Invoice Reconciliation
Reference Guide
Version 24.x
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Overview and Summary

In order to use the Invoice Reconciliation Entry frame, there must be a valid M5 purchase order created (it can be a system generated purchase order or the manual receipt which only references a purchase order number). Any purchase order that you wish to reconcile must have been received. Multiple purchase orders can be on one invoice number and vendor combination. Even if the user did enter an invoice number erroneously on a manual PO by using Part Receive, this invoice number can be overridden on this frame.

- Open the Invoice Reconciliation Entry frame.

- Enter the invoice number in the Invoice No field. This is not a validated field, but it is a mandatory field.

- Enter a valid vendor number in the Vendor No field or select the LOV. If this is a new invoice and vendor combination, a pop-up will display asking if you would like to create a new one.

- Enter the date of the invoice in the Invoice Date field. You can backdate.

- If this is for a part reconciliation, select the dropdown for the Type to select "Part Invoice."

- Under the PO Information tab, proceed to enter any purchase orders that need to be reconciled by the entered vendor and invoice. Notice the PO.

- Cost will be 0. After line items are entered in the Details tab, the cost will populate accordingly.

- Batch is for the user to enter a batch number for interface purposes. It is not validated.

- After all related POs are entered, select the diskette to save your changes. Notice that the status is now "Unassigned." Select the SAVE button.

- Now to tell M5 which PO lines you want to reconcile, select the Details tab. Notice that each line from each of the PO's (for parts) entered now displays. Select the Assigned column for each line item to be reconciled. Notice that you do not have to select all rows. You can create a new invoice reconciliation record for the remaining line items, if needed. This can happen with parts that have been placed on backorder. The vendor may invoice for those parts received and send another invoice after the remaining part order is filled.

  - If this is a fuel transaction, the "Details" will display the Tank and Product Number.

- Make any adjustments to the unit cost to reflect the actual cost from the invoice, if needed. Updating the cost will automatically update the PO Cost on the PO Information tab. Select the diskette to save your changes.

- To reconcile the invoice, return to the PO Information tab and select the Reconcile button on top of the menu tool bar.

- After the invoice is reconciled, the Invoice Status is "RECONCILED."

In the case of stock parts, if the unit cost is revised and there are currently parts on-hand, the average cost will be updated using the following formula:

(part_inv_loc.qty_on_hand*part_inv_loc.calc_unit_do) + (part_jnl*adjustment_amt)

pat_inv_loc.qty_on_hand

There are three Misc fields on the Detail tab that allow for miscellaneous fees such as taxes, freight, etc. This is up to the user as to which field contains which miscellaneous charges. These charges will be added at time of reconciliation and then averaged among the reconciled line items. These charges will be captured in part_jnl.orther_tot_cost.

If the part is stock and has been reconciled, a part journal transaction of ADJPRC will be made and the adjustment will be averaged over the quantity of parts on hand at the location. For each stock part receipt transaction where the cost was revised and if it has a zero on-hand location balance, the price difference goes into the RAV. The RAV will then be added to the location average after the part has been received. Nothing about this process changes the value of the parts already issued.

For each non-stock part receipt transaction where the cost was revised, an adjustment will be made against the indirect account and it can be seen on Part Journal.

The invoice cannot be reconciled until the Invoice Total equals the PO Total. After completed and saved, the invoice can now be reconciled by selecting the Reconcile icon on the menu toolbar to the left of the Help icon.

The Invoice Total now reflects the additional miscellaneous charges.

After an invoice has been reconciled, it can be changed until the time it is sent to an interface (payables_sent_dt is not null). If, for any reason a mistake was made, the user can un-reconcile by selecting the last icon on the toolbar and make any necessary changes. If the invoice is un-reconciled, the average cost on the Part Location Manager returns to the value it was before the reconciliation.

Updates

Release	Section	Description
23.2	All sections	Applied miscellaneous writing style updates throughout the document.