

Financial Roundtable 10-27-21

Purchasing Information

- 1) Upcoming Amazon Cut-Off Dates – see attachment.
- 2) No credit card pickup/return on November 15-16 – Purchasing staff out for training.
- 3) Working Your Open PO Report – see attachment.

Things to remember:

- a) This report should be reconciled every couple of weeks as general budget maintenance and **MUST BE** reconciled for the December “soft” close and the EOY close. Advantages of working this report more frequently include returning unused encumbered funds to your budget account codes, identifying vendors that have not yet shipped all items, and reducing the size of the report in advance of the “soft” December close and the EOY close in June.
 - b) Receiving Records must match the total dollar amount of the Invoice(s) or PO cannot be closed. Incorrect receiving records can be edited in Skyward with negative entries. Non E-Commerce PO’s can be edited for price changes and shipping charges.
 - c) AP does not know if you have returned an item – you are responsible for obtaining the required credit memo from your vendor and then sending to AP for processing.
 - d) If remaining items on a PO are not received in a reasonable time, contact the vendor to confirm it the item is backordered or if it is cancelled. If vendor confirms that remaining items will not ship, then request the PO closed. Do not make a receiving record for any item(s) that will not ship.
 - e) Make sure ALL invoices have been paid before requesting a PO closed. You are responsible for researching the invoice activity to determine if all of the invoices have been paid by accessing the invoices attached to the PO.
- 4) Technology Notes - Reminder: Technology shipping delays are forecasted to continue through 2022 and into 2023 for certain items. If you are planning on purchasing any Technology items for use in the 21-22 school year, please get your order in as soon as possible.
 - 5) Restaurant and Catering
 - a) Please remember to use our approved vendors for any food.
 - b) If you are really wanting to use a vendor that isn’t in Skyward, they need to respond to our currently open Restaurant and Catering bid. Please direct them to this page in order to submit a response.

6) Training

- a) Purchasing is looking at several different ways to make the Skyward Finance side of your job as easy as possible. Since we have limited staff, and time, we'd like to present a few of these options in advance to get your feedback. This way we can focus on what can help the most people first. Here are some of the resources in the works.
 - i. A new Purchasing Hub to potentially replace the OneNote. While it's been useful, we are aware it's not the most user friendly to navigate.
 - ii. New PDF Training Materials, covering topics that have changed or are known to be troublesome.
 - iii. Video Tutorials, for those processes where you need to follow the cursor.
 - iv. Feedback Surveys! How's our driving? Either way we will be providing access to an anonymous feedback form so you can tell us what content you do or don't like, as well as areas that could use some improvement.