

SOP: MULTI-GRV INVOICES

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AIMS

- To produce a multi-GRV invoice based on an original GRV, vendor return document or purchase order.
- To produce a multi-GRV invoice that is not based on any preceding document – see the end of this document.

Note: To produce a vendor invoice, see the Vendor Invoices SOP.

Note: Standard Operating Procedures should be used as guidelines for customers (and their consultants) to develop their own operating procedures. As you will note, the following procedures are very specific and customers are strongly advised not to use them without.

RECORDING MULTI-GRV INVOICES BASED ON DOCUMENTS

SETUPS

- Define financial parameters for vendors in the Financial Parameters for Vendors form.

WORKING ASSUMPTION

- GRVs, vendor returns and/or purchase orders have been recorded in the system.

PROCEDURE

STAGE ONE: PREPARING A MULTI-GRV INVOICE BASED ON AN ORIGINAL DOCUMENT

1. Open the Multi-GRV Invoices form.
2. In the Vendor Number column, select the desired vendor.
3. In the Date column, specify the desired invoice date.
4. In the Invoice Number column, record the number of the vendor's invoice.
5. A temporary Internal Invoice number (with the prefix T) is filled in automatically, and the Debit/Credit column is flagged with a D. Change this to C for a credit memo.

Note: When the invoice is finalized, a final internal invoice number is generated which replaces the temporary number.

6. By default, the journal entry's transaction date will be the invoice date. To change this, click the Payment Info tab and specify the desired Transaction Date.
7. In the Payment Info tab, the Payment Date column automatically displays the payment deadline for this invoice, calculated on the basis of the invoice date and the payment terms defined for this vendor. If you want to change the payment terms for this vendor solely for this specific invoice, do one of the following:
 - Change the date manually in the Payment Date column, or
 - Enter the Invoice – Add'l Details sub-level form and select the desired terms in the Payment Terms Code column, or
 - Enter the Payment Installments sub-level form and define payment in terms of installments (breakdown into portions of the total invoice amount).
8. In the upper-level form, click the References tab and record any comments regarding the invoice in the Details column.
9. If the invoice is based on a single GRV or return document, select the relevant document in the Document Number column.
10. If the invoice is based on several GRVs:
 - Enter the GRV's for Invoice sub-level form.
 - Select a separate GRV on each line in the Document column.
11. If the invoice is based on several vendor returns:
 - Enter the Return Documents for Invoice sub-level form.
 - Select a separate return document on each line in the Document column.
12. To base a multi-GRV invoice on both a GRV and a vendor return, select the relevant GRV in the GRV's for Invoice sub-level form, and the relevant return document in the Return Documents for Invoice sub-level form. The Invoice Items sub-level form will display credit lines due to the GRV and debit lines due to the vendor return.
13. If the vendor invoice was received before the purchased goods, and you want to base the invoice on the original purchase order:
 - To base the invoice on a single purchase order, specify its number in the Order Number column in the References tab.
 - To base the invoice on several purchase orders, or on lines from within several different purchase orders, enter the Choose Order Items sub-level form, which displays the lines from all open purchase orders recorded for the current vendor. Flag the Choose Item column to include an item in the invoice.
14. Enter the Invoice Items sub-level form, which automatically displays the lines from the GRVs, return documents and/or purchase orders selected for this invoice.
15. In the Inv. Quantity column, the quantity of each item appears automatically, as recorded in the GRV. You can change this value manually if it differs from that recorded in the vendor's invoice.
16. In the Unit Price column, the price of each item appears automatically, as recorded in the GRV or vendor return. You can change it manually.

Note: If the PurchDocPrice constant is not set at 1, the price may be taken from a different source.

17. In the % Item Discount column, the vendor discount for each item appears automatically, as recorded in the GRV. You can change it manually. Note: If the PurchDocPrice constant is not set at 1, the discount may be taken from a different source.
18. If you changed the unit price or discount, you can document the reason for doing so in the next sub-level Invoice Item – Remarks.
19. If there is any kind of problem with the invoice, you can change its Status to "Checking". This status prevents all users from deleting the pending invoice, or making a payment against it.
20. Return to the upper-level form and select Finalize Invoice/Memo from the list of Direct Activations. Alternatively, you can leave the invoice pending and finalize a batch of them simultaneously (see below). In this case, change the invoice Status from "Draft".

STAGE TWO: FINALIZING PENDING MULTI-GRV INVOICES

1. Run the Finalize Multi-GRV Invoices program.
2. In the query form that opens, retrieve the pending invoices that you want to finalize. You can retrieve all the pending invoices, or according to date, customer, etc.
3. Close the form.
4. Click OK on the Continue Execution message.
5. If a problem is encountered finalizing an invoice, you will receive a message referring you to the errors report. To view errors, run the Finalize Multi-GRV Inv's-Errors report.
6. To finalize a single multi-GRV invoice, retrieve the invoice in the Multi-GRV Invoices form and select Finalize Multi-GRV Invoices from the list of Direct Activations.

STAGE THREE: PRINTING A BATCH OF MULTI-GRV INVOICES

1. Run the Print Multi-GRV Inv/Credit Memo program.
2. To define a batch of invoices to print, press F6 in the Invoice/Memo Number column.
3. The Multi-GRV Invoices form opens. Press F11 and retrieve the invoices that you want to print.

4. Close the form.
5. Define the sort method for the printouts.
6. Select the desired print format.
7. In the Print dialogue box, specify the number of copies and the appropriate printer. Click OK.

STAGE FOUR: DELETING MULTI-GRV INVOICES

1. To delete a batch of *pending* multi-GRV invoices:
 - Run the Delete Pending Multi-GRV Inv's program.
 - In the query form that opens, retrieve the pending invoices that you want to delete. You can retrieve all the pending invoices, or according to date, customer, etc.
 - Close the form.
 - Click OK on the Continue Execution message.
2. To cancel a *final* multi-GRV invoice, retrieve the invoice in the Multi-GRV Invoices form and select Cancel Document (Original Date) or Cancel Document for Date (indicating the date in question) from the list of Direct Activations.

RESULTS

- At the end of the process, journal entries are created automatically against the finalized invoices prepared by the system.
- GRVs and return documents for which invoices were prepared are flagged as Billed or Credited, respectively.
- The final invoice will appear in the Choose list when vendor payments are made.
- If you canceled a final invoice, it is flagged in the Canceled column, and a cancellation journal entry is posted against it.

RECORDING A SINGLE MULTI-GRV INVOICE NOT BASED ON A DOCUMENT

AIM

- To produce a multi-GRV invoice that is not based on any preceding document.

SETUPS

- Define financial parameters for vendors in the Financial Parameters for Vendors form.

PROCEDURE

PREPARING THE MULTI-GRV INVOICE

1. Open the Multi-GRV Invoices form.
2. In the Vendor Number column, select the desired vendor.
3. In the Date column, specify the desired invoice date.
4. In the Invoice Number column, record the number of the vendor's invoice.
5. By default, the journal entry's transaction date will be the invoice date. To change this, click the Payment Info tab and specify the desired Transaction Date.
6. In the Payment Info tab, the Payment Date column automatically displays the payment deadline for this invoice, calculated on the basis of the invoice date and the payment terms for this vendor. If you want to change the payment terms defined for this vendor solely for this specific invoice, do one of the following:
 - Change the date manually in the Payment Date column, or
 - Enter the Invoice – Add'l Details sub-level form, and select the desired terms in the Payment Terms Code column, or *Cat.No. LB10000452 5 Ver.1 – Sep. 14,'10*
 - Enter the Payment Installments sub-level form and define payment in terms of installments (breakdown into portions of the total invoice amount).
7. In the upper-level form, click the References tab and record any comments regarding the invoice in the Details column.
8. Enter the Invoice Items sub-level form. Fill in the Part Number, Inv. Quantity and Unit Price columns, as well as any other columns you require.
9. If there is any kind of problem with the invoice, you can change its Status to "Checking". This status prevents all users from deleting the pending invoice, or making a payment against it.
10. To delete a pending multi-GRV invoice, select Delete Pending Invoice/Memo from the list of Direct Activations.
11. To finalize and/or print the invoice, select Finalize Invoice/Memo or Finalize & Print Invoice from the list of Direct Activations. If you choose the former option, select Print Vendor Invoice from the list of Direct Activations to print or view the invoice, or to send it via e-mail.
12. To cancel a final multi-GRV invoice, select Cancel Document (Original Date) or Cancel Document for Date (indicating the date in question) from the list of Direct Activations.

RESULTS

- At the end of the process, a journal entry is created automatically against the finalized invoice.
- If you canceled the final invoice, it is flagged in the Canceled column, and a cancellation journal entry is posted against it.