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How Do You Do Purchase Order Vouching? - Fulfillment

Tammy Mason - 2017-09-18 - in Inventory

How Do You Do Purchase Order Vouching? - Fulfillment

Vouching to an inventory purchase order (PO) updates the actual cost of your inventory and also closes out the purchase order so it will no longer print on your open purchase order report.

Invoice/Adjustment Tab

Enter the vendor number or select vendor from the lookup.

Inv #
Enter the vendors invoice number. Click Add to continue.

Inv amt
Enter the invoice total including freight ; if applicable.

Inv date
Enter the invoice date.

TC
The terms code as entered on the vendor master will display. This code may be changed. The terms code is used to calculate discount date, due date and discount amount.

Dis date
Will update based on the terms code selected.

Due date
Will update based on the terms code selected.

Status
Selections include active or hold.

Note: Use the hold status option to stop payment on questionable invoices. Once the question is resolved then change the status to active.

Non-dis

This is the non-discountable amount. Typically freight is not discountable. This amount will reduce the invoice amount before calculating the discount amount to be earned; if applicable

Dis amt
Discount amount that may be available if the invoice is paid by the discount date.

Purch amt
This is the amount that is updated to the vendor master summary of purchases.

Reb mdse amt
It is only available if the vendor offers a rebate. If displayed, enter the merchandise amount that qualifies for the rebate.

Reb samp amt
It is only available if the vendor offers a rebate. If displayed, enter the value of the sample that qualifies for the rebate.

Note: *Use the ability to track vendors rebates to see if you qualify. A rebate report is available to give you up to date accumulated rebate amounts.*

Name/addr
Displays the pay to name and address.

A summary of the voucher totals is displayed to make sure that distribution is complete.

Distributions Tab (Purchase Order Dist)

Start by selecting "Purchase Order Dist" from the tree view list.

You may then right click or select the "Dist Actions" button to bring up the option "Add Purchase Order." Once you select the option to "Add Purchase Order" a window will display requesting the purchase order number to vouch against. From this window you may also display the various purchase order line items by selecting the tool bar button.

If the purchase order contains Outside Processed (OP) items, an additional detail display is available showing the bill of materials records used in this purchase order.

The displays to the right shows the actual OP components being used for this PO. The first line indicates that the "blank good" item is being drop shipped from vendor 21050 with the purchased service (PS) being done by vendor 50320. This information is for display only and cannot be modified

during vouching.

Once the selection of the purchase order has been made the next step is to distribute the invoice to the general ledger account(s). This can be done by selecting the "G/L Actions" button.

The invoice amount is distributed to the general ledger account. For purchase order distributions the account should be 136 (per suggested company information settings). Separate the invoice into merchandise (M), Freight (F) and Other (O) amounts. The "Type" reference will show how the invoice amounts have been distributed. Select Ok to continue with the purchase order line item distributions.

G/L
Enter the general ledger account number. Name will be displayed.

Amount
Enter the amount you wish to vouch to this general ledger.

Note: Remember to break down the invoice amounts into the appropriate category/type. For example. An invoice in the amount of 1106.20 includes a freight charge of 100.00. When vouching enter 1006.2 for the mdse type and then distribute the balance of 100.00 to the freight type. If you wish to update the FIFO/LIFO record then both have to be vouched to your inventory account (136).

Type
Select Mdse, Freight, or Other. Other is used to define such charges as imprint or embroidery.

Tip: In the case of this purchase order, the blank goods are considered merchandise and the freight on the invoice needs to be classified as freight. The freight on house owned items should be distributed against the purchase order and general ledger account 136 – Inventory. The freight on customer owned should either be distributed as Order Freight Distribution to the Prebill order number or as Non-Order distribution. Use general ledger account 410 – Freight Paid on Purchases for customer owned. When vouching the PS item of an OP item, this would be classified as Other. If you have any further questions concerning the distribution of freight for inventory, please talk to you Accountant.

G/L reference
Can enter additional reference information as needed. Will appear on the A/P general ledger distribution report.
Select "Ok" when complete.

When the G/L distributions have been complete, select "Items" from the

"Dist Actions" or upon selecting "OK" the PO line distribution window will be displayed.

Purchase Order Vouching (line item distributions)

When this window is first displayed the difference field will be displayed in "RED" indicating that the distribution of the PO has not been completed. When the distribution is complete and there are no rounding differences the fields will turn to "BLUE".

At this point you may select the item to be distributed against by either double clicking or right clicking your mouse while the record is highlighted. The following window will be displayed to allow you to update this line item. Enter the quantity you are vouching on each line, correct the per piece merchandise cost if necessary.

Once you select "Ok" the next line will display automatically if there is more than one, until you update all line items or press "Cancel".

You will then return to the purchase order line distribution window in order to complete the updating of freight and/or other charges if required.The action button "Dist Frt/other" will perform the distribution of freight and other charges (as coded during the G/L distribution actions) based on the radio buttons being displayed in the upper left portion of the window.

If there is a rounding difference of .01, this will post to the Inventory Variance account once you select "Finish".

The "Cost" action button will display each receipt transaction or if the item has not been received will display a "VC" lot # that will be used during receiving of the merchandise. The "Std cost" action button will display the item master standard cost as compared to the actual cost being vouched. If the difference is +/- 15% an "*" will display on the purchase order line window and additional text information will display in the lower left hand portion of the window.

Once the distribution has been completed, you may select "Ok" from the main distribution tab window in order to enter the next supplier's invoice The following section will cover the vouching of miscellaneous costs. Miscellaneous costs will occur anytime you vouch an invoice for a supplier that is not listed on the purchase order. It is imperative that you edit the purchase order any time you switch vendors in order to properly vouch their invoice. In addition, miscellaneous vouching to a NON-"OP" outside processed item requires that you have either received the merchandise or have previously vouched the merchandise amount to the purchase order before distribution of the freight and/or other charges are made to the line

item record. For "OP" outside processed items miscellaneous vouching for freight and/or other charges can occur at any point.

The only difference between miscellaneous and standard purchase order vouching is on the purchase order line item distribution window. An example of this display follows.

Each receipt record will be displayed and you may uncheck or check the items that you wish to perform the distribution of Freight and/or Other charges. Once you have made your selection you must press "Dist frt/oth" in order to confirm your selections and update the invoice/purchase order distribution comparison amounts.

Each receipt record will be displayed and you may uncheck or check the items that you wish to perform the distribution of Freight and/or Other charges. Once you have made your selection you must press "Dist frt/oth" in order to confirm your selections and update the invoice/purchase order distribution comparison amounts.

Validation Messages

During vouching a validation will occur when the purchase order vendor and invoice vendor do not match. This may be due to a miscellaneous vouching or may be the result of switching the vendor after the P.O. is created and not maintaining it correctly. It is very important to modify the P.O. when a change such as this occurs. If this is a miscellaneous vouching continue; otherwise you should investigate the reason for the discrepancy and take appropriate action.

The prior two screens will be displayed any time that the purchase order line distribution does not equal the G/L distributions selections. This can be due to small rounding differences or can also display if the operator does not complete the purchase order line distribution correctly. If it is due to small rounding differences, it can be ignored. If you did not complete the distribution correctly, make any necessary changes to the G/L or line distributions.