

Accounts Payable

A. Soft Closeout 2021-2022 FY

- 1) Why we do a soft close
 - a) This helps clean up the Open PO/CR reports before the end of the year.
 - b) Having POs open for a shorter length of time is easier to keep track of the activity on the PO.
 - c) This makes the end of the year checkout process faster.
- 2) How to do the soft close
 - a) You will receive an email prior to the closeout with instructions for reference.
 - b) The dates we will be focusing on will be 7/1/21 – 10/31/21
 - c) You will “work” your Open PO/CR reports (*purchasing will go over how to do this*)
 - d) The deadline to have your report worked will be 12/10/21.
 - e) All Amazon POs may stay open as they bill us on the credit card. It takes 30-45 before it hits our statement.
 - f) If there is a CR or PO that NEEDS to stay open, please email Patsy Fellers as to why.
 - g) Department POs that are considered “Open POs” for the 21-22 FY will need to be closed and a new one open for the second part of the FY.
 - h) If an invoice comes in after a PO has been closed, you will need to complete the PDSA form to get the invoice paid and open a CR if needed. <https://www.mansfieldisd.org/departments/business-services/forms-and-training/business-forms>

B. Pending Receiving Reports

- 1) What is the pending receiving report
 - a) The pending receiving report shows a list of invoices of which we have the invoice entered, but there are no receiving records in Skyward.
 - b) These reports are emailed to you 3x a week directly from Skyward.
 - c) These invoices are attached in Skyward if you need to view it. (*see attachment of “how to”*)
- 2) Why we send these reports
 - a) These invoices need to be received on ASAP as the vendor is awaiting payment.
 - b) We only have 45 days to pay an invoice.

C. Open PO / CR Reports

- 1) What is the Open PO/CR report
 - a) The Open PO/CR report is a list of your Purchase Orders or Check Requests that are in an open status.
 - b) These reports are emailed to you 2x a week directly from Skyward.
- 2) Why we send these reports
 - a) These reports are sent to keep you updated of your PO/CR activity.
 - b) These reports need to be worked frequently to keep your report clean and to close any POs that need to be closed. (*purchasing will go over this*)

D. Misc Stuff

- 1) Please do not send anything to us via inner-office mail, please email it to accountspayable@misdmail.org
- 2) We cannot pay from a quote, we have to have an actual invoice.
- 3) If you input a Check Request, please forward the backup to accountspayable@misdmail.org