

# BUDGET NEWS

Volume 1, Issue 2

Newsletter Date February 5, 2020

## In this issue:

- Campus General Fund Budget Allocations
- Schedule for Boss Training
- Budget Transfer Deadline Schedule
- End of Year Closing Memo
- Next Year Budget Entry Open Lab Information
- Yes! Conference Update

## Boss Training Dates

Location: PDC Building  
Room : Lab 230  
Time: 8:30 a.m. to noon

- ⇒ February 13th
- ⇒ March 5th
- ⇒ April 2nd

You can register through Eduphoria

## February Budget News

As we start the second semester of the 2019-2020 school year, we have the following updates and information to share with you.

### 2020-2021 Campus General Fund Allocations

The Campus allocations were provided January 29, by email.

### End of Year Memo

The end of year memo is now available. It has been sent out and can be found on the document center. Attached you will also find a copy. Please mark your calendars with the important dates.

### Budget Transfer Deadlines

The Budget transfer deadline schedule is attached and may be found on the document center. Please mark your calendars accordingly.

### Next Year Budget Entry Open Lab

The classes are now open in Eduphoria. Please be sure to register you and/or your Principal for classes in February.

**NYB Entry Due March 6, 2020 @ 5:00 p.m.**

### 6th Annual YES! Conference Update

Please be on the look out for upcoming information with the location, date and time.

### **Budget Nuggets:**

- Remember to run your Year-To-Date Budget reports for your campus and/or department. When you physically receive items, make sure to receive on items in munis.
- If you missed previous issues of Budget News they can be found on the Budget Departments home page.
- Due to the high volume of transfers, please allow 3 business days for review and approval.
- Remember to round up to the nearest dollar and not cents for budget transfers.

[Sharepoint Link to Helpful information.](#)

# MEMORANDUM

**David Johnson, Interim Chief Financial Officer**  
**Business & Finance**

100 North University Drive, Suite NE 140-B Fort Worth, Texas 76107  
OFFICE 817.814.2178 | FAX 817.814.2145

[david.johnson@fwisd.org](mailto:david.johnson@fwisd.org)



Date: January 17, 2020

Action Required

To: All Principals


Re: Campus Budget Open Lab Information

Cc: Raúl Peña, Chief of Elementary Schools  
Cherie Washington, Chief of Secondary Schools

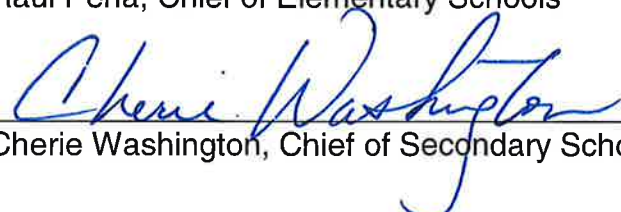
The Budget & Finance Department have created open labs to assist you with next year's campus budget entry. The open labs are set up in Eduphoria in 2 hour intervals (please see the schedule below). Please sign up for a time and please invite your Administrative Assistant, if you would like for him/her to attend with you. The sessions will begin with a short presentation. Budget & Finance staff will be available for the remainder of the time for any assistance needed.

If you have any questions, please feel free to call the Budget & Finance Department at 817-814-2170.

Thank you.

Approved:   
David Johnson, Interim Chief Financial Officer

  
Raul Peña, Chief of Elementary Schools

  
Cherie Washington, Chief of Secondary Schools

/clm



**FORT WORTH ISD MISSION:**

PREPARING <sup>all</sup> STUDENTS FOR SUCCESS IN  
COLLEGE, CAREER AND COMMUNITY LEADERSHIP.

## 2020-2021 Budget Entry

**Location: Professional Development Center (PDC) 3150 McCart Avenue**

DATE	Session #	Start-Finish Time	# Spaces Available	Class Name	ROOM #
02/05/2020	1	8:00-10:00	24	2020-2021 New Budget Entry	Lab 230
	2	10:00-12:00	24		
	3	1:00-3:00	24		
	4	3:00-5:00	24		
02/07/2020	1	8:00-10:00	24	2020-2021 New Budget Entry	Lab 006
	2	10:00-12:00	24		
	3	1:00-3:00	24		
	4	3:00-5:00	24		
02/12/2020	1	8:00-10:00	24	2020-2021 New Budget Entry	Lab 230
	2	10:00-12:00	24		
	3	1:00-3:00	24		
	4	3:00-5:00	24		
02/14/2020	1	8:00-10:00	24	2020-2021 New Budget Entry	Lab 006
	2	10:00-12:00	24		
	3	1:00-3:00	24		
	4	3:00-5:00	24		
02/19/2020	1	8:00-10:00	24	2020-2021 New Budget Entry	Lab 230
	2	10:00-12:00	24		
	3	1:00-3:00	24		
	4	3:00-5:00	24		
02/21/2020	1	8:00-10:00	24	2020-2021 New Budget Entry	Lab 006
	2	10:00-12:00	24		
	3	1:00-3:00	24		
	4	3:00-5:00	24		
02/26/2020	1	8:00-10:00	24	2020-2021 New Budget Entry	Lab 230
	2	10:00-12:00	24		
	3	1:00-3:00	24		
	4	3:00-5:00	24		
02/28/2020	1	8:00-10:00	24	2020-2021 New Budget Entry	Lab 006
	2	10:00-12:00	24		
	3	1:00-3:00	24		
	4	3:00-5:00	24		
03/06/2019	1	8:00-10:00	24	2020-2021 New Budget Entry	Lab 006
	2	10:00-12:00	24		
	3	1:00-3:00	24		
	4	3:00-5:00	24		



**FORT WORTH ISD MISSION:**

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**GENERAL FUND CROSS FUNCTION BUDGET TRANSFERS  
APPROVAL DEADLINE DATES 2019-2020**

<b><u>Approval Deadline</u></b>		<b><u>Cross-Function Transfers on Hold</u></b>		<b><u>Cross-Function Transfers Resume</u></b>
N/A		July 1, 2019- August 31, 2019		September 1, 2019
September 27, 2019		September 28 - 30, 2019		October 1, 2019
October 18, 2019		October 19 - 31, 2019		November 1, 2019
November 8, 2019		November 9 - 30, 2019		December 1, 2019
December 20, 2019		December 21 - 31, 2019		January 1, 2020
January 31, 2020		January 31, 2020		February 1, 2020
February 21, 2020		February 22 - 29, 2020		March 1, 2020
March 20, 2020		March 21 - 31, 2020		April 1, 2020
April 17, 2020		April 18 - 30, 2020		May 1, 2020
<b>May 15, 2020</b>		<b>May 18 - June 30, 2020</b>		<b>September 1, 2020</b>

**NOTE: May 15, 2020 is the final deadline to approve all Budget Transfers  
for the 2019-2020 school year.**

# MEMORANDUM

Division of Business & Finance  
**David Johnson, Interim Chief Financial Officer**  
100 N. University Dr., Ste. SW170, Fort Worth, Texas 76107  
OFFICE 817.814.2100 FAX 817.814.2105  
www.fwisd.org



**Date:** January 27, 2020  
**To:** Administrative Offices and Campus Principals  
**From:** David Johnson, Interim Chief Financial Officer  
**Subject:** 2020 End of Year Closing Deadlines and Information

**Action Required**

It is time again to plan for the fiscal year-end close on June 30, 2020. We appreciate all of your assistance last year and look forward to another successful close. This memo provides important timelines and information that Budget Owners should incorporate into their year-end planning processes.

## Requisition Entry for “ALL FUNDS, INCLUDING GRANTS”

FUND	Items	REQUISITION DEADLINE	INVOICE DATE RECEIVING RECORD DEADLINE *
All Funds, including Grants	All items except Warehouse Purchases	5:00 PM on May 11, 2020	By June 30, 2020
All Funds, including Grants	Warehouse Pick Tickets	5:00 PM on June 15, 2020	By June 30, 2020

- All items must be received in Munis by 6-30-20 to be paid with 2020 funds.

## Submission of Reimbursement for Local Mileage and Out of Pocket Expenses:

FUND NUMBER	PERIOD	RECEIPT SETTLE-UP
All Funds, including Grants	Mileage for the period June 1, 2020 – June 30, 2020	5:00 PM on July 15, 2020
All Funds, including Grants	Receipts for the period July 1, 2019—June 30, 2020	5:00 PM on July 15, 2020

## Settle-up of District Travel (Forms 910)

FUND NUMBER	PERIOD	RETURN RECEIPT DEADLINE
All Funds, including Grants	Travel for the period June 1, 2020– June 30, 2020	Return Receipts within two days of travel

## Budget Transfer Requests (Both within Function and Cross-Function):

FUND NUMBER	FUND NAME	DEADLINE (DATE/TIME)
Fund 199	General Fund	5:00 PM on May 15, 2020

### Submission of Single Pay Stipends

FUND NUMBER	PROGRAMS	DEADLINE (DATE/TIME) TO PAYROLL
All Funds, including Grants	All Programs that pay a single pay stipend at year end for specific work earned throughout the school year	5:00 PM on June 2, 2020

### Entering of Trips into Versa Trans:

FUND NUMBER	PERIOD	DEADLINE
All Funds, including Grants	For Trips to occur through June 30, 2020	5:00 PM on June 12, 2020 CST

**NOTE: No trips should be scheduled in Versa Trans for the 2020-2021 school year until on or after July 1, 2019. Example:**

- (1) A known field trip to the Zoo is scheduled to occur in September, 2020. You must wait to schedule this trip on or after July 1, 2019.**

### Action Items:

- 1) Process Requisitions (RQ) in Munis immediately and prior to the deadline;
- 2) Receive in Munis when items arrive or services are completed. All items ordered and received on or before June 30, 2020, must be “received” in the Munis system on or before June 30, 2020;
- 3) Review open Purchase Orders in Munis to determine appropriate course of action (See Attachment A);
- 4) Invoices should always be mailed directly by the Vendor to the Accounts Payable department or emailed directly to [accountspayables@fwisd.org](mailto:accountspayables@fwisd.org). If sent to a campus or department in error, send the invoice to Accounts Payable immediately. Do not hold invoices at your campus or department.
- 5) Orders delivered in the summer should only occur if personnel will be at the delivery location to physically receive the items and to be able to receive in the Munis system.
- 6) These actions will benefit all by facilitating the use of funds, ensuring that all goods and services are timely received and paid for in the proper reporting period.

Please refer to Attachment “A” for detailed instructions.

## Attachment A

### Action Items:

#### 1) Process Requisitions (RQ) in Munis immediately

- Requisitions must be status “8-Approved” by 5:00 p.m. on May 11, 2020.
- Monitor your requisitions (RQ) to make sure they have been approved by the appropriate budget owner(s) and are status 8-Approved by the above deadline.
- Requisition status can be obtained by following these steps:
  - Access the RQ Entry screen.
  - Use the magnifying glass icon to enter your Dept/Loc Code.
  - Enter “2020” in the Fiscal Year box.
  - Click the green check mark to accept your entry. A list of all requisitions will be generated.
  - After the RQ’s are retrieved, you can locate the number of RQ’s on the bottom of the screen. Click the browse button to obtain a list of all of the RQ’s for your Dept/Loc.
  - Review requisitions to determine status. If any RQ has a status of 2-Created, 4-Allocated, or 6-Released this means that the RQ has not been approved by the Budget Owner(s) and cannot be processed by the Purchasing Department.
  - If the RQ is a status 6-Released, click the Approvers button to determine who needs to approve this RQ. Status 8-Approved means that the RQ has been approved by the Budget Owner and is in the Purchasing Department for processing. Status 0-Converted means that the RQ has been processed by the Purchasing Department and has been converted into a PO and has been sent to the vendor. Status 1-Rejected means that the RQ has been returned to the campus/department.

The screenshot displays the Munis Requisition Entry interface. Key elements include:

- Navigation:** Home, Requisition Entry - Munis, Requisition Maintenance.
- Search/Filter:** Accept, Cancel, Search buttons.
- Main Information:**
  - Dept/Loc: 734
  - Fiscal year: 2018
  - Requisition number: (empty)
  - General commodity: (empty)
  - General description: (empty)
- Vendor Information:**
  - Vendor: (empty)
  - Name: (empty)
  - PO mailing: (empty)
- Line Items:**

Line	Vendor	Description	Qty	Unit Price	Line Total	Freight	1st
1	(14842) ACADEMIC SUP	HEWQ5942A TONER, F/LJ 4250/4350, BK	2.00	140.71000	281.42	0.00	198
2	(14842) ACADEMIC SUP	PRMCT50F1H00 LEXMARK, TONER, 501H, HY, BK	1.00	79.42000	79.42	0.00	198
Total amount					360.84		
- Workflow:** My Approvals, Approve, Reject, Forward, Hold, Approvers (highlighted).
- Status Bar:** 0 of 0, 1 of 110.

## 2) **On-Line “Receiving” Confirmation is Critical:**

- a) All items ordered and received on or before June 30, 2020, must be “received” in the Munis system on or before June 30, 2020. The Accounts Payable department cannot issue a check for items that have not been “received” on in Munis. Receiving in Munis is the process in which you inform Accounts Payable that the quantity of the items ordered is acceptable and is authorized for Accounts Payable to process payment of the invoice upon receipt.

**Note: Any item(s) received after the June 30<sup>th</sup> deadline will be charged to your new 2020-2021 budget even if the purchase order was issued in fiscal year 2019-2020.**

## 3) **Review Open Purchase Orders (POs) in Munis to Determine Appropriate Course of Action:**

Please note that open POs will roll into the next fiscal year (2020-2021) and will encumber funds (take money) from your new school year budget (this normally happens in early August). The rolled PO will encumber the balance (or unpaid amount) from the 2019-2020 PO with your 2020-2021 school year funds. Vendors can continue to invoice with the same PO number. The status of rolled POs will change from status “8 – Printed” to status “9-Carry Fwd”.

- a) If you have received on a PO in the system more than 30 days ago and the purchase order remains unpaid and/or open, please notify the vendor to send an invoice ASAP. Send an email to the appropriate Accounts Payable clerk (see page 7) to let them know an invoice has been requested.
- b) If there are POs still open that will not be completely paid or utilized (i.e. blanket POs) during the 2019-2020 school year ending June 30, 2020, please contact the appropriate Accounts Payables clerk to have the PO closed immediately.  
**Note:** Do not close a PO that has a balance that will be paid in the future.
- c) Once it has been determined items are no longer needed and the goods or services have not been provided and/or shipped, please notify the vendor to cancel the order. After you have notified the vendor to cancel the order, contact the appropriate Accounts Payable clerk to close the PO.
- d) All goods and services must be physically received at your location no later than June 30, 2020 in order to be eligible for payment from your 2019-2020 budget. Follow-up with the Vendor to ensure their receipt of the purchase order, notify them that the receipt of the goods/services is required by June 30, 2020, and for the Vendor to send an invoice directly to Accounts Payable ASAP. Send an email to the appropriate Accounts Payable Associate to notify them an invoice has been requested.
- e) In order to see all your open POs, you will need to do the following:
  - (1) Access the **PO Inquiry** section in Munis.
  - (2) After accessing PO inquiry, use the magnifying glass icon to enter your Dept/Loc Code and in the status box enter “8:9”.



HOME

Accept Cancel Search

Browse Query Builder

Add Update Delete Global Duplicate

Print Text file PDF Excel Word Email Schedule Attach

Purchase Order Inquiry - Munis [FWISD Live Data] > PO In

Purchase Order

Dept/Loc 734

Fiscal Year Period

PO number

Gen commodity

Entry date

Needed by date

Status 8:9

Type

Requisition number

Contract

Work Order Number

General Description

Open amount

Vendor

Vendor number

Status

Name

Type

Class code

Geographic code

Shipping Details

Ship To

Reference

- (3) After the POs are retrieved, the number of POs will be displayed on the bottom of the screen.
- (4) Click the browse button to obtain a list of all of the POs for your Dept/Loc. All of the POs will be status 8-Printed (open POs from our current fiscal year that have not been closed) or status 9-Carry Fwd (open POs that have been rolled from a prior fiscal year that have not been closed).
- (5) You should review all open purchase orders (status 8 – Printed and 9-Carry Fwd) and inform the appropriate Accounts Payable Clerk by email of the action needed in order to finalize and close the PO. Follow up with appropriate Accounts Payable Associate if the PO remains open after requesting action.

Rec...	Year	PO#	Vendor Name	PO Date	Y Orde...	Balance	Status
6	2017	81730982	PROFORMA DFW MA	06/29/2017	53,265.82	601.54	9 - Carry Fwd
9	2018	81800807	THE PUBLIC GROU	07/18/2017	9,600.00	4,000.00	8 - Printed
14	2018	81805921	OFFICE DEPOT BU	09/14/2017	2,836.12	2,836.12	8 - Printed
7	2018	81800151	XEROX CORPORATI	07/07/2017	2,672.88	1,381.82	8 - Printed
25	2018	81817713	TEXAS ASSOCIATI	01/31/2018	660.00	660.00	8 - Printed
23	2018	81817209	AMAZON.COM	01/25/2018	395.00	395.00	8 - Printed
17	2018	81815761	TRAVELCORP	01/09/2018	338.61	338.61	8 - Printed
3	2017	81709875	TEXAS ASSOCIATI	10/20/2016	295.00	295.00	9 - Carry Fwd
18	2018	81816353	GENERAL DATATEC	01/17/2018	186.15	186.15	8 - Printed
13	2018	81803651	STAPLES CONTRAC	08/24/2017	182.26	0.00	8 - Printed
10	2018	81800808	EXPANCO DOCUMEN	07/18/2017	180.00	105.00	8 - Printed
12	2018	81802201	EAN HOLDINGS, L	08/09/2017	152.98	152.98	8 - Printed
16	2018	81812722	EXPANCO, INC	11/15/2017	150.00	101.00	8 - Printed
5	2017	81726345	COMMERCIAL RECO	05/02/2017	75.00	75.00	9 - Carry Fwd

#### 4) Payment of Invoices:

- a) Invoices should always be mailed directly by the Vendor to the Accounts Payable department or via email at [accountspayables@fwisd.org](mailto:accountspayables@fwisd.org). If sent to a campus or department in error, send the invoice to Accounts Payable immediately. Do not hold invoices at your campus or department.

#### 5) Minimize Summer Ordering:

- a) Only order items if you or someone in your department who can receive in the Munis system will be physically present to receive the items when delivered. You should not place orders that will arrive during your time away. All Purchase Orders entered on or after July 1, 2020, will be charged to your 2020-2021 budget.

The entire Business and Finance Department is here to support you. Please feel free to call any of the below departments with any questions you may have as we prepare to end the 2019-2020 school year.

Thanks to all for your support!

### Departments Phone numbers

Accounting: (817) 814-2140  
Purchasing: (817) 814-2210

Accounts Payable: (817) 814-2120  
Budget: (817) 814-2171

### **Accounts Payable Alphabet Distribution**

#### **Fort Worth ISD**

ALPHABET DISTRIBUTION			
Payment Type	If the vendor name begins with this letter, please call the Clerk/Phone # listed below:		
*****IF YOU DO NOT KNOW WHO TO CALL.....			42120
*****FAX NUMBER.....			42125
Individuals (All letters)	X	Irene Cortez	42127
905-Travel Related/Enterprise			
Utilities/Phones	U	Vacant	42129
School Specialty			
	A, E, I, N, Z	Tonya Phillips	42130
Staples	B, G, L, M, Q	Rosie Buckner	42123
	C, O, S, V, Y	Courtney Moore	42122
Academic Supplier	D, J, P, R, W	Frances (Darlene) Heinz	42121
Aramark/Office Depot	F, H, K, T	Sarah Rhea	42132
Wires/Sam's	Prepays	Belinda Waters	42126
Mark of Excellence			

.....  
Tomina Lehman, Supervisor 42133

Belinda Waters, Senior Administrative Clerk 42126

ACCOUNTS PAYABLE EMAIL: ACCOUNTSPAYABLES@FWISD.ORG

Revised September 2019