



Texas Skyward User Group Conference

A/P: Advanced Options

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A/P: Advanced Options

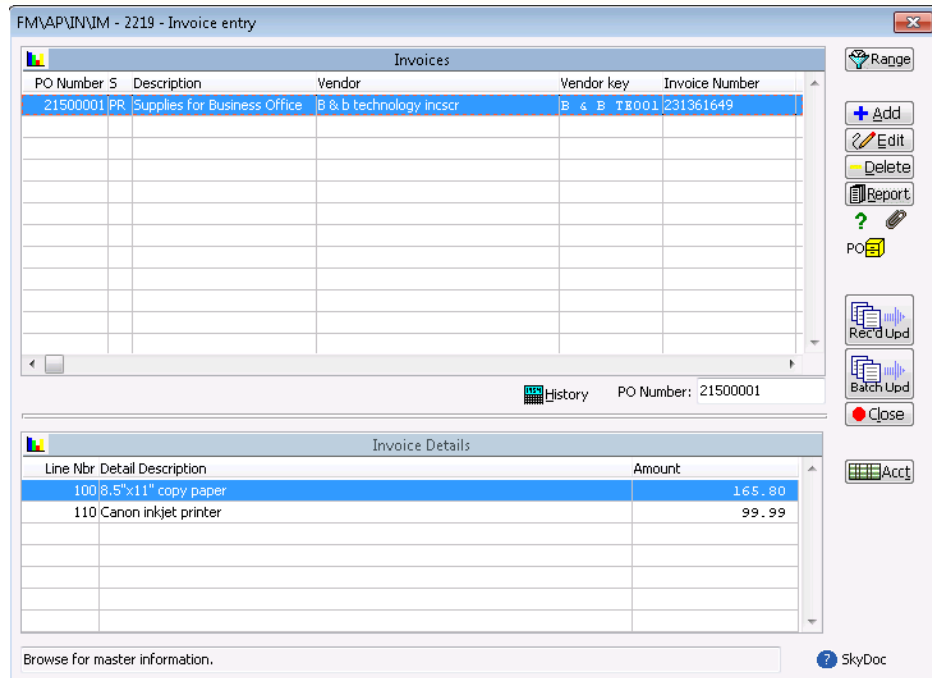


This session will cover some advanced features of the Accounts Payable module.

- Using Pending Receiving to only pay for items that have been marked as 'received.'
- Sending an email to the PO originator when the invoice amount exceeds the PO amount.
- Setting up ACH Direct Deposit for Vendor A/P payments.
- Using the Check Requests module for invoice approvals.
- Activating Expense Reimbursements through Employee Access.

Pending Receiving

- When adding an Invoice from a PO, it will go into Pending Receiving status (instead of Batch status).
- All items must be received before the invoice can be updated to Batch status.
- Once everything has been receiving, click the 'Rec'd Upd'" button on the right.



- The Received Update process is similar to the Batch Update process.
- Enter Batch Number range and click 'Change Selected AP Invoices to Batch Status.'
- After updating to Batch Status, the invoice is processed the same as a regular invoice.

AP Invoice Pending Receiving Update

Processing Parameters

Batch Number:

Processing Options

Change Selected AP Invoices to Batch Status

This process will examine all AP invoices with Pending Receiving status and identify those invoices whose quantity received indicates they are ready for payment. The process will then change the Pending Receiving AP invoices identified by the above process as ready for payment to Batch status.

[Back](#)

Send email if Invoice amount exceeds the PO amount



In PaC, go to System Admin\Financial Management\ FM Config\ Accounts Payable.

- If the box is checked, an email will be sent to the PO originator if the Invoice amount exceeds the PO amount.
- This can be limited by entering a number in the available field. For example, if a 5 is entered, the PO originator will only receive the email if the invoice is at least 5% greater than the PO amount.
- A warning message can also be provided to the invoice enterer if the invoice is a certain percentage over the PO amount.

Send an email to the originator of the Purchase Order during the invoice Batch-to-Open update if the total of all Open & History AP invoices for the PO exceeds the PO amount

Limit email notification to when the total invoice amount exceeds the PO amount by this percent or more (5 = 5% or more over the PO amount)

Courtesy Copy:

Email From Address:

Provide warning if invoice is over this percentage of the Purchase Order

ACH Direct Deposits for Vendor A/P Payments



- Bank must be set up to accept ACH Direct Deposits – Web Financial Management\ Account Management\ Product Setup\ Codes\ Bank Names. Click the ACH button to enter Direct Deposit information.
- 'Use A/P ACH' must be checked and set up in PaC System Admin\ Financial Management\ FM Config\ Accounts Payable.

- Vendor must be set up to accept ACH payments – Web Financial Management\ Vendors\ Vendor Profile\ ACH tab.
- Enter an Email To address (set up on General tab in Vendor Profile) to send an email to the vendor when ACH payment is sent to bank.
- When the 'Use ACH for vendor AP payments' option is selected, the check type will automatically default to ACH for all of vendor's invoices. This can be changed on the invoice if necessary.

Bank ACH Maintenance

Bank-001

Accepts ACH Direct Deposits.

Routing Number:

[Save](#)
[Back](#)

Invoice Creation Information

Create AP Invoice.

AP Batch Number:

Invoice Check Type: **Hold** ▼

Print Account Detail on AP Invoice.

AP ACH Information

[Save](#)
[Back](#)

Vendor Relationship and Status

	Key	A/I	Fmt
"Order From": B & t sports incsr	B & T SP001	Act	Bus
"Remit To": Same as Order From Vendor			

Accounts Payables ACH Setup

Send Email to:

Use ACH for vendor AP payments

Use Direct Deposit information from Employee Profile

Print Deposit Advices

ACH Transaction Desc.:

* Bank: ▼ Bank-001

Routing Number:

* Account Number:

* Transaction Code: ▼

* Account Type: ▼

Prenote Date:

Asterisk (*) denotes a required field

ACH Direct Deposits for Vendor A/P Payments



Web Financial Management\ Accounts Payable\ Payment Processing\ Automated Clearing House.

- Vendors will need to have Pre-notification File created prior to first ACH payment.
- The ACH file is created in the 'Create Direct Deposit Download File' screen.
- Emails can be sent through 'Email Advice of Deposit Notice.'

Automated Clearing House

- Verify Bank Information**
This option allows modification of the bank origin/destination information.
- Create Prenotification Download File**
This multiple step process requires the user to:
1) Verify/Update bank origin/destination information.
2) Select Date of Deposit Settlement. Determine if all vendors should receive a prenote or only new and/or vendors with a ACH modifications.
3) Select additional banks that require a prenote (optional).
4) Create the prenotification download file.
- Direct Deposit Verification Report**
This option creates a report showing the vendor and bank information included in the direct deposit download file.
- Verify Vendor Email Information**
This option will display a browse showing vendors included in the direct deposit download file and their email addresses.
- Create Direct Deposit Download File**
This multiple step process requires the user to:
1) Verify/Update bank origin/destination information.
2) Select Date of Deposit Settlement. Determine if all vendors should receive a prenote or only new and/or vendors with a ACH modifications.
3) Create the direct deposit download file.
- Email Advice of Deposit Notice**
This option will send an email notification of a direct deposit to all vendor /employees.
- View Historical Direct Deposit Files**
This option displays a browse of all previously created direct deposit download files.
- ACH Banks Report**
This option provides a report of all the ACH banks.

Check Requests



- Check Requests use Req/PO Groups to determine approval levels.
- Check the 'Allow A/P check requests to use this Req/PO group for approvals' box to activate the group for Check Requests.
- Check Requests are added in Web Financial Management\ Accounts Payable\ Check Requests\ Submit.
- Approval is done in Web Financial Management\ Accounts Payable\ Check Requests\ Approve.

Req/PO Group Maintenance

Req/PO Group Maintenance

Req/PO Group:

* Description:

Account Clearance Group:

* Note: Reqs/POs added with this group will be restricted to the accounts in the selected account clearance group. The Account Clearance Group is not used for A/P check requests.

Allow A/P check requests to use this Req/PO group for approvals
 Allow Blanket Requisitions/Purchase Orders
 Active

* Active/Inactive is a required field.

Check Request Information

* PO Group used for approvals:

* Invoice Number:

* Invoice Date:

* Vendor:

* Description:

* Due Date: Do not mail

Check Amount:

Check Request Detail Line Entry

Detail Invoice Entry

Detail Line Description	1099	Invoice Amount
Equipment	<input type="checkbox"/>	300.00
General Ledger Account Distribution		
Account: <input type="text" value="199 E 11 6399 00 001 0 11 000 - 199SCR/11SCR/6399SCR/00SCR/001SCR/0SCR/11SC"/>	<input type="text" value="\$"/>	<input type="text" value="300.00"/> <input type="button" value="More"/>

Check Requests



Generating Invoices

- After Check Request is fully approved, invoice can be generated in Web Financial Management\ Accounts Payable\ Check Requests\ Generate Invoices.

Check Request Number	PO Grp	Status	Invoice Number	Check Number	Vendor Name	Vendo State	Check Amount	Due Date
0000000000000002	002	Approved	266546		Aaa fire & safety equip co	TX	300.00	09/09/2014

Generate AP Invoice

* Fiscal Year: 2014 - 2015

* Bank Code: GOF SCRAMBLED BANK

Bank-049 * Non-ACH Bank *

Set Invoice Check Type for ACH Vendors as ACH Payments

* Batch Number: CHKRQ

Due Date: 09/09/2014

Over Budget Accounts: 199 E 11 6399 00 001 0 11 000

Generate AP Invoice

Back

& asterisk (*) denotes a required field

Code and Configuration Setup is done in Web Financial Management\Accounts Payable\Expense Reimbursement\Setup.

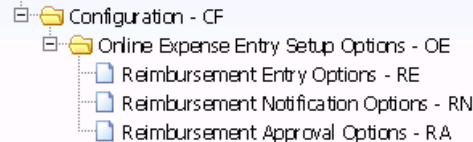
- Reimbursement Expense Codes need to be added to define what employees can enter for reimbursements. These define the amount, max amounts, etc.
- An Org Chart must be assigned in the Reimbursement Entry Options screen. This defines the approval levels.
- The 'Display Expense Reimbursement' option needs to be selected in Web Product Setup, Employee Access, Configuration, General Setup.

Reimbursement Expense Codes

Views: **General** Filters: ***Skyward Default**

Code	Description	User Defined Amount Label	UD Amt Type	Default Amount	Amt Edit	Max User Defined Amount	User Defined Quantity Label
HOTEL	HOTEL	Amount	Dedmal 2 Places	\$0.00	Y	\$110.00	NIGHT(S)
PER DIEM	PER DIEM	Amount	Dedmal 2 Places	\$35.00	N	\$35.00	Quantity

Configuration



General Setup

Menu Items to Display in Employee Access

- | | |
|---|---|
| <input checked="" type="checkbox"/> Display Calendar | <input checked="" type="checkbox"/> Display Purchasing |
| <input checked="" type="checkbox"/> Display Professional Development | <input type="checkbox"/> Display Inventory Requisitions |
| <input checked="" type="checkbox"/> Display FastTrack | <input type="checkbox"/> Display Employee Review |
| <input type="checkbox"/> Restrict Employees: Selection Parameters | <input checked="" type="checkbox"/> Display Expense Reimbursement |
| <input type="checkbox"/> Do not display FastTrack tab for restricted employees. | <input type="checkbox"/> Display Online Open Enrollment |
| <input type="checkbox"/> Display FastTrack tab but only show external postings. | |
| <input type="checkbox"/> Display Work Requests | |
| <input checked="" type="checkbox"/> Display Account Master | |
| <input checked="" type="checkbox"/> Display Budget Management | |

Expense Reimbursements



- The employee creates the entry in Employee Access, Expense Reimbursement, Submit Request.
- Approvals are done in Employee Access\ Expense Reimbursement\ Approve.

- After the reimbursement is fully approved, an invoice can be generated in Web Financial Management\ Accounts Payable\ Expense Reimbursement\ Generate Invoices.

Expense Reimbursement Information

Reimbursement For: Edit Master

Expenses From: To: 3 Days Notes

Purpose for Reimbursement: Attachments

Reimbursement payment option: ACH - Reimbursement payment made via AP ACH
 PAPER CHECK - Reimbursement payment made via AP paper check

Total Reimbursement Amount:

Submit For Approval
Save and Finish Later

Expense Reimbursement Detail Lines

Views: Filters:

#	Date	Type	Description/Customer	Quantity	Amount	Total Amount	C	R	D
▶ 1	10/06/2014	HOTEL	La Quinta hotel charges - Frisco, TX.	3.0000	110.0000	330.00	L		

Add
Edit
Delete
Clone
Mass Add Detail

Generate Invoices

Views: Filters:

Reimbursement Number	Req Sits	Date Entered	Expenses From	Expenses To	Reimburs Amount	Direct Bill Amount	Total Amount	Purpose	Entered
▶ 0000000002	APP	09/09/2014	10/06/2014	10/08/2014	330.00	0.00	330.00	TSUG Conference	Allynor

Print
Submit Request
Edit
Notes
Attach
Generate AP Invoice
Mass Generate AP Invoices
Deny



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THANK YOU FOR ATTENDING!

