2019-20
BEST ADVANTAGE FINANCIAL (FIN)
YEAR-END CLOSING WORKSHOP
PO/INV/AP

Los Angeles County Office of Education
Division of School Financial Services
Agenda

• Overview
• Purchasing and Requisitions
• Inventory
• Accounts Payable
• Commercial Claims
Year-End Closing Meetings

• Closing Timelines
• Closing Activities and Processes
• Accounting Principles
• Financial and Payroll Systems
• Questions & Answers
• Online Evaluations
Resources

- Closing Manual
- Checklist K-12 & CCD
- CSAM (K-12) 2019 Edition
- BAM (CCD) 2012 Edition
- Webinars
- SFS Staff
- External Auditors
- Other District Personnel

- CDE & Chancellor’s Websites
- California Association of School Business Officials (CASBO)
- SFS Bulletins on the LACOE Website [www.lacoe.edu/Bulletins](http://www.lacoe.edu/Bulletins)
- BEST Portal & HRS Bulletin Boards
BEST FIN Hours

BEST Advantage Financials (FIN) System Hours during Year End Closing

Online System Hours
Monday through Friday
6:30 a.m. to 6:30 p.m.

Saturday Hours
8:00 a.m. to 3:00 p.m.

Exception to the Schedule
Saturday, June 27
Daytime Processing

Monday - Friday

12:00 p.m.

AP Matching

12:00 p.m.

Commercial Claims Hold
Major Activities

- Inventory Transactions cut off - Friday, June 12
- Deposits in SFS - Monday, July 6
- Procurement Batch Processes - Various Dates
- Last Payroll posts - Friday, July 10
- Automated System AP Accrual ends - Monday, July 27
- June (Period 12) closes (interface/non-interface) - Tuesday, August 4
Major Activities

• Period 13 opens - Wednesday, August 5
• Prelim. 4th qtr. Interest Accrual - Wednesday, Aug. 5
• District Adjustment ends - Friday, August 14
• SACS Software TRC Errors
• Notification to SFS - Year End Closing Request (YECR) Document
• SFS Appropriation Transfers Aug. 17-21
New Features

- New JVA UPDOCS Template - Friday, April 17
- Export to Excel on Budget Inquiry - Friday, April 24
- Worklist/Worklist Details Dropdown - Friday, April 24
- Requisition Attachments to Purchase Order - Friday, April 24
- Additional Fields to Worklist Details - Monday, April 27
- Journal Vouchers Print to PDF - Monday, April 27
- Search Documents by Vendor ID & Amount - Monday, May 18
Questions?

Adapt to Grow
Embrace change to get ahead

Thank You
Los Angeles County Office of Education
Division of School Financial Services

BEST ADVANTAGE - FINANCIAL

PROCUREMENT

Presented by:

Robert Concepcion,
SFS Enterprise Financial Systems Consultant

Lisa-Ann Hinkson,
BEST Implementation Expert - Financial
Agenda

1. Year-End Close (YEC) Key Procurement Calendar Dates
2. Year-End PROC Batch Processes
3. Contracts Calendar
4. Useful YEC Procurement Reports
5. Inventory Management – Physical Count
6. Inventory Adjustments
7. BEST HelpDesk Contact Information
8. Questions & Contact Information
New Fiscal Year Procurement Documents

- **05/04/20**
  - Begin entering FY2020-21 Procurement Documents (Purchase Orders, Requisitions, Contracts) as outlined in **Informational Bulletin 5198**
  - Enter “21” as a prefix for the Document ID
  - Populate the Record Date with: “**07/01/2020**”
    - **NOTE:** BFY2021 Budgets must exist in FIN for processing New Fiscal Year Procurement documents
Example Requisition (XREQ) for FY2021

Prefix of “21” on Document ID

Record Date of 07/01/2020
FY2020 Requisitions (XREQ)

- **06/30/20**
  - Last Day – All XREQ documents must be in “**FINAL**” phase
  - Any XREQ documents NOT in Final (Draft or Pending) Phase will be Discarded or Canceled in FIN

- **Starting 07/08/20**
  - XREQ documents in Final and have an Open Balance >= 0.00 will be Lapsed (Remaining balance is liquidated)
Example of “Lapsed” Requisition
FY2020 Purchase Orders

- **07/10/20**

- Last Day – All Purchase Order (PO1, PO2W, PO3W) documents must be in “FINAL” phase

- Any PO documents NOT in Final (Draft or Pending) Phase will be discarded or Canceled in FIN
FY2020 Purchase Orders continued

07/13/20

LACOE will provide agencies a list of all POs with an Open Balance $\geq 0.00$

Agencies will need to identify any POs that should be:

- Lapsed (Liquidated in FY2020)
- Rolled to FY2020-21
### Sample Listing for POs - Lapse or Roll

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PO Lapse Batch Process

- **07/16/20**
  - Last day for Districts to **confirm** open POs to be lapsed via the *PO Lapse Roll Excel workbook*

- **07/17/20**
  - PO Lapse Process begins
General Accounting Encumbrance

- **06/30/20**
  - Last Day – All General Accounting Encumbrance (GAE) documents must be in “**FINAL**” phase
  - Any GAE documents NOT in Final (Draft or Pending) Phase will be discarded or Canceled in FIN

- **07/20/20**
  - GAE Lapse (Liquidation) Process begins
PO Roll Batch Process

- **07/20/20**
  - Last day for districts to confirm the POs that will be rolled to FY2021 via the *PO Lapse Roll Excel workbook*
  - PO Lines using BSAs cannot be rolled to FY2021

- **07/22/20**
  - PO Roll Process begins
Example of “Rolled” Purchase Order
Tips for POs to be Rolled to FY2021

- Budget String(s) used on the PO in BFY2020 is also available in BFY2021
- Vendor Code on the Purchase Order is Active and Complete on the Vendor Table (VCUST)
- Make sure that the Vendor code used on the Purchase Order, the “Default Record” flag is Checked on the Ordering Address Type
- If an Accounting Template (ACTPL) was used on FY2020 Purchase Order to be rolled to the new Fiscal Year 2021, ensure that the ACTPL is active
- Agencies are responsible for Submitting any Rejected Rolled POs to Final phase
## Requisition & Purchase Order (PO) Calendar

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<th>Activity</th>
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<tr>
<td>05/04/20</td>
<td>Begin entering FY2020-21 Procurement Documents (Purchase Orders, Requisitions, Contracts) as outlined in Informational Bulletin 5198</td>
</tr>
<tr>
<td>06/30/20</td>
<td>Last Day – All XREQ documents must be in “FINAL” phase</td>
</tr>
<tr>
<td>Starting 07/08/20</td>
<td>XREQ documents in Final and an Open Balance &gt;= 0.00 will be LAPSED</td>
</tr>
<tr>
<td>07/10/20</td>
<td>Last Day – All Purchase Order (PO1, PO2W, PO3W) documents must be in “FINAL” phase</td>
</tr>
<tr>
<td>07/13/20</td>
<td>LACOE to provide agencies a list of all POs with an Open Balance &gt;=0.00</td>
</tr>
<tr>
<td>07/16/20</td>
<td>Last Day for Districts to confirm open POs to be LAPSED via the <em>PO Lapse Roll Excel workbook</em></td>
</tr>
<tr>
<td>Starting 07/17/20</td>
<td>PO Lapse Process begins</td>
</tr>
<tr>
<td>07/20/20</td>
<td>Last Day for districts to confirm the POs that will be ROLLED to FY2021 via the <em>PO Lapse Roll Excel workbook</em></td>
</tr>
<tr>
<td>Starting 07/22/20</td>
<td>PO Roll Process begins</td>
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Reminders

REMINDERS:

- Entering a Record Date of 06/30/20 or earlier on a requisition will not be allowed in FIN starting **07/01/2020**

- Entering a Record Date of 06/30/20 or earlier on a PO will not be allowed in FIN starting **07/11/2020**
Contracts (CT) Calendar

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<td>LACOE to provide Agencies a list of Open CTs with Accounting Lines using BFY2021</td>
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<tr>
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<td>ANY CTs where ONLY BFY2020 exists; Agencies to reduce open amounts on CT docs for 1-year FY2020 contracts by Reduce/Discard - Cancel/‘Final’ Ref Type on Payment Request (PRC)</td>
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<td>Starting</td>
<td>Contract Roll Batch Process to FY2021 for BFY2021 lines</td>
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<tr>
<td>07/29/20</td>
<td>Agencies can start review of CTs rolled to FY2021 (Check for Rejected Status and make edits to FY2021 Contract Amount as needed, before submitting)</td>
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</table>
Useful PROC Reports for YEC

- FIN-PROC-0002 Open Requisitions by District
- FIN-PROC-0105 Requisition Activity
- FIN-PROC-0071 Purchase Order Activity
- FIN-PROC-0001 Contracts Report
QUESTIONS - Procurement
BEST ADVANTAGE - FINANCIAL

INVENTORY MANAGEMENT

Robert Concepcion
SFS Purchasing & Inventory Unit
Inventory Management Year-End Calendar

- **05/27/20**
  - Last day for districts to notify LACOE of their physical count dates (SFSInventory@lacoe.edu)

- **06/12/20**
  - Last day to for all FY2019-20 XSRQs, OCs, IAs to be in Final

- **06/17/20**
  - LACOE to follow up on warehouse freeze
INV Year-End Calendar (cont.)

- **06/19/20 @ 3:00 pm**
  - Last day for districts to provide LACOE their warehouse physical counts
  - FIN-INV-0070 CYCLE COUNT REPORT

- **06/22/20 - 06/26/20**
  - Loading of Warehouse Counts

- **07/01/20**
  - Stock Requests documents (XSRQ/OC) for FY2020-21
Prior to Inventory Freezing

REMINDERS:

- Account string that will be used for PCA should have been set up already
  - Reference eMail sent on 10/18/19
- FY2019-20 CIs should be in “Final” phase
- FY2019-20 OCs must be in “Final” phase
- FY2019-20 XSRQs should have been picked & CIs generated (unless items are on backorder)
  - If the quantity adjustment will bring Available Quantity to less than what is “Reserved”, the IA will go into error
Physical Count Adjustment Process

1. Districts notify LACOE when they want to conduct their warehouse count
2. LACOE freezes the district’s inventory warehouse
3. Districts run Cycle Count Report (FIN-INV-0070) in Excel format
4. Districts conduct their physical inventory count
5. Districts send LACOE the Cycle Count Report with “Actual Quantity” data from count
PCA Process con’t

6. LACOE runs batch processes
7. IAs are generated to impact warehouse quantity/accounting adjustments
8. Districts approve IAs and these go to “Final” phase
9. Warehouse Items are unfrozen
10. Starting 07/01/2020 – FY2021 XSRQs
BEST Help Desk

Email & Phone Number

HelpDesk@lacoe.edu

562-922-8888
Questions
ACCOUNTS PAYABLE
FY 2019-20 YEAR END CLOSING WORKSHOP - FIN

Presented by:
Jenny Zermeño, SFS Enterprise Financial Systems Consultant
Veon Ng, SFS Business Systems Analyst
Lisa-Ann Hinkson, BEST Implementation Expert - Financial
AGENDA

1. Payment Requests Date – Processing in July
2. Payment Request – Matching (PRM) in July
3. Year-End Close Timeline – Accounts Payable
4. Payment Request Cancellation
5. Disbursement (Warrant) Cancellation
6. Commercial Claims
7. Manual Accounts Payable Receipt Accrual
8. Useful Reports for Year-End Close (YEC)
9. Key Milestones
10. Questions & Contact Information
PAYMENT REQUEST DATES - FY2020

07/01/2020 through 07/27/2020

- Record Date = 06/30/2020 MUST be populated on the Payment Request Documents (Direct Payments)
  - PRC
  - GAX, GAXC, GAXI, GAXS,
PAYMENT REQUEST DATE - FY2020

GAX - General Accounting Expense

Populate “06/30/2020” in the Record Date
PAYMENT REQUEST DATES FY2020

PRC - Payment Request Commodity

• Direct Payments

Populate “06/30/2020” in the Record Date
PAYMENT REQUEST DATES FY2020

IN - Invoice (No Record Date)

Invoice Date - Goods and Services received **Prior** to 06/30/2020
Tracking Date *(Date Invoice Received by Agency)* - Between 06/30/2020 and 07/27/2020
PRM DATES FY2020

- PRM - Matching Payment Request
  - Matching Manager Configuration handles PRM Accounting Period and Fiscal Year postings for PRM documents processed between 07/01 and 07/27

**NOTE**: Liquidation and Establishment of Payable in APD12 / FY2020
PRM Example
### PRM Example Continued

**Matching PR - Normal (PRM)**
- **Accounting Distribution**: Total Lines: 0, Distribution Line: none, Distribution Percentage: none
- **Vendor**: Total Lines: 1, Vendor Line: 1, Vendor Customer: 0000073310, Legal Name: Hacienda La Puente Adult Education IRS
- **Commodity**: Total Lines: 1, Commodity Line: 1, CL Description: Breakfast, Commodity: 90101003
- **Accounting**: Total Lines: 1, Accounting Line: 1, Total Line Amount: $41.25, Line Closed Amount: $41.25

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**General Information**
- **Event Type**: AP01
- **Accounting Template**: CK
- **Sub Total Line Amount**: $37.50
- **Total Tax Amount**: $3.75
- **Use Tax Amount**: $0.00
- **Total Line Amount**: $41.25

**Budget FY**: 2020
- **Fiscal Year**: 2020
- **Period**: 12
PRM Accounting Journal Postings
PAYMENT REQUEST DATES (PO Referenced)

**07/01/2020 through 07/20/2020**

- PRM or PRC documents Referencing POs
- (PO1, PO2W, PO3W)
  - Districts must Confirm POs to be Lapsed (Liquidated) by 07/16
  - Districts must Confirm POs to be “Rolled” to FY2021 by 07/20
  - POs Not Liquidated or Rolled, can have a Receipt Accrual [Accruals are allowed during Accounting Period (APD) 13 from 08/05 to 08/12]

NOTE: If PRC is used, must populate with Record Date = 06/30/2020 (Not applicable to Receipt Accruals)
Monday, July 20, 2020

- Listing of Payment Requests not in Final Phase provided to Agencies
PAYMENT REQUESTS - NOT IN “FINAL”

- You may search for “Draft” or “Pending” Phase documents in the Document Catalog.
ALL DISTRICTS/AGENCIES

Monday, July 27, 2020

- Last day for ALL payment request to be in “Final” Phase
- Payment Request must have a Record Date of 06/30/2020 to be accrued to FY2020
PAYMENT REQUEST CANCELLATIONS

07/01/2020 through 07/27/2020

- PRC, GAX, GAXI
- **FY2020** Payment Requests that are Final but warrants are **NOT** issued yet
  - Populate “06/30/2020” in the Record Date

- For **Expense Liability Reversal** to occur in FY=2020 and Period=12

- If **Record Date is left blank**, Expense Liability Reversal will be posted to **FY2021**.
PAYMENT REQUEST CANCELLATION
Record Date = 06/30/2020
Calendar Date: 07/01/2020 through 07/27/2020

• Discard ‘FINAL’ Payment Request document to create Function-Cancellation
• Populate Record Date = 06/30/2020
DISBURSEMENT CANCELLATIONS

Calendar Date: June 30, 2020

- B-Warrants/EFT payments are disbursed
- Disbursement Cancellations (AD/EFT-Cancellations) procedure for FY2020 transactions remain the same until 06/30/2020
- Last day Cash Liquidation posts to FY2020
DISBURSEMENT CANCELLATIONS AFTER 06/30/2020

For AD/EFT-Cancellations that reference FY2020 payment requests,
Cancellation Type - Two (2) options available:

• Reschedule
  • Enter a Scheduled Payment Date

• Hold
  • Select Hold Type “USER01”
Disbursement Cancellation after 06/30/2020
Payment Requests = FY2020
Cancellation Type - RESCHEDULE

- Select Cancellation Type = Reschedule
- Enter Schedule Payment Date
Disbursement Cancellation after 06/30/2020
Payment Requests = FY2020
Cancellation Type - HOLD

- Select Cancellation Type = Hold
- Select Hold Type = USER01 User Hold from the pick list
- Enter specific info about your hold request
COMMERCIAL CLAIMS (CC)

07/28/2020 - 07/31/2020

- All Payment Requests are subject to CC Hold
- Payments selected by the Commercial Claims process will be reviewed by Commercial Claims Unit
- All supporting documentation must be attached to the Payment Request document(s) via COMMENTS functionality by Close of Business 07/28/2020
### Comments Section

|---------------------------------|------------------------|-----------------|---------|----------------|--------------|

**General Information**

- **Payee**: Displayed but not specified.
- **Additional Amounts**: Displayed but not specified.
- **Extended Description**: Document Description: WINDOW CLEANING.
- **Contact**: Not specified.

- **Record Date**: 02/06/2020
- **Budget FY**: 2020

**Menu Options**:
- Add to Favorites
- Page Help
- Document Comments
- Document Attachments
- Document History
- Document References
- Document Future Triggering
- Document Forms
- Additional Document Information
PAYMENT REQUESTS - NOT IN FINAL PHASE

Close of Business 07/27/2020

- Starting @ 6:30 PM on 07/27/2020

- ALL Payment Requests NOT in Final Phase will be Cancelled or Discarded

  - PRC
  - PRM
  - GAX
  - GAXC
  - GAXI
  - GAXS
Manual Accounts Payable Receipt Accruals – 9520

08/05/2020 – 08/12/2020

- Processed on the “JVA” document for the Manual Receipt Accrual
- Establishes 9520 Manual Accrual Payable in APD13/FY2020
- Reversal of 9520 Manual Accrual Payable in APD1/FY2021
PAYMENT REQUESTS - FY2021

- FY2021 Payment Requests (Where Record Date ≥ “07/01/2020”) are not allowed before July 1, 2020

- Error Message
  - “Future Fiscal Year is not allowed for the Document Code”
FY2021 PAYMENTS BEFORE JULY 1, 2020

Comprehensive Listing of Error Messages

<table>
<thead>
<tr>
<th>Error Code</th>
<th>VENDOR</th>
<th>COMM</th>
<th>ACTG</th>
<th>Message Description</th>
<th>&quot;Retainage Amount (-): &quot; $0.00</th>
<th>&quot;Discount Amount (-): &quot; $0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOC_ACTG</td>
<td>VEND</td>
<td>Line 1</td>
<td>COMM Line 1</td>
<td>ACTG Line 1</td>
<td>Future Fiscal Year is not allowed for Document Code as defined on Document Controls. (A230)</td>
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<tr>
<td>DOC_ACTG</td>
<td>VEND</td>
<td>Line 1</td>
<td>COMM Line 1</td>
<td>ACTG Line 1</td>
<td>Future Accounting Period is not allowed for Document Code as defined on Document Controls. (A248)</td>
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</tr>
<tr>
<td>DOC_HDR</td>
<td>Header</td>
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<td>—</td>
<td>Future Date is not allowed for this Document Code (A029)</td>
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<td>DOC_HDR</td>
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<td>Future Fiscal Year is not allowed for the Document Code: (A030)</td>
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<td>Future Accounting Period is not allowed for Document Code (A1474)</td>
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## USEFUL REPORTS for YEC

<table>
<thead>
<tr>
<th>Report ID</th>
<th>InfoAdvantage Report Name</th>
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</thead>
<tbody>
<tr>
<td>FIN-AP-0008</td>
<td>Suspense Register</td>
</tr>
<tr>
<td>FIN-PROC-0071</td>
<td>Purchase Order Activity</td>
</tr>
<tr>
<td>FIN-PROC-0112</td>
<td>Receiving Report</td>
</tr>
<tr>
<td>FIN-AP-0062</td>
<td>Accounts Payable Aging By Vendor</td>
</tr>
<tr>
<td>FIN-AP-0074</td>
<td>Disbursement Detail</td>
</tr>
<tr>
<td>FIN-GL-0013A</td>
<td>Cumulative Detail Report</td>
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<tr>
<td>FIN-GL-0015A</td>
<td>Cumulative Detail Report</td>
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## KEY MILESTONES

<table>
<thead>
<tr>
<th>Date</th>
<th>Milestone</th>
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<tbody>
<tr>
<td>06/30/20</td>
<td>Last day for Warrant Cancellation to post to FY 2020</td>
</tr>
<tr>
<td>07/01/20</td>
<td>FIN available for FY 2020-21 Payment Requests data entry</td>
</tr>
<tr>
<td>07/20/20</td>
<td>Listing of Payment Requests not in Final (Draft, Pending) phase provided to Agencies</td>
</tr>
<tr>
<td>07/27/20</td>
<td>All Payment Requests must be in <strong>Final</strong> phase</td>
</tr>
<tr>
<td>07/28/20</td>
<td>All requested supporting documentation must be submitted to Commercial Claims</td>
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<tr>
<td>08/05/20</td>
<td>First day for entry of Manual AP Receipt Accruals</td>
</tr>
<tr>
<td>08/12/20</td>
<td>Last day for entry of Manual AP Receipt Accruals</td>
</tr>
</tbody>
</table>
QUESTIONS
CONTACT INFORMATION

BEST Help Desk & Phone Number

HelpDesk@lacoe.edu

562-922-8888
Thank you.
COMMERCIAL CLAIMS

Verly Arguta - Sr. Accountant
Cynthia Hampton - Accountant
Agenda

• Payment Request Status Inquiry
• Back-up Documentation Delivery Methods
• Voucher Approval Tips
• Communication
• Important Dates
# Suspense Register (FIN-AP-0008)

**Report ID:** FIN-AP-0008  
**Run Date:** 04/14/2020  
**Run Time:** 3:03:34 PM

## Suspense Register

<table>
<thead>
<tr>
<th>Vendor</th>
<th>PR Document</th>
<th>PO Document</th>
<th>Comm Ln</th>
<th>Actg Ln</th>
<th>Account String</th>
<th>Actg Ln Amt</th>
<th>Sched Pay Date</th>
<th>Status</th>
<th>Hold Reason</th>
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<tbody>
<tr>
<td>SOUTH BAY HEATING &amp; AIR CONDITIONING INC</td>
<td>GAXI,64873,0000000083872,1</td>
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<td>DOWNEY UNIFIED SCHOOL DISTRICT</td>
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<td>Subtotal:</td>
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</tr>
</tbody>
</table>

**Total Commercial Claims**  
**Hold:** 5  
**Other Holds:** 0  
**Total Pending District Approval (PDA):** 0
Disbursement Management by Document (DISBMD)
Back-up Documentation

Header Component
Back-up Documentation: Cont’d.

Document Comments

Attachments

File Name: W12345.pdf  Type: Standard  Date: 4/19/18  User ID: KUSER  Primary State: New

Upload  Search  Download  Delete  Restore

File Name: W12345.pdf  Description:
  Type: Standard
  Date: 4/19/18
  User ID: KUSER
  Primary State: New

Return to Document
View Attachment History
Audit Criteria & Review Process

Accuracy

• Check invoice/itemized bill

• Check object code used
Audit Criteria & Review Process

Authority and Budget

• Verify authorizations/signatures

• On Continuing contracts, verify remaining balance of Contract Amount or Purchase Order amount
Audit Criteria & Review Process

Legality

• Verify compliance to applicable codes
• Public Contact Codes (PCC): bidding, bonding requirements, retention
• Education Codes (EDC): policy & regulations on operating expenditures
Voucher Approval Tips

Commercial Claims Documentation and Checklist Guide

- List of documents required
- Limitations and applicable legal codes
- Bulletin#5150- FIN Documentation Checklist Guide

## Important Dates

### June 22, Monday

- Last day for all districts to approve payment requests subject to Commercial Claims Hold to have warrant generated with an issue date of June 30.

### July 27, Monday

- Last day for all Payment Requests (GAX, GAXI, GAXS, PRC) to be in “Final” phase to be accrued to 2019-20
Communications

Via Send Page/Email - specify in the subject line

- Business Unit
- Document ID#
- Vendor Name

District Contact Name, Telephone and E-mail Information

- Include alternate contact
Questions?

Embrace change

Thank You!