

TRANSPORTING BILLING

TRANSPORTATION DEPARTMENT

- Rather than billing the activities utilizing excel worksheets, transportation will utilize the order processing function within the Warehouse module of Visions to denote that a trip has been completed and the related activity should be charged

TRANSPORTATION DEPARTMENT

- Transportation will generate a warehouse shipping receipt that Transportation will email the file copy of to the end user (requisitioner) to review and approve as evidenced by signing and dating by RECEIVED BY
- Once reviewed and approved, the signed shipping receipt should be emailed back to both Transportation and Lucy Jackson in Business Services

Warehouse Shipping Receipt		No. 106	
Central Consolidated School District		Requestion Information	
Ordered By		Requestion Information	
DAC: Business Services	Ship Date: 8/20/2019	Reqt: 22	
Requester: Hattie Clotier	Warehouse: TRANSPORTATION	Required Date: 8/20/2019	
Ship To: CENTRAL CONSOLIDATED SCHOOLS WAREHOUSE	Project #: NONE	Order Date: 8/20/2019	
Qty	Unit #	Unit Description	Account Number
1	EA	Vehicle Jack stand 100 Lbs	17000 100030017 1000 000 000 000
			Unit Price
			230.00
			Estimate
			230.00
Order on: 08/20/2019			Ship Estimate: 230.00

THIS MUST BE DONE WITHIN 72 HOURS OF RECEIPT!

RECEIVED BY: _____	DATE: _____	Total Shipped: _____	\$230.00
RECEIVED BY: _____	DATE: _____	Total For Requisition: _____	\$230.00
NOTES: _____		REQUESTER'S COPY	

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BUSINESS SERVICES DEPARTMENT

- Once the approved shipping receipt is received by the Business Services Department, it will be posted to the General Ledger via an adjusting journal entry. At this time, the expenditure will be charged to the account(s) noted on the warehouse requisition

How can you tell your trip has been posted to your account?

- Warehouse > Reports > Orders by Requester

The screenshot shows a dialog box titled "Orders By Requester" with a close button (X) in the top right corner. The dialog is divided into two main sections: "Selection Criteria" and "Requisition Approval Status".

Selection Criteria

- Date Range: Two date pickers showing "8/1/2019" and "8/30/2019".
- DAC: A dropdown menu set to "Business Services".
- Show All Requesters: An unchecked checkbox.
- Requester: A dropdown menu set to "Herbie Clichee".
- Warehouse: A dropdown menu set to "TRANSPORTATION".

Requisition Approval Status

- Radio buttons for "Approved", "Unapproved", and "All". The "All" option is selected.
- Schedule Report: An unchecked checkbox.

At the bottom right, there are three buttons: "OK", "Cancel", and "Help". The status bar at the bottom left of the dialog shows "Ready".

Warehouse Orders By Requester report

CENTRAL CONSOLIDATED SCHOOL DISTRICT

Warehouse Orders By Requester

Fiscal Year: 2018 - 2019

Distributed Accountability Center: Business Services

Requester: Herbie Clichee

Criteria:

Date Range: 08/01/2019 - 08/30/2019

Warehouse: TRANSPORTATION

Warehouse: TRANSPORTATION

Req No	Req Date	Req App	Ship No	Ship Date	Status	DAC	Total
22	08/20/2019	Yes	106	08/20/2019	Posted to GL	Business Services	\$230.00
<u>Qty</u>	<u>Unit</u>	<u>Item Number</u>	<u>Description</u>		<u>Account Number</u>	<u>Unit Price</u>	<u>Extended</u>
1.00	Each	AB1	Yellow bus under 100 miles		11000.1000.55817.1010.034.0000.03 5.000	\$230.0000	\$230.00
Total:							\$230.00

End Of Report