



Adding a Vendor

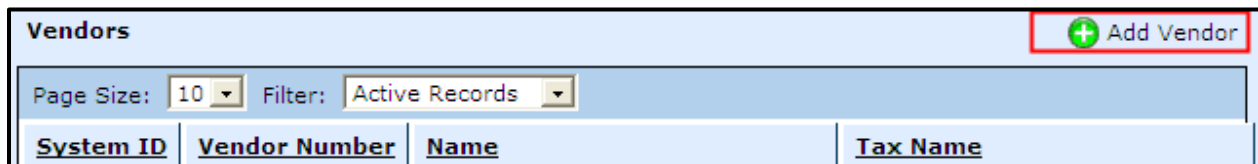
Finance > Purchasing & AP > Vendors > Vendors

The Vendors master screen stores a list of customized Vendors, which can be used in the AP Check Run process, Payroll deductions process, and in the processing of 1099 forms.


The Vendor listing defaults to all active records; however, at any time, you may select all deleted records, or customize a query in search of a particular Vendor.

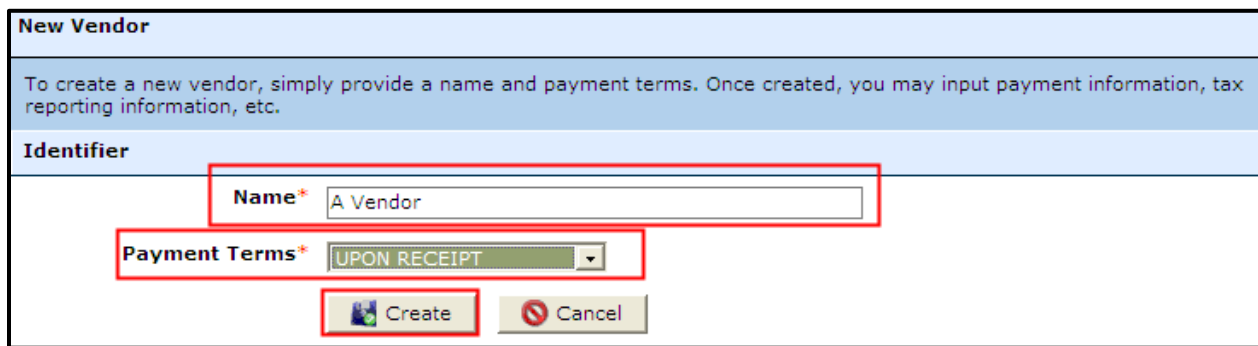
To Add a Vendor:

- Go to **Finance > Purchasing & AP > Vendors > Vendors**
- Select to  **Add Vendor**



System ID	Vendor Number	Name	Tax Name
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- Enter the **Vendor Name**
- Select the **Payment Terms** – by selecting the Payment Terms, this will determine where the vendor payments fall into specific categories on the Payments screen. This field is also important in the Vendor Aged Payables report
- Select  **Create**



New Vendor

To create a new vendor, simply provide a name and payment terms. Once created, you may input payment information, tax reporting information, etc.

Identifier

Name*

Payment Terms*

- Once the vendor is created, the vendor maintenance screen looks similar to the following:
- Select **Edit Identifier**

Vendors Maintenance Screenshot

General | Contact Info | Purchasing | Security | Merge

Edit: AA Vendor Return to list

Vendors represent entities or individuals with whom your organizations conducts business. This view allows you to track critical, required information for tracking, reporting, and tax purposes.

Identifier

Vendor Number* V030697 *Automatically assigned by the system.*

Name* AA Vendor

Payment Terms* UPON RECEIPT

Customer Number None

Tax Information

Tax Name

Tax Number

Requires 1099 No

Received W9 No

Edit Identifier

Edit Tax Information

Edit Identifier to edit Vendor Name, Payment Terms, or add a Customer Number.

Edit Tax Information to enter the Tax Name, Tax Number and whether the vendor requires a 1099, and if you have received a W9.

- When in the Edit Identifier screen, you can change the Vendor Name, Payments Terms and add a Customer Number.
- Select **Save** to save the changes.

Edit Identifier Screenshot

Identifier

Vendor Number* V030697

Name* AA Vendor

Payment Terms* UPON RECEIPT

Customer Number

Save Cancel

- Select **Edit Tax Information**

Tax Information	
Tax Name	
Tax Number	
Requires 1099	No
Received W9	No

When in the Edit Tax Information screen,

- Enter the Tax Name and Tax Number as it appears on the vendor's W9 form.
- Select whether or not the vendor requires to receive a 1099 or not
 - **Required** indicates the vendor will receive a 1099
 - **Not Required** indicates the vendor does not require to receive a 1099
- Select if the district has Received or Not Received a W9 for the vendor
- Select **Save**

Tax Information	
Tax Name	AA Vendor
Tax Number	999-99-9999
Requires 1099	Required
Received W9	Received
Save Cancel	

- Select **Contact Info**
- Select **Edit Contact Information**

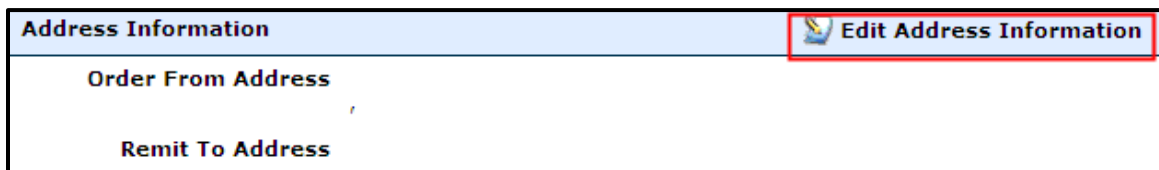
General	Contact Info	Purchasing	Security	Merge
Edit: AA Vendor Return to list				
Vendor contact information is needed to properly facility the purchasing process.				
Contact Information				Edit Contact Information

- Enter any **Contact Information** you have on the vendor.
- Select  Save.



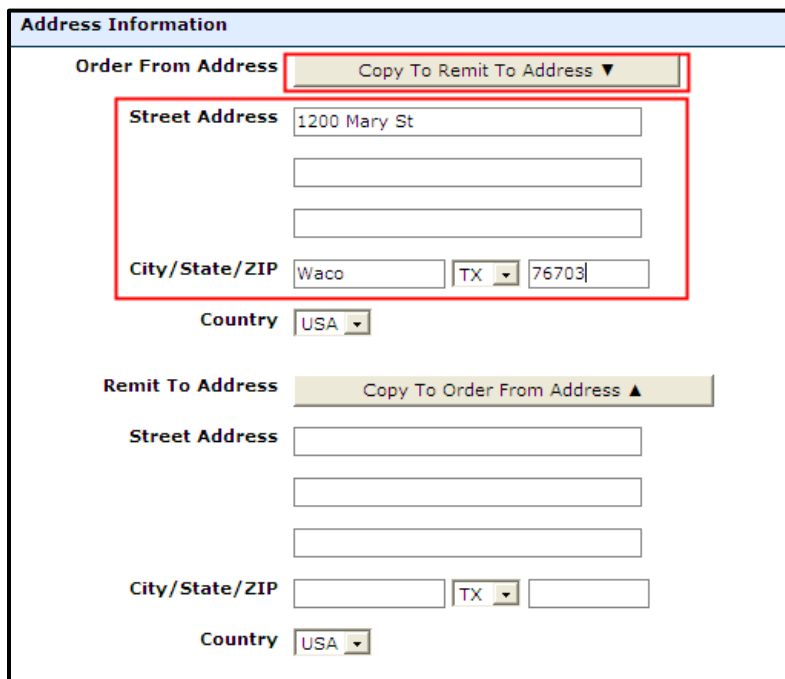
The image shows a 'Contact Information' form with a blue header. The form contains several input fields: 'Primary Contact', 'Phone', 'Fax', 'Primary Email', 'Alternate Email', and 'URL'. A red rectangular box highlights the 'Primary Contact', 'Phone', 'Fax', 'Primary Email', 'Alternate Email', and 'URL' fields. At the bottom of the form, there are two buttons: 'Save' (with a floppy disk icon) and 'Cancel' (with a red 'X' icon). Both buttons are also highlighted with a red rectangular box.

- Select **Edit Address Information**



The image shows an 'Address Information' form with a blue header. The form has two main sections: 'Order From Address' and 'Remit To Address'. In the top right corner, there is a button labeled 'Edit Address Information' with a floppy disk icon, which is highlighted with a red rectangular box.

- Enter the **Order From Address** – if you enter the Order From Address, you can click on the Copy To Remit To Address, which will copy the address down below or vice versa.



The image shows the 'Address Information' form with the 'Order From Address' section filled out. A red rectangular box highlights the 'Order From Address' section, which includes a 'Copy To Remit To Address' button with a dropdown arrow. Below this, the 'Street Address' field contains '1200 Mary St'. The 'City/State/ZIP' section has 'Waco' in the city field, 'TX' in the state dropdown, and '76703' in the ZIP field. The 'Country' dropdown is set to 'USA'. The 'Remit To Address' section is currently empty, with a 'Copy To Order From Address' button with an upward arrow.

- Select  Save.

- Select the **Purchasing** tab
- Select **Edit Purchasing Information**

The screenshot shows the 'Edit: A Vendor' window with the 'Purchasing' tab selected. Below the tabs, there is a 'Return to list' button. A text box contains the message: 'Purchasing information is intended to direct the system on how to pay and purchase from vendors.' Below this, the 'Purchasing Information' section is visible, with the 'Edit Purchasing Information' button highlighted by a red box.

- Select the **Payment Method** for use in the AP check run process
 - **Live Check** – indicates when an AP check run is processed, the vendor payment will generate an actual check.
 - **EFTPS** – this is a template specifically for the EFTPS payments and only to be used for the IRS vendor.
 - **Electronic – Standard (Epay)** – indicates when an AP check run is processed, the system posts the vendor payment to the ledger as an electronic payment. This does not take the place of the necessary process to post the payment with the vendor. This selection only posts the payment to the ledger.
 - **TexNet** – this is a template specifically for the TexNet payments and only to be used for the TRS (Teacher Retirement System) vendor.
- Select **Save**.

The screenshot shows the 'Edit: A Vendor' window with the 'Purchasing Information' section expanded. The 'Payment Method' dropdown menu is open, showing options: 'Live Check', 'EFTPS', 'Electronic - Standard', and 'Texnet'. The 'Live Check' option is highlighted. Below the dropdown are 'Pricing Notes' and 'Discount Notes' text areas. At the bottom, the 'Save' button is highlighted with a red box, and the 'Cancel' button is also visible.

-
- Select the **Security** tab. The system automatically adds the Default Vendor List so that the Administrative Group can see all vendors;
 - however, if you are limiting users to see particular vendors, select **Edit Security**
 - Select the appropriate **Vendors List** for the Vendor.

The screenshot shows a software interface with a tabbed menu at the top containing 'General', 'Contact Info', 'Purchasing', 'Security', and 'Merge'. The 'Security' tab is selected and highlighted with a red box. Below the tabs, the text 'Edit: AAA' is displayed on the left, and a 'Return to list' link with a green arrow icon is on the right. A blue informational box contains the text: 'Vendor lists are the means by which a users are granted access to vendors in drop down lists, reports, etc.' Below this, a section titled 'Vendor Lists' contains a table with one row: 'Default Vendor List', which is also highlighted with a red box. To the right of the table is an 'Edit Security' button with a key icon, also highlighted with a red box.

- **Merge** tab – if you need to merge duplicate vendors, view the separate instructions for Merging Vendors.




Merging a Vendor

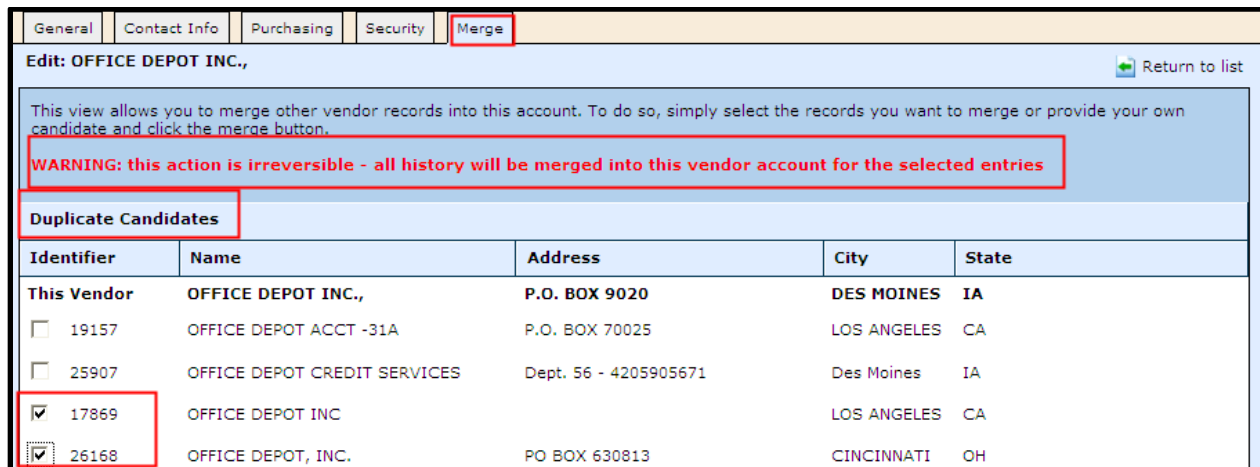
Finance > Purchasing & AP > Vendors > Vendors

WebSmart does not allow a user to enter a duplicate vendor; however, as part of the renovation of Purchasing & AP, WebSmart now offers the ability to merge vendors if multiple vendors are converted into the system from a previous software. This includes merging all transactional history into the active vendor as well. This feature only pertains to those users who have access to the vendor maintenance screens.

When merging vendors, keep in mind that WebSmart will retain the vendor, which is open at the time you select to merge all other vendors.

To Merge a Vendor:

- Go to **Finance > Purchasing & AP > Vendors > Vendors**
- Select to  **edit** the Vendor you would like to keep active
- Select the **Merge** tab
 - **This action is irreversible – Make certain the Vendors ARE indeed duplicates before merging.**
 - The system will generate a list of possible duplicate vendors
 - Select the duplicate vendors by checking the box to the left of the vendor number



Identifier	Name	Address	City	State
This Vendor	OFFICE DEPOT INC.,	P.O. BOX 9020	DES MOINES	IA
<input type="checkbox"/> 19157	OFFICE DEPOT ACCT -31A	P.O. BOX 70025	LOS ANGELES	CA
<input type="checkbox"/> 25907	OFFICE DEPOT CREDIT SERVICES	Dept. 56 - 4205905671	Des Moines	IA
<input checked="" type="checkbox"/> 17869	OFFICE DEPOT INC		LOS ANGELES	CA
<input checked="" type="checkbox"/> 26168	OFFICE DEPOT, INC.	PO BOX 630813	CINCINNATI	OH

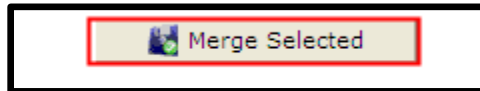
- However, if you do not see the duplicate vendor in the populated list, scroll down to the bottom of the page and find the Other Candidate drop down box. The user can begin typing the name of the duplicate vendor in this field. Be cautious when using this Other Candidate field. The system shows the vendor name and address, but not the vendor number.

Other Candidate office dep **Enter vendor here**

Vendor list will generate here

- OFFICE DEPOT ACCT -31A § P.O. BOX 70025 LOS ANGELES , CA
- OFFICE DEPOT CREDIT PLAN § P.O.BOX 689020 DES MOINES , IA
- OFFICE DEPOT CREDIT SERVICES § Dept. 56 - 4205905671 Des Moines, IA
- OFFICE DEPOT INC § CHICAGO, IL

- Select **Merge Selected** – once this option is selected, the vendors will merge, rolling all transactional history up into the active vendor only. Again, this action cannot be reversed.





Entering Credit Card Transactions

Websmart offers the ability to maintain expenses of **separate** vendor transactions for 1099 purposes when paying credit card invoices rather than producing one lump sum payment to the credit card vendor without any trace back to the original vendor.

This process contains multiple steps utilizing the Bills section under the Purchasing & AP tab to create bills payable to the vendor and the Installments section under the Banking & Receipts tab to create the bill to the credit card vendor.

But, first, be sure to verify with administration that a custom liability account has been created in the chart of accounts and the credit card account in the banking setup has been defined.

Steps 1 and 2 involve recording the bill to the general ledger.

Finance > Purchasing & AP > Bills

Step 1: Create the bill to the vendor – Go to Purchasing & AP > Bills to record the credit card transactions to the proper vendor. As items are charged to the credit card, and the credit card receipts are submitted to the business office, create a bill to the vendor where the items were purchased from and code the bill to the appropriate expense code. This process will post the transaction to the general ledger by debiting the expense code and crediting the general liability code.

Payment Authorization - Bill

Bill Number
New Payment Authorization

<u>Vendor</u> 3D VISIONS	<u>Reference Number</u> Credit Card 01012010	<u>Billing Date</u> 5/3/2011	<u>Due Date</u> 5/3/2011	<input type="button" value="Calculate"/>
<u>A/P Group</u> None				<input type="button" value="Link Ordered Items"/>

Item	Description - Item Code/ Expense - Liability	Qty	Unit Price	Ext. Price
1	Credit Card Purchase 420-11-6399.00-101-1-00-0-00 420-00-2110.00-000-1-00-0-00	1.00	500.00	500.00
Balance				500.00 <input style="float: right;" type="button" value="+"/>

Finance > Purchasing & AP > Payments > Make Payments

Step 2: Post the bill to the ledger – Go to Purchasing & AP > Payments > Make Payments to select the bills that were paid with the credit card and select the **credit card account** instead of the bank account. This process will post the transaction to the general ledger by debiting the general liability and crediting the credit card liability.

Unpaid Liabilities

Update the bank general information below:

* Banking Account: Mastercard

Total Amount: 500.00 Create Check Run

Liabilities

Query: All Liabilities

Vendor	Amount	Pay
3D VISIONS	\$500.00	<input checked="" type="checkbox"/>

Finance > Reports

Steps 3, 4 and 5 involve paying the actual credit card statement.

Step 3: Run the Trial Balance report – Go to Finance > Reports > General Ledger > Trial Balance to run a Trial Balance for the credit card liability account using This Fiscal Year as the date range and enter the parameters. For this example, we used object 2110 and sub-object 199. If all the credit card bills have been entered, this trial balance should be equal to the credit card payment when it's time to make the credit card payment. The trial balance report will indicate how much to pay from each fund.

Finance Reports Return to

Report* Trial Balance

Parameters

Date Range This Fiscal Year Fund

District Filter 000001-Demo District 1 Function

Export Data To Excel Object 2110

Run Report Sub-Object 1 99

Organization

Fiscal Year

**Trial Balance
This Fiscal Year**

Object: 2110
Sub-Object 1: 99

District Filter: Demo District 1
County/District: 000001

Account Code	Description	07/01/2010 06/30/2011	Balance
199-00-2110.99-000-1-00-0-00	Acct Payable - Am Bank	\$0.00	\$0.00
FUND 199 TOTAL:		\$0.00	\$0.00
420-00-2110.99-000-1-00-0-00	Foundation School Program And Other State Aid (Charter School Only) - Accounts Payable	(\$500.00)	(\$500.00)
FUND 420 TOTAL:		(\$500.00)	(\$500.00)
GRAND TOTAL		(\$500.00)	(\$500.00)

Finance > Banking & Receipts > Installments

Step 4: Create an **Installment** – to pay the credit card payment to the **credit card vendor**, create an Installment. This process generates an unpaid bill to the credit card liability, which posts the transaction to the general ledger by debiting the credit card liability and crediting the general liability, thus reducing the liability and allowing the payment to be processed from the general operating account.

To Create the Installment:

- Click **+** **Add Create Installment**.
- Select the **Banking Account**, which is the **Credit Card Account**. In this case, you'll select the credit card account in which you are going to make the payment from.
- Enter a **Memo**, something to identify the transaction such as July 10 Credit Card Statement
- Enter a **Description**. (Memo can be repeated)
- Select the appropriate credit card **Liability** Fund account and the general **Liability** account.
- Enter the **Amount** of the credit card payment.
- Click **Save** to create the Installment Bill

Installment

Transaction Reference
New Installment

<u>Banking Account</u> Mastercard	<u>Installment Date</u> 4/11/2011
<u>Memo</u> paying credit card bill	

Item	Description / Accounts	Amount
1	paying credit card bill 420-00-2110.99-000-1-00-0-00 420-00-2110.00-000-1-00-0-00	500.00

Finance > Purchasing & AP > Payments > Make Payments

Step 5: Now that you have created the Installment you are ready to pay the credit card vendor.

- To pay the Credit Card Vendor select the Bill to the credit card company from the Make Payment list.
- Select the **General Operating bank account**, or the account you will make the credit card payment from and click on Create Check Run.
- Verify the next check number (or EPAY) and the date of payment and click on **Save**.

Unpaid Liabilities

Update the bank general information below:

* **Banking Account:** General Operating ▼

Total Amount: Create Check Run

Liabilities

Query: All Liabilities ▼

	Vendor	Amount	Pay
<input type="checkbox"/>	A - G	(\$499.18)	<input type="checkbox"/>
<input type="checkbox"/>	BACA & SONS PAINTING INC.	(\$46.77)	<input type="checkbox"/>
<input type="checkbox"/>	Mastercard	\$500.00	<input checked="" type="checkbox"/>

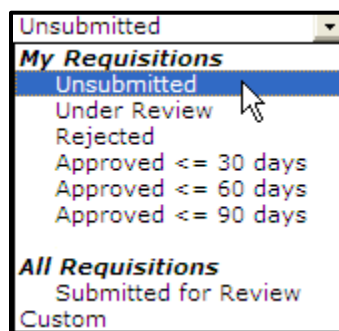


Creating Requisitions: Requisition Creator










Finance > Purchasing & AP > Requisitions > Requisitions

Online requisitions are designed to be created by a user with requisition access to request the purchase of items for approval through an online workflow, or set of signatories, which are set up by administration.

It is suggested to check the status of requisitions often by reviewing any of the following queries. When choosing the **Requisitions** screen, the default view displays the “**Unsubmitted**” Requisitions. This can be changed by selecting another option from the Query drop menu.



Queries (My Requisitions):







- **Unsubmitted** – Shows all requisitions created by your login that have **NOT** been submitted to administration for review. These requisitions are saved and visible only to the creator. This view allows the ability to  (print),  (edit), or  (delete) the Requisition.
- **Under Review** – Shows all Requisitions created by your login that have not been approved nor converted into Purchase Orders. This view allows the ability to  (print),  (edit), or  (delete) the Requisition.
- **Rejected** – Shows all Requisitions created by your login that have been rejected by authorized personnel. The authorized personnel will post Rejected Comments to the Requisition; therefore, if applicable, the requestor has the ability to  (print),  (edit), or  (delete) the Requisition.
- **Approved <= 30 days** – Shows all Requisitions created by your login that have been approved and converted into a Purchase Order within the last 30 days. This is where the purchase orders are viewed and printed/edited, if necessary.

- **Approved <= 60 days** – Shows all Requisitions created by your login that have been approved and converted into a Purchase Order within the last 60 days. This is where the purchase orders are viewed and printed/edited, if necessary.
- **Approved <= 90 days** – Shows all Requisitions created by your login that have been approved and converted into a Purchase Order within the last 90 days. This is where the purchase orders are viewed and printed/edited, if necessary.

Queries/All Requisitions

- **Submitted for Review** – Shows ALL requisitions created by your login.
- **Custom Query** – By selecting specific criteria for the Filter, this feature generates a customized view of specific Requisitions.

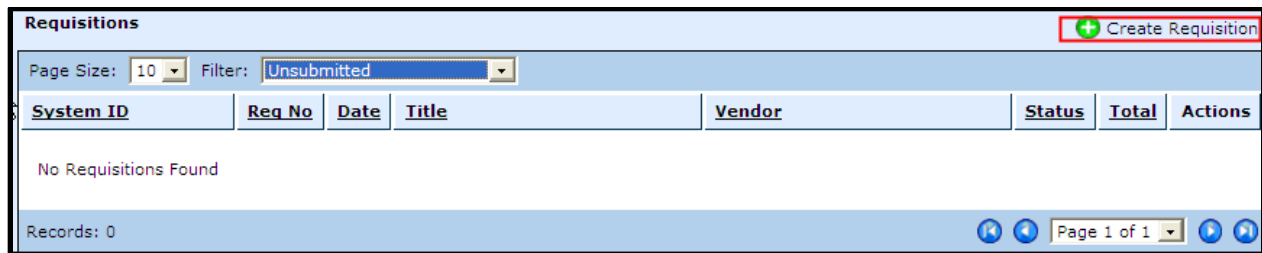
NOTE: When looking at queries, notice the Vendor is now available.

Requisitions + Create Requisition							
Page Size: 10		Filter: Under Review					
System ID	Req No	Date	Title	Vendor	Status	Total	Actions
3128	3128	10/21/2011	Supplies for 10/21/2011	WAL MART	UnderReview	\$2,500.00	  
3100	3100	10/19/2011	Supplies	QUILL.COM	UnderReview	\$90.00	  

Records: 2 Page 1 of 1

To Create a Requisition:


- Select  **Create Requisition**.







System ID	Req No	Date	Title	Vendor	Status	Total	Actions
No Requisitions Found							





- Enter a descriptive **Title** for the Requisition. This description should allow the approver and creator the ability to identify the purpose of the Requisition. The system will **NOW** allow duplicate titles or descriptions.
- Enter or select the estimated **Delivery Date**, *optional*. The expected Delivery Date CAN be left blank. If so, the system will default to the current date.
- **Transaction Date** defaults to the current date, which is the date the items are being requested.
- Enter a **Tracking Number**, *optional*; however, if used, will print on the purchase order
- Enter a **Quote Number**, *optional*; however, if used, will print on the purchase order
- Enter a **Bid Number**, *optional*; however, if used, will print on the purchase order
- Select the **Status**:
 - **Submit for review** – this automatically submits the requisition to administration for the review and approval process.
 - **Unsubmitted** – this selection saves the requisition and places it in the Unsubmitted Query on the Requisitions page.
- Enter the **Vendor**. Begin by typing the first few letters of the vendor name and the list will begin to populate. Select the appropriate vendor.
- Enter any **Purchasing Comments**; these will appear on the original Purchase Order. These are used to communicate information directly to the Vendor.
- Verify the name of the **Requestor** in the drop menu.
- Enter the **Ship To** facility in the drop menu. (The Ship To facilities are controlled by Administration.) If you do not know the ship to facilities available to you, you can enter

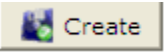

an *asterisk, which is a wild card symbol instructing the system to search for all available facilities.

- Enter the **Bill To** facility in the drop menu. (The Bill To facilities are controlled by Administration.) If you do not know the bill to facilities available to you, you can enter an *asterisk, which is a wild card symbol instructing the system to search for all available facilities.
- Select the number of **Items** requested for the requisition by selecting the  (Add) icon.

Items					
#	Item No.	Description	Qty	Price	Ext. Price
 Add  Item(s)					

- For **Item #1**:
 - Enter the **Item No.**
 - Enter the **Description** of the item.
 - Enter the **Account Code**.
 - Enter the **Amount** allocated to that specific account code
 - If you need to allocate the amount of the item to multiple account codes, select the  **Add Coding** option, which will generate another line to allocate the amount.
 - Enter the Qty of the Items.
 - Enter the Price of the Items.
 - The Ext Price will populate according to the Qty and Price.
 - If you need to delete the allocation, select the  (Delete) icon.

Items					
#	Item No.	Description	Qty	Price	Ext. Price
1	6543	Art Paper	6	1.00	30.00
		<div style="border: 1px solid red; padding: 2px;"> 420-11-6399.00-001-2-11-0-15 4 10.00  420-11-6399.00-001-2-23-0-15 10.00  420-11-6399.00-001-2-24-0-15 10.00  </div>			
5  Add Coding					

- Select  to submit the Requisition for approval.
- Or, select  and the Requisition will not be saved.

Example of Completed Requisition

New Requisition

Title Supplies		Delivery Date 10/31/2011	Transaction Date 10/19/2011
Tracking Number	Quote Number	Bid Number	Status Submit for review
Vendor QUILL.COM		Requestor DAVIS, MELISSA	
Purchasing Comments Please deliver after 4 pm		Ship To HIGH SCHOOL	
		Bill To ADMINISTRATION	

Items

#	Item No.	Description	Qty	Price	Ext. Price
1	6543	Art Paper	1.00	30.00	0.00
		420-11-6399.00-001-2-11-0-15	10.00	10.00	
		420-11-6399.00-001-2-23-0-15	10.00	10.00	
		420-11-6399.00-001-2-24-0-15	10.00	10.00	
		+ Add Coding			
2	5432	Paint	1.00	45.00	45.00
		420-11-6399.00-001-2-11-0-15	15.00	15.00	
		420-11-6399.00-001-2-23-0-15	15.00	15.00	
		420-11-6399.00-001-2-24-0-15	15.00	15.00	
		+ Add Coding			
					+ Add 2 Item(s)

- When the requisition is created, the requisition contains multiple tabs.
 - **Requisition** – this screen shows the information entered into the requisition.

Requisition		Signatures	History		
Edit: Supplies			Return to list		
Requisition		Edit Requisition			
Title Supplies	Delivery Date 10/19/2011	Transaction Date 10/19/2011			
Tracking Number	Quote Number	Bid Number	Status UnderReview		
Vendor QUILL.COM		Requestor DAVIS, MELISSA			
Purchasing Comments Please deliver after 4 pm		Ship To HIGH SCHOOL			
		Bill To ADMINISTRATION			
Items					
#	Item No.	Description	Qty	Price	Ext. Price
1	6543	Art Paper	1.00	\$30.00	\$30.00
		420-11-6399.00-001-2-11-0-15		\$10.00	
		420-11-6399.00-001-2-23-0-15		\$10.00	
		420-11-6399.00-001-2-24-0-15		\$10.00	
2	5432	Paint	1.00	\$45.00	\$45.00
		420-11-6399.00-001-2-11-0-15		\$15.00	
		420-11-6399.00-001-2-23-0-15		\$15.00	
		420-11-6399.00-001-2-24-0-15		\$15.00	
					Total Amount: \$75.00

- **Signatures** –
 - this screen allows the requisition creator to add Justification Comments, if necessary, and
 - allows the requisition creator to see the signatures on the requisition, and if the requisition has been signed or unsigned.

Requisition		Signatures	History		
Edit: Supplies			Return to list		
...		Edit Justification			
Justification					
Purchase of supplies for special project.					
Signatures					
Seq	Name	Blk/Prn	Status	Date/Time	Username
0	Default - 200	True/True	Unsigned		
2	not printable	False/False	Unsigned		

-
- **History** – this screen shows a list of historical data. Any time a change is made to the requisition, the date/time stamp will indicate when the document was changed.

Date/Time	Message	User ID
10/19/2011 9:42:30 AM	Creating document UnderReview; 2 signatures added to document	5
10/19/2011 12:11:58 PM	Saving document UnderReview	5
10/19/2011 12:24:33 PM	Saving document UnderReview; 2 signatures added to document	5

- Select **Return to List** to return to the **Submitted for Review** query of requisitions.



Approving Requisitions into PO's

Locating the requisitions awaiting for review

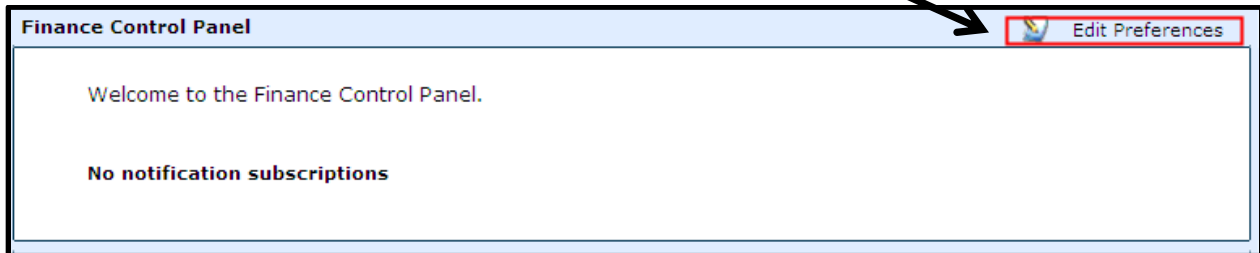
For employees with rights to approve purchase orders, the requisitions awaiting for review can be found in two locations:

- Initial Start Page
- Finance > Purchasing & AP > Purchasing > Approval Queue

Setting the Initial Start Page

WebSmart offers the ability for the approver to see the signature queue, which contains requisitions for the approver's access rights, when the user initially log into the software.

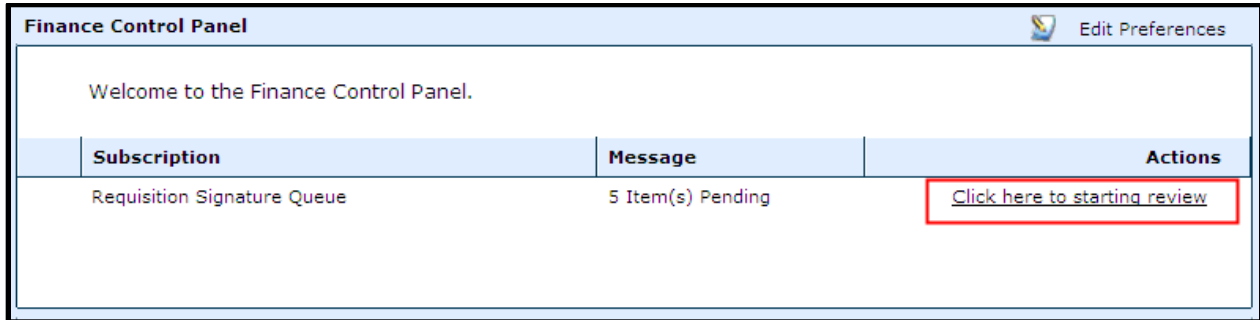
- Login to WebSmart
- From the Finance Control Panel, select **Edit Preferences**





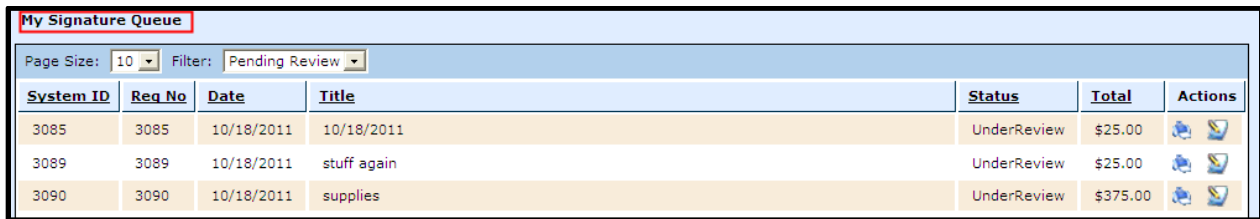
- Select the checkbox indicated **Requisition Signature Queue**
- Enter the **Setting/Threshold** amount. This amount sets a limit on the number of requisitions seen on the start page. For examples, if you only want to see 5 requisitions to approve at a time, enter 5. If you want to see a larger number, enter a higher limit.
- Select **Update**.



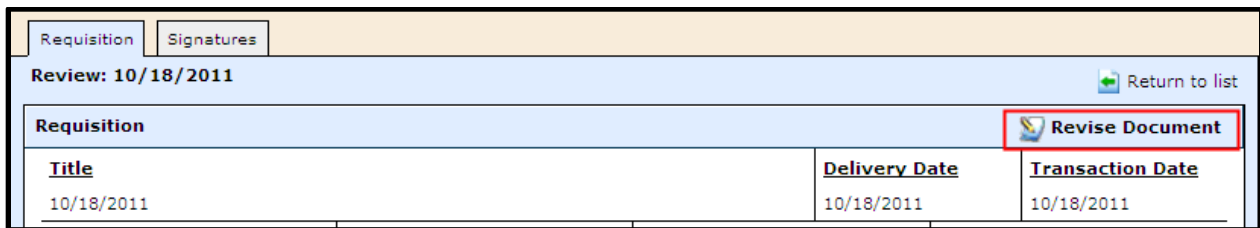
- Once the preferences have been chosen for the initial start page, to access the requisitions requiring approval, select the option indicating “Click here to start reviewing.”



- This step directs the approver to the **My Signature Queue** as indicated below.
- To view a PDF copy of the requisition, select the  (Print) icon.
- To approve/sign the requisition, select the  (Edit) icon.




- Review the requisition. If any changes need to be made, select **Revise Document** in the upper right hand corner.



- Go to Approve/Sign the Requisition on page 4**

Finance > Purchasing & AP > Purchasing > Approval Queue

If you don't set the preferences on the initial start page, the Approval Queue can be accessed by following the instructions below:

- Go to **Finance > Purchasing & AP > Purchasing > Approval Queue**.
- Select to  (Edit) the requisition.
- Scroll down to the bottom of the requisition.
- Select the **Signature Status**.
 - **Approve** – approves the requisition and converts it to a purchase order.
 - **Reject** – sends the requisition back to the creator of the requisition.
 - **Comments** – Comments, which is a communication tool between the approver and requisition creator, *must* be entered.
- Select **Sign Document**.
- **Go to Approve/Sign the Requisition on page 4**



Approve/Sign the Requisition

This process will convert the requisition into a Purchase Order and place the signature on the Purchase Order.

- Scroll down to the bottom of the requisition.
- Select the **Signature Status**.
 - **Approve** – approves the requisition and converts it to a purchase order.
 - **Reject** – sends the requisition back to the creator of the requisition.
 - **Comments** – Comments, which is a communication tool between the approver and requisition creator, *must* be entered.
- Select **Sign Document**.

A screenshot of a web application interface titled "Signature". It contains a "Signature Status" dropdown menu with options "Approve", "Approve", and "Reject". Below it is a "Comments" text area. At the bottom is a "Sign Document" button. Red boxes highlight the dropdown menu, the comments text area, and the "Sign Document" button. A mouse cursor is pointing at the top "Approve" option in the dropdown.



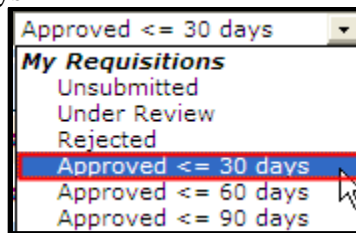
View/Edit Purchase Orders

Depending on the user's access, the Purchase Order can be viewed, edited, and/or deleted (liquidated) from a couple of sources:

- Finance > Purchasing & AP > Purchasing > Requisitions - (this option is usually set up for users creating requisitions only and do not work in the accounting office)
- Finance > Purchasing & AP > Purchasing > Purchase Orders - (this option is usually used for users in the accounting office)

View/Edit Purchase Orders from Requisitions:

- Finance > Purchasing & AP > Purchasing > Requisitions
- Select Approved <= 30 days



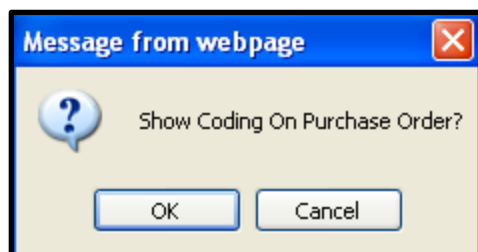
- OR -

View/Edit Purchase Orders from Purchase Orders:

- Go to Finance > Purchasing & AP > Purchasing > Purchase Orders.

System ID	PO No	Date	Vendor	Status	Total	Actions
3107	HSA-11702985	10/19/2011	QUILL.COM	Approved	\$75.00	
3110	HSA-11702982	10/19/2011	TEACHER HEAVEN	Approved	\$6,500.00	
3111	HSA-11702983	10/19/2011	TEACHER HEAVEN	Approved	\$7,000.00	
3113	HSA-11702984	10/19/2011	TEACHER HEAVEN	Approved	\$1,500.00	
3083	HSA-11702980	10/18/2011	TEACHER HEAVEN	Approved	\$25.00	

- Select the (Print icon) to open the Purchase Order in a PDF document.
 - When selecting to print the Purchase Order, you will be prompted with a text box asking to Show Coding on Purchase Order?





- Select OK to print the Purchase Order with the coding. This is an example of a Purchase Order you may wish to print for the accounting office for billing purposes.

Qty	Catalog No.	Item Description	Unit Cost	Total
1.00	6543	Art Paper	\$30.00	
		420-11-6399.00-001-2-11-0-15	\$10.00	
		420-11-6399.00-001-2-23-0-15	\$10.00	
		420-11-6399.00-001-2-24-0-15	\$10.00	
				\$30.00

- Select Cancel to print the Purchase Order without the coding. This is an example of a Purchase Order you may wish to print for the vendor for purchasing.

Qty	Catalog No.	Item Description	Unit Cost	Total
1.00	6543	Art Paper	\$30.00	\$30.00

- Select the  (Edit icon) to review and/or edit the Purchase Order.
- Select the  (Delete icon) to delete the Purchase Order. (this option liquidates, or unencumbers, the funds back to the original account code.)

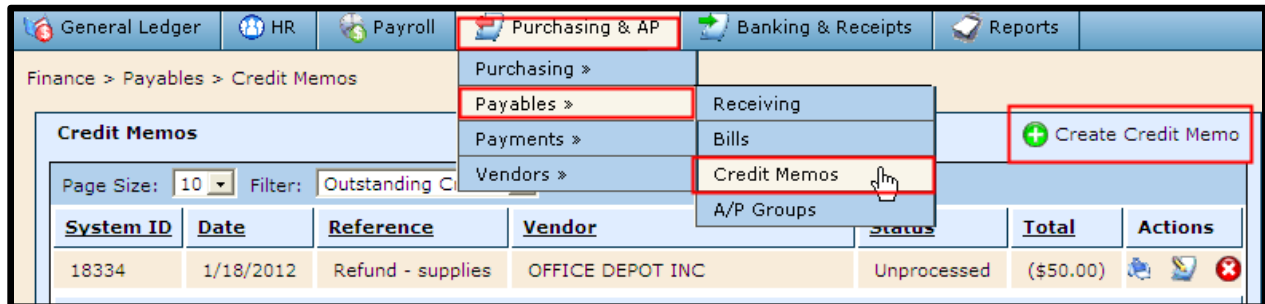
Credit Memos

Finance > Purchasing & AP > Payables > Credit Memos

WebSmart has changed the layout of the credit memos screen as well as how the process posts to the ledgers.

To Enter a Credit Memo

- Go to **Finance > Purchasing & AP > Payables > Credit Memos**
- Select **+ Create Credit Memo**



- Enter a description of the credit memo in the **Reference** field
- **Due Date** – this field will default to the current date if left blank
- Change the **Transaction Date** – this field defaults to the current date if not changed.
- Select the **Vendor**
- Enter or select the amount of Line Items - **+ Add 1 Item(s)**
- Enter the **Item No**, *if applicable*
- Enter a **Description** of the credit memo
- Enter the **Qty**
- Enter the **Price** – **CHANGE** – you must now enter a **NEGATIVE** amount in this field. For example if the unit price is 10.00, you must enter a **-10.00**.

- **Ext Price** – when using the tab function on the keyboard, this field will populate according to the quantity and price entered previously.
- Enter the account you wish to **DEBIT** – if you are entering a refund from an expensed item, the liability account will be entered first as the debited account. For example, 420-00-2110.00-000-2-00-0-11.
- Enter the account you wish to **CREDIT** – if you are entering a refund from an expensed account, the expense account will be entered as the credited account. For example, 420-11-6399.00-001-2-11-0-11.
- Select **Create**. The example below shows a screenshot of creating a credit memo.



When a bill is created, the ledger impact is as follows:

Debit Expense **420-11-6399.00-001-2-11-0-11**
Credit Liability **420-00-2110.00-000-2-00-0-11**

When a credit memo is created, the ledger impact is as follows

Debit Liability **420-00-2110.00-000-2-00-0-11**
Credit Expense **420-11-6399.00-001-2-11-0-11**

- Once the Credit Memo is created, the screen looks similar to the example below. Notice the Credit Memo now has 3 tabs: Credit Memo, Ledger Entries, and History.
 - Credit Memo** – this tab shows the information entered onto the Credit Memo voucher.

Credit Memo | Ledger Entries | History

Edit: Credit Memo #18334 OFFICE DEPOT INC - Refund - supplies [Return to list](#)

Credit Memo [Edit Credit Memo](#)

Reference	Due Date	Transaction Date
Refund - supplies	1/18/2012	1/18/2012

Vendor	AP Group	Status
OFFICE DEPOT INC	None	Unprocessed

Items

#	Item No.	Description - Debit / Credit	Qty	Price	Ext. Price
1		Refund Supplies	5.00	(\$10.00)	(\$50.00)
		420-00-2110.00-000-2-00-0-11 420-11-6399.00-001-2-11-0-11 (\$50.00)			
Total Amount:					(\$50.00)

- Ledger Entries** – this tab shows the general ledger impact of the account codes/amounts.

Credit Memo | **Ledger Entries** | History

Edit: Credit Memo #18334 OFFICE DEPOT INC - Refund - supplies [Return to list](#)

...

Ledger

Date/Time	Voucher ID	Reference	Code	Debit	Credit	Comments
1/18/2012	58455	Payable #0/0	420-00-2110.00-000-2-00-0-11	\$50.00	\$0.00	Refund - supplies for OFFICE DEPOT INC
			420-11-6399.00-001-2-11-0-11	\$0.00	\$50.00	Refund - supplies for OFFICE DEPOT INC

- History** – this shows a history of the document, including a date/time stamp when the document was created and the user ID number. When a Credit Memo is edited, there will also be a date/time stamp as “saving document.”

Credit Memo | Ledger Entries | **History**

Edit: Credit Memo #18334 OFFICE DEPOT INC - Refund - supplies [Return to list](#)

...

History

Date/Time	Message	User ID
1/18/2012 9:48:00 AM	Creating document	5
1/18/2012 11:24:23 AM	Saving document	5



Payables: Receiving (Updates)

Finance > Purchasing & AP > Payables > Receiving

WebSmart has enhanced the system to create a payables environment to pay invoices associated with Purchase Orders. Now, at a glance, you will be able to see all Outstanding Purchase Orders, the total amount, and the amount received in invoices for particular purchase orders.

Receiving					
Page Size:	10	Filters:	All Outstanding PO's		
Vendor ID	Vendor Number	Vendor	Total Amount	Amount Received	Actions
22826	V022826	A	\$193.00	\$0.00	
20443	V020443	ABBAY PRINTING	\$10.00	\$0.00	
20091	V020091	AT & T	\$6,816.00	\$0.00	
16288	V016288	BRIGHTEN TECHNOLOGIES LLC	\$19,114.00	\$8,912.32	

To Pay a Bill Associated to a Purchase Order:

- Go to **Finance > Purchasing & AP > Payables > Receiving**
- Locate the **Vendor**.
- Select the (Edit icon).

- Select **Add Invoice** – to select multiple invoices, select **Add Invoice** again. Each invoice will appear at the top AND within the Outstanding Items as indicated below.
- Enter the **Invoice Numbers** – as you enter the invoice numbers, they will appear in the Outstanding Items section for each line item of the PO.
- Change the **Invoice Date**, if necessary.
- In the **Outstanding Items** section, select the checkbox to the right of the invoice number
- Enter the **Quantity** and Price (**Amount**).

Vendor

Vendor Number V020581
Name LEGO EDUCATION

Invoices

1516 1/17/2012
1517 1/17/2012
1518 1/17/2012

Invoice Date

+ Add Invoice

Outstanding Items

Item Description	Reference	Date	Quantity	Price	Total
HSA-11700956					
SCHOOL SUPPLIES FOR HSA WACO	420-11-6399.00-001-2-11-0-11 - Gen Supp - HSA Waco	12/15/2011	1.00	\$1,240.00	\$1,240.00
ROBOTICS ITEMS			(1.00)	(\$930.90)	(\$930.90)
					\$309.10
This Purchase Order As Fulfilled?					
			1516 <input checked="" type="checkbox"/>	1.00	100.00
			1517 <input checked="" type="checkbox"/>	1.00	209.10
			1518 <input type="checkbox"/>		
HSA-11700957					
SCHOOL SUPPLIES GARLAND	420-11-6399.00-002-2-11-0-11 - Gen Supp - HSA Garland	9/15/2011	1.00	\$1,500.00	\$1,500.00
			(1.00)	(\$85.30)	(\$85.30)
					\$1,414.70
This Purchase Order As Fulfilled?					
			1516 <input type="checkbox"/>		
			1517 <input type="checkbox"/>		
			1518 <input checked="" type="checkbox"/>	1.00	85.30

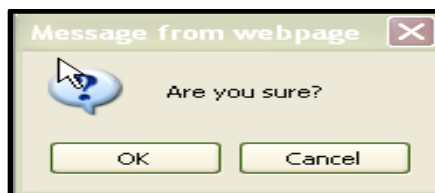
Select this option if all items on the PO have been received. This will close the PO, and liquidate any remaining balance.

Shows remaining balance of PO.

Receive Selected Items

- Select **Receive Selected Items**

- Select Ok to the following Are you sure? Prompt



- The screen will look as follows, listing all bills generated on the previous screen.
- Select each bill if you need to edit
- Select Return to List to return to the main Receiving screen to finish entering invoices.

- The process for paying the bills remains the same by running the AP Check Run in Finance > Purchasing & AP > Payments > Make Payments

At times, you may need to go back and edit a bill to make corrections.

To Edit a Bill

- Go to Finance > Purchasing & AP > Payables > Bills
- Select Edit Bill
- Make any necessary corrections
- **If you need to unlink the purchase order from the bill, you can now do so without losing the purchase order. When the bill is in the edit function, uncheck the box to the left of the Purchase Order number.**
- Select Save.

#	Item No.	Description - Debit / Credit	Qty	Price	Ext. Price
1		SCHOOL SUPPLIES FOR HSA WACO	1.00	100.00	100.00



AP Check Run

Data Entry

****These tasks must be completed before processing the AP Check Run in order for the payment period to include all necessary data.****

Finance > Purchasing & AP > Payables > Receiving

- Enter all invoices/bills associated with a purchase order. *See Payables: Receiving Checklist*

Finance > Purchasing & AP > Payables > Bills

- Enter all invoices/bills. *See Creating a Bill Checklist*

Finance > Purchasing & AP > Payables > Credit Memos

- Enter all credit memos, if applicable. *See Creating a Credit Memo Checklist*

Creating the AP Check Run

Finance > Purchasing & AP > Payments > Make Payments

- Select the appropriate **Bank Account**.
- Check the box under the **Pay** column for each Vendor that will be paid in the current check run.
 - To edit which Bills and Credit Memos will be taken into account in the check run, click the expand box . You have the ability to pay certain bills while waiting to pay others (i.e. withhold payment for an invoice related to materials that have not been delivered yet).

<input type="checkbox"/>	ASSURANT EMPLOYEE BENEFITS	\$6,173.93	<input type="checkbox"/>
<input type="checkbox"/>	Bill #19737: PB#3452 - Assurant VOL LIFE AfterTax (D)	\$46.87	<input type="checkbox"/>
<input type="checkbox"/>	Bill #19738: PB#3452 - BI-MONTHLY Assurant Vision PreTax (D)	\$4.45	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Bill #19741: PB#3452 - BI-MONTHLY Assurant DISTRICT PAID Life & ADD (C)	\$43.00	<input checked="" type="checkbox"/>

Checklist

- To select all liabilities, check the box in the **Pay** column heading. This option selects ALL transactions ready for payment.

Unpaid Liabilities

Update the bank general information below:

* Banking Account: WACO

Total Amount: 47.45

Liabilities

Query: PAYROLL - All Liabilities

Vendor	Amount	Pay <input type="checkbox"/>
--------	--------	------------------------------

- Create Check Run** – Once you have selected all the vendors (and specific bills/credit memos if applicable) click .
- Set the **Run Date** (the check date) by using the calendar or typing the date. It will default to the current date.
- Verify** the **Check Numbers**. The beginning check number will default based on your last check run.
- Electronic Files:** Click to view and print the details associated with the electronic payments. There are 3 types of electronic payments:
 - Standard – payments made on Vendor websites are recorded in the ledger
 - EFTPS – Employee tax payments, displays the information needed to make your payment online
 - TRS - Texnet – Teacher Retirement payments, displays the needed information for making your payment online
- AP Statements:** use to track Vendor invoices and credit memos that zero each other out but need to be posted to the general ledger.
- Save** – Click or click if you need.

AP Reports – Unpaid Bills

View the Unpaid Bills report to review bills, receiving bills, and credit memos for transaction accuracy.

- Go to **Finance > Reports > Billing**
- Select the **Report**
 - Unpaid Bills** – generates a list of all unpaid bills in the system

Checklist



- **Unpaid Bills by Due Date** – generates a list of unpaid bills by a specific due date
- Select **Include Payroll** to include all bills generated through payroll processing.
- Select **Export Payroll** to export the data to an Excel document.
- Select **Run Report**.

Screenshot of Unpaid Bills


Unpaid Bills							2 Total Page(s)		
Effective 2/20/2012							2/20/2012		
							3:57:14 PM		
Qty	Description	Expense Account	Unit Price	Price	Inv Date	Due Date			
Bill Number 338	Vendor CHILDREN'S PLUS INC.	Reference Number 077626	PO Number						
1	READING MATERIALS HSA - NATURE	420-00-2110.00-000-1-00-0-12			7/29/2011	7/29/2011	\$8,932.05	\$8,932.05	
							Total:	\$8,932.05	

If the Bill is associated with a purchase order, the PO Number will appear in this column.


Printing Checks


- After you have saved, the screen will change slightly and offer new options from the AP Check Run Screen.
 - Select to  view the general ledger impact
 - Select to  view the AP Check Run

Print All

- Inside the AP Check Run, Click  to **Print All**. This action will open the check run into Adobe in order to print checks.
- Print the checks from the Adobe file onto your paper checks.




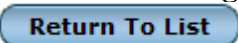
Print Range

- Inside the AP Check Run, Click  to **Print Range**. This action will open the check run into Adobe in order to print a range of checks.
- Enter the check number of the first one needed to be printed in the **Print Range Starting With** field.
- Select **Print Range**.

Live Checks	
 Cancel	
* Print Range Starting With:	<input type="text" value="1353963"/> <input type="button" value="Print Range"/>

- Print the checks from the Adobe file onto your paper checks.

Renumber Range

- If you need to renumber & reprint a range of checks (due to a printer jam or error), click  **Renumber Range** and enter the required check numbers in the text fields.
 - **Original Check Number** = the first check that needs to be reprinted (the first check that didn't print correctly during the original printing)
 - **New Check Number** = the new starting check number (the first *new* check to be printed on)
 - Click  to Update the check numbers
- Select  to **Print Range**. Print the checks from the Adobe file.
- Select  to return back to the AP Check Run screen.


If for any reason you need to come back to a check run go to:

Finance > Purchasing & AP > Payments > AP Check Runs

- Click  to open the desired AP Check Run screen

AP Reports

Finance > Purchasing & AP > Payments > AP Check Runs

- Click on the  to print a report that indicated the impact on the **General Ledger** by fund.

Finance > Reports < Vendor Reports

Print the following reports for your records, *optional*:

- **Vendor Transactions** – This report can be customized to meet your needs. To understand the Parameter, review the following options:

Checklist

Screenshot of Vendor Transactions parameter screen

Finance Reports Return to list

Report* Vendor Transactions

Parameters

Format Detail

Sort Vendor

Date Range This Month

Vendor AT & T

Banking Account All...

Include Payroll Detail

District Filter Charter 1
Charter 2
Charter 3

Export Data To Excel

Run Report

Filter Help

Enter account code specific criteria if you are wanting to narrow your search for reviewing reports. See Filter Help screens for identifying criteria.

This field gives you the option to select one or more districts to run reports over.

Fund 420

Function 51

Object

Sub-Object 1

Organization

Fiscal Year

Program Intent

Sub-Object 2

Sub-Object 3

Report* Vendor Transactions

Format Detail

Sort Detail

- **Format/Detail** – using this parameter, the user will be able to see a detailed listing of vendor transactions, which includes the vendor, description, account code detail, transaction reference number, transaction date, banking account it was paid from, and a transaction amount and sub-totals, if applicable.

Example – Vendor Transactions, Format = Detail

Vendor Transactions						13 Total Page(s)
This Month						2/20/2012
02/01/2012 - 02/29/2012						4:22:39 PM
Fund:	420					District Filter:
Function:	51					County/District:
Reference	Description	Account	PO Number	Date	Amount	
Vendor: AT & T						
Transaction Reference:	125346	Transaction Date:	02/08/2012	Bank Account:	Operating	Transaction Amount:
26589/01/23/2012	STORAGE SHELFs mathcounts tournament expenses	420-51-6319.00-005-2-99-0-12 - Maint Supp - HS	11707199	2/6/2012		\$846.41
Sub-total for 125346						\$601.41
Total for Account:						\$601.41
Vendor: AT & T						
Transaction Reference:	120319	Transaction Date:	02/02/2012	Bank Account:	Operating	Transaction Amount:
25059/01/17/2012	UTILITIES - TELEPHONE HSA - EULESS	420-51-6255.00-004-2-99-0-12 - Util Tel/Internet -	11700301	1/17/2012		\$55.74
Sub-total for 120319						\$55.74
Total for Account:						\$55.74

Checklist

- **Format/Summary** – using this parameter, the user will be able to see a summarized listing of vendor transactions, which includes the vendor, account code, transaction reference number, transaction date, and a transaction amount and sub-totals, if applicable.

Example – Vendor Transactions, Format = Summary

<i>Vendor Transactions</i>				8 Total Page(s)
<i>This Month</i>				2/20/2012
<i>02/01/2012 - 02/29/2012</i>				4:27:36 PM
Fund:	420	District Filter:		
Function:	51	County/District:		
Account				Amount
Vendor:				
Transaction Reference:	125346	Transaction Date:	02/08/2012	Transaction Amount: \$601.41
420-51-6319.00-005-2-99-0-12 - Maint Supp -				\$601.41
Sub-total for 125346				\$601.41
Total for ALI ASLAN				\$601.41
Vendor: AT & T				
Transaction Reference:	120319	Transaction Date:	02/02/2012	Transaction Amount: \$55.74
420-51-6255.00-004-2-99-0-12 - Util Tel/Internet -				\$55.74
Sub-total for 120319				\$55.74
Total for AT & T				\$55.74





- **Format/Payments** – using this parameter, the user will be able to see a payment listing of vendor transactions by vendor, which includes the vendor, transaction reference number, transaction date, banking account it was paid from, and a transaction amount.

<i>Vendor Transactions</i>				1 Total Page(s)
<i>This Month</i>				2/20/2012
<i>02/01/2012 - 02/29/2012</i>				4:30:28 PM
District Filter:				
County/District:				
Transaction Date	Account	Transaction Reference	Amount	
AT & T (V020091) #20091 - Tax ID #				
2/2/2012	Operating	120319	\$55.74	
Total for AT & T			\$55.74	

- Select to **Sort** by Vendor or Transaction #
- Select the **Date Range**
- Select the **Vendor**
- Select **Banking Account**, optional. Defaults to **All**.
- Select **Include Payroll Detail** to see payroll transactions.
- **District Filter** – select one or more districts.
- Select to **Export Data** to Excel if you wish to view the report in a spreadsheet.
- Enter any Criteria for the pieces of the fund account code to narrow the search. See the online Filter Help screens if you need assistance completing this criteria.
- Select **Run Report**.

Voiding and Reissuing an AP Check

Finance > Banking & Receipts > Registers

- Select the appropriate banking **Account** from the drop menu.
- Find the check you wish to void and click the .
- Select one of the two options:
 - Void the transaction completely** - This option voids the entire payment and the original bill returns to your Unpaid Bills. You can now make changes to the original bill and/or issue a credit memo to lower the amount due as needed, or delete the bill from Finance > Purchasing & AP > Payables > Bills.
 - Void the selected APCheck and re-issue as a check** - This option voids the original transaction and prompts you to enter the **New Check Number**.
- Select  **Execute Void** to continue voiding the transaction or
- Select  **Return to Register** without voiding the check
- Select the  to the left of the new check number. This will open the new check into Adobe.
- Print the reissued check.

Screenshot of Voiding Transaction

