



Texas Skyward User Group Conference

# Qmlativ PO to AP Checks Tips & Tricks

Samantha Kollman



# Session Title



This session will give you an overview of Purchase Order and Accounts Payable processing in Qmlativ.

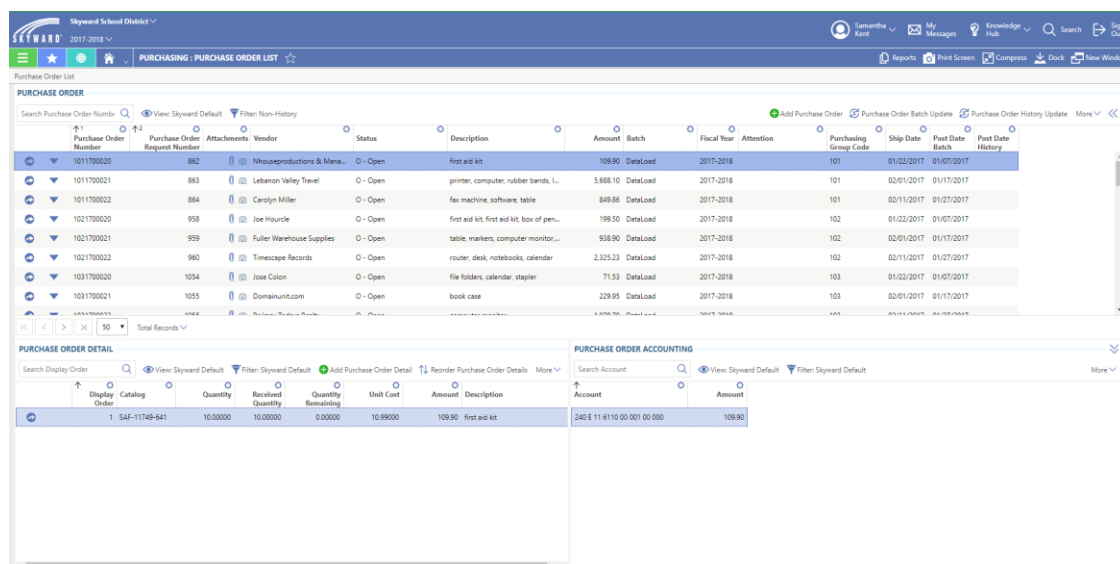
- Purchase Order Setup and Processing
- Accounts Payable Setup
- Invoice Processing
- Accounts Payable Run





## Purchase Order Screen view.

Options to add a new purchase order and batch up existing purchase orders are available.



**PURCHASE ORDER LIST**

Purchase Order Number	Purchase Order Request Number	Attachments	Vendor	Status	Description	Amount	Batch	Fiscal Year	Attention	Purchasing Group Code	Ship Date	Post Date	Post Date History
1011700020	862		Nhouseproductions & Mana...	O - Open	first aid kit	109.90	DataLoad	2017-2018		101	01/22/2017	01/07/2017	
1011700021	863		Lebanon Valley Travel	O - Open	printer, computer, rubber bands, L...	5,688.10	DataLoad	2017-2018		101	02/01/2017	01/17/2017	
1011700022	864		Carolyn Miller	O - Open	fax machine, software, table	849.86	DataLoad	2017-2018		101	02/11/2017	01/27/2017	
1021700020	958		Joe Hounce	O - Open	first aid kit, first aid kit, box of pen...	199.50	DataLoad	2017-2018		102	01/22/2017	01/07/2017	
1021700021	959		Fuller Warehouse Supplies	O - Open	table, markers, computer monitor...	938.90	DataLoad	2017-2018		102	02/01/2017	01/17/2017	
1021700022	960		Timescape Records	O - Open	router, desk, notebooks, calendar	2,325.23	DataLoad	2017-2018		102	02/11/2017	01/27/2017	
1031700020	1054		Jose Colon	O - Open	file folders, calendar, stapler	71.53	DataLoad	2017-2018		103	01/22/2017	01/07/2017	
1031700021	1055		Domainunit.com	O - Open	book case	229.95	DataLoad	2017-2018		103	02/01/2017	01/17/2017	

**PURCHASE ORDER DETAIL**

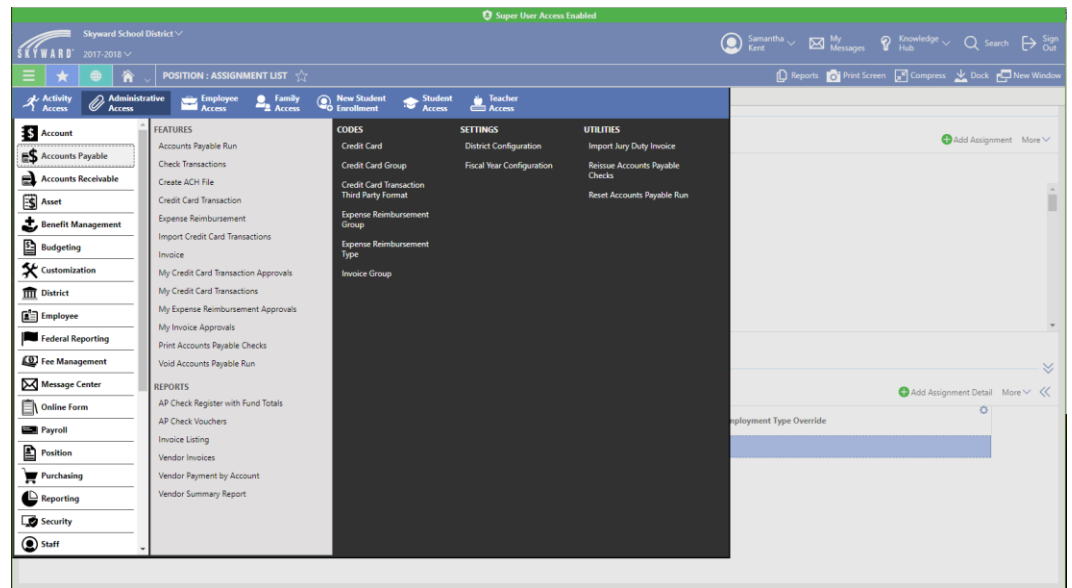
Display Order	Catalog	Quantity	Received Quantity	Quantity Remaining	Unit Cost	Amount	Description
1	SAF-11749-641	10.00000	10.00000	0.00000	10.99000	109.90	first aid kit

**PURCHASE ORDER ACCOUNTING**

Account	Amount
340 E 11 6110 00 001 00 000	109.90



## Options under the Accounts Payable Module.



The screenshot displays the Skyward Accounts Payable module interface. The left sidebar contains a navigation menu with categories such as Account, Asset, Benefit Management, Budgeting, Customization, District, Employee, Federal Reporting, Fee Management, Message Center, Online Form, Payroll, Position, Purchasing, Reporting, Security, and Staff. The main content area is divided into four columns: FEATURES, CODES, SETTINGS, and UTILITIES.

FEATURES	CODES	SETTINGS	UTILITIES
Accounts Payable Run	Credit Card	District Configuration	Import Jury Duty Invoice
Check Transactions	Credit Card Group	Fiscal Year Configuration	Reissue Accounts Payable Checks
Create ACH File	Credit Card Transaction		Reset Accounts Payable Run
Credit Card Transaction	Third Party Format		
Expense Reimbursement	Expense Reimbursement Group		
Import Credit Card Transactions	Expense Reimbursement Type		
Invoice	Invoice Group		
My Credit Card Transaction Approvals			
My Credit Card Transactions			
My Expense Reimbursement Approvals			
My Invoice Approvals			
Print Accounts Payable Checks			
Void Accounts Payable Run			
REPORTS			
AP Check Register with Fund Totals			
AP Check Vouchers			
Invoice Listing			
Vendor Invoices			
Vendor Payment by Account			
Vendor Summary Report			





## Accounts Payable Run screen

Skyward School District | Super User Access Enabled | Samantha Kent | My Messages | Knowledge Hub | Search | Sign Out

ACCOUNTS PAYABLE : ACCOUNTS PAYABLE RUN LIST

Accounts Payable Run List

Search Check Date: View: Skyward Default | Filter: All Accounts Payable Runs | Add Accounts Payable Run

Check Date	Budgetary Post Date	Due Date	Accounts Payable Run Description	Status	Print Status	Attachments
02/16/2018	02/16/2018	02/16/2018	mjo	H - History	P - Printed	
02/14/2018	02/14/2018	02/14/2018	20180214 AP Run	H - History	P - Printed	
02/13/2018	02/13/2018	02/13/2018	2.13.2018	H - History	P - Printed	
02/13/2018	02/13/2018	02/13/2018	20180213 AP Run	H - History	P - Printed	
10/15/2017	10/15/2017	10/15/2017	20171015 Payroll AP Run	H - History	P - Printed	
09/26/2017	09/26/2017		September 26, 2017	H - History	P - Printed	
09/15/2017	09/15/2017	09/15/2017	09152017 Payroll AP Run	H - History	P - Printed	
06/30/2017	06/30/2017		June 30, 2017	H - History	P - Printed	

50 Total Records


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INVOICE

Search Invoice Number: View: Skyward Default | Filter: Skyward Default

Purchase Order Number	Vendor	Invoice Number	Description	Amount	Batch	Fiscal Year	Check Payment Type
	ABC Supply Company	12345	print test	12.50	mjo	2017-2018	C - Check

## AP Run Process Summary screen


Skyward School District  
2017-2018

ACCOUNTS PAYABLE : ACCOUNTS PAYABLE RUN DETAILS

Accounts Payable Run List > Accounts Payable Run Details

Check Date 06/08/2018	Accounts Payable Run Descripti... AP Run 06/08/18	Status R - Register Complete	Print Status U - Unprinted	Budgetary Post Date 06/08/2018	Due Date 06/08/2018
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Available  
  Unavailable  
  Complete

- General
- Process Summary
- Invoices
- Check Transactions
- Exceptions
- ACH Transactions

### ACCOUNTS PAYABLE RUN DETAILS

- General
- Invoices

### REVIEW

- Check Transactions
- Exceptions (0)

### PROCESSING

- Select Invoices
- Calculate Check Transactions
- Accounting Register
- Accounts Payable Update
- Print Accounts Payable Checks (1)

Additional Resources available in the Help Center for Purchasing.



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[Home](#) > [Documentation](#) > [Administrative Access](#) > [Financial Management](#) > [Purchasing](#)

## Purchasing

### PURCHASING OVERVIEW

[Video - Purchasing Overview](#)

### PURCHASING SETUP AND ENTRY

[Purchasing Configurations](#)

[Purchase Orders](#)

### PURCHASE ORDER PROCESSING AND REPORTS

[Purchase Order Processing](#)

[Purchase Order Maintenance](#)

[Purchase Order Validation](#)

### PURCHASING ADDITIONAL RESOURCES

[Checklist - Purchasing Setup](#)

[Flowchart - Purchase Order Reversals](#)

[Purchase Order Accounting](#)

Additional Resources available in the Help Center for Accounts Payable.



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## **Accounts Payable**

### ACCOUNTS PAYABLE OVERVIEW

[Video - Accounts Payable Overview](#)

### ACCOUNTS PAYABLE SETUP AND ENTRY

[Accounts Payable Configurations](#)

[Accounts Payable Invoices](#)

### CREDIT CARD MANAGEMENT

[Credit Card Configurations](#)

[Credit Card Transaction Processing](#)

[Credit Card Transaction Maintenance](#)

### EXPENSE REIMBURSEMENTS

[Expense Reimbursement Configurations](#)

[Expense Reimbursement Entry and Processing](#)

[Expense Reimbursement Maintenance](#)

### ACCOUNTS PAYABLE INVOICE PROCESSING

[Invoice Processing](#)

[Invoice Maintenance](#)

### ACCOUNTS PAYABLE RUN

[Accounts Payable Run](#)

[Accounts Payable Report](#)

[Accounts Payable Run Maintenance](#)

### ACCOUNTS PAYABLE ADDITIONAL RESOURCES

[Checklist - Accounts Payable Module Setup](#)

[Accounts Payable Accounting](#)



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**THANK YOU FOR ATTENDING!**

