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Auto Vouching Table

These records can be setup up for any vendor that you pay the same amount to on a weekly, bi-weekly, monthly, quarterly, bi-annually, or annual basis. The general ledger accounts and amounts to be affected when this record is updated during vouching are also included. Each time you go into Vouching, the program will check to see if there are any auto vouch records with a Vouch on or after date that matches the current machine date. If there are, the Auto Vouching option will be displayed. Once you choose the option, indicate which records to vouch. Examples of recurring expenses include rent, gross payroll amounts (salary employees), loan payments, ESDSS payments, etc.

Vouching

The term "Vouching" means to post vendor invoices. Vouching is done for order invoices, non-order invoices, auto-vouching, and EASI billing.

Vouching distribution options:

Non-Order

Used for invoices that do not apply to an order. Ex: Rent, Utilities, phone, etc.

Order Costing

For drop ship orders that are entered through Order Entry. These will update the order costing records as vouched cost that will be displayed during billing and order entry.

Order Freight

Use this option when vouching your UPS and/or Fed Ex invoice.

Inventory P.O.

Used for merchandise that is ordered on an inventory purchase order.

Merch - Frt - Other

Merchandise is used to enter the cost of merchandise to be billed. Use the freight field for the cost of freight. Use Other for all other amounts, including all non-order vouching.

Before starting a vouching session, run a tape of the invoices to be compared to the Preview Vouching Journal to verify all invoice totals were entered correctly. If an invoice is entered incorrectly, edit the invoice before posting. Any mistakes found after the vouching has been posted will require an adjustment to be made in vouching by editing the invoice. If only the General Ledger account number needs to be changed, do not enter an amount in the adjustment field (this will reduce/increase the amount of the invoice); go to the distribution tab and choose the appropriate distribution action. Enter a negative amount in the general ledger that was posted in error and then enter a positive amount to the correct account.

Vouching to a Salesperson can be done when an adjustment to the open commission total is not related to an order. This will update the Open Commission Report immediately—not requiring the commission report to be printed.