

The Audit Process in PeopleSoft

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Main Payment Screen

Note: PO information does not appear in AP module.

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit 09900 Invoice No 25551
Voucher ID 00053964 Accounting Date 02/02/2017
Voucher Style Regular Voucher *Pay Terms 00 Due Now
Invoice Date 01/27/2017 Basis Date Type Inv Date
Invoice Received Tax Exempt

STANDARD ELECTRONICS
Supplier ID S1395
ShortName STANDARD E-001
Location MAIN
*Address 1

Invoice Total
Line Total 1,615.00
*Currency USD
Miscellaneous
Freight
Sales Tax
Use Tax 0.00
Total 1,615.00
Difference 0.00

Sales/Use Tax Summary
Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (1)
Template List
Advanced Supplier Search
Approval History
Supplier Hierarchy

Save Action Run Calculate Print

Copy From Source Document

Invoice Lines ? Find | View All First 1 of 1 Last

Line 1 Copy Down
*Distribute by Amount
Item
Quantity 1.0000
UOM LO
Unit Price 1,615.00000
Line Amount 1,615.00
Calculate

SpeedChart
Ship To 0000000004
Description ENCUMBER FUNDS FOR CONTRA
Packing Slip

Purchase Order
09900|0000017132|1|1
Associate Receiver(s)
 Amount Only

One Asset
Sales/Use Tax

Voucher Description – Use of Standard Coding is preferred.

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Resource	Goal	Function	Object	Site	Oper Unit	Proj Year	Affiliate	Fund Affil	Resource Affil
<input type="checkbox"/>	1	1,615.00	1.0000	09900	0100	0905670	8600	8100	5600000	600					

Save

Standard Coding for Description

- | | Example |
|-------------------------|---|
| • For Public Works | |
| • Bid No. and Pay App # | Bid #, P1 |
| • <\$15K(45K) – Fencing | <\$15K(45K) – Fencing |
| • Professional Services | |
| • Type, Desc, Pay App# | PS, Architect, P1
IC, PD Presenter, FP |
| • Equipment | |
| • Bid No., PO # | NCEPC-Furn-0117,PO23456,FP |
| • UBL, Desc., PO# | PO45678,FP |




See handout for Standard Codes Recommendations

Attachments

Commercial Warrants now has access to the Purchase Order screen as shown in the next few slides; however, the fastest processing can be achieved by attaching the required documentation to the voucher.



Districts who opt to not attach backup documentation to the voucher will be processed after districts that opt to add all the required attachments. **A second attachment containing only the documents required in the Pre-Audit letter will need to be attached to the PO.** The invoice will still be required as an attachment to the voucher.

Vouchers with Attachments

Voucher Mass Approval												
5	<input type="checkbox"/>	06500	00022859	▼ Actions	Pending	BUD115	BUDDY'S ALL STARS, INC.	921.05	03/29/2017	USD	 Attachments (0)	Conversations (0)
6	<input type="checkbox"/>	06500	00022837	▼ Actions	Bypassed	STO572	STEVE STOPPER	1515.72	03/29/2017	USD	 Attachments (0)	Conversations (1)
7	<input type="checkbox"/>	06500	00022827	▼ Actions	Bypassed	0000000243	ADMINISTRATIVE SERVICES COOPERATIVE, INC	137.48	03/29/2017	USD	 Attachments (1)	Conversations (0)
8	<input type="checkbox"/>	06500	00022825	▼ Actions	Bypassed	0000000243	ADMINISTRATIVE SERVICES COOPERATIVE, INC	493.70	03/29/2017	USD	 Attachments (1)	Conversations (0)

Voucher Attachments

Business Unit 06500 Voucher ID 00022825

Details Personalize | Find | View All |   First 1 of 1 Last

File Name	Description	User	Name	Date/Time Stamp
p9682_-_PAYMENT_PACKET.pdf	PO IS CONTRACT	544664	Breanna Anderson	03/29/2017 9:09:00AM

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

No Attachment Process

Search Criteria

Business Unit: 06500
Voucher ID:
Invoice Number:
Due Date:
Fund Code:
*Approval Status: Pending
 Include On Hold

Supplier SetID: 06500
Short Name:
Supplier ID:
Supplier Name:
Amount:
Object:

Comments

Select All Deselect All

Search Results Personalize | Find | | First 1-27 of 27 Last

Select	Business Unit	Voucher ID	Actions	Approval Status	Supplier ID	Supplier Name	Gross Invoice Amount	Due Date	Currency		
1	06500	00020636	Actions	Bypassed	UNI690	UNISTAR-SPARCO COMPUTERS INC	12828.90	02/15/2017	USD	Attachments (1)	Conver
2	06500	00020749	Action		44	UASPIRE, INC.	14345.00	02/16/2017	USD	Attachments (1)	Conver
3	06500	00020268	Action		60	SHENKMAN & HUGHES	87000.00	02/09/2017	USD	Attachments (3)	Conver
						SAGE BUSINESS AND					

Voucher Details
Scheduled Payments

Voucher Entry



Help

- Summary
- Related Documents
- Invoice Information
- Payments
- Voucher Attributes
- Error Summary

Business Unit 06500	Invoice Date 03/08/2017
Voucher ID 00021926	Invoice No INVOICE 2 PO8592 FEB17
Voucher Style Regular	Invoice Total 12,470.00 USD
Supplier Name BLUE COAST CONSULTING 2658 DEL MAR HEIGHTS RD SUITE 516 DEL MAR, CA 92014	Pay Terms Due Now
Entry Status Postable	Voucher Source Online
Match Status Matched	Origin ONL
Approval Status Pending	Created On 03/08/2017 2:24PM
Post Status Unposted	Created By 544664
	Last Update 03/08/2017 2:26PM
	Modified By 544664
	ERS Type Not Applicable
	Close Status Open

Approval History

Budget Status Valid
Budget Misc Status Valid
***View Related**



Cancel

Refresh

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary



Purchase Order Inquiry

Purchase Order

Business Unit 06500
PO ID 0000003968

PO Status Dispatched
Budget Status Valid

▼ Header

PO Date 05/21/2016
Supplier Name DATEL SYST-001
Supplier ID DAT153
Buyer Lynne Kotas

[Supplier Details](#)

Backorder Status Not Backordered
Receipt Status Not Recvd
 Hold From Further Processing

PO Reference TECH.no
req.LK

[Header Details](#)
All RTV
Matching

[Activity Summary](#)
[Header Comments...](#)
[Document Status](#)
▼ Actions

Amount Summary

Merchandise	349,263.42
Freight/Tax/Misc.	0.00
Total	349,263.42 USD
Encumbrance Balance	47,408.61 USD

Lines

[Personalize](#) | [Find](#) | [View All](#) | | First 1 of 1 Last

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status		
1		NETWORK EQUIPMENT & INSTALLAT	43191502	1.0000	LO	349,263.42 USD	Approved		

[Return to Search](#) [Notify](#)

[Related Links](#)

PO Header Comments Help

Business Unit 06500 PO ID 0000003968 Supplier DATEL SYST-001

Retrieve Active Comments Only Retrieve

*Sort Method Comment Time Stamp *Sort Sequence Ascending Sort

Comments Find | View All First 1 of 1 Last

Comment Status Active

INTERNAL NOTE TO ACCOUNTING: ALL INVOICES MUST BE APPROVED BY L KOTAS

Send to Supplier Shown at Receipt
 Shown at Voucher

Associated Document

Attachment	Attach	View	Email
			<input type="checkbox"/>

From -> PO 06500-0000003968

OK Cancel

Item Description Help

NETWORK EQUIPMENT & INSTALLATION for VARIOUS SCHOOL SITES
BID # P2015-15
WORKED TO BEGIN NO EARLIER THAN 4-01-16 AND TO BE COMPLETED BY JULY 30, 2016 PER SPECIAL CONDITIONS

Return

PO Detail and Backup Documentation

If drilling into the Purchase Order does not provide the documentation required for the transaction as listed in the Pre-Audit letter, the Audit Clerk will enter a request for more information into the Conversation Piece.

Please do not overwrite the conversation or add your response at the bottom. Use the + sign in the upper right corner to add a reply. We can then tell if you have replied to the original conversation.

Original conversation (Conversation Seq 1)

Conversation

New Window | Help | Personalize Page

Conversation

Business Unit 06500 Voucher ID 00022407

Scroll Area Find | View All First 1 of 1 Last


Conversation Date	03/23/2017	Conversation Sequence Number	1	+
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Conversation Topic

Description

User ID 290937

Save Return to Search Notify Add Update/Display



Adding new conversation without overwriting original conversation (Conversation Seq 2)

Conversation

New Window | Help | Personalize Page

Conversation

Business Unit 06500 Voucher ID 00022407

Scroll Area Find | View 1 First 1-2 of 2 Last

Conversation Date 03/23/2017 Conversation Sequence Number 1

Conversation Topic Conversation 1

Description This is a test

User ID 290937

Conversation Date 03/23/2017 Conversation Sequence Number 2

Conversation Topic New Conversation

Description This is a new conversation

Troubleshooting

- Warrant not generated? Check for the following:
 - Voucher is unmatched (budget check and matching not run)
 - Voucher is in Not Submitted status.
 - Check Query: M_AP_UNPAID_VCHR
 - Budget error (if you have chosen to stop warrants that are NSF)
 - Voucher has not reached Commercial Warrants and is stuck in the approval process. Enter HEAT Ticket and call CRC for assistance.

COMMERCIAL WARRANTS AUDIT

The following applies to both online and offline districts:

Education Code 42650 requires the county superintendent of schools to approve warrants drawn on the county treasury against designated funds, except debt service, of the district in the county treasury in the payment of expenses of the district. The district disbursing officer shall issue warrants, using procedures prescribed by the county auditor. Government Code 27005 requires the county superintendent of schools to sign the warrants.

It is the responsibility of the Commercial Warrants Audit Unit to review district orders for legal compliance prior to releasing a warrant over the superintendent's signature.

DOCUMENTATION REQUIRED

Pre-Audit Daily Cutoff:

- Vouchers (invoices), must be submitted before 2:00 p.m.
- Vouchers entered after 2:00 p.m. will not be reviewed until the following day.

Audit Letters:

- Audit letters do not exist in PeopleSoft. The pre-audit module utilizes a “conversation” tool for communication of holds and request for documents.

Budget Checking:

- Districts selected the ability to process orders and warrants regardless of availability of budget. Since this is a business process; it is important to note that the system will not generate a warrant that is NSF so funds should be made available at time of payment processing. No warning is issued at our end noting a warrant won't print due to NSF budget.

AUDIT REQUIREMENTS

Public Works Above the Bid Limit:

- Contract (Signed and showing Board Approval Date or Board Minutes)
- Bid Form
- Change Orders showing Board Approval Date or Board Minutes
- Contractor's License
- DIR Registration Number or Certificate
- Invoice (with approvals preferred)
- Notice of Completion / Board acceptance of Project (if required by District policy) with final pay request
- Unit Price Bids Only: Provide spreadsheet or running total of all work done under current bid to enable us to reconcile with the Board approval amount.
- Under \$15K and \$45K contracts, please provide a copy of the contract/PO and invoice.

AUDIT REQUIREMENTS (cont'd)

Professional Services:

- Contract/Agreement with Board Approval
- Invoice(s) with Approvals
- Hourly Rate Sheets or Payment Terms for Independent Contractors

Professional Services include no bid services such as Legal, Audit, Financial, etc. that fall under GC 53060 and independent contractor agreements such as lecturer/performers, professional development presenters, and other services that may be subject to bidding.

AUDIT REQUIREMENTS (cont'd)

Non-Public Schools

- Contract/Agreement (Master Contract ONLY)
- Invoices (only one copy of invoice is needed. Please do not submit multiple copies.)
- Attendance Record Sheets

Credit Card / P-Card Purchases

- Statements with Approvals
- Receipts (if required for specific expenses)

Travel

- Travel Authorization
- Receipts

Districts using the Travel & Expense system will need to attach the documents to the Expense Report.

AUDIT REQUIREMENTS (cont'd)

- Revolving Cash Funds
 - Register Listing Checks in Consecutive Order as detailed below:
 - Signed by RCF Custodian
 - Listing all Voided Checks
 - Dollar Amount
 - Payee
 - Purpose of Expense

Audits for Credit/P-Cards and Revolving Cash Fund are completed on a line-item basis. Each expenditure is reviewed on its own merits.

AUDIT REQUIREMENTS (cont'd)

Large Expenditures: Some warrants for large purchases may be pulled based on cost. In these cases, be prepared to submit the following:

- Contract with Board Approval
- Bid Form
- Advertisement
- Addenda
- Piggyback Bids (all of the above plus the district's resolution approving use of the bid and any renewals.)

When using another agency's bid, the terms must conform with California limitation on continuing contracts.

BSUPLOAD

BSUpload is being phased out for PeopleSoft districts. Currently an alternative is being developed for off-line districts. District on PeopleSoft should use the attachment capabilities of the system.

QUESTIONS & ROUNDTABLE

Shared PO folder repository for easy access

