



Maricopa County

Superintendent of Schools

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MARICOPA COUNTY SUPERINTENDENT OF SCHOOLS (MCSOS) PROCEDURES FOR ACCOUNTS PAYABLE

Weekly Schedule: Monday (Payroll); Tuesday (D-Batch); Wednesday and Friday (Accounts Payable).

Off-cycle Vouchers: Contact the MCSOS Technology Department using the Off-Cycle Payroll e-mail link on their webpage (in the User Support section of Technical Support).

Payroll Warrants: Available for pick up on Tuesday morning after 7:30 a.m.

Accounts Payable Warrants: Available for pick up after 1:00 p.m. on Wednesday and Friday afternoon.

Garnishment Warrants: Available for pick up on Wednesday after 1:00 p.m.

WARRANTS TO BE RELEASED

1. **Run** a fund status report for voucher(s) posted.
2. **Review balances and adjust for compliance** -- very important.
3. **MCSOS will notify** district personnel of any deficiencies in the fund balances.
4. **Fax** the previewed fund status report and any additional documentation to MCSOS as soon as your posting is complete or by 9:00 a.m. of the following morning.
MCSOS AP fax number 602-372-8591, Attention: Finance
5. All other inquiries may be directed to the following staff members:
Accounts Payable—Millie Thompson, 602-506-3898
Payroll Reversals—Linda Greinke, 602-506-3662

Budget driven/budget controlled fund accounts are typically 001-498 with some grant fund account exceptions. Fund accounts 610, 620 and 625 remain budget driven. Budget driven/budget controlled fund accounts must have available budget capacities in the County Visions General Ledger (GL) and the CIMS GL (Alhambra SD #68 in FY0708 CIMS).

The following sections are the grant fund account controls. The information pertains to the encumbrance period of July 1 – August 31, 2008, for the FY0708 and FY0809 system files.

GRANT FUND ACCOUNT CONTROLS

- I. Budget- Controlled Grant Fund Accounts
All grant fund accounts with the **exception** of:
 - Grant fund accounts (fund accounts 059, 079, 109, 119, ... 499)
 - Fund accounts 290 – 298 (Medicaid Reimbursements)
 - Fund accounts 330 – 338 (Other Local Federal Grants)
 - Fund accounts 460 – 462 (Environmental Special Plate Grants)
- II. Cash-Controlled Grant Fund Accounts
 - Fund account 059
 - Fund account 209
 - Fund accounts 290 – 299
 - Fund accounts 330 – 339
 - Fund accounts 460 – 462

III. Neither Budget or Cash-Controlled Grant Fund Accounts

All grant fund accounts with the **exception** of section II above:

- Fund account 059
- Fund account 209
- Fund account 299
- Fund account 339

IV. Other

All other grant fund accounts that do not meet the criteria above are invalid/unauthorized grants, expired grants, and/or have not been recognized by our office and must be addressed to Beatrice Begay at the Maricopa County Superintendent of Schools Office at 602-506-7985 or, via electronically, at bbegay@schools.maricopa.gov for grant fund account number assignment and grant fund control assignment (budget or cash control classification) for use in the Visions/CIMS accounting systems.