



PRESENTED BY:

AW AccountingWare.

WELCOME TO

Enhancing Purchasing: Boosting Visibility, Efficiency, and Commitments

Mason Edwards
Implementation Specialist



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SESSION INFO



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RESOURCES

The slides and a recording will be sent via email.



QUESTIONS

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

ABOUT THE PRESENTER



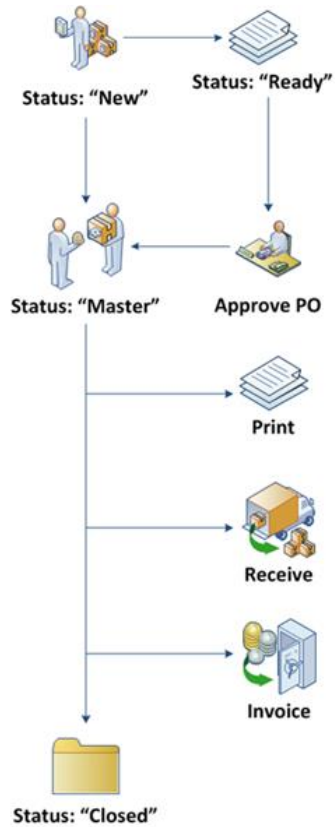
Mason Edwards
Implementation Specialist

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



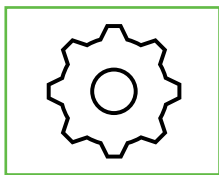
Agenda

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

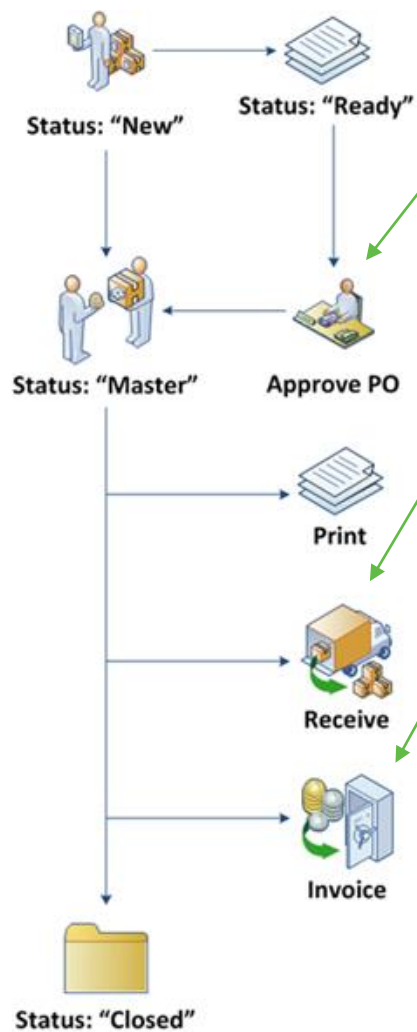


Optimizations to Streamline Workflow





**IT BEGINS
with the
SETUP!!!**



Optimizations to Streamline Workflow



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!

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

Product - "Advertising" for Demo Aspire - ACW - Mason Edwards

Product for Demo Aspire

Name: Advertising Description: Advertising

Product

☐ Allocated ☒ Generic ☒ Purchase Unrestricted Require Receipt: Never

APCodes:

GL Account Masks

Expense: 5540-??-????-A

Inventory:

Detail

Line	Vendor	UOM	Description	Part Number	Default	Reporting	Withholding	Obsolete	Memo
1		\$				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Cost

Line	Effective Date	Unit Cost	Me
*			







Product Purchases Other

Edit

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

Department - "SvcMid" for Demo Aspire - ACW - Mason Edwards

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-A

Expense: ???-01-?????-A

Inventory:

Commitments

Batch: Commit

GL Batch: APCommit

Liability: 2100-01-00000-C

Distribution: - -00000-C

Default Attributes

Project:

EventsAttr:

Series Type:

Operators

Line	Operator	Level	Limit	Master
1	Mason Edwards			<input checked="" type="checkbox"/>
2	Stefanie Rosales			<input checked="" type="checkbox"/>
3	Mark Gold	1		<input type="checkbox"/>
4	Roger Blue	2		<input type="checkbox"/>
5	James White	3		<input type="checkbox"/>
6	Jean Olive	3		<input type="checkbox"/>
7	Mable Green	4		<input type="checkbox"/>

Approval Rules

Line	Approval Range		Required Approval Levels			
	At Least	Less Than	Level 1	Level 2	Level 3	Level 4
1	0.00	1,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	1,000.00	2,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	2,000.00	5,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	5,000.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Buffer %: Min: Max:


Department Billing Address Data Links Purchases **Orders** Other

Edit

Operators

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

Operator - "Mason Edwards" for Demo Aspire - ACW - Mason Edwards

 New Read Save Report Previous Next

Operator for Demo Aspire

Name: Mason Edwards


Department:

Email Address: medwards@accountingware.com

Operator Notifications Data Links Attachments Other

Edit

Operator - "Mason Edwards" for Demo Aspire - ACW - Mason Edwards

 New Read Save Report Previous Next

Operator for Demo Aspire

Name: Mason Edwards

Line	Notification	Method
1	Invoice Approval Completed	Email, Limit by Department
2	Invoice Approval Needed	Email, Assigned Level Required and Delayed
3	Invoice Disapproved	Email, Limit by Department
4	Order Approval Completed	Email, Limit by Department
5	Order Approval Needed	Email, Assigned Level Required and Delayed
6	Order Disapproved	Email, Limit by Department

Operator Notifications Data Links Attachments Other

Edit


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.		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.			X	
Email, Assigned Level Required and Delayed	Notifying Dept Operators who are required approvers on an order/invoice after prior level approval is completed.			X	

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.



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.



New



Read



Save



Report



Previous



Next



Approve



Master



Print



Process



Bots

Options: Defaults



Purchase Order for Demo Aspire

Vendor: Shindigz

Shindigz

Number: 00191

Date: 5/3/2023

Description: Really Big Celebration Event

Department: Admin

Status: Ready

Submit

Purchase Order

Agent:

Amount: 28,004.97

Expires:

Approval: 28,004.97

Owner: Shaun Ledbetter

AP Terms: UponReceipt

☐ Post Commitments

AP Account: 2100-01-00000-A

Accounts Payable

Attributes

EventsAttr:

ANDER

Anderson Architects,

Series Type:

Shipping

☐ Multiple Shipments☐ Direct Ship

Address: CorpOffice

Freight Terms:

Memo:

Shipment Date:

Corporate Office

FOB:

Arrival Date:

1414 Mockingbird Lane

Shipping Method:

Direct Ship #:

Lubbock, TX 79424

Tracking Number:

Main: 1-800-125-2622

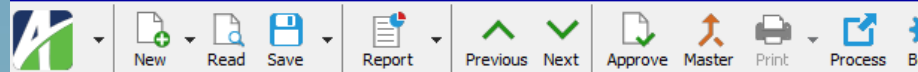
Purchases



Line	Product	UOM	Description	Quantity	Unit Cost	Amount	Project	EventsAttr	Series Type	Account	Pa
1	Misc Expenses	\$	Misc. Expenses			28,004.97		ANDER		6650-01-ANDER-A	

FAVORITE NEW FIND!!!

Purchase Order - "00191" for Demo Aspire - ACW - Mason Edwards



Purchase Order for Demo Aspire

Vendor: Shindigz
Description: Really Big Celebration Event

Purchase Order
Agent: [Dropdown]
Amount: 28,004.97
Expires: [Date]
Approval: 28,004.97
Owner: Shaun Ledbetter
AP Terms: UponReceipt
AP Account: 2100-01-00000-A

Attributes
EventsAttr: ANDER
Series Type: [Dropdown]

Shipping
☐ Multiple Shipments
☐ Direct Ship
Shipment Date: [Date]
Arrival Date: [Date]
Direct Ship #: [Text]
Address: CorpOffice
Freight Terms: [Dropdown]
FOB: [Dropdown]
Shipping Method: [Dropdown]
Tracking Number: [Text]

Purchases

Line	Product	UOM	Description	Quantity	Unit Cost	Amount	Project	EventsAttr	Series Type	Account
1	Misc Expenses	\$	Misc. Expenses			28,004.97		ANDER		6650-01-ANDER-A

Account Expand

Account: 6650-01-ANDER-A
Setup: 6650-01-ANDER-A
Alias: [Text]
Description: *** Invalid Account ***

Main: 6650 Miscellaneous Expense
Location: 01 Lubbock Office
ProjType: ANDER Anderson Architects, Inc.
Ledger: A Actual

Setup Sources

Department: -01-A
Agent: [Text]
Vendor: [Text]
Product: 6650-??-00000-A
Unit of Measure: [Text]
Project: [Text]
EventsAttr: -_-ANDER-_
Series Type: [Text]

OK

Cancel

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!

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!

Tips for Using the Commitments Ledger



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

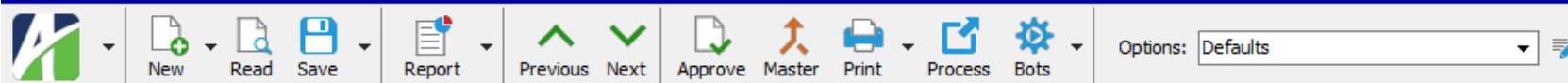
Commitments are processed as special AP commitment invoices which are not eligible for payment.

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



Purchase Order - "00171" for Demo Aspire - ACW - Mason Edwards



Purchase Order for Demo Aspire

Vendor: Koyal | Koyal Wholesale Supplies
Description: Miscellaneous Decor
Number: 00171
Date: 11/30/2021
Department: SvcLub
Status: Master

AP Invoices

Options: Personal

Filters: | **Lookup:**

Batch - #	Status	Mer...	Vendor	Invoice #	AP Account	Date	GL Date	Dept	Dept Description	PO #	Amount
Commit - 13	Committed	952	Koyal	00171-01	2100-01-00000-C	11/30/2021	11/30/2021	SvcLub	Lubbock Service	00171	6,145.47

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: ▶ 12 **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	

Before

Purchase Order - "00171" for Demo Aspire - ACW - Mason Edwards

Navigation bar with icons: New, Read, Save, Report, Previous, Next, Approve, Master, Print, Process, Bots. Options: Defaults

Purchase Order for Demo Aspire

Vendor: Koyal | Koyal Wholesale Supplies | Number: 00171 | Date: 11/30/2021
Description: Miscellaneous Decor | Department: SvcLub | Status: Master

AP Invoices

Options: Personal

Filters: | Lookup:

Batch - #	Status	Mer...	Vendor	Invoice #	AP Account	Date	GL Date	Dept	Dept Description	PO #	Amount	Balance	Due Date
Commit - 13	Committed	952	Koyal	00171-01	2100-01-00000-C	11/30/2021	11/30/2021	SvcLub	Lubbock Service	00171	6,145.47	6,145.47	12/30/2021

After

Purchase Order for Demo Aspire

Vendor: Koyal | Koyal Wholesale Supplies | Number: 00171 | Date: 11/30/2021
Description: Miscellaneous Decor | Department: SvcLub | Status: Master

AP Invoices

Options: Personal

Filters: | Lookup:

Batch - #	Status	Mer...	Vendor	Invoice #	AP Account	Date	GL Date	Dept	Dept Description	PO #	Amount	Balance	Due Date
Commit - 13	Committed	952	Koyal	00171-01	2100-01-00000-C	11/30/2021	11/30/2021	SvcLub	Lubbock Service	00171	6,145.47	6,145.47	12/30/2021
Commit - 71	New		Koyal	00171-01	2100-01-00000-C	11/30/2021	11/30/2021	SvcLub	Lubbock Service	00171	-6,145.47	-6,145.47	11/30/2021
Commit - 75	New		Koyal	00171-02	2100-01-00000-C	12/30/2021	12/30/2021	SvcLub	Lubbock Service	00171	4,607.05	4,607.05	1/29/2022
Commit - 76	New		Koyal	00171-03	2100-01-00000-C	1/30/2022	1/30/2022	SvcLub	Lubbock Service	00171	1,538.42	1,538.42	3/1/2022

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

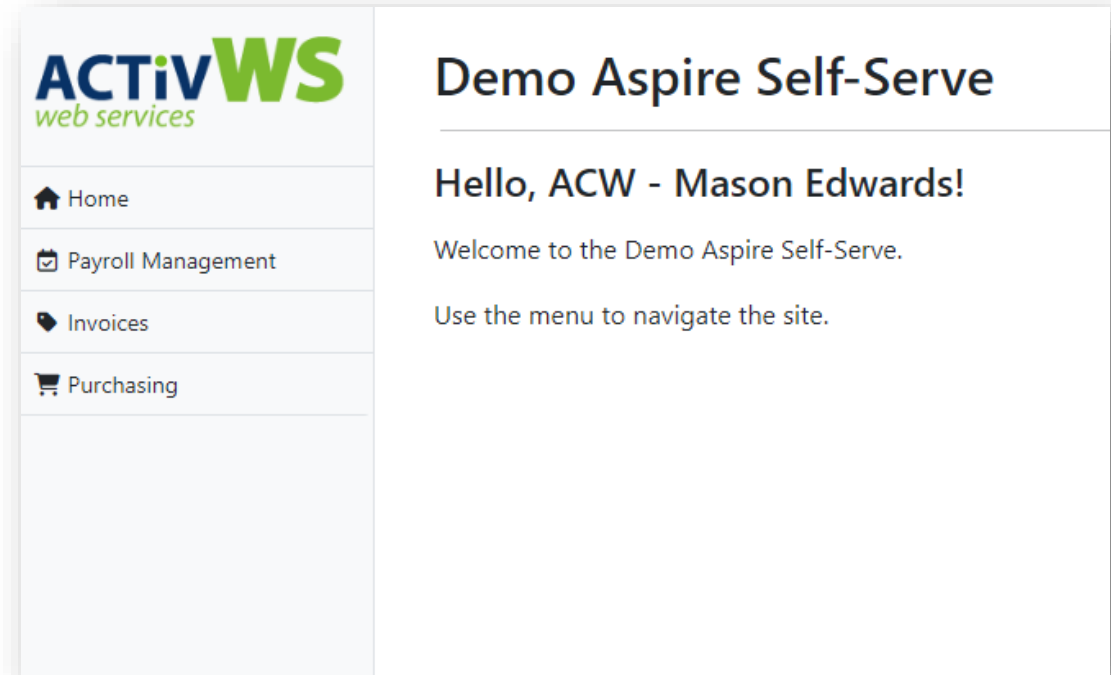
- Manually adjust Commitment invoice entries. All changes should be made on the Order itself and allow the automation

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.



ACTiVWS
web services

Home

Payroll Management

Invoices

Purchasing

Orders to Approve

Approved Orders

Open Orders

Orders to Approve

☐ Include Master

Lookup:

Number	Vendor	Vendor Desc	Dept	Dept Desc	Date	Status	Description	Owner	Amount	Balance	Appro
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	

ACTiVWS

web services

Home

Payroll Management

Invoices

Purchasing

Orders to Approve

Approved Orders

ACTiVWS

web services

Home

Payroll Management

Invoices

Purchasing

Orders to Approve

Approved Orders

Open 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

PO Order - 00224

Order

Detail

Summary

Approval History

Attachments

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

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

Navigation icons: First, Previous, Next, Last, Add, Subtract, Checkmark

		Approval		
Line	Operator	Level	Limit	Master
1	Stefanie Rosales			<input checked="" type="checkbox"/>
2	Mark Gold	1		<input type="checkbox"/>
3	Mason Edwards	1		<input type="checkbox"/>
4	Roger Blue	2		<input type="checkbox"/>
5	Steve Sikes	2		<input type="checkbox"/>
6	James White	3		<input type="checkbox"/>
7	Jean Olive	3		<input type="checkbox"/>
8	Mable Green	4		<input type="checkbox"/>

Normal Approver on Vacation

Limit on Operator Preventing Approval

Purchase Order Approval

Approve Order "00225" for Demo Aspire

☒ Current Order Amount: 950.00
☐ Other Amount:

The highest level Operator's limit cannot be less than the Approval Amount.
The Level 1 Operator's approval limit is 850.00.

Level 1: Stefanie Rosales ☒ ☐ >>
Level 2: ☐ ☐ >>
Level 3: ☐ ☐ >>
Level 4: ☐ ☐ >>
Master: ☐ ☐ >>

History OK Cancel Apply

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-A
Expense: ???-01-????-A
Inventory:

Commitments
Batch: Commit
GL Batch: APCommit
Liability: 2100-01-00000-C
Distribution: - -00000-C

Default Attributes
Project:
EventsAttr:
Series Type:

Operators

Line	Operator	Level	Limit	Master
1	Mark Gold			<input checked="" type="checkbox"/>
2	Mason Edwards	1		<input type="checkbox"/>
3	Stefanie Rosales	1	850.00	<input type="checkbox"/>
4	Roger Blue	2		<input type="checkbox"/>
5	Steve Sikes	2		<input type="checkbox"/>
6	James White	3		<input type="checkbox"/>
7	Jean Olive	3		<input type="checkbox"/>
8	Mable Green	4		<input type="checkbox"/>

Approval Rules

Line	At Least	Less Than	Level 1
1	0.00	1,000.00	<input checked="" type="checkbox"/>
2	1,000.00	2,000.00	<input type="checkbox"/>
3	2,000.00	5,000.00	<input type="checkbox"/>
4	5,000.00		<input type="checkbox"/>

Buffer %: Min: M:

Cannot Approve Due to a Prior Disapproval

Purchase Order Approval

Approve Order "00149" for Demo Aspire

☒ Current Order Amount: 523.00
☐ Other Amount:

The highest level Operator's limit cannot be less than the Approval Amount.
The Level 1 Operator's approval limit is 0.00.

Level 1: Hope, Emily K. ☐ ☒ >>
Level 2: ☐ ☐ >>
Level 3: ☐ ☐ >>
Level 4: ☐ ☐ >>
Master: ☐ ☐ >>

History OK Cancel Apply

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

**SUBMIT YOUR
QUESTIONS!**

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



Remember to complete the survey!

THANKS FOR JOINING

Enhancing Purchasing: Boosting Visibility, Efficiency, and Commitments

Mason Edwards

medwards@accountingware.com

