# Power of the Post Vendor Bill Variances Page

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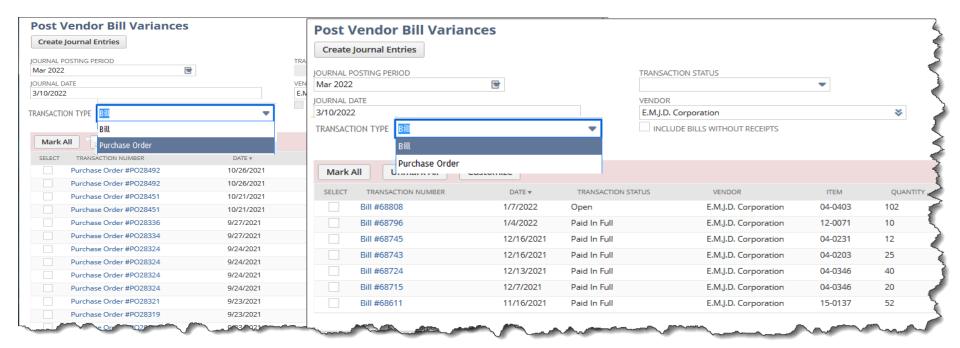




RMNSUG - March 16, 2022

## Post Vendor Bill Variances Page

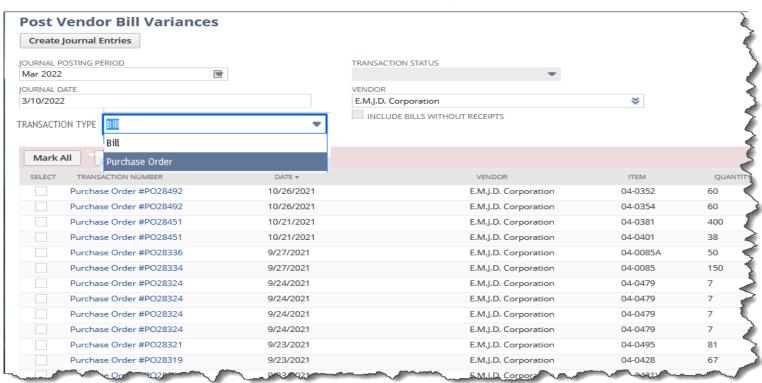
#### Transactions > Payables > Post Vendor Bill Variances



#### A Netsuite page/feature that:

- Identifies any quantity/pricing/exchange rate variances between item receipts and bills
- Provides a list of transactions that need to be investigated for correction or write-off
- Provides ability to auto create JE for getting rid of those small \$

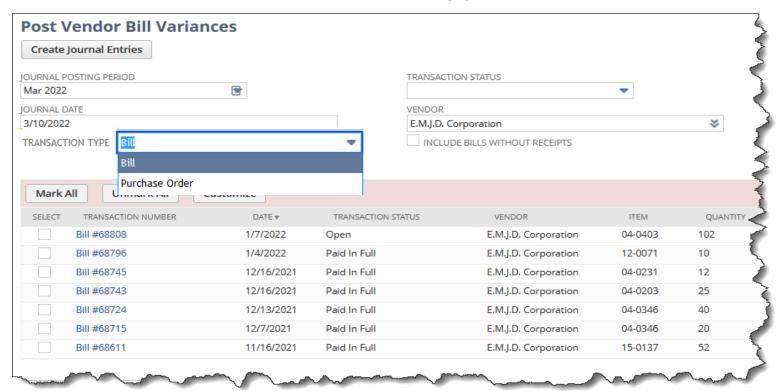
# Post Vendor Bill Variances Page Transaction Type = PO



- Choose Purchase Order to show closed purchase order lines with a variance
- Identifies those POs with variances between the <u>total</u> of all item receipts compared to the <u>total</u> of all items billed

NOTE: The line item on the PO <u>must</u> be fully received and billed OR the line item must be closed to display here

## Post Vendor Bill Variances Page Transaction Type = Bill



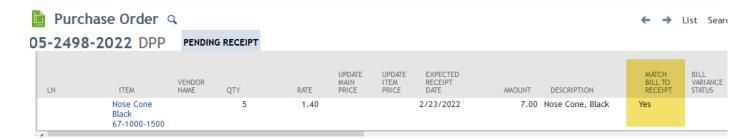
- Choose Bill to show only vendor bills that have the Match Bill To Receipt box checked on the related PO
- Identifies those vendor bills with variances between each Bill and it's associated Item Receipt(s)
- if you bill in advance of receipt then you will need to go back to the bill and add the item receipt; therefore it is recommended that you do a **Vendor Prepayments instead of billing in advance of receipt**

## So Where is the Match Bill to Receipt Checkbox?

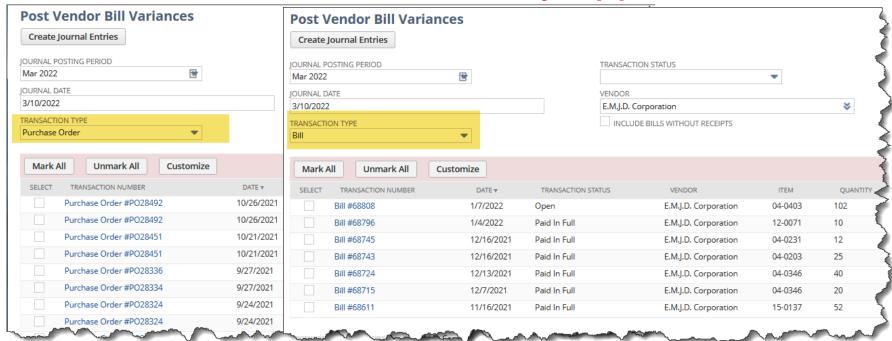
If Match Bill to Receipt is checked in the item record then it carries over to all POs where you can uncheck it

Inventory Item Q Nose Cone Black ♣ Actions ▼ StickyNotes ▼ New: Drop file **Primary Information** INTERNAL ID 261 VENDOR NAME/CODE PRIMARY PURCHASE UNIT ITEM NAME/NUMBER Nose Cone Black ITEM IS INACTIVE PRIMARY SALE UNIT DISPLAY NAME/CODE 67-1000-1500 IMAGE FOR ITEMS UNITS TYPE SUBITEM OF Replacement Part REPLACEMENT PARTS PRIMARY STOCK UNIT Item/Cost Detail PURCHASE PRICE 1.40 STOCK DESCRIPTION TRACK LANDED COST 🗸 DROP SHIP ITEM PURCHASE DESCRIPTION Nose Cone, Black COPY FROM SALES ORDER SPECIAL ORDER ITEM COSTING METHOD Average COST ESTIMATE TYPE Average Cost MATCH BILL TO RECEIPT 🗸 TOTAL VALUE 391.17

If Match Bill to
Receipt is not
checked in the
item record it can
still be checked on
the PO lines



# Post Vendor Bill Variances Page Now What – Once They Appear?

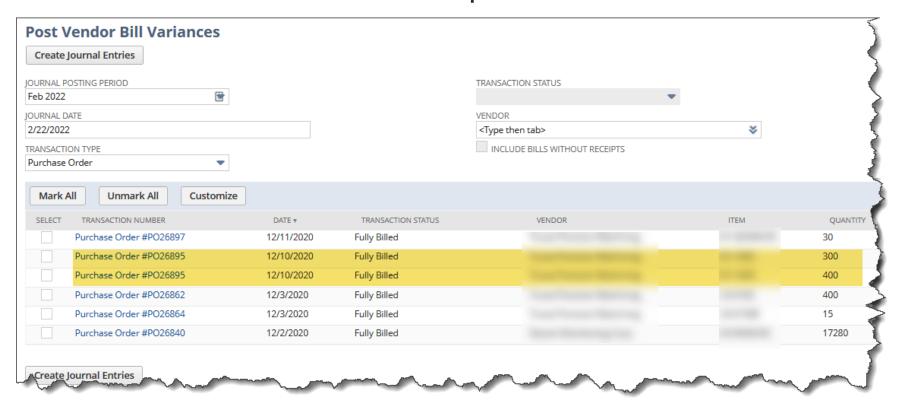


Need to decide if it should really be written off or corrections made

Investigate...

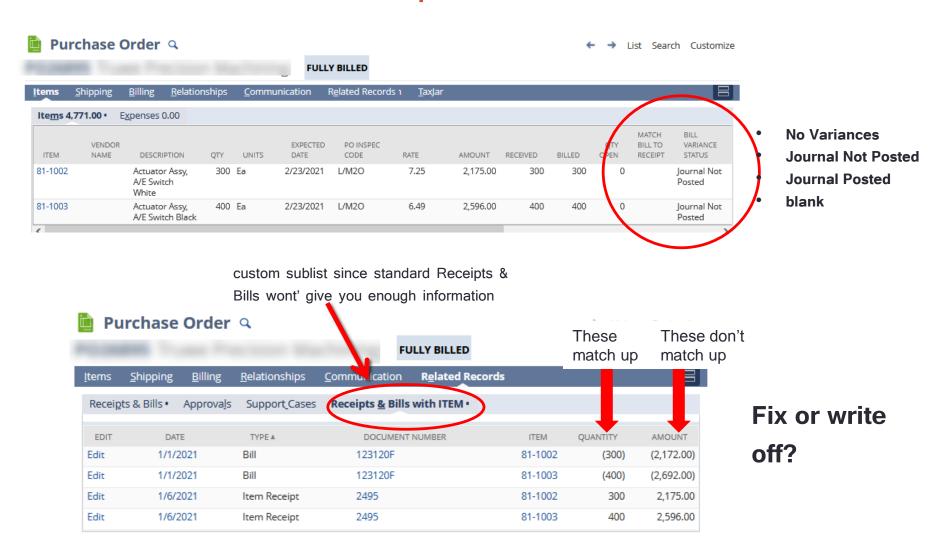
## The Investigation Begins ...

## Match Bill To Receipt Unchecked



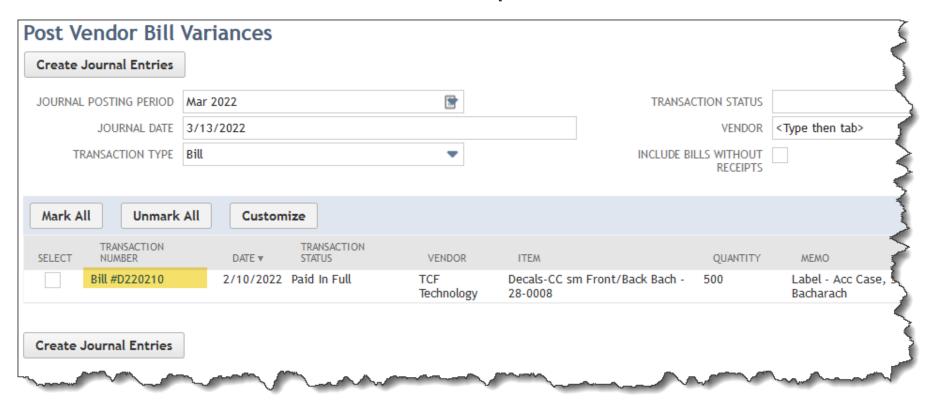
**Click on the Transaction Number (PO)** 

## Look at Item Receipts and Bills from the PO



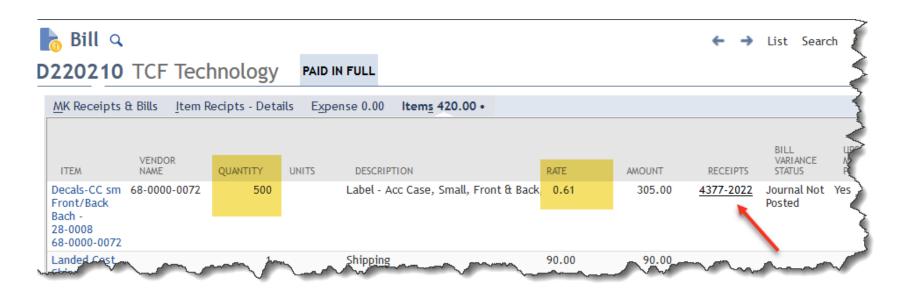
# The Investigation Begins ...

## Match Bill to Receipt Checked



**Click on the Transaction Number (Bill)** 

## Look at the Item Receipts for the Bill



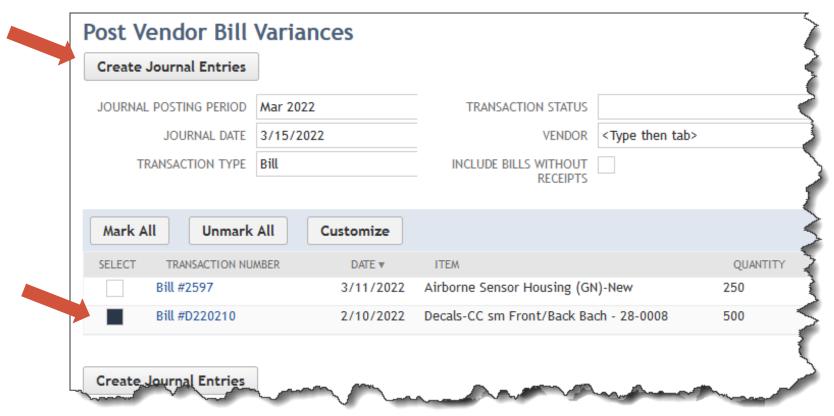


#### 4377-2022 TCF Technology

		0.					
#	ITEM	VENDOR NAME	DELIVERY DATE	LOCATION	QUANTITY	RATE	
1	Decals-CC sm Front/Back Bach - 28-0008	68-0000-0072		RAD	503	0.61	
<							

Fix or write off?

# Post Vendor Bill Variances Page How to Write it Off



- 1. Click on checkbox next to the one you want to write off
- Press the Create Journal Entries button

Note: One JE is created for ALL the lines you select

## Write it off

### example: ordered and paid for 500 labels but received 503

#### Inventory Received Not Billed Register

Date	Number	Payee		Increase	Decrease
	Туре	Account	Memo		
12/14/2021	D211214	TCF Technology			\$345.00
Edit	Bill	2000 - Accounts Payable	Label - Acc Case, Large, Front, Bacharach		
1/11/2022	4346-2022	TCF Technology		\$347.07	
Edit	Item Receipt	- Split -	receipt date RAD - decals to ship to BACH		

#### **Inventory Received Not Billed Register**

Date	Number	Payee			Decrease
	Туре	Account	Memo		
12/14/2021	D211214	TCF Technology			\$345.0
Edit	Bill	2000 - Accounts Payable	Label - Acc Case, Large, Front, Bacharach		
1/11/2022	4346-2022	TCF Technology		\$347.0	07
Edit	Item Receipt	- Split -	receipt date RAD - decals to ship to BACH		
1/18/2022	5090-22				\$2.0
Edit	Journal	5000-871 - Cost of Goods Sold : Bill Quantity Variance	Total Bill Variance		



This JE was created from the Post Vendor Bill Variance page

# Post Vendor Bill Variance Page Which Option to Choose

#### **Purchase Order**

- Only option if using non-inventory, other charge, or service items
- More challenging analysis
- Need to create a saved search or custom sublist to help with analysis
- Need to create a saved search to find open line items on POs that should be closed
- Normally pay in advance of receipt
- Usually receive all items on the PO line in the same accounting period

#### **Match Bill to Receipt**

- Easier analysis
- A bit more time consuming setup
- No saved searches required
- Occasionally pay in advance
- May receive overages for which you won't be billed
- May receive less quantity for which you won't be billed
- Receive partials with bills that span accounting periods

# Setup

- Advanced Receiving must be enabled it allows you to receive orders separately from Bills.
- To do auto creation of Journals
  - Create a COGS account for each variance you want to track:
    - Bill Price Variance variance associated with price difference between the item receipt and the vendor bill
    - Bill Quantity Variance variance associated with quantity difference between the item receipt and the vendor bill
  - Global setting set the default account(s) for all new items can be one-to-one or just one for all
    - Setup > Accounting > Accounting Preferences > Items/Transactions tab
    - Default Bill Quantity Variance Account = use account from above
    - Default Bill Price Variance Account = use account from above
  - Mass update by item type to update existing items to the defaults you just set up in the prior step
- If using Match Bill to Receipt
  - CSV export/import to update existing Item records
  - Create a simple workflow to check the Match Bill to Receipt field on new items
- If not using Match Bill to Receipt
  - For non-inventory, service, or other charge items you need to create a simple workflow to check the Generate Accruals checkbox (a CSV import will work but will need to do them every time you add a new item of this type)
  - For item types above modify the Item form to expose the variance accounts under the Accounting tab
  - Modify the PO form to include the sublist column field BILL VARIANCE STATUS
  - · Create a search to display all receipts and bills from a PO and also make it a custom sublist
  - · Create a search to display open POs that should be closed so they appear on the Post Vendor Bill Variances page
- Train users on this features and steps to fix problems identified by the Post Vendor Bill Variances page



If we don't have time now then ask during the Open Forum at the end of the meeting or email me at **mkomninos@plantscan.com**