Diversified Data A/P Flow Chart

If a PO/Receiver is done

- 1. Receiver is updated (from PO-1)
- 2. Entries are made
 - a. G/L:
 - i. Inventory is Debited (now an asset)
 - ii. "Received Not Invoiced" is Credited (now a liability)
 - iii. Freight is sometimes booked to a different account, depending on the individual setup require by Diversified's customer – if you have a special way to handle these entries, we're glad to assist in the proper setup
 - b. Inventory Quantity on Hand for all the items on the Receiver is updated & the Average Cost of each item is updated from adding the item's total value and quantity from the Receiver to the existing inventory value & quantity and calculating an updated average cost from these new totals
 - c. RNI (Received Not Invoiced) module under "PC" menu. This module is a holding place for the Receiver totals until an invoice is received from the vendor or until the bookkeeper is ready to enter the invoice. For many companies, the person(s) receiving inventory through the PO system is different from the bookkeeper who ultimately pays the invoice(s). Here's how the entries happen:
 - i. An entry is made for the total amount of the Receiver
 - ii. Freight may be a separate entry in RNI if the freight vendor is different from the Receiver vendor
 - iii. These RNI entries will be used in A/P once the invoice is received from the vendor(s)
 - d. Purchase history is updated so that the Receiver can be reprinted at any time in the future. Other purchase history report are available from the HT-10 menu & from the quick purchase history lookup screen type PU to access this.

3. Entering an A/P invoice using an RNI entry:

- Run AP-1, entering the period you want to post in (most often the current system period which is suggested by default), bank account to use, and then the vendor, invoice number, PO# (optional), dates & invoice amount & discount amount if applicable.
- b. Once you reach the table at the bottom of the AP-1 screen, here's how to use an RNI entry:
 - i. Enter an "R" as shown:

Linter un					
ENTER N	EW A/P INVOICES	A/P Type: REG	ULAR		Period: 202001
		Bank Acct: CO I	BANK CHE	CKING	
Vendor:	241 A AND M FI	YING SERVICE, INC.	Inv #:	12345	
(Remit	РО ВОХ 418		PO #:	test	
Addr)	CARLISLE AR 72024	1	Date	02/28/20	
			Due	03/19/20 Amt	483.08
			Disc	Amt	0.00
Why:				Total Due:	483.08
					Page 1
Acct	Description	Receiver	Site	Amount	Balance
R					
-					
Enter R	eceiver Number				

ii. Then enter the Receiver Number (these can be printed from the PC menu #4) if you don't have the receiver in front of you. After entering the Receiver Number, hit enter as shown:

,	0		,		
ENTER NEW A/P INVOIC	ES A/P Type: R Bank Acct: C	EGULAR	KING	Period:	202001
Vendor: 241 A AND (Remit P O BOX 418	M FLYING SERVICE, IN	C. Inv #: PO #:	12345 test		
Addr) CARLISLE AR	72024	Date: Due:	02/28/20 03/19/20 Am1	t:	483.08
Why:		Disc:	Amt Total Due	t: e:	0.00 483.08
				Page	1
Acct Description	Receiver	Site	Amount	Bal	ance
201101 RECEIVED NO	T INVOICED 000939	1	 , ``		
Hit ENTER to fill wi	th Receiver Balance o	f: 4	83.08		

iii. Looking at the bottom of the screen, you see the message "Hit ENTER to fill with the Receiver Balance of 483.08 (the balance of this receiver example). Hitting enter results in this:

NTER NE	EW A/P INVOICES	A/P Type: REGU Bank Acct: CO E	JLAR BANK CHE		eriod: 202001
(endor: (Remit	241 A AND M F P O BOX 418	ELYING SERVICE, INC.	Inv # PO #	: 12345 : test	
Addi y	CARLISEE AR 7202	- T	Due Disc	: 03/19/20 Amt: : Amt:	483.0 0.0
Why:				Total Due:	483.0
Acct	Description	Receiver	Site	Amount	Balance
20110	L RECEIVED NOT IN	WOICED 000939	1	483.08	0.00
nton C					

iv. Again, looking at the bottom, you'll see the option to enter a G/L account, another Receiver or Esc to Finish. You can do multiple receivers if the invoice is for multiple ones. Or if part of the invoice is not from a receiver, you can enter to G/L for expensing any amount needed (if you

want to use a G/L account, simple enter it without typing an R. Hitting Esc results in this:

	, ,		1 0	0	
ENTER NE	W A/P INVOICES	А/Р Туре:	REGULAR		Period: 202001
		Bank Acct:	CO BANK CH	IECKING	
Vendor:	241 A AND M	FLYING SERVICE, I	NC. INV	#: 12345	
(Remit	P O BOX 418		PO	#: test	
Addr)	CARLISLE AR 720)24	Dat	e: 02/28/20	
			Du	le: 03/19/20 Am	483.08
1.0.0			Dis	C: Am	0.00
why:				Total Due	483.08
					Dage 1
Acct	Description	Receiver	site	Amount	Page I
ACCE	Description	Receiver	5100	Alloune	Barance
201101	RECEIVED NOT	INVOICED 000939	1	483.08	0.00
Accept I	nvoice? ('P'=Ad	cept Invoice & Pa	iy Now): 🍸		

v. If you plan on paying the invoice later, simply hit enter (Y is the default entry, so there is no reason to type Y) and you're done. If you want to pay the invoice immediately, type P and you'll see this:

ENTER NEW A/P INV	Per	iod: 202001	
Vendor: 241 A (Remit P O BOX 4 Addr) CARLISLE	AND M FLYING SERVICE, INC. INV #: 12345 18 PO #: test AR 72024 Date: 02/28/20 Due: 03/19/20 Pay Invoice Now!	Amt:	483.08
Why:	1. Print a Check Paying This Invoice	ue:	483.08
Acct Descrip	 Mark Invoice Paid: Check, Draft, ACH or Credit Card (Number Must Be Entered) 	t	Balance
201101 RECEIVE	Enter Choice:	8	0.00
Accent Invoice? ('P'-Accent Thypice & Pay Now) · P		

vi. Here, if you select 1, you will be prompted to print a check for the vendor immediately. If you select 2, you'll see this:

ENTER NEW A/P INVO	DICES A/P Type: REGULAR	Per	iod: 202001
	Bank Acct: CO BANK CHECKING		
Vendor: 241 A A	ND M FLYING SERVICE, INC. INV #: 12345		
(Remit P O BOX 41	.8 PO #: test		
Addr) CARLISLE A	R 72024 Date: 02/28/20		
	Needed Information	Amt:	483.08
	Select A/P Pay Method	Amt ·	0 00
Why	Serece Art ray meenod	Duot	183 08
wity.	1 chack	Due.	405.00
			Dama 1
			Page I
Acct Descript	3. Credit Card	nt	Balance
201101 RECEIVED	5. Auto Draft	08	0.00
	Select A/P Payment Method: 🚹		

vii. You can select these alternative methods for how the invoice was or will be paid. After selecting a pay method, you'll be prompted to enter the date of the payment. If you choose "Check," you will also be prompted to enter a check number:

NTER NEW A/P INVO	DICES A/P Type: REGULAR Bank Acct: CO BANK CHECKING	Peri	od: 202001
endor: 241 A A Remit P O BOX 41 Addr) CARLISLE A	ND M FLYING SERVICE, INC. Inv #: 12345 .8 PO #: test .8 PO #: test .8 Date: 02/28/2	0	
why:	Needed Information Payment Method: 2 ACH	Amt: Amt: Due:	483.0 0.0 483.0
Acct Descript	ACH Payment Number: To Be Assigned Date:	nt P	age I Balance
201101 RECEIVED		08	0.00

- viii. Then you'll have one last chance to change your entries. Just hit enter to complete the payment.
- c. Entering an A/P invoice that is different than the RNI amount (eg. the Receiver amount):
 - i. Sometimes there will be discrepancies between the invoice received from the vendor and the amount of the Receiver in RNI.
 - 1. If the vendor is in error, then you wait for a corrected invoice.
 - 2. If it was an error on the part of the employee entering the receiver, there are two scenarios:
 - a. Reverse the Receiver. If the errors on the original receiver were significant wrong in terms of dollar amounts or quantity, then reversing is often the only option. PO-6 lets you create a reversing receiver from the original receiver. "Receive and update" this reversing receiver and then create a new receiver that is done correctly. Double-check that the reversing receiver is an exact reverse of the original. If it was been a while since the receiver was updated, it is not always advisable to reverse a receiver as this may cause average cost issues for the items on the receiver.
 - b. Correct the issues by entering the invoice in AP-1 and manually correctly any problems with items on the Receiver. This is the best option for small variances in the dollar amount. Here's how to handle the difference in the RNI total & the Invoice:

Enter the Invoice with the RNI entry as shown above. But in this case, you will have dollars leftover from the difference. It is almost always advisable to use the full RNI amount and booked the discrepancy to a Cost of Goods sold account or a purchase variance account.

ENTER NEW A/P INVOICES	/P Type: REGU			Period: 202001
Vendor: 72765 K & K VETERINARY (Remit P O BOX 1090 Addr) TONTITOWN AR 72770-1090 Why:	SUPPLY, INC.	Inv # PO # Date Due Disc	: 1234567 : : 03/01/20 : 03/16/20 Amt : Amt Total Due	2,170.00 0.00 2,170.00
				Page 1
Acct Description	Receiver	Site	Amount	Balance
201101 RECEIVED NOT INVOICED	00100000	1	2,168.79	1.21
570000 PURCHASE VARIANCES	n/a	1	1.21	0.00
Accept Invoice? ('P'=Accept Inv	oice & Pay No	v): 🍸		

After completing this AP entry, you might need to adjust the value of the item(s) from the Receiver. This can be done in IC-1 (please consult DDS personnel for instructions, if needed).

Paying A/P invoice that are not from a Receiver

- 1. Run AP-1 as above.
- 2. Enter the applicable information as above
- In the entry table, you simply enter the G/L accounts applicable to the invoice (eg. Cell Phone expense) as shown here. Notice that you can expense the invoice to multiple accounts and/or sites as desired. Do not type R (as above) but simply enter the C/L account on each line;

	a (evode	ut simply en	iter the G/L acco	unt on each line:
ENTER NEW A/P INVOICES	A/P Type: REC	GULAR	Pe	riod: 202001
	Bank Acct: CO	BANK CHECK	ING	
Vendor: 217 VERIZON WIRELE	SS	Inv #:	98765	
(Remit P.O. BOX 660108		PO #:		
Addr) DALLAS TX 75266-0108		Date:	03/01/20	
		Due:	03/31/20 Amt:	500.00
		Disc:	Amt:	0.00
Why:			Total Due:	500.00
				Page 1
Acct Description	Receiver	Site	Amount	Balance
	and the second sec	-		
526000 TELEPHONE EXPENSE	n/a	1	300.00	200.00
526000 TELEPHONE EXPENSE	n/a	2	200.00	0.00
Account Thylogico2 ('D'-Account 1	puoico & paul			
Accept involce? (P =Accept]	nvoice & Pay r	NOW): Y		

4. Refer to the instructions above for your options for completing the invoice entry.