



Finance Training

Part 2 of 2

Training For School Secretaries and Bookkeepers

Agenda-Finance Part 2 of 2

Finance Part 2 of 2

- Petty Cash & Postage & Travel
- Internal Accounts
- Important Business Plus System Reports
and Tips for Pulling Reports

Content in Finance Part 1 of 2

- Account Structure
- P-Cards
- Duty Leave Forms

PETTY CASH & POSTAGE & TRAVEL

Petty Cash

Important Notes:

- Individual receipts should be less than \$50.
- Voucher receipts must be noted with, include, coding
- Reimbursement at mid-year is allowable if balance gets low.
- If you do not use the petty cash, you may return it.
- Expenditures that are not allowed:
 - Cards
 - Food, drinks, candy
 - Gift cards
- If you have a receipt for an internal accounts purchase, please send a check from your internal accounts at the time of reconciliation.



Petty Cash Year End Reporting

- **Open vs. Closed location**

- **Open:**

- High schools, centers, year round schools are open.
 - Complete the “Open” column of the reconciliation report, and **do not send** your cash.

- **Closed:**

- Elementary and Middle schools are closed.
 - Complete the “Closed” column on the reconciliation report, and **send in** the balance of your cash.

- **Departments:**

- **Open:** If you are a 12 month location, follow the “Open” steps above.
 - **Closed:** If you are less than a twelve month location, fill in the “Closed” column.

POSTAGE

Process

1. Enter a purchase request.
2. Request Purchasing to send the purchase order to you once it has been printed.
3. Receive on the purchase order.
4. Notify Linda Porter in Accounts Payable via email that the purchase order has been completed and received.
 - Linda then generates a payment.
5. Linda will send the check to you with instructions to return the receipt once the postage is received.



Travel

- Out of County Travel forms: Contact Linda Porter in Accounts Payable
- In County Travel forms: Contact Susie Glover in Finance
- IMPORTANT:
 - Reimbursement is issued for **ONLY ONE TRAVEL FORM PER TRIP**.
 - Be sure *all your expenditures are recorded on the **one form*** before it is submitted for reimbursement.
- Four key questions to answer on the form:
 - Registration – Prepaid Yes or No
 - Lodging – Prepaid Yes or No
 - Airfare – Prepaid Yes or No
 - Finally – If there is an agenda, attach a copy of it to the reimbursement form.

INTERNAL ACCOUNTS

Internal Accounts

- **Withdrawals:** Two signatures are required for all withdrawals from the bank (checks).
- **Disbursements for Invoices:** A check requisition form with support documentation is required before any disbursements for invoices may be made.

Verify it includes:

- Signature of the Principal
 - Due date for payment of invoices are met
 - Support document is attached and reconciles to the amount requested
- **Sales Tax:** Payment of sales tax on school purchases is prohibited, except for items for resale.

- **\$ Collected:** An official receipt must be issued for all monies collected.

Receipts must contain:

- | | | |
|--------|-----------|---|
| ▪ Name | ▪ Amount | ▪ Signature of Principal or designee
(person collecting funds) |
| ▪ Date | ▪ Account | |

Internal Accounts

\$ Collected

- An official receipt must be issued for all monies collected.

Receipts must contain:

- Name
 - Amount
 - Signature of Principal or designee (person collecting funds)
 - Date
 - Account
- Collected money should be deposited as soon as possible, but **must be deposited** within five working days after collected.
 - Complete *Report of Monies Collected* form; this serves as supporting documentation and official receipt
 - The report must include:
 - **Signature** of Principal or bookkeeper certifying funds were received for deposit
 - **Description** of the funds source (description of activity)
 - **Attach** support documents or paperwork for the description of activity must be attached.
 - Examples include:
 - Receipts
 - Class list
 - Ticket
 - Admission form
 - Refer to the Manual of Internal Accounting for more details.

IMPORTANT BUSINESS PLUS SYSTEM REPORTS

AND TIPS FOR PULLING REPORTS

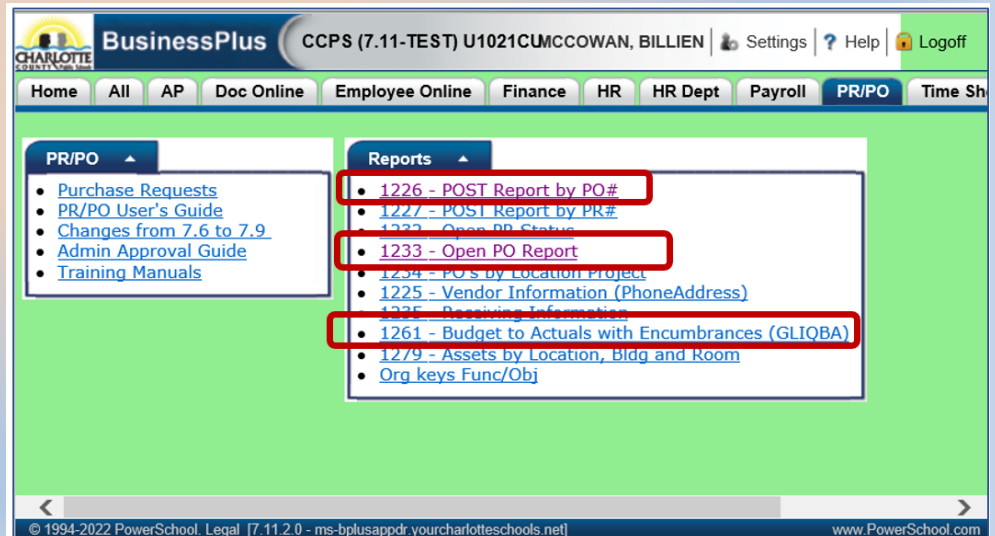
SYSTEM REPORTS

3 Business Plus Reports important and used most often for Finance by bookkeepers:

1. **1226** – POST Report by PO#
2. **1261** – Budget to Actuals with Encumbrances
3. **1233** – Open PO Report

These reports are found in Business Plus on:

- 'All' tab
- 'PR/PO' tab



SYSTEM REPORTS

1226 – POST Report by PO#

- This report provides status of a PO (purchase order) with data that is up-to-date as of the report is generated.

1226 - POST Report by PO# / No Criteria

Enter PO#:

Show Workflow History? (Y/N):

[Help](#) [Submit](#)

The system will prompt you to enter a **PO #**, then select 'Submit'

Review items received, open hold activity and workflow history.

Charlotte County Public Schools
PURCHASE ORDER STATUS INQUIRY (POST)

PURCHASE ORDER INFORMATION

PO Number: P2201147 Vendor: V014521 COMPU-CALL INC Fully Paid
PR Number: R2201450 Addr Cd: PR PO BOX 3335
S. ATTLEBORO, MA 02703
PR (508) 699-0400

Confirm: Requested by: BENGED Req. Dt: 11/08/2021 Blanket Number:
Account: Approved by: BSI Apr Dt: 11/16/2021 Blanket Amount: 0.00
Bid: Printed by: BSI Print Dt: 11/16/2021 Blanket Remaining: 0.00
Contract: End Use: ICS - D. BENGE
Ship To: Security Code: 9024
Bill To: Req. Codes: EV NT
NV TH RA

ITEMS

Item	Qty Ordered	Qty Received	Unit	Unit Price	GL Key	GL Object	WO	Tax1 Tax2	Discount Charges	Extended Catalog	Ship To	F/A Print Whse Chg
1	2.00	2.00		281.25	1092417700	8200510		0.00 0.00	0.00 0.00	562.50	N	WHSE Y1
LEXMARK FUSER MAINTENANCE KIT PART NO. 40X8420												
2	1.00	1.00		25.00	1092417700	8200510		0.00 0.00	0.00 0.00	25.00	N	WHSE

SHIPPING AND HANDLING

PR NOTES

Please add email address for vendor COMPU-CALL (V014521) wendyt@compucallinc.com

OPEN HOLD ACTIVITY

Item #	Key	Object	Check #	Check Date	Amount	Invoice #	Batch ID	Invoice Date
Paid 1		1092417700	8200510	00312917	11/30/2021	562.50	8101	AP2PB30B 11/18/2021
Paid 2		1092417700	8200510	00312917	11/30/2021	12.95	8101	AP2PB30B 11/18/2021
TOTAL AMOUNT CHECK CD 00312917:					575.45			
TOTAL PAYMENTS FOR PO P2201147:					575.45			

WORKFLOW HISTORY

WF Role	Approver	Status	Assigned	Responded	Delegatee
Location 9024	Darrell A Milstead	Expired	11/09/2021 8:40	11/12/2021 8:40	
		Notes: Expired at 11/12/2021 8:40:34 AM; Retry Forever			
Location 9024	Darrell A Milstead	Expired	11/12/2021 8:40	11/14/2021 8:40	
		Notes: Expired at 11/14/2021 8:40:34 AM; Retry Forever			
Location 9024	Darrell A Milstead	Accepted	11/14/2021 8:40	11/15/2021 12:20	
Project AprvCd DIN	Darrell A Milstead	Accepted	11/15/2021 12:20	11/15/2021 12:20	
		Notes: ID MILSTEAD already approved transaction in activity A2_0033			
Purchasing Buyer	Ginny Burr	Accepted	11/15/2021 12:20	11/15/2021 14:58	
Finance LINT	PORTER, LINDA	Obsolete	11/15/2021 14:59	11/16/2021 7:15	

SYSTEM REPORTS

1261 – Budget to Actual

- This report pulls for your specific location automatically and is up-to-date as of the time the report is generated.

1261 - Budget to Actuals with Encumbrances (GLIQA) /

Enter the Report Date: 4/13/2022 X

Enter the Org Key: %

Enter the Function/Object: %

Enter the Fiscal Year: 2022

Help Submit

This prompt will appear, select 'Submit'

Charlotte County Public Schools Budget to Actual (with Encumbrances)				
Fiscal: 2022 Ledger: GL				
Org Key: 10021000RF SJE Para RF		Report Date: 04/13/2022 Period: 10		
Description	Budget Amount	YTD Actual	Encumbrances	Balance
5100151 Basic (K-12)/Aide	\$38,691.00	\$21,056.00	\$0.00	\$17,635.00
5100210 Basic (K-12)/Retirement	\$4,186.00	\$2,170.07	\$0.00	\$2,015.93
5100220 Basic (K-12)/Social Security	\$2,399.00	\$1,174.06	\$0.00	\$1,224.94
5100221 Basic (K-12)/Medicare	\$561.00	\$274.57	\$0.00	\$286.43
5100231 Basic (K-12)/Health Ins	\$2,350.00	\$675.00	\$0.00	\$1,675.00
5100232 Basic (K-12)/Life Ins	\$0.00	\$10.71	\$0.00	(\$10.71)
5100234 Basic (K-12)/Cafeteria Plan	\$9,504.00	\$4,211.16	\$0.00	\$5,292.84
5100239 Basic (K-12)/Long Term Disab	\$0.00	\$15.75	\$0.00	(\$15.75)
5100240 Basic (K-12)/Worker's Comp	\$379.00	\$172.60	\$0.00	\$206.40
5100510 Basic (K-12)/Supplies	\$3,500.00	\$839.97	\$0.00	\$2,660.03
Total Revenue:	\$0.00	\$0.00	\$0.00	\$0.00
Total Expense:	\$61,570.00	\$30,599.89	\$0.00	\$30,970.11
Net (RV - XP):	(\$61,570.00)	\$0.00	\$0.00	(\$30,970.11)

The report will provide Budget Amounts, YTD Actual, Encumbrances, and the current balances.

SYSTEM REPORTS

1233 – Open PO Report

- **Blue** items can be selected to view additional details.
- At the start of the year, view this report at monthly (at minimum) to monitor the balances and outstanding items on your purchase orders.
- Near year end, pull the report and monitor weekly.
- Email Linda Porter with changes on open purchase orders, such as when a purchase order is to be closed.

1233 - Open PO Report / No Criteria

Enter the First Request Date: 7/1/2021

Enter the Last Request Date: 4/13/2022

Enter PO Status Code(s): PO,PP

Help Submit

This prompt will appear, select **'Submit'**



Vendor ID PO#	Vendor Name PR#	Request Date	Requested By	Print Date	PO Amount	Paid Amount	Balance	Status
V014959	11400 INC							
P2200678	R2200878	09/13/2021	Barbara A Henry	09/15/2021	2,780.15	0.00	2,780.15	PO
P2201021	R2201337	10/25/2021	Barbara A Henry	10/27/2021	2,780.15	0.00	2,780.15	PO
V014091	A-1 AMERICAN ROOFING & SHEET METAL INC							
P2201252	R2201440	11/05/2021	Deb A Rapisardi	12/07/2021	73,430.00	15,412.57	58,017.43	PP
P2201291	R2201442	11/05/2021	Deb A Rapisardi	12/13/2021	73,430.00	14,132.30	59,297.70	PP
P2201292	R2201441	11/05/2021	Deb A Rapisardi	12/13/2021	73,430.00	14,132.30	59,297.70	PP
P2201302	R2201443	11/05/2021	Deb A Rapisardi	12/14/2021	73,430.00	14,242.30	59,187.70	PP
P2201436	R2201850	01/12/2022	Deb A Rapisardi	01/18/2022	20,000.00	0.00	20,000.00	PO
V014971	A1 FINGERPRINTING AND DRUG SCREENING							
P2201452	R2201867	01/13/2022	Debra A King	01/18/2022	74.00	0.00	74.00	PO
V013766	AAP INDUSTRIAL INC							
P2200119	R2200001	07/01/2021	Deb A Rapisardi	07/01/2021	3,000.00	0.00	3,000.00	PO
V014106	ACCELERATE LEARNING INC							
P2200634	R2200818	09/02/2021	Tammie F Huffman	09/08/2021	2,369.00	0.00	2,369.00	PO
V014311	ACCO BRANDS USA LLC							
P2200918	R2201187	10/08/2021	Renee V Filliez	10/12/2021	3,141.04	999.87	2,141.17	PP
V007882	ACE HARDWARE							
P2200013	R2200199	07/01/2021	Debbie A Zabatin	07/01/2021	1,500.00	265.53	1,234.47	PP

SYSTEM REPORTS

Tips for Pulling Reports – General Standards for Selection Criteria

To specify selections for a range, use:

":"	To specify a range. For example 123:321 becomes between "123" and "321"
"%" or "*"	Wildcard symbol. "ABC%" will return all records where the specified field begins with ABC.
"?" or "_"	Wildcard symbol for one character. "AB?" will return all records where the specified field begins with "AB".
"<>"	To find not blank records in the field.
"+"	To find blank records

To specify selections for a field, use:

>abc	For greater than "abc"
<=	For greater than and equal to "abc"
<abc	For less than "abc"
<=abc	For less than or equal to "abc"
a,b,c	"a" or "b" or "c"
a b c	"a" or "b" or "c"

Finance Part 2 of 2

content includes:

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- [Petty Cash & Postage & Travel](#)
- [Internal Accounts](#)
- [Important System Reports](#)

Content in Finance Part 1 of 2

- [Account Structure](#)
- [P-Cards](#)
- [Duty Leave Forms](#)

Do you have a backup?



Contact Information



Linda Porter

X 2012

***Accounts Payable: P-Cards,
Postage, Out-of-County Travel***

Lori Jones

X 2015

Finance: P-Cards

Elizabeth Lewis

X 2014

Finance: Federal Grants

Susie Glover

X 2023

Finance: In-County Travel

Finance Training

Thank You for All You Do

