![Washoe County School District logo]

Mileage, Expense Reports, and Other Non-Encumbered Payments Work Instruction (A/P-W002)

1.0 SCOPE:

1.1 This procedure describes the process in which Accounts Payable processes non-encumbered payment requests from business office forms at Washoe County School District.

2.0 RESPONSIBILITY:

2.1 Chief Accountant

3.0 APPROVAL AUTHORITY:

3.1 Senior Accountant

(Approval signature on file)

_____   _____
Signature   Date

4.0 DEFINITIONS:

4.1 N/A

5.0 PROCEDURE:

5.1 Non-Encumbered Payments

   5.1.1 Non-Encumbered payments are items that are processed by the Business Department for payment where a direct purchase order is not required. These payments requests are processed using these forms: Check Request, Mileage Reimbursement, Per Diems / Travel, Credit Card Issuance, Recycled Substitute Value Program, Restricted Purchase Order.

5.2 In Bi-Tech, type in APOHBTUB and press the enter key. The Get File Screen appears; enter the Batch File Name.

   5.2.1 The batch file name is made up of 2 Letters (OH for Open Hold), one letter indicating the assigned data entry clerk's initial, two numbers indicating the fiscal year, one number indicating the number of the month using A for Oct., B for Nov, C for Dec, one number indicating the week of the month and one number indicating the batch sequence for that week.

      For example: OHB05A11 equates to Open Hold, B clerk, 05 Fiscal Year, A for October, 1 for week 1 and 1 for batch 1. Another example is OHB05324, which equates to Open Hold, B clerk, 05 Fiscal Year, 3 for March, 2 for the 2nd week of the March and 4 as it is the 4th batch for week two of March.

   5.2.2 The Batch Default Screen comes up with the following data entry fields populated: DS should show in the Status field (if not present type DS in the Status field), the batch file name should show in the BATCH ID field (if not present type in the Batch File Name exactly the same as typed in on the previous Get File Screen) The Preparer's Initials should already show the initials of the data entry clerk logged onto the accounting system. M should already show in the Form? field to pay using the Multi-Line Screen. This can be switched to the Single Line Screen by typing S in the Form? field.

Type GEN in the Division field, NB in the Trans Format field, AP in the Check Stock I.D. field and type the adding machine tape "control total" that's been run for the batch being paid in the Tape Total field. After all fields have been entered and verified press enter.

5.2.3 Your Multi-Line Open Hold Batch Update Screen comes up. Enter the invoice number (see below 5.2.3.1), the invoice amount unless section 5.2.3.2 below applies, the invoice date, the batch due date (which is the following Friday), and the Vendor I.D. There is no P.O. number to enter and no need to type (P/F).

    5.2.3.1 The invoice number is normally the Business Office form number or vendor invoice number. Examples: CR102980 or vendor invoice number for Check Requests, MR00023 for mileage reimbursements, PD00213 for Per Diem / Travel reimbursements, RS20053 for Recycled Substitute Value Program and CC101026 for Credit Card Issuance. Restricted Purchase Orders (RPO) use the invoice number of the attached vendor invoice. Monthly lease payments use the description or contract number referenced.

    5.2.3.2 You only need to enter an invoice dollar amount if you are paying more than one line on the multi line screen. This is commonly used when splitting payments between multiple account numbers.

5.2.4 Use the arrow or tab key to move the cursor under the Invoice Amount on the first line. Type in the following: Dollar amount, (*), Account Number (**) and the secondary reference.

    5.2.4.1 The secondary reference is the Check Request Number, RPO number, or, on a Per Diem the place they traveled to. On the Mileage the secondary reference is the Month the mileage claim is for. The RSVP form is RSVP. You don't need a secondary reference for a lease.

5.2.5 After this information is entered press the enter key. Verify the vendor is correct and press the enter key again.

5.2.6 When a blank screen is displayed proceed to pay your next item.

    5.2.6.1 When all the invoices are entered arrow until your cursor is in the Single Line Box at the bottom of the page, type a Y and then press enter. When the single line view appears use the F5 key to work through the screens. Verify the addresses with the invoices. Verify that the tape total you entered when you opened your batch matches the Batch Amount on the screen.

    5.2.6.2 If you need to change the address you need to look up the vendor ID number. Enter a Y in the PE Update and press enter. At the bottom of the screen type in the vendor name and press enter. Use the F5 or F6 keys to maneuver through these screens. Find the correct vendor ID and address and write the ID number down on the invoice. Use the F8 key to leave this screen and return to the single line screen. Under Vendor ID type in the correct number and verify the Remit Address code is correct. Ex. R1, R2 etc.

5.2.7 After you have verified that the addresses and dollar amounts match you are ready to close out your batch.

5.2.8 Run a batch proof to make sure all the items you entered are going to post. This means it is checking for available budget for what you entered.

5.2.9 To run a Batch Proof to your screen type in APOHBTBT. The name of the last batch you were working on will be displayed. If this is correct press enter; if not enter the correct batch number. The report will show one page on the screen at a time and stop; press enter to continue at the end of each page. The report is complete when the report shows Totals Match.

5.2.9.1 If you get an error message in your batch proof see what record it is and find that record in your batch. Check to see if the date in the APOHBTUB screen is correct. If the date is correct, screen print the page and delete the item from the batch (you will have to re-do your adding machine tape). Attach the screen print to the invoice you removed from the batch, write your name and date on it and give it to the Budget Analyst (if it's over budget), the Account Technician (if it's a block Org Key) or to State and Federal Grants if it's a Grant Account. They will return it to you when the problem is fixed.

5.2.10 When the Message "Totals Match" appears you are ready to distribute your batch which posts the amounts you're paying against the budget.

5.2.11 To do a Batch Distribution type APOHBTDS. Default past all questions except when it asks if you want long or short form. Type an S for short format. Change the printer address to (hit space bar twice) terminal07 and press enter. Type YI in place of YR and leave the number that's there; press enter. When the batch is finished distributing print the final page (you might have to scroll up to get it all). Place the page you print in the designated box.

5.2.12 Write your Batch I.D. and tape total under your name, in the Black Binder.

5.2.13 At the end of the week alphabetize all your invoices together and place them in the designated box.

6.0 ASSOCIATED DOCUMENTS:

6.1 F001 Check Request Form - CR

6.2 F002 Per Diem / Travel Form – PD

6.3 F003 Mileage Reimbursement Form – MR

6.4 F004 Credit Card Issuance Form – CC

6.5 F005 Recycled Substitute Value Program Form – RS

6.6 F008 Restricted Purchase Order - RPO

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Check Request	Business	5 years	Shred	Shelving Units in Locked Office
Per Diem/Travel Claim Form	Business	5 years	Shred	Shelving Units in Locked Office
Mileage Reimbursement Form	Business	5 years	Shred	Shelving Units in Locked Office
Credit Card Issuance Form	Business	5 years	Shred	Shelving Units in Locked Office
Recycled Substitute Value Program Form	Business	5 years	Shred	Shelving Units in Locked Office
Restricted Purchase Order	Business	5 years	Shred	Shelving Units in Locked Office

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
12/1/05	A	Initial Release
6/27/07	B	Revised Record Retention Table and corrected minor grammatical and spelling errors.

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