

Data Exchange Module

**Purchase Order Receiving Import** 

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# **TABLE OF CONTENTS**

Introduction	4
Getting Started	5
Purchase Order Receiving Import screen	5
Tolerance checking on unit price	7
File Layout	9
Header Record1	.0
Detail Record1	
Importing the File1	2
The PO Receiving Import Details Report1	.2
The PO Receiving Import Errors Report1	.2
The Import Failed – Bad Record Error Report1	
The Import Succeeded1	
Validations1	
Error Correction Screen	5
Header portion of Error screen1	
Detail Line portion of Error screen1	
Receiving Button	
Taxes Button	
Add Line(s) Button	
Non-tax allocation	
Tax Allocation	
PO Receiving: Add Items on the Fly	
Logic Rules	
Receive Invoice Button	
Miscellaneous Options	
Invoice Approval	
Document Image creation	
Tax Issues	
Purchased with Credit Card	
Cost Center Logic	
-	

## **INTRODUCTION**

Viewpoint<sup>®</sup> has created a custom Purchase Order (PO) Receiving Import program which automates the process of receiving the PO line items and creating the necessary Accounts Payable (AP) Invoice associated with each Purchase Order using Spectrum one-step PO receiving. The Purchase Order Receiving Import is a batch file upload which is part of the Data Exchange module, which must be owned to access this menu option. PO Receiving Import will take into account the multi-currency module (if owned and set-up) when creating a AP Invoice.

The automation comes in the form of importing a text file that contains the PO receipt information and the corresponding AP Invoice amount and date. The import routine would need to pass the validation criteria before the PO's are received and the AP invoices are created.

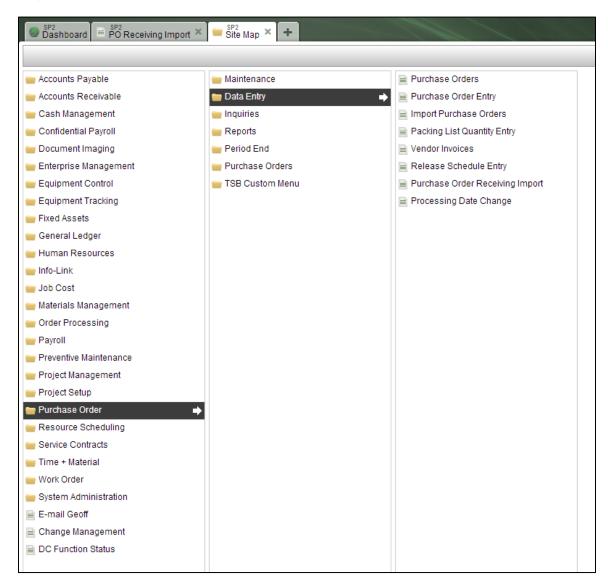
If the imported records do not pass the defined validation, the records appear in an Error Correction screen where the user can decide to fix each error condition or delete the invoice record. Records that are "error free" will simulate the standard one-step PO receiving routine and create the AP unapproved Invoices (if routing code exists) or unposted AP Invoices.

**IMPORTANT:** This custom import does NOT support PO revisions at this time.

# **GETTING STARTED**

### **Purchase Order Receiving Import screen**

The Purchase Order Receiving Import screen is located in the Purchase Order > Data Entry site map as shown below:



Once the "Purchase Order Receiving Import" option is selected, the following screen displays:

Continue Cancel <u>F</u> ile L	ayout Errors Iolerance Maint. Tolerance Listing Item Maintenance	PO Receiving Import
elections		
Batch code	AFM	
G/L date	12/29/15 Vear2015 Period 02	
nvoice date	12/29/15 -	
Remarks	default remarks - start screen	
Server image path	\\DCIDEV14\D drive\temp\images\	

The following buttons are available on the Command Bar:

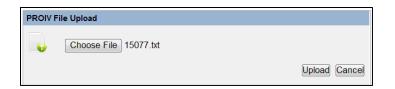
- Continue used to select and import the required file.
- Cancel close the screen and return to the site map.
- File Layout opens a new window and displays the record layout for the header and detail.
- Errors opens the error correction screens.
- Tolerance Maint. used to define the Tolerance settings for the unit costs values during the import.
- Tolerance Listing used to get a report.
- Item Maintenance used to add items directly to the purchase order detail.

Selections:

- Batch Code Define the code to be assigned to the imported Accounts Payable transactions if the import file does not include the batch code on the header record.
- G/L Date Defaults to current processing date and validation to A/P min/max dates on the installation screen. If the import file does not include the G/L date on the header, then this date will be used in the import file.
- Invoice Date Defaults to current processing date. If the import file does not include the Invoice date on the header, then this date will be used in the import file.
- Remarks Define any remarks that should appear on all transactions in the file if import file header remarks are blank.
- Server Image Path Define the <u>server</u> location for attachment file names. If header or detail records have a file name defined on the import, this file name would need to reside within this directory path for the programming to create the document imaging record for the AP transaction.

Once the above start screen values are entered, they default in each time the screen is opened. So if the date fields are used on the start screen to assign invoice and transaction dates, make sure that the correct date is entered prior to importing the file.

Select **Continue** to import the file. The standard PROIV file upload screen prompts the user to select the file to be uploaded into Spectrum.



Once the file is attached on the screen click **Upload** to import the data, or click **Cancel** to stop the import routine and return to the start screen.

## **Tolerance checking on unit price**

Prior to importing transactions into Spectrum, the user needs to populate a custom tolerance table which is used by the custom import to validate the received unit cost against the ordered unit cost. This table can be found once the Purchase Order Receiving import option is selected.

Select **Tolerance Maint.** and a new window will appear allowing the user to define the various costs and associated percentage.

**IMPORTANT:** There needs to be at least one tolerance line entered for the import program to work properly.

Dash	board 🗎 🖡	P3 Receiv	ing Import × 📄 🖁	P3 O Recv Tolerence Ta	ble × +
ave					
ave					
Each	purchase o	rder detai	Lline 'unit-cost' will b	e compared with the	contents of this tolerance table. If
					age entered, the entire invoice wil
be se	ent to the err	or correcti	on screen.		
N		Edit	Delete		
	ew	Ed <u>i</u> t	Delete	Descenter of the	1
Seq	Starting		Ending	Percentage	
Seq 001		0.0001	Ending 2.9999	2.00%	
Seq			Ending	2.00%	
Seq 001		0.0001	Ending 2.9999	2.00% 1.90%	
Seq 001 002	Starting	0.0001	Ending 2.9999 9.9999	2.00% 1.90% 1.75%	
Seq 001 002 003	Starting	0.0001 3.0000 10.0000	Ending 2.9999 9.9999 99.9999	2.00% 1.90% 1.75% 1.50%	
Seq 001 002 003 004	Starting	0.0001 3.0000 10.0000 100.0000	Ending 2.9999 9.9999 99.9999 999.9999	2.00% 1.90% 1.75% 1.50%	

The starting and ending values are unit-price amounts. The program determines which range to use in this table based on the unit-price of each purchase order detail line. The percentage column is what the additional markup would be to the unit-price on the purchase order detail record.

The program compares the original PO detail line unit cost with the "imported" unit cost for the transaction. If there is a difference between the amounts, then the program looks to the tolerance table to determine what percentage factor to use.

For example, a Purchase Order has one detail line with a unit cost of \$5.57. This item is received through the custom program and the unit cost of this line is \$5.65. Even though the unit cost is different, this transaction detail would pass the tolerance test because \$5.57 (original cost) x 1.90% (% for the unit cost range) = 5.6758. The received unit cost 5.65 is less than the calculated tolerance.

The custom import program calculates the unit cost for each detail receipt transaction by using values from the imported record (Amount / QTY received). Once the unit cost is calculated, it compares the received vs. the original PO detail line unit cost. If the difference is greater than the calculated tolerance percentage value defined in the tolerance table, this is considered an error situation and the record is sent to Error Correction (The Error Correction logic will be discussed later in this document). If the unit cost is within tolerance and passes validation, the transaction creates an outstanding payable record.

Select **Tolerance Listing** to print the contents of the tolerance table.

## **FILE LAYOUT**

Select **File Layout** on the main PO Receiving Import screen to see a legend of the layout needed for both the header and detail records.

The programming reads a comma separated text file and validates the components prior to updating/creating records within Spectrum. Each imported transaction in the file has a header record and at least one detail record. For each transaction the first line represents the header record and is labeled with an identifier "H". This header record contains general information on the purchase order.

All subsequent lines with the same purchase order and invoice number are interpreted as Detail Records and will have the identifier "D". The file must have at least one header and detail record per purchase order and invoice.

There must be at least one PO detail record for each header record. It is not required that the PO header and detail records be sorted together in the file. The import programming will search through the import file and group the records by PO number prior to importing.

The total amount of the PO detail records must equal the total amount entered within the Header record. <u>Any non-stock items in the import file should be prefixed with an "!"</u> so that the program can validate them to the original Purchase Order.

## Header Record

The Header ("H") lines contain the following fields:

	Name	Req	Max	Туре	Field Information
1	Record ID	Yes	1	Text	"H" for Header Record
					Validate to PO Header (must have open
2	PO Number	Yes	10	Text	status)
3	Batch Code	Yes *	10	Text	*If left blank, default from start screen
					Validated for duplicates (unapproved,
4	Invoice #	Yes	20	Text	unposted, and history)
					MM/DD/YY - validated against A/P
					min/max dates.
5	Invoice Date	Yes *	8	Date	*If left blank, default from start screen
					MM/DD/YY – validated against A/P
					min/max dates.
6	GL Date	Yes *	8	Date	*If left blank, default from start screen
					Format (12.2-), includes sales tax (if
7	Total Amount	Yes	12	Numeric	applicable)
					Invoice Header Remarks
8	Remarks	*	30	Text	*If left blank, default from start screen
9	Cash Discount**		12	Numeric	Format (12.2-)
	Credit Card				Validate to Cash Management – check
10	Account		15	Text	"account type" = Credit Card
					Validate to Sub Account Detail if check box
					is populated within Bank Account
11	Card Number		10	Text	Maintenance
					"Y" = close; blank or "N" assumes the
					Purchase Order should remain open
12	Close on Receipt		1	Text	(unless fully received).
13	Error correction		1	Text	"Y" will force it to error correction
					Validate to Invoice Approval Routing
14	Routing code		10	Text	Master
15	Image path		20	Text	Image or attachment for Invoice
16	Sales Tax		12	Numeric	Sales Tax amount for Invoice

\*\*The following programming logic applies to the Cash Discount (Field 9):

- 1. If the 'header' record contains a non-zero amount in the cash discount field, this value is assigned to the AP Invoice header (discount amount field). The total amount of the Invoice is NOT adjusted by this discount amount. The payment can be adjusted (if taken) during the payment processing cycle.
- 2. The cash discount amount must be greater than zero and less than the Invoice amount.
- 3. If the 'header' record in the import file does not contain an amount in the cash discount field, then the programming will follow standard Spectrum logic and will assign the discount based on the Purchase Order header Vendor information.

## **Detail Record**

	Description	Req.	Max.	Туре	Notes
1	Record ID	Yes	1	Text	"D" for Detail Record
					Validate to PO Header (must have
2	PO Number	Yes	10	Text	open status)
					Validated for duplicates within the
	Invoice				unapproved, unposted, and
3	Number	Yes	20	Text	historical Invoices
					Validate to PO Detail
					The line number must be the full
	PO Line				three-digit number from the PO
4	Number	Yes	3	Numeric	(001, 002, etc.)
	PO Item				Validate to PO Detail
5	Code**	Yes	15	Text	Item code only, not the description
					If PO header = "unit price" Format
6	Qty Received	Yes	12	Numeric	(12.2-)
					Format (12.2-) – this value does
					not include sales tax
					The detail line amount must be
					the extended dollar amount, not
7	Amount	Yes	12	Numeric	the unit price.
					Validate to AP use/sales tax
8	Tax code		4	Text	maintenance
9	Image		20	Text	Image or attachment for Invoice

\*\*The following programming logic applies to the PO Item Code (Field 5):

1. Any non-stock items in the import file should be prefixed with an "!" so that the program can validate them to the original Purchase Order.

NOTE: Invoices can still be processed if only a partial amount of the PO line items are received.

## **IMPORTING THE FILE**

Once you select a file to import, the import runs through the programming validation, and provides three possible reports based on the status of the import.

- If no errors have occurred, it will show you the 'PO Receiving Import Details' Report which shows the files that were imported without errors.
- If errors have occurred, then you will get either the 'PO Receiving Import Errors' report or 'Import Failed – Bad Record Error' report, depending on the type of error.

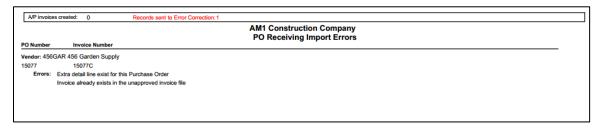
## The PO Receiving Import Details Report

This report shows you what invoices were created from the file that was imported, along with any document images that were attached to the Invoice.

	pices created: 1	Record	Is left in Error Correction:0	AM1 Construction Company Update to A/P Invoice Details					
Job	Cost Type Phase	Equip. Cate		Item Description	Received Date	Received Quantity	Received Amount	Invoice Date	Invoice Number
PO#: 150	77 Vendor: 456GA	456 Garden Suppl	y Order Date: 05/21/13						
	ce image(s) created: 1								
A/P Invoi	ce image(s) created: 1 02-1000	м	101	1/4" PEA GRAVEL	05/21/13	10.00	\$32.25	05/21/13	15077G
A/P Invoi 325			101 102	1/4" PEA GRAVEL 3/8" PEA GRAVEL	05/21/13	10.00		05/21/13 05/21/13	
A/P Invoi 325 325	02-1000	м					\$37.63		15077G
	02-1000 02-1000	M	102	3/8" PEA GRAVEL	05/21/13	10.00	\$37.63 \$43.00	05/21/13	15077G 15077G
A/P Invoi 325 325 325	02-1000 02-1000 02-1000	M M M	102 103	3/8" PEA GRAVEL 1/2" PEA GRAVEL 5/8" PEA GRAVEL	05/21/13 05/21/13	10.00 10.00	\$37.63 \$43.00	05/21/13 05/21/13	15077G 15077G

### The PO Receiving Import Errors Report

This report provides you with a listing of what errors occurred during the import. Each PO number on this report is posted to the Error Correction screen where the error can be resolved or deleted.



## The Import Failed – Bad Record Error Report

This report prints if the import file contains any invalid record layouts.

		AM1 Construction Company
		Import Failed - Bad Record Error Report
		Import Date: 05/21/13 Time: 15:47:34
Record #	Record Type	Error Message
000001	Header	This record already exists in Error Correction or is a duplicate in the file
000002	Detail	Header records are in error
000003	Detail	Header records are in error
000004	Detail	Header records are in error
00005	Detail	Header records are in error
00006	Detail	Header records are in error
00007	Detail	This record has an invalid format
RRORS WE	RE FOUND THAT CA	IN NOT BE MODIFIED IN ERROR CORRECTION, PLEASE REVIEW THE ERRORS AND DECIDE

If the invoice already sits within the error correction table, or the file has an invalid format (i.e. – too few comma's), the report above prints and tells the user that bad records exist within the import file.

Once the report is created the following screen appears. Select **Continue** to proceed to the 'error correction' screen to fix the specific records, or select **Cancel** to cancel the entire import routine.

Continue Cancel	
	_
There were errors found that cannot be corrected.	
Select Continue or Cancel to proceed.	
If you choose to continue, the import will update the necessary tables for good import records while the bad records will be ignored and bypass the error correction screen.	

## **The Import Succeeded**

If there are no errors during the PO import, AP transactions are created in one of two places:

- 1. Vendor Invoice entry waiting to be updated.
- 2. Invoice Approval waiting to be routed and confirmed.

The program assigns records to either one of these two places based on the following AP Installation > Invoice Approval Tab shown below:

M1 E AM1 Dashboard Accounts Payable Install	ation × +		
Save Cancel			
Properties <u>G</u> /L Codes	P <u>r</u> inting	Invoice Approval	User-Defined
Use Invoice Approval processing?			
Send to A/P Invoice/Credit Memo E	Entry if no routing code defaults?		
Standard default routing code	JOB		
Invoice dollar limit	24,999.99		
Default routing code if over limit	JOBL		
Default security for new operators	3 - Job / Routing changes	•	

- If the "Use Invoice Approval processing?" check box <u>is</u> selected, the programming routes the transaction to the appropriate operator based on the routing code within the import file. If the routing code is blank for the transaction, the programming uses the default code assigned above.
- If the "Use Invoice Approval processing?" check box <u>is not</u> selected and there is a routing code defined for the Invoice, the program sends the transaction to Vendor Invoice Entry waiting to be updated.

### Validations

The PO Receiving Import program performs the following validations on all header and detail records within the import file:

- The file must have at least one header and detail record per invoice.
- The purchase order must have an 'open' status.
- The file does not contain duplicate invoice numbers. The programming checks the following areas:
  - Vendor Invoice Entry as an 'un-posted' invoice.
  - Invoice Approval routing process.
  - The A/P Aged Payables Report as an 'open' payable item.
  - The A/P Check Register History Report as a 'paid' item.
- The GL Date on the header transaction must be within the AP min/max dates.
- The Invoice amount on the header record must equal the sum of all detail record amounts.
- The Invoice Approval Routing code on the header record (if assigned).

- The 'Credit Card' field on the header record has the following validations:
  - A valid Bank Account Code is defined.
  - A Credit Card number and any Sub Accounts are defined.
- The Tax code on the Invoice detail record (if assigned).
- The Purchase Order (PO) line number and the item code in the import file must match the original PO detail sequence line and the item code (if PO is unit price). If Lump Sum PO, the line numbers on the detail are matched to the PO detail record.
- The Receipt Quantity can't be greater than the Quantity Due on the line item (if PO is unit price). The standard Purchase Order installation screen allows for a percentage overage to be defined. This logic is also taken into account.
- If Purchase Order is 'lump sum' the receipt amount for each line can't be greater than amount ordered.
- The receipt quantity cannot be zero for 'unit price' Purchase Orders.
- The Invoices must be greater or less (credit memos) than zero to be imported.
- The calculated 'unit price' on the import file can't be greater than the original PO detail line 'unit price' after taking in the allowed percentage defined in the custom Tolerance table. This logic does not apply to Lump Sum PO's.
- The Sales tax entered on header record must equal the Sales tax calculated for the individual detail records (after rounding).

# **ERROR CORRECTION SCREEN**

Sometimes records are "error free" but users want to review the detail line item tax status prior to the invoice being created. This is when the "send to error correction flag" is set to "Y" on the import header record.

Imported transactions that fail the validation rules on the import header record are saved to a custom error correction screen where errors can be resolved or deleted. Once the errors are fixed, the transactions are immediately sent to Vendor Invoice Entry waiting to be updated or are sent through the Invoice Approval process.

If the imported transactions do not pass **ALL** of the above conditions, the records are written to a custom multi-user "error correction screen". If an Invoice number has six detail lines with only one error, the entire record (header and detail lines) is considered an error and can be adjusted within the error correction screen.

Click Errors to access the PO Receiving Error Correction screen shown below:

B	M1 O Receiving E	rror Correction	× +		/					
	Save								PO Receiving Error	Correction
	Vendor	ALL		New Search						
	Ed <u>i</u> t	Delete		Recheck All				showing 1 of 1 re	cords	
	PO number	Vendor	Invoice #	GL Date	Invoice D	Amount	Remarks		Allocate Sales Tax?	41+
	15077	456GAR	15077A	05/21/13	05/21/13	147.50	Import Screen Remarks			

The entire contents of the Invoice (header and detail) are saved to the error correction screen for review. Transactions can be viewed, edited or deleted from this screen. The content of the error correction screen can be "filtered" by Vendor code, which will display only receipts in error for a particular Vendor. Users can see all errors by selecting "ALL".

#### Header portion of Error screen

Highlight the transaction to be corrected. Select **Delete** to remove the transaction (the header record and all associated detail lines) from error correction. The original Purchase Order lines will not be changed when a record is deleted.

Select **Edit** to review the record. The following screen appears which displays the error correction header screen:

g Import - Error Correction

The above error correction screen displays header records from the import file along with fields from the Purchase Order header. Changes can be made to any field that allows input. When changes are made to any field, validation is happening immediately. Once the errors are corrected, the "Invalid" message disappears.

**NOTE:** If the Invoice amount changes on the main screen, the discount amount is recalculated using the vendor payment terms. The following message will display when this occurs:

PO Receiving Import	AM1 PO Receiving Import - Error Correction × +								
Save Cancel				PO Receiving Import - Error Correction					
P.O. number Invoice # G/L date Invoice date Total amount Tax included Batch code Remarks									
P.O. number	15077 456 Garden Supply								
Invoice		Error Correction	Properties						
Invoice #	15077B	Keep in error correction?							
G/L date	05/21/13 Q Year: 2013 Period: 05	View Errors	Properties						
Invoice date	05/21/13								
Total amount	150	Financials							
Tax included	.00	Purchase amount	1475.00						
Batch code	AFM	Sales tax							
Remarks	Import Screen Remarks	Purchase order total	1475.00						
	Total Amount		3) 0 lines available						
Receiving	Total Amount		() Unites available						
	** ERROR - TOTAL AMOUNT IS NOT EQUAL TO DETAIL T								
	AMOUNT OF \$0.00 HAS BEEN RECALCULATED TO \$3.00								
	ок								

There are two buttons on the PO Receiving Import Error Corrections screen which open up additional windows:

- View Errors display errors associated with the transaction (header and detail).
- **Properties** allows user to change certain header values for the transaction.

Select **View Errors** and a new window opens and lists all the errors associated with the current record as shown below:

							PO Receiving Import - Error Correction
P.O. number	150	77	456 Garden	1 Supply			
woice					Error Correction	Properties	
Invoice #	150	077A	Invalid	d	Keep in error correction?		
G/L date	05/	21/13 Q Year: 20	013 Period: 05	5	View Errors	Properties	
Invoice date		21/13					
Total amount			Invalid		Financials		
Tax included		.00			Purchase amount	1475.00	
Batch code Remarks	AFI	M port Screen Remarks			Sales tax Purchase order total	1475.00	
Receiving		axes			A	td Line(s) 0 lines available	
	Errors For 0	Current Record			A		
I	Errors For C	Current Record		Error		td Line(s) 0 lines available	
I	Errors For C Location Header	Current Record Field Invoice number	Ir	invoice already exists in the u	unposted invoice file		
I	Errors For C	Current Record	Ir		unposted invoice file		
I	Errors For C Location Header	Current Record Field Invoice number	Ir	invoice already exists in the u	unposted invoice file		
I	Errors For C Location Header	Current Record Field Invoice number	Ir	invoice already exists in the u	unposted invoice file		
I	Errors For C Location Header	Current Record Field Invoice number	Ir	invoice already exists in the u	unposted invoice file		
I	Errors For C Location Header	Current Record Field Invoice number	Ir	invoice already exists in the u	unposted invoice file		
I	Errors For C Location Header	Current Record Field Invoice number	Ir	invoice already exists in the u	unposted invoice file		
I	Errors For C Location Header	Current Record Field Invoice number	Ir	invoice already exists in the u	unposted invoice file		
	Errors For C Location Header	Current Record Field Invoice number	T	invoice already exists in the u	unposted invoice file		

Select **Properties** and a new window opens to allow the user to change the following fields:

- Discount amount
- Routing code (if invoice approval is turned on)
- Purchase with credit card check box (if Cash Management is turned on)
  - o Credit Card Account
  - o Card Number

1160				
205-0	ACCOUNTS PAYABLE: TRADE			
		Payment		
AMETIR		Payment date	06/10/13	
AMERICAN TI	RE & EQUIPMENT CO.	On hold?		
3439 5TH AVE	E. NE	Discount date	05/21/13	
		Discount amount		10.00
SEATTLE, WA	98305			
credit card?				
	<b>_</b>	-		392.50
		Transactio	on date	06/04/13
	▼			
	205-0 AMETIR AMERICAN TI 3439 5TH AVE SEATTLE, WA	205-0 ACCOUNTS PAYABLE: TRADE AMETIR AMERICAN TIRE & EQUIPMENT CO. 3439 5TH AVE. NE SEATTLE, WA 98305 credit card?	205-0 ACCOUNTS PAYABLE: TRADE  AMETIR AMERICAN TIRE & EQUIPMENT CO. 3439 5TH AVE. NE Discount date Discount amount SEATTLE, WA 98305  Credit card?  Charge ar Transaction	205-0 ACCOUNTS PAYABLE: TRADE  AMETIR  AMERICAN TIRE & EQUIPMENT CO. 3439 5TH AVE. NE SEATTLE, WA 98305

### **Detail Line portion of Error screen**

Once the header screen has been completed, the following window displays the detail transactions within the screen error and activates the following buttons:

- Receiving
- Taxes
- Add Line(s)

Within the Error Correction detail screen section (shown below), records can be changed but not deleted. If there are invalid details lines, the entire transaction should be deleted from error correction and either fix the import file detail data, or receive the Purchase Order via standard Spectrum one-step receiving.

The error correction screen displays the contents of each Purchase Order detail line, but only the following fields may be changed:

- Quantity Received
- Received Amount

#### Terms Discount

Save Cancel	ig inport enor					Ρ	O Receiving	Import - Error Corro	ection 🗸
Invoice Invoice # G/L date Invoice date Total amount	05/21/13 -	456 Garden Supply invalid Year: 2013 Period: 05		Keep in View E	error correction?	Properties			
	AFM Import Screen F	.00 Remarks	)	Purchase ar Sales tax Purchase or		1475.00			
E Receiving Line Item Code 001 101	<u>T</u> axes View	Error Description UM 0	Qty Due Qty 80.00	Received No	Add Line(s) on-Taxable Amount Tax Code 30.00 1700	0 lines available Tax T Tax Use	Amt 0.00	Terms Unit Cost	5.00 Fele
002 102	View	3/8" PEA GR 1/2" PEA GR	80.00	10.00	35.00 1700 40.00 1700	Use	0.00	0.00%	3.50
004 104	View	5/8" PEA GR	80.00	10.00	42.50 1700	Use	0.00	0.00%	4.25
9	4	A <			III				>

If there are detail line errors, red asterisks will display next to the sequence line on the screen (shown below on detail line 004). Once the line is corrected the red asterisks will disappear.

Save Cancel						PC	O Receiving Impo	ort - Error Correction	<
P.O. number Invoice Invoice # G/L date Invoice date		456 Garden Supply		Error Correction	error correction?	erties			
Invoice date Total amount Tax included Batch code Remarks	AFM Import Screen	150.00 Invalid .00 Remarks	]	Financials Purchase am Sales tax Purchase ord					
Receiving	Taxes				-Taxable Amount Tax Code	s available Tax T Tax A		Discount Unit Cost	
001 101 002 102 003 103 004 104	View View View	1/4" PEA GR 3/8" PEA GR 1/2" PEA GR	80.00 80.00 80.00 80.00	10.00 10.00 10.00	30.00 1700 35.00 1700 40.00 1700 42.50 1700	Use Use Use Use	0.00 0.00 0.00 0.00	0.00% 0.00% 0.00%	0 0 4
004 104	View	5/6 FEAGR	80.00	90.00	42.50 1700	Use	0.00	0.0076	

Select **View Errors** to displays the error condition for the header and detail line:

									PO Ree	ceiving Impo	rt - Error Cori	rection
P.O. number	15077	456 Garde	n Supply									
Invoice					Error Corre	ction	Properties					
Invoice #	15077A	Inva	lid		🗌 Кеер	in error correction?						
G/L date	05/21/13	Year: 2013 Period:	)5		View	/ Errors	Prope	erties				
Invoice date	05/21/13											
Total amount	15	0.00 Invalid			Financials_							
Tax included		.00			Purchase	amount	1475.0	00				
Batch code	AFM				Sales tax							
Remarks	Import Screen Re	emarks			Purchase	order total	1475.0	00				
Receiving	Taxes						Id Line(s) 0 lines	available				
ine Item Code		rror Description	UM Qty [	Due Qty Rec	eived	Non-Taxable Amount			Tax Amt	Terms	Discount U	nit Cost
01 101		1/4" PEA GR.		80.00	10.00	30.00		Use		0.00	0.00%	
02 102		3/8" PEA GR.		80.00	10.00	35.00	1700	Use		0.00	0.00%	
003 103		1/2" PEA GR.		80.00	10.00	40.00	1700	Use		0.00	0.00%	
004 104	View **	* 5/8" PEA GR.		80.00	90.00 -	42.50	1700	Use		0.00	0.00%	
			Errors For 0	Current Record								
			Location	Field		Error				4 +		
			Detail 004	Receipt quantity		Quantity currenty re			/ due			
			Header	Invoice number		Invoice already exis						
			Header	Total amount		Total amount not ed	lual to detail amour	it total				
	<u>a</u> a											
	4	<										
			<	III						>		
				-								

The user can either make changes within the detail grid screen (shown above), or click on the button to make the necessary changes by detail line.

#### **Receiving Button**

Select **Receiving** to change the quantity and amount fields. Displays the purchase order details and the history of what the balance is for this detail line. This is the same functionality as updating the detail line for "quantity received" and "non-taxable amount".

Receiving Detail (Pre Tax)						
Ordered Quantity Price Discount	100.00 Tf 4.2500 .00%	N				
Amount Received	425.00 Quantity	Amount				
Received Due Current	20.00 80.00 10.00	85.00 340.00 42.50				
Balance Message:	70.00	297.50				
<u>о</u> к	Cancel					

#### **Taxes Button**

Select **Taxes** to change the tax code and/or status.

Tax Percent	t			
Tax code:	1700	<b>▼</b> Unin	corp. King Cnty.	
Туре:	Use tax			
Tax rate:	8.2000%			
Taxable	?			
Tax amount	3.49			
<u>о</u> к		40.00	10.00.4700	

#### Add Line(s) Button

If there are additional line items on the import transaction which do not exist on the purchase order detail record, the following error occurs:

A/P invoice	es created: 0	Records sent to Error Correction: 1	
PO Number	Invoice Number		AM1 Construction Company PO Receiving Import Errors
/endor: 456	GAR 456 Garden Supply		
5077	15077B		
Errors:	Extra detail line exist for t	his Purchase Order	
	Total amount not equal to	detail amount total	

Once the transaction is within the "error recovery" screen, the user can select **Add Line(s)** to display all of the imported details records which didn't have a matching record (line/item code) within the original Purchase Order detail lines.

										PO Receiving	Import - Error C	orrection
P.O. number Invoice // G/L date Invoice date Total amount Tax included Batch code Remarks	15077 15077B 05/21/13 05/21/13 AFM	Year: 201 197.50 I .00	456 Garden Supp 3 Period: 05 nvalid	ly	Financials Purchase Sales tax			Properties Properties 1475.00 1475.00				
Receiving Select PO Receiv PO Number 15		)			Purchase	ion-Taxable A	Add Line(s mount Tax Coc 30.00 1700 35.00 1700	1 line(s) ava e	Tax T Tax Use Use	0.00 0.00	0.00%	3
( Add Item Code IFRT	Delete Qty	Extension 0	Tax Code		4]+		40.00 1700 42.50 1700		Use Use	0.00	0.00%	
						IT						>
<u>k</u>												

The records shown in this area can be entered and validated within the Error Correction screen, or deleted from the screen. Once the additional lines are added they become part of the original purchase order.

Highlight the line item in the **Select PO Receiving Detail Lines** screen. Click **Add** to add the line to the purchase order. A new window appears when adding the line to the purchase order to define the additional information needed (shown below). Click **Delete** to remove the detail line.

P.O. number	15077	456 Garder	n Supply		
Invoice				Error Correction	Properties
Invoice #	15077B			Keep in error correction	ion?
G/L date	05/21/13	Add PO Detail Line			Pr
Invoice date	05/21/13				
Total amount		PO Line #	005		
Tax included		Item Code	!FRT		147
Batch code	AFM	Item Description	Freight		
Remarks	Import S	Current Due	.00		147
		Current Received	1.00 💌		
		G/L Code	· · · · ·		
<u>R</u> eceiving	<u>T</u> axes	Job/Equip/WO			e(s) 1 li
Select PO Receiv	ing Detail Li				ode
		Phase/Cat			
PO Number 15	077	CT/Eq WO			
Add	Delete	Amount	50.00		
Item Code	Qty	Тах Туре			
IFRT	Carly	Terms discount:	0.00%		
		<u>O</u> K Cancel	Taxes		
Select PO Receiv					

The contents of the imported detail line (to be added) defaults onto the screen where changes can be modified. The G/L code entered determines what additional fields are available for entry. The following G/L code type will display the following detail fields associated to the G/L code type:

- 1. Direct Job Cost:
  - a. Job
  - b. Phase
- 2. Direct Equipment Cost:
  - a. Equipment Code
  - b. Cost Category
- 3. Direct Work Order Cost:
  - a. Work Order
  - b. Site Equipment
  - c. Component
  - d. Service Contract
  - e. Unit Billing Price
- 4. Indirect Cost
  - a. No additional data entry fields appear.

In the example below, the General Ledger Account is a Direct Job Cost account code; therefore the job, phase, and cost type fields default the codes entered for the previous line item, but can be overridden.

Add PO Detail Line	
PO Line #	005
Item Code	[IFRT
Item Description	Freight
Current Due	.00
Current Received	1.00 💌
G/L Code	2515
Job/Equip/WO	325
Phase/Cat	02-1000
CT/Eq WO	M
Amount	50.00
Тах Туре	
Terms discount:	0.00%
<u>O</u> K Cancel	Taxes

Select **Taxes** to display the tax code for the detail line (if any) and allow changes. Select **OK** to add the line to the detail section, which then adds it to the original Purchase to Order detail record.

Save Cancel									PO Receiving Imp	ort - Error Correction	n 🗸
P.O. number Invoice Invoice # G/L date Invoice date	15077 15077B 05/21/13 05/21/13		6 Garden Supply		Error Correction Keep in error cor View Errors		Proper	lies	_		
Total amount Tax included Batch code Remarks	AFM Import Screen	.00	valid		Financials Purchase amount Sales tax Purchase order total		1475.00 1475.00		_		
Receiving	Taxes	Error	Ohi Dessived	Non-Taxable Amount	Tay Cada	Add Line(s) Tax T Tax Amt		available erms Discount	Linit Cost	Prior gty received Pri	or C rulls
001 101	View	Error 80.00	Qty Received 10.00			Use	2.46	erms Discount 0.00%	Unit Cost 3.00		or S Inte
, 002 102	View	80.00	10.00			Use	0.00	0.00%	3.50		
003 103	View	80.00	10.00	40.00	1700	Use	0.00	0.00%	4.00	20.00	
004 104	View	80.00	10.00	42.50	1700	Use	0.00	0.00%	4.25	20.00	
005 !FRT	View	1.00	1.00 -	50.00	1700	Use	0.00	0.00%	50.00	0.00	
<b>a</b> 1 <b>a</b>	<u>_</u>						ATI.				>

### **Final Validation**

The final step to completing the PO Receiving Import - Error Correction screen is to save the changes. Select **Save** to begin the final validation to confirm the PO is in balance. The header amounts (Total Amount and Sales Tax) are assumed to be correct.

If there is a difference between the header and detail totals, then the programming allocates the difference to the detail lines instead of changing the Invoice header amount. If the difference can be allocated to the detail (.01 cents per line – increase or decrease) for tax and non-tax detail lines, the programming changes the detail merchandise and tax amounts to balance the header and detail totals.

If the difference between the detail lines and the header invoice amount exceed the .01 cent per line logic used, then the allocation is based on whether or not the detail lines has tax assigned. The 'Out of Balance' allocation is defined below for the following types:

- Non-tax allocation
- Tax allocation

#### **Non-tax allocation**

If the header and detail lines are not in balance, the following screen displays:

Out of Balance	
Invoice amount: Distributed amount Balance	150.00 147.50 2.50
Options Continue editing receiving entry Delete receiving entry Set invoice total equal to detail	
<u>о</u> к	

- **Continue editing receiving entry** allows modifications to be made to the Error Correction header and detail records by the user to bring them into balance.
- **Delete receiving entry** this removes the transaction from the Error Correction screen. The PO details lines are not received and no AP Invoice is created.
- Set Invoice total equal to detail changes the Invoice total to match the detail amounts.

#### **Tax Allocation**

If a transaction within the error correction screen has sales tax assigned to the detail lines, the calculated sales tax for all detail lines must equal the tax amount on the invoice header. The programming, within the error correction screen, applies the same rules when trying to allocate the sales tax differences between the header and detail lines (.01 cents per sales taxable line). If there is an excess amount that can't be allocated, the programming displays the following message:

Sales Tax Allocation	
Tax amount entered Calculated tax Difference	8.12 7.88 .24
<u>O</u> K <u>A</u> llocate	ax Detail

Once the message box appears, it contains three buttons on the window. Each button has different functionality which is defined below:

- **OK** takes the user back to error correction where changes can be made to the detail line or the invoice header tax amount.
- Allocate allocates the difference (up or down) across all the taxable detail line items until the header tax and the detail tax amounts are equal.
- **Tax Detail** allows the user to change tax codes or taxable status to try and correct the difference.

Once the Invoice is 'error free' it leaves the error correction screen and creates the AP unposted invoice as shown in the report below:

Cost Type         Equip. Category           Job         Phase         Equip. Code           PO#: 15077         Vendor: 456GAR 456 Garden Supply         Order Date: 05/21/13	AM1 Construction Company Update to A/P Invoice Details Item Description		Received Quantity	Received Amount	Invoice Date	Invoice Number
Job Phase Equip. Code Item Code	Item Description					
325 02-1000 M 101	1/4" PEA GRAVEL	05/21/13	10.00	\$30.00	05/21/13	150770
325 02-1000 M 102	3/8" PEA GRAVEL	05/21/13	10.00	\$35.00	05/21/13	15077D
325 02-1000 M 103	1/2" PEA GRAVEL	05/21/13	10.00	\$40.00	05/21/13	15077D
325 02-1000 M 104	5/8" PEA GRAVEL	05/21/13	10.00	\$42.50	05/21/13	15077D
325 02-1000 M !FRT	Freight Charge	05/21/13			05/21/13	15077D
		PO: 15077 Total:	_	\$147.50		

# PO RECEIVING: ADD ITEMS ON THE FLY

The Purchase Order Receiving program has been enhanced to allow items to be added directly to the purchase order detail without having to go through the manual steps in the error recovery screen.

Viewpoint has programmed a custom item maintenance table to enter non-stock item codes that may come in on a purchase order and that were not part of the original order. These items (in the current logic) cause the Purchase Order Receipt to hit the error recovery screen where the user can choose to either add / delete the extra line item.

The programming checks the custom item maintenance table and if it passes validation, the record is no longer in error. This item is added both to the purchase order detail and the A/P invoice and all quantities are received.

**NOTE:** If the 'error correction' flag is set on the incoming record, the transactions hit error correction whether or not there are items on the custom item maintenance table.

The custom table can be accessed via the PO Receiving Import screen. There is a new button called "Item Maintenance" where non-stock item codes and the following data points can be entered:

New Edit	Delete							
Item code	Item description	G/L code	G/L description	Job/Equipment/WO	Phase/Cat/Contract	CT/Eq WO	Tax code	Tax code description
IADD	Additional line items	1725 💌	Miscellaneous Expenses			-	1714 💌	ISSAQUAH
IFRT	Freight							
IMISC	Miscellaeous				RP			

Item Code – Only non-stock items can be entered in this field. Entry is required.

**Description –** Enter a description for the non-stock item.

G/L Code - Lookup and validation to G/L Maintenance. Entry is optional.

Entry into the fields below is optional. If the G/L code is left blank, the item code assumes the previous purchase order sequence line defaults when adding the item. If an item is always to be "hard-coded" to a selected value, enter the value into the required fields. If the G/L account is "direct cost", the prompts associated with the direct cost account are mandatory.

Job/Equip/WO – Lookup and validation; optional entry based on G/L code direct flag.

**Phase/Cat/Contract -** Lookup and validation; optional entry based on G/L code direct flag.

CT/Eq WO - Lookup and validation; optional entry based on G/L code direct flag

Tax Code - Lookup and validation; optional entry.

Tax hierarchy:

- 1. PO Receiving Import file
- 2. Custom Item Table

Tax is the only item that is NOT assigned from the previous line (described below).

### **Logic Rules**

- 1. If the G/L code is non-blank, use the fields from custom table (see !ADD example #1 below).
- 2. If the G/L code is blank, use the previous sequence line on the import file along with any prompts from the custom table (see !MISC example #2 below).
- **3.** If the G/L code is blank, and there are no prompts assigned to the item, pull all values directly from the previous sequence line on the import file (see !FRT example #3 below).

#### Example 1 (indirect non-stock item added to the PO)

The following purchase order has four non-stock items where the first two items are direct job cost, line 003 is direct equipment cost, and line 004 is direct work order cost.

have been and	0070											Financials .			
urchase orde	er 2072											Purchase a	amount		280.00
endor	BOICAS	BOISE CASCAD	E									PST			200.00
												Purchase of	order total		280.00
or .	Warehouse	• 2	- CALIFO	ORNIA WARE	HOUSE A	RC									
												Purchase on	der status	Open	•
Form Inf	to Form No	tes Other Inf	o In	ternal Notes	User	-Defined						Purchase on Current revis		Open Create	• Ne <u>x</u> t
For <u>m</u> Inf	fo Form No	te <u>s</u> [ <u>O</u> ther Inf	o In	te <u>r</u> nal Notes	User	-Defined								Statement and party of the local division of	• Ne <u>x</u> t
For <u>m</u> Inf	to Form No	tes <u>O</u> ther Inf	o In	te <u>mal Notes</u>	User	-Defined								Statement and party of the local division of	▼ e Ne <u>x</u> t
New	Edjt		o In				G/L account	G/	Job	Phase		Current revis		Create	
<u>N</u> ew ine Ty Q	Edjt	Insert Delete				Extensio				Phase 00-001		Current revis	sion 000	Create	
	Ed <u>it</u>	Insert Delete Item description		Unit price	Discou	Extensio 100.00	2515				Ct	Current revis	sion 000	Create	
<u>N</u> ew ine Ty Q 001 D	Edjt Quantity Item code 20.00 INS	Insert Delete Item description non-stock item 1	No	Unit price 5.0000	Discou 0.00%	Extensio 100.00 60.00	2515 1515	Di	INTSTA	00-001	Ct M	Current revis	sion 000	Create	• Ne <u>x</u> t Work orde

The PO Receiving Import file for the above has the following items:

2072 - Notepad
File Edit Format View Help
H,2072,ABC,2072-A,12/15/15,12/15/15,19.05,,,,,,,5035262303~F12072-A43.pdf,.05 D,2072,2072-A,001,!N5,1,5,, D,2072,2072-A,002,!NS1,1,3,, D,2072,2072-A,003,!NS3,1,2,, D,2072,2072-A,004,!NS4,1,4,, D,2072,2072-A,005,!ADD,1,5,TAX,

Here is the Accounts Payable invoice which was created by this import file:

Save Cancel	Delete		_				_	Vendor Inv
Batch Vendor Invoice # Invoice type Purchase order	ABC UI BOICAS U 2072-A Invoice U 2072 U	posted Batch: \$ 19.05 ( 1 T			_			
G/L date Invoice date Total before tax PST Total amount Mgre Info	12/15/15     ♥     Fiscal year     2       12/15/15     ●       19.00     .05       19.05       Bouting     User-Defined	014 Period 12			Payment plans Pay-when-paid Payment due Holdback Holdback amount Hold payment? Chegue / Cred	01/23/16  0.00%	_	
New		Cos Work order	Item code	I Unit	cost	Remark	Tax code	Tax type
001 SP2 25			INS		5.00	non-stock item 1		
002 SP2 15	5		INS1		3.00	Non-stock 2		
003 SP2 222	2 DTK45	MP	INS3		2.00	non-stock3		
004 SP2 222	3	800	INS4		4.00	non-stock4		
005 SP2 172	5		IADD		5.00	Additional line	TAX	Sales ( 1.0000% )

In the above example line 005 was created with item "!ADD" from the custom table. The G/L account was assigned from the custom table while the tax code was assigned via the import file above "TAX" for sequence 005.

#### Example 2 (G/L code blank with no prompts for item "!FRT")

The PO Receiving Import file has the following items:

2072-B - Notepad
File Edit Format View Help
H,2072,ABC,2072-C,12/15/15,12/15/15,8.00,,,,,,5035262303~F12072-A43.pdf, D,2072,2072-B,002,!NS1,1,3,TAX, D,2072,2072-B,006,!FRT,1,5,,

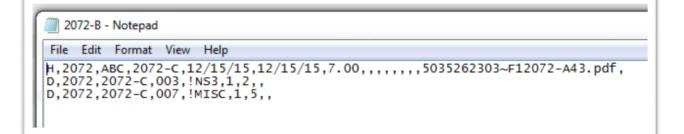
In the following example, line 002 is the only item that is being received outside of the item to be added (!FRT). Line 006 (when added) assumes the purchase order defaults from sequence 002 because the custom table does not have any G/L code assigned to !FRT.

Sav	e Ca	Delete								_			Vendor
	lor	ABC BOICAS 2072-B Invoice 2072	•		ted Batch: \$		Transactions) muller)						
Total PST Total	ce date before t	12/15/15	8.00 .03 8.03	cal year 2014 r-Defined	Period 12			Payment of Holdback Holdback	when-paid? due amount payment?	0.00%	 ] ]		
Line	lew Comp	Edjt G/L account	Insert Amount	Delete G/L descri	Job	Phase	Ct	 Item code	I Unit	cost		Remark	Тах со
001	SP2 SP2	1515 1515		Direct MA Direct MA	WINDEL WINDEL	00-020 00-020	M	INS1 IFRT		3.00 5.00		Non-stock 2 Freight	TAX

The !FRT item incorporates the same prompts from PO Detail sequence line 002. The only difference is the TAX code because TAX came in on the last receipt.

Example 3 – (G/L code blank, prompts exist for the item !MISC)

The PO Receiving file has the following:



Save Cancel Delete	Vendor Invoice
Batch     ABC     Unposted Batch: \$ 34.08 (3 Transactions)       Vendor     BOICAS       Invoice #     2072-C       Invoice type     Invoice       Purchase order     2072	
G/L date     12/15/15     Q     Fiscal year     2014     Period     12       Invoice date     12/15/15     Invoice date     12/15/15     Invoice date     12       Total before tax     7.00     7.00     Invoice date     12       PST     7.00     Invoice date     12       More Info     Bouting     User-Defined     12	Payment plans Pay-when-paid? Payment due 01/23/16 Holdback 0.00% Holdback amount Hold payment? Cheque / Credit Card: Ungaid
New         Edit         Insert         Delete           Line         Comp         G/L account         Amount         G/L descri         Job         Phase         Ct          Equipment           001         SP2         2222         2.00         TEST 2         DTK45           002         SP2         2222         5.00         TEST 2         DTK45	Cost category          Item code         I         Unit cost            Remaining           MP         INS3          2.00          non-st           RP         IMISC          5.00          Miscel

In the above example, item !MISC has the same G/L & Equipment Code but the Cost Category is different due to the custom table had a value of RP defined.

The programming performs validation on any entered value within the custom table. If the item fails, the item to be added gets sent to error recovery screen where it can be added manually, like before.

#### **Receive Invoice Button**

Besides the custom item maintenance table, there is a new button within the error correction screen called "Receive invoice." This new button allows multiple invoices with the same purchase order to be received directly. Simply place the cursor on the selected invoice record and click the "Receive invoice" button. This eliminates the need to go through the error correction header and detail screens for each transaction.

There is also one final change to the validation logic, and that is to NOT error out a detail record if there is <u>zero quantity or zero dollar amounts</u>. In the original design logic, the programming assumes that all invoice details have quantities or dollars; if they didn't, the record would drop into error correction. The new programming logic will ignore detail lines with this criteria and not drop the invoice into error correction.

# **MISCELLANEOUS OPTIONS**

### **Invoice Approval**

The custom import creates AP transactions similar to the standard purchasing one-step receiving process. The custom program looks to the AP Installation screen to determine if Invoice Approval is used. The hierarchy for AP Invoice approval routing is as follows:

- 1. Default to the import file's header record.
- 2. Default next to the routing code defined on the Purchase Order header.
- 3. If PO header routing is blank, then apply standard Spectrum routing hierarchy as follows:
  - a. Job check limits
  - b. Vendor check limits
  - c. AP installation check limits
- 4. Send to Vendor Invoice Import if no routing exists and the check box in the AP Installation screen is selected. Otherwise the transaction is wrong and will reside within error correction.

### **Document Image creation**

The custom import allows image(s) to be added to each invoice. Images can be attached to either the header or detail records and exists in the default start screen image directory. Due to the complexity and time it takes to import images attached to the invoices within the import, we recommend that you limit the total number of import records to less than 1000 (i.e. combined header and detail lines).

Prior to running the custom import routine, all image files (.tiff, .gif, .pdf, etc.) should be saved directly to the server. The location of these files on the server is defined on the custom start screen. The programming logic will create a Document Imaging record if it finds a match between the attachment name located on the header or detail record and the start screen image path. If the image does not exist within the start screen path (shown in the screen below) but are defined within the import file, Document Imaging records are not created.

AM1     Dashboard     AM1     PO Receiving Impo	+ × +	
Continue Cancel Eile Layout	Errors Joierance Maint. Tolerance Listing	PO Receiving Import
Selections		
Batch code	AFM	
G/L date	05/21/13 Vear 2013 Period 05	
Invoice date	05/21/13 💌	
Remarks	Import Screen Remarks	
Server image path	(DCISPG10D_DriveImages\	

The following report below displays an Invoice where the Document Image <u>was not created</u> due to the image on the import file not being found within the image path on the start screen.

AP invoices created: 1 Records left in Error Correction: 0									
	Cost Type	Equip. Cate		AM1 Construction Company Update to A/P Invoice Details	Received	Received	Received	Invoice	Invoice
Job	Phase	Equip. Cod	e Item Code	Item Description	Date	Quantity	Amount	Date	Number
			ly Order Date: 05/21/13						
A/P In	voice image(s) erro 02-1000		101	1/4* PEA GRAVEL	05/21/13	10.00	\$32.25	05/21/13	15077F
A/P In 325	voice image(s) erro	rs: 1		1/4" PEA GRAVEL 3/8" PEA GRAVEL	05/21/13	10.00		05/21/13 05/21/13	
A/P In 325 325	voice image(s) erro 02-1000	ns: 1 M	101				\$37.63		
A/P In 325 325 325	voice image(s) erro 02-1000 02-1000	rs: 1 M M	101 102	3/8" PEA GRAVEL	05/21/13	10.00	\$37.63 \$43.00	05/21/13	15077F 15077F
	voice image(s) erro 02-1000 02-1000 02-1000	rs: 1 M M M	101 102 103	3/8" PEA GRAVEL 1/2" PEA GRAVEL 5/8" PEA GRAVEL	05/21/13 05/21/13	10.00 10.00	\$37.63 \$43.00	05/21/13 05/21/13	15077F 15077F

The following report below displays an Invoice where the Document Image <u>was created</u> due to the image on the import file not being found within the image path on the start screen.

	ices created: 1	Record	Is left in Error Correction:0	AM1 Construction Company Update to A/P Invoice Details					
Job	Cost Type Phase	Equip. Cate Equip. Code		Item Description	Received Date	Received Quantity	Received Amount	Invoice Date	Invoice Number
PO#: 1507		456 Garden Suppl	y Order Date: 05/21/13						
PO#: 1507 A/P Invoid	ce image(s) created: 1				05/21/12	10.00	\$20.25	05/21/12	150770
PO#: 1507 A/P Invoid 325	ce image(s) created: 1 02-1000	м	101	1/4" PEA GRAVEL	05/21/13	10.00		05/21/13	
PO#: 1507 A/P Invoid 325 325	ce image(s) created: 1				05/21/13 05/21/13 05/21/13	10.00 10.00 10.00	\$37.63	05/21/13 05/21/13 05/21/13	15077G
PO#: 1507	ce image(s) created: 1 02-1000 02-1000	M	101 102	3/8* PEA GRAVEL	05/21/13	10.00	\$37.63 \$43.00	05/21/13	15077G 15077G

When the invoice is valid and the images on the import file exist in the image path, the image(s) are created within the Document Imaging master table as shown below:

Dashboard E Search Docum	nents × +						_
New Listing						Search Documents	~
Search							≤ 2
Transaction description	Cabinet	Drawer	Folder	Keywords		414	
A/P Invoice 15077G	VENDOR	AP INVOICE	456GAR	456 Garden Supply I	15077G INVOICE 0		

In this example the image is stored in the following location (shown above) and displays the following information:

- Transaction description = "A/P Invoice" + Invoice Number
- Cabinet = VENDOR
- Drawer = AP INVOICE
- Folder = Vendor Code assigned to the Purchase Order receipt

### **Tax Issues**

The programming uses the tax amount (sales tax only) defined on the import header record to compare against the detail tax calculated to see if the transaction is in balance regarding sales tax.

Tax codes are validated as part of the detail line import process. If there are no tax codes defined on the imported detail record, the programming uses the tax status (sales, use, or no tax) based on the Purchase Order detail line. If a tax code is imported on the detail line, the code is validated and changes the tax status on the Purchase Order detail once the Accounts Payable Invoice is created.

If the calculated detail line sales tax amount is different than the invoice header tax amount, the transaction goes to the error correction where tax can either be changed or allocated across all the detail lines items.

## **Purchased with Credit Card**

The Purchase Order receipt can be pre-paid if the header record contains credit card information or the "Purchase with Credit Card" check box is selected within the error correction screen:

Properties					
P.O. number	452				
Account					
A/P G/L account	205-0	ACCOUNTS PAYABLE: TRADE			
Vendor			Payment		
Code	AAAIND1		Payment date	07/03/13	
Name	AAA INDUSTRIAL SI	UPPLY	On hold?		
Address	25877 Martin Luther	King	Discount date	06/13/13	
	Way, Bldg 4005, Sui	te 659	Discount amount		49.50
	KENTTTTTTTTTTT	TTTTTTTTT, WA 98042			
Credit card charge					
Purchased with c	redit card?				
Credit card account	MC8540	▼MASTERCARD 8540	Charge ar	mount	2,475.00
			Transactio	on date	06/04/13
G/L liability account	3210				
	CREDIT CAR	D LIABILITY ACCOUNT			
Card #	01	▼) 01			
OK Cano	el				

Both the credit card account and card # fields have lookup and validation based on the Cash Management module. Once these two fields are populated, the charge amount defaults based on the invoice amount and the transaction date defaults based on the current processing date.

When the transaction is "error free" and it leaves error correction it posts to Accounts Payable. When the A/P transaction update process is run, the following report displays:

Credit card account: MC8540 MASTERCARD 8540											
Card Number	Trans Date	Vendor	Invoice / Credit Number	Туре	Job Number	Invoice / Credit Amount	Previously Applied	Discount Date	Discount Amount	This Amount	Retention Paid
01	06/03/13	AAAIND1	AAA INDUSTRIAL SU	PLY		(206) 631-6592					
			452E	1		2,475.00		06/13/13	49.50	2,475.00	0.00
				Tra	nsaction Total:	2,475.00			49.50	2,475.00	0.00
					Account Total:	2,475.00			49.50	2,475.00	0.00

## **Cost Center Logic**

If cost centers are turned on for a particular Spectrum company, cost center assignment for the Accounts Payable invoice is based on the cost centers entered on the Purchase Order header and detail line items. The custom import routine dies not change the cost centers from what was originally entered on the Purchase Order.