



Texas Skyward User Group Conference

Purchasing: Receiving

Javier Gomez



Purchasing: Receiving



Going paperless with receiving can make your process even more efficient. This session reviews the receiving process, including options for notifying the Accounts Payable person to changes in receiving.

- Discussion on going paperless
- Demonstration of ensuring all items are received prior to paying the vendor invoice
- Pending Approval options and invoices
- Setup required to notify A/P when there is a difference in the purchase request amount vs. the invoice amount
- Invoice Entry Options – Setup for pending receiving in accounts payable
- Promoting an invoice from pending receiving to batch activity

When the pending receiving options are setup the district can easily prevent vendor payment until all items are received.

Invoice Master Information - WF\AP\VEIE - 31491 - 05.18.02.00.14 - Internet Explorer

Invoice Master Information

Invoice Master Information | Invoice Detail Lines/Accounting

Invoice Purchase Order Information

PO Number: 0131800001 View	Vendor: Office depot business svc div OFFICE D002
PO Amount: 85.90	Description: School Supplies - Pens, Pencils, Notebooks
Liquidated Amount: 0.00	Entered Date: 06/09/2017 Fiscal Year: 2017-2018
Remaining Amount: 85.90	Ship Date: 06/09/2017 Status: Open

Invoice Information

* Vendor: Office depot business svc div OFFICE D002 844 Scramble avenue
Scramble TX 55555
Phone: (555) 735-9031
Fax:

* Invoice Number: 4567	1099: 00-0000838	* Status: Pending Recv
* Invoice Date: 06/22/2018 Friday	* Batch Number: 4567	
* Due Date: 06/22/2018 Friday	<input type="text" value="Fully received"/> <input type="checkbox"/> Email from Receiving	

Description: School Supplies - Pens, Pencils, Notebooks

Invoice Amount: 85.90	Adj. Description: <input type="text"/>
Adjustment: 0.00 Amount	Disc. Description: <input type="text"/>
Discount: 0.00 Amount	
Net Amount: 85.90	

Save and Add Accounting

Save and Add Details

Save and Select from PO

Save

Back

Set Tab Order

Requisition approvers may flag a purchasing request as Pending Approval when additional information or verification is warranted.

Approve Requisitions - W\FPU\MRYAR - 29487 - 05.12.10.00.00 - Windows Internet Explorer

Skyward School District Kim Robinsonscr Account Preferences Exit ?

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

Approve Requisitions Task Manager Favorites New Window My Print Queue

of Reqs Appr: Total Amt Appr:
 # of Reqs Den: Total Amt Den: Submit Approvals & Denials

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

Requisition Number	Approve	Deny	Appr & Reroute	Pending	App Sts	Batch Number	Description	Vendor Name	Vnd St	Am
▶ 0000001414	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WFM	KR	USER GROUP: GYM SUPPLIES	ABC SUPPLY COMPANY	TX	79
▶ 0000001415	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WFM	KR	USER GROUP: GYM SUPPLIES	ABC SUPPLY COMPANY	TX	79
▶ 0000001416	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WFM	KR	USER GROUP: GYM SUPPLIES	ABC SUPPLY COMPANY	TX	79
▶ 0000001417	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WFM	KR	USER GROUP: CLASSROOM SUPPLIES	ABC SUPPLY COMPANY	TX	25
▶ 0000001418	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WFM	KR	USER GROUP: CLASSROOM SUPPLIES	ABC SUPPLY COMPANY	TX	25
▶ 0000001419	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WFM	KR	USER GROUP: CLASSROOM SUPPLIES	ABC SUPPLY COMPANY	TX	25

20 6 records displayed Requisition Number:

Edit
 View
 Notes
 Attach
 Select All
 Unselect All
 Approve w/Notes
 Deny w/Notes
 Assign Special Group

Purchase Order Receiving Entry

Receiving - WFPUPRRC - 10746 - 05.18.02.00.14 - Internet Explorer

Skyward School District

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

Views: General | Filters: *Skyward Default

Date	Time	PO Number	Batch Number	PO Status	BP	Catalog	Description	Unit Desc	Quantity	Vendor	BP \$ Received	Receiv
10/09/2017	2:30 PM	0121800000	dc	H			Red Bic pens	BOX	12.00	Office depot incs	0.00	Colem

Expand All | Collapse All | Modify Details (displaying 4 of 4) | View Printable Details

Current Receiving Record Information

Master

Line Item Receiving Information

Display Summary Information

PO Total Qty Received: 32 | PO Total Amt Received: 189.70

Line Nbr.	Catalog Code	Description	Date	Time	PO Ordered Quantity	PO Received Quantity	Item Unit Cost	Item Amt Received	Received By	Comm Cd	U of M	Receiving Comm
100		Black Bic Pens	10/09/2017	2:30 PM	10	10	1.75000	17.50	Coleman, Danielle		BX	
110		Red Bic pens	10/09/2017	2:30 PM	12	12	1.85000	22.20	Coleman, Danielle		BX	
120		Multicolor construction paper	10/09/2017	2:30 PM	10	10	15.00000	150.00	Coleman, Danielle		PH	

Notes | Add Notes

▶ 10/09/2017	2:30 PM	0121800000	dc	H			Multicolor construction paper	PACK	10.00	Office depot incs	0.00	Colem
▶ 10/09/2017	2:30 PM	0121800000	dc	H			Black Bic Pens	BOX	10.00	Office depot incs	0.00	Colem
▶ 07/11/2016	8:28 AM	0011500005	12	H			Riding lawn mowers	EACH	5.00	Xaos tools incscr	0.00	Smith
▶ 07/11/2016	8:28 AM	0011500005	12	H			25 ft. Trailer	EACH	1.00	Xaos tools incscr	0.00	Smith
▶ 06/24/2016	1:18 PM	0011500001	HN-Oct	H	Y		Misc. Expense		1.00	Sky Community Ba	200.00	Alblas
▶ 06/03/2016	11:10 AM	0011500004	12	H			Socket Wrenches	EACH	10.00	Xaos tools incscr	0.00	Smith

PO Line Items - WFPUPRRC - 10746 - 05.18.02.00.14 - Internet Explorer

Enter PO Number: 1231700002 | Search by PO | Search by Vendor

Line Items for PO

Line	Catalog	Description	U of M	Qty Ordered	Prev Received	Qty Received	Qty Remaining	Comment
▶ 100		Basketballs		50	0	24	26	
▶ 110		Baseball Bats		40	0	23	17	

Save | Receive All | Reset All Qty Received to Zero | Show All Detail Items | Notes | Attach | Fixed Asset | Close

Only items associated with a receiving record are displayed for selection when building the invoice details.

Select from PO - WF\AP\IE\IE - 31491 - 05.18.02.00.14 - Internet Explorer

Select from PO

PO Number: 1231700002 Description: Gym Equipment PO Amount: 300.00

PO Amount: 300.00 Fiscal Year: 2017-2018 PO Amount Invoiced: 0.00

Vendor: Abc school supply incscr PO Amount Remaining: 137.00

All PO Items Received: No Manual Lines: 0.00

Line #	Description	PO Quantity	PO Unit Cost	PO U of M	Quantity Received	Quantity Invoiced	Quantity Remaining	Quantity	Unit Cost	Catalog Co
100	Basketballs	50	2.00000		24	0	50	24	2.00000	
110	Baseball Bats	40	5.00000		23	0	40	23	5.00000	

Views: Select from PO Filters: *Skyward Default

20 records displayed Detail Lines: []

The A/P person receives a message when the invoice detail amount does not match the invoice master amount.

Message from webpage



Detail totals do not match the Invoice Master amount.

300.00 Master amount

163.00 Detail amount

137.00 Difference

Do you want to continue?

OK

Cancel

A/P Invoice Approval Setup options are available to define rules for automatically setting up invoice to require approval prior to processing.

AP Invoice Approval Setup Options - WF\AP\PS\CF\AS - 29615 - 05.12.10.00.00 - Windows Internet Explorer

AP Invoice Approval Setup Options

[Check Spelling](#)
[Save](#)
[Back](#)

AP Invoice Approval Setup

Enable AP Invoice Approval Option [?](#)

For AP invoices without Purchase Orders:

Require approval for ALL AP invoices at or over \$

For AP invoices tied to Purchase Orders:

Require approval for ALL AP invoices at or over \$ regardless of the percentage

Require approval for only AP invoices if at or over this percentage of the Purchase Order:

This rule is applied to the accumulated amount of AP invoices tied to a Purchase Order.

Require approval for AP invoices generated by the following modules:

- Check Requests
- Credit Cards
- Expense Reimbursements
- Insurance Tracking
- Payroll
- TRS

Email Options

Receive an email when an invoice is set to pending approval

Receive an email notification when an invoice is denied

Receive an email notification when an invoice is approved

Email From:

AP Invoice Approvers

Group	Group Description
000	AP Approvers

Expand All Collapse All View Printable Details

▼ Approvers Add Approver

The individual users may setup A/P Add Invoice Parameters to default the status to pending receiving when creating invoices.

Add Invoice Parameters - WF\AP\UP\AI - 31517 - 05.18.02.00.14 - Internet Explorer

Add Invoice Parameters

Add Invoice Parameters

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:

Save Back

125%

The Change Batch option on the invoice entry screen allows the user to manually promote the activity from pending receiving to batch.

Invoice Detail Lines/Accounting - WF\AP\IE\IE - 31491 - 05.18.02.00.14 - Internet Explorer

Invoice Detail Lines/Accounting

Invoice Master Information | Invoice Detail Lines/Accounting

Invoice Detail Lines/Accounting

Invoice Master Information

Status: Pending Recv	Batch Number: 4567	Edit Master
PO Number: 1231700002	Accounting: Account allocation by total invoice amount.	Notes
Invoice Number: 4567	Amount: 300.00	Attachments
Fiscal Year: 2017 - 2018	Bank Cash Account: AC001	
Vendor: Abc school supply incscr	Description: Gym Equipment	
8011 Scramble avenue PO BOX 8058		
Scramble TX 55555		
Invoice Date: 06/22/2018		

[Back](#)
[Change to Batch](#)

Invoice Detail Line Items

Views: [General](#) Filters: [*Skyward Default](#)

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost
100		Basketballs	24		2.00000	48.00
110		Baseball Bats	23		5.00000	115.00

[Add](#)
[Edit](#)
[Delete](#)
[View Invoice Accounts](#)
[Update Accounts](#)
[Select from PO/Receiving](#)

Invoice Ranges may be used to quickly identify PR [pending receiving] activity in the system.

Invoice Entry - WF\AP\VEVE - 31491 - 05.18.02.00.14 - Internet Explorer

Javier Gomez Account Preferences Exit ?

Skyward School District

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

Invoice Entry

Status: Pending Receiving Fiscal Year: All Fiscal Years

Views: Purchase Order Filters: *Skyward Default Refresh

PO Number	Vendor Key	Invoice Number	Invoice Description	Status	Vendor Name	Invoice Amount
▶ 0131800001	OFFICE D002	4567	School Supplies - Pens, Pencils	Pending Recv	Office depot business svc div	85.90
▶ 1231700002	ABC SCHO001	4567	Gym Equipment	Pending Recv	Abc school supply incsr	300.00

Add Edit Delete Generate from Reoccurring Notes Attach Go to Batch to Open Update



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THANK YOU FOR ATTENDING!

