Monthly Business Breakfast
November 10, 2014

INSPIRE • EQUIP • IMAGINE

A Special Thank You to for an Awesome Breakfast!!

Accounts Payable

Staff

AP Contact	Vendor Letter	Extension	Fax Number
Hester Abadie	A/P Supervisor: Contracted Services, Reimbursement Vouchers; Target; Sam's Club	41173	281-327-1173
Charsie Ward	A-E	41840	281-327-1840
Barbara Mucka	Non-PO Vouchers; Office Max, Special Ed Invoice Uploads, Mileage Reimbursements; Child Nutrition Invoice Uploads; Officials Reimbursements; Phone Bills; Utilities	41808	281-327-1808
Libby Koppa	F-K	41172	281-327-1172
Ronda Lafleur-Arceneaux	L-R	41177	281-327-1177
Barbara Evans	S-Z	41178	281-327-1178
Mary Ashcraft	Activity Fund Specialist	40091	281-327-0091
Vicky Corona	Travel Vouchers;	41076	281-327-1076

All invoices can be emailed directly to AccountsPayable.Invoices@fortbendisd.com

Reminders

- Invoices and Purchase Orders

- Emails to Accounts Payable

- Voucher Approval

- Catering Purchase Orders

- Holidays- Pcards, Vouchers and Invoices

Holidays

◄ October		~ **November 2014** ~				December ►
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18 Check Run will begin at 8:00 AM	19	20 Check Run will begin at 8:00 AM	21	22
23	24 Holiday	25 Holiday	26 Holiday	27 Holiday	28 Holiday	29
30	**Notes: Beginning November 18th all check runs will start at 8:00 AM**					

Holidays

◄ November			**~ December 2014 ~**			January ►
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
	1	2 Check Run will begin at 8:00 AM	3	4 Check Run will begin at 8:00 AM	5	6
7	8	9 Check Run will begin at 8:00 AM	10	11 Check Run will begin at 8:00 AM	12	13
14	15	16 Check Run will begin at 8:00 AM	17	18 Last Check Run for the year	19	20
21	22 Holiday	23 Holiday	24 Holiday	25 Holiday	26 Holiday	27
28	29 Holiday	30 Holiday	31 Holiday	**Notes:Check Runs will begin at 8:00 AM on Tuesdays and Thursdays**		

(Ctrl) ▾

What's New

- Check runs will begin at 8:00 am on Tuesdays and Thursdays – 11/18/14

- Employee Reimbursements through ACH – 1/6/14 (see example)

- New mileage web application – 12/1/14
  - Old version will be unavailable after 11/21/14

- A/P Claims Audit – 1/5/14

ACH Payment Advice Notification

-----Original Message-----
From: DoNotReply@fortbendisd.com [mailto:DoNotReply@fortbendisd.com]
Sent: Thursday, October 30, 2014 2:54 PM
To: Mouse, Minnie
Subject: Payment Advice Notification

Dear Customer,

Fort Bend Independent School District has issued a payment to the bank account provided. The attached Payment Advice details the invoices that have been processed for payment. The payment date reflects the date at which the payment is processed by our bank. Prior to utilizing the funds, please check with your bank and ensure that the funds have been deposited.

If you have any questions or concerns, please contact our department at 281-634-1808.

With Best Regards,

Accounts Payable Department
Fort Bend ISD

Here is the reference information:
Pay Cycle: WEEKLY
Pay Cycle Sequence Number: 470

This is system generated email, please do not reply.

FBISD   **Payment Advice**   30 October 2014 14:53:47 PM
                                                                    Page 1 of 1

To:
Vendor Name: Reference Information
Vendor Address: Pay Cycle: WEEKLY
                                                          Pay Cycle Seq Number: 470
USA

Payment Information
Payment Reference: 5550000059
Payment Date: 10/30/2014
Payment Method: Automated Clearing House

Bank ID	Bank Name	Branch ID	Branch Name

Bank To Information:
Bank To Account:

Shipping not paid if not on PO--Questions-Contact Buyer/Purchasing

Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discount Taken	Late Charge	Paid Amt
			17.86	0.00	0.00	17.86
Total:			17.86	0.00	0.00	17.86 USD

Accounts Payable

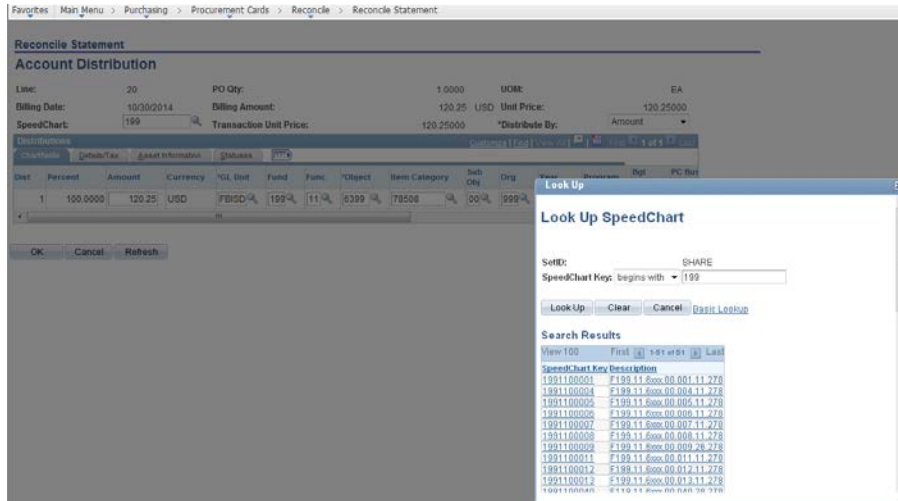## A/P Request Form

Send	To...	
	Cc...	
	Subject:	

We are in receipt of the above-mentioned invoice(s) or voucher(s) for payment; however, in order to process payment the following information is required by _____:

☐ Provide the Purchase Order Number: _____

☐ Provide the Receipt Number: _____

☐ Requires Budget Manager Approval in PeopleSoft

☐ Voucher exceeds budget tolerance, a budget transfer is required.

☐ Purchase Order is closed or invalid, new PO is required

☐ Provide a Contractual Agreement or Consultant Services Agreement

☐ Provide original receipt and In-Store Summary Form

☐ Other: _____
_____
_____
_____
_____

Hester Abadie, CTSBS
Manager of Accounts Payable
Fort Bend Independent School District

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New Projects

- Speed charts on Pcards

- Where's my Voucher?

Activity Funds

Don't Just Print Them

Effective Use of Reports

and Month-End Reporting

Your Goals:

- Help your principal understand the reports

- Notice trends and spot potential future issues

- Planning, Projecting

- Verify for accuracy

- You can't remember everything

When to Run Reports:

- <u>For Final</u>: Wait for our email (approx. 5th business day of new month; then due in a week.

- <u>For a Preview</u>: First day of the next month

- <u>For Planning</u>:   One week before end of the month

- **<u>Whenever you need information!</u>**

Fund 461 Campus Activity Fund:

nVision Report

- Run at least monthly

- What to look for.

- How Does It Really Look?

- Questions to ask.

See your handout

Fund 865 Student Activity Fund:

Monthly Report/Year-to-Date Report

- What to look for.

- Is anyone headed for trouble?

- Keep an eye on some.

  (You know which ones.)

See your handout

Fund 865 Student Activity Fund:

General Ledger

- Run for current period or YTD. (Current period is base requirement for month-end.)

- YTD is always best.

- YTD to sponsors periodically

  and any time requested or needed.

Fund 865 Student Activity Fund:

General Ledger – What to Look For

1. Any accounts need to be on your radar?

    (You know which ones.)

2. Watch for deficits

3. Notice running balance

Fund 865 Student Activity Fund:

General Ledger – What to Look For

4. Are they on track for collecting for future obligations?

5. Is anything not here?

6. Did you deposit money to any incorrect account?

Fund 865 Student Activity Fund:

General Ledger – What to Look For

7. Was anything spent from incorrect account?

8. Does anything "just not look right"?

9. If you requested an entry by us, verify it here.

10. Assess your "clearing" accounts

   (Instrument Use, Athletic Gate).

Fund 865 Student Activity Fund:

General Ledger

Understanding the transactions:

- Transaction Types

- Journal/Ref. No.

- Descriptions

See examples

Fund 865 Student Activity Fund:

General Ledger – References & Descriptions

Cash Receipts	10/23/2014	16986	FFA Jacket
Cash Receipts	10/23/2014	16986	Fundraiser
Payables	9/4/2014	00691719	~~PATRICIA KIDDY~~Y- Varsity tournamei
Payables	10/16/2014	00700941	CORREDOR CONCEPTS-213675
Payables	9/30/2014	00697162	JPMORGAN CHASE-
JE/JU	9/30/2014	JU15017	#31680-9/23/2014-Student Counc
JE/JU	7/16/2014	JU15007	EFT Coke Comm. JUNE
JE/JU	9/22/2014	0000065436	Print 28987
JE/JU	10/14/2014	0000065780	R/C Sales Tax-Dep 16697
Payroll	9/30/2014	PAY0065515	Supplemental Pay

Questions????

> ## **Next Meeting: January 14th**