

Accounts Payable & Purchasing

Finance Information Sessions

Introduction

- AP and PO schedule
- Documents required prior to processing AP batches
- How to organize your batches prior to inputting in New World

- Live Training:
 - How to process an AP Batch
 - How to look up vendors
 - How to look up past invoices
 - How to know whether vendors have been paid
 - How to process a PO
 - How to process a Change PO

Introduction

- Common Mistakes = Delayed Payments
- Contact information for Finance
- Questions/Comments

AP and PO Schedule

- Checks are run every Thursday in Finance
- The deadline for batches to be in Finance is Thursday by Noon to guarantee that their payments will be processed the following Thursday
- Why are checks only run once a week?
 - Internal Controls doesn't allow one person to input the batch, approve the batch, and cut the checks
 - Approval Process
- PO Schedule runs the same cycle

Accounts Payable Process

- New Vendors – W-9s are required
 - Email the completed W-9 to Kristy in Finance
 - Vendor contact information
 - A confirmation email will be sent with Vendor number
- Make sure you have the invoice and not use a quote or estimate form.
 - Prevents duplicate payments
 - Attach Expense Tracking Report, and contracts/agreements if applicable.
- Separate your batches
 - Check your invoice due dates and be aware of the AP schedule
 - Travel batches need to be in it's own batch
 - Batches with project numbers need to be in it's own batch
 - Capital Improvement Projects (CIP)
 - GL Accounts ending in -8XXX.XX
 - GL Accounts ending in -7XXX.XX

Live Training

Please refer to your training guide

- How to process an AP Batch
 - How to look up vendors
 - How to look up past invoices
 - How to know whether vendors have been paid

- How to process a PO

- How to process a Change PO


Common Mistakes = Payment Delay

- Separate any invoice that has a project number
- Large vs Small AP Batches
- Double check your GL entry
- Double check your invoice numbers
 - Ensures double payments are not made
- Item descriptions that justifies the purchase and not just describes the item bought



Common Mistakes = Payment Delay

- Separate Travel/Training invoices
- Section 1 and 2 in the Travel Request and Expense Report needs to be completed.



TRAVEL REQUEST AND EXPENSE REPORT
INSTRUCTIONS - COMPLETE SECTIONS 1 & 2
AND RETURN TO FINANCE DEPARTMENT

1. AUTHORIZATION

Name: _____ Dept: _____
 Conf./Event: _____ City & State: _____
 Date: _____ through _____ Date: _____
 Total days (include travel time): _____
 Brief statement of benefit to the City: _____

(MUST ATTACH ANY LITERATURE DESCRIBING THE EVENT)

I CERTIFY THAT THE TRAVEL AND EXPENSES WILL BE IN THE CONDUCT OF THE CITY'S BUSINESS. _____ EMPLOYEE

2. EXPENSE ADVANCE - ATTACH REQUEST FOR WARRANTS

Registration: _____ Lodging: _____ Travel: _____ Per Diem: _____
 Date: _____ Acct. Bal.: _____ Amt. Req.: _____
 Account #: _____ Dept: _____

Approvals:

DEPARTMENT HEAD FINANCE ADMIN. SERVICES

3. ACTUAL EXPENSE REPORT
 Note: Actual expense reports are due within TEN working days after return.
 Date/Time Departed: _____ Date/Time Returned: _____

Dates:						Total Actual Expense	Total Cash Advance	Balance (+/-)
Registration								
Lodging (max. \$250/night)								
Per Diem (Meals)								
TRANSPORTATION (MAX. \$400.00)								
City Vehicle No.								
Air Travel								
Mileage (POV) Rate/Mile:								
Miscellaneous								
Parking, Tolls, etc.								
Car Rental								
TOTAL						\$0.00	\$0.00	

NET BALANCE DUE (CITY): _____
 NET BALANCE DUE (EMPLOYEE): _____

EMPLOYEE SIGNATURE APPROVED DEPT. HEAD VERIFIED FINANCE DEPT.

Common Mistakes = Payment Delay

- Travel related invoices in your CALCARD batch requires the travel forms to be included with the back up, including registration fees.
- Transportation for method of travel: Per our Purchasing Policy, the most economical method must be used. It is the individual departments responsibility to have back up that shows cost for each method.
- Details of the conference/training must be provided with the travel form
- All travel reimbursements must be returned no later than 10 working business days from the end of the conference to be eligible for payment. Anything past the 10 days will not be approved without prior approval from Finance.



Common Mistakes = Payment Delay

- Don't forget to include professional agreements, contracts, or PO's. Any service expense over \$1,000.00, requires a signed agreement/contract.
- If applicable, please don't forget to include Expense Tracking Form
- Check to make sure there is money in the budget you are using

**city of
MANTECA**
Contract Tracking Form

CONTRACT INFORMATION

Vendor:	Vendor #:
G/L Account #:	Project #:
Resolution #:	Resolution Date:
City Manager #:	Total Contract Amount:

Original Amount:	\$0.00
Amendment #1:	
Amendment #2:	
Total Contract:	\$0.00

Invoice Date	Invoice #	Description	Amount	Remaining Contract
			\$ -	\$0.00

**CITY OF
MANTECA**
PURCHASE ORDER QUOTE FORM

PURCHASE ORDER INFORMATION

Department:	Project #:
G/L Account #:	Date:
Requested By:	

SOLE SOURCE YES NO *IF YES, A SOLE SOURCE JUSTIFICATION FORM MUST BE ATTACHED

Purchases of more than \$1000 but less than \$10,000
Requires at least 3 verbal, written, or internet quotes. Please use space below for justification.

Purchases of more than \$10,000 but less than \$15,000
Requires at least 3 written quotes. Please attach written quotes to this form.

PLEASE LIST ALL ITEMS TO BE INCLUDED IN THE QUOTE

Item No.	Quantity	Description
1		
2		
3		
4		
5		

VENDOR QUOTES

Vendor:						
Contact Name:						
Phone:						
Fax:						
Email:						

Item No.	Quantity	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Grand Total			\$ 0.00	Grand Total		\$ 0.00	\$ 0.00

LIST VENDOR SELECTION BELOW

Vendor Selected	Vendor #	Total Cost	Comments

Department Director Approval _____ Date _____

Finance Contacts

- Accounts Payable
 - Kristy Crowl, ext. 8788
 - Cristina Caguiat, ext. 8792
- New World Access
 - Amber Shipman, ext. 8786
- Purchase Order
 - Kristy Crowl, ext. 8788
 - Sara Cowell, ext. 8785

Purchasing Policy can be found on the Intranet main page