

AU T5, 20

# DEPARTMENT INTRODUCTIONS

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- **BUSINESS (CENTRAL ADMIN OFFICE)**

- **SHARAY BOYNTON, DIRECTOR OF BUSINESS** | 817-547-5747 | [SHARAY.BOYNTON@BIRDVILLESCHOOLS.NET](mailto:SHARAY.BOYNTON@BIRDVILLESCHOOLS.NET)
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- SUSAN DIPPOLITO, BENEFITS SPECIALIST | 817-547-5782 | [SUSAN.DIPPOLITO@BIRDVILLESCHOOLS.NET](mailto:SUSAN.DIPPOLITO@BIRDVILLESCHOOLS.NET)
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- SHANNON COX, GRANT ACCOUNTANT | 817-547-5708

**PAYROLL**



# KRONOS

- ALL NON-EXEMPT STAFF ON YOUR CAMPUS/DEPARTMENT
- FEDERALLY FUNDED TUTORS
- RE-



# APPROVED TELE-WORK – NON-EXEMPT

- IF VPN IS AVAILABLE, THEY CAN CLOCK IN AND OUT
- IF VPN IS NOT AVAILABLE, THEY WILL NEED TO SUBMIT **MISSED PUNCH REQUESTS**
- TIMESHEETS WILL STILL BE **DUE ON REGULAR SCHEDULE**
- **COVID – FILLER** IS AVAILABLE TO ENSURE THAT REQUIRED HOURS ARE RECORDED – **ONLY FOR THESE EMPLOYEES**

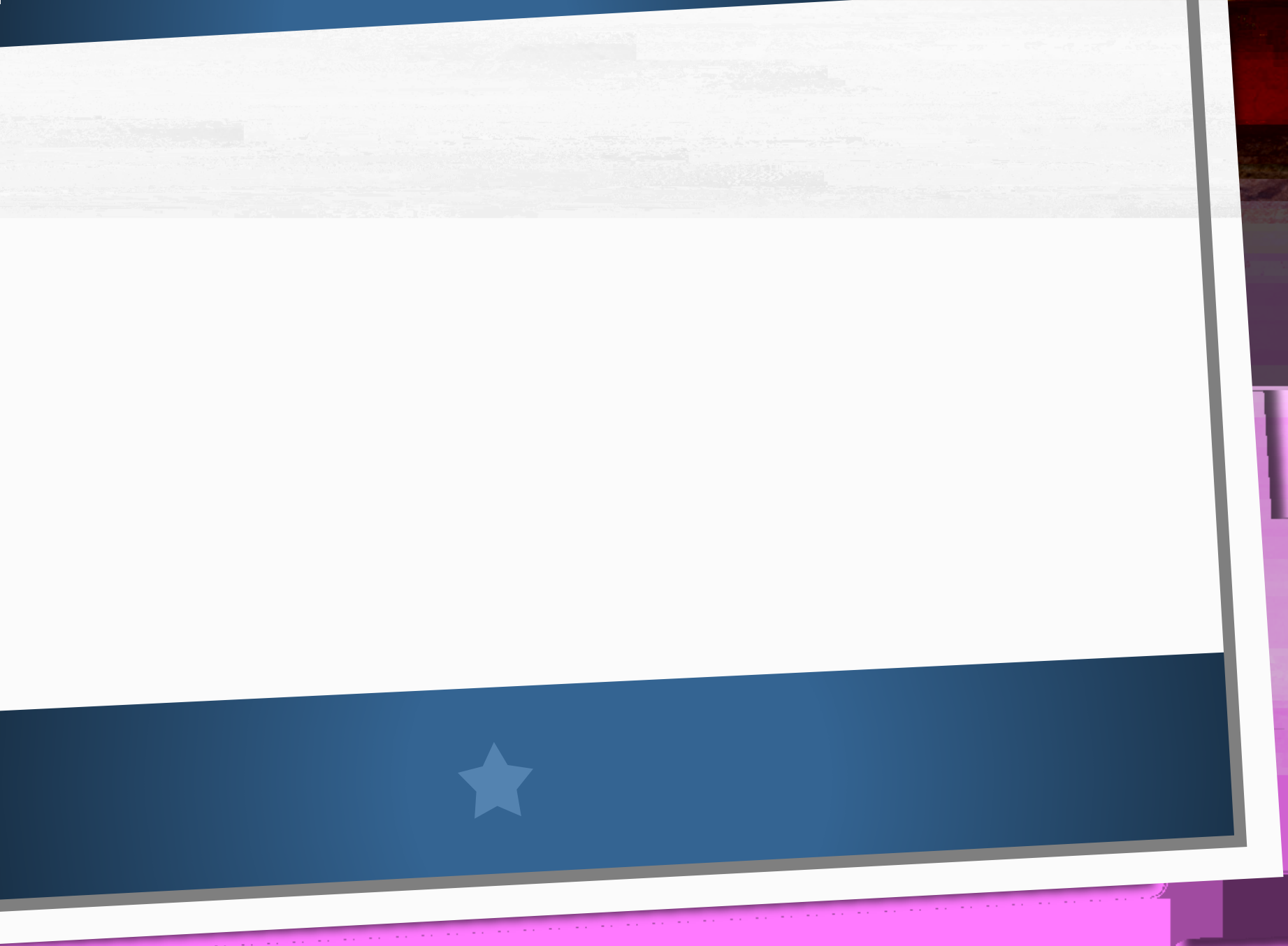
AESOP –





# OPEN ENROLLMENT

- JULY 15 – AUGUST 11, 2020
  - SUSAN DIPPOLITO – BENEFITS SPECIALIST
  - EMPLOYEE BENEFITS HUB
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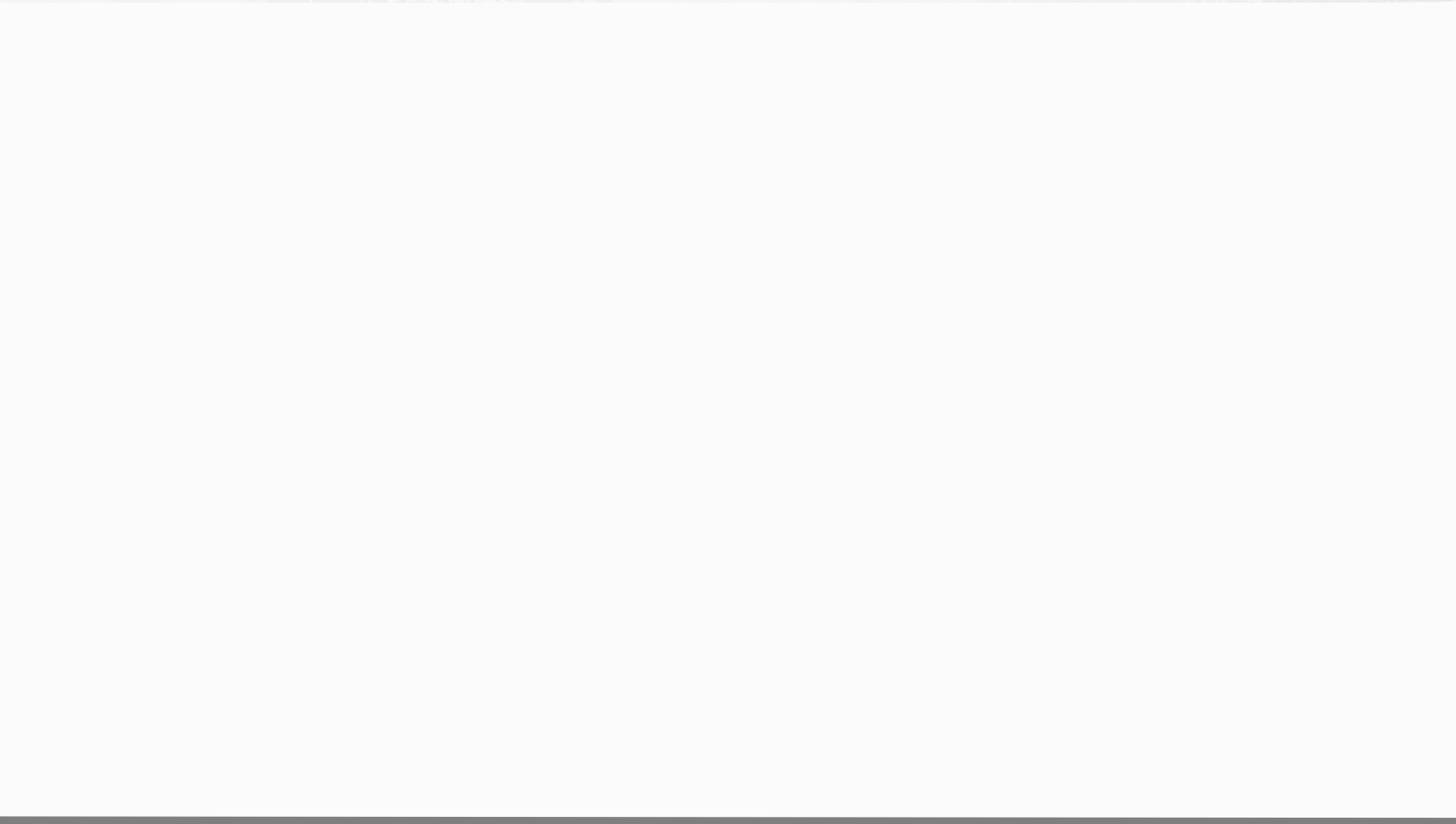


# VENDORS ON CAMPUS

- PRINCIPAL'S DISCRETION
- NOT DURING THE SCHOOL DAY
- IF DISTRICT APPROVED, LETTER FROM DIRECTOR OF BUSINESS

# CALENDARS

- CALENDARS – INCLUDED ON FINANCE WEBSITE
  - SALES TAX DUE TO BUSINESS OFFICE
  - CROSS-FUNCTION BUDGET AMENDMENT DUE TO BUSINESS OFFICE
  - BI-



# HELPFUL HINTS – ACCOUNT INQUIRY

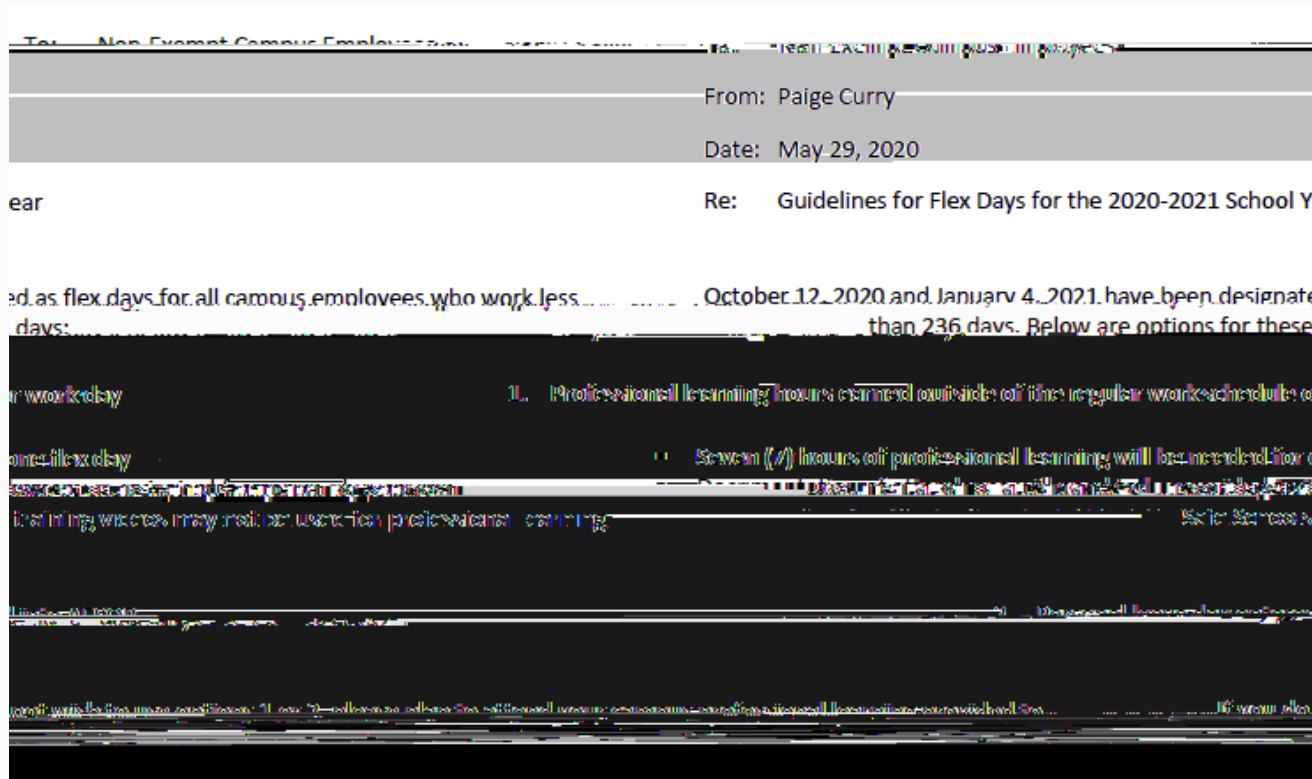
SEGMENT FIND BDC 7/GOC 461 BUDGET SETTINGS

Find by Segments	
Fund	199 ...
Function	...
Object	...
Sub Object	...
Organization	...
Program	...
Budget Mgr	110 ...
Project	...
Character code	...
Account type	Expense ▾
Account status	Active ▾
Site	... Roll Up

SEGMENT FIND SETTINGS - 461 BUDGET

Find by Segments	
Fund	...
Function	...
Object	...
Sub Object	...
Organization	...
Program	...
Budget Mgr	...
Project	...
Character code	...
Account type	...
Account status	...
Site	...

# FLEX DAYS – NO COMP TIME







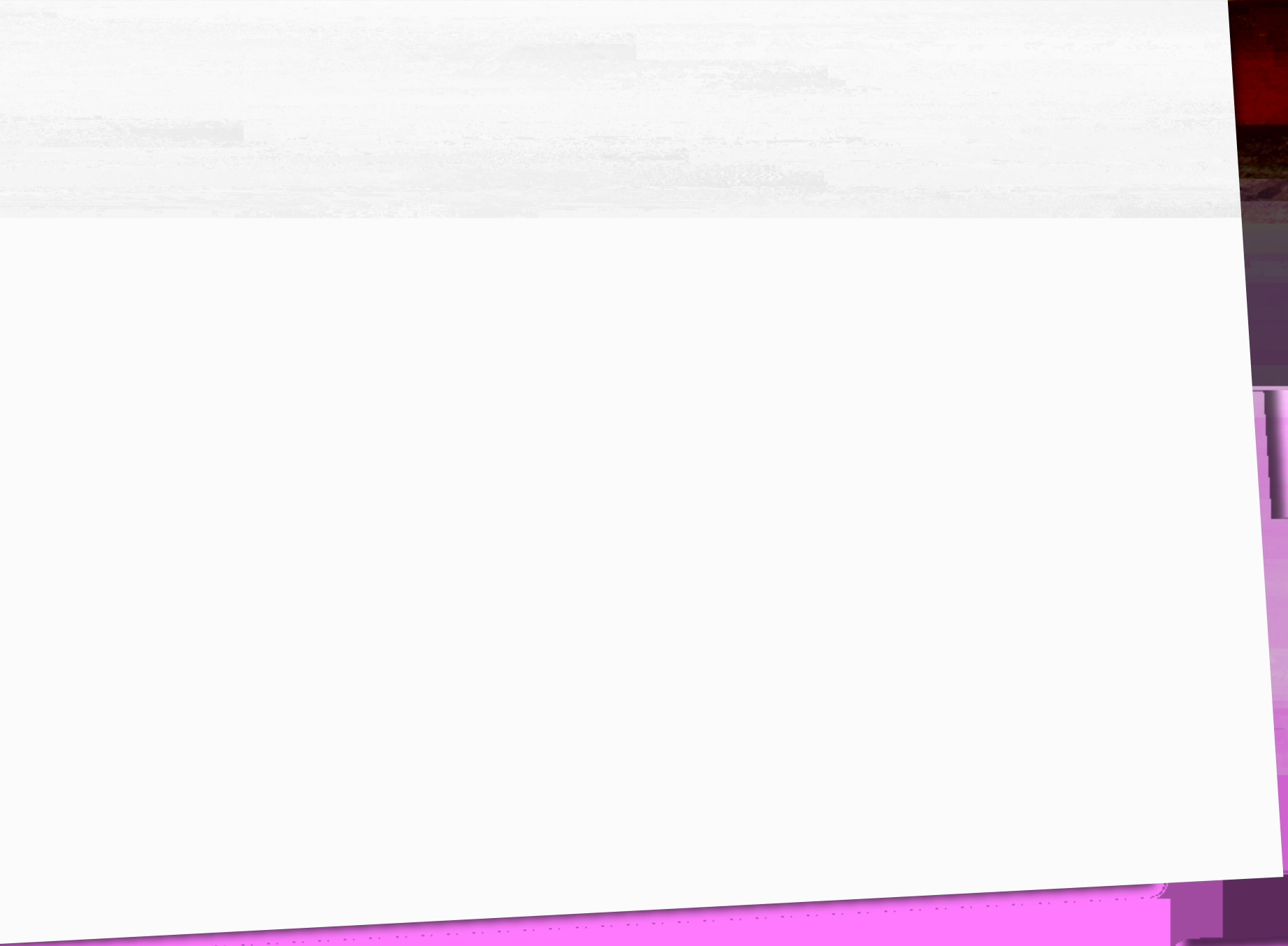
# CASH HANDLING

CASH SHOULD NOT BE LEFT IN DESKS, LOCKERS, OFFSITE, ETC.



# CASH – STAFF TRAINING

- ALL CAMPUS STAFF WILL BE REQUIRED TO PARTICIPATE IN A CASH HANDLING TRAINING
  - SPONSOR TRAINING VIDEO/POWERPOINT
  - [HTTPS://WWW.BIRDVILLESCHOOLS.NET/DOMAIN/5255](https://www.birdvilleschools.net/domain/5255)
- ALL DEPARTMENT STAFF WHOSE RESPONSIBILITY INCLUDES HANDLING CASH WILL BE REQUIRED TO PARTICIPATE IN CASH HANDLING TRAINING
  - AVAILABLE VIA SAFE SCHOOLS – FORTHCOMING IN THE NEAR FUTURE





# OPEN PO REPORT

- OPEN PO REPORT
  - THIS IS BEING SENT OUT ON A REGULAR BASIS TO YOU TO REVIEW
  - YOU CAN ALSO RUN ON YOUR OWN
  - WHY?
    - HELPS YOU MAKE SURE THAT AN INVOICE HAS BEEN RECEIVED BY AP
    - HELPS YOU MAKE SURE THAT YOU HAVE RECEIVED ITEMS IN MUNIS, AND
    - UNENCUMBERS FUNDS – ALLOWS YOU TO SPEND ON OTHER THINGS 😊

# PO RECEIVING

- ITEMS HAVE TO BE RECEIVED IN MUNIS BEFORE PAYMENT CAN BE MADE
- BUSINESS PROCEDURES MANUAL INCLUDES STEP BY STEP PROCESS
- QUICK RECEIPT

# PO RECEIVING

- PARTIAL RECEIVING ALLOWS A DATE TO BE ENTERED. MAKE SURE THAT IT IS THE DATE THAT THE ITEMS WERE RECEIVED ON YOUR CAMPUS/DEPARTMENT – NOT DATE ENTERED IN MUNIS (DEFAULT)001 321.9661 T(1P)72.95





# WHEN TO USE A CHECK REQUEST

- STUDENT TRAVEL ADVANCES
- LEGAL PAYMENTS
- TRAVEL REIMBURSEMENTS
  - GO AHEAD AND GET ALL STAFF THAT WILL BE TRAVELING SET UP AS A VENDOR
- UTILITY PAYMENTS
- REFEREES
- SECURITY STAFF
- POSTAGE
- FUNDRAISER DONATIONS
- CONFERENCE REGISTRATIONS THAT DON'T ACCEPT POS OR PCARDS
- FIELD TRIP VENDORS THAT DON'T ACCEPT POS OR PCARDS

# INV PO REQUISITION

- IF AN INVOICE IS RECEIVED AND A PO IS NOT IN PLACE, YOU WILL NEED TO DO THE INV PO RATHER THAN A CHECK REQUEST

# GENERAL

- STEP BY STEP PROCEDURES ARE INCLUDED IN THE BUSINESS PROCEDURES MANUAL
- ENTER THE INVOICE NUMBER
  - ONLY ONE INVOICE PER CHECK REQUEST
  - EMPLOYEE MILEAGE – USE EMPLOYEE NAME AND MONTH
- PLEASE ATTACH REQUIRED DOCUMENTS TO CHECK REQUEST
  - APPROVED FIELD TRIP FORM
  - INVOICE
  - APPROVED TRAVEL REQUEST AND EXPENSE REIMBURSEMENT FORM
  - IN-OUT OF DISTRICT MILEAGE & OTHER EXPENSE FORM
  - FUND RAISING APPROVAL FORM

# WHERE IS MY CHECK REQUEST?

- THE WORKFLOW CAN BE FOLLOWED BY CLICKING THE STOP LIGHT
  - MAKE SURE THAT YOU HIT THE “DETAILS” TAB TO SEE NOTES AND ACTIONS
- MAKE SURE THAT YOU REVIEW THE NOTES ON THE MUNIS NOTICES THAT ARE GENERATED AS A RESULT OF “HOLD” OR “REJECT”
- REASONS FOR “HOLD”
  - NEED TO REVIEW DETAILS WITH INITIATOR

# CHECK PICK UP FORM

- IN ORDER FOR A CHECK TO BE PICKED UP IN ACCOUNTING, THE CHECK PICK UP FORM SHALL BE SUBMITTED TO ACCOUNTS PAYABLE
  - ATTACH TO CHECK REQUEST
  - SEND VIA EMAIL [ACCOUNTS.PAYABLE@BIRDEVILLESCHOOLS.NET](mailto:ACCOUNTS.PAYABLE@BIRDEVILLESCHOOLS.NET) WITH “CHECK PICK UP PO#” IN SUBJECT LINE
- DATE CHECK IS NEEDED HAS BEEN ADDED TO THE FORM.
  - THIS WILL HELP WITH PROCESSING TIMELINE FOR CHECKS
- ONLY ONE CHECK CAN BE ON EACH FORM

# NEW CHECK PICK UP FORM





# CASH RECEIPTS

- CASH RECEIPTS SHOULD BE RECORDED DAILY. THIS PROCESS IS DONE VIA **PAYMENT ENTRY**. (PAGE 7 - 9)
- POSTING CASH RECEIPTS DAILY ALLOWS YOU IMMEDIATELY ACCESS TO YOUR FUNDS.
- ACCOUNTING WILL NOTIFY THE CAMPUS WHEN A CHECK IS RETURNED FROM THE BANK. (PAGE 12)

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# REVTRAK

- THE ACCOUNTING MANAGER WILL PROVIDE THE REVTRAK DEPOSIT DATES EACH MONTH. THESE DATES WILL VARY FROM MONTH-TO-MONTH.
- PLEASE POST REVTRAK DEPOSITS BEFORE THE LAST DATE OF EACH MONTH.
- REVTRAK FEES WILL BE POSTED BY THE ACCOUNTING DEPT.

PAYTEK



# YEARLY PROCEDURES

- BY AUGUST 31<sup>ST</sup>
  - SUBMIT TO THE DIRECTOR OF BUSINESS THE ACCOUNT FINANCE COMMITTEE AF203 FOR YOUR CAMPUS
- BY OCTOBER 1<sup>ST</sup>
  - ENSURE THAT ALL RESPONSIBILITY ACKNOWLEDGEMENT FORMS HAVE BEEN SUBMITTED AND ARE ON FILE ON CAMPUS FOR PRINCIPAL, SECRETARY, AND SPONSORS

FORMS ARE LOCATED ON THE BISD WEBSITE:

DEPARTMENT/PROGRAMS ->ACCOUNTING ->ACTIVITY FUNDS ->FORMS

THANKS FOR ALL YOU DO!