



!!FIX YOUR COMPLIANCE ALERT RIGHT NOW!!

Repeated Compliance Alerts are not a good thing. There are only three possible excuses:

"I don't know how to do it - please train me more."

PO > 45 DAYS NOT CLOSED OR INVOICED

What is the Compliance Alert?

A purchase order is approved and received but has not been invoiced.

Why did I receive this Alert?

A purchase order is approved and was received at least 45 days ago with no invoice or only partially invoiced. It is urgent that approved and received purchase orders are invoiced promptly to accurately reflect your property's financials. Purchase orders received over 60 days ago are no longer accrued.

How do I resolve the Alert today? Review the purchase order and if it is valid, you will need to contact your vendor to receive an up-to-date account statement. Compare and analyze the statement with PO Analytics. Upon determining it is a valid outstanding invoice, immediately alert your vendor to send their invoice to you with the corresponding PO #.

Once You Receive the Needed Invoice:

The screenshot shows the 'Purchase Order 182217' form. The 'Vendor' field is 'amerbest' and the 'Vendor Info' is 'America's Best Carpet & Tile, 1719 N. Shelby Oaks, Memphis TN 38134'. The 'Expense Type' is 'PO' and the 'Payment Due' date is '07/30/2018'. The 'Description' is '08-102, 02-203 & 16-205 wet vacs and carpet stretch'. The 'Data/Reports' dropdown menu is open, and the 'Attachment' option is highlighted with a red box and a red arrow.

REMINDER: The PO must be in Open status for AP to be notified or process.

Attach the Invoice to the PO

- Payscan: Purchase Order > Review Purchase Order
- Data/Reports > Attachment
- Select Upload
- Browse to select the invoice
- Select Upload
- Once attached, Select the Type "Invoice".

This attachment will satisfy this alert and your AP specialist will be automatically notified of the attachment.

IMPORTANT: Your AP specialist will not be made aware of any attachment unless the PO is already at the 45 day mark.

NOTE: An actual invoice is the only thing that will clear this bot. A quote, bid, receipt, or statement will not satisfy the document requirement.

Attachments

Available Attachments for Purchase Order: 182217

Type	Description	Date	Attachment

Save Close Add **Upload**

File Attachment Upload

Select up to 3 files to upload and attach

Successfully uploaded as Inv 123456.pdf

Upload Close

Attachments

Available Attachments for Purchase Order: 182217

Type	Description	Date	Attachment	Secure	Show on Portal	Detach
Invoice	Inv 123456.pdf	09/07/2018	Inv 123456.pdf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VENDOR Cafe						

Save Close Add Upload

If A Purchase Order Is Not Valid (or Remaining Balance is Not Valid) and Needs Closed:

Purchase Order 164980

Vendor: carpetwizrd

Vendor Info: Carpet Wizard's LLC, 13929 Mount Eden RD, Mount Eden KY 40046-7001, 5022205449

Expense Type: PO

Payment Due: 12/27/2017

Last Received: 12/27/2017

From Date: To Date: Description: 13-204 Carpet Clean

Display Type: Purchase order

Sched. Deliv. Order Date: 12/21/2017

Required By Date: 12/21/2017

Closed ☒ Close Date: 01/12/2018

Total Amount: 65.00

Workflow: Purchase Order2

Status: Completed

Current Step: Approve

Next Step: Notes: Navigation: < >

Save New Print Help

From the Payscan side menu: Select Purchase Order > Review Purchase Order

- Click box to ✓ Closed
- Close Date: Enter today's date
- Click Save.

NOTE: If you close a PO in error, you can re-open by simply unchecking the Closed box and remove the Close Date and Save.

NOTE: If the PO is for a large contract service that will not be completed within 45-60 days, please tag Pam on your AP channel to request that she exclude the alert for that PO from RedBot.

How to Close a Line Item on a Partially Paid Purchase Order:

Close PO Detail2

PO # 161043

Line # 5

Destination Screen

Advanced

Submit Clear Help

From Payscan Side Menu: Purchase Order > Close PO Detail

- Enter PO#
- Line #: which line item detail needs closed

NOTE: If you close a line item in error, you cannot re-open, a Change Order would need to be created.

How do I make sure I never get this Alert again?

From Payscan top menu: Analytics > PO Analytics

- Approval Status: Approved
- PO Status: Received and Partially Received; Open; Invoice and No Invoice
- Received Date: Leave 1st box blank. After "to", enter the date for the most recent Received Date you want to query. This will pull everything received on or before that date.
- Click Display

Purchase Order Analytics

Property amelia

Unit

Vendor

Expense Type PO

PO Description

Account

Requested by

Approval Status Approved

PO Status Received

PO #

Order Date

Required By Date

Received Date

Closed Date

Report Type Cost Analysis

Summarize By Property

to

to

to 08/21/2021

to

Detail

Grids

Graph

Decimals

Clear

PDF

Excel

Display

- Click on the hyperlinked number under column "Count" to view the purchase orders that meet your query.

Property	Count	Cost
Vintage Amelia Island(amelia)	18	2,866.73



Best Practice: Weekly review PO Analytics & stay in contact with your vendor regarding open/approved/received POs with outstanding invoices. Focus on POs that were received at least 30 days ago. This allows for the standard net 30 window when invoices are typically received by AP, and allows 30 days for you and your vendor to reconcile before the PO is alerted by Redbot. Email or print your purchase orders for your vendors to ensure they know exactly what needs invoiced and the PO number to use. Remind your vendor that all invoices should be submitted to ap@bluestone-prop.com or through VendorCafe ONLY after work has been completed. This will assist in timely payment.