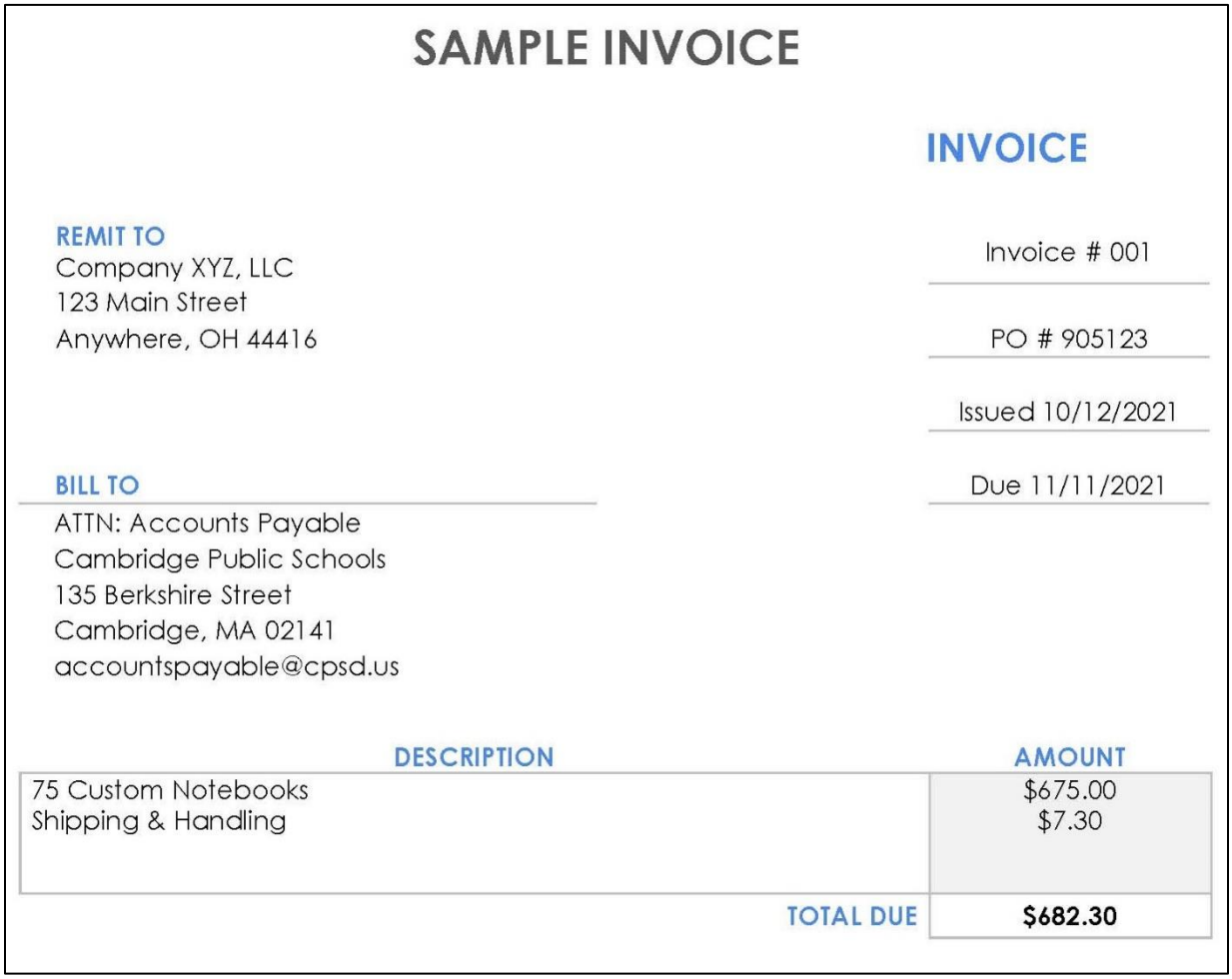


# PAYING VENDOR INVOICES

## INVOICES

Vendors typically send invoices directly to Accounts Payable via email at accountspayable@cpsd.us or the district's billing address which is 135 Berkshire Street in Cambridge, MA 02141. However, if you happen to receive an invoice, please email it to Accounts Payable as a PDF attachment upon receipt to minimize payment delays.

Invoices that include an invoice number, valid PO number, invoice date, remittance details for the check and CPS billing information also help minimize payment delays. See below for an example.



SAMPLE INVOICE

INVOICE

REMIT TO
Company XYZ, LLC
123 Main Street
Anywhere, OH 44416

Invoice # 001

PO # 905123

Issued 10/12/2021

Due 11/11/2021

BILL TO
ATTN: Accounts Payable
Cambridge Public Schools
135 Berkshire Street
Cambridge, MA 02141
accountspayable@cpsd.us

| DESCRIPTION | AMOUNT |
|---|---|
| 75 Custom Notebooks | $675.00 |
| Shipping & Handling | $7.30 |
| TOTAL DUE | **$682.30** |

## CONFIRMATION OF RECEIPT OF SUPPLIES OR SERVICES

Purchasing sends each school/department a PO copy once their requested order has been placed. Accounts Payable uses an invoice processing system called Nimbello to manage invoices submitted by vendors, schools and departments for those POs.

Individuals authorized to approve invoices for payment are given access to their own Nimbello account. This online account allows you to confirm receipt of supplies or services for each invoice billed to a PO encumbered for your school/department. Click here for the link to the Nimbello invoice approver training guide to learn more.

Timely responses to approval requests in Nimbello are key. They help Accounts Payable keep the district's accounts in good standing. Untimely approvals delay the payment process which can lead to service interruptions and credit holds for the entire district. Vendors may also refuse to do future business with the Cambridge Public Schools. So Nimbello will send you an automated reminder email every five days if your approval is not received within a few days of the request.

## VENDOR PAYMENTS

Vendor payments are issued approximately 10 business days from the date that you approve an invoice in Nimbello. Vendors registered with the City's EFT service get paid via electronic funds transfer. All other vendors are paid by check. Checks are issued at City Hall and mailed directly to vendors per the remittance address on their invoices. Although vendor payments are issued at the City level, you should contact Accounts Payable with payment status questions.

## HOW TO EXPEDITE A PAYMENT DUE TO SPECIAL CIRCUMSTANCES

Please email accountspayable@cpsd.us if there is an unusual or special circumstance that requires expedited payment. Reference the vendor name, PO number, desired payment date and reason for the request as far in advance as possible. Accounts Payable will follow up with you and make every effort to fulfill your request in a timely manner.

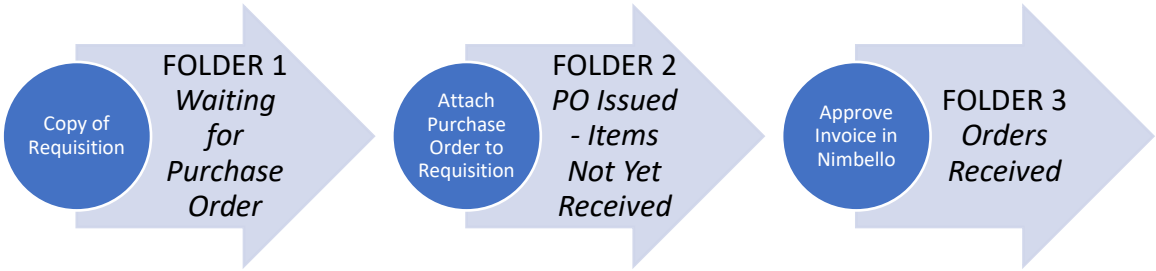
## RECOMMENDED PROCEDURES FOR TRACKING ORDERS

Accounts Payable recommends using the following procedure to keep track of your orders:

1. File a copy of each requisition or online order cart submitted to the Purchasing department in a folder labeled ***"Requisitions – Waiting for Purchase Orders".***

2. Match each purchase order with its corresponding requisition or cart summary upon receipt. Attach the two documents and file them in a folder labeled ***"Purchase Orders Issued/Items Not Yet Received".***

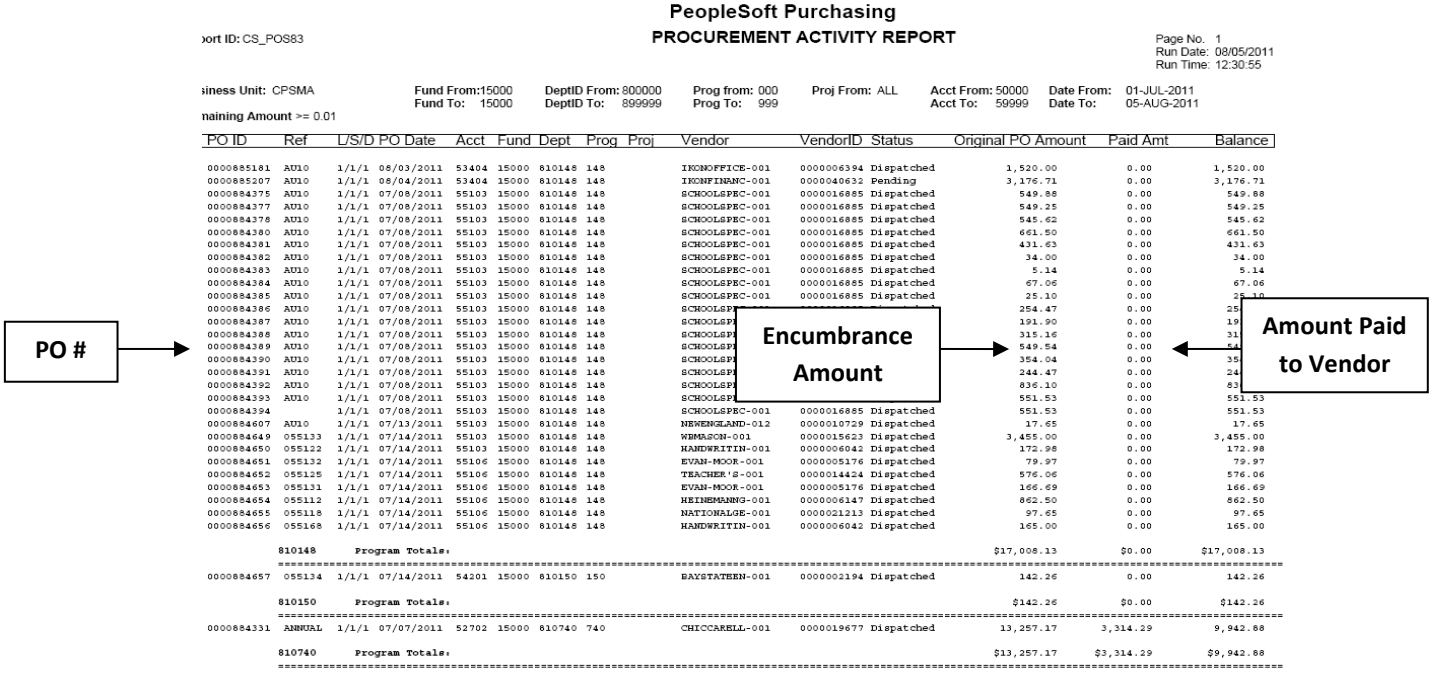
3. Inform Accounts Payable that your supplies or services have been received per the Nimbello invoice approver information provided in the "CONFIRMATION OF RECEIPT OF SUPPLIES OR SERVICES" section above.
    a) *If your order was received in full*, file a copy of the requisition/cart summary, PO and any supporting documents in a folder labeled ***"Orders Received".***
    b) *If you received a partial shipment or have an open PO*, then file the corresponding documents back in your ***"Purchase Orders Issued/Not Yet Received"*** folder along with a note on the PO indicating the invoice amount approved in Nimbello to date. This will help you keep track of the PO balance. You will only be asked to approve an invoice in Nimbello if a vendor's records show that the corresponding supplies or services were delivered.




*Special Note*: Please contact Purchasing immediately if you receive an order that is damaged, inaccurate or missing items. Purchasing will assist you with the return/exchange process. Accounts Payable will ensure that your order is properly credited and the correct payment amount is issued.

## MONITORING PAYMENT ACTIVITY

An Open PO Report (also known as the Procurement Activity Report) is emailed to principals and department administrators on a weekly basis. It is useful for tracking the status of your orders and monitoring payment activity. This report includes all open purchase orders and indicates the encumbrance amount. It only lists purchase orders with a balance greater than $0.



**PeopleSoft Purchasing**
**PROCUREMENT ACTIVITY REPORT**

ort ID: CS_POS83 — Page No. 1 — Run Date: 08/05/2011 — Run Time: 12:30:55

siness Unit: CPSMA — Fund From:15000 To: 15000 — DeptID From: 800000 To: 899999 — Prog from: 000 To: 999 — Proj From: ALL — Acct From: 50000 To: 59999 — Date From: 01-JUL-2011 To: 05-AUG-2011

naining Amount >= 0.01

| PO ID | Ref | L/S/D | PO Date | Acct | Fund | Dept | Prog | Proj | Vendor | VendorID | Status | Original PO Amount | Paid Amt | Balance |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0000885181 | AU10 | 1/1/1 | 08/03/2011 | 53404 | 15000 | 810148 | 148 | | IKONOFFICE-001 | 0000006394 | Dispatched | 1,520.00 | 0.00 | 1,520.00 |
| 0000885207 | AU10 | 1/1/1 | 08/04/2011 | 53404 | 15000 | 810148 | 148 | | IKONFINANC-001 | 0000040632 | Pending | 3,176.71 | 0.00 | 3,176.71 |
| 0000884375 | AU10 | 1/1/1 | 07/08/2011 | 55103 | 15000 | 810148 | 148 | | SCHOOLSPEC-001 | 0000016885 | Dispatched | 549.88 | 0.00 | 549.88 |
| 0000884377 | AU10 | 1/1/1 | 07/08/2011 | 55103 | 15000 | 810148 | 148 | | SCHOOLSPEC-001 | 0000016885 | Dispatched | 549.25 | 0.00 | 549.25 |
| 0000884378 | AU10 | 1/1/1 | 07/08/2011 | 55103 | 15000 | 810148 | 148 | | SCHOOLSPEC-001 | 0000016885 | Dispatched | 545.62 | 0.00 | 545.62 |
| 0000884380 | AU10 | 1/1/1 | 07/08/2011 | 55103 | 15000 | 810148 | 148 | | SCHOOLSPEC-001 | 0000016885 | Dispatched | 661.50 | 0.00 | 661.50 |
| 0000884381 | AU10 | 1/1/1 | 07/08/2011 | 55103 | 15000 | 810148 | 148 | | SCHOOLSPEC-001 | 0000016885 | Dispatched | 431.63 | 0.00 | 431.63 |
| 0000884382 | AU10 | 1/1/1 | 07/08/2011 | 55103 | 15000 | 810148 | 148 | | SCHOOLSPEC-001 | 0000016885 | Dispatched | 34.00 | 0.00 | 34.00 |
| 0000884383 | AU10 | 1/1/1 | 07/08/2011 | 55103 | 15000 | 810148 | 148 | | SCHOOLSPEC-001 | 0000016885 | Dispatched | 5.14 | 0.00 | 5.14 |
| 0000884384 | AU10 | 1/1/1 | 07/08/2011 | 55103 | 15000 | 810148 | 148 | | SCHOOLSPEC-001 | 0000016885 | Dispatched | 67.06 | 0.00 | 67.06 |
| 0000884385 | AU10 | 1/1/1 | 07/08/2011 | 55103 | 15000 | 810148 | 148 | | SCHOOLSPEC-001 | 0000016885 | Dispatched | 25.10 | 0.00 | 25.10 |
| 0000884386 | AU10 | 1/1/1 | 07/08/2011 | 55103 | 15000 | 810148 | 148 | | SCHOOLSP | | | 254.47 | 0.00 | 25 |
| 0000884387 | AU10 | 1/1/1 | 07/08/2011 | 55103 | 15000 | 810148 | 148 | | SCHOOLSP | | | 191.90 | 0.00 | 19 |
| 0000884388 | AU10 | 1/1/1 | 07/08/2011 | 55103 | 15000 | 810148 | 148 | | SCHOOLSP | | | 315.16 | 0.00 | 31 |
| 0000884389 | AU10 | 1/1/1 | 07/08/2011 | 55103 | 15000 | 810148 | 148 | | SCHOOLSP | | | 549.54 | 0.00 | 54 |
| 0000884390 | AU10 | 1/1/1 | 07/08/2011 | 55103 | 15000 | 810148 | 148 | | SCHOOLSP | | | 354.04 | 0.00 | 35 |
| 0000884391 | AU10 | 1/1/1 | 07/08/2011 | 55103 | 15000 | 810148 | 148 | | SCHOOLSP | | | 244.47 | 0.00 | 24 |
| 0000884392 | AU10 | 1/1/1 | 07/08/2011 | 55103 | 15000 | 810148 | 148 | | SCHOOLSP | | | 836.10 | 0.00 | 83 |
| 0000884393 | AU10 | 1/1/1 | 07/08/2011 | 55103 | 15000 | 810148 | 148 | | SCHOOLSP | | | 551.53 | 0.00 | 551.53 |
| 0000884394 | | 1/1/1 | 07/08/2011 | 55103 | 15000 | 810148 | 148 | | SCHOOLSPEC-001 | 0000016885 | Dispatched | 551.53 | 0.00 | 551.53 |
| 0000884607 | AU10 | 1/1/1 | 07/13/2011 | 55103 | 15000 | 810148 | 148 | | NEWENGLAND-012 | 0000010729 | Dispatched | 17.65 | 0.00 | 17.65 |
| 0000884649 | 055133 | 1/1/1 | 07/14/2011 | 55103 | 15000 | 810148 | 148 | | WBMASON-001 | 0000015623 | Dispatched | 3,455.00 | 0.00 | 3,455.00 |
| 0000884650 | 055122 | 1/1/1 | 07/14/2011 | 55103 | 15000 | 810148 | 148 | | HANDWRITIN-001 | 0000006042 | Dispatched | 172.98 | 0.00 | 172.98 |
| 0000884651 | 055132 | 1/1/1 | 07/14/2011 | 55106 | 15000 | 810148 | 148 | | EVAN-MOOR-001 | 0000005176 | Dispatched | 79.97 | 0.00 | 79.97 |
| 0000884652 | 055125 | 1/1/1 | 07/14/2011 | 55106 | 15000 | 810148 | 148 | | TEACHER'S-001 | 0000014424 | Dispatched | 576.06 | 0.00 | 576.06 |
| 0000884653 | 055131 | 1/1/1 | 07/14/2011 | 55106 | 15000 | 810148 | 148 | | EVAN-MOOR-001 | 0000005176 | Dispatched | 166.69 | 0.00 | 166.69 |
| 0000884654 | 055112 | 1/1/1 | 07/14/2011 | 55106 | 15000 | 810148 | 148 | | HEINEMANNG-001 | 0000006147 | Dispatched | 862.50 | 0.00 | 862.50 |
| 0000884655 | 055118 | 1/1/1 | 07/14/2011 | 55106 | 15000 | 810148 | 148 | | NATIONALGE-001 | 0000021213 | Dispatched | 97.65 | 0.00 | 97.65 |
| 0000884656 | 055168 | 1/1/1 | 07/14/2011 | 55106 | 15000 | 810148 | 148 | | HANDWRITIN-001 | 0000006042 | Dispatched | 165.00 | 0.00 | 165.00 |
| | 810148 | Program Totals: | | | | | | | | | | $17,008.13 | $0.00 | $17,008.13 |
| 0000884657 | 055134 | 1/1/1 | 07/14/2011 | 54201 | 15000 | 810150 | 150 | | BAYSTATEEN-001 | 0000002194 | Dispatched | 142.26 | 0.00 | 142.26 |
| | 810150 | Program Totals: | | | | | | | | | | $142.26 | $0.00 | $142.26 |
| 0000884331 | ANNUAL | 1/1/1 | 07/07/2011 | 52702 | 15000 | 810740 | 740 | | CHICCARELL-001 | 0000019677 | Dispatched | 13,257.17 | 3,314.29 | 9,942.88 |
| | 810740 | Program Totals: | | | | | | | | | | $13,257.17 | $3,314.29 | $9,942.88 |

**PO #**

**Encumbrance Amount**

**Amount Paid to Vendor**

If a PO is listed on this report and the paid amount is greater than $0 but less than the original PO amount, it may be because:

- A partial order was received, invoiced and paid.
- The full order was received, invoiced and paid. However, the invoice total was less than the encumbrance amount. Accounts Payable will work with Purchasing to return the balance to your budget once you notify us.

# FREQUENTLY ASKED QUESTIONS

***Q. Can I fax invoices to Accounts Payable?***
**A.** No. Accounts Payable no longer accepts invoices by fax. Please forward any invoices you receive to accountspayable@cpsd.us or to our department via interoffice mail.

***Q. Should I send packing slips to Accounts Payable to confirm receipt of supplies?***
**A.** No. Please keep packing slips for your records. You can only confirm receipt of supplies by approving the invoice in Nimbello.

***Q. How long does it take for payment to be issued after I approve payment in Nimbello?***
**A.** Payments are issued approximately 10 business days after you approve an invoice in Nimbello. Refer to your most recent Open PO Report to track payment activity. Contact Accounts Payable for assistance if payment has not posted 20 business days or more from your Nimbello approval date.

***Q. My order is complete but my most recent Open PO Report shows that a balance remains after partial payment. What should I do?***
**A.** Please contact Accounts Payable to confirm that no additional payments are pending. If no payments are pending, Purchasing will return the funds reflected in the PO balance to your budget.

***Q. I received an invoice approval request through Nimbello but my school/department has not received the supplies or services. What should I do?***
**A.** Follow the instructions in Step 6 of the Nimbello invoice approver training guide. Accounts Payable will work with Purchasing to address the issue.

***Q. What should I do if I receive an invoice that exceeds the amount encumbered (or available) in the PO?***
**A**. Send an email to the Purchasing Department requesting that the PO be increased to pay the invoice in full.

***Q. I changed my address with Human Resources when I moved. Why was my reimbursement check mailed to my old address? Why was I asked for another W-9 form?***
**A.** The Human Resources/Payroll system is independent from the vendor system used to process employee reimbursements. So employees who move or are being reimbursed by the Cambridge Public Schools for the first time are required to submit a W-9 form directly to Accounts Payable.

# GLOSSARY OF TERMS

**Encumbrance:** The obligated Purchase Order amount which is equal to the total cost of the goods purchased or the service contracted amount. Once an item is received or services provided, and a payment is made to the vendor, the obligated or encumbered amount will decrease by the amount paid or expensed.

**Expenditure:** Payment made to vendor or to an employee. An expenditure can occur through the payroll system (e.g. employee salary, a workshop stipend, additional compensation), through the Purchasing system (e.g. paying a vendor for supplies), or through an internal accounting entry (e.g. a reimbursement to another department or city agency).

**Open PO:** A purchase order that has not been completely expended.
**Purchase Order (PO):** A document that indicates types, quantities, and agreed prices for the products or services that you have requested and will be receiving. The purchase order acts as a legal offer (or promissory note) to buy the products or services and is sent to the vendor by the Purchasing Department.

**Procurement Activity Report (also referred to as Open PO Report):** A weekly email report that displays a list of open purchase orders. This report should be reviewed on a regular basis to ensure that purchase orders are reconciled.

**Partial Payment:** An authorized payment for satisfactorily received supplies or services when the order has been partially delivered and invoiced. The remainder of the order or service will be delivered and invoiced at a future date within the same fiscal year.

**Requisition**: A requisition notifies the relevant department of a request. It is important to note that there are multiple requisition forms.

- The **Staff Requisition** is used for posting positions or transferring staff and is available on TalentEd and is routed through the Budget Office and the Human Resources Department.
- The **Professional Services Requisition** form is used to procure services from consultants, non-profit organizations, mental health agencies, social service agencies, and other professional or technical service providers.
- A **Standard Requisition Form** is used to purchase supplies or any other services. Both of these requisition forms are available on the CPS website and are submitted to the Purchasing Department.
- The **Travel Requisition Form** is used to request approval for travel as well as reimbursement for costs that will be incurred during that travel. This form can be found on the CPS website and is submitted to the Office of Curriculum & Instruction.

# ACCOUNTS PAYABLE CONTACT INFORMATION

**Accounts Payable**

135 Berkshire Street
Cambridge, MA 02141
Email: accountspayable@cpsd.us

**Natasha Mignott**
Accounts Payable Coordinator
nmignott@cpsd.us
(617) 349-6450

**Shatia Faria**
Accounts Payable Clerk Specialist
sfaria@cpsd.us
(617) 349-6999