Automatic Receipt Vouchering System
User Manual

Automatic Receipt Vouchering System

Contents

Overview of Automatic Receipt Vouchering

The Automatic Receipt Vouchering System consists of a utility
command (UT,389) that creates an Accounts Payable voucher for one
or several receipt transactions. The purpose of the utility is
to free your users from tedious A/P TR,300 transactions.
If you have routine purchases that pay from the purchase order
price and the quantity received, you can bypass the vouchering
step and utilize the Automatic Receipt Vouchering Utility to
set up the voucher.

As well as setting up vouchers, the Automatic Receipt Vouchering
system has the option to create Accounts Payable debit memos
from return transactions.

The Automatic Receipt Vouchering system has option to run the
utility in 'simulation mode'. This will allow you to create
a report and review the receipts you have selected, prior
to actually updating the data base.

The Automatic Receipt Vouchering system has several selection
options that allow you to segregate receipts for selected vendors,
parts, class codes, or buyer codes. You also have the ability to
process blanket purchase orders only, or a combination of regular
and blanket purchase orders.

Receiving Inspection Considerations

If your site performs TR,400 receiving transactions to receive
parts into stock, please be aware of the following considerations.
When you receive a part into receiving/inspection the TR,400
transaction writes a record to the receipt history file under
the command number TR,400 reflecting an uninvoiced quantity
of what the user received. When the user receives all or a
portion of the parts from receiving/inspection into stock using
a TR,401 transaction, NO record is written to the receipt history
for the Receipt Vouchering Utility to process. Therefore, when
the Utility runs across a TR,400 transaction, we read the purchase
order detail file and check the quantity in receiving/inspection
field (POQI) for a non-zero value. If parts are still residing
in receiving/inspection, then this receipt is bypassed until all
of the parts have been cleared from receiving/inspection.

This method should allow you to safely voucher TR,400 transactions
until the receiving/inspection process has been completed.

Enhancements made to Release 2.0

Date display

The date range that the user entered is now displayed in the heading of the execution report

Selection Display

If the user entered a series of selected values, such as vendor numbers, purchase order numbers, or part numbers, these values are displayed at the end of the report.

Visibility to the Po price and receipt price do not match

An asterisk (*) now appears next to the unit price on the report if the purchase order price has been changed since the receipt being processed was made.

Over/Under Receipt percentage

A new percentage field is displayed on the report, which displays the total uninvoiced quantity divided by the purchase order quantity. This gives the user an indication as to what percent of the purchase order has been filled.

UT,389 Automatic Receipt Vouchering Utility

The purpose of the Automatic Receipt Vouchering Utility is
to create Accounts Payable vouchers for selected receipt
transactions made in your system. The vouchers will be created
with the purchase order price and the quantity received.
You may run this utility in 'simulation mode', which will
create a report of what receipts would be vouchered if you
without actually updating the data base.

Prompts

Displays output options.
OPTION (3)?

UPDATE OPTION:
1.   SIMULATION OPTION
2.   UPDATE ACCOUNTS PAYABLE
OPTION(1)?
If you would like a report only and do not wish to update the
data base, enter option 1. To create vouchers enter 2.

PURCHASE ORDER TYPES TO PROCESS:
1.   INVENTORY ONLY
2.   EXPENSE ONLY
3.   INVENTORY AND EXPENSE
OPTION(3)?
Choose option 1 to process inventory type purchase orders
only. Option 2 to process expense type purchase orders only
or option 3 to process both inventory and expense purchase
orders.

BLANKET OR REGULAR PURCHASE ORDER OPTION:
1.   REGULAR PURCHASE ORDERS ONLY
2.   BLANKET PURCHASE ORDERS ONLY
3.   REGULAR AND BLANKET PURCHASE ORDERS
OPTION(3)?
Choose option 1 to process regular purchase orders only.
Choose option 2 to process blanket purchase orders only.
Choose option 3 to process both regular and blanket
purchase orders.

CREATE DEBIT MEMOS FROM RETURN TRANSACTIONS (N)?
If you respond yes to this prompt, the system will gather
return transactions (TR,403 TR,404 TR,413 TR,414) and create
an Accounts Payable Debit Memo for the quantity returned and
purchase order unit price.

BANK CODE?
Enter the bank code for the vouchers that will be created.

VOUCHER NUMBER FORMAT:
1.   AUTOMATIC ASSIGNED VOUCHER NUMBERS
2.   SET VOUCHER NUMBER EQUAL TO RECEIVER NUMBER
OPTION(1)?
If you would like the voucher numbers sequentially assigned
(from your last voucher number assigned in your comin variables)
then enter 1 to the prompt above. If you would like to make the
receiver number of the receipt command equal to the voucher
number that is created, then enter 2.

Note: If the utility tries to assign a voucher number, and that
voucher number is already on file, the utility will prefix the
voucher number with an 'A' to make the voucher number unique.

STARTING RECEIPT/RETURN DATE?
  ENDING RECEIPT/RETURN DATE?
Enter the time period for which you wish to extract receipts for.

ENTER DESIRED SORT OPTION FOR EXECUTION REPORT:
1.   VENDOR CODE, PART NUMBER
2.   VENDOR NAME, PART NUMBER
3.   BUYER CODE, PART NUMBER
4.   PURCHASE ORDER, PART NUMBER
5.   PART NUMBER, VENDOR CODE
6.   CLASS CODE, PART NUMBER
7.   BUYER CODE, VENDOR CODE, PART NUMBER
OPTION(1)?
Enter the sort sequence you wish the report to appear in.
The report will create subtotals on the first variable listed.

SELECTION OPTIONS:
1.   ENTER A SELECTED VENDOR(S)
2.   ENTER A SELECTED BUYER CODE(S)
3.   ENTER A SELECTED CLASS CODE(S)
4.   ENTER A SELECTED PART NUMBER(S)
5.   ENTER A SELECTED PURCHASE ORDER(S)
6.   SELECT ALL RECORDS IN DATE RANGE
OPTION(6)?
This prompt allows you to select specific vendors, buyer codes,
class codes, part numbers, or purchase orders. You may enter up
to ten different codes per report. To select all records, enter
option 6. If you entered options 1 through 5 one of the following
prompts will appear:

Option 1:
 VENDOR CODE OR SEARCH STRING?
 Our software allows you to enter either the vendor number or

the first few characters of the vendor name. If you enter
the vendor name, it will display the vendor information it
matches upon, or if there is more than one match, which
vendor code from the list to choose from.

    1.   ENTER VENDORS TO SELECT
    2.   ENTER VENDORS TO EXCLUDE
    OPTION (1)?

You may enter vendor numbers to select with option 1, or
may enter the vendor numbers to exclude (select all receipts
except for the vendors I will enter).

Option 2:
 BUYER CODE?
 Enter a selected buyer code from the item master record.

Option 3:
 CLASS CODE GROUP(1)?
 Enter the class group group (1,2,3 or 4) you will be
 entering class codes for.
 CLASS CODE?
 Enter the class code from the item master record to select.

Option 4:
 PART NUMBER?
 Enter the part numbers you wish to select

Option 5:
 PURCHASE ORDER?
 Enter the purchase order numbers you wish to select

After entering up to 50 of the above codes, press 'E' or
return to continue.

Files Accessed

```
BATCHMAS A/P batch master file
BNKMAS   Bank master file
INRCTFIL Invoiced Receipt file
IM       Item master file
POFIL    Purchase Order detail file
PGLMAS   A/P Gl master file
PADFIL   A/P Gl Posting detail file
POMAS    Purchase Order master file
RCHSFIL  Receipt history file
VCHFIL   Voucher file
VNDMAS   Vendor Master file
VNDNAME  Vendor Master name search file
```

Report Format

<u>Detail</u> <u>report</u>

```
Part number
Buyer Code                (BCODE - IM)
Purchase Order number     (RCPO - RCHSFIL)
Purchase Order line no    (POLINE - POFIL)
Date of Purchase Order    (POOD - POMAS)
Date Received or Returned (RCTRDATE - RCHSFIL)
Receiver Number           (RCRECNUM - RCHSFIL)
Voucher Number            (VCHRNO - VCHFIL)
Unit Cost                 (RCPOUC - RCHSFIL)
Quantity Ordered          (RCOQ - RCHSFIL)
Quantity Received/Returned(RCQTY - RCHSFIL)
Purchasing Unit of Measure(RCPOUOM - RCHSFIL)
Command number            (RCCMD - RCHSFIL)
Dollars Received
```

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COMMAND (TEST,AP, O)? U,389                                      *

Receipt Vouchering Utility   (v1.0)

ENTER DESIRED OUTPUT OPTION:
  O. LINE PRINTER
  1. TERMINAL, 132 COLUMNS
  2. ENTER LOGICAL DEVICE/DISC FILE, 132 COLUMNS
OPTION (O)? 1

UPDATE OPTION:
1.   SIMULATION OPTION
2.   UPDATE ACCOUNTS PAYABLE
OPTION(1)? 2

**  UPDATE RUN  **
PURCHASE ORDER TYPES TO PROCESS:
1.   INVENTORY ONLY
2.   EXPENSE ONLY
3.   INVENTORY AND EXPENSE
OPTION(3)? 3

BLANKET OR REGULAR PURCHASE ORDER OPTION:
1.   REGULAR PURCHASE ORDERS ONLY
2.   BLANKET PURCHASE ORDERS ONLY
3.   REGULAR AND BLANKET PURCHASE ORDERS
OPTION(3)? 3

CREATE DEBIT MEMOS FROM RETURN TRANSACTIONS (N)? Y *

BANK CODE? 1

VOUCHER NUMBER FORMAT:
1.   AUTOMATIC ASSIGNED VOUCHER NUMBERS
2.   SET VOUCHER NUMBER EQUAL TO RECEIVER NUMBER
OPTION(1)? 1


STARTING RECEIPT/RETURN DATE? 1/1/98   *
  ENDING RECEIPT/RETURN DATE? 99       *

ENTER DESIRED SORT OPTION FOR EXECUTION REPORT:
  1.   VENDOR CODE, PART NUMBER
  2.   VENDOR NAME, PART NUMBER
  3.   BUYER CODE, PART NUMBER
  4.   PURCHASE ORDER, PART NUMBER
  5.   PART NUMBER, VENDOR CODE
  6.   CLASS CODE, PART NUMBER
  7.   BUYER CODE, VENDOR CODE, PART NUMBER
SORT OPTION(1)?

SELECTION OPTIONS:
  1. ENTER SELECTED / EXCLUDE SELECTED VENDOR(S)
  2. ENTER A SELECTED BUYER CODE(S)
  3. ENTER SELECTED / EXCLUDE SELECTED CLASS CODE(S)
  4. ENTER A SELECTED PART NUMBER(S)
  5. ENTER A SELECTED PURCHASE ORDER(S)
  6. SELECT ALL RECORDS
OPTION(6)? 6

GATHERING DATA...
 1000 RECORDS SELECTED..
RECORDS SELECTED:   1349
ASSIGNED BATCH NO:   15261
VOUCHERS ADDED:   1235    DEBIT MEMOS ADDED :     94
BATCH AMOUNT:    2378984.83
```

```
                                                            ALL RECORDS
PART NUMBER/     BUYER  PURCHASE    PO    ORDER    RECV/RET RECEIVER VOUCHER   UNIT       VENDOR   QUANTITY  PR            DOLLARS
DESCRIPTION      CODE   ORDER       LINE  DATE     DATE     NUMBER   NUMBER    COST       CODE     RECEIVED  UM COMMAND    RECEIVED

MISC             CD  RM031056       .01  02/03/98 02/03/98 358119  385352       24.000   AME381B      1.00 EA TR,402        24.00
GRAND TOTALS FOR VENDOR: AME381B       AMERICAN ELECTRIC MOTORS INC            24.00

MISC             SM  BR7000984      .01  06/26/97 04/16/98 364297  385353      405.000   AME776A      3.00 MO TR,402      1215.00
GRAND TOTALS FOR VENDOR: AME776A       AMERICAN SANI CAN                     1215.00

575761           SM  BR7002355      .01  01/07/98 01/07/98 364501  385354      557.000   ANA776       1.00 EA TR,402       557.00
GRAND TOTALS FOR VENDOR: ANA776        ANALYTICAL SALES & SERVIC              557.00

MISC             CD  BR7002438      .01  01/14/98 01/14/98 361874  385355         .500   ANI752    1800.00 FT TR,402       900.00
MISC             CD  BR7002438      .01  01/14/98 04/02/98 361873  385356         .500   ANI752   -1800.00 FT TR,404      -900.00
GRAND TOTALS FOR VENDOR: ANI752        ANIXTER BROTHERS INC                     .00

MISC             CD  BR6002996      .01  03/05/97 03/26/98 360476  385357      657.000   ANO777      -1.00 EA TR,404      -657.00
GRAND TOTALS FOR VENDOR: ANO777        ANODN SPECIALTIES                     -657.00

MISC             SM  BR7002250      .01  12/17/97 03/10/98 356393  385358      700.000   ANT777       1.00 EA TR,402       700.00
MISC             RR  BR7001783      .01  10/15/97 04/01/98 361655  385359     5360.050   ANT777      -1.00 EA TR,404     -5360.05
MISC             CD  BR7000315      .01  04/18/97 04/16/98 364291  385360     1000.000   ANT777       1.00 EA TR,402      1000.00
GRAND TOTALS FOR VENDOR: ANT777        ANTHONY CRANE RENTAL OF T            -3660.05

0314489          CD  RM033458       .01  04/24/98 04/30/98 367099  385361       45.000   APP088       2.00 EA TR,402        90.00
GRAND TOTALS FOR VENDOR: APP088        APPLICATION ASSOCIATES                  90.00

MISC             JT  RM024817       .03  06/06/97 03/04/98 355384  385362        1.000   ASP770     470.58 LO TR,402       470.58
MISC             JT  RM024817       .03  06/06/97 03/30/98 361069  385363        1.000   ASP770   -5310.00 LO TR,404     -5310.00
GRAND TOTALS FOR VENDOR: ASP770        ASPEN TECHNOLOGY                     -4839.42

0303257          BM  RM033068       .01  04/09/98 05/01/98 367037  385364        2.080   AUT379       3.00 EA TR,402         6.24
GRAND TOTALS FOR VENDOR: AUT379        AUTOMATIC CONTROL EQUIP INC              6.24

0305008          CD  RM033480       .01  04/27/98 04/29/98 366674  385365      414.570   AWC381       1.00 EA TR,402       414.57
GRAND TOTALS FOR VENDOR: AWC381        A.W. CHESTERTON COMPANY                414.57

MISC             CD  BR6002059      .02  10/16/96 03/25/98 360149  385366       48.000   AWC777       1.00 EA TR,402        48.00
GRAND TOTALS FOR VENDOR: AWC777        AWC                                     48.00

MISC             AJ  RM031233       .01  02/10/98 02/27/98 355424  385367     2392.000   BAL381        .45 EA TR,402      1067.00
GRAND TOTALS FOR VENDOR: BAL381        BALLARD DOORS CO INC                  1067.00

MISC             BM  RM033417       .01  04/23/98 04/27/98 366340  385368      200.000   BAX300       2.00 CA TR,402       400.00
GRAND TOTALS FOR VENDOR: BAX300        VWR SCIENTIFIC PRODUCTS                400.00

19007-5          RC  DP98168       1.02  03/23/98 04/03/98 361924  385369         .497   BEA776B  193500.00 LB TR,402     96169.50
19007-5          RC  DP98168       1.04  03/23/98 04/03/98 361926  385370         .497   BEA776B  191950.00 LB TR,402     95399.14
19007-5          RC  DP98168       1.03  03/23/98 04/03/98 361925  385371         .497   BEA776B  195050.00 LB TR,402     96939.84
19007-5          RC  DP98168       1.06  03/23/98 04/23/98 365316  385372         .497   BEA776B  194750.00 LB TR,402     96790.75
19007-5          RC  DP98168       1.05  03/23/98 04/23/98 365315  385373         .497   BEA776B  195300.00 LB TR,402     97064.09
19007-5          RC  DP98168       1.07  03/23/98 04/23/98 365320  385374         .497   BEA776B  194600.00 LB TR,402     96716.20
19007-5          RC  DP98168       1.08  03/23/98 04/30/98 366782  385375         .497   BEA776B  195150.00 LB TR,402     96989.55
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