

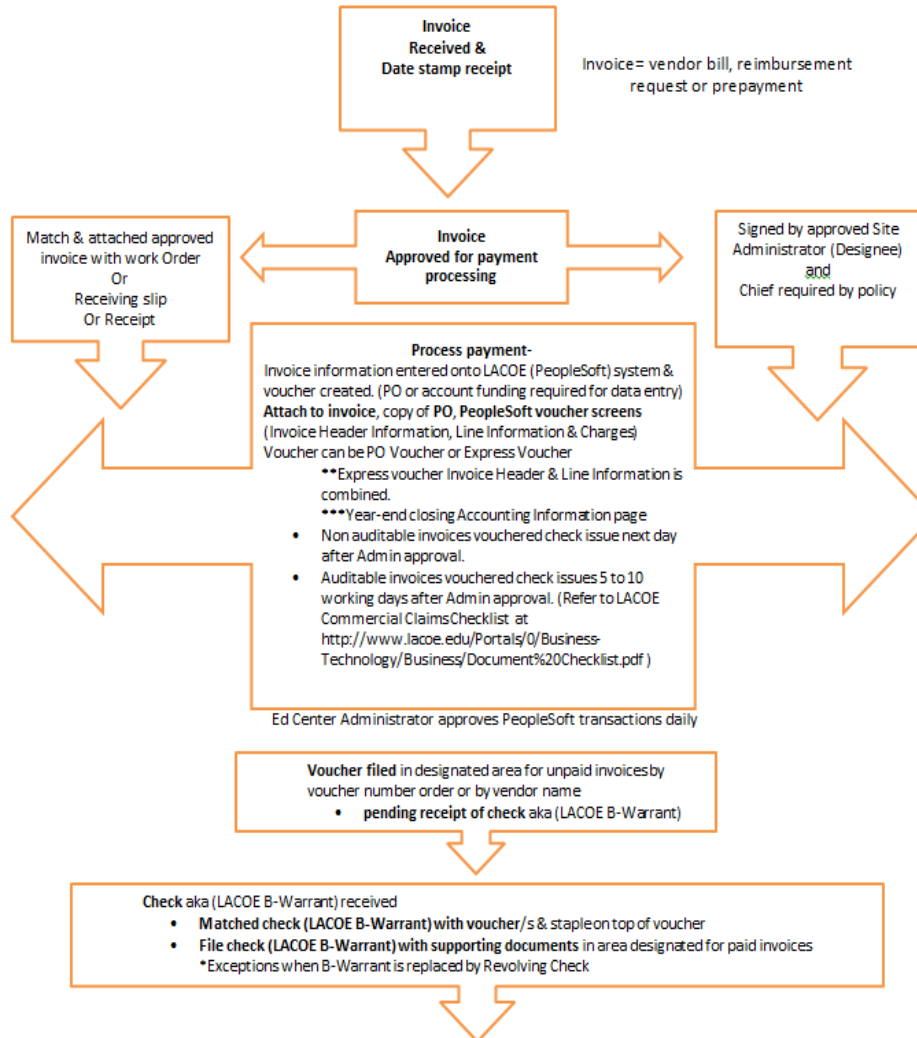
BUSINESS SERVICES ACCOUNTS PAYABLE PRESENTS

VENDOR SAYS -WHERE'S MY PAYMENT?



Invoice processing

Invoice Processing Flow



Accounts Payable Staff

Accounting & Payroll Supervisor

Adela Franco - email franco.adela@pusd.us (626-396-3600 x 88369)

Effective October 1, 2021, the Accounts Payable staff assignments in Business Services has changed as noted below. If you have any questions or concerns, we could be reached via email at apinvoice@pusd.us Or by phone **626-396-3600**, reference extensions noted below.

Ofelia McConnell

X88361

Assigned Alphabets:

- ✓ A thru M

Nancy Martinez

x88363

Assigned Alphabets:

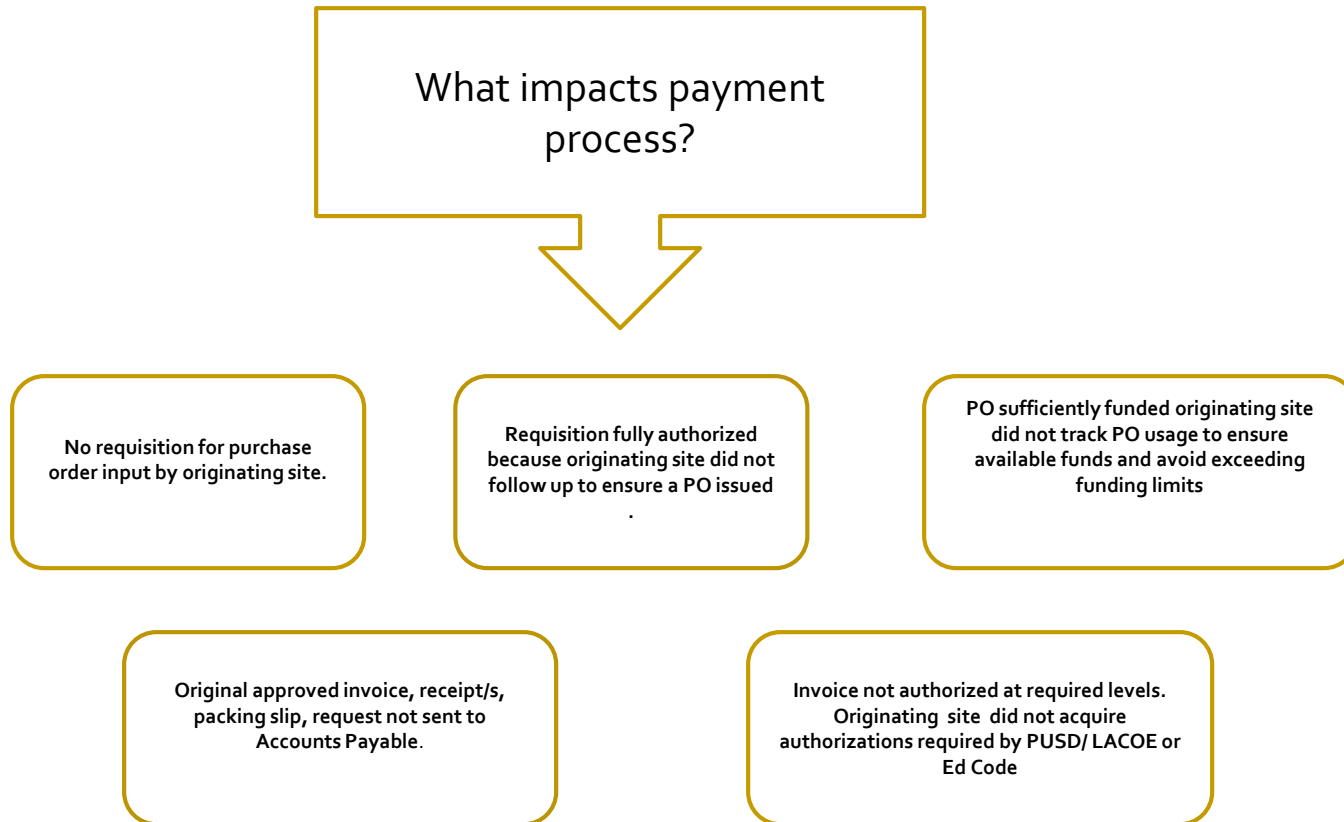
- ✓ N thru Z

Stephanie Burton

x88114

- ✓ Staff/Consultant invoices (code 5850)
- ✓ Reimbursements (codes 43xx, 52xx, 53xx)
- ✓ Contracts & Other Services (code 58xx)
- ✓ Legal Settlements (code 5820)
- ✓ Canon copier lease/maintenance
- ✓ Special Ed NPA/NPS billings (code 5880)
- ✓ PUSD Credit Card Payments- US Bank.
- ✓ OTHER – Benefits, Workers Comp/ Risk Mgmt.

Invoice is not processed for payment because



Accounts Payable – Funding to Payment

Funding affects payment process

Funding/ Accounts string determines documentation required

Sample Account String

01.0-00000.0 - 00000 -00000 - ???? - 00000000

(Fund-Resource- Goal- Function- Object- Location)

Supplies	Maintenance/ Repair	Books	Food	Membership	Fees
43XX	563X	42XX	4354	5310	58XX ****
Primary Object Codes vary					

Authorization Required – receiver (posted by Procurement Dept.), packing slip (blanket/open POs), receipt, or authorized invoice. Reimbursement requests must have original itemized receipts.

No Chief or Superintendent authorization required unless over \$96,700.00

Consultants	Contracts	Legal Settlement	Other Services Special
5850	58XX	582X	58XX, 581X, 583X, 584X, 588X
Primary Object Codes vary			

******* Always Chief or Superintendent authorization required regardless to amount of invoice**

Can I Check My Account Balance?

PeopleSoft

Select - Go – Process Financial Information

Select - Analyze Controlled Budgets

Select – Inquire

Select – Budget Inquiry **

Select – Site Access **

Follow Step 1 thru Step 3

** printable

The screenshot shows the 'Site Budget Inquiry' window in PeopleSoft. It includes a header with 'Business Unit: 64881', 'Ledger: DRG', and 'Scenario: FNAL'. Below this are input fields for 'Fund: 01.0', 'Res.PrjY: 00000.0', 'Goal: 00000', 'Funct: 73000', 'Object: 4%', 'Sch/Loc: 0000161', and 'Budget PD: 17-18'. A 'Get Budgets' button is circled in red with a '2'. A table below shows 'Totals' for Current Budget, Pre Encumbered, Encumbered, Expended, and Balance. A '3' is annotated near the table header. A 'Site Budget Inquiry - Detail' window is also visible, showing a table of transactions with columns for Type, Transaction Date, Docu, Voucher, PO, Req, Pre Encumbered, Encumbered, Expended, and Vendor.

Totals										
Current Budget:	Pre Encumbered:	Encumbered:	Expended:	Balance:						
37,500.00	0.00	931.91	68.09	36,500.00						

Fun	Res. P	Goal	Funct	Objec	Sch/L	Bdgt Pd	Current Budget	Pre Encumbere	Encumber	Expended	Balance	
1	01.0	00000.0	00000	73000	4310	0000161	17-18	10,000.00	0.00	931.91	68.09	9,000.00
2	01.0	00000.0	00000	73000	4340	0000161	17-18	10,000.00	0.00	0.00	0.00	10,000.00

Site Budget Inquiry - Detail											
Bus. Unit:	Fund:	Res. PrjY:	Goal:	Function:	Object:	Sch/Loc:	Budget PD:				
64881	01.0	00000.0	00000	73000	4310	0000161	17-18				
Current Budget:	Pre Encumbered:	Encumbered:	Expended:	Balance:							
10,000.00	0.00	931.91	68.09	9,000.00							

Type	Transaction Date	Docu	Voucher	PO	Req	Pre Encumbered	Encumbered	Expended	Vendor
1	07/10/2017				0000011666	1,000.00			
2	07/31/2017			0000083627	0000011666	-915.33	1,000.00		SPARKL
3	08/09/2017			0000083627	0000011666	-84.67			SPARKL
4	08/10/2017		V18-0399	0000083627			-68.09	68.09	SPARKL

Step 1 – input funding code (account string), indicate Budget year

Step 2 – select “Get Budget”

Step 3 – select magnifying glass for funding code

RESULT detailed with dates information related budgeted fund balance, available fund balance, expended fund balance, fund encumbrance, requisition, requisition's PO#, and amount charged against PO

Frequently Asked Accounts Payable Questions

- Why is invoice I sent not paid?
 - Receipt or packing slip for blanket/open PO purchases not sent to Accounts Payable?
 - Receiver not posted –
 - Warehouse & Direct to Site Shipments receipt of delivery not provided to Procurement staff.
 - Warehouse deliveries – the Warehouse confirms delivery with Procurement (contact Buyer listed on PO)
 - Direct Site deliveries – the Site (School/ Office) must contact Procurement (Buyer listed on PO) to confirm delivery
 - No PO has been requisitioned
 - PO has insufficient funds which requires an increase
 - Contract or agreement is approved for less than invoice/s submitted.
- How long does payment to consultant take?
 - Provided PO, contract documents, & approved invoice received at the same time, payment should issue within 10 to 20 working days***
- How long does it take for conference reimbursement payment?
 - Provided conference is approved, approved reimbursable expense request has itemized receipts, proof of payment and PO if request \$150.00 or more then payment should issue 20 working days. ***
- How long does it take for mileage reimbursement payment?
 - Payment should issue within 20 working days if fund/account code or PO is valid and funded***
- How long does it take for express voucher (petty cash) reimbursement payment?
 - Payment should issue within 20 working days if account code provided is valid and funded (ie authorized if special monies used such as some grants). Multiple express voucher request for same person may not exceed \$150.00 otherwise PO is required. ***

***Turnaround time is only valid once all requirements have been met.

Purchase Order & Accounts Payable Did I ?

Invoice

- ___ provide vendor with valid purchase order (PO) information
- ___ input PO requisition with valid funding/account code
- ___ funding/ account not valid , over drawn or closed
- ___ requisition for PO approved at all required levels for PO issuance
- ___ requisition has all required documentation
- ___ contact Procurement to confirm receipt
- ___ send receipt/ packing slip (blanket/open POs)

Invoices for Fees, Contracts Membership

- ___ provide vendor with valid purchase order (PO) information
- ___ list valid PO number or attached copy of PO to invoice
- ___ input PO requisition with valid funding/account code
- ___ requisition for PO approved at all required levels for PO issuance
- ___ requisition has all required documentation
- ___ obtain authorization signatures as required i.e. Administrator, Chief or Superintendent
- ___ send original documents to Ed Center-Accounts Payable
- ___ funding/ account not valid , over drawn or closed

Request for

Reimbursement

- ___ send receipt/ packing slip (blanket/open POs)
- ___ provide vendor with valid purchase order (PO) information
- ___ list valid PO number or attached copy of PO to invoice
- ___ input PO requisition with valid funding/account code
- ___ requisition for PO approved at all required levels for PO issuance
- ___ requisition has all required documentation
- ___ fully complete reimbursement form i.e. authorization and provide attachments i.e. original itemized receipts
- ___ attach receipt/ proof of payment* **1 receipt per request for express voucher request**
- ___ input requisition with valid funding/account code
- ___ send original documents to Ed Center-Accounts Payable
- ___ obtain authorization signatures as required

CONSULTANTS & CONTRACTORS

DID I?

Below is the flow for processing an agreement, obtaining approval, and submitting payment request

____ **Complete the agreement** form with dates, times, fees, and consultant information including signature.

____ **Complete Exhibit "A" Scope of Services.**

____ **Obtain certificates of insurance (COI) coverage.**

____ **Secure funding source.**

____ **PUSD School Principal/Department Administrator to initial (as acknowledgement)** the box provided near the Chief's signature on the agreement **AND** on the Exhibit "A" Scope of Services document.

____ **Email a scanned copy of this form with all appropriate attachments to the Chief's Secretary**

Secretary will submit for Board approval at the next scheduled meeting.

Originator keeps all the original copies for processing until Board gives approval.

____ **After Board approval (BR)**, the Executive Secretary will have the Chief/Superintendent sign the agreement (where applicable) and email the originator the approved signature page. **Only Chiefs or Superintendent are authorized signors for the Pasadena USD.**

____ **Request Purchase Order (PO.)**

Submit purchase order requisition on-line or the paper requisition, attaching all required documents with the chief's signature.

Agreement

Exhibit "A" (Scope of Services)

Certificates of insurance coverage

Board Report

Other items as needed

*****MUST MONITOR APPROVAL OF REQUISITION UNTIL PURCHASE ORDER HAS BEEN CREATED**

____ **Forward approved originals to Accounts Payable**

Agreement

Exhibit "A" (Scope of Services)

Certificates of insurance coverage

Board Report

____ **PAYMENT PROCESS (INVOICING):**

Consultant's invoice must include the P.O. number, date(s) of service, description of service, and rate of pay.

Invoice must correlate (match) with agreement name, terms of agreement & Exhibit "A" (Scope of Services)

If consultant does not submit an invoice then have him/ her complete the PUSD Consultant Request for Payment form.

Consultant completes invoice

Submits the invoice directly to School Principal/Department Administrator for approval

Site submits invoice to the Chief/Superintendent for approval

Approved invoice submitted to Accounts Payable for payment processing

PASADENA UNIFIED SCHOOL DISTRICT PROCUREMENT RECEIVING GUIDELINES AND PROCESS

Purpose:

- Safeguard PUSD's assets by preventing duplicate payments
- Manage negotiated prices against quotes and invoices
- Process payments in a timely manner
- Comply with local, State, and Federal laws

Policy:

- Accounts Payable has the sole authority to process payments using PeopleSoft Financial System (PSFS)

Receiving goods or services at your site "direct or drop ship":

- When goods are received, compare the package contents with the specifications and quantity of the goods of the order placed with your Vendor against the packing slip to ensure that what was ordered is actually what is being received.
- Determine if the goods are in good condition or determine if the services are acceptable. If the goods or services do not agree with your order or are unacceptable, contact the Vendor to resolve the issue (e.g., when the quantity received is less than the quantity ordered) or make arrangements to return the goods. Note on the packing slip the problem, the resolution, and the date resolved with the Vendor.
- Return the goods to the Vendor that do not agree with the PO or are unacceptable. We do not pay for goods that were not received, not ordered, or are unacceptable/damaged goods.
- Record the date of receipt of the goods or acceptance of services on the packing slip copy of the PO, sign the packing slip "ok, to pay, PO # 12345, Your Name".
- Send the approved packing slip or copy of the PO to accounting for immediate payment. A receiver will not be posted online in the PSFS for services or for direct/drop shipments to school sites.
- Computer equipment installed and serviced by Arey Jones – Accounts Payable pays invoices upon receipt of Master Report sent to us from Arey Jones. Procurement does not receive against these purchase orders in the PSFS.

PASADENA UNIFIED SCHOOL DISTRICT PROCUREMENT RECEIVING GUIDELINES AND PROCESS - CONTINUED

Receiving goods at the Warehouse:

- When goods are received, compare the package contents with the specifications and quantity of the goods indicated on the PO and the packing slip to ensure that what was ordered is actually what is being received.
- Determine if the goods or supplies are in good condition and are acceptable. If the goods or supplies do not agree with the PO or are unacceptable, contact the Vendor to resolve the issue (e.g., when the quantity received is less than the quantity ordered) or make arrangements to return the goods to the Vendor. Note on the packing slip the problem, the resolution, and the date resolved with the Vendor.
- Return the incorrect or damaged goods or supplies to the Vendor that do not match the PO. We do not pay for goods or supplies that were not received, not ordered via an approved PO or unacceptable/damaged.
- If shipment matches what was ordered, Warehouse staff processes the receipt of the goods or supplies in our Pitney Bowes receiving system and delivers goods or supplies to the ordering site or department on their next scheduled delivery date. Signature for the receipt of all deliveries made to schools sites or departments is required.
- Procurement posts receivers in the PSFS from a report downloaded from the Pitney Bowes Receiving System at least two times per week. If accounting receives a Proof of Delivery (POD) on a *line item PO* and a receiver is not posted, please forward the POD to the Procurement Office so a receiver may be posted in the PSFS. All invoices should be processed accordingly once the receiver is posted in the PSFS. Confirmation of delivery to school sites or departments is not required

Additional Support Documents

- Receipt Template dated 11/2009
- Peoplesoft Invoice/Payment related inquiry screen help sheets

Receipt Template (Business Services manual)

[Reset Page](#) [Print Page](#)

RECEIPT

Receipts with different P.O. numbers should be attached separately.

DATE:

SCHOOL:

DEPARTMENT:

(P.O.) #:

SIGNATURE: _____

PRINT NAME:

VR 11/2009

PeopleSoft Payment Voucher Inquiry

Log onto PeopleSoft then select

Administer Procurement then select

Enter Voucher Number (obtained from other PeopleSoft Screen) then select

Inquire then select

Voucher then select

Result will be the ability to see the invoice information and payment information related to that invoice

Bank SetID	Bank Code	Bank Account	Payment Reference	Short Vendor Name	Payment Date	Payment Amount
MODEL	CITI2	PASA	23830898	AERIE-001	05/31/2017	525.1

PeopleSoft Payment Voucher Inquiry

Log onto PeopleSoft then select

Administer Procurement then select

Enter Voucher Information then select

Inquire then select

Voucher then input Vendor ID (#) as shown on PO issued & invoice # for inquiry

Result will be the ability to see all the invoices processed under that Vendor ID which includes Voucher number, invoice numbers, invoice amounts and other vendor ID information

Update/Display -- Voucher

Business Unit: 64881

Voucher ID:

Invoice Number:

Short Vendor Name:

Vendor ID: 0000020826

Name 1:

Unit	Voucher	Invoice	Date	ShortName	Vendor	Name
64881	Z19-0385	M&S-6295	2018-07-01	AERIE-001	0000020826	AERIES SOFTWARE
64881	V16-4023	conf-11188	2017-03-15	AERIE-001	0000020826	AERIES SOFTWARE
64881	V16-3435	CONF-11189	2017-03-15	AERIE-001	0000020826	AERIES SOFTWARE
64881	V16-3434	CONF-11191	2017-03-15	AERIE-001	0000020826	AERIES SOFTWARE
64881	V16-3433	CONF-11192	2017-03-15	AERIE-001	0000020826	AERIES SOFTWARE
64881	V16-3432	CONF-11194	2017-03-15	AERIE-001	0000020826	AERIES SOFTWARE
64881	V16-3144	M&S-5155ASP	2017-01-20	AERIE-001	0000020826	AERIES SOFTWARE
64881	V16-2485	M&S-5155ASP	2017-01-20	AERIE-001	0000020826	AERIES SOFTWARE
64881	V16-0430	M&S-5155	2016-07-01	AERIE-001	0000020826	AERIES SOFTWARE
64881	V16-0104	Rw-10403	2016-06-17	AERIE-001	0000020826	AERIES SOFTWARE
64881	V15-2806	PRE-PAY REGISTRATION	2016-02-19	AERIE-001	0000020826	AERIES SOFTWARE
64881	D16-8803	Rw-11043	2017-06-12	AERIE-001	0000020826	AERIES SOFTWARE
64881	D16-8802	Rw-11045	2017-06-12	AERIE-001	0000020826	AERIES SOFTWARE

PeopleSoft Payment Voucher Inquiry

Log onto PeopleSoft then select

Administer Procurement then select

Enter Voucher Information then select

Inquire then select District PO Balance Inquiry then input Purchase Order (#) as shown on PO issued for inquiry

Update/Display -- District PO Balance Inquiry

Business Unit: 64881

Purchase Order: 0000087085

Purchase Order Date:

Short Vendor Name:

Vendor ID:

Unit	PO	PO Date	ShottName	Vendor
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