



Texas Skyward User Group Conference

Accounts Payable Advanced Options

Cody Dyb



Importing into Financial Management



Learn how to set up AP ACH and Pending Receiving.

- Walk through setting up A/P ACH
- Creating the Direct Deposit file from Invoices
- Covering how to setup Pending receiving
- Using Pending Receiving in conjunction with Receiving and Invoice
- Setting up AP Invoice Approvals

ACH Setup Screen

Automated Clearing House - WF\AP\PI\AC\AC - 26506 - 05.19.06.00.08 - Google Chrome

Not secure | brokercts/scripts11/cgiip.exe/WService=30477web/hrachtree001.w

Skyward School District

Cody Dyb Account Preferences Exit ?

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

Automated Clearing House (2544)

- Verify Bank Information
- Create Prenotification Download File
- Direct Deposit Verification Report
- Verify Vendor Email Information
- Create Direct Deposit Download File
- Email Advice of Deposit Notice
- View Historical Direct Deposit Files
- ACH Banks Report

Verify Bank Information
This option allows modification of the bank origin/destination information.

Create Prenotification Download File
This multiple step process requires the user to:
1) Verify/Update bank origin/destination information.
2) Select Date of Deposit Settlement. Determine if all vendors should receive a prenote or only new and/or vendors with a ACH modifications.
3) Select additional banks that require a prenote (optional).
4) Create the prenotification download file.

Direct Deposit Verification Report
This option creates a report showing the vendor and bank information included in the direct deposit download file.

Verify Vendor Email Information
This option will display a browse showing vendors included in the direct deposit download file and their email addresses.

Create Direct Deposit Download File
This multiple step process requires the user to:
1) Verify/Update bank origin/destination information.
2) Select Date of Deposit Settlement. Determine if all vendors should receive a prenote or only new and/or vendors with a ACH modifications.
3) Create the direct deposit download file.

Email Advice of Deposit Notice
This option will send an email notification of a direct deposit to all vendor/employees.

View Historical Direct Deposit Files
This option displays a browse of all previously created direct deposit download files.

ACH Banks Report
This option provides a report of all the ACH banks.

Pending Receiving Setup



Pending Receiving Rules Setup - WF\AP\PS\CF\PR - 28024 - 05.19.06.00.08 - Google Chrome

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Pending Receiving Rules Setup (87)

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

Do not include Blanket Purchase Orders in Pending Receiving [?](#)

Save
Back
Help

Receiving Screen

Receiving - WF\PU\PR\RC - 10746 - 05.19.06.00.08 - Google Chrome

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Cody Dyb Account Preferences Exit ?

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

Receiving (645)

Views: General Filters: *Skyward Default

Date	Time	PO Number	Batch Number	PO Status	BP	Catalog	Description	Unit Desc	C
▶ 06/21/2019	9:31 AM	0001900001	JG1	O			Mac Book Pro's		
▶ 06/21/2019	9:31 AM	0001900001	JG1	O			iPad Pro's		
▶ 06/21/2019	9:31 AM	0001900001	JG1	O			iPad Mini's		
▶ 10/08/2018	8:16 PM	1231700001	15	O			To Kill a Mocking Bird books		
▶ 08/06/2018	2:16 PM	0011800000	KR	O			TRADE IN - 2015 KAF820BFF MULE	EACH	
▶ 08/06/2018	2:16 PM	0011800000	KR	O			2018 KAWASAKI KAF820BJF MULE	EACH	
▶ 10/09/2017	2:30 PM	0121800000	dc	H			Red Bic pens	BOX	
▶ 10/09/2017	2:30 PM	0121800000	dc	H			Multicolor construction paper	PACK	
▶ 10/09/2017	2:30 PM	0121800000	dc	H			Black Bic Pens	BOX	
▶ 07/11/2016	8:28 AM	0011500005	12	H			Riding lawn mowers	EACH	
▶ 07/11/2016	8:28 AM	0011500005	12	H			25 ft. Trailer	EACH	
▶ 06/24/2016	1:18 PM	0011500001	HN-Oct	H	Y		Misc. Expense		
▶ 06/03/2016	11:10 AM	0011500004	12	H			Socket Wrenches	EACH	
▶ 06/03/2016	11:10 AM	0011500004	12	H			MISC ITEMS		
▶ 06/03/2016	11:10 AM	0011500004	12	H			Hammers	EACH	
▶ 06/01/2016	11:01 AM	0011500003	15	H			3 HP LASER PRINTERS FOR HS		
▶ 05/05/2016	10:57 AM	0011500002	12	H			Socket Wrenches	EACH	
▶ 05/05/2016	10:57 AM	0011500002	12	H			Hammers	EACH	
▶ 08/31/2015	1:44 PM	0011400003	12	H			Socket Wrenches	EACH	
▶ 08/31/2015	1:44 PM	0011400003	12	H			Hammers	EACH	

20 records displayed Date: []

AP Invoice Approval Setup

AP Invoice Approval Setup Options - WF\AP\PS\CF\AS - 29615 - 05.19.06.00.08 - Google Chrome

Not secure | brokercts/scripts11/cgiip.exe/WService=30477web/fapcfedit002.w?isPopup=true

AP Invoice Approval Setup Options (94)

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	0110 SCRAMBLED PO GROUP
<input type="button" value="Expand All"/> <input type="button" value="Collapse All"/> <input type="button" value="View Printable Details"/>	
▼ Approvers <input type="button" value="Add Approver"/>	
There are no Approvers set up for this group.	



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THANK YOU FOR ATTENDING!

