
Finance Training

September 25, 2020

Accounting News



Accounting News

- Accounting contacts by Subject Matter
- Mileage Rates
- Timesavers
- COVID Accounting Requirements
- COVID Cash Handling
- InTouch Best Practices
- Revenue Object codes



Accounting Contacts

- Bridget Cameron – Accounts Payable
- Erin Lemke – Accounts Payable
- Karalee Jacobs – Accounts Payable
- Ebbeni Moen– Accounts Payable
- Jodene Collings-Hayes – Journal Entries
- Leslie McDonald – Accounts Receivable
- Erin Davis– Accountant
- Andi Tress - Director



Mileage Rates

- **Effective January 1, 2020** **57.5 cents/mile**
- Please see Business Information Manual, section 1.05, mileage report forms



Timesavers

- ❑ Reimbursements
 - \$200.00 Limit
 - Items should be shipped to school and appropriate documentation for receipt of goods.
 - Use PCARD
- ❑ Accounts Payable
 - Date received = date delivered/ service performed
 - Noting final payments on invoices
 - Asking vendor to include PO on invoice
- ❑ Interfund/JE's
 - Include the POS receipt or fee/fine ledger for student fees and fines



Timesavers

- ❑ Use Web Forms for :
 - Journal Entries/Account Code Changes for all General Fund
 - Travel request form
 - Statement of travel
 - Mileage reimbursements
 - Scanned Receipts
 - Instructions – Office Professional Toolbox
- ❑ Interfund Form – Going from/to one fund to another
- ❑ Account Code Change Voucher: Corrects the code in the same fund
- ❑ Debit Credit Transfer – Object Code 6XXXX, Service is performed



COVID Accounting Requirements

- ❑ Original documentation for all paper forms.
 - Paper Reimbursements
 - Paper Account Code Change/JE's
 - Paper Interfund
 - Original Receipts
- ❑ Electronic Approvals
 - Webform approvals
 - Email ok – Budget Authority, Student Approvals, Advisor approvals.



COVID Cash Handling

- ❑ Request families mail in checks for payments or make appointments to come into the school/building to pay via cash/check
- ❑ Encourage families to pay fines/fees on website
- ❑ Request accounting (Erin Davis) add certain items to website for family payments
- ❑ \$3 transaction fee is currently being waived while students are in a remote learning model
- ❑ Cash and/or check payments are required to be receipted immediately and deposited daily
- ❑ Interoffice EOP receipt and bank receipt daily to accounting



InTouch (POS) Best Practices

- Receipt money to the item that is attached to the correct FQA and object code
- Be sure to look through all items in your locations item inventory, not just the quick screen buttons
- Create a new item if current inventory does not include what you need
- Call Erin Davis or Leslie McDonald in Accounting if you need an FQA + object added to InTouch
- If monies were receipted to the wrong FQA or object, complete a wrong item adjustment ASAP
- Call Erin Davis or Leslie McDonald for any of your InTouch questions



Revenue Object Codes

- 30000 - ASB and Trust Fund revenue
- 32100 - Tuition and fees
- 32200 - Sales of goods, supplies, services
- 32231 - CTE sale of goods/supplies/services
- 32500 - Gifts, grants, and donations
- 32501 - PTA/Boosters
- 38200 - EPSF donations and grants
- 32600 - Fines and damages
- 32700 - Lease, rental of school property



Questions?

ONLY
ACCOUNTANTS
CAN SAVE
THE **WORLD!**

... through peace,
goodwill and
reconciliations.

