



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

Purchase Order Receiving Entry

Receiving - WF\PU\PRRC - 10746 - 05.18.02.00.14 - Internet Explorer

Skyward School District

Javier Gomez Account Preferences Exit ?

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	Abilaw
06/03/2016	11:10 AM	0011500004	12	H			Socket Wrenches	EACH	10.00	Xaos tools incscr	0.00	Smith:

PO Line Items - WF\PU\PRRC - 10746 - 05.18.02.00.14 - Internet Explorer

PO Line Items

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

Pending Receiving Rules may be setup to have the system automatically promote invoices to batch activity when all items are received.

Pending Receiving Rules Setup - WF\AP\PS\CF\PR - 28024 - 05.12.10.00.00 - Windows Internet Explorer

Pending Receiving Rules Setup

Use Pending Receiving Rules so the system can run a process to automatically move invoices available for payment to Batch status

The Pending Receiving Rules for the automated process will require that the quantity invoiced must match the quantity received and the quantity on the PO by line item number.

How should the system apply this rule? [?](#)

To the Full PO - Each line item on the PO must be Fully Received before the status of the associated AP invoice(s) will be changed to Batch

By Line Item Quantity - If the line items on the individual AP invoice are Fully Received and the total quantity of all AP invoices is less than or equal to the quantity on the associated PO line item, its status will be changed to Batch

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

100%

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

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

Invoice Master Information

Invoice Master Information | Invoice Detail Lines/Accounting

Invoice Purchase Order Information

PO Number: [View](#) Vendor: OFFICE D002

PO Amount: Description:

Liquidated Amount: Entered Date: Fiscal Year:

Remaining Amount: Ship Date: Status:

Invoice Information

* Vendor: OFFICE D002 844 Scramble avenue
Scramble TX 55555
Phone: (555) 735-9031
Fax:

* Invoice Number: 1099:

* Invoice Date: * Status:

* Due Date: * Batch Number:

Description:

Email from Receiving

Invoice Amount:

Adjustment: Amount Adj. Description:

Discount: Amount Disc. Description:

Net Amount:

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

Select from PO - WF\AP\IE\IE - 31491 - 05.19.02.00.10-11.7 - Internet Explorer

Select from PO

PO Number: Description: PO Amount: Fiscal Year: Vendor: All PO Items Received:

PO Amount	60,999.55
PO Amount Invoiced	0.00
Currently Selected	0.00
PO Amount Remaining	60,999.55
Manual Lines	0.00

Views: **Select from Receiving** Filters: *Skyward Default

Line #	Description	PO Quantity	PO Unit Cost	PO U of M	Quantity Received	Quantity Remaining	Quantity	Unit Cost
100	Mac Book Pro's	50	800.00000		26	26		800.00000
110	iPad Mini's	25	399.99000		10	10		399.99000
120	iPad Pro's	10	1,099.98000		10	10		1,099.98000

20 3 records displayed Detail Lines:

Selected Accounts

Percentages are retained from the PO account distribution.

Account Number	Amount	Percent	Encumbered Account
* 199 E 11 6112 00 002 0 21 000	0.00	100.00000	199 E 11 6112 00 002 0 21 000

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

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\VE\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		

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

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

[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\IE\IE - 31491 - 05.18.02.00.14 - Internet Explorer

Skyward School District

Javier Gomez Account Preferences Exit ?

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 incscr	300.00

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

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



Texas Skyward User Group Conference

THANK YOU FOR ATTENDING!

