

Now	R12	Any changes will be communicated and Oracle help sheets provided. Information subject to change; this is a preliminary communication and details are yet to be worked out.				
	√	<b>Oracle Navigation</b>	Entry	1)	Anticipate minor changes to Oracle navigation.	
	√	<b>Reports</b>	Entry	1)	More information to follow.	
	√		Automated Monthly Reports	2)	Changes to scheduled monthly reports to be determined.	
	√	<b>Employee Reimbursements</b>	When	1)	Mileage, conference advance, other pre-approved expenses incurred by employee	
	√		Entry	2)	Anticipate minor changes	
	√		Documentation*	3)	Scanned and submitted to AP for review before any checks are issued.	
	√		Approval	4)	Budget authority approval will be electronic.	
	√		Checks	5)	<b>Mailed directly to the employee's home address.</b>	
	√		Final Payment Register	6)	No longer issued; transaction detail available in Oracle.	
	√	<b>Journal Entries</b>	Entry	1)	Request an entry be created either by e-mailing documentation to Accounting (P-Cards and salary/benefit changes), or by submitting an online form available from the Accounting Department's web site.	
√	√		<b>Purchase Requisitions</b>	When	1)	Used for all non P-Card purchases.
√	√	<i>Purchasing policies and regulations have been updated; see APS: DJB and DJB-1-R and DJB-2-R.</i>	Entry	2)	Must be submitted using iProcurement.	
√	√		Limitations	3)	No longer a minimum dollar amount set for requisitions.	
√	√		Documentation	4)	Supplier should mail invoice directly to Accounts Payable.	
√	√		Approval	5)	Oracle workflow approval system will continue to be used.	
√	√		Checks	6)	Accounts Payable will mail check directly to supplier.	
√	√		iSupplier	7)	Supplier must register themselves in iSupplier before order will be processed.	
√	√		<b>"For Payment Only" Requisitions</b>	When	1)	Used only when supplier does not accept POs or P-Cards.
√	√		<i>Recommend using this process immediately to prepare for R-12 upgrade.</i>	Entry	2)	Must be submitted using iProcurement.
	√	<i>Purchasing policies and regulations have been updated; see APS: DJB and DJB-1-R and DJB-2-R.</i>	Documentation*	3)	Scanned and submitted to AP for review before any checks are issued. "PO number must be written on the invoice. "	
	√		Special Remittance	4)	Processes will be developed for instances where payments require remittance documentation or should not be mailed directly to the supplier.	
√	√		Approval	5)	Oracle workflow approval system will continue to be used.	
√	√		Checks	6)	Accounts Payable will mail check directly to supplier.	
√	√		iSupplier	7)	Supplier must register themselves in iSupplier before order will be processed.	
	√		<b>Invoice Batches - Going Away</b>			
	√	<b>Parent/Student Reimbursements</b>	When	1)	Reimburse or refund parent and/or student.	
	√		Entry	2)	Information will be entered into Oracle using a newly created form (not yet available).	
	√		Documentation*	3)	Scanned and submitted to AP for review before any checks are issued.	
	√		Approval	4)	Budget authority approval will be electronic.	
	√		Checks	5)	<b>Returned to site via inter-school mail for disbursement by site.</b>	
	√		Final Payment Register	6)	No longer issued; transaction detail available in Oracle.	
	√	<b>P-Card Purchases</b>	When	1)	To be used for vendors who do not accept POs.	

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√	√	Contact Purchasing for one-time limit increases as needed. Do not request suppliers split transactions to force amount to meet \$1,000 transaction limit.	Entry	2)	Visa IntelliLink used to update account codes and enter business purpose information.
√	√		Documentation	3)	Hardcopy statements and itemized invoices must be turned in by 25th of the month.
√	√		Limitations	4)	Current per transaction limit to be set to \$1,000.
√	√		<b>Deposits</b>	When	1)
	√		Entry	2)	Anticipate minor changes
	√		Documentation*	3)	Scan and attach all backup documentation in Oracle to deposit. Continue to send hardcopy of Oracle deposit report, close drawer receipt (SDMS only) and yellow bank ticket to Accounting.
√	√		Deposit Report	4)	Send hardcopy of APS AR deposit report, close drawer receipt and yellow bank ticket to Accounting.

*Documentation\* Sites are required to maintain hardcopies of scanned documents for the current year and two years prior.*