ACCOUNTS PAYABLE USER INFORMATION

Requisitions are created in APECS by the requisitioner (employee initiating requisition). The requisition goes through approval and routing. Once approved, the system electronically forwards to the Procurement Department where PO's are generated.

Receipts information is entered immediately into the APECS by the Requistioner upon receipt of goods and services when delivered and verified for as part of the three-way matched process for payment. An Accounts Payable staff member will enter the receipt when provided with proof of delivery for issued purchase orders. AP will only receipt for blanket PO's or 90+ day's overdue invoices.

Invoices are mailed directly to Accounts Payable, RM C-250, and then entered into the APECS system by AP Staff. Invoices within tolerance limits are expensed upon authorization. However, if the receipt has not been entered, the system places the invoice on hold. Once the receipt is entered, the system removes the hold and the payment is released based upon the due date on the invoice.

Invoice amounts greater than tolerance limits are returned to Procurement for investigation resulting in either a request for credit or a supplement (change) to the purchase order.

Authorized Invoices and support documentation are scanned and attached to the appropriate payable invoice file in APECS by vendor number and invoice number. The attachments are used for verification of support documentation.

Any invoice for contract services expenditures over $100,000.00 must be approved by the Board of Commissioners before the invoice can be paid.

Payment Requests with Invoices flow from schools to Accounts Payable. Payment Requests are verified for signature approvals, appropriate support documentation, and District authorized dollar amounts. (Schools are not allowed to purchase items that require board approval or require bidding procedures through Procurement). Invoices with proper signature approval and School PO's within limits are processed as a direct expense in Accounts Payable.

Invoices received by Accounts Payable that are supported by a School Purchase Order Number will be returned for the school to process the payment by completing a Payment Request. The school should not pay for anything that is site-based. If a School purchases an item with a school PO and the purchase is less than $500.00, then the school will have to send it to AP for payment. All purchases over $500.00 must be on a purchase order.

Reimbursement Requests with a copy of documentation are used to make vendor payment; copy of the check and credit card receipt along with the invoice or vendor receipt are attached to the Reimbursement Request from schools or requestor to Accounts Payable. AP verifies that the amount requested matches the invoice amount (excluding tax) with the check amount and requested reimbursement. Appropriate signatures are also checked. If the reimbursement resulted from a purchase made by a school using a School PO within the dollar amount guidelines, then the Reimbursement is processed in Accounts Payable. *Reimbursement will not include any taxes. Accounts Payable will automatically reduce the reimbursement payment by the tax charged. The Reimbursement cannot exceed $500.00 per purchase. PLEASE DO NOT SPLIT VENDOR'S INVOICES INTO MULTIPLE PAYMENTS; this is a violation of District policies and accounting procedures.*

Maintenance Warehouse Emergency Repair Purchases are initiated by a Work Order System. Craftsmen are sent to investigate needs. Supplies not available from the warehouse are purchased from local suppliers. Craftsmen call the Maintenance Division for verbal approval to make the purchase from the supply store. The Maintenance Division records the PO numbers and basic information. The craftsman provides the PO number to the vendor. Invoices are mailed to Accounts Payable, RM C250, with a copy of the MW attached. Requisitions using the MW PO number are generated by Maintenance creating a purchase order in APECS. Invoices are not entered on Maintenance Warehouse Emergency Repair Purchases until the PO received is created in APECS.

Travel is handled using Travel Advance and Expense Reimbursement forms which are received and recorded in Fiscal Services. Each Travel Advance and Reimbursement is assigned a trip ID number by Fiscal Services (see travel procedures). These forms serve as the invoice and are entered as a direct expense by Accounts Payable only after a trip ID has been assigned.

Copiers' Lease and Maintenance agreements must be approved and signed by Contract Services prior to acquiring a copier. An annual blanket purchase order must be created in APECS on July 1st of each year to cover the current year charges for the lease and estimated maintenance by vendor regardless of the number of pre-existing copiers on a blanket purchase order; please record the make, model and serial number for each copier in the note section when creating the purchase order.

If the company that provides the lease of the copier is different from the company providing copier maintenance, a separate purchase order must be created to cover the expense for school fiscal year. Usually the number of copies that run through the copier during the month will determine the price of maintenance. Each location must establish a person and time monthly to read and call in the copier's meter reading to the vendor. The vendor will submit their invoice to Accounts Payable, where the meter reading will be notated as the invoices are entered for payment.

The financial secretary is responsible for contacting the lease company in writing of their intent to terminate the copier lease agreement. Failure to do so can obligate the school, department

or District to another year's lease. Constance Bolton can assist you with any details regarding copiers.

Cellular Phones are authorized by Information Technology (IT), ordered by Procurement and paid through Accounts Payable in order to secure E-Rate reimbursement for school related cellular services. Only authorized personnel may order cell phones and the request must be submitted on a Cell Phone Approval Form and sent to Procurement or IT, not AP.

Checks are processed for payment every Monday, Wednesday and Friday and will be mailed directly to the vendors by "SunGard," a division of Regions Bank to the address on file in APECS. The vendor may request direct payment through "SunGard's" Virtual Card Remittance or ACH by contacting Sungard: Tel 877-330-4950 or email agp.jax.vendorenrollment@sungard.com.