

AP/PO Interface-Overview

- This system creates a three way match between:
 - Purchase Order
 - Received Goods
 - Vendor Invoice
- All vouchers will go on Inventory Hold and user intervention is required to remove them.
- Three-way matches are generally used for purchases of finished goods. The item must have a purchase order receipt record showing that it was received before it can be entered a voucher for it using three-way match. This helps you avoid paying for items that you have not received, but for which the supplier has billed you.

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DJP - [mailto:shinc.com-BASE 12-COMPANY-MAINT01053]

File Edit Settings Reset Tools GUI Standard Functions Special Functions Help

COMPANY FILE MAINTENANCE

COMPANY #

ADDITIONAL PARAMETERS	STATEMENTS	AND INVOICING
51.AP ALLOW TIER1 <input type="text" value="5.00"/>	68.NAME <input type="text" value="THE SYSTEMS HOUSE, INC."/>	69.ADDR 1 <input type="text" value="1033 ROUTE 46 E."/>
AP ALLOW TIER2 <input type="text" value="P 7.00"/>	70.ADDR 2 <input type="text"/>	71.CITY <input type="text" value="CLIFTON"/>
52.FRT HOLD \$ <input type="text" value="0.00"/>	72.STATE <input type="text" value="NJ"/>	73.ZIP <input type="text" value="07013"/>
53.FRT HOLD % <input type="text" value="0.00"/>	74.PHONE <input type="text" value="973-777-8050"/>	
54.FRT MAX \$ <input type="text"/>		
55.FRT MAX % <input type="text" value="0.00"/>		
56.FRT MIN \$ <input type="text" value="0.00"/>		
57.FRT MIN % <input type="text" value="0.00"/>		
58.AP MDSE GL # <input type="text"/>	OTHER PARAMETERS	
59.AP FRT GL # <input type="text"/>	75.UPC PREFIX <input type="text"/>	
60.AP MISC GL # <input type="text"/>	76.PRINT PICK TICKET <input type="text" value="Y"/>	
61.AP DISC GL # <input type="text"/>	77.SERVICE LABOR RATE <input type="text" value="55.00"/>	
62.AP DEBIT GL # <input type="text"/>	78.ALLOW CUST.DET (Y/N) <input type="text" value="Y"/>	
63.AP CREDIT GL # <input type="text"/>	79.INVENTORY WARNING PCT <input type="text"/>	
64.AP TOLERANCE GL# <input type="text" value="01-1000-00"/>		
65.CHECK DS FRT <input type="text" value="N"/>		
66.CHECK DATE OVER <input type="text" value="Y"/>		
67.DEFAULT MERCH <input type="text" value="N"/>		

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT XXXXXXXX PAGE 3 OF 4

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	OFF	POPUP
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Company File Flags

- 51.AP Allow Tier1/ AP Allow Tier2
- 52.Frt Hold \$
- 53.Frt Hold %
- 54.Frt Max \$
- 55.Frt Max %
- 56.Frt Min \$
- 57.Frt Min %
- 64.AP Tolerance GL#

Enter the Accounts Payable Allowance dollars for purchase orders. Used to Remove Vouchers from Inventory Hold Automatically and to SET the Accept Variance Flag Automatically as part of the PO Accrual reports.

AP Allowance - 2nd Tier (Code) is either (F or P) for Flat Amount or a Percentage to be used in Manual Release from Inventory Hold (Vouchers) and Accept Variance Flag Maintenance (Purchase Orders)
ALLOWABLE ENTRIES ARE F, P

AP Allowance - 2nd Tier (Value) is either a Flat Amount or a Percentage to be used in Manual Release from Inventory Hold (Vouchers) and Accept Variance Flag Maintenance (Purchase Orders)

Enter the freight hold dollars to be used during voucher matching to remove vouchers from inventory hold.

Enter the freight hold percent to be used to release vouchers from inventory hold.

Enter the maximum freight dollars allowed - will be used to remove vouchers from inventory hold.

Enter the maximum freight percent allowed. This will be used to remove vouchers from inventory hold.

Enter the minimum freight dollars. This will be used to remove vouchers from inventory hold.

Enter the minimum freight percent allowed. This will be used to remove vouchers from inventory hold.

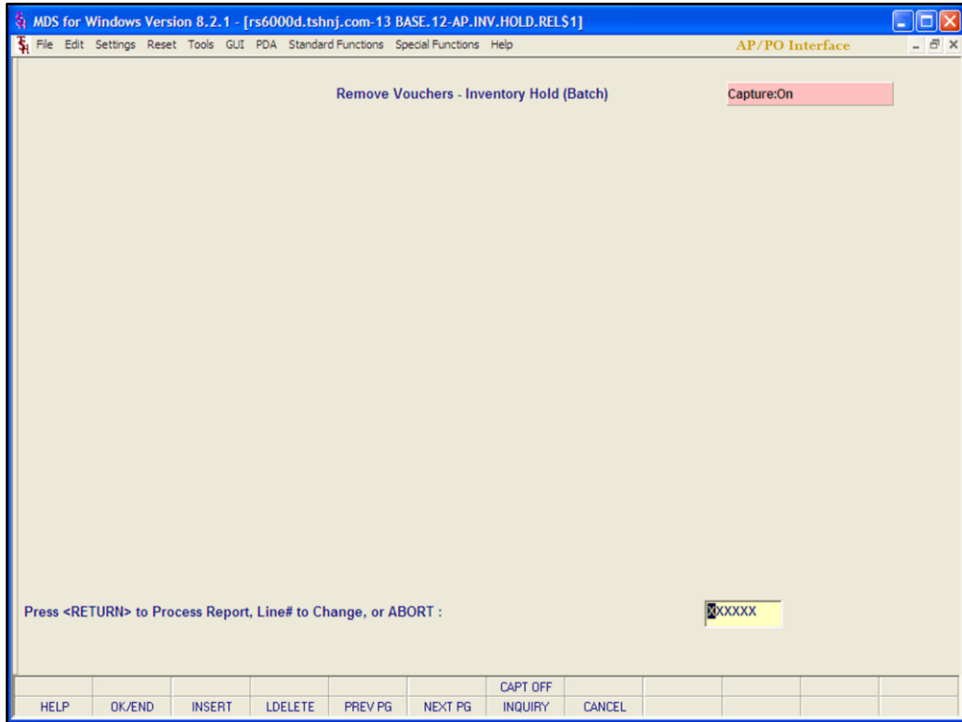
AP/PO Interface- Summary

- Normal Voucher Entry is used and General Ledger Codes with an “I” for Inventory Transaction Code, will require a PO and Receiver during distribution against a line.
- All vouchers go on Inventory Hold
- Must run: Remove Vouchers from Inventory Hold menu option to update.
- **Tolerances are setup under company**
- Use the following additional menu items:
 - Vouchers on Inventory Hold Report
 - AP Vouchers on Inventory Hold with PO#
 - Manual Remove From Inventory Hold

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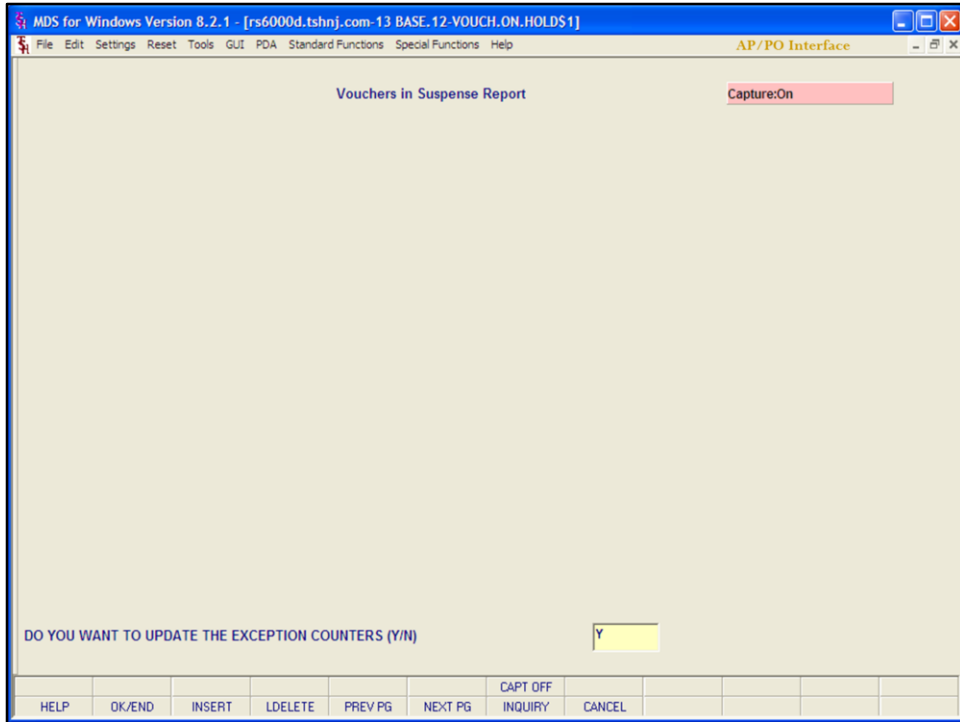
Remove Vouchers from Inventory Hold (Batch)

If the AP/PO Interface is active, all vouchers with an inventory general ledger number are automatically put on Inventory hold. Running this program checks the AP/PO differential and vendor status and will remove appropriate vouchers from inventory hold. There is no report produced.

Press <RETURN> to Process Report, Line# to Change, or ABORT:

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.



Vouchers on Inventory Hold Report

This report will print all open account payable vouchers on Inventory hold. It is for use with the AP/PO interface. You have the option to update the number of exceptions in the exception counter. Vouchers are put on hold if the difference between the Merchandise (Merch) amt of the voucher and the received amt of PO is > the AP tolerance.

Press <RETURN> to Process Report, Line# to Change, or ABORT

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

DO YOU WANT TO UPDATE THE EXCEPTION COUNTERS (Y/N)

Answering 'Y***' will update the counter as to how many times this voucher has appeared on this report.

Adobe Acrobat Standard - [VouchersInSuspenseReport.pdf] AP/PO Interface

File Edit View Document Tools Advanced Window Help

Open Save Print Email Search Create PDF Review & Comment Secure Sign

Select Text 150%

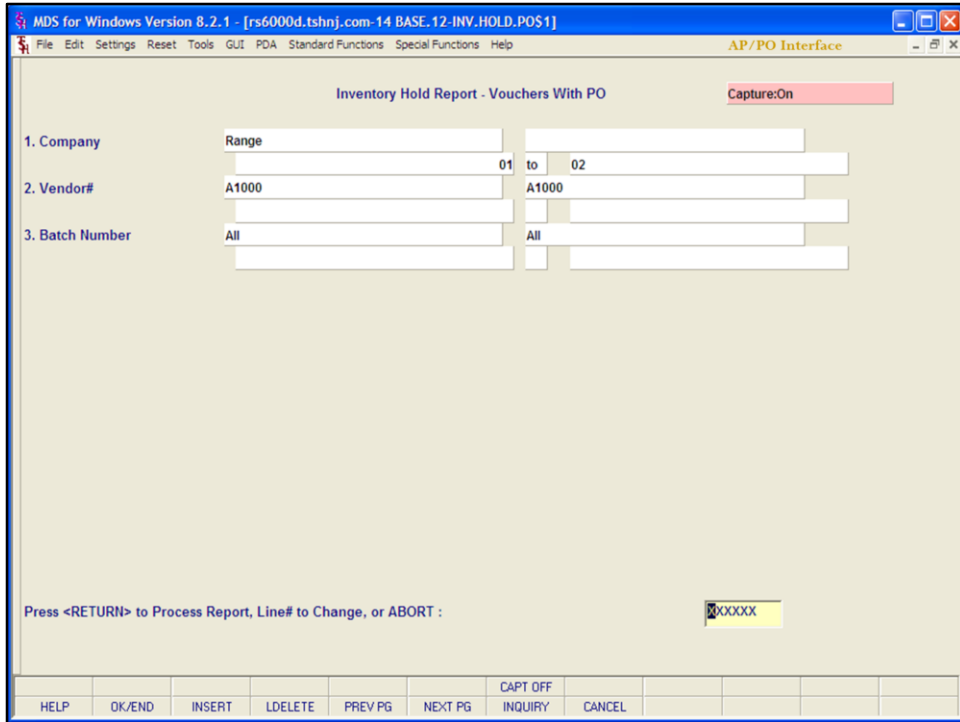
VOUCHERS IN SUSPENSE REPORT RUN : 11:13:50pm 16 Jul 2007
FOR COMPANY 01 PAGE : 2

DEPT.	VOUCH#...	VEND#.....	VENDOR.NAME.....	GROSS.AMT.	DISC.AMT.	INV.DATE	DUE.DATE	PAY.CODE	REC#..	#.EXCEPT
00	01001053	JOY	JOY'S PONY SHAMPOO CO	200.00	6.00	01/30/07	02/04/07	N	004872	2
00	01001057	JOY	JOY'S PONY SHAMPOO CO	150.00	4.50	02/07/07	02/12/07	N	004886	2
00	01001070	A1000	SAMPLE VENDOR	75.00	7.50	05/16/07	05/26/07	P	004951	1
00	01001060	CONNIE	CONNIE TEST VENDOR	10.00	0.00	03/28/07	03/28/07	N	004970	2
00	01001061	CONNIE	CONNIE TEST VENDOR	100.00	0.00	03/30/07	03/30/07	N	004970	1
00	01001062	CONNIE	CONNIE TEST VENDOR	40.00	0.00	03/30/07	03/30/07	N	004970	1
00	01001065	RJ11	RACHEL VEND	55.00	0.00	04/24/07	04/24/07	P	004974	1
00	01001066	RJ11	RACHEL VEND	55.00	0.00	04/25/07	04/25/07	P	004975	1
00	01001083	A111	TEST VEND	10.00	0.00	06/28/07	06/28/07	P	005011	1
00	01001086	A1000	SAMPLE VENDOR	1,000.00	100.00	07/10/07	07/20/07	N		1
00	01000747	A1000	SAMPLE VENDOR	9,999,999.	0.00	02/02/05	03/04/05	N		3
				00					003715	
TOTAL DEPT 00				10,303,375	458.85					
				.00						
***				10,303,375	458.85					
				.00						
TOTAL COMPANY 01				10,303,375	458.85					
				.00						

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Vouchers on Inventory Hold Report

The exception counter appears in the last column of the report under the heading EXCEPT.



AP Vouchers on Inventory Hold with PO#

For use with AP/PO interface. This report will print all open AP on inventory hold with Purchase Order numbers. (Items put on hold by the AP/PO interface).

Company

In this field the operator has the option of selecting 'All Companies', 'Company Range' or 'Specific Company'.

Vendor

In this field the operator has the option of selecting 'All Vendors', 'Vendor Range' or 'Specific Vendor'.

Batch Number

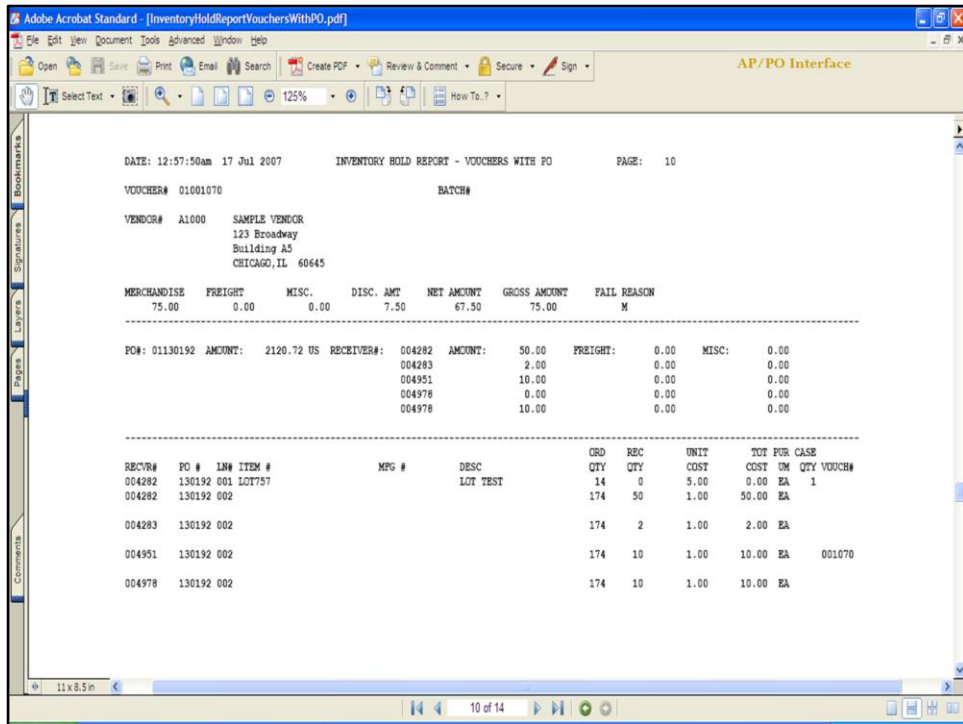
In this field the operator has the option of selecting 'All Batches', 'Batch Range' or 'Specific Batch'.

Press <RETURN> to Process Report, Line# to Change, or ABORT:

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.



AP Vouchers on Inventory Hold with PO#

Fail Reason Codes:

- M = Merchandise
- F = Freight
- B = Both

Manual Remove from Inventory Hold

Used to manually remove vouchers from inventory hold.

CO# - Enter the 2 digit company code or you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

VOU# - Enter 6 digit Voucher number.

"DO YOU WANT TO REMOVE VOUCHER FROM INVENTORY HOLD? (Y/N):"

Enter 'Y***' to remove from inventory hold

***TIP* To test-** Enter same CO# and Voucher#- you should get message:

"VOUCHER IS NOT ON INVENTORY HOLD, Hit <RETURN>"

Accept Variance Flag Maintenance

This maintenance is used to accept the variance on certain PO's even though the variance falls outside of the specified tolerance. Maintenance is performed by PO#.

PO# - Enter 8 digit purchase order number.

System will fill the remainder of the fields with information from the PO file. Vendor number and name, received value of purchase order, invoiced value (from voucher) and accrual value.

Accept Variance Flag - Enter Y to accept variance or N (or leave blank) to NOT accept variance.

ENTER LINE # TO CHANGE or 0 TO ACCEPT:

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.