

# Office of Accounts Payable Training Documents FY'20-21



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Superintendent

## Newark Board of Education

Where Passion Meets Progress

OFFICE OF ACCOUNTS PAYABLE  
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The Office of Accounts Payable is responsible for payments to vendors; auditing and correction of vendor invoices. The office team processes employee reimbursements and prepare invoices to be paid. They are also responsible for filing all paid invoices; logging of open and closed financial files and processing end of calendar year 1099 forms.

Prior to issuing payment, the Office of Accounts Payable must receive an invoice from the vendor, the signed purchase order voucher from the vendor and confirmation of goods and or services must be entered in PeopleSoft by the requestor.

The invoice must include the following information:

1. Vendor Name and Address
2. Invoice Number
3. Invoice Date
4. Valid Purchase Order Number
5. Description of Goods and or Services
6. Accurate Delivery Date and or Date(s) of Service
7. Delivery Location of Goods and or Services

## Accounts Payable Procedures

- Purchase Orders must be issued prior to the receipt of any goods or services. If goods or services are received w/o a valid PO, an unauthorized purchase form must be completed.
- Once goods are received the items must be marked received in PeopleSoft upon receipt of the order. Once services are completed, the completion of services must be marked received in PeopleSoft. **It is very important that receipts are entered in PeopleSoft to streamline the timely delivery of goods and services in a manner that exemplifies excellence and contributes to academic, social, emotional and cultural development of all students. We also have to avoid credit holds and maintain a positive relationship with the vendor.**
- If a duplicate order is received, the order must be returned to the vendor immediately. If not, a requisition must be completed along with an unauthorized purchase form.
- Do not provide vendors with a payment date unless the date was given to you by a member of the A/P staff. Payment terms are Net 30 days upon A/P receiving a valid invoice and the signed PO Voucher from the vendor, the receiving information entered in PeopleSoft, and approval from the Board Members.
- Attached are PeopleSoft Receiving instructions.
- Attached is a copy of the A/P Staff Assignment List. If you have questions regarding payment to a vendor, please contact the staff that handles processing the vendor payment using the 1<sup>st</sup> letter of the vendor name. Example: School Specialty, contact Manuel Alvarez. If you're inquiring about an employee reimbursement, contact Leslie Hasan.
- A copy of the 2020-2021 payment schedule is attached.

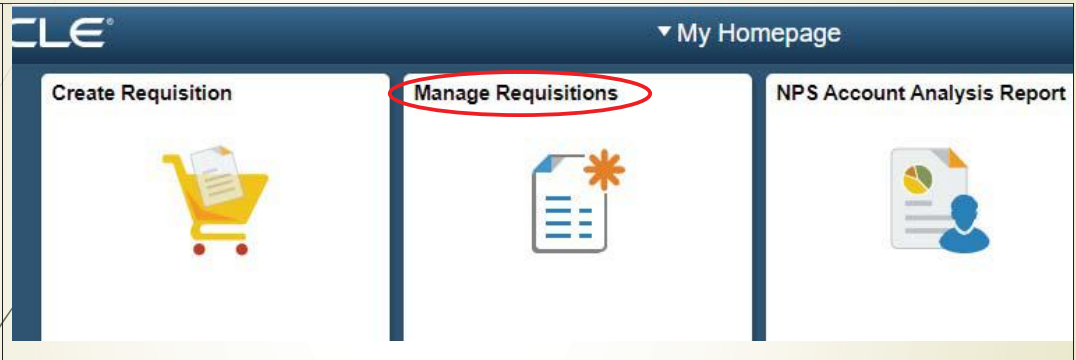
**Please share this information with your staff that will be responsible for this task. Also, please make sure that your staff register for the Requestors training.**

## **How to enter a Receipt in PeopleSoft eProcurement**

### **Overview:**

- Entering Receipt of Goods and Services in PeopleSoft is necessary to ensure the Supplier gets paid. **AP cannot send payment unless the Receipt, PO & Invoice match (3-way match).** Therefore, it is important that you enter receipts accurately and in a timely manner. This will ensure the Supplier gets paid for what you actually received. This three-way match prevents over payment.
- When entering receipts for Goods; enter quantity received.
- When entering receipts for Services, enter the amount (dollars) you are being billed.
- **Security:** You are only authorized to enter receipts for requisitions that you create and for your default "Ship To" location or department you work in.
- The Requisition must have a Status of either "PO Dispatched" or "Partially Received" in order to enter a receipt.
- If you enter an incorrect receipt, you can cancel the receipt.

Navigate to  
eProcurement > Manage Requisitions



You have two ways to search for a PO to be received. You can search by requisition # or PO#.

**Search Method 1**  
**- By Requisition**

TO receive a Requisition, the status must be either "PO Dispatched" or "Partially Received"

### Manage Requisitions

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: NPS01    Requisition Name: \_\_\_\_\_

Requisition ID: \_\_\_\_\_    Request State: All but Complete    Budget Status: \_\_\_\_\_

Date From: 10/02/2017    Date To: 11/28/2017

Requester: NPS030    Entered By: \_\_\_\_\_    PO ID: \_\_\_\_\_

Search    Clear    Show Advanced Search

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**Requisitions**

To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 0000146273	Time-2 End Panel	NPS01	10/02/2017	Received	Valid	535.20 USD	[Select Action] Go
▶ 0000146284	Boys Hockey SS	NPS01	10/02/2017	Partially Received	Valid	5,948.00 USD	[Select Action] Go
▶ 0000146293	FIRST Robotics Registra...	NPS01	10/02/2017	Received	Valid	5,000.00 USD	[Select Action] Go
▶ 0000146289	Girls Hockey SS	NPS01	10/02/2017	PO(s) Dispatched	Valid	3,488.00 USD	[Select Action] Go
▶ 0000146282	Gaskin/Iglesia WB	NPS01	10/02/2017	Received	Valid	202.56 USD	[Select Action] Go

**Search Method 2 – By PO**

Enter PO Number in the PO\_ID Field

Click Search

Manage Requisitions

**Search Requisitions**  
To locate requisitions, edit the criteria below and click the Search button.

Business Unit: NPS01 | Requisition Name: | Request State: All Not Complete | Budget Status: | PO ID: 18.0003960

Date From: 10/02/2017 | Date To: 11/28/2017 | Requester: NPS030 | Entered By: | Search | Clear | Show Advanced Search

**Requisitions**  
To view the Budget and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request Date	Budget	Total	
0000146269	Girls Hockey SS	NPS01	10/02/2017	PO(s) Dispatched	Valid	3,488.00 USD	[Select Action] Go

Once you find the Requisition to receive

Select receive from the drop down and click GO

Manage Requisitions

**Search Requisitions**  
To locate requisitions, edit the criteria below and click the Search button.

Business Unit: NPS01 | Requisition Name: | Request State: All Not Complete | Budget Status: | PO ID: 18.0003960

Date From: 10/02/2017 | Date To: 11/28/2017 | Requester: NPS030 | Entered By: | Search | Clear | Show Advanced Search

**Requisitions**  
To view the Budget and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request Date	Budget	Total	
0000146269	Girls Hockey SS	NPS01	10/02/2017	PO(s) Dispatched	Valid	3,488.00	[Receive] Go

Click and select the lines to receive

Click Receive selected.

You have 13 lines open for receiving for requisition Girls Hockey SS

Receive Selected and open the Receive Form

Req ID	Requisition	Item Description	Item ID	Tot Req Qty/Unit	Accepted to Date	UOM	Ship To	Ship To GLN	Attention To	Supplier	S
<input checked="" type="checkbox"/>	NPS01	Girls Hockey SS	East side Girls Hockey Jerseys -Home	15	0	EA	030		bosolasco	SS EQUIPME-001	
<input checked="" type="checkbox"/>	NPS01	Girls Hockey SS	East Side Girls Hockey Jerseys -Away	15	0	EA	030		bosolasco	SS EQUIPME-001	
<input checked="" type="checkbox"/>	NPS01	Girls Hockey SS	East Side Girls Hockey Socks-Home	20	0	EA	030		bosolasco	SS EQUIPME-001	
<input checked="" type="checkbox"/>	NPS01	Girls Hockey SS	East Side Girls Hockey Socks-Away	20	0	EA	030		bosolasco	SS EQUIPME-001	
<input type="checkbox"/>	NPS01	Girls Hockey SS	Coaches Warm-ups	2	0	EA	030		bosolasco	SS EQUIPME-001	
<input type="checkbox"/>	NPS01	Girls Hockey SS	Coaches Dry Erase Boards	1	0	EA	030		bosolasco	SS EQUIPME-001	
<input type="checkbox"/>	NPS01	Girls Hockey SS	Puck Bag	1	0	EA	030		bosolasco	SS EQUIPME-001	
<input type="checkbox"/>	NPS01	Girls Hockey SS	Practice Pucks	1	0	EA	030		bosolasco	SS EQUIPME-001	

Here you can update the received quantity. The system displays the ordered quantity. You can change it to the actual received quantity.

When you are done, click Save Receipt

**Receive Items**

New Receipt  
Business Unit: NPS01 | Receipt Status: Open | Received Date: 11/28/2017

Add Header Comments

Line	Item Id	Item Description	Received Quantity	UOM	Accept Quantity	Details	Receipt	Procurement Group ID	Primary Unit	Unit Allocation Amt.
1		East side Girls Hockey	15.0000	EA	15.0000				N	
2		East Side Girls Hockey	15.0000	EA	15.0000				N	
3		East Side Girls Hockey	20.0000	EA	20.0000				N	
4		East Side Girls Hockey	20.0000	EA	20.0000				N	

Save Receipt

System will display a confirmation page and assign a Receipt number.

### Receipt Saved Successfully

You have saved receipt # 0000245421 containing the following items:

Line	Item Description	Received Quantity	Reject Quantity	Accept Quantity
1	East side Girls Hockey Jeseys -Home	15.0000		15.0000
2	East Side Girls Hockey Jerseys -Away	15.0000		15.0000
3	East Side Girls Hockey Socks-Home	20.0000		20.0000
4	East Side Girls Hockey Socks-Away	20.0000		20.0000

[Return to Manage Requisitions](#)

[Return to Receiving](#)

## How to Cancel a Receipt

Navigate to Manage Requisitions

Status must be "Received" or "Partially Received"

### Manage Requisitions

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: NPS01      Requisition Name: \_\_\_\_\_

Requestion ID: \_\_\_\_\_      Request State: All but Complete      Budget Status: \_\_\_\_\_

Date From: 10/02/2017      Date To: 11/29/2017

Requester: NPS039      Entered By: \_\_\_\_\_      PO ID: \_\_\_\_\_

**Requisitions**

To view the Reqs and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action column and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	Action
0000146273	Time -2 End Panel	NPS01	10/02/2017	Received	Valid	538.20 USD	[Select Action] Go
0000146284	Boys Hockey SS	NPS01	10/02/2017	Partially Received	Valid	5,948.00 USD	[Select Action] Go
0000146293	FIRST Robotics Registra	NPS01	10/02/2017	Received	Valid	5,900.00 USD	[Select Action] Go
0000146289	Girls Hockey SS	NPS01	10/02/2017	Partially Received	Valid	3,488.00 USD	[Select Action] Go

Expand Arrow next to Requisition Number

Click on Receiving Link

0000146284 Boys Hockey SS NPS01 10/02/2017 Partially Received Valid 5,948.00 USD [Select Action] Go

Requester: East Side High      Entered By: Roxanna Morales - East Side      Priority: Regular

Pre-Encumbrance Balance: Net Available

Requestion      Approvals      Inventory      Purchase Orders      Charge Request      **Receiving**      Returns      Invoice      Payment

Request Lifespan: \_\_\_\_\_

Line Information: Personalize | Find | 1-14 of 14 | Last

Line	Description	Status	Price	Quantity	UOM	Supplier
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Click on red **X** to cancel receipt

### Manage Receipts

**Find a Receipt**

Business Unit:  Show Status:

Received Date:  To Date:

Receipt Number:  Requisition Name:

PO Business Unit:  PO Number:

Requisition	Receipt ID	Recv Date	PO ID	Net Received Quantity	Status
Boys Hockey SS	0000245420	11/28/2017	18-0003899	65.0000	Received

[Return to Manage Requisitions](#)
[Add New Receipt](#)
[Manage Return To Supplier](#)

The system will ask for confirmation.  
Click Yes to continue.

### Cancel Receipt 0000245420

Cancel receipt cannot be reversed. Are you sure you want to cancel this receipt?

Received Date 11/28/2017

Item Description	Received Qty	UOM	Accept Qty	PO Number	Due Date	Ship To
1 AK CAN841C East Side Hockey Jerseys RED w/Front Lettering and numbers	10.0000	EA	10.0000	18-0003899	10/17/2017	030
2 AK CAN841C White w/ront Lettering and numbers	10.0000	EA	10.0000	18-0003899	10/17/2017	030
3 AD CAN841 East Side Hockey Socks Red Hockey Socks	15.0000	EA	15.0000	18-0003899	10/17/2017	030
4 AK CAN841 East Side Hockey Socks White Hockey Socks	10.0000	EA	10.0000	18-0003899	10/17/2017	030
5 East Side JV Hockey Jerseys	20.0000	EA	20.0000	18-0003899	10/17/2017	030

NEWARK BOARD OF EDUCATION  
 OFFICE OF ACCOUNTS PAYABLE  
 E-Mail [accountspayable@nps.k12.nj.us](mailto:accountspayable@nps.k12.nj.us)  
 Telephone Number 973-733-6966  
 Fax Number 862-255-4301

Payments for goods or services provided to schools/departments will be initiated by the individuals as listed below. The workload is distributed alphabetically, by supplier name, as indicated.

Atonia Russell	Supervisor Benefits, Charter Schools/Early Childhood Providers Rentals/Leases	973-733-8596
Jovan Newell	A-B-C-D-Q	973-733-7027
Donnette Johnson	E-F-G-H-O	973-733-8590
Tanisha James	I-J-K-L-M-N Food Service Food Vendors	973-733-7052
Manuel Alvarez	R-S-T-U Tuition	973-733-7043
Leslie Hasan	P-V-W-X-Y-Z Employee Expense Reimbursements Student Busing	973-733-8592

Newark Board of Education Monthly Bills List FY 2020-2021

Invoices to be Received in Accounts Payable	Bills List to be Sent to the Board Members for Review	Approved Vendor Checks are Printed
June 15, 2020	July 08, 2020	July 13, 2020
June 29, 2020	July 22, 2020	July 27, 2020
July 13, 2020	August 5, 2020	August 10, 2020
July 27, 2020	August 19, 2020	August 24, 2020
August 10, 2020	September 2, 2020	September 08, 2020 (Labor Day Holiday Monday, September 7, 2020)
August 24, 2020	September 16, 2020	September 21, 2020
September 8, 2020	September 30, 2020	October 5, 2020
September 21, 2020	October 15, 2020 (Columbus Day Holiday Monday, October 12, 2020)	October 20, 2020
October 5, 2020	October 28, 2020	November 2, 2020
October 20, 2020	November 13, 2020 (Veterans Day Holiday Monday, November 9, 2020 & Puerto Rico Heritage Day Holiday)	November 18, 2020
November 2, 2020	November 25, 2020 (Thanksgiving Holiday Thursday, November 26 & Friday, November 27, 2020)	November 30, 2020
November 16, 2020	December 09, 2020	December 14, 2020
November 30, 2020	December 23, 2020 (Christmas Eve Holiday Thursday, December 24, 2020 & Christmas Holiday, Friday, December 25, 2020)	December 28, 2020

## Newark Board of Education Monthly Bills List FY 2020-2021

Invoices to be Received in Accounts Payable	Bills List to be Sent to the Board Members for Review	Approved Vendor Checks are Printed
December 14, 2020	January 6, 2021	January 11, 2021
December 28, 2020	January 21, 2021 (MLK Holiday Monday, January 18, 2021)	January 26, 2021
January 11, 2021	February 3, 2021	February 8, 2021
January 25, 2021	February 18, 2021 (President's Day Holiday Monday, February 15, 2021)	February 23, 2021
February 8, 2021	March 3, 2021	March 8 2021
February 22, 2021	March 17, 2021	March 22, 2021
March 8, 2021	March 31, 2021	April 5, 2021
March 22, 2021	April 14, 2021	April 19, 2021
April 5, 2021	April 28, 2021	May 3, 2021
April 19, 2021	May 13, 2021 (Eid-al-Fitr Holiday Wednesday, May 12, 2021)	May 18, 2021
May 3, 2021	May 26, 2021	June 1, 2021 (Memorial Day Holiday Monday, May 31, 2021)
May 17, 2021	June 9, 2021	June 14, 2021
June 1, 2021	June 23, 2021	June 28, 2021
June 14, 2021	July, 2021 TBD	July, 2021 TBD
June 28, 2021	July, 2021 TBD	July, 2021 TBD

## Newark Board of Education Monthly Bills List FY 2020-2021

### Payment Terms:

\*Net 30 – Payment will be issued 30 days from receipt of a valid invoice, confirmation of good and/or services, and the signed PO Voucher.

\*2% Net 10 – Payment will be issued 10 days from receipt of a valid invoice, confirmation of good and/or services, and the signed PO Voucher.