



Texas Skyward User Group Conference

A/P Setup

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A/P Setup



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="button" value="OK"/> <input type="button" value="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"/> Retain <input type="checkbox"/> Default Value: 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

Data Retention on Add - Web

[http://broker2/scripts/cgiip.exe/\](#) Login - Powered by ... User Preferences - ... Skyward Software D... Data Retention o... x

Data Retention on Add (75)

Retain	or	Default Values
Vendor: <input checked="" type="checkbox"/>	or	<input type="text"/>
PO Number: <input checked="" type="checkbox"/>	or	<input type="text" value="0"/>
Invoice Description: <input checked="" type="checkbox"/>	or	<input type="text"/>
Bank Cash Account: <input checked="" type="checkbox"/>	or	<input type="text"/>
Invoice Number: <input checked="" type="checkbox"/>	or	<input type="text"/>
Invoice Layout: <input checked="" type="checkbox"/>	or	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
Acct Distribution: <input checked="" type="checkbox"/>	or	<input checked="" type="radio"/> Percent <input type="radio"/> Amount <input checked="" type="radio"/> Current <input type="radio"/> Blank (no date set)
Invoice Date: <input checked="" type="checkbox"/>	or	<input checked="" type="radio"/> Current <input type="radio"/> Blank (no date set)
Due Date: <input checked="" type="checkbox"/>	or	<input checked="" type="radio"/> Current <input type="radio"/> Blank (no date set)
Batch Number: <input checked="" type="checkbox"/>	or	<input type="text"/>
Acct/Stub: <input checked="" type="checkbox"/>	or	<input checked="" type="radio"/> Yes <input type="radio"/> No
Check Type: <input checked="" type="checkbox"/>	or	<input type="text" value="Regular"/>
Adjustments: <input checked="" type="checkbox"/>	or	<input type="text" value="0.00"/>
Discounts: <input checked="" type="checkbox"/>	or	<input type="text" value="0.00"/>
Fiscal Year: <input checked="" type="checkbox"/>	or	<input checked="" type="radio"/> Current <input type="radio"/> Next

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 ▾

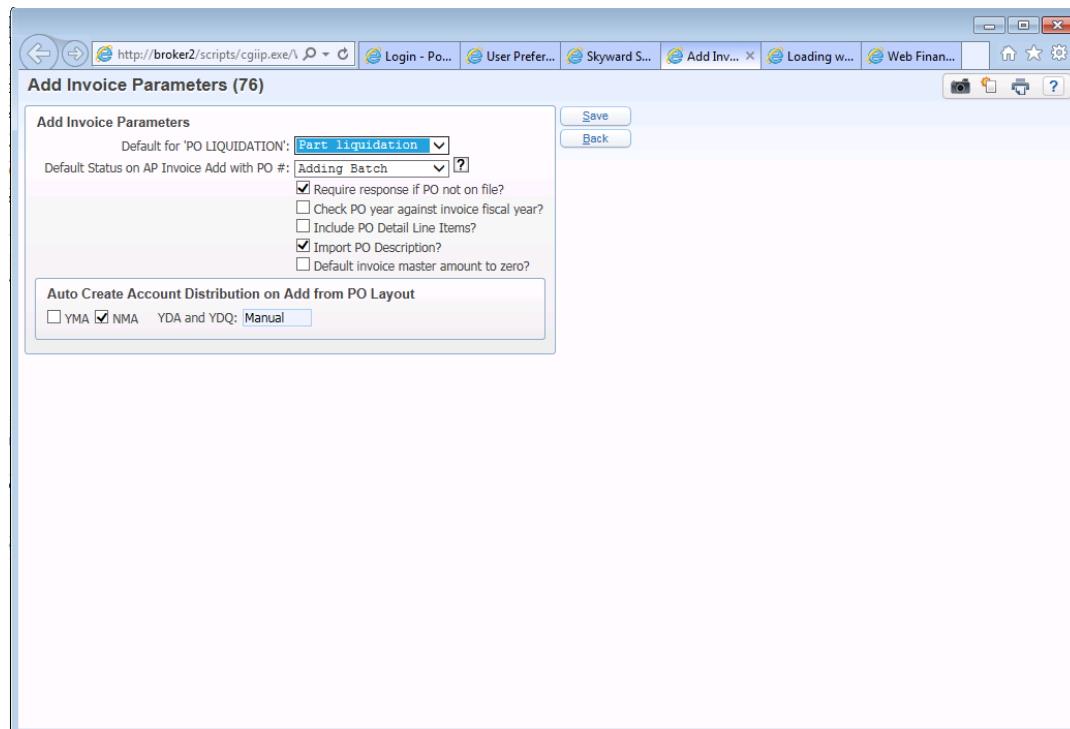
Import PO Description: Yes ▾

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

Display warning message if PO not found. SkyDoc

OK Cancel

Add Invoice Parameters - Web




The screenshot shows a web browser window with the title "Add Invoice Parameters (76)". The browser's address bar shows the URL "http://broker2/scripts/cgiip.exe/". The page content includes the following fields and options:

- Add Invoice Parameters** (Section Header)
- Default for "PO LIQUIDATION":
- Default Status on AP Invoice Add with PO #: - Require response if PO not on file?
- Check PO year against invoice fiscal year?
- Include PO Detail Line Items?
- Import PO Description?
- Default invoice master amount to zero?
- Auto Create Account Distribution on Add from PO Layout**
- YMA NMA YDA and YDQ:

Buttons for "Save" and "Back" are located in the top right corner of the form area.

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
Q

ACH ☆ (351)

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

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

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

Invoice Corrections

FM\AP\IN\OP\QV - 5047 - Quick Void

Bank Cash Account: SCRAMBLED BANK SOE View

Sequence: Check Number Payee Key Close

Invoice Checks						
Check Number	Check Date	Payee Key	Check Amount	Type	Stmnt Date	Org Vendor
201500013	05/18/2016	A & F TR001	100.00	W		B A & f trophy coscr
201500014	05/20/2016	WAL-MART002	1,500.00	W	05/27/2016	B Wal-mart stores incscr
201500014	05/27/2016	WAL-MART002	-1,500.00	V	05/27/2016	B Wal-mart stores incscr
201500015	05/20/2016	A-ONE AL001	500.00	W	05/23/2016	B A-one aluminium doorsscr
201500017	05/15/2016	A & D H0001	15.00	W		B A & d housemovers inc.scr

Vendor: A & d housemovers inc.scr Check Number: 201500017

Checks to be Voided or Voided/Re-Issued										
Cash Acct	Check Number	Check Date	Payee Key	Check Amount	Void/Re-issue	Inv. Batch	Inv. Due Date	Type	Stmnt Date	Paye

Vendor: Check Number:

Enter the invoice payment bank cash code. SkyDoc

Buttons: Void Chk, Re-Issue, Bid Invoice, Delete, Reset, Defaults

Invoice Layouts

The layout identifies whether the PO/Requisition contains detail items and describes the accounting allocation. The first letter of each part combines into the layout. The currently selected layout is: YMA.

Close

Detail Items	Accounting Allocation	Type of Allocation	Description
Yes			Yes, the PO/Requisition has detail items.
No			No, the PO/Requisition does not contain detail items.
	Master		Accounting allocation by the PO Master amount.
	Detail		Accounting allocation by each PO Detail Line.
		Amount	Accounting allocation by the dollar amount.
		Quantity	Accounting allocation by each PO Detail Line quantity.

The Close button closes the window.

? SkyDoc



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THANK YOU FOR ATTENDING!

