

# Accounts Payable Invoice Matching

## Overview

The Accounts Payable matching in **Counterpoint**<sup>®</sup> has been updated to allow matching of invoices, received through EDI or entered manually, to Purchase Order receipts and product received through Rush Receiving along with the ability to match a single invoice to multiple receipts.

Additional reporting has also been added for review of invoices or receipts that are not matched.

## Processing

### Accounts Payable Parameters

A new date has been added to the Accounts Payable parameters to limit the invoices listed in the matching screen at startup, ignoring invoices prior to the Match Date.

The Invoice Adjustment allows for inclusion of a default percentage or amount in the transaction entry to be included in the distribution amount and allocated to a separate G/L Account.

The Invoice Matching process uses is the Threshold Data where invoices that have a price difference less than the threshold will have the variance amount posted to the **A/P Invoice Price Variance** GL Account indicated in the branches Purchasing Parameters as described later.

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# Override Codes

A new database for Override Codes has been added to allow users to bypass the matching process, however these overrides are logged and can be reported on and require a PIN # to be used.

The new option to maintain these codes is **Accounts Payable à Data Maintenance à Override Codes**. The Add, Change and Delete options are available for the 2 character code and 30 character description.

Whenever an invoice for a Vendor which is setup for invoice matching is not matched a PIN # will be required and an Override Code will be required. The reason for this is to allow reporting of unmatched invoices.

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# Invoice Adjustment Codes

Transaction Adjustment Codes are used to apply a default adjustment amount to an A/P Transaction for a Vendor.

The menu option to setup these codes is **Accounts Payable à Data Maintenance à Transaction Adjustment Codes**. The Add, Change and Delete options are available for a single character code, 20 character description, adjustment type %age or \$ amount, rate or amount and GL Account to post the adjustment to.

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These codes can be applied as a default to the Vendor or can be entered manually during the Accounts Payable transaction input

# Vendor Maintenance

Changes have been made to the Vendor Maintenance screen so the Vendor can be flagged as a Vendor which requires matching and a default transaction adjustment code.

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This field must be populated with “Y” to invoke the matching process when processing Accounts Payable Invoices.

The Adjustment code will be applied to all A/P Transactions for the Vendor by default but could be removed during the transaction entry if needed.

# Supplier Maintenance

As there can be many Purchasing Suppliers setup for a single Accounts Payable Vendor a new field has been added to the Supplier Maintenance screen to identify the Accounts Payable Vendor number. This can be a Canadian or US Vendor

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# Purchasing Parameters

A new GL Account entry has been added to the purchasing parameters for use with price variances between purchase receipts and accounts payable invoices. Amount variances within the allowable threshold will be posted to this account.

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# Accounts Payable Transaction Input

Vendors setup with a default Transaction Adjustment code will have the code and rate displayed when the transaction is entered.

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- Changes to the Adjustment Code or value must be made from the “Chg Header?” prompt

For Vendors setup to require invoice matching, after the GL Distribution amounts are entered:

- If the invoice number and amount are a match to the amounts received the invoice will be automatically matched and no further selection will be required.
- If the invoice amount does not match the received amount the amount will have to be matched to the outstanding list of received orders.
- The listing of goods received is in Date order, oldest to newest.  
imageThe Allocate value must balance to the invoice amount entered or be within the threshold value to complete the entry without requiring an Override Code and PIN
- If the Available amount for each receiving matches the amount Allocated then the screen will return to the transaction input when complete.
- If the Allocate Amount does not match the invoice amount but is within the threshold the distribution of the A/P Transaction will be adjusted to reflect the price variance
- Enter O or R to search by P(O) # or (R)eference. This will list the transactions ascending by the selection with the closest match at the top.
  - In the screen above a PO # search for 609759 was used. Please note that there have been multiple receivings for this purchase order.
  - The default display order when the match screen is opened uses the date from oldest to newest.  
image
- If the Allocate value entered does not match to the Available amount for the receiving the individual lines from the receiving will be displayed and the amount to be paid will be distributed by line as per the screen below.  
image

## Select EDI Invoices for Payment

The EDI invoices to process will be selected from the list of EDI invoices received. When the selection is complete and Create Transaction Batch is selected:

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- If the invoices selected are a match to the value of the goods received the entries will be automatically flagged as matched and will return to select another Vendor for EDI invoices after the transaction batch is created.
- If the invoice amount does not match the received amount the amount will have to be matched to the outstanding list of received orders.
- If the EDI invoice information, invoice #, packing slip or po number, the invoice will have to be matched to the outstanding list of received orders.
- If multiple invoices have been selected the match screen will only be displayed for those invoices which require matching, not those that are an exact match.
  - Invoices within the threshold percentage will require matching the same as in transaction input.

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- If the Allocate value entered does not match to the Available amount for the receiving and is outside the threshold amount the individual lines from the receiving will be displayed and the amount to be paid will be distributed by line as per the screen below.
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## Foreign Currency Rush Receiving Match

Adding an Adjustment Code for Foreign Currencies, coded to the GL Foreign Exchange account number, will assist in the matching of goods received through Rush Receiving from foreign suppliers allowing the transaction to be fully match through the transaction input screen.

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Adding the Adjustment code to the transaction then updating the amount to match the receipt and Vendor invoice. Using the Adjustment value to increase the distribution amount by the currency exchange value.

## Manual Matching

Menu option **Accounts Payable à Transaction Processing à Manual PO Match** is used to manually match invoices where an override was initially used or a price discrepancy exist between the vendor invoice and received value.

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The Receipt PO number is used to recall a receipt of goods and the items to match are selected to match to the vendor invoice.

## Invoice Match Override Clear

Menu option **Accounts Payable à Transaction Processing à Invoice Match Override Clear** is used to manually clear invoice match overrides where no further action is to be taken and a manual G/L Journal entry will be used to make the necessary adjustments.

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A Vendor number can be entered to view a single vendors invoices or the field can be left blank to view all invoices overrides.

Enter a "Y" to select the invoices to be cleared.

The total selected to be cleared will be displayed at the to of the screen

When complete a PIN number and Override Code will be required to exit.

## Reporting

### Available Purch. For Payment

Menu option **Accounts Payable à Reporting à Status Reports à Available Purch for Payment** or **Accounts Payable à Transaction Processing à Available Purch for Payment**

This report is to list product receiving's that have not been fully paid.

Report has been modified to include:

- An extract file for import to excel
- core and levy values in available costs
- the Supplier Vendor in the selection criteria
- receipt date

After the closing the Report Viewer window the option to open the extract with excel will be displayed

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The extract file to import into excel manually is Z:\html\ap1\APAVAILLS.csv

### Invoice Match Overrides

Menu option **Accounts Payable à Reporting à Status Reports à Invoice Match Overrides** or **Accounts Payable à Transaction Processing à Invoice Match Overrides**

Report to list all invoices that where an Override was used to complete the invoice process

This will create both a report and extract for import to excel.

After the closing the Report Viewer window the option to open the extract with excel will be displayed

Click on the Close Window to return to the menu

The extract file for import to excel is Z:\html\ap1\APLOGRP.csv

Vendor	Vendor Name	Invoice	Invoice Reference		Invoice Date	Federal Tax Amount	Invoice Amount	Amount to Distribute	Reason	User	Pin
001320	BALDWIN FILTERS INC.	23425684	2023-01-23	0	1075.8	1183.38	Force Pay Invoice	amslogin	3		
001320	BALDWIN FILTERS INC.	23468406	2023-02-10		0	1368.36	1505.2	Invoice Not Paid	amslogin	698	
001340	DAYTON PARTS	12345	0	0	0	Invoice Not Paid	amslogin	698			
001340	DAYTON PARTS	123456	2023-05-01		19.05	400	0	Force Pay Invoice	amslogin	698	

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