

CHAPTER 9

PEOPLESOFT SYSTEM PROCEDURES

9-1 CONDITIONS APPLICABLE TO REQUISITION APPROVAL

- A. When Requisitions are saved and submitted they will automatically go into Workflow approval. The principal/department head will approve all requisitions ordered for their school/department. Special Funds such as Title 1 or other grants may go to the grant manager for approval after the principal/department head approval.
- B. If principals/department heads wish to designate another person as their designee to approve requisitions either for a short time or long term, they do that by going to the PB Workflow approval routing link.
- C. A requisition can be for many lines and can mix vendors and funding.
- D. Budget Checking should always be completed prior to saving & submitting requisitions.
- E. **Do not code a requisition to a function or object just because that is where the budget is.** Prior to entering your requisition online, determine the proper coding and process appropriate budget transfers.
- F. **To help ensure requisitions are charged to the proper account, all requisitions (including MarketPlace orders) are routed through the Accounting Department for a review of the financial coding information.** Should a requisition contain a coding error, it will be denied and returned to the originator for correction. An explanation and instructions for correcting the requisition will accompany all denials. Once corrected, the originator may resubmit the requisition for processing. Approved requisitions with no coding issues will be forwarded for procurement.

9-2 PAYMENT PROCESSING OF PAYMENTS IN PEOPLESOFT

Payment of orders is accomplished through the receiving process. Please see your school/department report which is on the top 5 reports to review information about invoices submitted that have not yet been received.

HOW DO I REQUEST PAYMENT FOR MEMBERSHIPS AND DUES?

Memberships and dues are handled as P-Card payments if under \$1000 or Special Requests in PeopleSoft. Remember that if using your P-Card you must confirm with accounts payable that the organization to be paid has been approved and placed on the District's compliance list before payment takes place.

WHAT IS THE COMPLIANCE LIST?

The compliance list is a file containing names of organizations that have certified their records are open for public inspection. Section 119.012, Florida Statutes, states: if public funds are spent by an agency in payment of dues to any organization, then financial, business and membership records pertaining to the government agency shall be public record and subject to inspection.

Purchasing Manual – Chapter 9

Furthermore, the School District is a nondiscriminatory public agency and prohibits association with any organization which discriminates on the basis of race, sex, age or religion.

If payment requests are submitted for an organization that is not listed on the compliance list, Accounting Services will send the organization a letter requesting they certify their records are open for public inspection, in accordance with Section 119.012, Florida Statutes. Payment will not be processed until our compliance letter is received with an affirmative reply from the organization. We will forward an informational copy of the compliance letter to the originating school or department.

WHAT ABOUT MEMBERSHIPS AND DUES PROCESSED THROUGH INTERNAL ACCOUNTS?

Requests for memberships and dues to be processed from internal accounts are verified like those from the District budget. If you do not know if an organization is on the compliance list, please contact Accounting Services to request verification of the organization's compliance status. Please make sure that you provide the complete name and address of the organization. Accounting Services will check the compliance list and inform you of the organization's compliance status. Upon receipt of confirmation that the organization is on the compliance list, a check may be issued from internal accounts.

HOW AND WHEN DO I REQUEST A CHANGE ORDER?

If you wish to change a Purchase Order that has already been issued, email the Purchasing Agent. Common changes include:

- Quantity Changes: increase or decrease order quantities
- Change of item descriptions/specifications
- Change of vendor name
- Price changes on items ordered, changes to add freight
- These requests always need to be made in writing. All Purchasing Agents have access to email, which is a prompt and reliable channel of communication (See Appendix).

For Change orders in funding strips, email the request to the appropriate Purchasing Agent. The request will be forwarded to the Accounting Department for review of financial coding information.

To cancel unwanted or discontinued items or to add new items or to increase existing quantities on a normal purchase order, send an email to the Purchasing Agent. Include the PO number, the vendor name, and specify the line item number that needs to be increased or decreased.

A change order may serve many purposes:

- A. It serves as official notice to the vendor that the items are no longer needed and that they should not be shipped, new items are required and/or an increase in existing quantities;
- B. It reduces the PO total and reduces the encumbrance; the dollars that are no longer encumbered are available to fund new purchases;
- C. Once the quantities on the PO and the invoice quantities are in agreement and the receipt has been updated, it allows Accounts Payable to close the order and pay the vendor.

Purchasing Manual – Chapter 9

To increase or decrease a blanket purchase order, contact the Purchasing Agent via email. Include the PO number, the vendor name, and the amount to be increased or decreased.

To have a **Purchase Order closed**, send an email to closePOrequest@palmbeach.k12.fl.us and include the PO number and remaining balance, if any.

WHAT IF I WANT TO "UNRECEIVE" (REMOVE RECEIPT) FROM AN ORDER?

You may cancel a receipt only if it has not been paid. Sign into PeopleSoft and go into Financial and in eProcurement go to receipts. Enter the PO and click search. When the PO comes up, click on the red "X" at the top of the screen to cancel the receipt.

CAN I MAKE PARTIAL PAYMENTS ON A PURCHASE ORDER?

Yes, all purchase orders may be partial paid.

HOW LONG IS MY NORMAL PURCHASE ORDER VALID?

Until it is completed or canceled. Unpaid normal purchase orders roll forward from one budget year to the next. The standard time frame for completion on most commodities is 60 days. If the vendor can't fill the order in a timely manner, contact the Purchasing Agent for assistance or to cancel the undelivered items.

HOW LONG IS MY BLANKET PURCHASE ORDER VALID?

Blanket purchase orders are only valid in the fiscal year they are issued. They are generally closed out at the end of each fiscal year. It is important to be sure all invoices charged against blanket purchase orders are paid prior the close of the fiscal year; otherwise, they may have to be paid from the next year's budget allocation.

HOW SHOULD I HANDLE COMMON ORDERING AND DELIVERY PROBLEMS?

The Purchasing Agents will be able to assist with ordering or delivery problems. If your order isn't delivered in a satisfactory manner or if there is a dispute that cannot be resolved with the vendor, call the Purchasing Agent for assistance. Purchasing Agents are constantly monitoring vendor performance, so your feedback is important. Be sure to complete the vendor evaluation after receiving an item or service in PeopleSoft. Common ordering and delivery problems include the following situations:

If the Vendor Duplicates Your Order: The Purchasing Agent is familiar with the return policies that are incorporated into our bids and can be a valuable resource in resolving duplicate orders with vendors.

If the Vendor Doesn't Deliver on Time: The Purchasing Agent can help expedite delivery of your order. If the vendor doesn't complete the order within the time frame specified on the PO, you may contact the Purchasing Agent for assistance.

Purchasing Manual – Chapter 9

If the Vendor Delivers Unsuitable, Shoddy or Damaged Goods: Complete the vendor evaluation. Purchasing Agents are interested in vendor performance, and your feedback may influence the future awards of School District bids. It is important that vendor deficiencies be documented in a timely manner and forwarded to the appropriate Purchasing Agent for corrective action.

Special Instructions About Summertime Deliveries: If orders are received during the summer months, it must be inspected immediately to insure it is in good working condition and then it must be promptly received in PeopleSoft to ensure payment to the vendor. The warranty period begins when the goods are accepted. If staff is not available to inspect the goods or give the receipt in PeopleSoft, a note should be included on the purchase order requesting delivery at a later date.

Monitor Your Purchase Orders Closely: To avoid delinquent payment to vendors and the risk of having the entire District placed on credit hold, please monitor your purchase orders on an ongoing basis and acknowledge receipt in PeopleSoft as soon as the order is satisfactorily completed in its entirety.

HOW DO I CORRECT THE ACCOUNT STRIP ON A PAID PURCHASE ORDER?

To Correct Account Strips on Paid Transactions: If a purchase order has been paid out of fund 4000 and you wish to reclassify the PO expenditure contact Irvis Castro-Bodnar at PX48761 with the specific information including the PO number, check number, date, amount, incorrect account strip, correct account strip, etc and a journal entry will be made to move the expense to the correct funding account strip. If a purchase order has been paid out of fund 1000 and you wish to reclassify the PO expenditure contact Annette Pinnock at PX 21163 with the specific information including the PO number, check number, date, amount, incorrect account strip, correct account strip, etc and a journal entry will be made to move the expense to the correct funding account strip. An email will notify you when the adjustment is complete in the fiscal records. Be sure sufficient balance is available in the new account strip.

WHO CAN HELP ME DETERMINE THE CORRECT ACCOUNT STRIP?

If there is any question about the appropriate account strip to use on a requisition or purchase order, please call the Accounting Department, Sharon Kovner, at PX 47315, for assistance.

WHO CAN HELP ME CHANGE THE ADDRESS THAT IS PRINTED ON THE PURCHASE ORDER FOR MY SCHOOL OR DEPARTMENT?

If the ship to address or other information printed on the top of the Purchase Order for your school or department is incorrect, contact Peggy Houck at PX 43801 and the appropriate changes will be made.

MY REQUISITION DISAPPEARED FROM PEOPLESOF. WHAT HAPPENED?

Your requisition should never disappear from PeopleSoft. Please contact the Help Desk if this occurs.

Purchasing Manual – Chapter 9

WHAT HAPPENS TO MY BUDGET DOLLARS WHEN THE PO IS CREATED?

The net effect on your available balance is zero: the dollars that were committed by the requisition are converted to an encumbrance once the PO is generated.

WHO NORMALLY RECEIVES A COPY OF THE PURCHASE ORDER ONCE IT IS PRINTED?

The vendor will receive the purchase order electronically, via email or fax whichever they request.

WHAT DO THE TERMS ON THE FRONT OF THE IN-COUNTY CLAIM FORM MEAN?

Definitions for In-County Travel:

1. **Official Headquarters** - The location to which an employee is assigned and regularly reports to work. Every employee shall have an official headquarters.
2. **Business Mileage** - Necessary mileage incurred while conducting School District business. It should not include any miles related to lunch, personal errands, etc. It will include the commuting portion (driving to and from work) for computational purposes. It must always begin and end at home for an official travel day.
3. **Commuting Mileage** - Mileage normally incurred from home to official headquarters and from official headquarters to home. Commuting miles must be recorded on the form for each day travel is claimed. It should be deducted only once per workday.
4. **Reimbursable Mileage** always equals the difference between business miles less commuting miles.

WHAT ARE THE GUIDELINES FOR IN-COUNTY TRAVEL?

1. While in county, if an authorized person is required to use their personal vehicle during the course of discharging his/her duties, this person is eligible to claim reimbursable mileage as defined above.
2. Commuting miles shall not be reimbursed unless incurred outside the regular workday: required night time and weekend travel is exempt from the commuting restriction that normally applies.
3. Meals may not be claimed for travel restricted to Palm Beach County.
4. Computation of reimbursable miles: Sum business miles (to and from official destinations, including commuting miles) less round trip commuting miles. Any exceptions should be referred to the Accounting Services Department.

HOW DO I REQUEST LEAVE FOR OUT-OF-COUNTY TRAVEL (TEMPORARY DUTY ELSEWHERE?)

To request leave for Temporary Duty Elsewhere (TDE), you must submit a Leaves/TDE Application Form; Section II of Form PBSB 0032 must be completed. Travelers must include the following information where shown on the form:

Purchasing Manual – Chapter 9

1. **Inclusive Travel Period:** The first and last travel dates you expect to be out of the county on District business. These dates should include days required to get to and from your destination. The total number of days should also be computed and recorded where required.
2. **Business Purpose:** Identify the reason for the trip or temporary reassignment. The destination (city and state) must also be recorded where indicated on the form.
3. The Cost of the Trip:
 - a. **Total Dollars:** The total cost of the trip must be identified in the appropriate blocks on the form. If there is no cost, it should be indicated on the form.
 - b. **Funding Source:** The source of budgeted funds must be recorded where applicable on the form. When not funded by the budget, other sources such as internal accounts, DOE or any other entity must be disclosed.
 - c. **Substitute:** Identify the need for an instructional replacement.

All out-of-county travel must be submitted on the Leaves/TDE Application Form PBSB 0032. It must be signed by the traveler and approved by the Director/Principal/Administrator who is responsible for the budget that will be charged. It is the responsibility of the approving official to ensure that there are sufficient account balances available to cover any costs associated with the request. Verbal approval does not constitute an approved TDE; approval must be in writing. No financial obligation or commitment can be made for travel arrangements (i.e., registration, hotel, car rentals or airline tickets) until the TDE has been approved by the proper authorizing official.

Don't forget, a copy of the approved, signed TDE must be attached to EVERY separate request for payment the TDE relates to: hotel registration, airline, reimbursement claim form, etc.

ON OUT-OF-COUNTY CLAIM FORMS, MUST I ALWAYS ATTACH COPIES OF THE ITEMIZED HOTEL BILL, EVEN IF THE BILL WAS PAID BY P-CARD?

Yes. Always include the hotel bill in your reimbursement claim documentation.

ON OUT-OF-COUNTY CLAIM REIMBURSEMENTS, MUST I INCLUDE COPIES OF THE COMPLETED REGISTRATION FORM, EVEN IF THE P-CARD WAS USED TO PAY THE REGISTRATION?

Yes. The registration form documents the business nature of the trip and may be used to determine allowable claims for meals. For example, if lunch is part of the registration fee, the traveler should not claim the meal allowance for lunch on the day the conference provided the meal.

ON OUT-OF-COUNTY CLAIM REIMBURSEMENTS, MUST I INCLUDE THE AIRLINE TICKETS AND ITINERARY, EVEN IF THE DISTRICT PAID THE TRAVEL VIA P-CARD?

Yes. The airline ticket confirms that the ticket was used for the purpose intended; the itinerary serves to document the times and destinations of departing and arriving flights. Both are an important part of the paperwork and must be attached to the Out-Of-County claim reimbursement form.

Purchasing Manual – Chapter 9

The Out-Of-County reimbursement form is intended to capture and summarize ALL OF THE EXPENSES the District paid in association with a trip. This is where the trip costs are all tied together. For the documentation package to be complete, all prepaid items must be disclosed on the form and documented by the traveler.