

Orange County Public Schools



FSFOA ePayables
November 16, 2017

Orange County Public Schools

	Purchasing Card	ePayable Card	Proxy ePayable Card	Card in Hand
Who holds the card or card number?	Cardholder	Vendor receives number through banking system	Accounts Payable	Accounts Payable
Type of purchasing	Random POS purchases as per guidelines	Pays PO based invoices only	Pays PO based invoices only	Pays PO based Invoices
Credit Limit	Set by location or policy	Unlimited, defined by total of invoices being paid.	Unlimited, defined by total of invoices being paid.	Set by Vendor Payment team.
Who attaches cost center?	Reconciler or cardholder	Purchase order	Purchase order	Purchase order
Are fund encumbered?	No	Yes	Yes	Yes
Can card be used for random purchases?	Yes	Cannot be used for purchases other than payment through ERP system	Cannot be used for purchases other than payment through ERP system	Yes
Potential for fraud	Meduim to high	Extremely low	Extremely low	Medium risk depending on controls
Is there a limit of transactions or available funds on the card?	Can be used for multiple transactions up to the daily, monthly limit.	One time use card up to the limit of the individual payment(s)	One time use card up to the limit of the individual payment(s)	Can be used for multiple transactions up to the monthly limit
Training required	Cardholders, approvers, reconcilers	Dedicated AP vendor payables person	Dedicated AP vendor payables person	Dedicated AP vendor payables person
How does using the card close invoices?	At POS, transaction is closed at the time of the purchase. The information is sent throught the issuing bank back to the district, usually within 24 - 48 hours.	ERP system is built with ePay as a method of payment.	ERP system is built with ePay as a method of payment.	ERP system is built with Card In Hand as a method of payment.
Is there a deadline to pay vendor?	Yes, by contract (usually monthly)	Yes, by contract. You pay vendors daily but pay full amount on statement date.	Yes, by contract. You pay vendors daily but pay full amount on statement date.	Yes, by contract. You pay vendors daily but pay full amount on statement date.

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Payment Processes

- 1) The first step in the payment process was to convert as many existing vendors as possible to ePay and Card in Hand through a combined effort with Wells Fargo and the vendor payment services team.
- 2) The second step was to design an ACH form and convert OCPS schools, charter schools, consultants and staffing vendors to ACH payments.
- 3) The third step is to convert existing check vendors over to ACH by utilizing the electronic payment flyer with an ACH authorization form to be included with mailed checks.
- 4) The fourth step was for all new vendors to receive the electronic payment flyer. This will outline the various forms and types of payment methods including ePay and ACH (including discount options). This will be sent to each new vendor that registers with Procurement through e-mail. The email would contain a link for:
 - a) ACH forms
 - b) ePay sign up instructions
 - c) FAQ

Orange County Public Schools

Welcome to



Orange County Public Schools is proud to announce the District will be working with **Web Forge Bank** to deliver a new, streamlined vendor payment process. Using a single use Visa Commercial Credit Card, this process will benefit vendors and the District by reducing paper, avoiding faster payment turnaround times, and reducing trips to the bank. This program is a "Win Win" for vendors and the District.

How does the program work?

After goods are delivered or services rendered, vendors submit invoices to the Accounts Payable department. In accordance with the vendor payment document sales system, invoices will be processed as usual. An email notification will be sent to a "Vendor" email address provided by the vendor. The email will contain the invoice ID#s to paying, specific account information and a link to a secure "portal" link. Sign on to view, fully successfully submit, or all necessary information for a vendor and receive our payment will be included.

What are the benefit of receiving payments by credit cards?

- Reducing payment processing and deposits
- Vendors that accept credit card payments are not subject to the district payment wait of up to 45 days on the Florida Prompt Payment Act
- Vendors can quickly resolve outstanding invoices
- Reducing the need to move sensitive payment information that could potentially be

compromised. There is secure numbers provided to avoid any form a single use.

- Saving time and money by eliminating costly credit approval, late payments, and collection activity
- Enhancing your competitive position by offering outstanding vendor payment choices
- Optimizing working capital by reducing your Days in Accounts Payable (DAP)

Accepting credit card payments are now a requirement for Orange County Public Schools. These savings are shared to the vendor to help sustain our students.

Can I change back to checks after I start receiving credit card payments?

No. Once a vendor is enrolled in the program, all future payments will be paid via credit card.

Are credit card payments "Mandatory" for all vendors?

No, but any vendor may be able to participate in the program. Vendor participation in the program, those vendors that are enrolled, will include an option for the acceptance of credit card payments.

What if I do not want to accept payment via a credit card?

Vendors that do not accept credit card payments will not be subject to the payment terms established by the Florida Prompt Payment Act. Payment may be held for up to 45 days after invoice is ready made for the proper invoice in the Accounts Payable Department. The vendor will have the opportunity to use their funds quickly.

All vendors to be enrolled in the ability to accept the merchandise, an email address to receive payment information on Contact Robert Cole at 407-317-1233, ext. 2452 or by email at rc@ocps.edu, regarding any vendor will be contacted with log-in instructions. You will also be notified by email for the process of the Vendor Enrollment program credit card process.

We value our relationship and hope that you will find this process to be a quick and easy option to receive and apply our payment and be rewarded. Our intention is that you will enjoy the use of all the benefits listed above.

For questions contact
ePayables program
contact Robert Cole at
407-317-2452 or 2452



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What if I do not want to choose an electronic payment option?

Vendors that do not accept payments through credit card or ACH will continue to receive paper checks. However, we hope you will consider the benefits of transitioning to an electronic payment option.

What's next?

If you would like to sign up for credit card or ACH payments, contact the OCPs Vendor Payment Team.

Accepting credit card or ACH payments provides a cost savings for Orange County Public Schools. These savings are returned to the classroom to help educate our students.



**Orange County
Public Schools**

445 West Amelia Street
Orlando, FL 32801

For questions about electronic payment options, please contact the Vendor Payment Team at 407-317-3200 x 2002453 or by email at AccountsPayable@ocps.net



ORANGE COUNTY PUBLIC SCHOOLS

**ELECTRONIC
Payment
PROGRAM**



This Orange County School Board is an equal opportunity agency.

Orange County Public Schools

In an effort to reduce processing costs and payment delays, Orange County Public Schools is offering alternative payment options effective Jan. 1, 2015. We value our relationship with all vendors and hope you find this brochure helpful in choosing a payment option that best meets the needs of your business.

Florida Prompt Payment Act

OCPS pays in accordance with the Florida Prompt Payment Act, unless alternate payment terms have been agreed to. For most vendors, this means payment within 45 days from the date of goods received or services rendered. Construction contractors will be paid within 25 days and pass through funds will continue to be paid upon receipt. If you would like to receive payment electronically, the following payment options are available:

Credit Card Program

ACH (i.e. Direct Deposit)



Visa Credit Card Program

How does the program work?

After goods or services are rendered, vendors submit invoices to OCPS. When approved for payment, an email will be sent to a "remit to" email address provided by the vendor. This email will contain the amount OCPS is paying, additional payment information, and a link to a secure "Remittance-Sign-on" screen. You will sign on to obtain all necessary information for collecting your payment.



Benefits of Credit Card Payments

- Credit card payments are not subject to the district payment terms of up to 45 days per the Florida Prompt Payment Act. Credit card vendors are usually **paid within 24 - 48 hours**.
- Eliminates the need to store sensitive payment information.
- Account numbers provided are only valid for a single use payment via a secure sign on.
- Reduces operational costs associated with processing and depositing paper checks.

How do I sign up?

The sign up process is fast and easy. You can start receiving credit card payments within days. Contact the OCPS Vendor Payment Team at 407.317.3200, ext. 2002453 to get started today. Provide an email address for remittance information and we'll do the rest.

ACH Payments

The OCPS Vendor ACH Payment Program allows payments to be deposited directly into a designated financial institution account via ACH (i.e. Direct Deposit).



Benefits of ACH Payments

> It's Free!

The program is available at no cost to vendors as part of our effort to improve services.

> It's Efficient!

No more waiting for the mail. The funds will be deposited into your account automatically, saving you the time and hassle of depositing paper checks.

> It's Easy!

The ACH Vendor Payment Authorization form can be found on our website at <https://www.ocps.net/external/Pages/default.aspx> or by contacting the OCPS Vendor Payment Team. Complete the form and return back to us with original signatures.

How can I receive payments faster?

OCPS will pay within 45 days in accordance with the Florida Prompt Payment Act. You have the option of receiving payment sooner by offering a discount. For example, a 2% discount if payment is made within 10 days. You will have this option when signing up for the ACH payment program.



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Transactions over \$100,000 for the last 13 months

1	\$332,000.00	23	\$136,172.96
2	\$319,277.00	24	\$129,500
3	\$318,738.00	25	\$126,963
4	\$289,843.12	26	\$126,605.28
5	\$270,012.60	27	\$125,196.12
6	\$267,955.21	28	\$122,668
7	\$254,921.00	29	\$122,552.40
8	\$231,298.79	30	\$122,543.53
9	\$230,800.00	31	\$122,174
10	\$214,862.94	32	\$121,378.73
11	\$209,434.80	33	\$120,382.16
12	\$166,325.73	34	\$115,373.35
13	\$163,886.00	35	\$113,467.61
14	\$162,382.12	36	\$111,966.45
15	\$161,216.57	37	\$110,404
16	\$156,737.00	38	\$108,781.44
17	\$152,539.45	39	\$107,793.60
18	\$150,987.09	40	\$107,057.79
19	\$143,100.00	41	\$107,027.89
20	\$143,100.00	42	\$105,500.11
21	\$140,170.93	43	\$104,114.01
22	\$137,808.00	44	\$101,994.90

\$7,187,013.68

OCPS ePay Program Growth

2009 \$179,779.62 without a team

2014 \$658,388.94 on volume of \$36M (1st partial year of team)

2015 \$1,154,306.25 on volume of \$61M (2nd year of team)

2016 \$1,382,165.67 on volume of \$76M (3rd year of team)

2017 anticipated \$1.7M earnings on volume of \$100M+ (4rd year of team)

Orange County Public Schools

Checks Processed Per Month

FY15	Total Count	FY16	Total Count	FY17	Total Count	FY18	Total Count
July	1173	July	930	July	609	July	464
August	1158	August	854	August	1002	August	807
September	1642	September	1328	September	1061	September	763
October	2074	October	1144	October	984	October	924
November	1630	November	1219	November	1190	November	0
December	1571	December	1031	December	823	December	0
January	1512	January	1087	January	963	January	0
February	1389	February	1111	February	946	February	0
March	1183	March	1438	March	1171	March	0
April	1763	April	1148	April	963	April	0
May	1459	May	1158	May	1208	May	0
June	1553	June	1603	June	1043	June	0
	18107		14051	-4056	11963	-2088	2958