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.  

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