

# **BUSINESS/ PURCHASING UPDATE**

**BUSINESS & ACCOUNTING DEPARTMENT**

**AUGUST 5, 2020**



# DEPARTMENT INTRODUCTIONS

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# PAYROLL



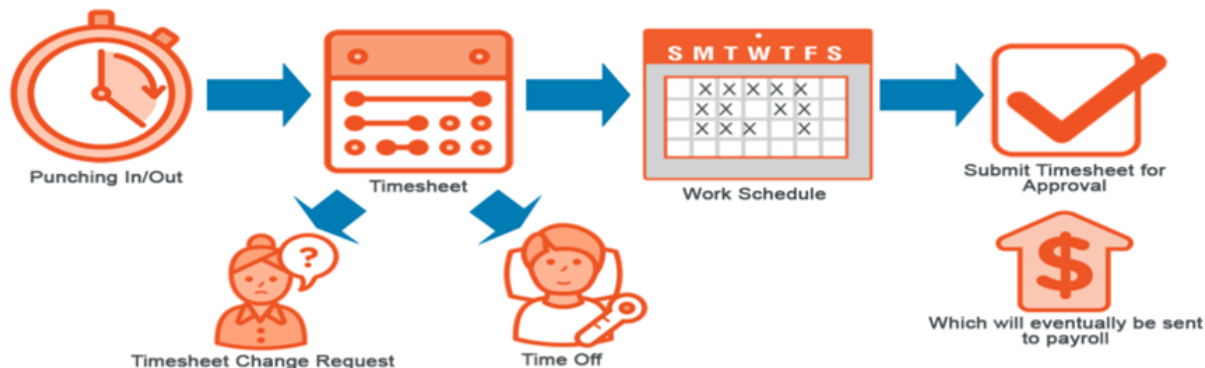
# KRONOS

- ALL NON-EXEMPT STAFF ON YOUR CAMPUS/DEPARTMENT
- FEDERALLY FUNDED TUTORS
- RE-ENFORCE TO EMPLOYEES THAT THEY SHOULD NOT SUBMIT THEIR TIMESHEET UNLESS IT IS A TRUE PICTURE OF THEIR WORK/LEAVE WEEK

# WEEKLY PAYROLL PROCESS TIMELINE

## Weekly payroll process timeline:

Friday	Monday	Tuesday	Wednesday	Thursday
Employees will submit timesheet change requests previous worked timesheet.	Employees will submit their timesheet every Monday by noon. This can also be done on Fridays if the employee is not working during the weekend.	Assigned payroll secretaries/timesheet editors also know as <i>campus supervisors</i> will approve or reject time change requests and time off requests for comp time and edit timesheets to complete the 'Approved (PayPrepReady)' process for payroll.	Assigned administrators also know as <i>Dept. Supervisors</i> will approve all timesheets and approve or reject time off request for comp time to complete the 'Approved (PayPrepReady)' status for payroll.	All employee timesheets are in an 'Approved (PayPrepReady)' status.



# APPROVED TELE-WORK – NON-EXEMPT

- IF VPN IS AVAILABLE, THEY CAN CLOCK IN AND OUT
- IF VPN IS NOT AVAILABLE, THEY WILL NEED TO SUBMIT **MISSED PUNCH REQUESTS**
- TIMESHEETS WILL STILL BE **DUE ON REGULAR SCHEDULE**
- **COVID – FILLER** IS AVAILABLE TO ENSURE THAT REQUIRED HOURS ARE RECORDED – **ONLY FOR THESE EMPLOYEES**

# AESOP – NEW SYSTEM

- GO LIVE AUGUST 24<sup>TH</sup>
- NEW SYSTEM IS BEING IMPLEMENTED
  - WILL REQUIRE NEW LOGIN SITE AND LOGIN CREDENTIALS
    - INFO WILL BE OUT IN NEXT WEEK OR SO
- SUBS USED PRIOR TO AUGUST 24<sup>TH</sup> – WORK WITH HR ON ASSIGNING AND RECORDING FOR PAYMENT
- FUTURE ABSENCES IN OLD SYSTEM WILL HAVE TO BE RECORDED IN NEW SYSTEM
  - INFORMATION FORTHCOMING

# EMPLOYEE BENEFITS



# OPEN ENROLLMENT

- JULY 15 – AUGUST 11, 2020
- SUSAN DIPPOLITO – BENEFITS SPECIALIST EXT 5782
- EMPLOYEE BENEFITS HUB  
[WWW.MYBENEFITSHUB.COM/BIRDVILLEISD](http://WWW.MYBENEFITSHUB.COM/BIRDVILLEISD)

# OTHER ITEMS



# CALENDARS

- CALENDARS – INCLUDED ON FINANCE WEBSITE
  - SALES TAX DUE TO BUSINESS OFFICE
  - CROSS-FUNCTION BUDGET AMENDMENT DUE TO BUSINESS OFFICE
  - BI-WEEKLY PAY PERIOD DATES
  - MONTHLY PAY PERIOD DATES

# SUBSTITUTE BUDGET

- NO LONGER CONTRACTING WITH ESS
- MOVE BUDGET FROM 6299-E1 TO 6112/6122

# HELPFUL HINTS – ACCOUNT INQUIRY

SEGMENT FIND SETTINGS - 199 BUDGET

Find by Segments		
Fund	199	...
Function		...
Object		...
Sub Object		...
Organization		...
Program		...
Budget Mgr	110	...
Project		...
Character code		...
Account type	Expense	▼
Account status	Active	▼
Rollup Code		...

SEGMENT FIND SETTINGS - 461 BUDGET

Find by Segments		
Fund	461	...
Function		...
Object		...
Sub Object		...
Organization		...
Program		...
Budget Mgr	045	× ...
Project	AF238	...
Character code		...
Account type	Expense	▼
Account status	Active	▼
Rollup Code		...

# FLEX DAYS – NO COMP TIME

To: Non-Exempt Campus Employees

From: Paige Curry

Date: May 29, 2020

Re: Guidelines for Flex Days for the 2020-2021 School Year

October 12, 2020 and January 4, 2021 have been designated as flex days for all campus employees who work less than 236 days. Below are options for these days:

1. Professional learning hours earned outside of the regular work schedule or work day
  - Seven (7) hours of professional learning will be needed for one flex day
  - Documentation of attendance will need to be provided to the campus principal for approval
  - Safe Schools training videos may not be used for professional learning
  
2. Personal leave day entered into AESOP.

If you do not wish to use options 1 or 2, please plan to attend your campus professional learning provided to employees on the above days. Additional information for those days will be forthcoming.

# CASH HANDLING



# CASH HANDLING

CASH SHOULD NOT BE LEFT IN DESKS, LOCKERS, OFFSITE, ETC.

- ALL CASH **AND CHECKS** SHOULD BE DEPOSITED WITHIN 2 BUSINESS DAYS OF RECEIVING IT.
- ALL CAMPUSES HAVE A SAFE
  - CASH SHOULD NOT LEFT IN SAFE FOR MORE THAN 2 BUSINESS DAYS
- HALTOM, BIRDVILLE AND RICHLAND HIGH SCHOOLS ALL HAVE SAFE DROPS FOR STAFF TO USE AFTER OFFICE HOURS
  - OFFICE STAFF WILL RETRIEVE DAILY AND FOLLOW UP WITH SPONSOR/COACH WITHIN 2 BUSINESS DAYS TO COUNT AND RECEIPT
- ALL MIDDLE SCHOOLS AND HIGH SCHOOLS HAVE A CASH COUNTING MACHINE
  - ALLOWS FOR A MORE ACCURATE COUNT AND RECEIPT PRINTS
    - INCLUDE ONE OF THE RECEIPTS IN BAG FOR BANK

# CASH – STAFF TRAINING

- ALL CAMPUS STAFF WILL BE REQUIRED TO PARTICIPATE IN A CASH HANDLING TRAINING
  - SPONSOR TRAINING VIDEO/POWERPOINT
  - <HTTPS://WWW.BIRDVILLESCHOOLS.NET/DOMAIN/5255>
- ALL DEPARTMENT STAFF WHOSE RESPONSIBILITY INCLUDES HANDLING CASH WILL BE REQUIRED TO PARTICIPATE IN CASH HANDLING TRAINING
  - AVAILABLE VIA SAFE SCHOOLS – FORTHCOMING IN THE NEAR FUTURE

# ACCOUNTS PAYABLE



# GENERAL

- CHECKS ARE RUN ON TUESDAY AND THURSDAY
  - COMPLETE DOCUMENTATION/MUNIS APPROVALS DUE BY MONDAY 1:00 PM AND WEDNESDAY 1:00 PM RESPECTIVELY
- INVOICES SHOULD BE SENT DIRECTLY TO ACCOUNTS PAYABLE
  - VIA EMAIL – [ACCOUNTS.PAYABLE@BIRDVILLESCHOOLS.NET](mailto:ACCOUNTS.PAYABLE@BIRDVILLESCHOOLS.NET)
  - WE CAN'T PAY A VENDOR WITHOUT AN INVOICE
  - PLEASE WORK WITH YOUR VENDORS TO SEND INVOICES DIRECTLY TO ACCOUNTS PAYABLE
    - IF YOU GET AN INVOICE AT YOUR SITE, PLEASE FORWARD DIRECTLY TO ACCOUNTS PAYABLE
  - IF WE HAVE THE INVOICE, BUT RECEIVING HAS NOT BEEN DONE IN MUNIS, WE CAN'T PAY
    - SO, IF YOU HAVE SENT THE INVOICE AND IT IS STILL SHOWING AS UNPAID, YOU MIGHT CHECK THE RECEIVING RECORD

# OPEN PO REPORT

- OPEN PO REPORT
  - THIS IS BEING SENT OUT ON A REGULAR BASIS TO YOU TO REVIEW
  - YOU CAN ALSO RUN ON YOUR OWN
  - WHY?
    - HELPS YOU MAKE SURE THAT AN INVOICE HAS BEEN RECEIVED BY AP
    - HELPS YOU MAKE SURE THAT YOU HAVE RECEIVED ITEMS IN MUNIS, AND
    - UNENCUMBERS FUNDS – ALLOWS YOU TO SPEND ON OTHER THINGS 😊

# PO RECEIVING

- ITEMS HAVE TO BE RECEIVED IN MUNIS BEFORE PAYMENT CAN BE MADE
- BUSINESS PROCEDURES MANUAL INCLUDES STEP BY STEP PROCESS
- QUICK RECEIPT – STANDARD METHOD
  - FULL – LINE PO
  - PARTIAL – LINE PO
  - BLANKET
- MAKE SURE THAT YOU ATTACH THE PACKING SLIP IN MUNIS

# PO RECEIVING

- PARTIAL RECEIVING ALLOWS A DATE TO BE ENTERED. MAKE SURE THAT IT IS THE DATE THAT THE ITEMS WERE RECEIVED ON YOUR CAMPUS/DEPARTMENT – NOT DATE ENTERED IN MUNIS (DEFAULT)
- BE SURE AND INCLUDE A COMMENT FOR BLANKET POS

# CHECK REQUESTS

# WHEN TO USE A CHECK REQUEST

- STUDENT TRAVEL ADVANCES
- LEGAL PAYMENTS
- TRAVEL REIMBURSEMENTS
  - GO AHEAD AND GET ALL STAFF THAT WILL BE TRAVELING SET UP AS A VENDOR
- UTILITY PAYMENTS
- REFEREES
- SECURITY STAFF
- POSTAGE
- FUNDRAISER DONATIONS
- CONFERENCE REGISTRATIONS THAT DON'T ACCEPT POS OR PCARDS
- FIELD TRIP VENDORS THAT DON'T ACCEPT POS OR PCARDS

# INV PO REQUISITION

- IF AN INVOICE IS RECEIVED AND A PO IS NOT IN PLACE, YOU WILL NEED TO DO THE INV PO RATHER THAN A CHECK REQUEST

# GENERAL

- STEP BY STEP PROCEDURES ARE INCLUDED IN THE BUSINESS PROCEDURES MANUAL
- ENTER THE INVOICE NUMBER
  - ONLY ONE INVOICE PER CHECK REQUEST
  - EMPLOYEE MILEAGE – USE EMPLOYEE NAME AND MONTH
- PLEASE ATTACH REQUIRED DOCUMENTS TO CHECK REQUEST
  - APPROVED FIELD TRIP FORM
  - INVOICE
  - APPROVED TRAVEL REQUEST AND EXPENSE REIMBURSEMENT FORM
  - IN-OUT OF DISTRICT MILEAGE & OTHER EXPENSE FORM
  - FUND RAISING APPROVAL FORM

# WHERE IS MY CHECK REQUEST?

- THE WORKFLOW CAN BE FOLLOWED BY CLICKING THE STOP LIGHT
  - MAKE SURE THAT YOU HIT THE “DETAILS” TAB TO SEE NOTES AND ACTIONS
- MAKE SURE THAT YOU REVIEW THE NOTES ON THE MUNIS NOTICES THAT ARE GENERATED AS A RESULT OF “HOLD” OR “REJECT”
- REASONS FOR “HOLD”
  - NEED TO REVIEW DETAILS WITH INITIATOR
  - NEED SOMETHING ATTACHED

# CHECK PICK UP FORM

- IN ORDER FOR A CHECK TO BE PICKED UP IN ACCOUNTING, THE CHECK PICK UP FORM SHALL BE SUBMITTED TO ACCOUNTS PAYABLE
  - ATTACH TO CHECK REQUEST
  - SEND VIA EMAIL [ACCOUNTS.PAYABLE@BIRDEVILLESCHOOLS.NET](mailto:ACCOUNTS.PAYABLE@BIRDEVILLESCHOOLS.NET) WITH “CHECK PICK UP PO#” IN SUBJECT LINE
- DATE CHECK IS NEEDED HAS BEEN ADDED TO THE FORM.
  - THIS WILL HELP WITH PROCESSING TIMELINE FOR CHECKS
- ONLY ONE CHECK CAN BE ON EACH FORM

## CHECK PICK UP FORM

Please allow \_\_\_\_\_ to pick up check associated with

PO# \_\_\_\_\_ Check Request# \_\_\_\_\_

Payee Name: \_\_\_\_\_ Check Amt: \_\_\_\_\_

Date to Pick up Check: \_\_\_\_\_

Reason to Pick up Check: \_\_\_\_\_

Department Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_  
(Department Approver)

**Complete the following in the Accounting office when the check is picked up:**

I, \_\_\_\_\_ accept responsibility for the check I am  
(Print Name)  
picking up.

Check # \_\_\_\_\_

Signature: \_\_\_\_\_ Date of pick up: \_\_\_\_\_

**THANKS FOR ALL YOU DO!**