Centralized Internal Accounts Check Process
Process Flow for Centralized Checks – School Process

1. Receive request for purchase that cannot be paid by Pcard
2. Enter requisition in AS400
3. Requisition approved and rolls to PO
4. Service/materials physically received
5. Receive items in AS400 (if required)
6. Vendor sends invoice to school (or directly to Accounting Services)
7. If invoice received at school, then forward to Accounting Services for payment
Process Flow for Centralized Checks - District Process

1. Invoice is received from vendor at school then forwarded to Accounting Services OR...
2. Invoice is received from vendor directly in Accounting Services
3. Invoice is entered in AS400

- Checks and ACH* payments are processed
- Checks are printed by ET at ESF
- Positive pay and ACH* files are sent to the bank

Checks are placed in envelopes and sent to vendors via mail

*ACH process will be for payments to employees ("E" vendor numbers)
## Check Process Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoices Should be Received by End of Business on Monday for Guaranteed AS400 Entry Before Thursday’s Payments are Processed</td>
<td></td>
<td></td>
<td>Process Payments (Checks Will be Dated Friday) Run Reports Checks Printed</td>
<td>Checks Mailed Positive Pay and ACH Files Sent to Bank</td>
</tr>
</tbody>
</table>

**AS NEEDED:**
- Special Check Requests
REMINDER: The P-card can be used for purchases like:

- Services
- Travel
- Supplies
- Fundraisers
- Uniforms
- Admissions/Registrations
- Food
New Check and Void Check Reports

- New Reports Available:
  - Z605 – Check Register CIA
  - Z605 – Void Register CIA
Special Checks

- Special checks (checks that cannot wait until the next weekly payment is processed)
  - Special checks require the unscheduled attention of the Accounting Specialist, the Accounting Supervisor, ET staff, Treasury staff, and whomever will be picking up the check.
  - If you need a special check, Contact your Accounting Specialist. He/She will first ask:
    - Can the invoice be paid by P-card? If yes, no special check is needed.
  - If no, the Accounting Specialist will ask for the following information:
    - Which invoice/PO needs to be paid
    - When the check is needed (no later than date)
      - Accounting Specialist needs to coordinate with Accounting Supervisor, who will check their schedule to fit in the processing of a special check run. Special checks will be processed by the end of the day and will not be ready for pick up or courier delivery until **9:00 the next day**.
    - Who will pick up the check if delivery by courier is not possible?
      - Anyone picking up a check will need to be identified in advance (provide their name) and will need their District ID with them.
Most Noticeable Differences for Vendors

- Invoices are paid net 45-days (instead of right away)
  - Vendors that are used to being paid right away will have to adjust
  - Consultants are not exempt from the 45-day delay
  - See next slide for exceptions

- Employees are paid by ACH (instead of paper check)
  - Employee payments are not subject to the 45-day delay
New Processes to Get Used To

- Invoices will be paid with a 45-day delay (like District)
  - It is understood that Prepay POs cannot be delayed
  - Your assigned Accounting Specialist must be notified of what else cannot wait – To be entered as Cycle A or D
    - Cycle A – used for PO payments that cannot wait (e.g. postage or prepay POs)
    - Cycle D – used for non-PO payments that cannot wait (e.g. student/parent refunds)

- Notify your assigned Accounting Specialist if a separate check is needed
  - Your site may not be the only one with an invoice being paid for a particular vendor

- Checks will be mailed directly to the vendor or placed in the courier for inter-office delivery if requested
  - If necessary, due to special circumstances, arrangements will need to be made with your Accounting Specialist for a check to be picked up from Accounting Services
    - Anyone picking up a check will need to be identified in advance (provide their name) and will need their District ID with them
Refunds/Direct Pays with no PO

- Instead of the principal signing a check after it is written, there is a Check Request form that needs to be completed before the invoice will be entered in the system. The form can be provided by your Accounting Specialist. The form includes:
  - Vendor name and number
  - Reason for the check request
  - GL string
  - Principal’s signature and date of approval
  - Supporting backup documentation
    - Contact your Accounting Specialist for backup needed for awards, scholarships, and student stipends

Invoices for blanket POs

- As confirmation of items being received, before forwarding the invoice to Accounting Services, the bookkeeper will have to include his/her approval signature on the invoice when there is no packing slip attached.
  - If the invoice is sent from the vendor directly to Accounting Services, the Accounting Specialist can use an email confirmation instead.
New Processes to Get Used To (cont.)

- Invoices for consultant agreements
  - Accounting Services needs to have a copy of the agreement on hand to assure total expenditures do not exceed the agreement amount.
  - When multiple invoices will be paid, it is best practice to include a copy of the agreement when forwarding each invoice to Accounting Services.
  - Reminder: Invoices are paid with a 45-day delay (see slides 8 and 9); this includes consultant agreements.

- Invoices for yearbooks
  - These invoices need to be paid out prior to the yearbook sponsor’s reconciliation at year-end; however, with the 45-day delay the regular process may not pay these invoices on time. Therefore, please notify your Accounting Specialist who will work with the Accounting Supervisor to get these invoices paid on time.

  Please submit invoices with all supporting documentation at once and all attached.
Query of Invoices Paid

To look up invoices that the District paid on the school’s behalf, use the F201 screen and query with path “I” and batch 4xxxx (where xxxx is your school’s site number)

Example:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Invoice</th>
<th>Inv Date</th>
<th>TSLC</th>
<th>Amount</th>
<th>Check N</th>
</tr>
</thead>
<tbody>
<tr>
<td>V0000219509</td>
<td>438919</td>
<td>01132020</td>
<td>12000048</td>
<td>SPPB</td>
<td>323.47</td>
</tr>
<tr>
<td>V0000219509</td>
<td>440482</td>
<td>01172020</td>
<td>12000048</td>
<td>SPPB</td>
<td>293.15</td>
</tr>
</tbody>
</table>

Total 616.62
Reimbursements to District handled by Accounting Services electronically via ACH
- Pulls money from School bank account
- Transaction within 2 business days
- Amounts of reimbursements can be matched to report Z605 - Check Register CIA
- CEO Portal Alert: ACH Received Activity
  - Debit or Credit activity
  - Treasury can help with setup
District Accounts Payable Contact for Centralized Internal Accounts

- Rachael Case, Accounting Specialist – ext. 11662