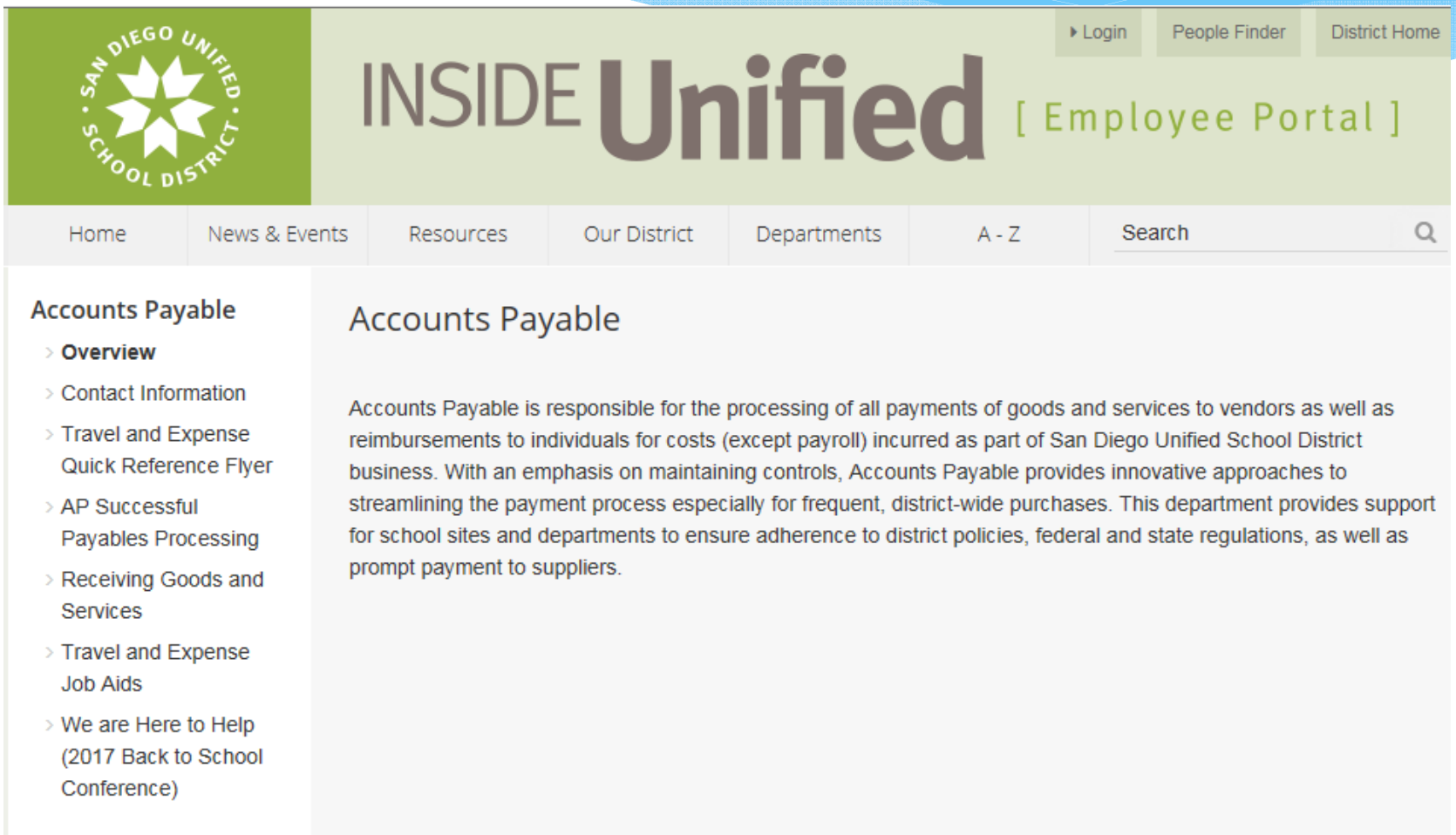
PeopleSoft Back to School Conference

Accounts Payable

What You Need to Know

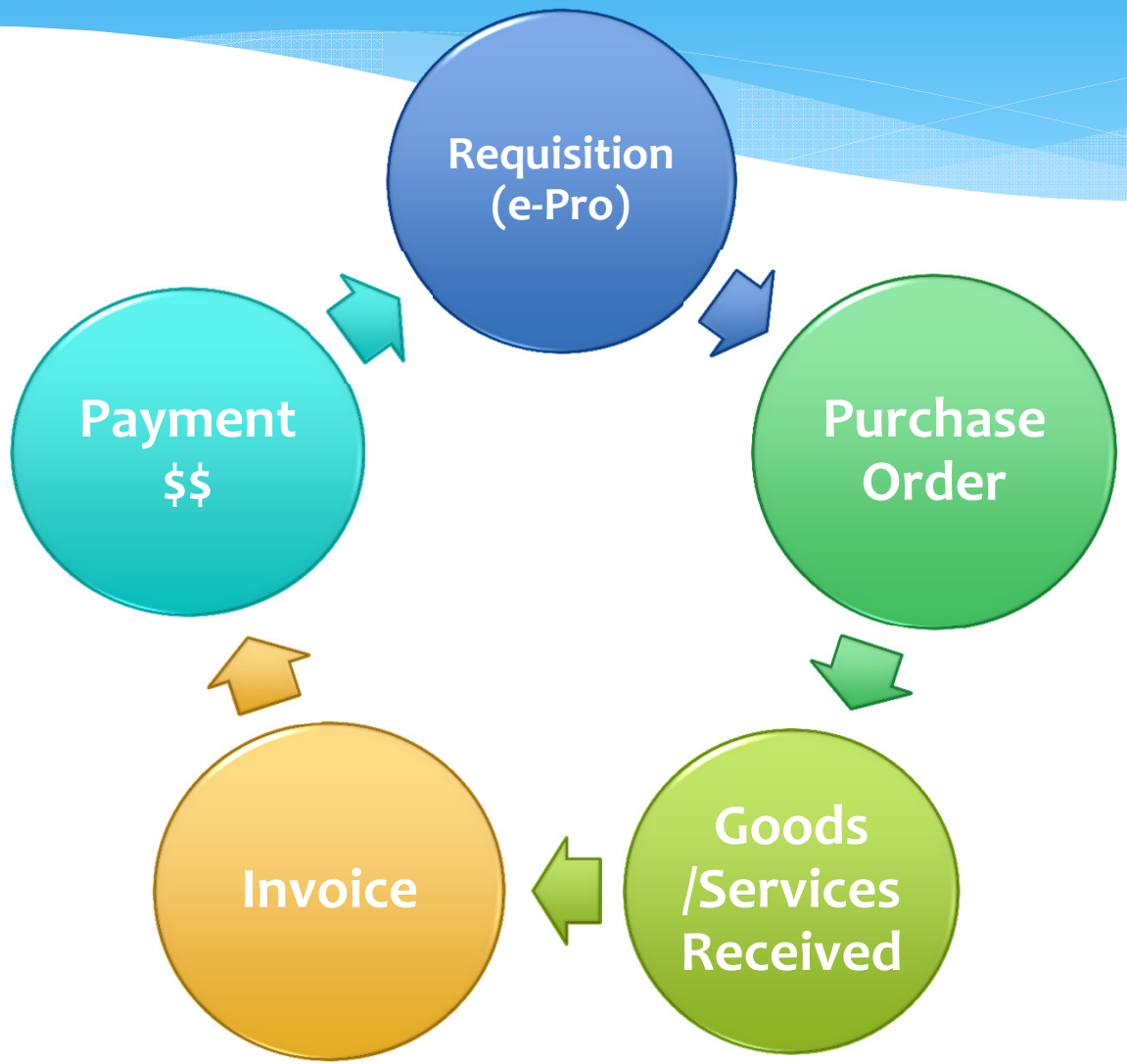
Accounts Payable
We are on the Web



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?

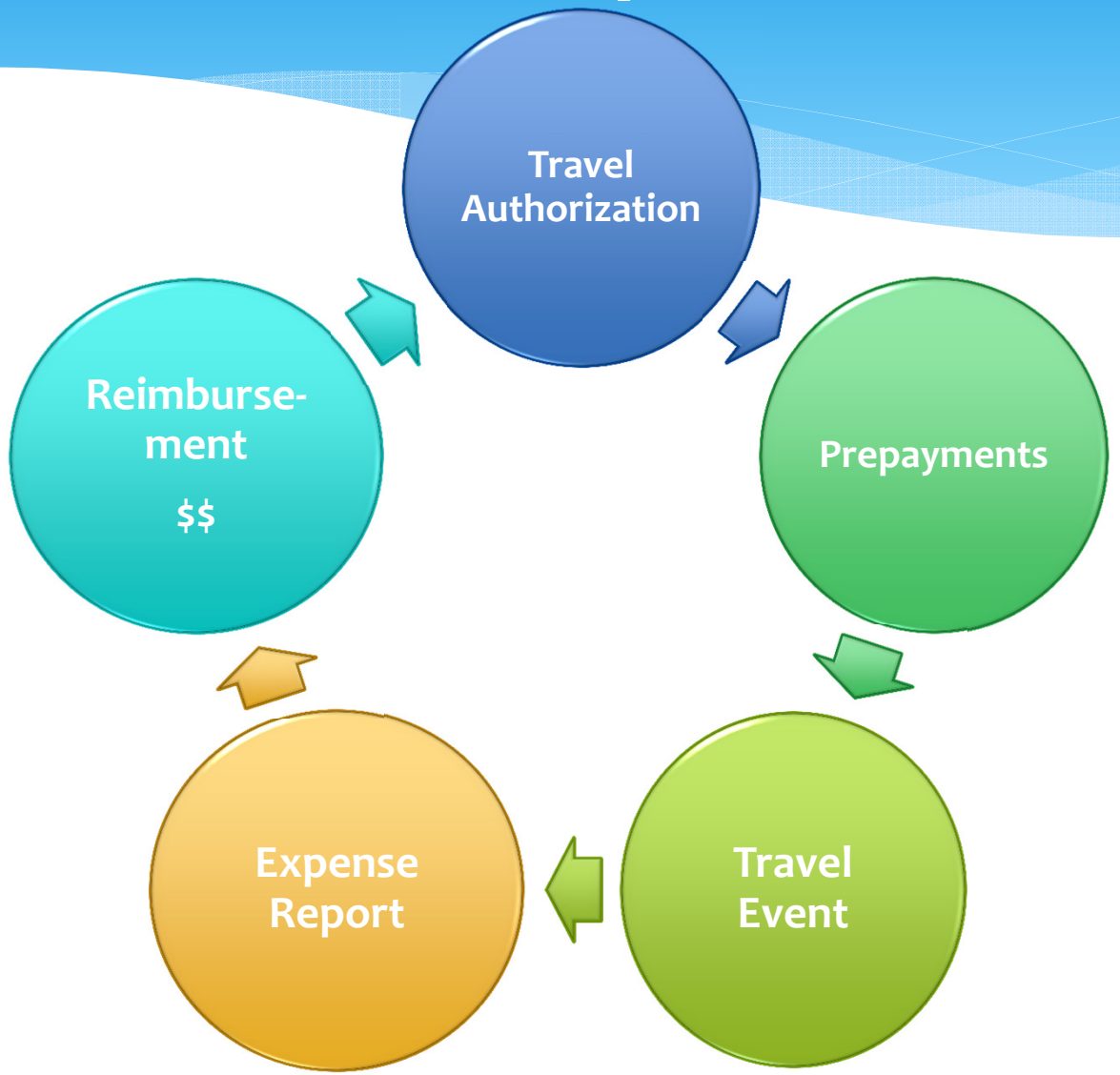
Internal control method that ensures the District

* 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
* Forward original invoices to AP
* Email Distribution Services at 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** *
* 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

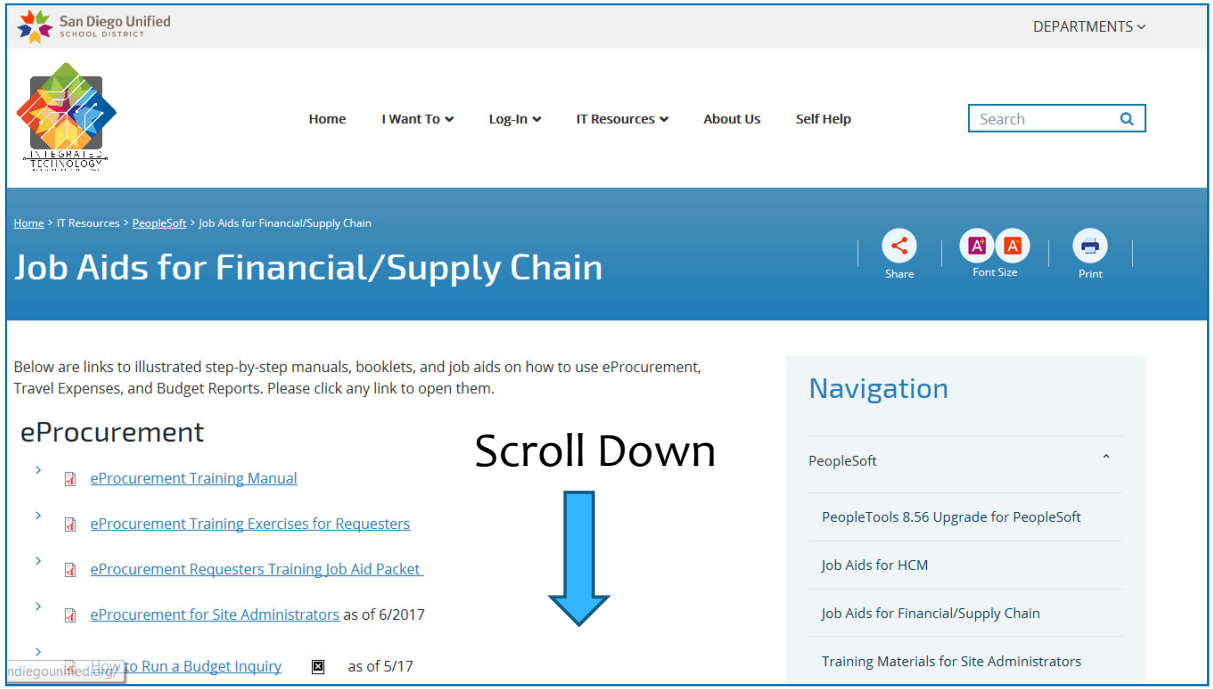
Expense Reports

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



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 Travle 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

Job Aids

Navigation

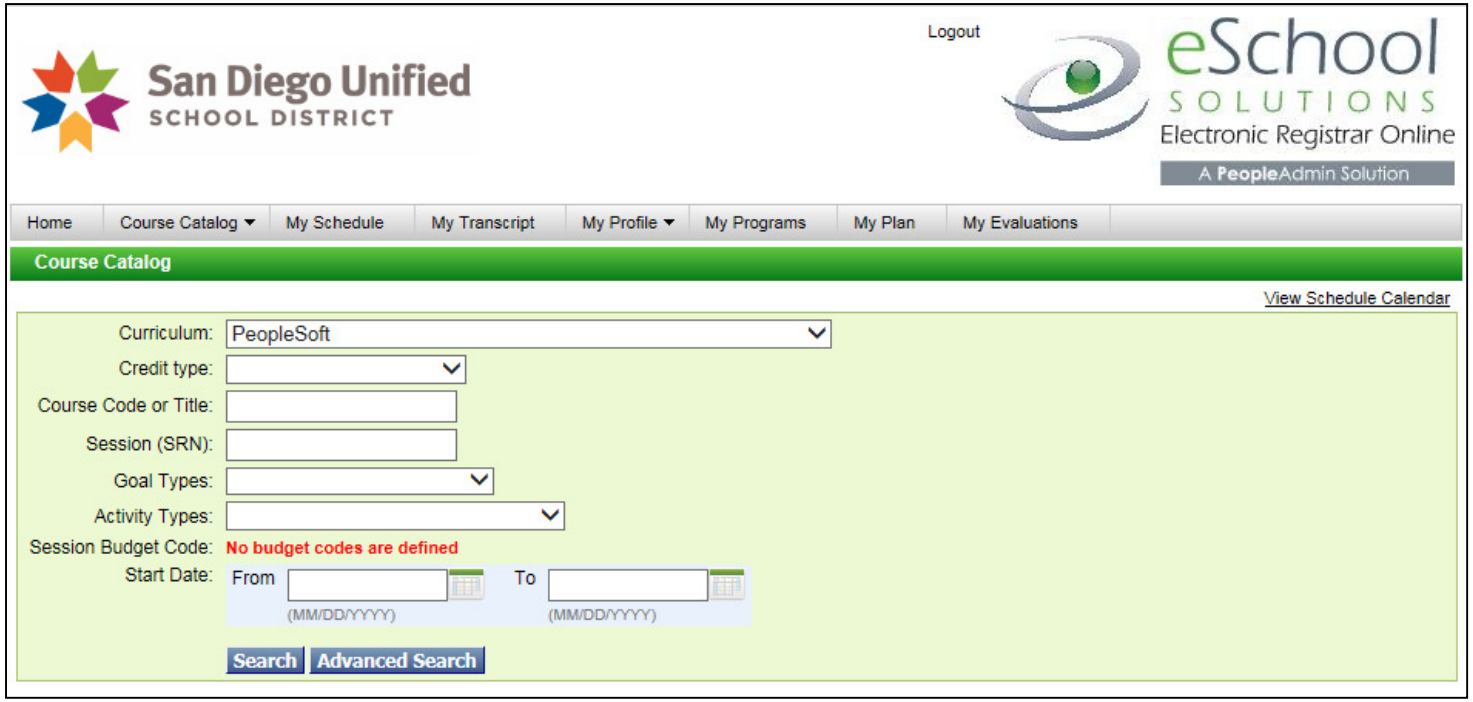
- PeopleSoft
  - PeopleTools 8.56 Upgrade for PeopleSoft
  - Job Aids for HCM
  - Job Aids for Financial/Supply Chain
  - Training Materials for Site Administrators
  - General Information and Budget Training Materials
  - Training Opportunities
  - IT Back-to-School Conference
  - Contacts
  - Training Materials & Resources
  - FAQ's Financials
  - Videos for HCM and Financial/Supply Chain

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



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!!