

ACCOUNTS PAYABLE CONSIDERATIONS 2021-2022

Invoice Payment Process


- All invoices should come directly to Accounts Payable. Preferred method is for vendors to email the invoice to the district ACCTPAY email address at acctpay@granburyisd.org that is provided on the PO's submitted to the vendor. Our mailing address for invoices is **217 N Jones St, Granbury, TX 76048**. Other option is by interoffice mail.
- **Invoices should not be sent to staff email or campuses.** Staff should be clear about where invoices should go when placing orders. The only exception to this rule is in the case of memberships and registrations.
 - **ACCTPAY can only submit payments with invoices.** Please do not send statements, confirmations, packing list, quotes, estimates, screenshots, or links.
 - Invoices should be itemized, dated, and have invoice numbers. Smaller vendors must at least have a date(service date) on their invoices to be processed.
- **Original register receipts** for all food, supplies, gas, and other purchases need to be turned in to the AP for payment.
 - All small receipts need to be attached to a sheet of paper when turned in to be filed and to prevent it from being lost.
- If an invoice is received at the campus, it should be stamped/dated as received and then sent to ACCTPAY.
- When an invoice is received in the Business Office, it is entered in to Skyward for payment or flagged as pending receiving. Invoices are entered throughout the work week and then paid on the Friday.

Check run Information

- The deadline to get information to A/P is **Friday afternoon by 4:30 pm two weeks (10 business days) prior to needing the check.**
- **Check requests**-if you need a check cut from a PO and *you were unable to add "Pre-pay registration" in your PO contract field*, you will need to **email ACCTPAY your PO approval** when you receive it to have your check cut in a timely manner.
- For pre-paid checks for items such as food, entrance fee, etc **-the original receipt must be returned to AP with the check stub.**
- Checks will be printed on Fridays only. If you have requested a check be held for pick-up it will be held at the Business Office until you pick it up. All other checks will be mailed the Friday they are printed.
- Any requestions (emergency purchases, travel etc.) that needs expedited outside of our regular check processing procedures will need an attached email approval from from the Chief Financial Officer to be rushed through the approval process. **A check will not be processed without approval.**

ACCOUNTS PAYABLE CONSIDERATIONS 2021-2022

Providing back-up documentation for PO's/DP's

- **The preferred method of providing back-up is to attach it in skyward.** Make sure your document is attached (skyward will place two asterisks on the Attach button  as shown here.
- The second preferred method is to scan the document to your email then forward to AP so we know who is sending the information. This provides you a date/time stamp, it also allows you to provide details necessary to process the document properly. *Please scan on a darker setting if necessary to insure the document is legible.*
- The third (least preferred) method is to send a copy of the direct pay with backup to AP inter office mail.
- Please no pictures of documentation, these do not print well and often pictures do not include all the information needed to process a document.

Once you submit your Direct Pay/ Purchase Order

- Directs Pay will go to your Director/Principal's queue after you hit submit. They remain here until your Director/Principal approves it.
- Once that approval has been completed the Direct Pay will enter the AP queue. AP will check to make sure that the Direct Pay and all required back up have been attached in skyward and that it is coded correctly. *If not, AP will email you for any information that is missing or incorrect.* It will then be approved and moves on for the final approval(s).
- Only after these steps will the Direct Pay go to batch and be issued a PO # and then will be entered to pay. **NOTE:** *After a direct pay is approved, AP is not able to look it up by requisition number so when sending correspondence, please include the name of the vendor as well.*

Additional PO information

ACCTPAY does not approve PO's and is not aware of them until an invoice is received or notified after approval, like a check request.

- **Blanket** POs are to be used *only once*. **Open Blanket** PO's can be used multiple times and AP will need permission to close. *Blanket PO(s) do not need to be received in Skyward but in order to give AP permission to pay you need to **attach the packing list to the PO** so AP can see that the invoice is ready to pay.*
- Blanket POs for Wal-Mart, Kroger, HEB, and Lowes – Original receipts must be signed and turned into the business office within **3 days of purchase**. Copies can be emailed to secretaries, but originals will be kept including those for AF fund purchases.

ACCOUNTS PAYABLE CONSIDERATIONS 2021-2022

• PO's within Skyward have the ability to be checked for open/close/payment status at any time. **It is the responsibility of the person entering the PO/DP to follow up every 30/60 days to be sure they are paid and closed in a timely manner. You may also email AP to request closure if they are completely paid to release the funds for spending. (Responsibility does not stop with receiving)**

- *There is a power point presentation on the district website that shows you how to read the information within your PO and to create a spreadsheet to manage them. It is located under the Business Office Tab and then click Accounts Payable. Also posted there is a check calendar and a copy of the account payable considerations.*

• If you have PO(s) that show received in full and it still shows as not paid, this is a strong indicator that AP does not have the documentation/invoice needed to process payment. Contact the vendor and have an invoice faxed 817.408.4033 or emailed to acctpay@granburyisd.org so the PO can be paid and closed.

• If you have PO(s) that are paid in full and still in open status contact AP and request to close so the funds can be released. **Verify that the PO is completely received tangibly and in Skyward and that the invoice(s) have been paid before you request a PO closure.**

• Add notes to your PO so AP or anyone reviewing will know what is going on with returned items, backordered items, credits, or other issues. **This is important so AP does not pay an invoice or close a PO when you know you are expecting a credit or a new item.**

Adding/selecting a Vendor

• You have the ability through Skyward to enter a new vendor. **When adding a new vendor, you will need to provide the following information to have your vendor approved- W-9, phone number, fax number, website address, contact name, contact email address.** If applicable provide a work/finger print authorization, and out of District Contract (approved by purchasing and the Chief Financial Officer).

• Add the reason for the new vendor in the comments (i.e. athletic official, sole source, student refund, activity funds use, etc.). *AP and Purchasing require this information for tax purposes and making sure that we don't have a bid in place for the item you are ordering.*

• Please attach the required documents when creating the new vendor request, (W-9, Fingerprint form, Contracted Services Agreement, etc.).

• Be sure to select the correct vendor, with the correct address when creating a PO or a DP. *If the address needs to be updated, send that information to AP as soon as possible. Some vendors have a different remit to address which can be set up in Skyward.*

• Vendors will be approved either by Purchasing or AP. Once approved Skyward will send you an email that it has been approved. *Approvals will not be done until the backup has been received and verified.*

• When processing a refund to a student(s) the parent/guardian must be listed as the vendor. Attach a copy of the receipt or order slip to the direct pay plus documentation relating them to the student.

If you need any training or tutorials on how to scan, attach, enter, lookup, or submit Direct Pays or Vendors requests, please let AP know. If there is an area of concern to many, we can make some tutorial videos to help with the process.