



Texas Skyward User Group Conference

Qmlativ Purchase Order to Accounts Payable

Samantha Kollman



Session Title



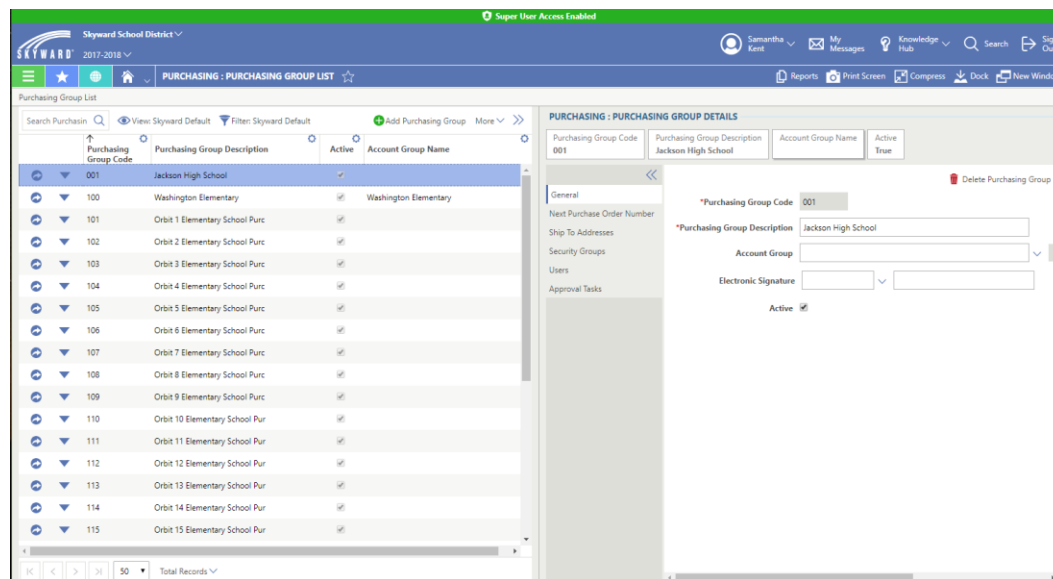
This session will give you an overview of Purchase Order and Accounts Payable processing in Qmlativ.

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

Options under the Purchasing Module

The screenshot displays the Skyward software interface for a purchasing module. At the top, the header includes the Skyward logo, 'Skyward School District', the year '2017-2018', and the user profile 'Samantha Kirt'. A navigation bar below the header contains icons for Activity Access, Administrative Access, Employee Access, Family Access, New Student Enrollment, Student Access, and Teacher Access. The main content area is divided into several sections: a left-hand navigation menu with categories like Account, Accounts Payable, Accounts Receivable, Asset, Benefit Management, Budgeting, Customization, District, Employee, Federal Reporting, Fee Management, Message Center, Online Form, Payroll, Position, Purchasing (highlighted), Reporting, Security, and Staff; a central pane with sub-sections for FEATURES (Ecommerce Ordering, My Purchase Order, My Purchase Order Approvals, Purchase Order, Receiving, REPORTS: Mass Print Purchase Orders, Print Purchase Orders, Purchase Order - Individual, Purchase Order Listing, Purchase Orders by Account), CODES (Invoice To, Purchasing Group, Unit of Measure), SETTINGS (District Configuration), and UTILITIES (Mass Reset Purchase Order Approvals); and a right-hand pane with options to '+ Add Assignment' and '+ Add Assignment Detail', along with an 'employment Type Override' section.

Purchase Order Groups need to be setup and then linked to the Security Group a user is assigned to



The screenshot shows the Skyward Purchasing Group List interface. The left pane displays a table of purchasing groups, and the right pane shows the details for the selected group (001).

Purchasing Group Code	Purchasing Group Description	Active	Account Group Name
001	Jackson High School	<input checked="" type="checkbox"/>	
100	Washington Elementary	<input checked="" type="checkbox"/>	Washington Elementary
101	Orbit 1 Elementary School Purc	<input checked="" type="checkbox"/>	
102	Orbit 2 Elementary School Purc	<input checked="" type="checkbox"/>	
103	Orbit 3 Elementary School Purc	<input checked="" type="checkbox"/>	
104	Orbit 4 Elementary School Purc	<input checked="" type="checkbox"/>	
105	Orbit 5 Elementary School Purc	<input checked="" type="checkbox"/>	
106	Orbit 6 Elementary School Purc	<input checked="" type="checkbox"/>	
107	Orbit 7 Elementary School Purc	<input checked="" type="checkbox"/>	
108	Orbit 8 Elementary School Purc	<input checked="" type="checkbox"/>	
109	Orbit 9 Elementary School Purc	<input checked="" type="checkbox"/>	
110	Orbit 10 Elementary School Pur	<input checked="" type="checkbox"/>	
111	Orbit 11 Elementary School Pur	<input checked="" type="checkbox"/>	
112	Orbit 12 Elementary School Pur	<input checked="" type="checkbox"/>	
113	Orbit 13 Elementary School Pur	<input checked="" type="checkbox"/>	
114	Orbit 14 Elementary School Pur	<input checked="" type="checkbox"/>	
115	Orbit 15 Elementary School Pur	<input checked="" type="checkbox"/>	

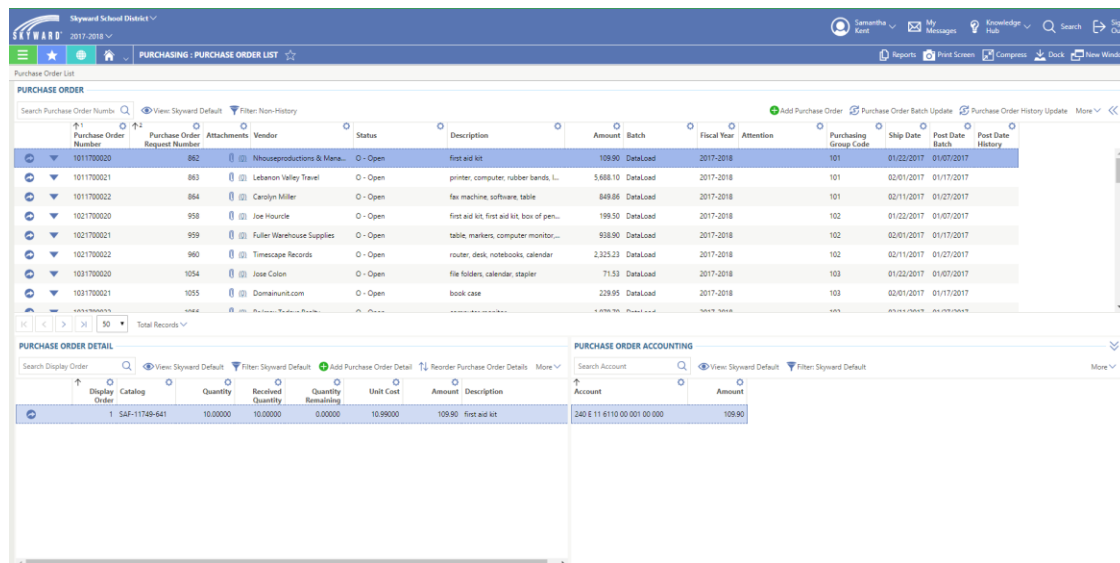
Purchasing Group Code	Purchasing Group Description	Account Group Name	Active
001	Jackson High School		<input checked="" type="checkbox"/>

PURCHASING : PURCHASING GROUP DETAILS

*Purchasing Group Code
 *Purchasing Group Description
 Account Group
 Electronic Signature
 Active

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

Detail View of a Purchase Order

Skyward School District 2017-2018

PURCHASING : PURCHASE ORDER DETAILS

Purchase Order List > Purchase Order Details

Purchasing Group 101 - Orbit 1 Elementary Sch...	Purchase Order Request Number 862	PO Number 1011700020	Vendor Nhouseproductions & Manag...	Status O - Open	Description first aid kit	Remaining Encumbrance 109.90	Vendor's Purchasing Contact
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- General
- Purchase Order Details
- Account Summary
- Receivings
- Encumbrances
- Invoices

Purchase Order Request Number: 862

Purchase Order Number: 1011700020

*Vendor: Nhouseproductions & Managements 104 N Candlenut Court Orbit City, TX 12354

Commodity: [] []

Due Date: 01/22/2017 Sunday []

Contract: []

*Description: first aid kit

Blanket:

Liquidation Status: F - Fully Liquidated

*Batch: DataLoad

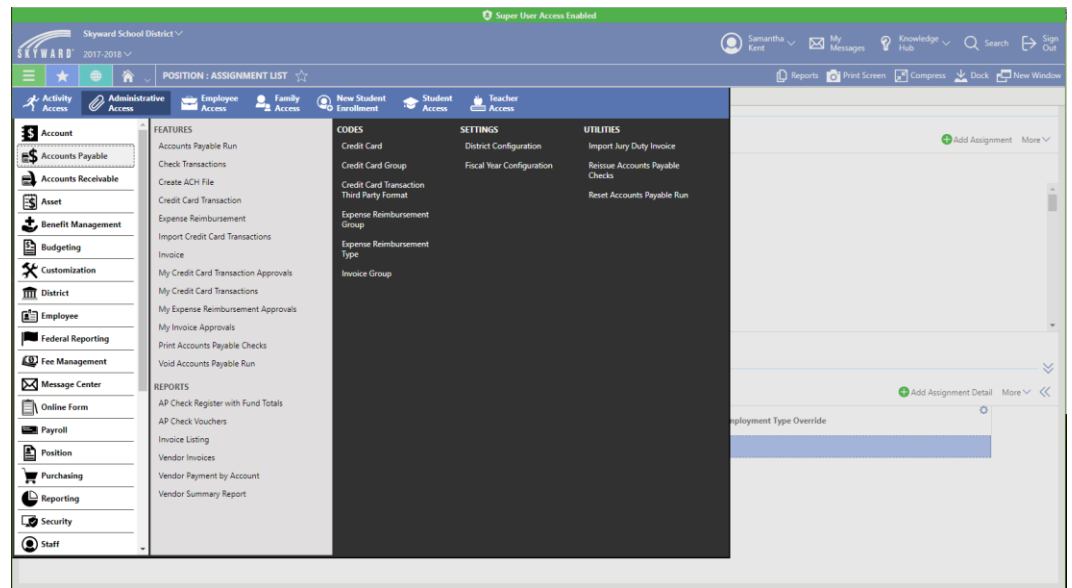
Amount: 109.90

Attention To: []

*Ship To: District Warehouse 104 N Red-Oak Court Orbit City, TX 12354

Ship Date: 01/22/2017 Sunday []

Options under the Accounts Payable Module.

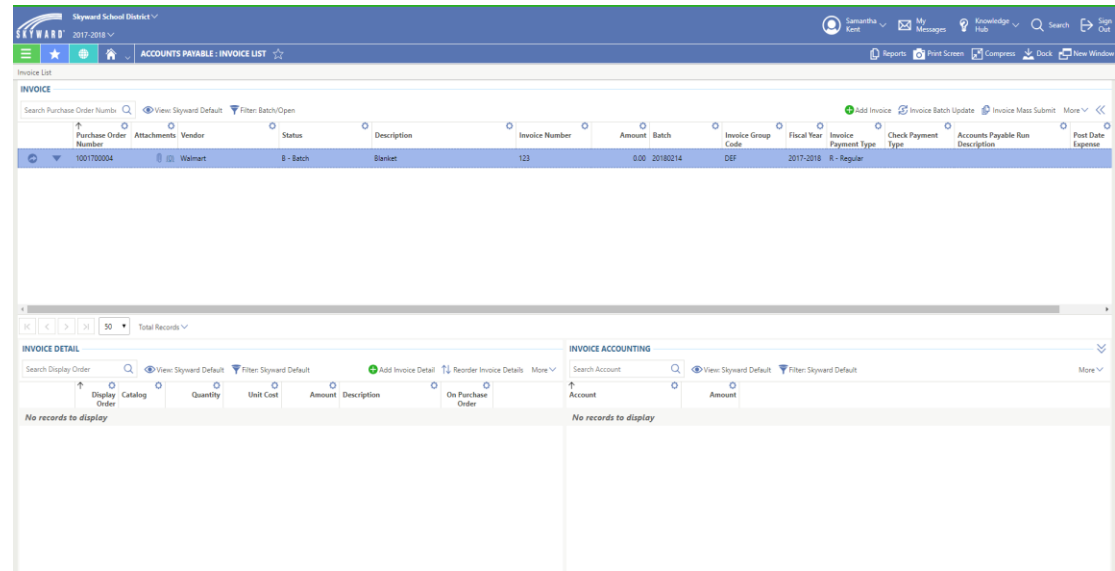


The screenshot displays the Skyward Accounts Payable module interface. The left sidebar contains a navigation menu with categories such as Account, Asset, Benefit Management, Budgeting, Customization, District, Employee, Federal Reporting, Fee Management, Message Center, Online Form, Payroll, Position, 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			

Invoice List screen.

Add Invoice and Invoice Batch Update options available



The screenshot displays the Skyward Accounts Payable Invoice List interface. At the top, the navigation bar includes the Skyward logo, user name 'Samantha Kent', and various utility icons. The main header shows 'ACCOUNTS PAYABLE - INVOICE LIST' with a search bar and filter options.

The 'INVOICE' section features a table with the following data row:

Purchase Order Number	Attachments	Vendor	Status	Description	Invoice Number	Amount	Batch	Invoice Group Code	Fiscal Year	Invoice Payment Type	Check Payment Type	Accounts Payable Run Description	Post Date Expense
1001700004		Walmart	B - Batch	Blanket	123	0.00	20180214	DEF	2017-2018	R - Regular			

Below the table are sections for 'INVOICE DETAIL' and 'INVOICE ACCOUNTING'. Both sections currently show 'No records to display'.

Accounts Payable Run screen

Skyward School District | Super User Access Enabled

ACCOUNTS PAYABLE: ACCOUNTS PAYABLE RUN LIST

Accounts Payable Run List

Search Check Date: [] View: Skyward Default Filter: All Accounts Payable Runs


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	[] []


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

☰
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🌐
🏠
ACCOUNTS PAYABLE : ACCOUNTS PAYABLE RUN DETAILS

Accounts Payable Run List > Accounts Payable Run Details

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

⏪
🔒 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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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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