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Portal > Knowledgebase > ProfitMaker Fulfillment/Plus > Inventory > Procedure for Purchase Order Vouching

Procedure for Purchase Order Vouching

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Procedure for Purchase Order Vouching

Vouching to an inventory purchase order (PO) updates the actual cost of your inventory item.

Invoice/Adjustment Tab

The example below shows an invoice being vouched.

The screenshot shows a software window titled "Adding A Vouching" with a standard Windows-style title bar and menu bar. The window is divided into several sections:

- Invoice/Adjustment Tab:** This section contains the main data entry fields. It includes:
 - Vend #:** 93980, with a dropdown arrow and the text "Superior Printed Products".
 - Inv #:** 1318713, with a dropdown arrow and the text "Vouching".
 - Inv amt:** 160.00
 - Inv bal:** 160.00
 - Inv date:** 03/12/09, with a calendar icon.
 - TC:** 11, with a dropdown arrow.
 - Desc:** Net 30
 - Disc date:** / /, with a calendar icon.
 - Due date:** 04/11/09, with a calendar icon.
 - Status:** Active, with a dropdown arrow.
 - Non-disc:** 0.00
 - Dis amt:** 0.00
 - Purch amt:** 160.00
 - Reb mdse amt:** 0.00
 - Reb samp amt:** 0.00
- Name/Addr:** A text area containing:
 - Superior Printed Products
 - 501 N 17th St
 - Richmond VA 23219-2003
- Pay-to addr:** A text area containing:
 - Superior Printed Products
 - P.O. Box 23050
 - Richmond VA 23223-0350
- Voucher totals:** A table with columns for Merchandise, Freight, Other, Total, and Bal to dist. The values are: Merchandise: 0.00, Freight: 0.00, Other: 0.00, Total: 0.00, Bal to dist: 160.00.
- Buttons:** A row of buttons: Add, View, Edit, Delete, Ok, Cancel. Below this is another row: Auto vouch, E-ASI billing, View totals, Preview, Finish, Abort.

Vend

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.

- **Tip: 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

This field is not displayed on the sample window. It is only available if the vendor offers a rebate. If displayed, enter the merchandise amount that qualifies for the rebate.

Reb samp amt

This field is not displayed on the sample window. It is only available if the vendor offers a rebate. If displayed, enter the value of the sample that qualifies for the rebate.

- **Tip: 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.

The screenshot shows the 'Adding A Vouching' window with the 'Distributions' tab active. The 'Vend #' is 93980, 'Superior Printed Products', and 'Inv #' is 1318713. The 'Purchase Order Dist' is selected in the tree view. The 'Purchase order G/L distributions' table is empty. The 'Dist actions' button is highlighted.

G/L	Name	Amount	Type	Reference
There are no items to show in this view				

PO totals	Merchandise	Freight	Other	Total
	0.00	0.00	0.00	0.00

Voucher totals	Merchandise	Freight	Other	Total	Bal to dist
	0.00	0.00	0.00	0.00	160.00

Then right click or select the "Dist Actions" button to bring up the option "Add Purchase Order."

The screenshot shows the 'Adding A Vouching' window with the 'Distributions' tab active. The 'Purchase Order Dist' is selected in the tree view. A context menu is open over the 'Purchase Order Dist' with the 'Add A Purchase Order' option selected.

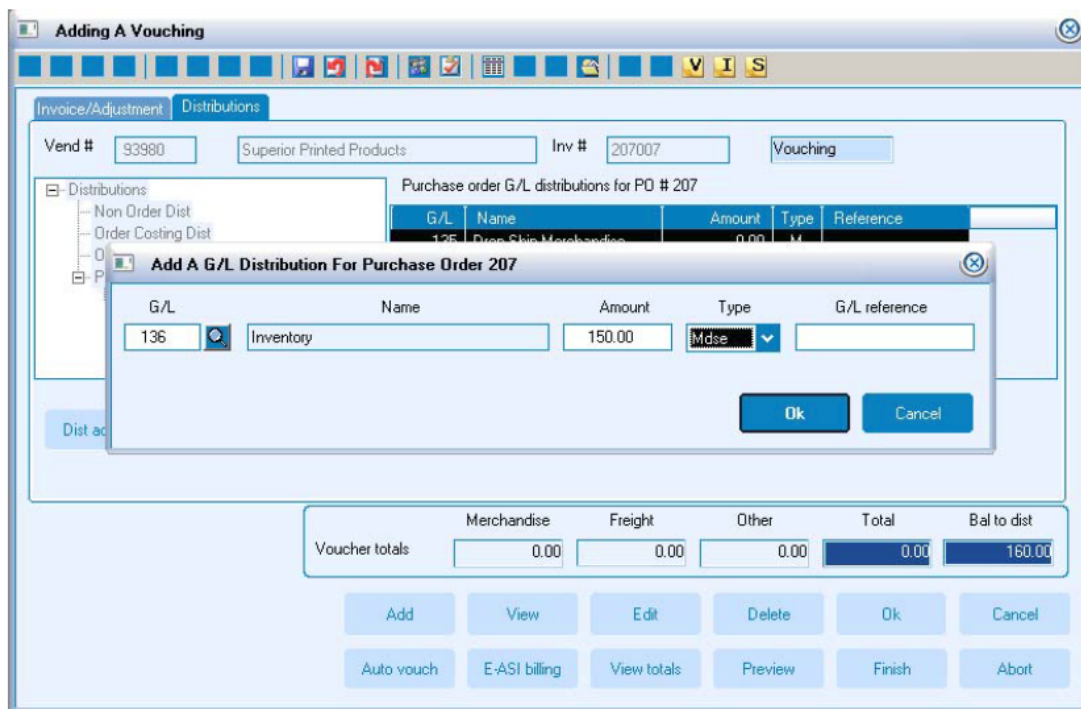
G/L	Name	Amount	Type	Reference
There are no items to show in this view				

PO totals	Merchandise	Freight	Other	Total
	0.00	0.00	0.00	0.00

Voucher totals	Merchandise	Freight	Other	Total	Bal to dist
	0.00	0.00	0.00	0.00	160.00

Once you select the option to "Add Purchase Order" a window will display requesting the purchase order number to vouch against.

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, inventory (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.

- **Tip: 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 your Accountant.

G/L reference

You can enter additional reference information as needed. Anything entered 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.

The screenshot shows the 'Adding A Vouching' window with the following details:

- Vend #:** 93980
- Supplier:** Superior Printed Products
- Inv #:** 207007
- Tab:** Distributions
- Tree View:** Distributions > Purchase Order Dist > 207
- Table Title:** Purchase order G/L distributions for PO # 207
- Table:**

G/L	Name	Amount	Type	Reference
136	Inventory	150.00	M	
136	Inventory	10.00	F	
- PO totals:**

Merchandise	Freight	Other	Total
150.00	10.00	0.00	160.00
- Voucher totals:**

Merchandise	Freight	Other	Total	Bal to dist
150.00	10.00	0.00	160.00	0.00
- Buttons:** Dist actions, GL actions, Add, View, Edit, Delete, Ok, Cancel, Auto vouch, E-ASI billing, View totals, Preview, Finish, Abort.

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".

Purchase Order Vouching

PO # 207 Src OE

Invoice/purchase order distribution comparison

	Mdse	Freight	Other	Total
Invoice	150.00	10.00	0.00	160.00
P. O.	0.00	0.00	0.00	0.00
Difference	150.00	10.00	0.00	160.00

Fit/oth distribution: Mdse value Per piece

Fit/oth qty: Vouch qty Receive qty

Item #	Sub #	Cust #	Qty Vch	Item Cost	Per	Freight	Other	Rec'd	Vch'd
BRO		10102	0	150.0000	1000	0.0000	0.0000		

L# Description Conv fact 1.000 Ordered Vouched

1 BROCHURES

Purchased 1000 0

Stocked 1000 0

Dist fit/other Std cost Cost Ok Cancel

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.

Purchase Order Vouching

PO # 207 Src OE

Invoice/purchase order distribution comparison

	Mdse	Freight	Other	Total
Invoice	150.00	10.00	0.00	160.00
P. O.	0.00	0.00	0.00	0.00
Difference	150.00	10.00	0.00	160.00

Fit/oth distribution: Mdse value Per piece

Fit/oth qty: Vouch qty Receive qty

Item # BRO 10102

Qty vch	Item cost	Per	Freight	Other	Received	Vouched
1000	150.0000	1000	0.0000	0.0000		

Line # 1 Item # BRO Sub # Cust # 10102

Description BROCHURES

Ok Cancel

L# Description Conv fact 1.000 Ordered Vouched

1 BROCHURES

Purchased 1000 0

Stocked 1000 0

Dist fit/other Std cost Cost Ok Cancel

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.

Purchase Order Vouching

PD # 207 Src OE

Invoice/purchase order distribution comparison

	Mdse	Freight	Other	Total
Invoice	150.00	10.00	0.00	160.00
P. O.	150.00	0.00	0.00	150.00
Difference	0.00	10.00	0.00	10.00

Mdse value
 Per piece

Vouch qty
 Receive qty

Item #	Sub #	Cust #	Qty Vch	Item Cost	Per	Freight	Other	Rec'd	Vch'd
BRO		10102	1000	150.0000	1000	0.0000	0.0000		C

L# Description Conv fact 1.000 Ordered Vouched

1 BROCHURES

Purchased 1000 1000

Stocked 1000 0 1000

Buttons: Dist fit/other, Std cost, Cost, Ok, Cancel

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.

Purchase Order Vouching

PD # 207 Src OE

Invoice/purchase order distribution comparison

	Mdse	Freight	Other	Total
Invoice	150.00	10.00	0.00	160.00
P. O.	150.00	10.00	0.00	160.00
Difference	0.00	0.00	0.00	0.00

Mdse value
 Per piece

Vouch qty
 Receive qty

Item #	Sub #	Cust #	Qty Vch	Item Cost	Per	Freight	Other	Rec'd	Vch'd
BRO		10102	1000	150.0000	1000	10.0000	0.0000		C

L# Description Conv fact 1.000 Ordered Vouched

1 BROCHURES

Purchased 1000 1000

Stocked 1000 0 1000

Buttons: Dist fit/other, Std cost, Cost, Ok, Cancel

Item #: BRO

Actual cost : 160.0000000

Standard cost : 150.0000000

OK

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.

The example below indicates that this is a miscellaneous vouching transaction.

	Mdse	Freight	Other	Total
Invoice	0.00	0.00	25.00	25.00
P. O.	0.00	0.00	25.00	25.00
Difference	0.00	0.00	0.00	0.00

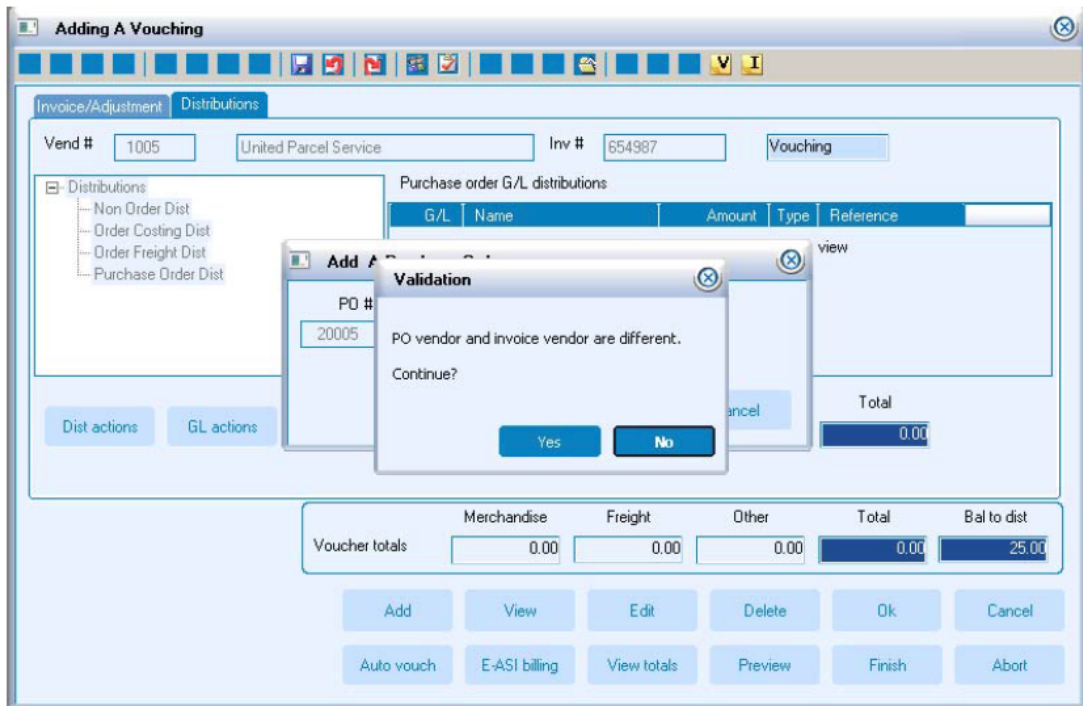
Item #	Sub #	Cust #	Qty	Lot Number	Rec Date	Per	Freight	Other
✓ OTR8	1XMLT	0	34	0210160930	10/16/02	1	0.0000	0.3049
✓ OTR8	2XMLT	0	12	0210160930	10/16/02	1	0.0000	0.3049
✓ OTR8	LGMLT	0	24	0210160930	10/16/02	1	0.0000	0.3049
✓ OTR8	MDMLT	0	12	0210160930	10/16/02	1	0.0000	0.3049

L#	Description	Conv fact
3	LaMode 100% COTTON JERSE W/ OTR LOGO	1.000

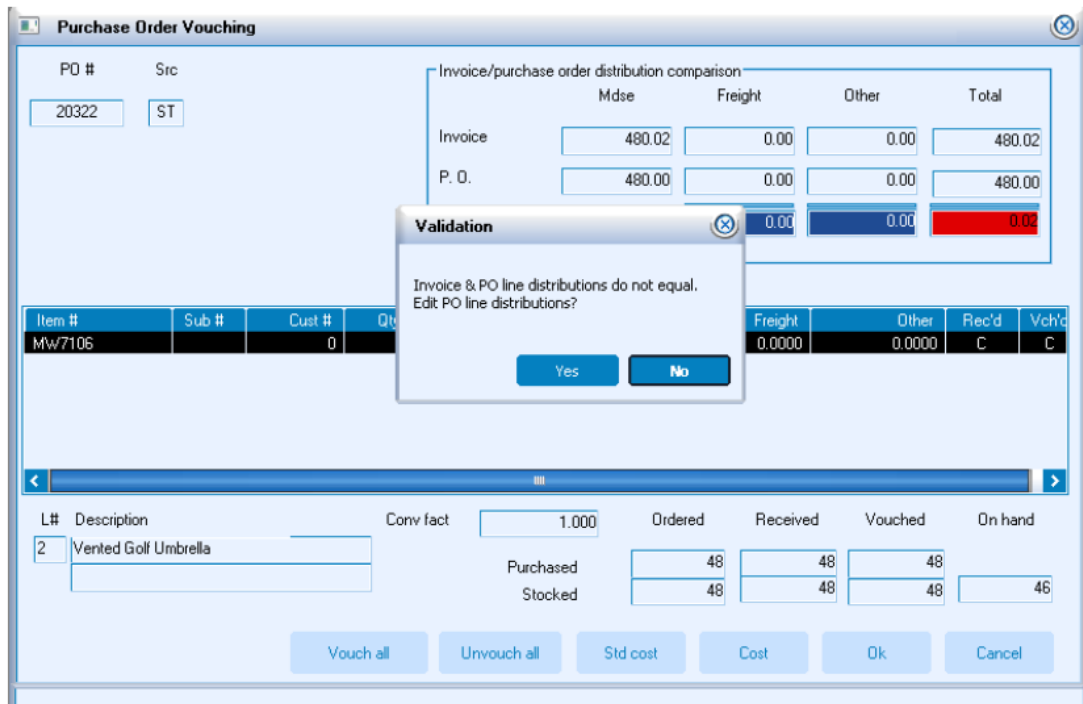
Validation Messages

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 next 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.



Purchase Order Vouching

PO # 20322 Src ST

Invoice/purchase order distribution comparison

	Mdse	Freight	Other	Total
Invoice	480.02	0.00	0.00	480.02

Distributions

Proposed G/L distributions					Actual line item distributions				
G/L	Name	Amount	Type	Refer	G/L	Name	Amount	Type	Refer
136	Inventory	480.02	M		136	Inventory	480.00	M	

GL actions Ok

L# 2 Vented Golf Umbrella

	Purchased			
	48	48	48	
	48	48	48	46

Vouch all Unvouch all Std cost Cost Ok Cancel