Accounts Payable Best Practices

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Purchase Orders

- What is your policy or Procedure for Purchasing
  - Is there a threshold when you need to bid?
  - Do you create a PO for every purchase
  - Do you tie them to credit card transactions
  - What is MCPASD Policy https://app.eduportal.com/documents/view/543796
- How we use PO's in Middleton
  - We do less than 200 PO's a year
  - How we do this

Check Requests

- Similar to Purchase Order Process
- Pay by Invoice
- After the fact
- Employee Reimbursements
    - What is our policy https://app.eduportal.com/documents/view/687727

Credit Cards

- WASBO Program
- Import transactions to Skyward
- Reconciliation
- Need a good policy in place
- What is our Policy https://app.eduportal.com/documents/view/686255

Accounts Payable vs Payroll

- Coaches
- Officials
  - Arbiter
- Adjunct Music Tutors
- Even Some Translators
- Calendar Year Totals 1099-NEC and W-2

Referendum

- Separate Bank Account
- Tracking Contracts
- Know the AP Staff or Project Manager

AP - Users

- Administrative Assistants
- Student Services Staff
  - OT/PT
  - Nurses
  - Traveling Teachers
- How to Documents
- Access in System

WF - Web Financial Management

AP - *Accounts Payable ▾

Sort: ● Menu Display Order ○ Alphabetical Order
Show: ● All Items ○ Items With Assigned Security

WF\AP - Menu Items	Menu Path	Assigned vs Available	Minimum Security Level	Security Access Level	Security Lookup Level
▾ ☐ AP - Accounts Payable	WF\AP	3/87			
▸ ☐ PS - Product Setup	WF\AP\PS	0/12			
▸ ☐ ER - Expense Reimbursement	WF\AP\ER	0/8			
▸ ☐ CC - Credit Cards	WF\AP\CC	0/15			
▸ ☐ RE - Reports	WF\AP\RE	0/6			
▸ ☐ EW - eWISACWIS Interface	WF\AP\EW	0/7			
▾ ☐ CH - Check Requests	WF\AP\CH	3/7			
☐ SQ - Submit	WF\AP\CH\SQ		4	5	5
☐ AQ - Approve	WF\AP\CH\AQ		3	5	5
☐ CA - Activity	WF\AP\CH\CA			5	5
☐ GA - Generate Invoices	WF\AP\CH\GA				
▸ ☐ PS - Product Setup	WF\AP\CH\PS	0/3			

AP - Approvals

- Principal or Administrator
- Grant Accountant
- Accounts Payable
- How we set this up
- Do you have a policy with language on approvals

Expand All   Collapse All   Modify Details (displaying 7 of 7)   View Printable Details

▼ Req/PO Group Information

Req/PO Group	950
Group Description	CLARK STREET CHECK REQUEST
Next Req/PO # for the Current Fiscal Year	
Next Req/PO # for the Next Fiscal Year	
Account Clearance Group	CLARK STREET COMMUNITY SCHOOL
Allow AP Check Requests to use this Req/PO Group	Yes
Allow this Req/PO Group to create Blanket POs	No
Status	Active

▼ Next Req/PO #   Add Next Req/PO

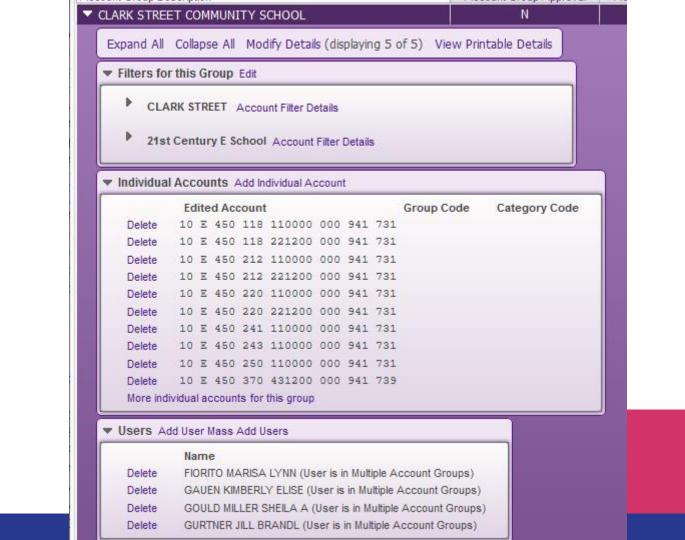There are no Req/PO #'s set up for this group.

▼ Approvers   Add Approvers

		Level	Approvers
Edit	Delete	1	GURTNER, JILL BRANDL
Edit	Delete	2	BABIUK, MICHELLE A
Edit	Delete	3	ZIEGLER, STEPHANIE LYNN

AP Invoice Approval Setup

☑ Enable AP Invoice Approval Option [?]

For AP invoices without Purchase Orders:
- ☑ Require approval for ALL AP invoices at or over $ [8,000.00]

For AP invoices tied to Purchase Orders:
- ☑ Require approval for ALL AP invoices at or over $ [8,000.00] regardless of the percentage
- ☐ Require approval for only AP invoices if at or over this percentage of the Purchase Order: [0]
  This rule is applied to the accumulated amount of AP invoices tied to a Purchase Order.

Require approval for AP invoices generated by the following modules:
- ☑ Check Requests
- ☑ Credit Cards
- ☑ Expense Reimbursements
- ☑ Insurance Tracking
- ☐ Payroll

Email Options

- ☑ Receive an email when an invoice is set to pending approval
- ☐ Receive an email notification when an invoice is denied
- ☐ Receive an email notification when an invoice is approved

Email From: [AP_Approval_Notification@USER.COM]

AP Invoice Approvers

Group ▲	Group Description	
000	AP Approvers	

Expand All   Collapse All   View Printable Details

▼ **Approvers** Add Approver

		Level	Approvers
Edit	Delete	1	WHEELER, ERIN MARIE

Account Codes

- Why this is so important
- Approval chains
- New WISEDate Finance System
  - WUFAR https://dpi.wi.gov/sites/default/files/imce/sfs/pdf/WUFAR_Revision_21-22.1.pdf

Expand All   Collapse All   Modify Details (displaying 5 of 5)   View Printable Details

▼ **Filters for this Group** Edit

▶   **CLARK STREET**   Account Filter Details

▶   **21st Century E School**   Account Filter Details

▼ **Individual Accounts** Add Individual Account

	Edited Account	**Group Code**	**Category Code**
Delete	10 E 450 118 110000 000 941 731		
Delete	10 E 450 118 221200 000 941 731		
Delete	10 E 450 212 110000 000 941 731		
Delete	10 E 450 212 221200 000 941 731		
Delete	10 E 450 220 110000 000 941 731		
Delete	10 E 450 220 221200 000 941 731		
Delete	10 E 450 241 110000 000 941 731		
Delete	10 E 450 243 110000 000 941 731		
Delete	10 E 450 250 110000 000 941 731		
Delete	10 E 450 370 431200 000 941 739		

More individual accounts for this group

▼ **Users** Add User Mass Add Users

	Name
Delete	FIORITO MARISA LYNN (User is in Multiple Account Groups)
Delete	GAUEN KIMBERLY ELISE (User is in Multiple Account Groups)
Delete	GOULD MILLER SHEILA A (User is in Multiple Account Groups)
Delete	GURTNER JILL BRANDL (User is in Multiple Account Groups)

ACH

- How the process works
- Why is it such a time saver
- How to get started
- How to get buy in

Vendors

- Skyward approval process
- What is needed to approve
- Notes

Documentation

- Why this is so important
  - Audit
  - Users
- What you should keep
  - Use your system
  - https://publicrecordsboard.wi.gov/Documents/DPI%20GS-APPROVED%20June%202015%20v8.1.pdf

Reconciliation

- Daily/Weekly Check Clearing
- Monthly Bank Reconciliation
- Liability Account Reconciliation

Procedures

- How to documents
- Processes
- Accountability

Real Life Examples

- ACH Fraud
  - Findorff
  - Emails
  - Calls
- EVERYONE has to follow the policies even the Superintendent
- Wire verifications
  - Bank Procedures
  - Ask before you process

Questions

Thank You!

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