PRESENTED BY:

AccountingWare

WELCOME TO

Enhancing Purchasing: Boosting Visibility, Efficiency, and Commitments

Mason Edwards
Implementation Specialist

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  Evaluate risks before acting on ideas from this session.
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SESSION INFO

AUDIO/VIDEO

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SURVEY

At the end of the session, fill out a quick survey letting us know how we did.

RESOURCES

The slides and a recording will be sent via email.

QUESTIONS

Use the “Questions” panel to chat with the presenters and AccountingWare team.

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ABOUT THE PRESENTER

Mason Edwards
Implementation Specialist

- 1 year with AccountingWare
- Implementation, Support, and Project Management for ActivityHD
- Increasing Efficiency & Solving Problems
- Interests: Video Games, Audiobooks, New Technology
- Veteran US Army

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B525R

Agenda

- Optimizations to Streamline Workflow
- Tips for Using the Commitments Ledger
- Overview of Features In ActivityHD Self-Serve
- Techniques to Troubleshoot Common Problems

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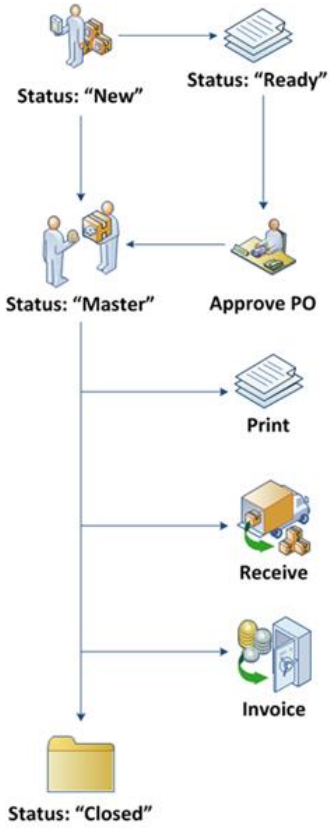
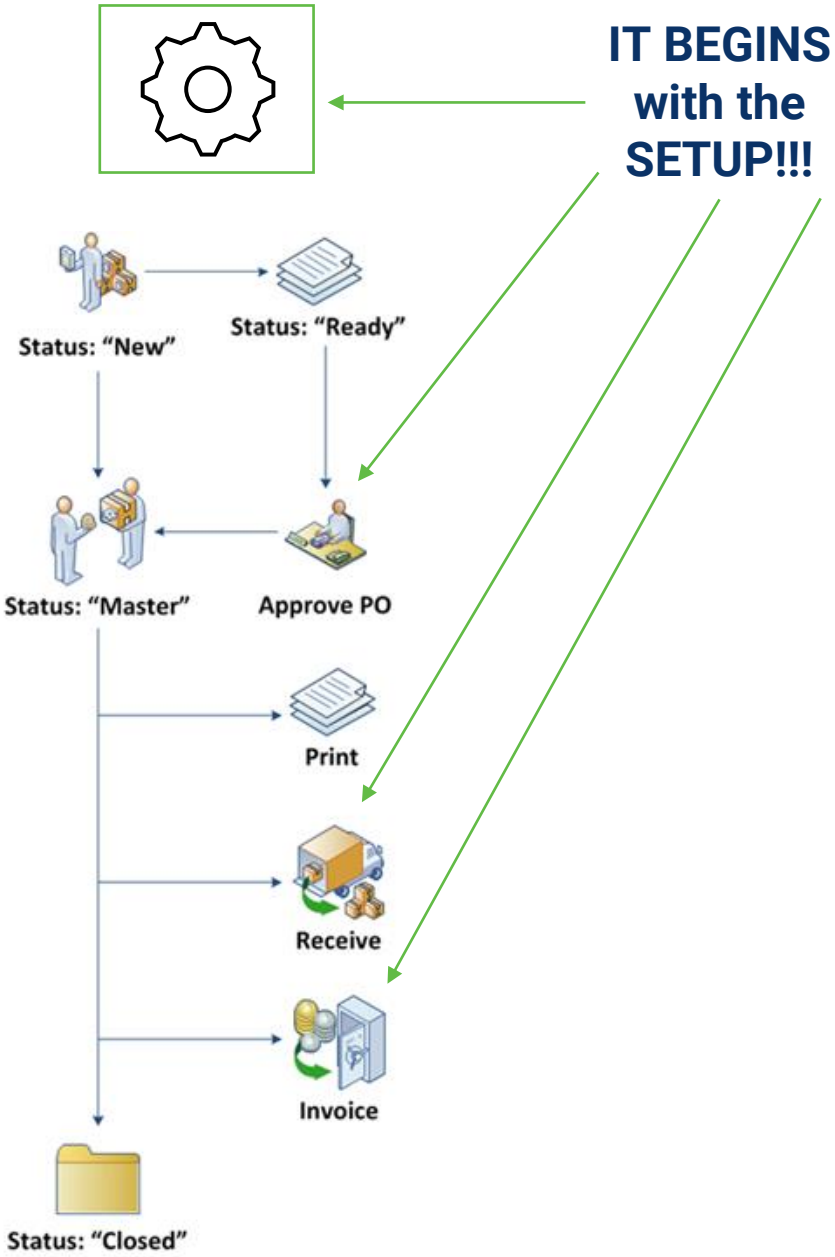


Optimizations to Streamline Workflow



Optimizations to Streamline Workflow

SETUP OPTIMIZATION

Products

- Align your products with your chart of accounts
- Make use of account defaults and masks to increase accuracy and reduce the chance of errors

Departments

- Restrict Operators to reduce entry errors during PO & Invoice creation
- Make your approval hierarchy your friend!
- Take advantage of the flexibility of Departments for your organization

Operators

- Align your Notification settings to the type of Operator
- Be mindful of email overload!

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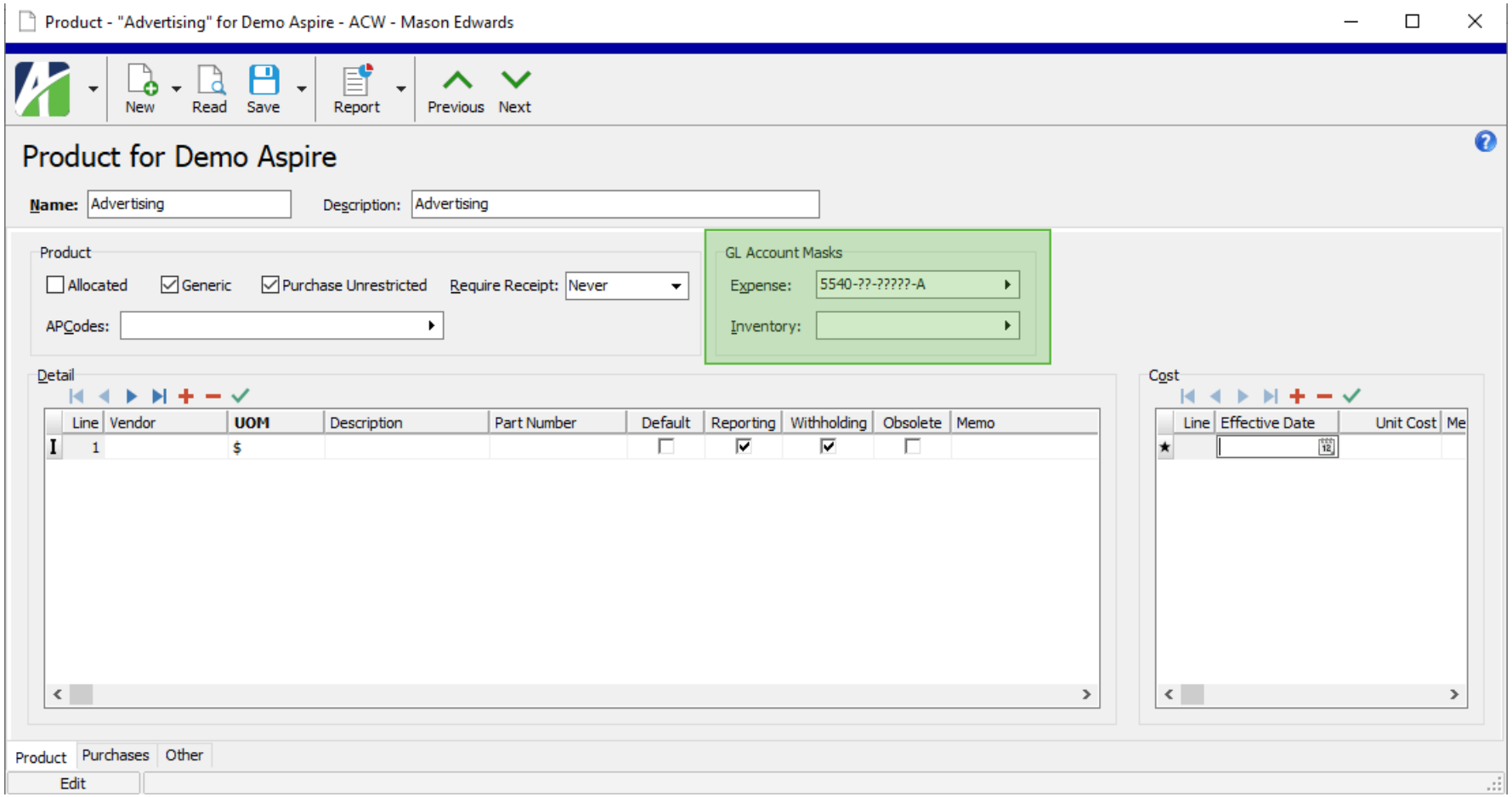

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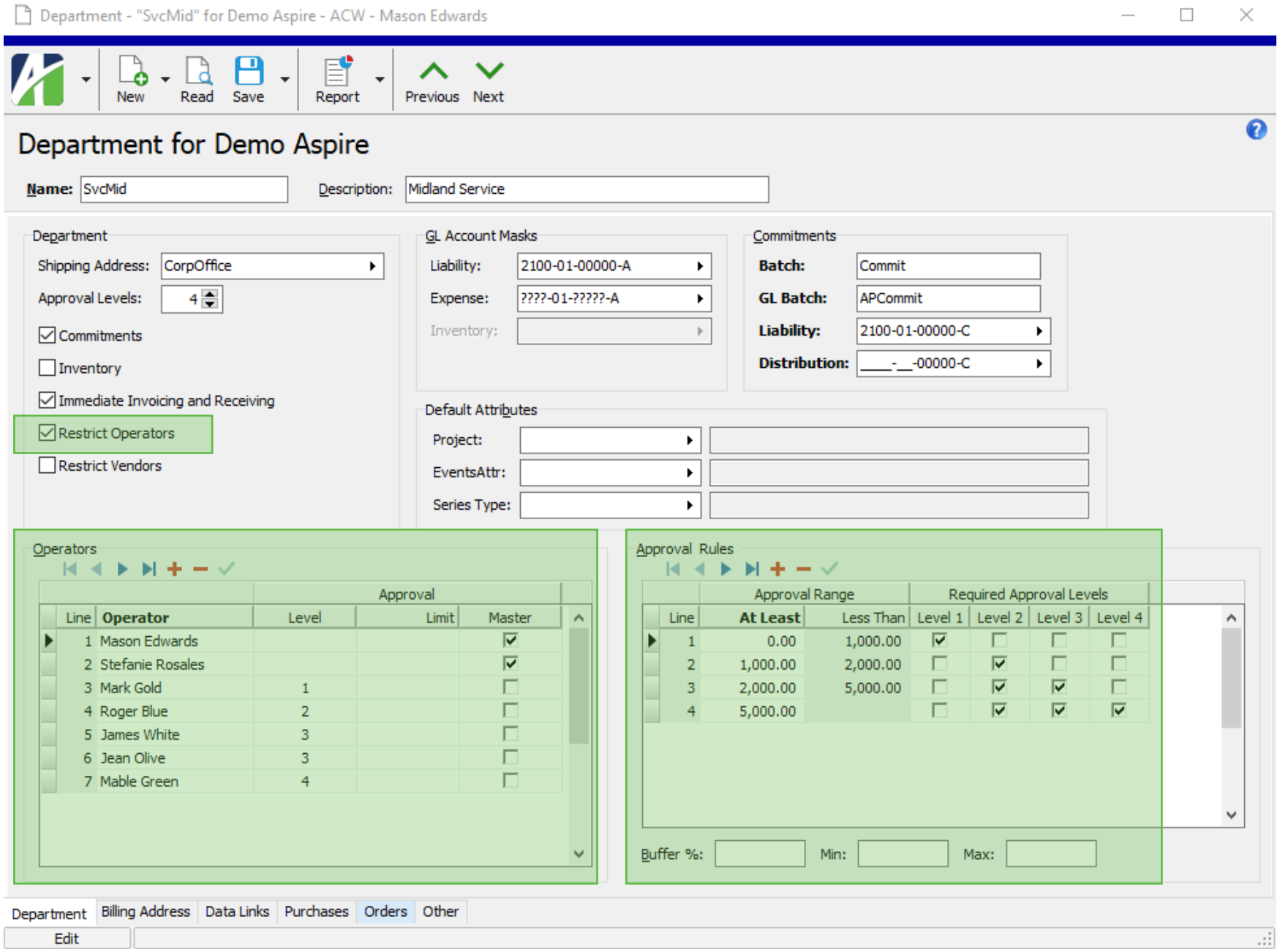

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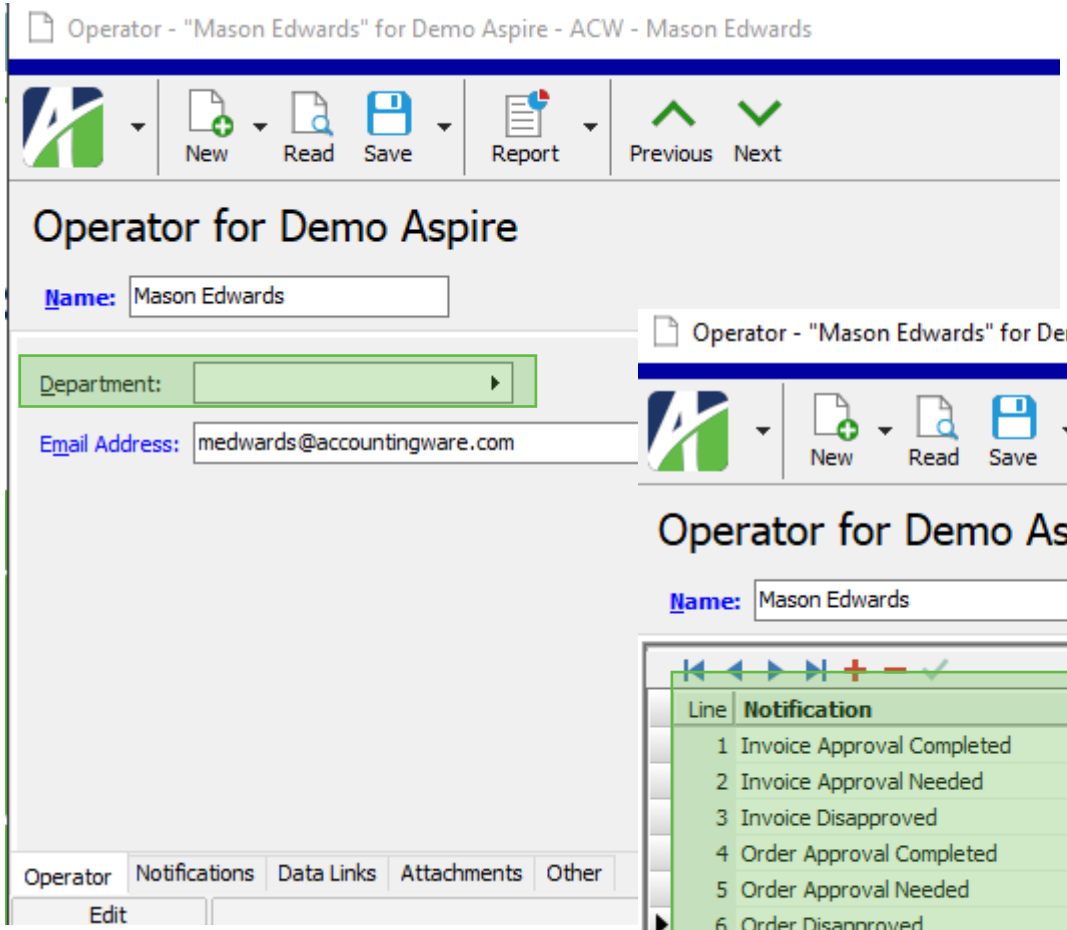

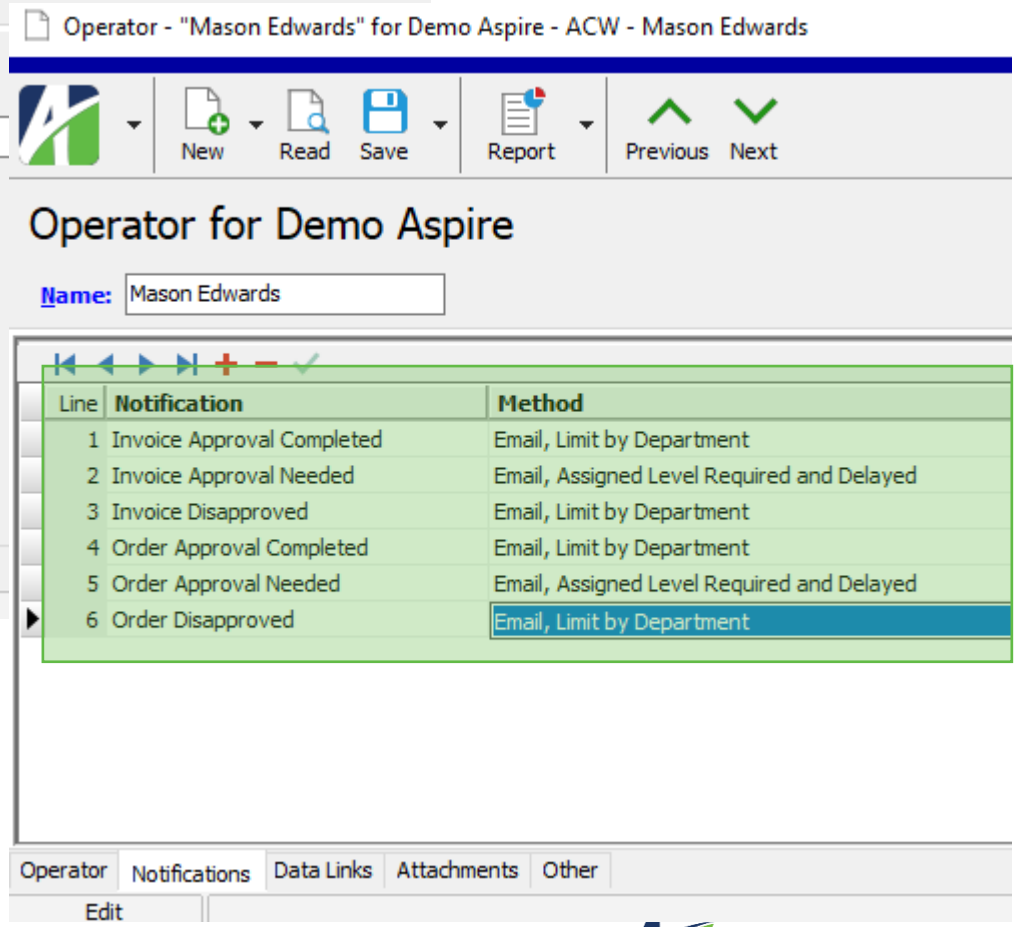

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EMAIL NOTIFICATIONS SIMPLIFIED

NOTIFICATION METHOD	GOOD CHOICE FOR		COMPLETED	NEEDED	DIS-APPROVED
Email, All	Users with Purchasing permissions or Admin permissions to see notification for all orders/invoices and troubleshoot issues.		X	X	X
Email, Limit by Department	Notifying all Department Operators only for the department listed on the order/invoice.	OPERATORS	X		X
Email, Limit to Ord/Inv Owned by Me	Notifying only the Operator listed as the order/invoice owner.	OPERATORS	X		
Email, Assigned Level or Higher (Limited)	Notifying Dept Operators assigned the required approval level or higher at the same time.	APPROVERS		X	
Email, Assigned Level Required	Notifying Dept Operators who are required approvers on an order/invoice at the same time.	APPROVERS		X	
Email, Assigned Level Required and Delayed	Notifying Dept Operators who are required approvers on an order/invoice after prior level approval is completed.	APPROVERS		X	

EXAMPLE NOTIFICATION EMAILS

Invoice Approval Notification (AP - 75)

no-reply@accountingware.com
To Mason Edwards

Mason Edwards,

An Invoice is ready to be Approved for Demo Aspire.

Batch - #:	AP - 75
Vendor:	AtmosCorp - Atmos Energy
Invoice #:	TESTTEST123
Department:	32 - San Diego
Description:	
Amount:	7,500.00
Owner:	Mason Edwards

Go to selfserve-aspire.accountingware.com to Approve the Invoice.

This is an automated message sent by the AccountingWare Activity Notification System.

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EXAMPLE NOTIFICATION EMAILS

Invoice Approval Complete Notification (AP - 75)

no-reply@accountingware.com
To Mason Edwards

Mason Edwards,

An Invoice has been Approved for Demo Aspire.

Batch - #:	AP - 75
Vendor:	AtmosCorp - Atmos Energy
Invoice #:	TESTTEST123
Department:	32 - San Diego
Description:	
Amount:	7,500.00
Owner:	Mason Edwards

Approval History:

Date	Removed	Level	Approval	Operator	Amount	Note
04/23/24 2:22:18 PM		Level 2	Approve	Mason Edwards	7,500.00	

Go to selfserve-aspire.accountingware.com to view the Invoice.

This is an automated message sent by the AccountingWare Activity Notification System.

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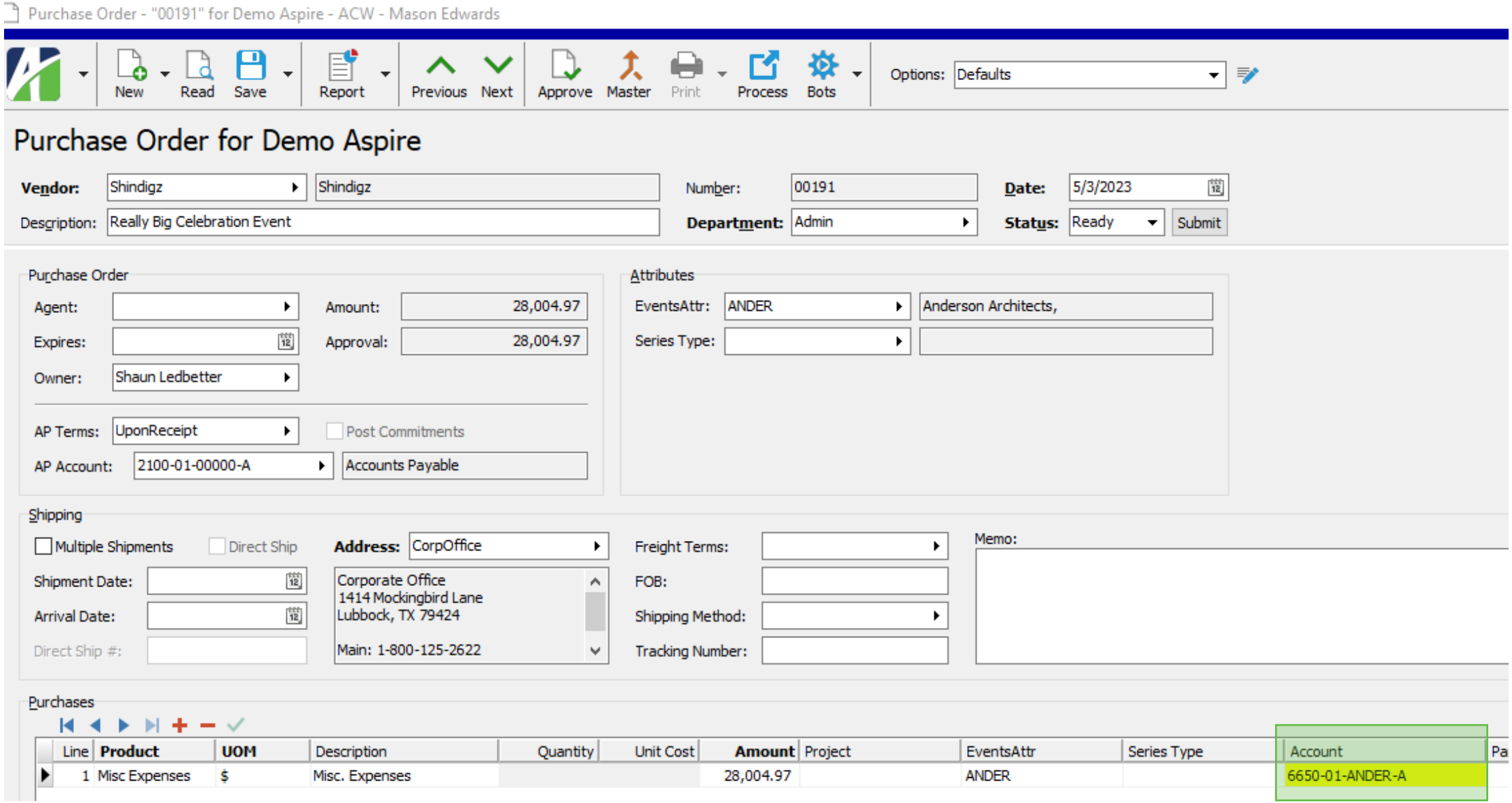
FAVORITE NEW FIND!!!



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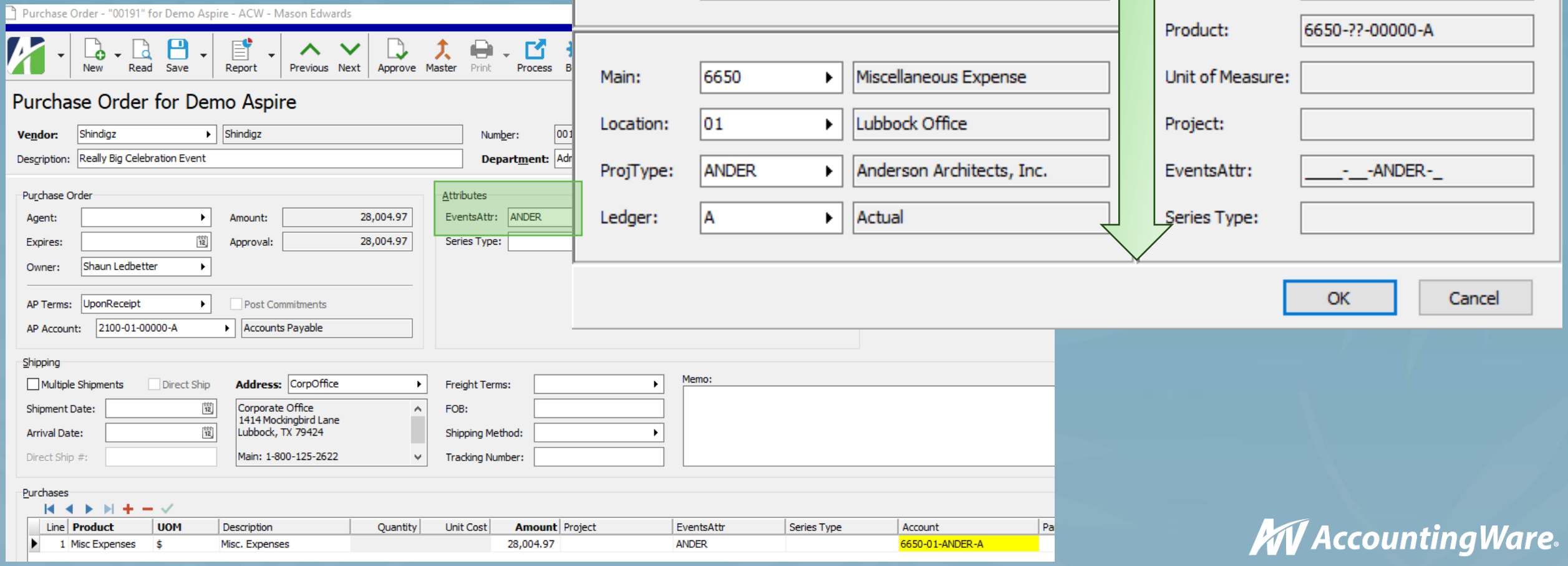
FAVORITE NEW FIND!!!



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Setup Optimization - Consider Automation!

- PO to Invoice bot
- Customized import templates
- Custom load processes
  - Based on an export from your card company
- Automated integration with Concur
  - Work with Concur on initial setup
  - We can customize automation
- We can discuss different options to meet your needs!

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Tips for Using the Commitments Ledger

WHAT ARE COMMITMENTS?

Commitments let you reserve funds from an appropriated budget to honor a purchase order for goods or services.

Commitments are processed as special AP commitment invoices which are not eligible for payment.

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Commitments

- Allows for capturing data on expected spending utilizing your existing account structure
- Increase your reporting on expected spend by including these new –C Ledger accounts in your Financial Designs
- Entries are Automatically created when enabled on your Departments and Orders

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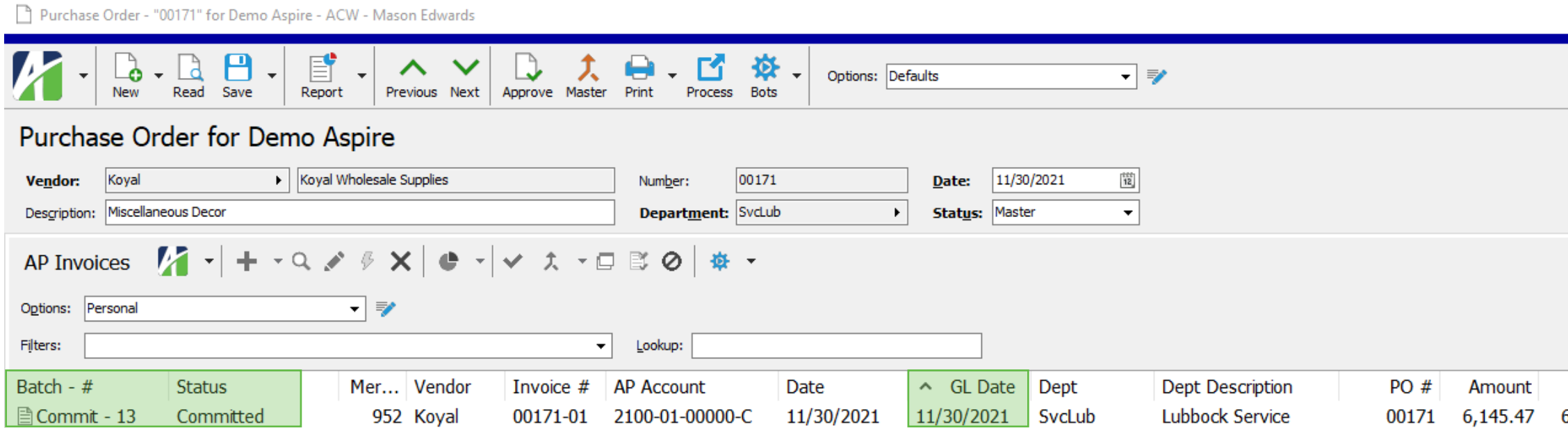
COMMITMENTS - EXAMPLE



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COMMITMENTS - EXAMPLE

Purchase Order for Demo Aspire

Vendor: Koyal | Koyal Wholesale Supplies | Number: 00171

Description: Miscellaneous Decor | **Department:** SvcLub

Purchase Order

Agent: | Amount: 6,145.47

Expires: | Approval: 6,145.47

Owner: Hope, Emily K.

AP Terms: Net30 | Post Commitments

AP Account: 2100-01-00000-A | Accounts Payable

Attributes

EventsAttr: EXPOS

Series Type:

Shipping

Multiple Shipments

Ship	Ship Date	Arrival Date	Address	Freight Terms	FOB	Shipping Method	Tr
1		12/30/2021	CorpOffice				
2		1/30/2022	CorpOffice				

Purchases

Line	Ship	Product	UOM	Description	Quantity	Unit Cost	Amount	Pr
1	1	MiscDecor	Each	Organza Ribbon	10	4.99	49.90	
2	1	MiscDecor	Each	Candle Tree Centerpieces	35	17.98	629.30	
3	1	MiscDecor	Each	LED Crystal Beaded Tree	8	319.80	2,558.40	
4	2	MiscDecor	Each	Dance Floor Decal	4	173.98	695.92	
5	2	MiscDecor	Each	Disposable Cameras	150	4.95	742.50	
6	1	MiscDecor	Each	Paper Lanterns - Large	30	28.99	869.70	
7	1	MiscDecor	Each	Paper Lanterns - Small	25	19.99	499.75	
8	2	Glassware	Each	Glasses, Flutes, Etc.	40	2.50	100.00	

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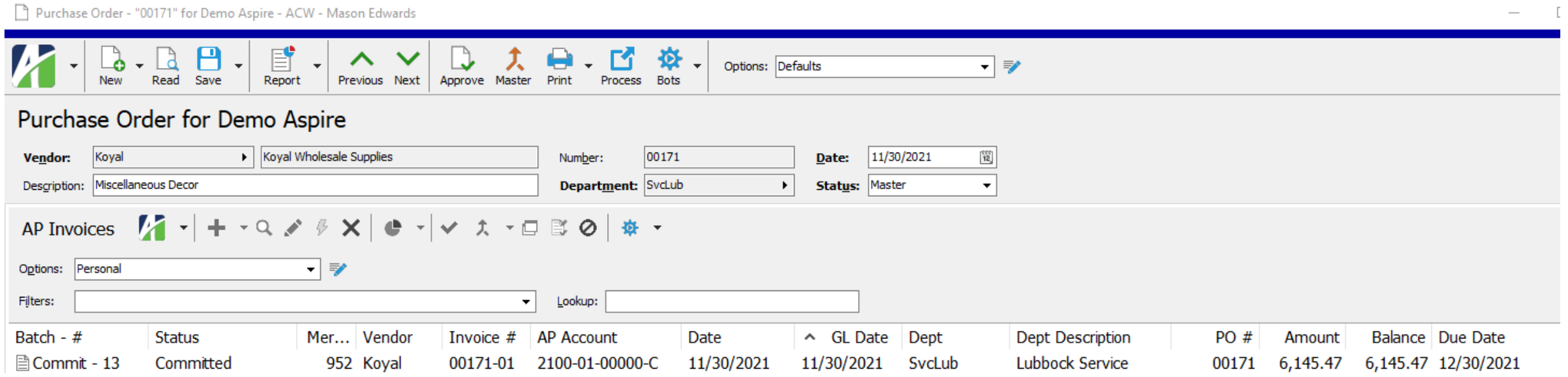
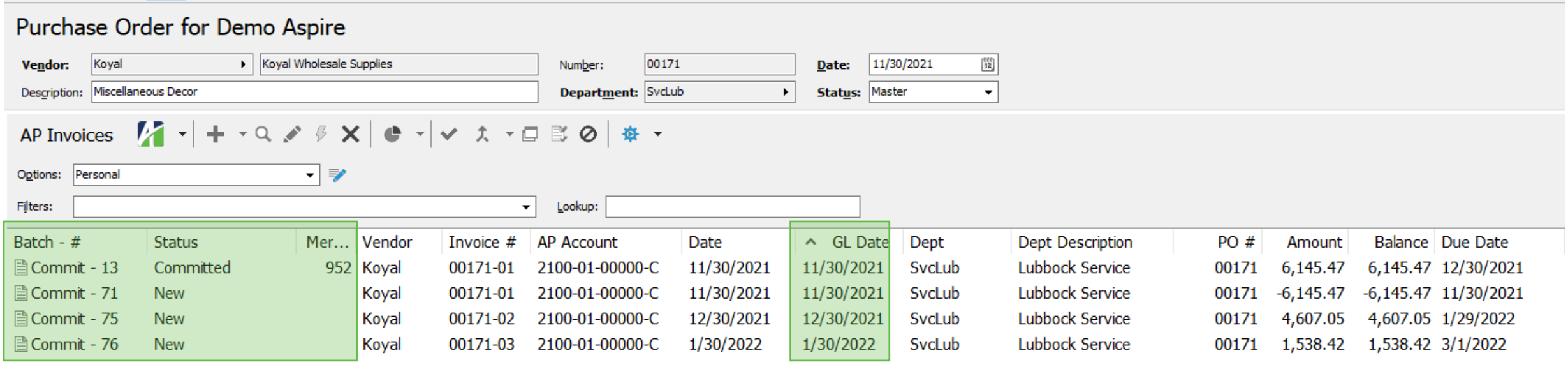
Before



After



The Do’s and Don’ts of Commitments

DO

- Merge invoice entries when Commitments are being used in Financial Reporting
- Add –C Ledger Columns to your Financial Designs to view the impacts of commitments on your financials.

DON’T

- Manually adjust Commitment invoice entries. All changes should be made on the Order itself and allow the automation

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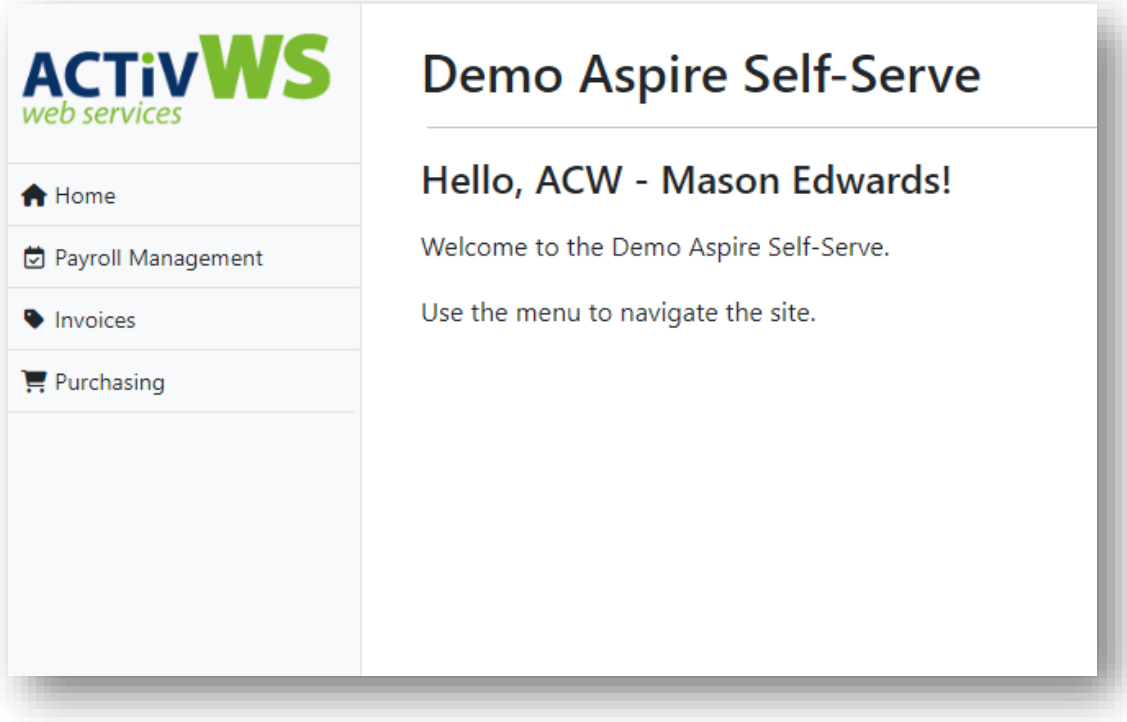
Overview of features in ActivityHD Self-Serve

Self-Serve Webpage

- Ties directly into your ActivityHD modules to provide up to date info.
- Can view employee payroll info, departmental invoices/orders and electronic approvals when the user is set up as an operator.



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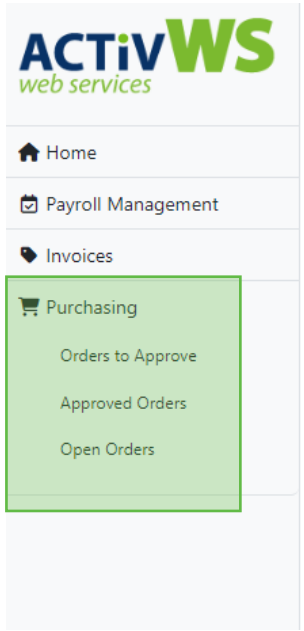
Self-Serve Webpage – AP & Purchases



Orders to Approve

Include Master

Lookup:

Number	Vendor	Vendor Desc	Dept	Dept Desc	Date	Status	Description	Owner	Amount	Balance	Appr
00176	Koyal	Koyal Wholesale Supplies	SvcLub	Lubbock Service	7/21/2024	Ready	New Lighting	ACW - Barbara Andersen	1,299.54		2-ACV
00223	Amzn	Amazon	SvcMid	Midland Service	8/15/2024	Ready	Party Supplies	Mason Edwards	800.00	800.00	
00224	Drapes	Drapes, Decor, and More	SvcMid	Midland Service	8/15/2024	Ready	New Arbors and Centerpieces	Mason Edwards	2,500.00	2,500.00	

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Self-Serve Webpage – AP & Purchases

ACTiVWS web services

- Home
- Payroll Management
- Invoices
- Purchasing
  - Orders to Approve
  - Approved Orders

PO Order - 00224

Order | Detail | Summary | Approval History | Attachments

Number	Vendor	Dept	Date	Status	Description	Owner	Amount	Appr
00224	Drapes	SvcMid	8/15/2024	Ready	New Arbors and Centerpieces	Mason Edwards	$2,500.00	

Approve | Disapprove

ACTiVWS web services

- Home
- Payroll Management
- Invoices
- Purchasing
  - Orders to Approve
  - Approved Orders
  - Open Orders

PO Order - 00224

Order | Detail | Summary | Approval History | Attachments

Se

Product	UOM Name	UOM Desc.	Description	Quantity	Unit Cost	Amount	Account Code	Account Desc.	Attributes
Arbor	$	Dollars	Arbors			$450.00	5520-01-EXPOS-A	Decor Expense,	EventsAttr: E
Centerpiece	$	Dollars	Ceneterpieces			$1,250.00	5520-01-EXPOS-A	Decor Expense,	EventsAttr: E
Favors	$	Dollars	Favors and Gift Bags			$800.00	5350-01-EXPOS-A	Entertainment, Dallas, Avenue Gallery	EventsAttr: E

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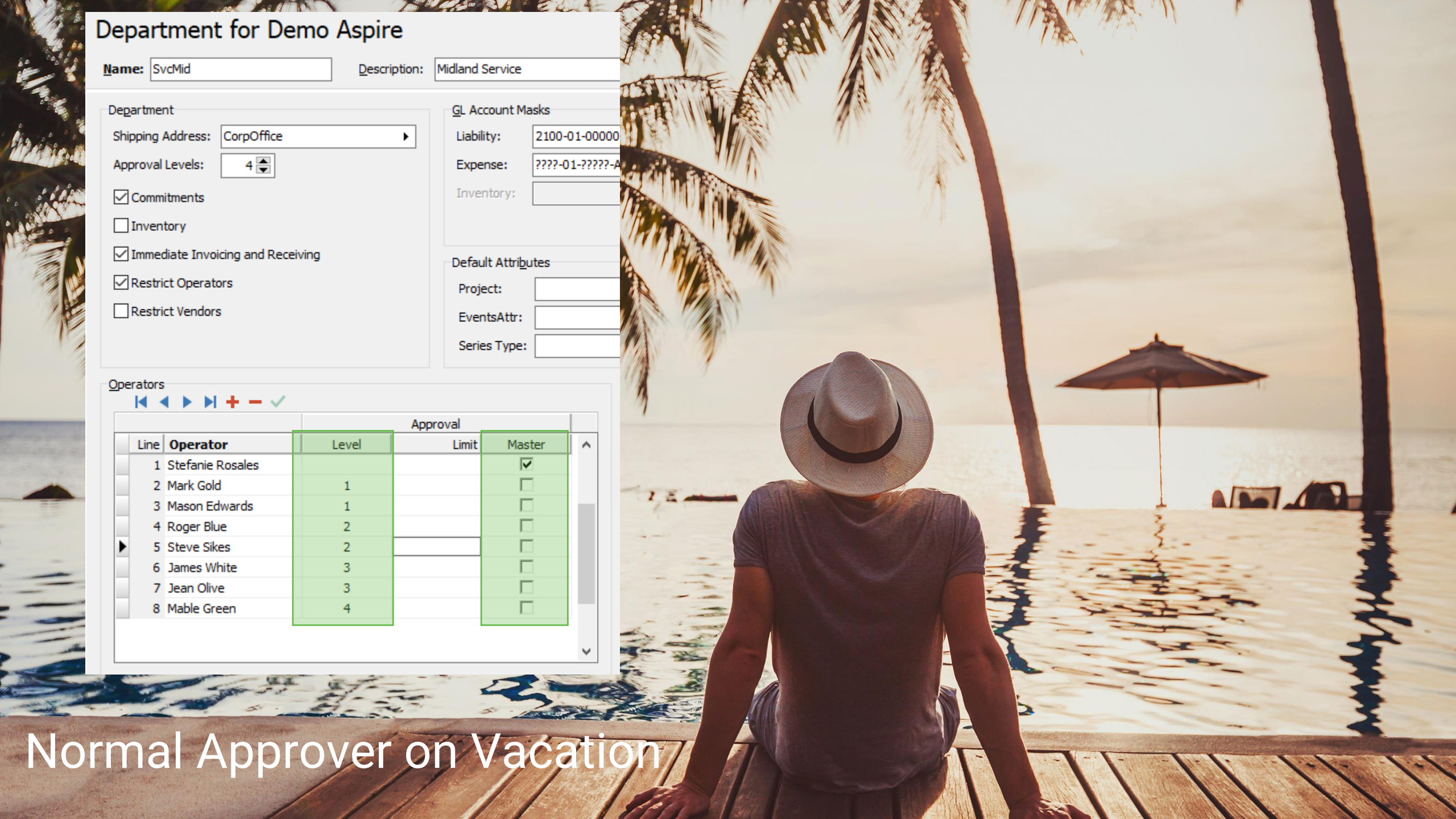
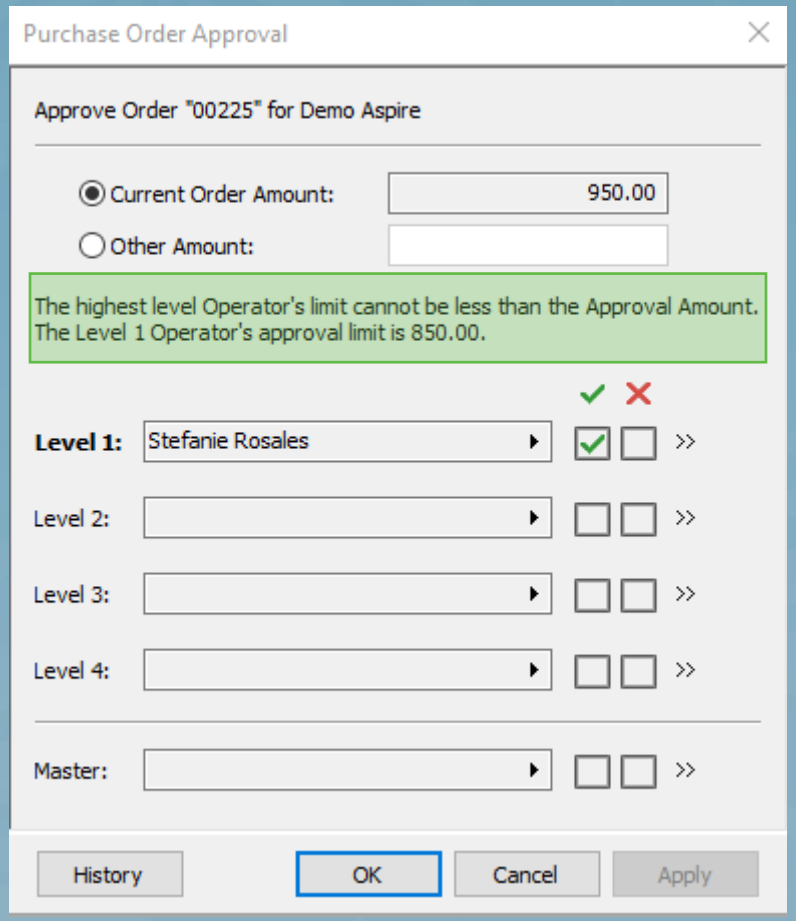
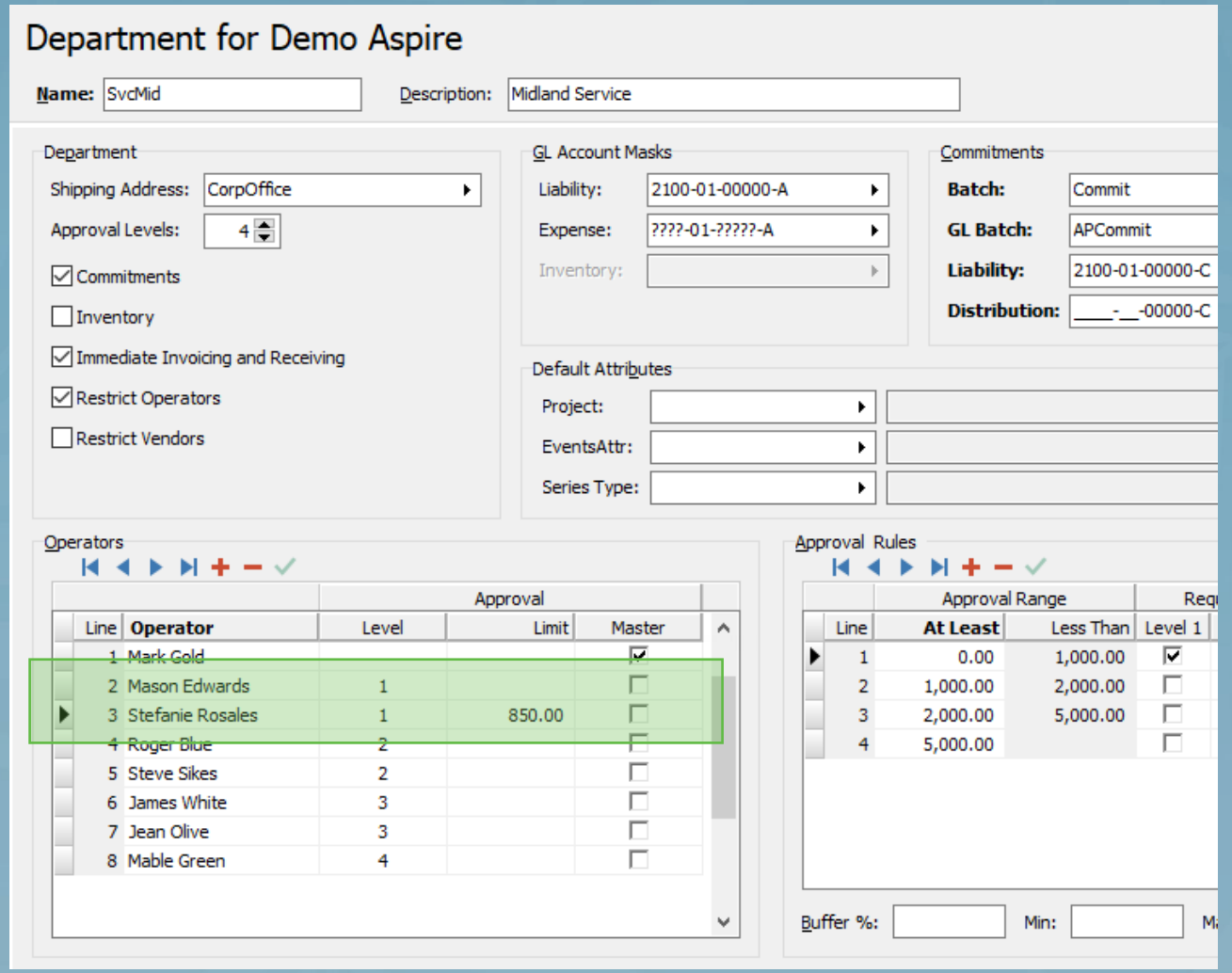
Techniques to Troubleshoot Common Problems


Department for Demo Aspire
Name: SvcMid
Description: Midland Service
Department
Shipping Address: CorpOffice
Approval Levels: 4
Commitments
Inventory
Immediate Invoicing and Receiving
Restrict Operators
Restrict Vendors
GL Account Masks
Liability: 2100-01-00000
Expense: ????-01-?????-A
Inventory:
Default Attributes
Project:
EventsAttr:
Series Type:
Operators
Approval
Line Operator Level Limit Master
1 Stefanie Rosales
2 Mark Gold 1
3 Mason Edwards 1
4 Roger Blue 2
5 Steve Sikes 2
6 James White 3
7 Jean Olive 3
8 Mable Green 4
Normal Approver on Vacation

Limit on Operator Preventing Approval





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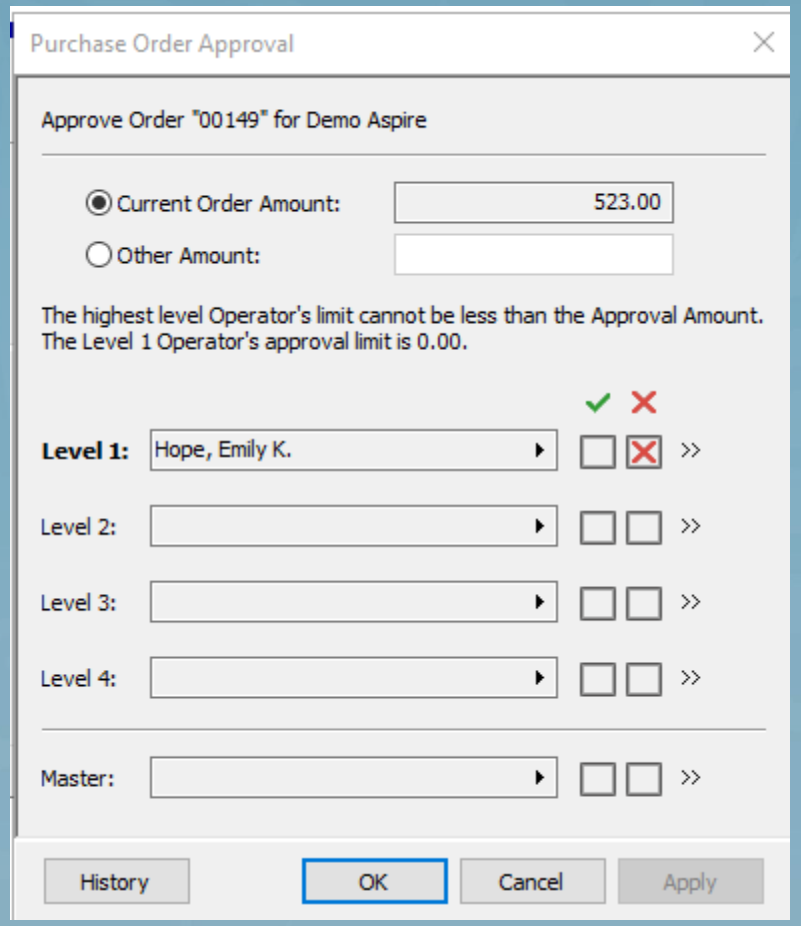
Cannot Approve Due to a Prior Disapproval



- Disapproved in another Dept
- Original Approver needs to remove the disapproval before the Dept is changed

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SUBMIT YOUR QUESTIONS!

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Next Session

Attributes: Multi-Dimensional Accounting

Thursday, August 15
12:30PM (CT)

Lori Bogart

ALL SESSIONS

- Bruce and Grant's Excellent Unboxing Adventure
- Cybersecurity Essentials for Today's Internet Connected World
- Do More With Less: Publishing Financial Designs
- Back to Basics
- General Ledger: Controller Workshop
- The Right Tool for the Job: Automation
- Enhancing Purchasing: Boosting Visibility, Efficiency, and Commitments
- Attributes: Multi-Dimensional Accounting
- New Graphics Capabilities in ActivityHD
- Learning to Streamline Your Payroll Processes
- Mastering Contract Processing: Streamline, Optimize, Manage
- Payroll Problem-Solving: Become a Master of Troubleshooting

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Remember to complete the survey!

THANKS FOR JOINING

Enhancing Purchasing: Boosting Visibility, Efficiency, and Commitments

Mason Edwards
medwards@accountingware.com

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