

KASBO FALL 2009 Session 2B

By Fayette County Public Schools

Decentralized PO/AP and Procurement Cards

By Rebecca Riley, Jill Page and Quoya Shegog

Fayette County's Processes

- ▶ Decentralized Departments for PO and AP batches
 - School's and other department's roles
 - Security and permissions
 - Central Office roles

- ▶ Other AP tools
 - Procurement card
 - MasterCard Smart Data OnLine System
 - EFT payment

Decentralized Departments

- School Bookkeepers/Principals
 - Bookkeepers enter PO
 - Principals output post PO's
 - Permissions established
 - Limited screen access
 - Limited org/object/project per location (fund 1 only)

- Central Office enters all invoices for Schools

Decentralized Departments

- Operations- Food Service- Warehouse- Maintenance - Transportation
 - Enter PO and AP batches
 - Permissions established for each department
 - Limited screen access
 - Limited accounts based on budget/location
 - Can NOT output post
- Central Office receives documentation and posts batches

Decentralized PO/AP

- “PO police”
 - Review all PO’s for accuracy- and validates purchases to object code(s) used
- Three Account Specialist in Central Office
 - Review and output post batches from other departments
- All travel reimbursements done by 1 person
 - Expert in laws and requirements

Vendors

- Decentralized departments have own set of vendors/number range
- New requests submitted for approval & entry to Central Office
 - New Vendors require W4 or contract before entered into MUNIS
 - Decentralized departments can update/add addresses

PO Maintenance

- Request submitted to and entered at Central Office
 - ONLY to increase \$, change vendors or add lines
 - No POM to decrease the cost as LIQUIDATION to CLOSE clears out differences between PO and actual invoice(s)

Other AP tools

- Group Entry and Quick Entry used
 - Faster entry -less fields
 - Fully liquidates PO

- Utility bills processed w/out PO
 - Recurring org/objects pulled automatically from vendor account default- no orb/obj entry required

 - Working with KU to import invoices via ASCII- minimal entry/ intervention will be required

Procurement Card Policy

- ▶ Purpose
 - Avoid undue burden of costs on travel
 - After school programs needing items immediately
 - Vendors not accepting Purchase Orders or bids
 - Emergency purchases

- ▶ **Does NOT replace Purchase Orders-PO always first means**


- ▶ Enables increased efficiency of purchases and payment
 - Small dollar acquisitions
 - Travel related purchases for professional development activities

Procurement Card Policy

- Proper documentation required for each purchase
 - PCR1 Form (P-card Requisition Form)
 - Listing bona fide business purpose of purchase
 - Original invoice, receipt, order form or application

- Emergency Purchases
 - Require a memo, after the fact, to document the specific purpose of:
 - Using a vendor that does not accept PO's
 - Reason for quick/emergency purchase

Form PCR-1



Fayette County Public Schools
"It's About JOBS"

DATE: 6/10/09

PROCUREMENT CARD EXPENDITURE

USER (Person Making Expenditure): Cathy Pennington

CARDHOLDER'S NAME: Rebecca Riley

VENDOR INFORMATION		DELIVER TO	
NAME: <u>Walmart</u>	DEPARTMENT:		
ADDRESS: <u>211 South...</u>			
PHONE: <u>850-238-0000</u>	DELIVERY DATE:		
FAX:	CONTACT PERSON:		
EMAIL:			

BONA FIDE BUSINESS PURPOSE

Drinks + Supplies for Bookkeeper/Finance Meeting on 6/10/09.

PURCHASES FOR MEETINGS MUST HAVE AN AGENDA ATTACHED TO THIS FORM

Amount	DATE	QTY	PRICE
7.99	06/10/09	24	33
5.69	06/10/09	24	23.7

QTY	UNIT PRICE	DESCRIPTION	TOTAL PRICE
5	2.97	Popcorn products	14.85
3	1.52	...	4.56
4	1.82	...	7.28
1	1.82	...	1.82
			Subtotal
			Total from card pop
			Grand Total: <u>28.51</u>

Cathy Pennington
Rebecca Riley

PCR-1 (Updated August 2008)

Procurement Card Policy

- ▶ Available only for Director's, Professional Development and Principal's

- ▶ Allowable purchases per ProCard level & owner
 - Level 1-food and clothing for students
 - Level 2 – food/clothing for students, travel & supplies
 - Level 3-unrestricted for district wide business expenditures

Restrictions

- Restrictions per ProCard level for types of business and merchandise
 - No Fixed Asset or >\$1000
 - Non-compliance with bids
 - No Coca-cola due to District's Pepsi bid
 - No office supplies from major retailer due to bid with Office Max and Office Depot

- Merchant Category Code (MCC) for business
 - Code restricts purchases at point of transaction

Restrictions

- Restricted codes set with Master Card

- Restrictions set per card holder
 - NO fast foods
 - NO gas stations
 - NO liquor stores
 - NO specialty stores

- Transaction limits determined on case-by-case basis

Procurement Card Policy

- ▶ Responsibility of card owner
 - Provide Tax Exempt number to all merchants
 - Review monthly statement
 - Submit supporting documentation and PCR-1 form to Administrator for payment
 - Update/modify –ONLINE–
 - Add org/object/project
 - Add description per transaction

MasterCard Smart Data Online

- ▶ Online tool for card holders & Administrator

- ▶ Cardholder verifies each purchase online
 - Accuracy of transaction
 - Sales tax not charged
 - Adds description and org/object per transaction
 - Can set default for org code but must add object and project
 - Sets flag per transaction to reviewed

MasterCard Smart Data OnLine

- Procurement Card Administrator at Central Office
 - Receives corporate monthly statement from bank
 - Verifies statement to documentation, per card holder
 - Verifies and approves ALL transactions on line
 - Can enter, delete, modify description and org/object/project codes
 - Cardholders can not make adjustments

https://sdo1.mastercard.com - 5/3 Commercial Reports - Financial: Transaction Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Financial: Transaction Summary

Show View Criteria

FAVETTE CO PUB SCHOOLS
701 E MAIN ST
LEXINGTON, KY 40502-1670 USA

1 of 2 Next >

Apply Discard Search Transaction Count Total: 20 Search Transaction Amount Total: 6,697.25

Expand All Collapse All

Detail	Supervisor Reviewed	Cardholder Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Sales Tax	Additional Information				
<input type="checkbox"/>			06/10/2009	06/08/2009	MVA_AR_01272310318101_LEXINGTON, KY	391.90	0.00					
Expense Description: IB MYP LEVEL I TRAINING - AUSTIN, TX - JULY 23-26, 2009												
<table border="1"> <thead> <tr> <th>LOCATION</th> <th>GL ACCOUNT CODE</th> </tr> </thead> <tbody> <tr> <td>2a C080 FINANCIAL SERVICES w/ ADDITIONS</td> <td>1002118-0589-3208 TRAVEL - BOARD APPROVE</td> </tr> </tbody> </table>									LOCATION	GL ACCOUNT CODE	2a C080 FINANCIAL SERVICES w/ ADDITIONS	1002118-0589-3208 TRAVEL - BOARD APPROVE
LOCATION	GL ACCOUNT CODE											
2a C080 FINANCIAL SERVICES w/ ADDITIONS	1002118-0589-3208 TRAVEL - BOARD APPROVE											
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Create Export file and Reports

Fifth Third Bank | Hierarchy | Financial | Reports | Company | User | LOG OUT

Email | Run Reports | Schedule Reports | Schedule Exports | Schedule Summary | Real-time Export | Custom Export Setup | Reset Financial Export Flag | Search

Choose a Sub Menu

- Email
- Run Reports
- Schedule Reports
- Schedule Exports
- Schedule Summary
- Real-time Export
- Custom Export Setup
- Reset Financial Export Flag
- Search

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Currently logged in as: QUOYA SHEGOG (311771, Company Administrators)

https://sdot.mastercard.com - 5/3 Commercial Reports - Real-time Export - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Fifth Third Bank Hierarchy Financial Reports Company User LOG OUT

Email Run Reports Schedule Reports Schedule Exports Schedule Summary Real-time Export Custom Export Setup
Reset Financial Export Flag Search

Real-time Export ?

Apply Discard

STEP 1: Export Selection

Exports: Create input batch file for MUNIS View Template

Date Type: Posting Date Transaction Date

Review Status: Supervisor-Reviewed

STEP 2: Choose Date Range (Range cannot exceed 184 days)

Billing Cycle: Description

Date Range: Data available starting 08/29/2007

From Date: / /

To Date: / /

STEP 3: Export Description *

Apply Discard

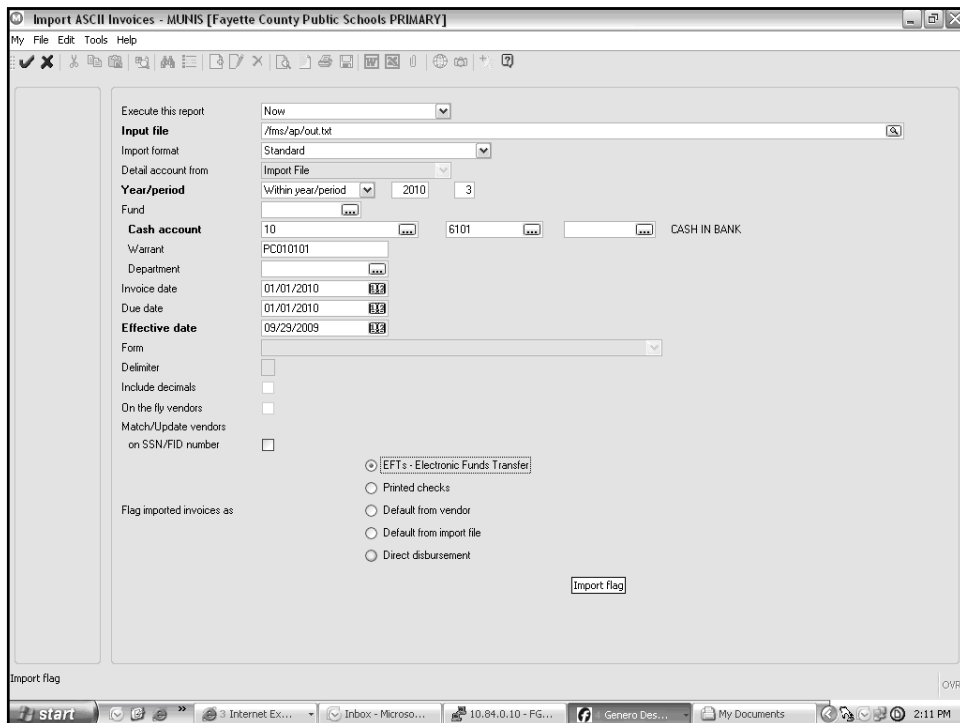
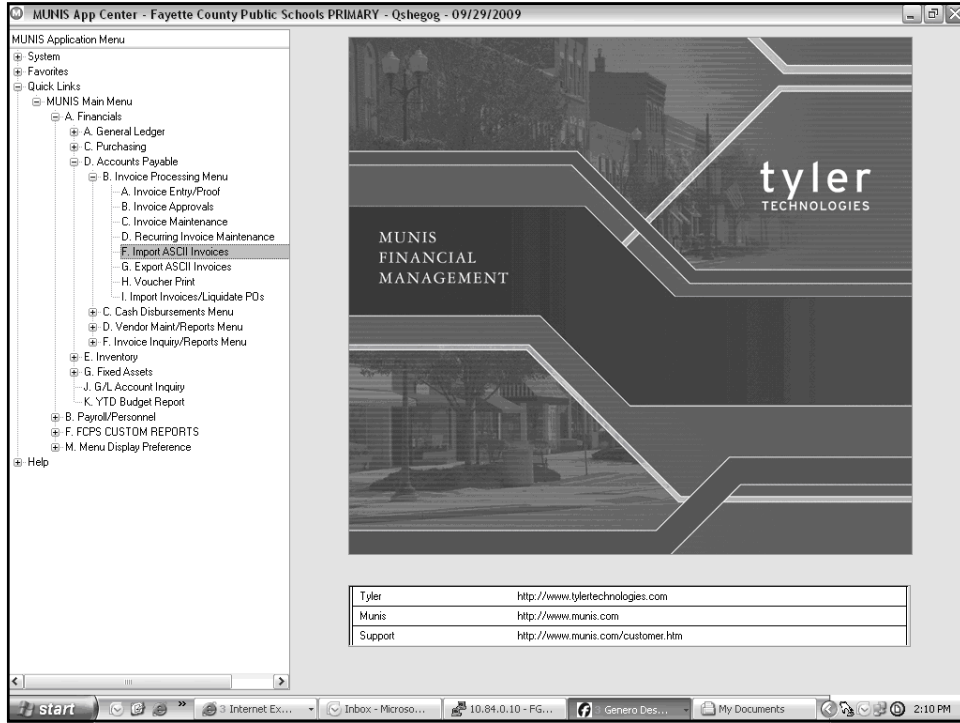
Done

Internet Explorer - Inbox - Microsoft Out... 10.84.0.10 - FGLTTY Genera Desktop C... 2:04 PM

P-Card ASCII Import

- Imports ASCII file into AP batch
 - Batch created and invoices created per card holder
 - Invoices verified and detail verified

- Process AP batch as EFT payment to Bank



Questions? Discussions?

- We welcome processes that can provide efficiency reducing our work load!