3.0 Receivables

3.01 Payments received during the year are applied against outstanding invoices

3.02 Create Journal Entry to Book Receivables (e.g., State Appropriation, Grants, Leases, and Food Services Meal Contracts) using Excel Schedule that tracks Open Receivables in PSFS at Year-End

4.0 Cash/Check Receipts

4.01 For Governmental Warrants Receive (less than $10k) and Cash, Check receipt or from Customers

4.02 Match Check Payment to Invoice if Applicable

4.03A Utilize Pre-Numbered NCR Receipt and Send the Original to Customer, Yellow Copy is Used as Document Backup and Pink Copy stays in Receipt Book

4.04 Accounting Records Checks in Excel Log, Batches all Cash/Checks, Prepares Deposit Slip and Drive to Cathy Bank to Make Deposit

4.05A Accounting Manager Review and Approve the Excel Log for Journal Entry

4.06 Create Check and send via JET to LACOE/SFS Revenue and Apportionment Unit

4.06A Accounting Dept. Logs Daily All Checks/Cash/Payments Received in Excel

4.07 Accounting Dept. Logs Daily All Checks/Cash/Payments Received in Excel

4.08 TTC Sends Deposit Permit (DP) back to SFS Revenue and Apportionment Unit for Confirmation

4.09 SFS R&A Notifies SFS Accounting and Budget Section that the DP is received along with Excel Schedule listing all the Districts and the Deposit Amounts per Districts

4.10 SFS Accounting and Budget Section Technician approves the pending journals in PSFS for nightly batch posting

4.11 SFS Accounting and Budget Section

Payment Log
6.0 NSF Checks

6.01 Retrieve Actual NSF Check (front and back copies) from Cathy Bank Fiscal Services

6.02A Accounting Identifies Source of NSF and Sends Form/Letter with front and back Images of the NSF Check to Customers to Pay with Fee

6.02B If NSF Check is for Student Accounts, Food Services Will Reverse Amount from the Student’s Account in MCS

Food & Nutrition Services

7.0 Other

7.01 District Sends Note to Parents for Negative Balance as Occurred

School Cafeteria

7.02 District/School Site Will Contact Parents on Student Accounts with Negative Balances

Food & Nutrition Services/School Sites

Collections Process (N/A)

Finance Charge Process (N/A)

Symbols

PSFS Approval
Form
US Mail
eMail
Telephone
Off Page Connector
On Page Connector
Decision Box
Potential Improvement Opportunity

Straight Connector
Bendable Connector