

AP Training

2020

Topics to be Covered

- ▶ AP Department Assignments
- ▶ Key Terms and Concepts
- ▶ The Fiscal Year Cycle
- ▶ The Requisition to Invoice Payment Process
- ▶ How to Submit and Follow Up On Payments
- ▶ Verbal Orders and Requisitions After the Fact
- ▶ Queries
- ▶ Travels

AP Department Assignments

Name	Title	Major Current Assignments	Email
Adil Ahmed	Budget Director		aahmed@peralta.edu
Nicholas Shere	AP Specialist II	DGS/M&O/Capital Projects, Queries	nshere@peralta.edu
Earvin Robinson	AP Specialist I	Merritt, Staples Account	erobinson@peralta.edu
Tina Du	AP Specialist I	Laney, Payroll, Staledates	tdu@peralta.edu
Kemal Idrisov	AP Specialist I	District, COA	kidrisov@peralta.edu
Amina Omer	AP Specialist I	BCC, Benefits, Incoming Invoices	aomer@peralta.edu

Key Terms and Concepts

Transactions in ONEPeralta/PeopleSoft

Transaction	Created By	Approved By	Ownership	Function
Requisition	Requester	Workflow Approvers	Department / Campus	Generate request to procure goods/services
Purchase Order	System	Buyer	Purchasing	Authorizes procurement
Receipt	Warehouse Staff	N/A	Warehouse	Records receipt of goods on Regular POs
Voucher (Regular PO)	AP Staff	N/A - Paid based on receipts	Accounts Payable	Records invoice detail to be matched against PO & receipt
Voucher (Open Account)	AP Staff	Workflow Approvers	Accounts Payable	Records invoice detail to be approved electronically
Payment	System	Budget Director or backup	Accounts Payable	The system selects all eligible vouchers and produces payments

Why do the requisition and the voucher both have to go through approvals?

Requisition approval is approval to request that the vendor perform the service.

Voucher/invoice approval confirms the vendor has actually completed the service and that the billing is correct.

A vendor might bill for more work than they performed, or they might perform unsatisfactory work that the department wishes to dispute. In those cases, the approver should deny the voucher even though they approved the requisition.

“Regular PO”

- ▶ A standard itemized PO for specific quantities of specific goods to be delivered
- ▶ Once the vendor receives the itemized PO from Purchasing, they will ship the items to the warehouse.
- ▶ Warehouse staff will verify that the items match the manifest and the PO.
- ▶ The invoice, PO, and receipts must be matched in order to make payments
- ▶ The invoice does not have to be approved

“Open Account”

- ▶ Also called a “Blanket PO”
- ▶ Encumbers a lump sum on one or two lines (typically)
- ▶ Once the PO is dispatched by Purchasing, you can order against that PO until you run out of funds
- ▶ You can add additional funds via change order
- ▶ Paid based on electronic approvals
- ▶ Receiving is not required
- ▶ Do not use open accounts for equipment purchases or anything that must be inventoried
- ▶ Warehouse cannot verify your shipping manifests - you will need to do this yourself

PO Status – for all PO types

- ▶ The PO must be in **dispatched** status in order to procure goods or services
- ▶ If your PO is in “open” status, or any status other than **dispatched**, you are **not** yet authorized to use that PO or to give it to vendors
- ▶ POs are sourced automatically by the system, and subject to rejection or modification by the buyer until the buyer has reviewed, approved, and dispatched them.

Associated Document

Documents ||>

Actions	Business Unit	Document Type	DOC ID	Status
▼ Actions	PCCD1	Purchase Order	3000122673	Open

Return to Search



Associated Document

Documents Related Info ||>

Actions	Business Unit	Document Type	DOC ID	Status
▼ Actions	PCCD1	Purchase Order	3000122675	Dispatched

Return to Search



Origin Codes

POs are grouped by origin code. Origins are three characters. The first letter specifies the location: District, College of Alameda, Laney, Merritt, Berkeley/Vista

The last two letters specify the type of transaction

Type	Origin ends in	Process
Regular PO	PO	Regular goods orders sent to the vendor by Purchasing
Open Account	OA	Open account/blanket PO encumbers funds in advance
Pay-To	IN	Requisition created after invoice: Only use for: <ul style="list-style-type: none">• Invoices for goods ordered in the prior FY but received in the new FY• Accrued liability invoices, if directed to use Req/PO by finance
Travel	TV	Employee or Student Travel (not consultants)
Petty Cash	PC	Replenish campus Petty Cash account

Object Coding

The object code is a four-digit string in our chartfield coding that indicates what type of purchase or payment we're making.

- ▶ Make sure that you use the most correct and specific object code for the expense
- ▶ If the code does not describe the expense, you may be required to submit a change order
- ▶ Distinguish between supplies (4xxx), equipment (6xxx), and services and other operating expenses (5xxx)

The State Budget and Accounting Manual provides these criteria for supplies vs. equipment:

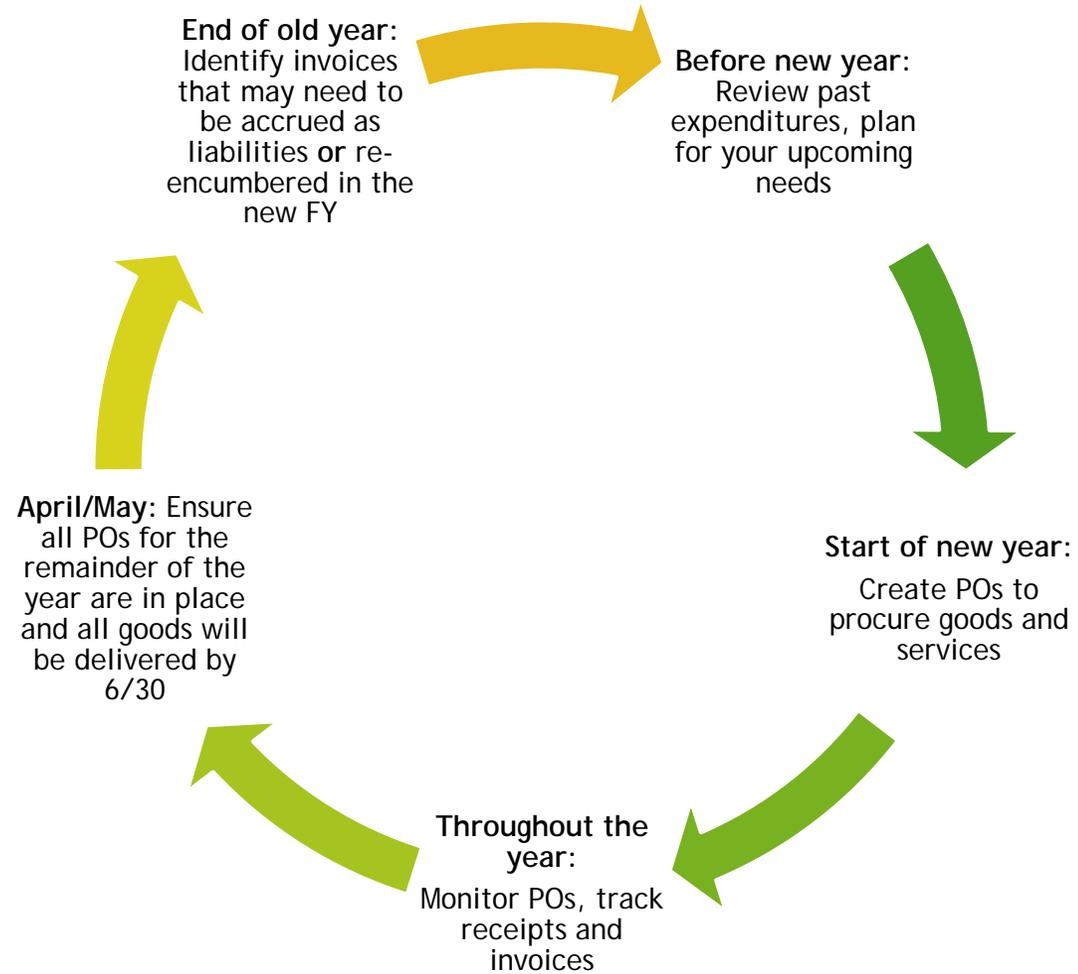
- ▶ If an item will be used and discarded within a year, or
- ▶ if you would replace it instead of repairing it when it breaks, or
- ▶ if it is a part or component of a larger piece of equipment, or
- ▶ if it is too inexpensive to warrant tagging by the warehouse
- ▶ then it is considered a supply.

Change Orders via Requisition

- ▶ Effective October 2019, we are able to use the requisition system instead of paper forms for PO change orders
- ▶ This will allow us to pre-encumber change order funds so they are not accidentally used for other purposes while waiting for the form to be signed off
- ▶ Change order requisitions will go through the same approvals process as a normal requisition
- ▶ This should make research easier for affected POs

How to Submit a Change Order Req

- ▶ Create a new requisition using the origin "CO"
- ▶ In the requisition name field, put "CHANGE ORDER: PO XXXXX"
- ▶ In the comments, include any justification & attach backup as needed
- ▶ Enter lines, item descriptions, budgets as needed for the lines you are adding
 - ▶ If you need to add negative lines to a PO to disencumber funds, make those lines \$1.00 on the requisition and include instructions in the description
- ▶ Budget check and submit your req as normal
- ▶ Once the req is approved and the backup (such as a contract amendment if needed) is complete, **email the buyer to let them know**
- ▶ When the buyer copies the req lines to the PO, the funds will be transferred to the PO encumbrance



The Fiscal Year Cycle

Planning



- ▶ As you go into the new year, make sure that your budget is aligned with your spending needs
- ▶ You can review your department's spending history using the query `AP_DEPT_EXP_HIST_B`. Use this to identify annually recurring costs, like memberships or subscriptions, as well as to estimate how much you will spend in the future on various activities
- ▶ In July, start setting up your POs, especially your open accounts for catering, consultants, and supplies. That way your POs will be ready when you need them. The PO should always come first and be dispatched before the vendor provides any goods or services.

Open Encumbrances



- ▶ Requesters should **regularly** (once per 1-2 months) run the open encumbrance query PCC_OPEN_ENC_NEW or PCC_OPEN_ENC_NEW_REQUESTER
- ▶ It is important you run your open encumbrances to avoid nasty surprises during - or, worse, after - the fiscal year close
- ▶ For detailed instructions see *How to Use the Open Encumbrance Query*
- ▶ Ensure that all items are received by 6/30 in order to be paid out of the prior fiscal year
- ▶ If items are unpaid after 2+ weeks from *warehouse receipt*, contact your AP Specialist
- ▶ In the new system, you should also be aware of vouchers that may have pulled funds out of your encumbrances, but not yet met the criteria to produce a check. Use query VOUCHERS_BY_REQUESTER or IS_IT_PAID_SIMPLE

End of Year Liabilities



- ▶ In June and July, work with AP, Purchasing, Warehouse, and your vendors to ensure that all your invoices for the old year are paid
- ▶ If you have invoices that belong to the prior FY but *cannot* be submitted to AP for payment before the AP deadline, work with your business office to submit these as part of your campus's "liability list" by the cutoff which Finance will set
- ▶ If you have been reviewing your open encumbrances and have not generated verbal orders, the volume of accrued liabilities should be small
- ▶ Items that are not received by 6/30 are not prior-year liabilities; they belong to the new FY. You will need to "re-encumber" funds for those items, using PO Rollover (if available) or manually. Either way you will need funds in the new year budget to pay for these items.

Fiscal Year Dates

- ▶ During July and August, when we have both years open, we have to be careful about dates
- ▶ Budget date and accounting date must be consistent across all documents
- ▶ Otherwise the PO will have to be canceled and a new req created
- ▶ For more info, see *Requisition Budget Dates During Fiscal Year Changeover*
- ▶ Date of service performed or date of delivery of goods determines correct budget year
- ▶ In some cases, an invoice may be paying for a service or membership, etc. which wholly or partly falls in the coming year.
- ▶ In these cases, AP will enter the voucher using prepay coding. (Object code 9220)

Currency Code: [USD]

Accounting Date:	08/14/2014	[31]
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Unit	Budget Date	Comr	Contr	Close
	08/20/2014	[31]	<input type="checkbox"/>	

The Requisition to Invoice Payment Process



Vendor File

- ▶ Vendor must have an active vendor file in our system
- ▶ If there is no active vendor file, the vendor must complete the vendor application (w/W-9) and submit them to Gina Downen at Purchasing.
- ▶ No vendor numbers that start with "SF" can be used for procurement. Those vendor numbers are reserved for student financials use.
- ▶ Vendor file must be correctly classified. When employees change to contractors or vice versa, a new vendor file is needed

Req & PO

- ▶ Correct vendor file must be selected
- ▶ Object code must correctly describe the nature of the expense
- ▶ Origin must be correct
- ▶ Req must be approved and PO dispatched before vendor delivers goods or services and before AP can pay the vendor
- ▶ If using Measure A funds (Fund 63), must have an approved Measure A form or a contract with Measure A coding

Itemization

- ▶ PO lines must be correctly designated taxable and/or non-taxable
- ▶ If we order goods from an out of state vendor who does not collect California sales tax, the PO must still be taxable. Peralta remits the use tax directly to the state.
- ▶ Freight costs are not taxable
- ▶ Shipping "and Handling" costs are taxable
- ▶ Items delivered electronically are usually not taxable, but there are exceptions

Valid invoice

- ▶ Vendor name
- ▶ Unique invoice number (Not multiple invoices numbered Invoice 001)
- ▶ Invoice date
- ▶ **Valid, current, dispatched PO Number**
- ▶ Detailed itemization consistent with PO itemization
- ▶ Correct line prices, quantity, tax, total
- ▶ Invoice must balance (add up)
- ▶ Must be addressed to Peralta
- ▶ Must be generated by the vendor
- ▶ Cannot be modified/fabricated by Peralta staff
- ▶ For service payments: Dates of service performed

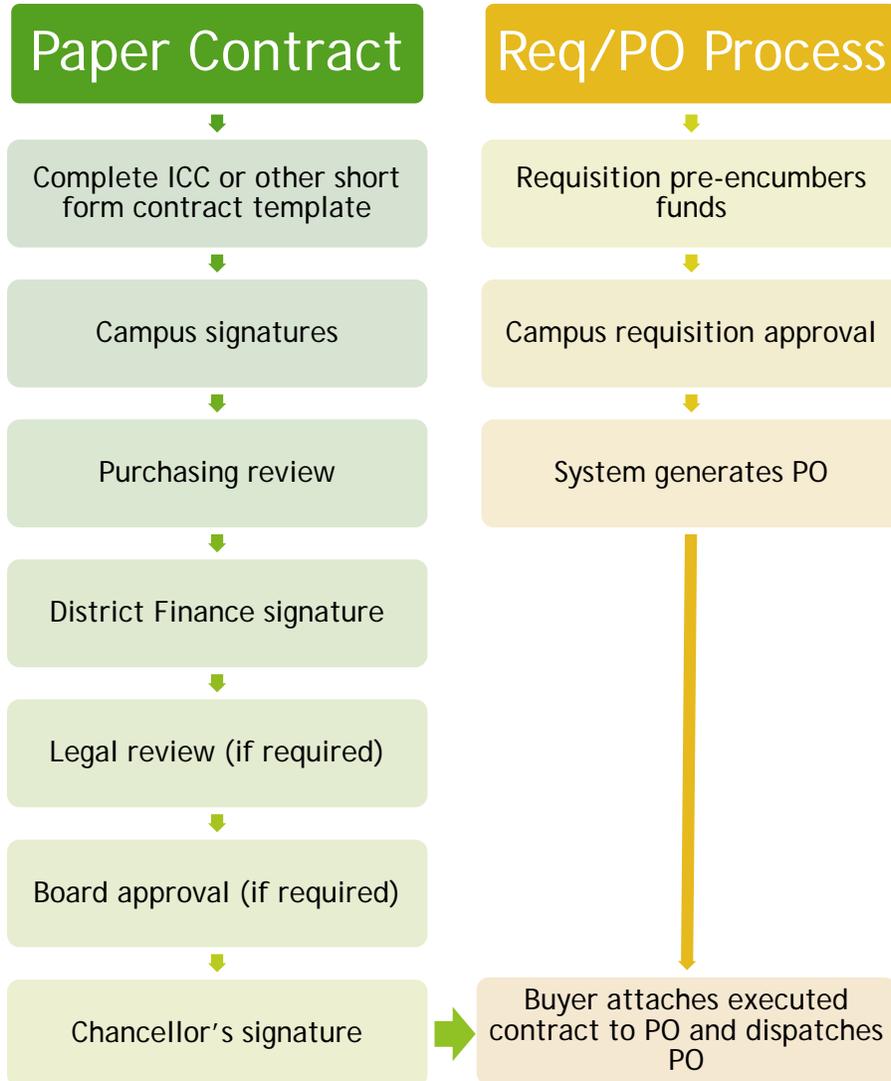
Approval

- ▶ Invoices are paid either based on warehouse receipts *or* electronic approvals
 - ▶ Regular POs are marked in at the warehouse
 - ▶ Open accounts are approved in the system
- ▶ First-level approver: Cost center manager
- ▶ Second-level approver: Business office support staff (for campuses)
- ▶ Last-level approver: Campus Business Manager or District Finance

Contracts (Where applicable)

- ▶ Work must be performed within the dates specified by the contract
- ▶ Total expenditures must be within the Not to Exceed amount of the contract
- ▶ If the contract specifies hourly or other rates, the invoicing must be consistent
- ▶ The PO coding must be consistent with the coding specified in the contract/cover memo
- ▶ The contract is electronically attached to the PO by the Buyer
- ▶ If the contract end date is based on the Notice to Proceed (NTP) date, the NTP should be attached to the PO as well
- ▶ Contract thresholds, including the threshold for board approval, are cumulative district-wide, so make sure to check the system and get your reqs in as early as you can

Contract and PO Processes



Currently, the contract and PO processes run in parallel.

The requisition and the contract are initiated at the same time, to ensure that funds are in place while the contract is being approved.

Once the contract is executed, the buyer attaches to the contract to the PO, where it can be retrieved by AP, end users, etc.

In the future, we hope to be able to use PeopleSoft's contract functionality to consolidate the process.

Is it paid?

How to submit and follow up on payments

Submitting Payments

- ▶ Vendors should email invoices directly to accountspayable@peralta.edu
 - ▶ You can also request the vendor CC you at the same time
 - ▶ If you receive an invoice from a vendor and AP is not copied, notify the vendor of the correct process, and forward the invoice to AP.
 - ▶ If you receive an invoice on an expired prior-year PO, initiate a new PO and email the invoice to AP
- ▶ **Invoices are not routed from requisition attachments to AP**
- ▶ All invoices must have a valid, current FY, dispatched PO number
- ▶ The PO number can be on the invoice itself or in the PDF filename
- ▶ For transactions without a vendor invoice (travels, petty cash) make sure to email the backup to AP

AP Turnaround

- ▶ Allow roughly two weeks for AP to process payment
 - ▶ We are often faster than that, but during peak periods, sometimes slower
 - ▶ Our terms are Net 30
 - ▶ If invoices are already overdue or about to be overdue when they get to us, it means that there is a problem upstream
- ▶ Last-minute emergency payments take longer to process in the new system
 - ▶ These payments disrupt workload for both AP and the initiating department/campus
 - ▶ AP cannot control when approvers approve vouchers

Is my invoice paid?

▶ Using Queries

- ▶ To run queries, navigate to Reporting Tools->Query->Query Viewer
- ▶ Search for the query you want to use by name, then click the “Favorite” link to save it. Run the query by clicking “HTML” or “Excel”
- ▶ To monitor ongoing AP voucher activity, use query VOUCHERS_BY_REQUESTER
- ▶ To search for specific vouchers using flexible criteria, use query IS_IT_PAID_SIMPLE

▶ Using System Screens

- ▶ PO Document Status
 - ▶ Purchasing->Purchase Orders->Review PO Information->Document Status
- ▶ PO Activity Summary
 - ▶ Purchasing->Purchase Orders->Review PO Information->Activity Summary
- ▶ Voucher Inquiry
 - ▶ Accounts Payable->Review Accounts Payable Information->Vouchers->Voucher

If your...

- ▶ Requisition has not been **approved**, follow up with your **approvers**
- ▶ PO is not in status "**dispatched**," follow up with your **buyer**
- ▶ Regular PO items have not been **received**, follow up with your **vendor**
- ▶ Invoice has been vouchered, but not **approved**, follow up with your **approvers**

Reach out to your AP Specialist if...

- ▶ An invoice was submitted to AP over two weeks ago and you do not see a voucher in the system
- ▶ For regular POs: your goods were marked received by the warehouse two weeks ago and you do not see a voucher in the system
- ▶ AP has contacted you to ask for additional documents or change orders or other steps that may be needed in order to process an invoice

What if there's a voucher... but no payment?

- ▶ For regular PO vouchers, verify that they are **matched**
 - ▶ If items have not been received, you may need to follow up with the vendor, the warehouse, or with AP
- ▶ For open account vouchers, verify that they are **approved**
 - ▶ If they are not approved yet, follow up with the approver(s)
- ▶ For all vouchers, verify that they have a **valid budget check**
 - ▶ If you see a voucher with budget errors, you may need a budget transfer and change order
- ▶ Don't worry about whether the voucher is "Posted"

Verbal Orders and Requisitions After the Fact

Historical Volume

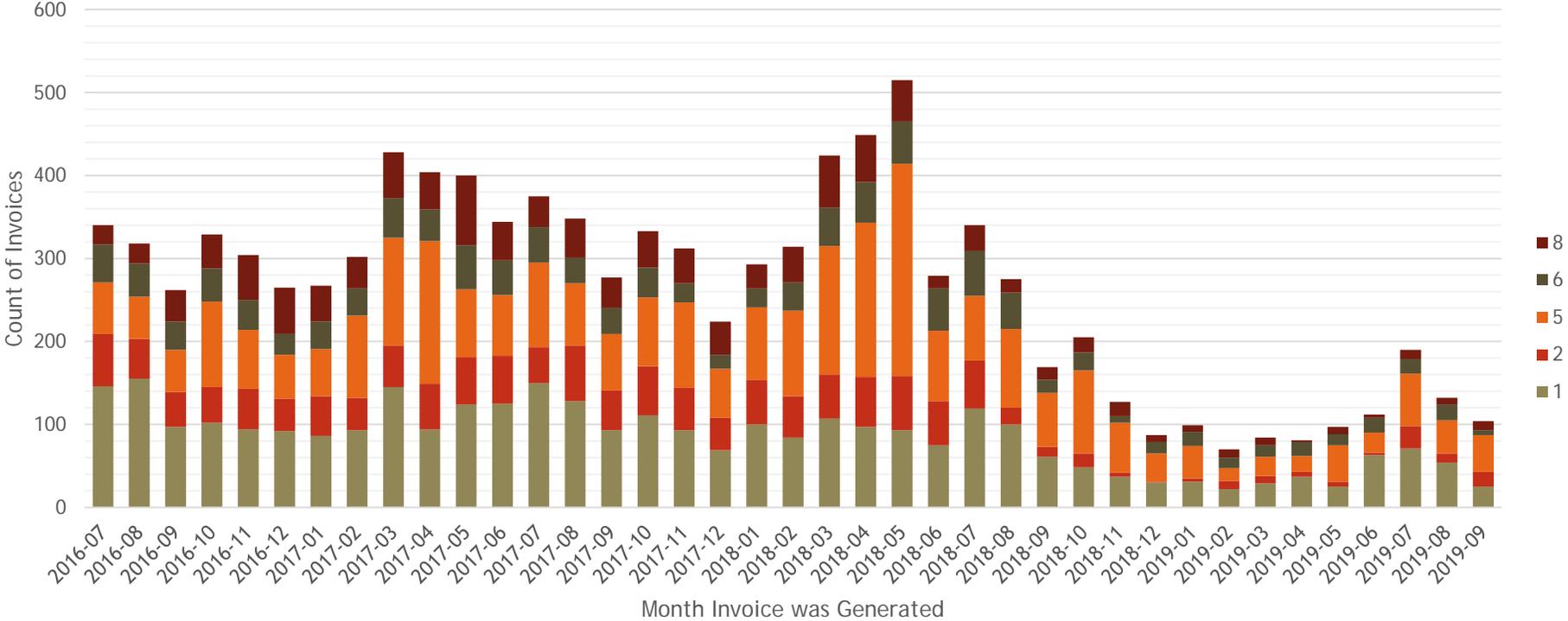
- ▶ Between 2015-2018, about 40% of Peralta requisitions were created after an invoice already existed.
- ▶ On average, an invoice on a verbal order is two months old before it gets to AP.
- ▶ Processing a high volume of pay-to requisitions effectively prevents Peralta from being within our Net 30 pay terms, no matter how efficient AP is.
- ▶ Since Spring 2019, we have made good progress in reducing the volume of verbal orders.

FCMAT Financial Review and Fiscal Health Risk Analysis

- ▶ “The number of verbal orders across the district and work ordered without board approval, bids, or contracts indicate that purchasing is lacking oversight and controls”

Initiation of New Verbal Orders

Invoices Generated Without POs, July 2016-September 2019



This chart shows the quantity of verbal order invoices for each month and each location's share of the total.

Employee Reimbursements

- ▶ For procedural purposes, reimbursements other than travel, mileage, or student trust account funds are comparable to verbal orders, because they bypass the Purchasing process.
- ▶ Such reimbursements are subject to review at Finance
- ▶ Examples of situations where an employee reimbursement is appropriate: emergencies affecting health and safety or our ability to hold classes
- ▶ If reimbursement requests are happening because “it takes too long to do a req,“ we should look at the underlying causes - for example, is something preventing budgets from being set up on time?
- ▶ Reimbursements must be coded to correctly describe the expense
- ▶ Do not mark reqs for employee reimbursements taxable

Queries for AP/Procurement

How to run queries

- ▶ Navigate to Reporting Tools->Query->Query Viewer
- ▶ You can save Query Viewer to your favorite pages or home page using the three-dot icon in the upper right hand corner
- ▶ Search for queries by name, then save them by clicking the "Favorite" link on the right-hand side.
- ▶ Run queries by clicking on the "HTML" or "Excel" link. "HTML" runs the results to web, with the option to download an Excel file afterward.

The screenshot shows the 'Query Viewer' interface. The breadcrumb navigation at the top indicates the path: Favorites > Main Menu > Reporting Tools > Query > Query Viewer. The search bar contains the text '*Search By' followed by a dropdown menu set to 'Query Name' and a text input field containing 'PCC_OPEN_ENC_NEW'. Below the search bar, there are buttons for 'Search' and 'Advanced Search'. The 'Search Results' section shows a dropdown menu for '*Folder View' set to '-- All Folders --'. The results are displayed in a table with columns for Query Name, Description, Owner, Folder, and various action links (Run to HTML, Run to Excel, Run to XML, Schedule, Definitional References, Add to Favorites). The 'Favorite' link for the first query is highlighted in yellow.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
PCC_OPEN_ENC_NEW	Open Encumbrance Report	Public	ACCOUNTS PAYABLE	HTML	Excel	XML	Schedule	Lookup References	Favorite
PCC_OPEN_ENC_NEW_MBB	Open Encumbrance Report	Public	ACCOUNTS PAYABLE	HTML	Excel	XML	Schedule	Lookup References	Favorite
PCC_OPEN_ENC_NEW_REQUESTER	Open Encumbrance Report	Public	ACCOUNTS PAYABLE	HTML	Excel	XML	Schedule	Lookup References	Favorite
PCC_OPEN_ENC_NEW_TEST	Open Encumbrance Report	Public	ACCOUNTS PAYABLE	HTML	Excel	XML	Schedule	Lookup References	Favorite

Some Important Queries for Requesters

Query Name	Function	Frequency to Run
PCC_OPEN_ENC_NEW OR PCC_OPEN_ENC_NEW_REQUESTER	Open Encumbrance Report: review POs with remaining funds encumbered	Once every 1-2 months, more frequently between April and July
VOUCHERS_BY_REQUESTER	Track vouchers for invoice payment against your POs as they are entered	1-3 times per week or as needed
IS_IT_PAID_SIMPLE	Locate vouchers matching specific criteria	As needed
AP_DEPT_EXP_HIST_B	Department expense history: review year-over-year spending	Annually
REQUESTER_REQ_PO_STATUS	Review the status of your reqs and associated POs	Weekly or as needed
PO_LINE_ENCUMBRANCE	Returns the encumbrance amounts on one PO	As needed to verify remaining funds
AVAILABLE_BUDGET_BY_PO	Shows how much money is left in the budget(s) for a particular PO	As needed to verify available funds to add via change order

PCC_OPEN_ENC_NEW

- This is a big query, intended to be manipulated in Excel
- Run PCC_OPEN_ENC_NEW_REQUESTER to see just your requisitions. Run PCC_OPEN_ENC_NEW to see all reqs for a department or range of departments
- See detailed documentation: *How to use the Open Encumbrance Query*

PCC_OPEN_ENC_NEW - Open Encumbrance Report

Business Unit: PCC01
 Cost Center From: 601
 Cost Center To: 654
 Fund From: 01
 Fund To: 96
 Budget Date From: 07/01/2019
 Budget Date To: 06/30/2020

View Results
 Download results in: Excel Spreadsheet CSV Text File XML File (785 kb)

View All

PO No.	PO Date	Status	Supplier	Supplier	Buyer	PO Origin	Receipt Status	Line	Line Desc.	Schedule Number	Ship To	Distribution Li	Open Encumbrance Amount	Orig. PO Line Amt	Location	Fund	Cost Ctr	Account	Activity	Project	Acct Line
1	3000121340	07/05/2019	Dispatched	0009601305	FRESH AND NATURAL CAFE #74,LLC	SANZOMO	MOA	PO Not Received	Increase amount on PO per CO #	1	6	1	240,526	4370,000	6	01	601	6106	669103	0000	00
2	3000121367	07/06/2019	Dispatched	0009601823	WASTE MANAGEMENT OF ALAMEDA COUNTY	NCUSTODIO	AGA	PO Not Received	AGA for WM services	1	21	2	1524,150	6637,000	6	01	631	5501	657000	0000	00
3	3000121385	07/05/2019	Dispatched	0009601674	EAST BAY MUNICIPAL UTILITY DISTRICT	NCUSTODIO	AGA	PO Not Received	AGA for water usages	1	21	2	3606,310	4400,000	6	01	631	5506	657000	0000	00

VOUCHERS_BY_REQUESTER

- This shows all vouchers AP has entered on your POs, from newest to oldest
- You can click the invoice links to view attachments
- You can click the PO links to open the POs
- You can click the Approval Status links to see the approval history
- Especially note the Match Status, Approval Status, and Budget Status columns, as well as Voucher Comments if any.
- “Max payment Number” will show if a check has been issued. Click the link to open the payment information.
- Handling code shows whether a check is sent to the campus (2/5/6/8), held at the District (HL), or mailed (RE)

VOUCHERS_BY_REQUESTER - VOUCHERS_BY_REQUESTER

Requester (All caps)

Budget Date From

Budget Date To

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (123 kb)

View All Page 1 of 64 Last

Voucher	Voucher Date	Invoice	Invoice Date	Supplier ID	Supplier Name	Max PO No.	Origin	AP Granted	Prepar. Ref.	Held For Payment	Voucher Comments	Accounting Date	Grnd. Amount	Voucher Entered On	Voucher Last Updated	Use Tax Amount	Sales Tax Amount	Freight	Misc.	Match Status	Approval Status	Budget Status	Max Payment Number	Handling	
1	08/18/730	Requester Voucher	5489	0168020E	0886731950	CCS001488	MECHANICAL SVCS/EMS, INC.	3000122435	GA	NSHFERE	N		01/13/2020	3300.000	31/13/2020	01/14/2020	0.000	0.000	0.000	0.000	Match	Pending	Valid		RE
2	05/18/730	Requester Voucher	226662.1	12/16/2019	0886734128	190 DBM FLSHC	COOPERATION	3000122064	GA	NSHFERE	N		01/13/2020	7375.840	31/13/2020	01/14/2020	0.000	684.960	0.000	0.000	Match	Pending	Valid		RE
3	05/18/730	Requester Voucher	29536	12/15/2019	0886501140	QUALITY TECH	AUTOMOTIVE	3000122050	GA	NSHFERE	N		01/13/2020	71.700	31/13/2020	01/14/2020	0.000	0.000	0.000	0.000	Match	Pending	Valid		RE
4	05/18/730	Requester Voucher	29926	12/16/2019	0886501140	QUALITY TECH	AUTOMOTIVE	3000122050	GA	NSHFERE	N		01/13/2020	117.290	31/13/2020	01/14/2020	0.000	2.860	0.000	0.000	Match	Pending	Valid		RE
5	05/18/730	Requester Voucher	5261741702	11/16/2019	0886500163	GRANDER		3000123861	GA	NSHFERE	N		01/09/2020	231.290	31/09/2020	01/09/2020	0.000	16.910	0.000	0.000	Match	Exception	Pending	Valid	RE
6	05/18/730	Requester Voucher	5207873227	11/15/2019	0886500163	GRANDER		3000123461	GA	NSHFERE	N		01/09/2020	44.900	31/09/2020	01/10/2020	0.000	3.020	0.000	0.000	Match	Approved	Valid	8300170440	RE
7	05/18/730	Requester Voucher	6149126300	11/07/2019	0886500163	GRANDER		3000123861	GA	NSHFERE	N		01/09/2020	819.970	31/09/2020	01/09/2020	0.000	26.320	0.000	0.000	Match	Exception	Pending	Valid	RE
8	05/18/730	Requester Voucher	555443540	12/01/2019	0886513200	KONE INC		3000122800	GA	NSHFERE	N		01/09/2020	15135.800	31/09/2020	01/09/2020	0.000	0.000	0.000	0.000	Match	Pending	Valid		RE
9	05/18/730	Requester Voucher	29671	02/16/2019	0886501140	QUALITY TECH	AUTOMOTIVE	3000122050	GA	NSHFERE	N		01/03/2020	290.000	31/03/2020	01/10/2020	0.000	0.000	0.000	0.000	Match	Approved	Valid	8300170543	RE
10	05/18/730	Requester Voucher	29922	12/16/2019	0886501140	QUALITY TECH	AUTOMOTIVE	3000122050	GA	NSHFERE	N		01/03/2020	516.070	31/03/2020	01/10/2020	0.000	21.310	0.000	0.000	Match	Approved	Valid	8300170543	RE

IS_IT_PAID_SIMPLE

- This query returns the same information as VOUCHERS_BY_REQUESTER, but it lets you search with flexible criteria
- Invoice date range and accounting date range are required - to see all results, just set a broad range
- You can search by invoice number, vendor or name (use % wild cards), by match/approval/budget status, or by select chartfields
- You can use this to find a specific payment or review payments that may not be on a requisition, such as prepays or liabilities.

IS_IT_PAID_SIMPLE - IS_IT_PAID_SIMPLE

Invoice Date From (Required) 31

Invoice Date To (Required) 31

Acctg Date From (Required) 31

Acctg Date To (Required) 31

Invoice Num. (Optional)

Vendor Num. (Optional)

%VENDOR%NAME% (Optional)

Voucher Origin (Optional)

Budget Status (Optional)

Match Status (Optional)

Approval Status (Optional)

Incomplete Voucher? (Optional)

AP Specialist (Optional)

incl. Location (Optional)

incl. Cost Ctr (Optional)

incl. Activity Suff.(Optional)

incl. Project (Optional)

[View Results](#)

Invoice Number	Invoice	Supplier	Supplier	Max DC	AP	Desc
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REQUESTER_REQ_PO_STATUS

- This query shows all your reqs along with their approval status information and associated POs (if any)
- You can click on the PO link to open the PO
- You can see at a glance which of your POs have been DISPATCHED by Purchasing, meaning they are okay to use for procurement.

REQUESTER_REQ_PO_STATUS

Requester: BLANCASTER

Created On: 04/19/2018 10:38 AM

View Results

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Req ID	Req Name	Supplier	Status	Req Origin	Requester	Approved By	Contract No.	Contract To	Contract Status	Last Change Date	Approved Date	Revised Date	Original Contract Number	PO Number	PO Status	Original Status	PO Origin	PO Approval Date
1	200812047 PAVANEN ELEVATOR CONTROL	80073188	Approved	N	DCA	BLANCASTER	BLANCASTER	8710010	BLANCASTER	01/20/18	01/20/18	01/20/18	8710010		DISPATCHED	DISPATCHED	DCA	01/20/18
2	200812048 WALLE ELECTRIC SUPPLY CO. INC. DBA BSM	80073283	Approved	N	DFO	BLANCASTER	BLANCASTER	8710010	BLANCASTER	01/20/18	01/20/18	01/20/18	8710010		DISPATCHED	DISPATCHED	DCA	01/20/18
3	200812049 UNIFORMS ADVANTAGE	80073283	Approved	N	DFO	BLANCASTER	BLANCASTER	8710010	BLANCASTER	01/20/18	01/20/18	01/20/18	8710010		DISPATCHED	DISPATCHED	DCA	01/20/18
4	200812050 FURNITURE	80073283	Approved	N	DFO	BLANCASTER	BLANCASTER	8710010	BLANCASTER	01/20/18	01/20/18	01/20/18	8710010		DISPATCHED	DISPATCHED	DCA	01/20/18
5	200812051 JET AMERICAN RESIDENTIAL SERVICES OF CA	80073283	Approved	N	DCA	BLANCASTER	BLANCASTER	8710010	BLANCASTER	01/20/18	01/20/18	01/20/18	8710010		DISPATCHED	DISPATCHED	DCA	01/20/18
6	200812052 JOHNSON CONTROLS LP FIRE PROTECT SUPPLY	80073498	Approved	N	DCA	BLANCASTER	BLANCASTER	8710010	BLANCASTER	01/20/18	01/20/18	01/20/18	8710010		DISPATCHED	DISPATCHED	DCA	01/20/18
7	200812053 JOHNSON CONTROLS LP FIRE PROTECT SUPPLY	80073498	Approved	N	DCA	BLANCASTER	BLANCASTER	8710010	BLANCASTER	01/20/18	01/20/18	01/20/18	8710010		DISPATCHED	DISPATCHED	DCA	01/20/18
8	200812054 AMERICAN SUPPLY BUILDING SERVICE CORP.	80073218	Approved	N	DFO	BLANCASTER	BLANCASTER	8710010	BLANCASTER	01/20/18	01/20/18	01/20/18	8710010		DISPATCHED	DISPATCHED	DCA	01/20/18
9	200812055 CALIFORNIA GENERATOR SERVICES	80073218	Approved	N	DCA	BLANCASTER	BLANCASTER	8710010	BLANCASTER	01/20/18	01/20/18	01/20/18	8710010		DISPATCHED	DISPATCHED	DCA	01/20/18
10	200812056 WALLE ELECTRIC SUPPLY CO. INC. DBA BSM	80073283	Approved	N	DFO	BLANCASTER	BLANCASTER	8710010	BLANCASTER	01/20/18	01/20/18	01/20/18	8710010		DISPATCHED	DISPATCHED	DCA	01/20/18
11	200812057 UNIFORMS ADVANTAGE	80073283	Approved	N	DFO	BLANCASTER	BLANCASTER	8710010	BLANCASTER	01/20/18	01/20/18	01/20/18	8710010		DISPATCHED	DISPATCHED	DCA	01/20/18
12	200812058 PARKING	80073218	Approved	N	DFO	BLANCASTER	BLANCASTER	8710010	BLANCASTER	01/20/18	01/20/18	01/20/18	8710010		DISPATCHED	DISPATCHED	DCA	01/20/18
13	200812059 QUALITY TECH AUTOMOTIVE	80073188	Approved	N	DCA	BLANCASTER	BLANCASTER	8710010	BLANCASTER	01/20/18	01/20/18	01/20/18	8710010		DISPATCHED	DISPATCHED	DCA	01/20/18
14	200812060 THE SHAFER CORPORATION	80073418	Approved	N	DCA	BLANCASTER	BLANCASTER	8710010	BLANCASTER	01/20/18	01/20/18	01/20/18	8710010		DISPATCHED	DISPATCHED	DCA	01/20/18
15	200812061 LA BELLA POOL SERVICE & SUPPLIES	80073283	Approved	N	DFO	BLANCASTER	BLANCASTER	8710010	BLANCASTER	01/20/18	01/20/18	01/20/18	8710010		DISPATCHED	DISPATCHED	DCA	01/20/18
16	200812062 WALLE ELECTRIC SUPPLY CO. INC. DBA BSM	80073283	Approved	N	DFO	BLANCASTER	BLANCASTER	8710010	BLANCASTER	01/20/18	01/20/18	01/20/18	8710010		DISPATCHED	DISPATCHED	DCA	01/20/18
17	200812063 WALLE ELECTRIC SUPPLY CO. INC. DBA BSM	80073283	Approved	N	DFO	BLANCASTER	BLANCASTER	8710010	BLANCASTER	01/20/18	01/20/18	01/20/18	8710010		DISPATCHED	DISPATCHED	DCA	01/20/18
18	200812064 JOHNSON CONTROLS LP FIRE PROTECT SUPPLY	80073498	Approved	N	DCA	BLANCASTER	BLANCASTER	8710010	BLANCASTER	01/20/18	01/20/18	01/20/18	8710010		DISPATCHED	DISPATCHED	DCA	01/20/18
19	200812065 JOHNSON CONTROLS LP FIRE PROTECT SUPPLY	80073498	Approved	N	DCA	BLANCASTER	BLANCASTER	8710010	BLANCASTER	01/20/18	01/20/18	01/20/18	8710010		DISPATCHED	DISPATCHED	DCA	01/20/18
20	200812066 JOHNSON CONTROLS LP FIRE PROTECT SUPPLY	80073498	Approved	N	DCA	BLANCASTER	BLANCASTER	8710010	BLANCASTER	01/20/18	01/20/18	01/20/18	8710010		DISPATCHED	DISPATCHED	DCA	01/20/18

PO_LINE_ENCUMBRANCE and AVAILABLE_BUDGET_BY_PO

- PO_LINE_ENCUMBRANCE works exactly like the open encumbrance query, but pulls just one PO at a time.
- It's great for seeing how much money you have left on an open account
- AVAILABLE_BUDGET_BY_PO shows you not how much money is on the PO itself but how much is left in the *associated budgets*.
- You can use these two queries together to determine when you need a change order to increase your PO, and whether you have money in the budget to cover that change order

PO_LINE_ENCUMBRANCE - PO_LINE_ENCUMBRANCE

PO No: 000121853

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (418)

View All

PO No.	PO Date	Status	Supplier	Supplier	Buyer	PO Origin	Receipt Status	Line	Line Desc.	Schedule Number	Ship To	Distribution LI	Open Encumbrance Amount	Orig. PO Line Amt.	Location	Fund	Cost Ctr	Account	Activity Suffix	Project	Acct Line	Budget	
1	3000121853	08/06/2019	Dispatched	0000900746	ALAMEDA COUNTY SHERIFF'S OFFICE	SNZOMO DOA	PO Not Received	1	Amendment 2 to the existing agreement for Police Services for F/YE 2020. BOT approved 8/15/19. Contract on file DDS.	1	EXEMPT		1	1596210.550	2140433.000	1	01	161	5105	877100	0000	00	1-01-161-5105-1-877100-0000-00
2	3000121853	08/06/2019	Dispatched	0000900746	ALAMEDA COUNTY SHERIFF'S OFFICE	SNZOMO DOA	PO Not Received	1	Amendment 2 to the existing agreement for Police Services for F/YE 2020. BOT approved 8/15/19. Contract on file DDS.	1	EXEMPT		2	1056358.010	1416460.000	1	01	161	5105	695200	0000	00	1-01-161-5105-1-695200-0000-00
3	3000121853	08/06/2019	Dispatched	0000900746	ALAMEDA COUNTY SHERIFF'S OFFICE	SNZOMO DOA	PO Not Received	2	Additional funds requested per CO # 1.	1	11		1	293412.530	589950.000	1	01	161	5105	877100	0000	00	1-01-161-5105-1-877100-0000-00

AVAILABLE_BUDGET_BY_PO - AVAILABLE_BUDGET_BY_PO

Year: 2020

PO No: 000121853

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)

View All

Unit	Budget	Available Budget
1 PCCD1 1-01-161-5105-1-677100-0000-00		40678.300
2 PCCD1 1-01-161-5105-1-695200-0000-00		0.000

First 1-2 of 2 Last

Tips for Processing Travels

Update on Signing Authority Effective FY18-19

- ▶ In-State Travel: Requests under \$3000 require approval of the College President (for college members) or the appropriate Vice Chancellor (for district members). Request \$3000 and above require the Chancellor's approval. The Chancellor's Office must receive the request no later than 10 business days in advance of a trip.

Non-Employee Travel

- ▶ Consultants must always invoice for their travel expenses
- ▶ Consultant travel counts against the contract Not to Exceed amount
- ▶ Hiring candidate expenses are not processed as travels
- ▶ Students currently use the same object coding as employees, but travel forms are not currently required for them

Local vs. Non-Local Travel

- ▶ Local travel is 60 miles or less round-trip
- ▶ Travel to destinations farther than 60 miles round-trip requires a travel form
- ▶ Travel within cities where our campuses are located is eligible only for mileage and registration
- ▶ Employees who receive a travel stipend as part of their paycheck cannot be reimbursed for local mileage

Advances and Registration

- ▶ Pay registration directly to the conference vendor
- ▶ Create a requisition for 100% of the employee's out of pocket costs
- ▶ On Part 1 of the travel form, list the requisition number and an amount 80% or less than the requisition total
- ▶ Part 2 will pick up the amount of the advance payment from Part 1

Section C. Total Requested Expenditures for Conference									
Category	Maximum Permitted	Amount Requested	Registration	Lodging Taxes	Travel (Air/Train)	Mileage	Car/Taxi/ Shuttle	Parking / Tolls	Total Request
Per Diem	\$450	\$450							\$450
Non- Per Diem			\$100		\$150				\$250
Total (Not to Exceed Amount):									\$700

Funding										
Source	Coding	Loc	Fund	Cost Center	Object	Program	Activity Suffix	Proj	Line	Cost Center Manager Approval / Date
Registration					5205					
Non-Local					5202					
Local					5203					
Membership					5301					

Advance Payment Request			
<ul style="list-style-type: none"> • Must be submitted with designated approvals 15 working days prior to event. • Advance payments are limited to registration plus 80% of the employee's remaining expenses. 			
Category	Payee on Check	Requisition Number	Amount
Registration	Association of Hypothetical Educators	200123456	100.00
Employee	Felicity Q. Employee	200123457	480.00

Cal Card for Travels

- ▶ If you use a district Cal Card to pay for part of the travel, all those charges must be reconciled on the travel forms
- ▶ You can group the amount paid on the Cal Card together with the registration as an advance payment on Part 1
- ▶ Part 2 must include Cal Card charges as part of the total expense claim
- ▶ We cannot reimburse the employee for items charged to the Cal Card

Meals

- ▶ No alcohol
- ▶ Don't use the GSA per diem table
- ▶ Meals can be reimbursed up to \$50 per day without receipts
- ▶ Meals can be reimbursed up to \$75 per day with receipts for **three meals**
- ▶ Meal receipts should be itemized
- ▶ Only the employee's food costs are reimbursable
- ▶ If more than one person's meals are on the receipt, you must indicate what belongs to the employee

Per-Meal Breakdown

Meal	With Receipts	Without Receipts
Breakfast	15	10
Lunch	25	15
Dinner	35	25

Incidentals

- ▶ Incidentals do not require receipts
- ▶ Max of \$25 per day
- ▶ Examples:
 - ▶ Telephone, fax, internet charges
 - ▶ Minor supplies, postage, reproduction costs
 - ▶ Porter service where charged as a specific fee
 - ▶ Tips
 - ▶ Note: tips on a receipted expense **do not** need to go in incidentals
 - ▶ Please tip appropriately
 - ▶ Laundry and valet expenses when absence is over 5 nights

Transport

- ▶ Fares must be at the lowest possible rate. (E.g., coach or economy class)
- ▶ Traveler is expected to comparison shop well in advance (Recommended 60+ days)
- ▶ If the employee is required to travel at the last minute, include a memo
- ▶ Lesser of mileage or air fare is reimbursed regardless of what mode of transportation is used
 - ▶ If you are carpooling with multiple employees to reduce total cost, or if there are circumstances requiring you to use a more expensive mode of travel, please include a memo or email
- ▶ If you rent a car, do not claim mileage for that rental
 - ▶ (For rented cars only, gas purchases are claimed via receipt)
- ▶ Baggage charges *can* be reimbursed as part of travel costs
- ▶ See AP 7400 for more info

Lodging rates

- ▶ Do use the GSA table
- ▶ If you *must* stay at lodgings with a higher rate, you can request that rate, but it is not guaranteed to be approved
- ▶ AP will use the lodging rate that is on Part 1 once it has been signed off
- ▶ Lodging taxes are separate from the room rate
- ▶ Do not drastically overestimate lodging taxes to pad your NTE

Conference (Working) Dates <i>(Used to compute per diem days)</i>	Opening	Closing

“Conference (Working Dates)”

Used to set the number of per diem days, so any day for which you will be claiming per diem expenses must be included in this date range.

If the conference runs from 5/1-5/3, but you need to arrive the night before, the Conference (Working) Dates should be 4/30-5/3

Travel Dates <i>(See instructions tab)</i>	Depart	Return

“Travel Dates”

Used for insurance purposes only.

Not related to reimbursements.

If you will be away for longer than the working dates, (i.e., if you will take leave before/after the conference) then enter all dates you will be away from work here

For example, if the conference runs from 6/4-6/5, but you will take two days of vacation after the end of the conference, then the Travel Dates should be 6/4-6/7, but the Conference (Working) Dates will still only extend to 6/5

Sample Travel - Part 1

Peralta Community College District 333 East 8th St., Oakland, CA 94606										
TRAVEL REQUEST AND EXPENSE CLAIM										
Part 1: Travel Request (Complete and submit before attending conference.) Please type or print and ensure all information is provided as omissions can delay processing.										
Employee Name	Job Title	Office / Department	Location	Day Phone Number						
Janine Q. Employee	Exemplar	Department of Bakery	BCC	x7000						
Conference or other Travel Name (Attach conference announcement, brochure, or other descriptive document.)										
Bi-Annual Conference of Community College Hypothetical Professionals										
City	State	Conference (Working) Dates (Used to compute per diem days)	Opening	Closing	Travel Dates (See notes above table)	Depart	Return			
Sacramento	CA	5/1/2018	5/5/2018		5/1/2018	5/5/2018				
Purpose: To further my imaginary professional development										
Estimated Expenses										
Identify all anticipated expenses for this conference. Claim may be less than, but cannot exceed requested amount.										
<ul style="list-style-type: none"> Total lodging, meals & incidentals cannot exceed the total per diem rate for the destination times the number of working days. Incidentals cannot exceed \$25/day and do not require receipts. Exception: Lodging can be higher if sponsor's lowest hotel discounted rate is higher. See instructions for additional details and restrictions. Per Diem Amount requested must be equal or less than maximum. Use "Google Maps" to determine the mileage. Personal vehicle travel cannot exceed economy airfare. 										
Section A. Daily Per Diem Limits (Maximum Expenses Per Day)					Section B. Total \$ Each Day X Per Diem Days					
See Per Diem Rates Tab for amount to enter					Lodging	Meals & Incidentals	Total \$ (Per Day)	Per Diem Days	Total \$ Each Day X Per Diem Days (Maximum Permitted)	
					\$140	\$75	\$215	5	\$1,075	
Section C. Total Requested Expenditures for Conference										
Category	Maximum Permitted	Amount Requested	Registration	Lodging Taxes	Travel (Air/Train)	Mileage	Car/Taxi/ Shuttle	Parking / Tolls	Total Request	
Per Diem	\$1,075	\$1,075							\$1,075	
Non-Per Diem			\$300	\$50		\$56		\$80	\$510	
Total (Not to Exceed Amount):									\$1,591	
Funding										
Source										
Coding	Loc	Fund	Cost Center	Object	Program	Activity Su fix	Proj	Line	Cost Center Manager Approval / Date	
Registration	8	01	899	5205	1	999999	0000	00		
Non-Local	8	01	899	5202	1	999999	0000	00		
Local				5203						
Membership				5301						
Advance Payment Request										
<ul style="list-style-type: none"> Must be submitted with designated approvals 15 working days prior to event. Advance payments are limited to registration plus 80% of the employee's remaining expenses. 										
Category	Payee on Check						Requisition Number	Amount		
Registration	Registration + Hotel on cal card							910.00		
Employee	Janine Q. Employee						2-123456	484.80		
Signatures and Approvals										
Employee / Date	Supervisor / Date			President's Signature / Date						
Business Office / Date	Chancellor / Date			Out of State Travel: Board of Trustees Approval Date						
Form 7400A - 1/5/2018 Finance and Administration Page 1 of 2										

What's not on the form?

The conference runs from 5/2 to 5/5, but Janine has to arrive the night before

The Cal Card will be used to pay the registration and hotel (4 nights)
\$300 (reg) + \$560 (room) + \$50 (lodging tax)=\$910

The requisition for the employee will be for \$1591-\$910=\$681, but the amount on the form will be the 80% advance

