



# FOLLOWING FINANCE

Volume 2, Issue 3

Spring 2017

## Spring Newsletter

Since the last newsletter we are happy to report that the City's Comprehensive Annual Financial Report (CAFR) and the (PAFR) were recipients of awards by the Government Finance Officer's Association. The awards are the highest form of recognition of governmental accounting and financial reporting. We would like to thank all POEs for your hard work throughout the year to help make this possible!

This newsletter highlights tips, tricks and reminders for several important Accounts Payable areas: vendor change requests, procurement cards and AP invoice processing. Please take a few minutes to read over the following pages and signup for the training sessions offered in April and May. These sessions will be one hour and are optional, but we encourage all POEs to attend.

Since "June is looming" per Jean Hurt, review the blue box on page four to see a few ways you can begin preparing for year-end now. As always, please contact us anytime with questions.

Thanks,

*Erin Ballou*

Assistant Chief Financial Officer

### January—March

### 2017 Stats

**\$298,490** P-Card Spend

**\$1.57M** Avg. Weekly AP Spend

**3,345** AP Payments Processed

**\$946,000** Avg. Payroll Cost

**550** Avg. # of Employees Paid

▶ **25%** Female

▶ **75%** Male



### In This Issue

- Vendor Change Spotlight & Training
- P-card Reminders
- AccessOnline Tips
- April Calendar
- Comprehensive AP Review Training
- May Calendar

Vendor	<input type="text"/>	Reason Code	New Vendor - New Vendor
Effective Date	03/22/2017	Comment	REQUESTS PAPERCHECK
Contact Name	PO BOX 1339 - Primary		
<b>Information</b>		<b>Options</b>	
Active	<input checked="" type="checkbox"/>	Contact	<input checked="" type="checkbox"/>
Primary	<input checked="" type="checkbox"/>	Remittance	<input checked="" type="checkbox"/>
Name	PO BOX 1339	Purchasing	<input checked="" type="checkbox"/>
Description		Primary 1099	<input type="checkbox"/>
Address	PO BOX 1339	Additional 1099	<input type="checkbox"/>
		ACH Payment	<input type="checkbox"/>
		Fax P.O.	<input type="checkbox"/>
Zip Code	42102	Email P.O.	<input type="checkbox"/>
City	BOWLING GREEN	<b>Bank Information</b>	
State	KY - Kentu	Routing Number	<input type="text"/>
Email Address	LEASEANDOWN@AOL.COM	Account Number	<input type="text"/>
Phone Number	(270)784-8462	Account Type	<input type="text"/>
Extension		Notice Sent	<input type="checkbox"/>

*Screenshot of vendor change entry*

## Vendor Training

This training will cover:

1. How to search for existing vendors
2. How to request a new vendor
3. How to request changes to an existing vendor
4. How to review vendor activity for POs, invoices, payments
5. Information on Supplier Portal

Training will offered on April 25th at 10:00am and April 26th and 27th at 2:00pm.

**Use doc #652694 to signup.**

## Spotlight on Vendor Change

### Common mistakes:

- **New contacts replace old contacts** → Select “Create New Contact” rather than typing over existing contact info
- **Active checkbox (shown above) not checked** → Vendor not available for use
- **Remittance and/or Purchasing checkboxes not checked** → Not able to create invoices or POs to vendor
- **Use of punctuation (NONE should be used)** → Keep vendor files consistent
- **Not clicking submit to complete the vendor change request** → Cannot approve change in *entry* status
- **Not using ALL CAPITAL LETTERS** → Use all capital letters to keep vendor files consistent
- **Lack of documentation for change requests** → Document or invoice verifying every change is required

## AccessOnline Data Entry Tips

- ⇒ Do NOT remove hyphens from GL account number entry screen
- ⇒ If using a Project code (four digit number after department), Location should be LEFT BLANK
- ⇒ If using a LOCATION code (three digit number before 50XXXX), enter four zeroes for the Project number
- ⇒ Cost allocations must EQUAL 100%
- ⇒ Comments must be entered for each purchase
- ⇒ Comments should give sufficient information, but not be too lengthy
- ⇒ Do NOT hit 'Enter' when adding comments

## P-card Reminders

- ◆ All p-card changes (*new cardholder, spending limit changes, term employee, etc.*) must be submitted on the **Request Change Form** and signed by the requestor, Senior Manager and CFO
- ◆ Single Transaction Limit: **\$2,500**
- ◆ Monthly Transaction Limit: **\$5,000**
- ◆ City of Bowling Green purchases are **TAX EXEMPT** (*except for those physically made out of state*)
- ◆ **Receipts are required** for ALL P-card purchases
- ◆ A completed **Certificate of Lost Receipt is required** for *all receipts not located and/or lost*



## April 2017

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7 <b>Pay Date</b>
10	11	12	13	14 <b>Good Friday Holiday—Closed</b>
17	18 <b>Net Profit returns and payment due for individuals &amp; businesses with FYE date of 12/31/16</b>	19	20	21 <b>Pay Date</b>
24	25 <b>Vendor Training, 10:00 am</b>	26 <b>Vendor Training, 2:00 pm</b>	27 <b>Vendor Training, 2:00 pm</b>	28 <b>FY2017 3rd Quarter Performance Measurement reporting due 4/30/17</b>

# Comprehensive AP Review

A thorough review of the Accounts Payable invoice process will be offered to all POEs on May 15th (2:00 pm), 17th (10:00 am) and 18th (2:00 pm). All POEs are encouraged to attend.

**The training will cover:**

- Purchase order entry
- AP invoice batch entry
- Budget transfers
- Vendor inquiry
- General ledger review

**Use doc #652694 to signup**

## Accounts Payable Reminders:

Remember to verify the address on the AP invoice matches the 'remit to' address listed on the company invoice

Add customer numbers or IDs at the beginning of the invoice description

Submit original invoices to Esther when batch is ready to pay, Finance only has copies of invoices received via mail & email

Write the assigned Travel # on all travel advances, prepayments, reimbursements

Ensure all travel approval signatures are in place (traveling employee, designated supervisor) before submitting to Esther.

## June Checklist

- Complete all unnecessary POs
- Review Year-End Newsletter, to be published in early June
- Attend Year-End Financial Training, to be scheduled
- Submit Carryover requests, due June 30th
- Request & pay invoices for all work completed prior to 6/30/17

## May 2017

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5 <span style="color: blue;">Pay Date</span>
8	9	10	11	12
15 Comprehensive AP Review, 2:00 pm	16 <span style="color: purple;">Budget Presentation to Board of Commissioners</span>	17 Comprehensive AP Review, 10:00 am	18 Comprehensive AP Review, 2:00 pm	19 <span style="color: blue;">Pay Date</span>
22	23	24	25	26
29 <span style="color: red;">Memorial Day—Closed</span>	30 <span style="color: red;">Payroll hours MUST be entered and approved by 10:00 am</span>	31		