



**Texas Skyward User Group Conference**

# **A/P Setup**

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This session reviews the choices you have when configuring your accounts payable setup. Included in this is ACH setup for vendors.

- Using Data Retention on add to default or retain information
- Add Invoice Parameters for invoice processing
- Review the AP ACH setup for processing electronic vendor payments
- Practical examples for invoice corrections
- Discuss the invoice layouts

## Data Retention on Add

FM\AP\IN\IM - 2219 - Data Retention on Add

	Retain	Default Value	
Vendor	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> OK <input type="checkbox"/> Cancel
PO Number	<input checked="" type="checkbox"/>	0	Accounting Distribution: <input checked="" type="radio"/> Percent <input type="radio"/> Amount
Invoice File Layout	<input checked="" type="checkbox"/>	Detail Items: <input type="radio"/> Yes <input checked="" type="radio"/> No Accounting Allocation: <input checked="" type="radio"/> Master <input type="radio"/> Detail Type of Allocation: <input checked="" type="radio"/> Amount <input type="radio"/> Quantity	
Bank Cash Account	<input checked="" type="checkbox"/>		
Invoice	<input checked="" type="checkbox"/>		
Invoice Description	<input checked="" type="checkbox"/>		
Invoice Date	<input checked="" type="checkbox"/>	Current	Check Type: <input checked="" type="checkbox"/> Regular
Due Date	<input checked="" type="checkbox"/>	Current	Adjustments: <input checked="" type="checkbox"/> 0.00
Batch	<input type="checkbox"/>		Discounts: <input checked="" type="checkbox"/> 0.00
Acct/Stub	<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	Fiscal Year: <input checked="" type="checkbox"/> Current

Keep the vendor information on an add?  ? SkyDoc

## Add Invoice Parameters

FM\AP\IN\IM - 2219 - Add Invoice Parameters

Require response if PO not on file: Yes ▾

Check PO year against invoice fiscal year: No ▾

Include PO Detail Line Items: No ▾

Auto Create Account Distribution on Add from PO Layout:

YMA: No ▾

NMA: Yes ▾

YDA and YDQ: Manual

Default invoice master amount to zero: No ▾

Default for 'PO LIQUIDATION': Part liquidation ▾


Import PO Description: Yes ▾

Default Status on AP Invoice Add with PO #: Adding Batch ▾ ?

Display warning message if PO not found.  SkyDoc

OK Cancel

## AP ACH Setups


Skyward School District

Home
Account Management
Vendors
Purchasing
Accounts Payable
Accounts Receivable
Fixed Assets
Inventory
SBA
Custom Reports
Federal/State Reporting
Administration

ACH (351)

Vendor: A BIG BUO X A big bus co incscr

**Vendor Information**

Address: 7225 Scramble avenue Scramble TX 55555

Active/Inactive: Active Individual/Business: Business Ven Type: Order From/Remit To

**Accounts Payable ACH Setup**

Send Email to: Email #1 - Scramble6999@start.com Edit

Use ACH for vendor AP payments

Use Direct Deposit information from Employee Profile

Print Deposit Advices

ACH Transaction Desc.: AP ACH

Bank: BANK0070001 Bank-007

Routing Number: 123123123

Account Number: 87455165478

Transaction Code: 22 - Checking

Account Type: Business

Prenote Date: 11/23/2015

Customize Tabs

**Vendor**

Address

General

Purchase Orders

AP Invoices

Payment Information

1099

ACH

Fiscal YTD

Calendar YTD

Related Vendors

Notes

Attachments

SBA Usage

Catalog

Contracts

Change History

Custom Forms











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**THANK YOU FOR ATTENDING!**

