



Tami J. Coleman
EXECUTIVE DIRECTOR OF ACCOUNTING

MEMORANDUM

TO: Principals, Assistant Principals and Activity Directors
FROM: Tami Coleman, Executive Director, Accounting
DATE: May 1, 2010
RE: New Procedures for Using Activity Funds for **Fixed Assets**

Effective immediately: In an effort to comply with state regulations, all future Fixed Asset purchases over \$1,000 and all computers regardless of the cost paid with Activity Funds must be made through the Lawson system. This will enable the district to account for and report on all its assets.

Before items are ordered, the school or department must enter a requisition in the Lawson finance system and submit it electronically for approval. The requisition must include a detailed description of the item purchased. After the appropriate requisition approvals, the Procurement Department must approve the purchase order **before** the item is purchased. Payment **will not** be authorized for any items purchased prior to approval of the purchase order. This process is necessary to ensure compliance with the State Procurement Code, and other laws.

Please use the following steps:

1. The proposed vendor must either already have a vendor number in Lawson or complete and submit a Vendor Number Request Form signed by the principal or department head requesting the item and a W-9 to the Accounts Payable department.
2. Payment for fixed assets over \$1,000 purchased by an Activity Fund will be disbursed **through the APS Lawson financial system** to insure appropriate documentation, tagging and tracking. The following procedure USING FUND 9000 is required:
 - A requisition is entered in the Lawson system utilizing cost account 9000 0xxx0001000 (where xxx is your location number) 573310. For example: La Cueva would use: 9000 05250001000 573310 but Del Norte would use 9000 05140001000 573310. (See attached Lawson Script).
 - After the purchase order is issued the item may be purchased.
 - The vendor must submit invoices to Accounts Payable for full or partial payment against the purchase order. Please insure that the PO number is referenced on the invoice.
 - The school activity fund will be billed monthly by the APS Accounting Department for all charges made to their account 9000 0xxx 0001000 573310.

For questions regarding this information, please call Debra Parker, 880-3747.

Sincerely,

Tami J. Coleman
Executive Director of Accounting

Cc: Bookkeepers, Associate Superintendents, Assistant Superintendents, Dupuy Bateman and Al Sanchez

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Requisition Script – PURCHASING FIXED ASSETS WITH ACTIVITY FUNDS

General

All future Fixed Asset purchases over \$1,000 and all computers regardless of the cost paid with Activity Funds must be made through the Lawson system. This will enable the district to account for and report on all its assets.

Purchase Process

Before items are ordered, the school or department must enter a requisition in the Lawson finance system and submit it electronically for approval. The requisition must include a detailed description of the item purchased. After the appropriate requisition approvals, the Procurement Department must approve the purchase order **before** the item is purchased. Payment **will not** be authorized for any items purchased prior to approval of the purchase order. This process is necessary to ensure compliance with the State Procurement Code, and other laws.

The Script given below is the process to enter the required order in Lawson system. We will be following the process for Direct Purchase, Buyer code “depending on commodity”. If the buyer is unknown you will need to select buyer “MEH”. If you need assistance with order entry, you will need to contact Finance-Business Systems and speak with your assigned Business Operations Analyst. Refer to APS: <http://intranet.aps.edu> select Financial Information/Lawson then Business Systems - Order Entry Support Contact Information

Steps *IMPORTANT***: If you have entered a Requisition prior to this one, click on the REQUISITION NUMBER field then press Shift+Ctrl+K to clear any residual information.**

1. After logging into the Lawson Portal click in the search field box and ENTER: “ <u>rq10</u> ”. Then select the ENTER key.
2. In the REQUESTER field ENTER: <u>Requester ID (Employee Number)</u> .
3. In the COMPANY field. ENTER: “ <u>1100</u> ”.
4. In the REQUESTING LOCATION field enter your three digit School location number. Example: “ <u>203</u> ”.
5. In the DELIVER TO field enter your last name and any other necessary information. Example: “ <u>Doe/J. Smith</u> ”.
6. In the FROM COMPANY field ENTER: “ <u>1100</u> ”.
7. In the FROM LOCATION field ENTER: “ <u>MM1</u> ”.
8. LEAVE THE REST OF THE HEADER PAGE BLANK
9. Click on the MISCELLANEOUS tab.

10. **LEAVE THE ACCOUNTING UNIT FIELD BLANK.** You will enter the required (11) digit accounting unit 0xxx0001000 later in the process.

NOTE: When using a Distribution Company (Fund) other than 1100 DO NOT enter the accounting unit on the MISCELLANEOUS page. Enter it on the LINES page per each line item.

11. In the **ACCOUNT** field, enter the required (6) digit account. Enter: **“573310”**.

12. In the **VENDOR** field, click on the drop down arrow to search vendors or enter the vendor number. Example: **“19268”** (TIG-TECHNOLOGY INTEGRATION GROUP).

13. In the **PURCHASE FROM** field click on the drop down arrow to select the correct purchase from address. Select the address with a “P” in front of it. If a “P” isn’t displayed, leave this field blank. SELECT/ENTER: **“P”**.

14. In the **BUYER** field, you must indicate **“buyer by commodity”** to route to correct buyer. If buyers not know SELECT/ENTER: **“MEH”**.

15. Click on the **LINES** tab.

16. Use the drop down arrow at the first **FC** field and select “Add” or ENTER: **“A”**.
Leave LINE field blank (Defaults to 1 automatically)

17. In the **ITEM** field, enter a description of the payment/service. Example: **“Equipment: computer”**.

18. Tab to **QUANTITY** field and enter the quantity. Example: **“1”**.

19. Tab to **UOM** field and enter the appropriate unit of measure. Example: **“EA”**.

20. Tab to the **UNIT COST** field and enter the unit cost for the item (commodity). Example: **“100.00”**.

21. **(DO NOT TAB)** Place mouse cursor in the **LINE DETAIL** tab. In the **ITEM DESCRIPTION** field enter a description of the item (commodity). Example: **“DELL-Optiplex 755 desktop”**.

22. In the **ACCOUNT** field enter the required (11) digit Accounting Unit 0xxx0001000. XXX represents your School location number. Example: **“05140001000”**.
The expense account number will default from the **MISCELLANEOUS** page AFTER the requisition has been added to the system.

23. On the **LINE DETAIL** tab, in the **DIST CO** field, enter the required fund **9000**. Example: **“9000”**.

24. To ADD additional items, repeat steps 16-23.

25. Click the button labeled **“>>”** then select the **RELEASE** option. Verify the **“Requisition has been released”** message is displayed on the status bar. Status will now display **NEEDS APPROVAL**.