

From the FMS Functional User Team

FOURTH EDITION

NOVEMBER 2011

Welcome to the fourth edition of FMS Latest News. This newsletter is brought to you by the FMS Functional User Team and is meant to give you the latest news and information about FMS. The newsletter is published quarterly, and it is distributed to staff that have access to create requisitions in FMS iProcurement.

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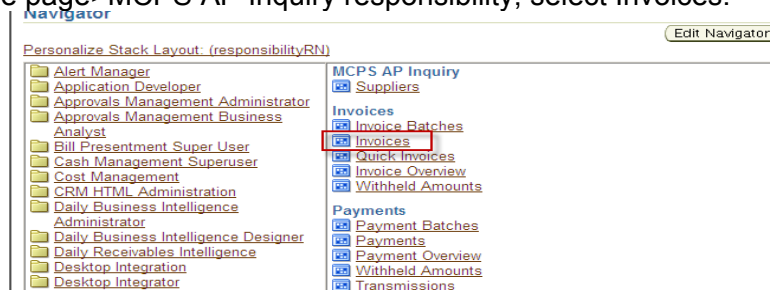
SECTION 1: TOP STORY: HOW TO FIND SUPPLIER INVOICE OR PAYMENT STATUS

School financial agents can use MCPS AP Inquiry responsibility to query either supplier invoice detail or payment status. Here are several quick steps that show the FMS navigation.

The examples show how a school can find out the payment status for school reimbursement requests submitted for payment.

How to review supplier invoice and payment status

- Under FMS Home page>MCPS AP Inquiry responsibility, select Invoices.



- Enter your school name on the Supplier Name field on the Find Invoices window. To narrow the search result, you can enter Supplier Number, Invoice Number, or Date before clicking on the Find button.

- Select the desired invoice from the Invoice window, and then select the View Payments tab to review document number, payment date, and payment amount.
 - The Payment Overview button allows you to see payment detail and payment clear status from the bank.
 - The Distribution button allows you to see the GL charge accounts, GL date, and more invoice description lines.

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Description	GL Date
Standard	Rockville H	214422	SCHOOL	09/21/2011	SCHOOL-REI	USD	22.50	E.ROHAN-REC	09/21/2011

Num	Type	Amount	GL Date	Account	Tax	Inco	Proj	Award	Task	Description	Expendi
Item		22.50	09/21/2011	01.04.220.220.06.503006.00000.0000.7806.00						E.ROHAN-RECEIPTS	

Supplier: Rockville HS, Number: 214422, Site: SCHOOL

Bank: M and T Bank, Account: Current Operating Cash, Payment Method: Electronic

Number	Amount Paid	GL Date	Description
SCHOOL-REIMBURSEI	22.50	09/29/2011	E.ROHAN-RECEIPTS

How to review the payment and invoice detail

- Under FMS Home page>MCPS AP Inquiry responsibility, select Payments.

Personalize Stack Layout: (responsibilityRN)

<ul style="list-style-type: none"> Alert Manager Application Developer Approvals Management Administrator Approvals Management Business Analyst Bill Presentation Super User Cash Management Superuser Cost Management CRM HTML Administration Daily Business Intelligence Administrator Daily Business Intelligence Designer Daily Receivables Intelligence Desktop Integration Desktop Integrator Fixed Assets Integrator Fixed Assets Manager 	<p>MCPS AP Inquiry</p> <ul style="list-style-type: none"> Suppliers <p>Invoices</p> <ul style="list-style-type: none"> Invoice Batches Invoices Quick Invoices Invoice Overview Withheld Amounts <p>Payments</p> <ul style="list-style-type: none"> Payment Batches Payments Payment Overview Withheld Amounts Transmissions <p>Accounting</p>
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- On the Find Payments window, enter document number or supplier name then click the Find button.

The screenshot shows the 'Find Payments' window with the following fields and values:

- Numbers:** 10046465 (highlighted)
- Dates:** (empty)
- Amounts:** (empty)
- Currency:** (empty)
- Bank Account:** (empty)
- Payment Method:** (empty)
- Accounted:** (empty)
- Document Name:** (empty)
- Batch:** (empty)
- Supplier Name:** (empty)
- Supplier Number:** (empty)
- Taxpayer ID:** (empty)
- Site:** (empty)
- Paid To Name:** (empty)
- Remit to Account:** (empty)
- Voucher Audit Category:** (empty)
- Sequence Name:** (empty)
- Number From:** (empty)
- Number To:** (empty)
- Status:** (empty)
- Dates:** (empty)

Buttons: Clear, New, Find (highlighted)

- The Payments window shows the invoices related to the above payment number. The Invoice Overview button allows users to drill down more invoice line descriptions and charge accounts. The Payment Overview button allows user to find out the check/ACH clear status from the bank.

The screenshot shows the 'Payments (Board of Education of Montgomery County)' window with the following data:

Type	Bank Account	Document	Document Num	Payment Date	Payment Amount	Curr	Batch Name	Accoi
Batch	Current Operatin	ACH2	10046465	09/29/2011	22.50	USD	33201-GYT-09292011A	USD

Number	Date	Amount	GL Date	Payment Amount
SCHOOL REIMBURSEMENT SE	09/21/2011	22.50	09/29/2011	22.50

Description: E.ROHAN-RECEIPTS

Buttons: Invoice Overview (highlighted), Payment Overview (highlighted), View Processes

Accounted: Yes

SECTION 2: FMS WORKFLOW QUICK NOTES

More than half of the Help Desk tickets received in the divisions of Controller and Procurement are related to new users profile set up or approval workflow error. The best practice has been developed and described below.

FMS responsibilities for new MCPS employees to create or approve requisitions

- FMS checklist for new MCPS employees:
 - **Responsibility to create requisitions:** Must submit an [FMS Responsibilities Access Request Form](#). Check the box next to Create Requisitions and complete the form including the signature of the principal or department director. Once the user account is set up, make sure the latest version of Java is installed on the user's machine (the Information Technology Systems Specialist (ITSS) can help the installation in schools). Then set Delivery-To Location and Favorite Charge Accounts before placing the first order under iProcurement home page>Preferences>Application>iProcurement Preferences.
 - **Responsibility to approve requisitions as an account manager:** Must submit a [FMS Responsibilities Access Request Form](#) before being able to approve requisitions. Check the box next to Approve Requisitions and complete the form including the signature of the principal or department director. Notify fmsmaint@mcpsmd.org with the current location/department, previous account manager, and the new account manager if the account manager can't complete the approval process.
- Current Employee in a New Location:
 - **Responsibility to Create Requisitions:** When users change schools/departments, go to iProcurement home page>Preferences>Application>iProcurement Preferences, reset the Delivery-To Location and Favorite Charge Accounts to reflect new approval paths. Manually change Deliver-To Location on each requisition when assigned to more than one location.
 - **Responsibility to Approve Requisitions as an Account Manager:** Every new approver should make sure he/she has an active Internet Procurement responsibility under the FMS home page. Notify fmsmaint@mcpsmd.org with the current location/department, previous account manager, and the new account manager if the account manager cannot complete the approval process.

FMS checklist for terminating /long term leave employee

Since a terminated/long-term leave employee's access will be end-dated or made inactive in FMS, any FMS In Process/Pending workflow/notification activities under the staff member's account will error or time out. To avoid any delays due to these errors, it is recommended to follow this check list prior to the staff member leaving:

- Requisition: Ensure that there are no outstanding requisitions with Incomplete status or In Process status. It is recommended that staff who will be leaving contact their account manager or the Division of Procurement to complete the cycle. Cancel the Incomplete or In Process requisition to have another active staff place the order prior to departure also is a best practice. If you are the approver, approve/reject requisitions in your notification before leaving the office.
- Receiving: Complete the Receiving on PO in FMS if you have received the items. Inform the supervisor of the list of purchase orders/sale orders that have not been received and remind him/her that follow-up action with the supplier and buyer is needed. Failure to do this will cause the invoice to remain unpaid and the account to be on hold.

- Expense report: Ensure that no outstanding expense reports are in your notification. Follow up with your account manager to approve your expense reports before leaving the location. Or you could withdraw the expense report and fill out the mileage reimbursement form (MCPS Form 220-2). Any reports prior to the current month should not be submitted and will be subject to denial of payment due to MCPS policy. If you are an approver, make sure there are no pending workflows under FMS notification before leaving the location.
- Journal entry: Ensure that no outstanding Journal Entries are in your notification.
- E-mail fmsmaint@mcpsmd.org and the account manager for any pending FMS items on the last working day.

Other quick reminders

- Be sure to receive on purchase orders not requisitions.
- Create separate requisitions for OfficeMax, warehouse, and Non Catalog Requests (NCR) items.

SECTION 3: NON CATALOG REQUESTS (NCR) REQUIREMENT

In an effort to keep our processes as cost-efficient as possible, the Division of Procurement will continue to return to the end users NCR through FMS for orders less than \$100.00. This does not include instructional materials, textbooks, or library materials, or OfficeMax or warehouse orders. Schools and offices should take the cost of processing orders into account when making small purchases.

Be aware that the purchase of materials and equipment using the purchase card and/or IAF accounts are subject to the same requirements as those applicable to purchases made through the procurement process (see MCPS Regulation DJA-RA).

For example, the following vendors which have been frequently used for the NCR purchase under \$100 also can accept American Express.

Beyond Play	1-877-428-1244	Super Duper Inc.	800-277-8737
Calloway House, Inc.	1-800-233-0290	Teacher Direct	888-322-4377
Carson-Dellosa Publishing LLC	1-866-250-6886	Early Childhood LLC	800-373-4699
Constructive Playthings	1-800-448-2972	School Nurse Supply Inc.	847-352-9364
Great Ideas For Teaching	1-800-839-8339	Henry Schein, Inc.	800-972-2611
Jones School Supply	1-800-845-1807	School Health Corp.	800-323-1305
Kaplan Early Learning	1-800-334-2014	Sports Stop Inc.	888-672-1135
Learning Resources, Inc.	1-800-222-3909	Pocket Full of Therapy	732-441-0404
LinguiSystems, Inc.	1-800-776-4332	Bruce Medical Supply	800-225-8448
Oriental Trading	1-800-228-2269		

SECTION 4: iRECEIVABLES

As of November 1, 2011, staff in more than 158 schools has attended FMS iReceivables training sessions to receive online accounts. Seventy percent of these schools use iReceivables to print invoices and statements and make online payment through this self-service application.

WebEx conference support and training now is available through billing@mcpsmd.org.

The **last** training session for this year through MCPS Professional Development Online (PDO) system, FMS: Receivables, Course #53419. The course date and time is as follows:

- Wednesday, December 14, 2011, 9:00–11:00 a.m. at Center for Technology Innovation (CTI) Lab 2

Please use [PDO](#) or [Training Schedule section](#) of the FMS webpage to register for the training.

ADDITIONAL INFORMATION

If you have any questions regarding the newsletter, contact us at fmsmaint@mcpsmd.org.