

## RECORDING ELECTRONIC PAYMENTS TO MCPS WITH SFO

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1. Make sure that funds are available in your checking account before processing payments to MCPS in FMS through iReceivables.
2. MCPS invoices should be accessed online, and then printed, reviewed, and authorized for payment by MCPS Form 280-54, *Request for a Purchase*. Analyze each invoice and annotate each line with the Independent Activity Fund (IAF) account to be charged, and then list the accounts in order with the amount to be charged to each account, comparing the sum of accounts to be paid with the MCPS invoice amount to make sure it matches.

*Note: MCPS invoices may be exported from FMS directly into Excel to prepare for payment. Once in Excel, columns can be added, data can be sorted, and totals can be calculated to facilitate preparation for the payment.*

3. Enter your invoice payments to MCPS in iReceivables. You may record as many line items as you need when posting to SFO (you no longer are limited to 14 lines).
4. Once you have processed each payment to MCPS through iReceivables, print your confirmation.
5. Electronic disbursements should be recorded as manual checks in SFO to record disbursements without printing checks. Follow instructions on page 14 of SFO School User's Guide for posting manual checks. Use your iReceivables confirmation number as the check number.
6. The date recorded in the check register should be the date the payment is made, just as with paper checks. Transactions entered at the end of the month/year that have not cleared the bank will remain outstanding until cleared, just like a paper check.
7. Enter information for each account as a separate line item, just as with a paper check. Make sure that you enter the MCPS invoice number in the "invoice" field.
8. Write the date paid, confirmation number(s), and amount paid on the bottom of MCPS Form 280-54, *Request for a Purchase*, and attach the MCPS invoice and confirmation(s).
9. Retain with disbursements for audit.