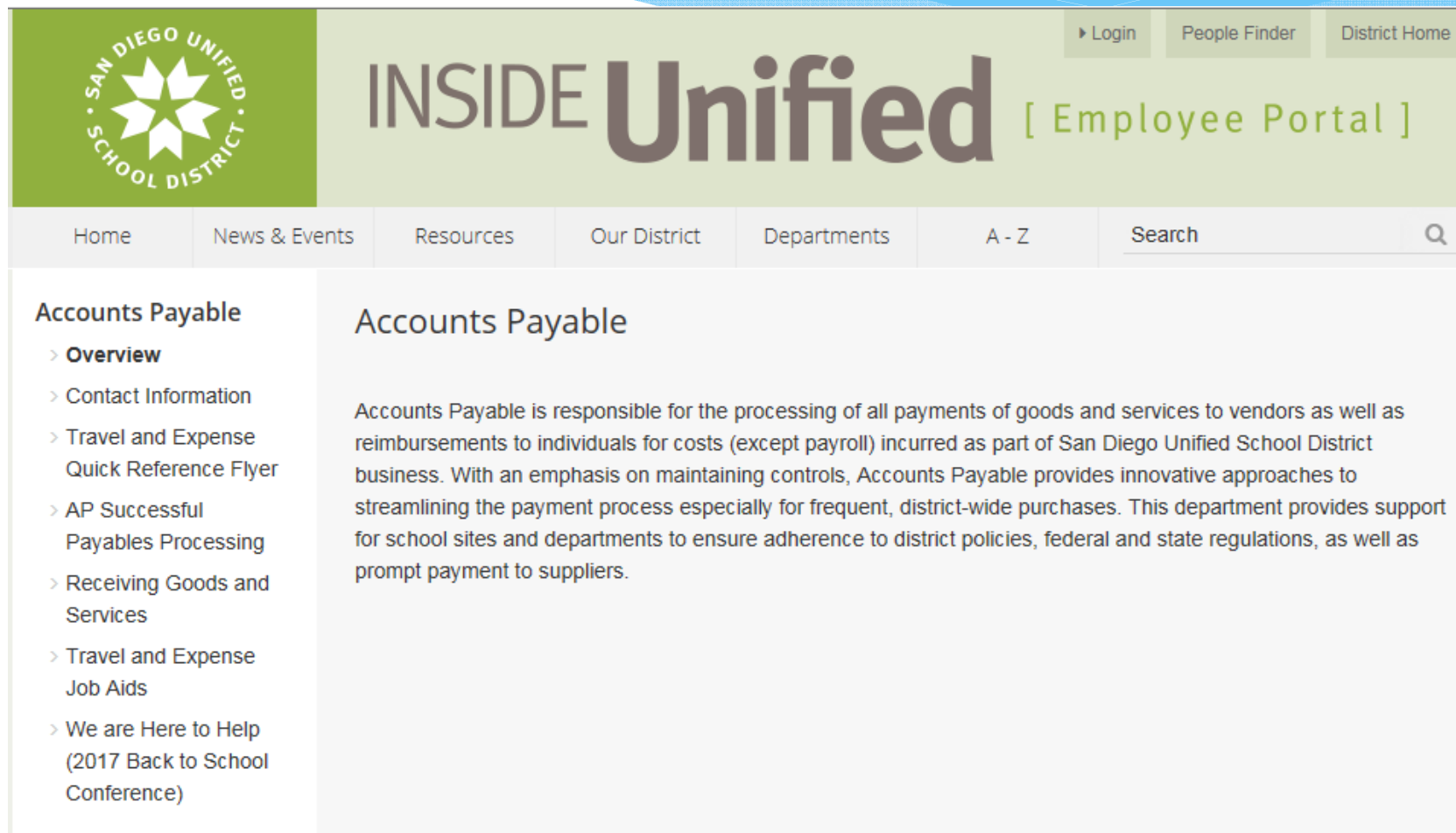



# PeopleSoft Back to School Conference

## Accounts Payable What You Need to Know

# Accounts Payable

## We are on the Web



 **INSIDE Unified** [ Employee Portal ]

▶ Login People Finder District Home

Home News & Events Resources Our District Departments A - Z Search

### Accounts Payable

- > **Overview**
- > Contact Information
- > Travel and Expense Quick Reference Flyer
- > AP Successful Payables Processing
- > Receiving Goods and Services
- > Travel and Expense Job Aids
- > We are Here to Help (2017 Back to School Conference)

### Accounts Payable

Accounts Payable is responsible for the processing of all payments of goods and services to vendors as well as reimbursements to individuals for costs (except payroll) incurred as part of San Diego Unified School District business. With an emphasis on maintaining controls, Accounts Payable provides innovative approaches to streamlining the payment process especially for frequent, district-wide purchases. This department provides support for school sites and departments to ensure adherence to district policies, federal and state regulations, as well as prompt payment to suppliers.

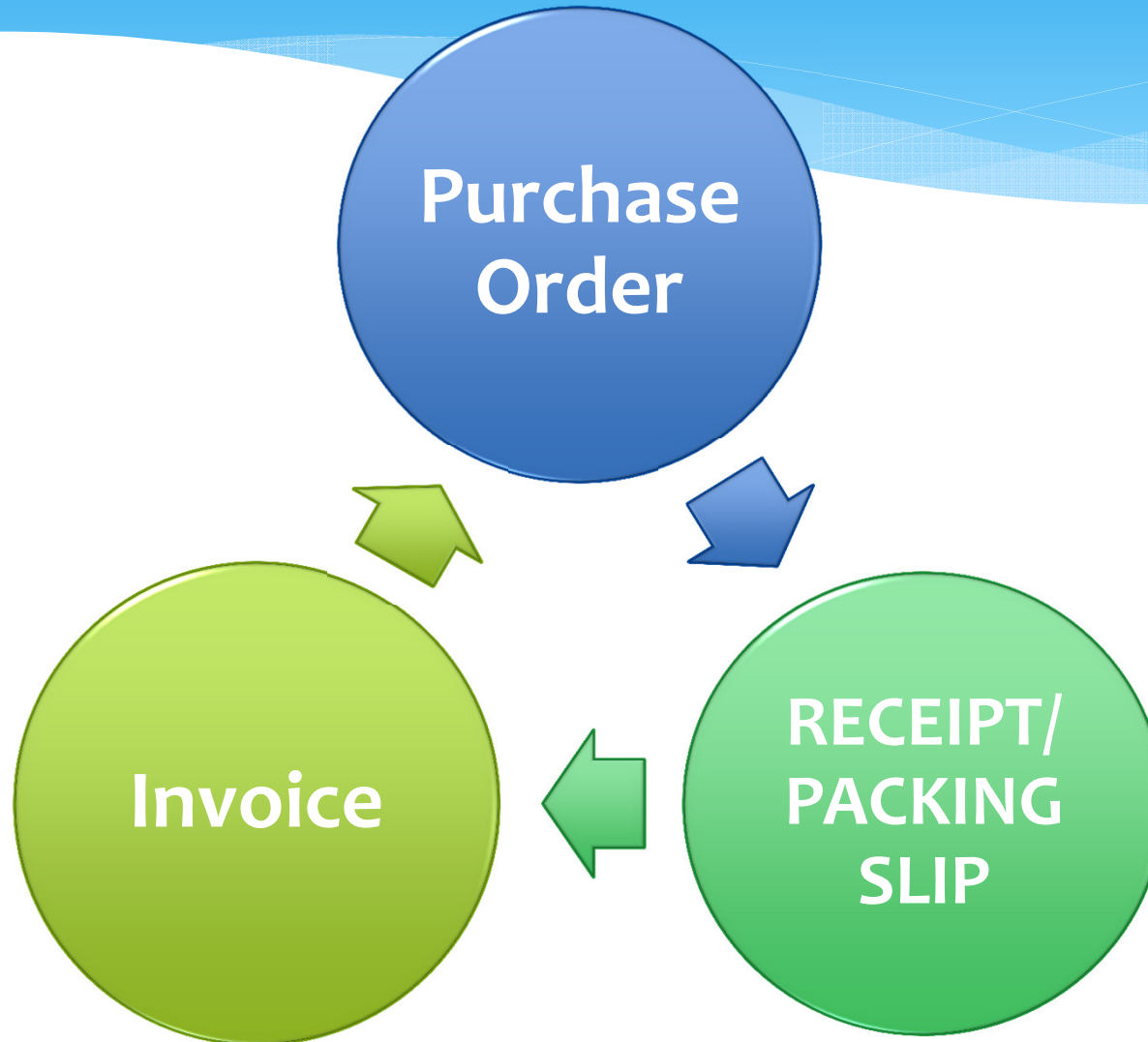
# What We Do

- \* We ensure your purchases are paid
- \* We prepay travel expenses
- \* We process expense reimbursements
- \* We take care of State and Federal tax reporting
- \* We provide PCard support

# The Procure to Pay Cycle



# 3 Way Match



# 3 Way Match

## What is it?

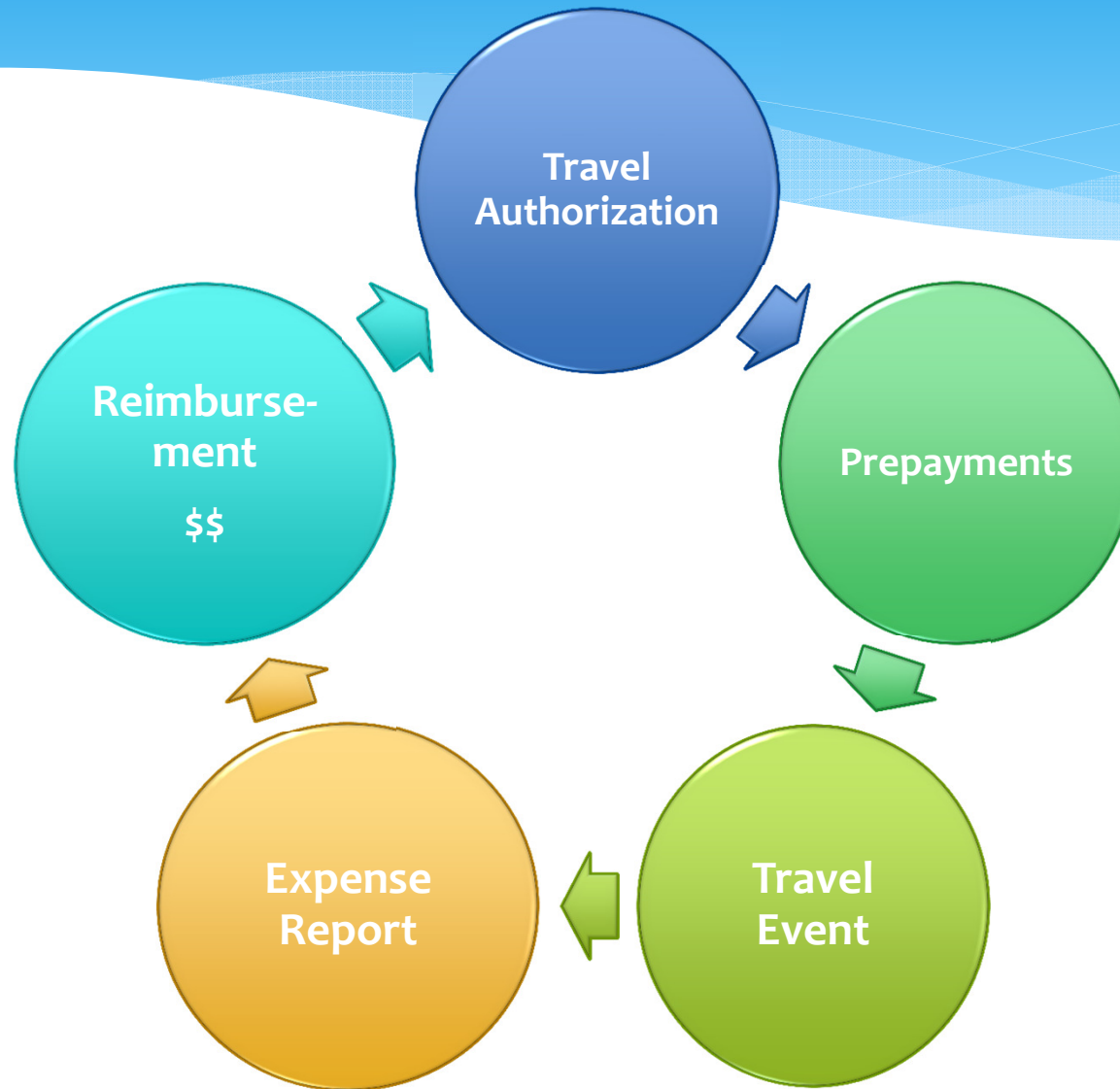
Internal control method that ensures the District

- \* pays for authorized goods/services
- \* correct items received
- \* right price and right supplier is paid
- \* Timely payment
- \* no duplicate payments

# What You Need to Know

- \* Request vendor to send invoices directly to [invoices@sandi.net](mailto:invoices@sandi.net)
- \* Forward original invoices to AP
- \* Email Distribution Services at [supctrec@sandi.net](mailto:supctrec@sandi.net) when you receive your goods/svcs directly (except for Direct Connect orders)

# Travel and Expense Cycle





# Planning in Advance

- \* Advanced planning is your friend
- \* Do not wait until the last minute,  
*Really!*
- \* Recommend starting process at least  
three weeks in advance

# Travel Authorizations

\* Required!



\* Cannot commit any funds prior to having a fully approved Travel Authorization



# Fully Approved Travel Authorization is a Must

- \* All Travel Authorizations (TA) are approved by the Department Level (e.g. Principal) and Branch level approvers (e.g. Area Superintendent)
- \* Certain Resources may require an additional approval
- \* May need pre-approval from the budget committee if using Resource 00000 funding (google doc form)

# Travel Authorization

Give it a name

- \* Description field
- \* Conference name or event description (e.g. LAP Conference, AP By the Sea)



# Pre Payments for Travel

How can costs be paid in advance?

- \* Accounts Payable
- \* PCard Cardholder \*
- \* Traveler



\* If cardholder is authorized to use PCard for Travel purposes

# Pre Payments for Travel

What can be Prepaid?

- \* Conference Registration Fees
- \* Hotel (room and tax only)
- \* Airfare
- \* Rail

# Pre Payments for Travel

Accounts Payable can Prepay:

Conference and Hotel Registration

- \* Submit conference registration form via email to [travel@sandi.net](mailto:travel@sandi.net) \*
- \* Subject line must contain TA number only (e.g. TA123456)
- \* Before the trip, confirm with conference/hotel that payment was received

\* This inbox is for prepayment support documents only

# Pre Payments for Travel

Account Payable Can Prepay:

Airfare - Contact Acacia Travel to arrange air travel

- \* Provide Travel Authorization number
- \* Acacia Travel will invoice the District

\* This inbox is for prepayment support documents only



# Pre Payments for Travel

## PCard

If the cardholder has been approved to use the PCard for travel (additional training may be required) **AND** if a fully approved travel authorization is in place...



# Pre Payments for Travel

The PCard cardholder may prepay:

- \* Conference registration fees
- \* Reserve and pay hotel (room and tax only, no incidentals)
- \* Pay airfare and rail



Note: the TA number must be included in notes section of PaymentNet when reconciling PCard transaction

# Pre Payments for Travel

## Personal Funds

- \* You can, but why would you
- \* Not recommended



# Travel Event



# Expense Reports

After the Trip...

# Expense Reports

If there is a Travel  
Authorization, there must  
be an expense report

(repeat after me)

# Expense Reports

If a Travel Authorization exists, an Expense Report is Required

- \* Even if the TA was \$0
- \* Even if no money is due to traveler
- \* If you do not do it timely, could hit next year's budget

# Expense Reports

## Types of Expense Reports

- \* Travel – Conferences
- \* Mileage Reimbursements
- \* Parking
- \* Community Based Instruction
- \* TB Test Reimbursement



# Expense Reports

## Conferences

- \*Copy in the TA – Saves time!
- \*Do *not* change the description name
- \*Do *not* change the budget string

# Expense Reports

## Conferences, cont'd

- \* Receipts must be detailed and itemized (we want to know where you went and how much it cost)
- \* No receipts required for per diem meals (\$9 breakfast, \$12 lunch, \$25 Dinner)
- \* Per Diem allowed for travel outside San Diego County, on travel days when meals are not included

# Expense Reports

## Conferences, cont'd

- \*Each receipt needs its own line on the expense report

Example: if there are 4 shuttle trips, each shuttle expense s/b on it's own line with the date and description (from/to)

# Expense Reports

## Conferences, cont'd

- \* Only update amounts or add lines
- \* Submit all receipts via email to **travel@sandi.net** \*
- \* Subject line must contain ER number only (e.g. ER987654)

\* This inbox is for supporting travel documents only

# Expense Reports

## Mileage Reimbursements

- \* Report description must start with "Mileage" followed by Month and Year (e.g. Mileage Aug 2018)
- \* Important to follow this naming convention

# Expense Reports

## Community Based Instruction

- \* Report description must start with “CBI” followed by Month and then Year (e.g. CBI Aug 2018)
- \* Receipts must show Cash payments only
- \* Receipts must be detailed/itemized

# Job Aids

\* Job Aids are available

<https://www.sandi.net/itd/resources/peoplesoft-training-materials-resources/job-aids-financialsupply-chain>

San Diego Unified SCHOOL DISTRICT

DEPARTMENTS ▾

Home I Want To ▾ Log-In ▾ IT Resources ▾ About US Self Help

Search

Home > IT Resources > PeopleSoft > Job Aids for Financial/Supply Chain

## Job Aids for Financial/Supply Chain

Share Font Size Print

Below are links to illustrated step-by-step manuals, booklets, and job aids on how to use eProcurement, Travel Expenses, and Budget Reports. Please click any link to open them.

### eProcurement

- > [eProcurement Training Manual](#)
- > [eProcurement Training Exercises for Requesters](#)
- > [eProcurement Requesters Training Job Aid Packet](#)
- > [eProcurement for Site Administrators as of 6/2017](#)
- > [How to Run a Budget Inquiry](#)

as of 5/17

### Navigation

- PeopleSoft
- PeopleTools 8.56 Upgrade for PeopleSoft
- Job Aids for HCM
- Job Aids for Financial/Supply Chain
- Training Materials for Site Administrators

# Job Aids

## Travel Expenses

- > [Travel Expenses Training Job Aid Booklet as of 5/2017](#)
- > [Travel Expenses Training Exercises](#)
- > [Mileage Reimbursement Training Booklet](#)
- > [Travel Expenses Workflow](#)
- > [How to Run a Budget Inquiry](#)  
(Find out if you have enough funds to pay for your travel)
- > [How to Update Your Default Chartfields](#) (Set up the budget to pay for your travel)
- > [How to Authorize Others to Submit Travel Forms for Your Travel. Authorize Others](#)
- > [How to Submit a Travel Authorization for Local, 1-day Travel](#)
- > [How to Create a Copy-in Expense Report](#)
- > [How to Submit a Mandatory \\$0 Expense Report](#)
- > [How to Create Multiple T.A. Expense Lines Quickly](#)
- > [Common List of Travel Expenses & How to Claim Them on a Travel Authorization](#)



- > [How to Locate and Edit an Existing Travel Form](#)
- > [How to Submit a CBI Expense Report](#)
- > [How to Create & Submit a Mileage Report](#)
- > [Mileage Report Shortcut by Copying Expense Lines](#)
- > [Mileage Report Shortcut by Creating Multiple Expense Lines Quickly](#)
- > [How to Fix a Red-Flagged Error on a Travel Form](#)
- > [How to Revise a Travel Form that was Sent Back to You](#)
- > [How to Edit a Travel Form](#)
- > [How to Keep Track of Your Travel Forms](#)



## Navigation

PeopleSoft

PeopleTools 8.56 Upgrade for PeopleSoft

Job Aids for HCM

Job Aids for Financial/Supply Chain

Training Materials for Site Administrators

General Information and Budget Training Materials

Training Opportunities

IT Back-to-School Conference

Contacts

Training Materials & Resources

FAQ's Financials

Videos for HCM and Financial/Supply Chain

# Job Aids

## Travel & Expenses

- > [How to Update Your Default Chartfields](#) (setup a budget to pay for travel)
- > [How to Authorize Others to Create Travel Forms on Your Behalf](#)
- > [How to Create a Mileage Reimbursement Expense Report](#)
- > [How to Create a Travel Authorization for Local Travel](#)
- > [How to Create a Travel Authorization for Overnight Travel](#)

# Job Aids

- \* PeopleSoft Employee Self-Service ERO for training

San Diego Unified SCHOOL DISTRICT

Logout

eSchool SOLUTIONS Electronic Registrar Online  
A PeopleAdmin Solution

Home Course Catalog My Schedule My Transcript My Profile My Programs My Plan My Evaluations

Course Catalog [View Schedule Calendar](#)

Curriculum: PeopleSoft

Credit type: [v]

Course Code or Title: [ ]

Session (SRN): [ ]

Goal Types: [v]

Activity Types: [v]

Session Budget Code: **No budget codes are defined**

Start Date: From [ ] To [ ]  
(MM/DD/YYYY) (MM/DD/YYYY)

Search Advanced Search

# We are here to help!

For assistance with your purchases or reimbursements, contact the dedicated AP Specialist.

Updated contact lists maintained at <https://www.sandi.net/staff/accounts-payable/accounts-payable-contact-information>



ANY  
QUESTIONS  
?



Thank you!!