

Rocky Mountain NetSuite User Group Meeting

Procure to Pay (P2P)

March 15, 2023

Presented by:

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About the Presenter and Presentation

About the Presenter:

- Director of Operations & NetSuite Administrator at PlantScan Corp – a manufacturer and distributor of ultrasonic leak detectors in the B2B marketplace
- Working with NetSuite since 2002
- Board member of the RMNSUG
- P2P process experience: At PlantScan and as a part-time consultant for several companies focused on business process engineering, reengineering and implementation; written approval workflows for clients

Regarding the Presentation:

- First time we are presenting on the P2P process, so would really appreciate feedback through the evaluation form on what you liked and what changes you'd like to see in the future renditions
- Using screen captures instead of a live NS instance because response time in the demo environment is unpredictable and there have been several incidents lately where NetSuite environments have been unavailable
- Recording and PowerPoint should be posted within a week to 10 days

Regarding Questions:

- Enter your questions in the chat window for board (BOD) members and you members to respond to, as I know there are some of you attending that are just as experienced as I am with P2P
- I will take breaks between a few of the major sections to address quick questions that haven't been addressed in the chat window. I may ask that you hold off until then end or address them off-line if they are more time consuming. I will ask that the BOD members bring these to my attention.
- At the end we hope to have time for Q&A where we can open it up to all of you to ask questions directly

Safe Harbor Statement

The following is intended to provide information on the Procure to Pay (P2P) process. Although every effort has been made to confirm the accuracy of the information based on the presenter's experience with NetSuite, research, and testing, there may be errors. It is intended to share and summarize the presenter's experience of key information as it pertains to the P2P process. Over time some of this information may change, so if viewing in the future it may not be the same as what is shared today.

Or as they say in Latin "Caveat Emptor" – Let the Buyer Beware

Agenda

- Terminology
- Records/Transactions Involved in Standard P2P Flow
- Anatomy of a Purchase Order
- Procure to Pay (P2P) Walk Through
- Break Time
- Related Records, Fields, and Tabs
- Drop Ship Purchase Order
- Drop Ship and Special Order PO from a Sales Order
- Vendor Returns and Bill Credit Walk Through
- Vendor Prepayments
- Blanket Purchase Order Options
- Key Reports
- P2P Approval Options
- Advanced Procurement Module

NetSuite Terminology



- **Entity** – **Vendor**, Customer, Contact, **Employee**, Lead, Prospect, Project, Partner,...
- **Vendor** – Company/individual that provides goods or services to your company
- **Items** – Physical or non-physical (Inventory, Assembly, Non-inventory, Service, Other Charge, Description, Discount ...)
- **Expenses** – Company costs that go directly to an account in the Chart of Accounts (COA) in lieu of using an item that goes indirectly to an account in the COA
- **Purchase Order (PO)** – A transaction for a vendor to provide items, materials or services to your company. In NetSuite, you can create POs for expenses as well as items. POs are non-posting and do not impact your ledger accounts.
- **Item Receipt** – A transaction that tracks receipt of items (from a purchase order). May be kept in inventory or not. This step may or may not occur for your business.
- **Bill** – A transaction that is an invoice FROM a vendor for goods or services
- **Invoice** – A transaction that is a bill you send TO a customer for goods or services
- **Sublist**– a list of records that you see when a list appears on a record/transaction subtab

Records/Transactions Involved

Help: Vendors, Purchasing, and Receiving

▣ Vendors, Purchasing, and Receiving

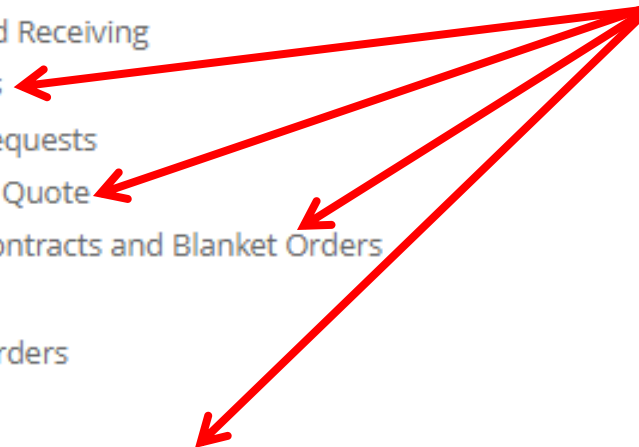
▣ Vendors

- + Vendor Records
- + Vendor Bills
- + Vendor Payments
- + Vendor Prepayments
- + Vendor Returns
- + Vendor Credits

▣ Purchasing and Receiving

- + Requisitions
- + Purchase Requests
- + Request for Quote
- + Purchase Contracts and Blanket Orders
- + Purchasing
- + Receiving Orders
- + Expenses
- + Procurement Dashboard
- + Purchases Workbooks

Advanced
Procurement
Module



Anatomy of a PO



Purchase Order PO546 **Frees Electronics** PENDING BILLING/PARTIALLY RECEIVED

[Edit](#) [Back](#) [Receive](#) [Bill](#) [Authorize Return](#) [Enter Prepayment](#) [Close](#) [Actions](#)

Primary Information

Vendor: [Frees Electronics](#) Memo recommend
Employee: [Margie Komninos](#) Subsidiary: [United States](#)
Receive By: [Margie Komninos](#) Location: [US-1](#)
Date: [2/11/2023](#)
PO #: [PO546](#)

Summary

Total: **3,055.00**

Items **Billing** **Relationships** **Communication** **Related Records** **System Information** **Custom** **Approver List** **EET** **Tools** **Demo Reference** **Payout**

Expenses 10.00 • Items 3,045.00 •

Item	Vendor Name	Received	Billed	Quantity	Units	Expected Receipt Date	Description	Rate	Amount	Options	Bill Variance Status	Closed	Customer Receipt
INV iPad Pro 12.9 inch - 128 GB	Apple	3	4	5	Ea	2/11/2023	iPad Pro 12.9 inch - 128	600.00	3,000.00			<input type="checkbox"/>	
Non-inventory can be received no accruals		1	1	1		3/11/2023	Non-inventory item tha	10.00	10.00				
Non-inventory can be received yes accruals		1	1	1		4/1/2023	Non-inventory item tha	15.00	15.00		Journal Not Posted		
Non-inventory cannot be received							Non-inventory item tha	20.00	20.00				

Expenses 10.00 • Items 3,045.00 •

Category	Account	Amount	Memo	Department	Class	Location
	7350	10.00	glue			US-1
	Operating Expenses :					
	Supplies Expense					

Sublist

If set up expense categories could have just typed the category name

Expenses on POs

Side Note

Setup > accounting > accounting preferences > Order Management tab

Accounting Preferences

General Items/Transactions Order Management Time & Expenses Approval Rules

Purchasing

Allow Expenses on Purchases ☒

Allow Purchase of Assembly Items ☒

Default Location for Purchase Orders Aspen

* Maximum Purchase Lines to Consolidate 200

Allow Default Email for Purchase Orders using Approval Routing ☐ Not Allowed

From the Employee Center Role



Purchase Request

Save

Cancel

Copy Previous

Actions

Primary Information

Receive By

Items

Relationships

Communication

Custom

Tax Reporting

Spain SII Rep

Expenses 0.00

Items 0.00

Category *

Amount * Memo

Mileage-pickup/delivery

Supplies

Travel

Other (rental parking)

Setup > accounting > Expense Categories

Expense Categories

Edit	Internal ID	Name	Expense Account
Edit	3	Mileage-pickup/delivery	Vehicles : Gas & Oil
Edit	4	Supplies	Office : Supplies Expense
Edit	5	Travel	Travel and Entertainment : Travel and Conventions - 100% deduct

Expense Category

Name Supplies

Description

Expense Account 6200-500 Supplies Expense

Personal Corporate Card Expense ☐

This is the only way for a expense to be selected coming from the Employee Center since the Employee Center does not have access to the underlying COA

Anatomy of a PO

Receipts & Bills



Purchase Order

Customize

PO546 **Frees Electronics** **PENDING BILLING/PARTIALLY RECEIVED**

Edit

Back

Receive

Bill

Authorize Return

Enter Prepayment

Close

Actions

Primary Information

Vendor
Frees Electronics

Employee
Margie Komninos

Receive By

Memo
recommend to enter a memo

Approval Status
Approved

Subsidiary
United States - West

Items

Billing

Relationships

Communication

Related Records

System Information

Custom

Approver List

EET

Details

De

Receipts & Bills

Approvals

Transformations

Support Cases

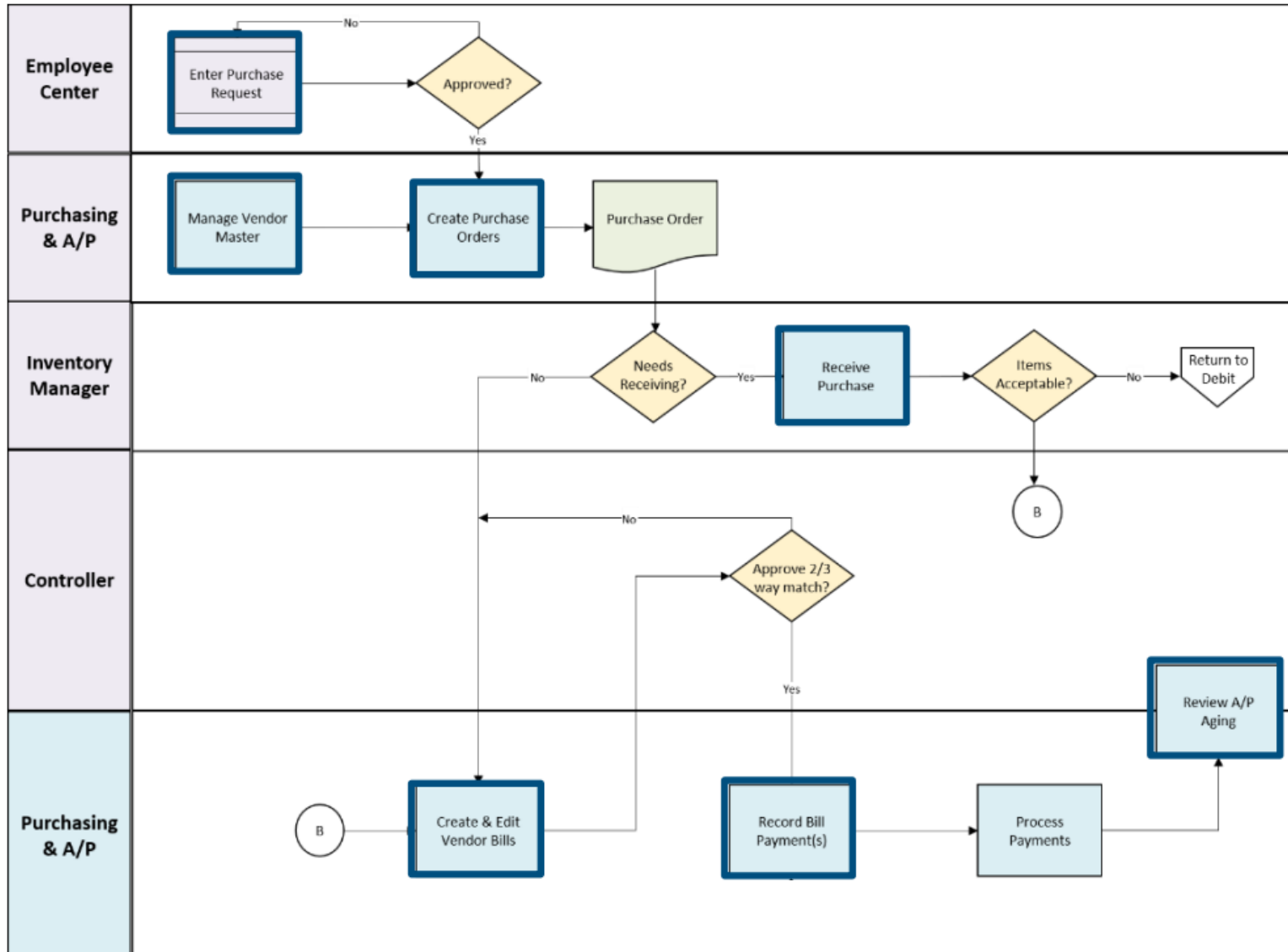
Print

Show Files from Selected Line Item

Date	Type	Number	Status	Link Type	Amount
2/11/2023	Item Receipt	IR444		Receipt/Fulfillment	
2/21/2023	Bill	2321	Pending Approval	Order Bill/Invoice	2,439.00

Sublist

P2P Process Flow



Purchase to Pay Process Overview



Transactions

Purchase Order



Item Receipt

(increments inventory if stocked)



Vendor Bill



Payment

P2P Process starting point options:

- Purchase Request from Employee Center
- Purchase Requisition from Employee Center or full user seat internally (addt'l module)
- Export from Vendor and import CSV file into NetSuite
- Purchasing SuiteApp
- Purchase Order
- Sales Order
- Order Items page (addt'l module)
- Work Order (addt'l module)

Text in red = related to inventory transactions

Purchase to Pay Process Overview

Directly From Vendor Bill



Transactions

Vendor Bill



(increments inventory if stocked)



Payment

Text in red = related to inventory transactions

Reminders Portlet



Home Viewing: Portlet date settings Personalize

Reminders

- 0 Bills to Approve
- 23 Purchase Orders to Bill
- 0 Purchase Requests to Approve
- 4 Vendor Return Authorizations to Refund
- 74 Bills to Pay
- 1 Purchase Order to Print
- 0 Vendor Return Authorizations to Approve
- 1 Vendor Return Authorization to Return

Set Up Remove

Select reminders

Type Standard Search

Click or Drag to Add

- Allocation Schedules due
- Amortization Entries pending
- Assemblies to Build
- Calls that are overdue
- Calls to complete
- Campaigns to Email
- Campaigns to Print
- Cases to respond to
- Checks to Print
- Credit Cards to Approve
- Credit Memos to Print

Current Selections (Drag to reorder)

Headline

Other

- × Bills to Approve
- × Bills to Pay
- × Purchase Orders to Bill
- × Purchase Orders to Print
- × Purchase Requests to Approve
- × Vendor Return Authorizations to Approve
- × Vendor Return Authorizations to Refund
- × Vendor Return Authorizations to Return
- × Orders to Receive

Recommend to create saved searches specific to your company needs and use them as reminders

Roles need appropriate approval permissions to access some reminders

Purchasing and Receiving Preferences



Accounting > Accounting Preferences > Order Management tab

Accounting Preferences

General Items/Transactions **Order Management** Time & Expenses

Purchasing

Allow Expenses on Purchases ☒

Allow Purchase of Assembly Items ☒

Default Location for Purchase Orders Aspen

★ Maximum Purchase Lines to Consolidate 200

Allow Default Email on Purchase Orders using Suiteflow Approval Routing Do Not Allow

Receiving

Bill in Advance of Receipt ☐

Allow Overage on Item Receipts ☒

Default Receiving Exchange Rate Use Order Exchange Rate

Use Purchase Order Rate on Bills ☐

Landed Cost Allocation per Line ☐

Bill in Advance of Vendor Bills ☐

Setup > Company > Enable Features > Transactions tab

Enable Features

Company Accounting Tax **Transactions** Items & Inventory Employees CRM Analytics

Shipping & Receiving

Advanced Receiving ☒

Gives your receiving and accounting departments separate processes for receiving and billing purchase orders.

Multiple Shipping Routes ☐

- Checking Advanced Receiving gives your receiving and accounting departments separate steps for receiving and entering the vendor bills.
- Provides the ability to receive items before entering the bill.
- If not enabled then there will be a receive button on the PO and when you click receive it will open up the Vendor Bill

Items in this P2P Walk Through



Inventory Item

Standard Inventory Item

INV_iPad Pro 12.9 inch - 128 GB

Edit

Back

Actions

Primary Information

Item Name/Number
INV_iPad Pro 12.9 inch - 128 GB
Subitem of

Segmentation

Department
Sales
Class
Class D

Non-inventory Item for Purchase

Non-inventory can be received yes accruals

Edit

Back

Convert to Inventory

Actions

Primary Information

Item Name/Number
Non-inventory can be received yes accruals
Display Name/Code

Primary Units Type
Primary Purchase

Amortization / Amortization

Matrix

Web Store

Related Records

Comm

Preferences

System Info

☒ Can be Fulfilled/Received

☐ Offer Support

☒ Generate Accruals

Recommend that if you want to be able to identify discrepancies between your PO/Item Receipt quantities & rates and the associated Bills that you check **Generate Accruals**

Notes:

- Can be Fulfilled/Received – if checked then will display on the item receipt. Once checked and added to a transaction it cannot be unchecked.
- Generate Accruals – requires that ‘Can be Fulfilled/Received’ be checked. If checked can modify the item receipt rate. Posts an accrual to the GL. Can be unchecked and checked anytime.

P2P Process



Our Starting Point – Pending Approval State

PO546 Frees Electronics **PENDING SUPERVISOR APPROVAL**

[Edit](#) [Back](#) [Get Predictions](#) [Approve](#) [Reject](#) [Print](#) [Add](#) [Actions](#)

Primary Information

Vendor Frees Electronics	Memo
Employee Margie Komminos	Approval Status Pending Approval
Receive By	
Date 2/11/2023	Location US-1
PO # PO546	
Requestor Margie Komminos	

Summary

Total	3,045.00
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Items **Billing** **Relationships** **Communication** **Related Records** **System Information** **Custom** **Approver List** **EET** **France Tax Reporting** **Bill Distribution Details**

Expenses 0.00 Items 3,045.00 •

Item	Vendor Name	Received	Billed	Quantity	Units	Expected Receipt Date	Description	Rate	Amount	Options
INV_iPad Pro 12.9 inch - 128 GB	Apple	0	0	5	Ea	2/11/2023	iPad Pro 12.9 inch - 128 GB	600.00	3,000.00	
Non-inventory can be received yes accruals		0	0	1		4/1/2023	Non-inventory item that can be received/fulfilled and accruals is checked	15.00	15.00	

- No Receive button since not approved
- If you are the approver then you can click the Approve or Reject button you could change that status from Pending Approval to Approved, if there was a workflow on this PO

P2P Process

Step 1-2 –Approve/Notify Vendor



Purchase Order **PO546** **Frees Electronics** **APPROVED BY SUPERVISOR/PENDING RECEIPT**

Actions

- New
- Make Copy
- Email**
- Show Activity
- Go To Register
- GL Impact

Summary

Total 3,045.00

Primary Information

Vendor: Frees Electronics
Employee: Margie Komninos
Receive By:
Date: 2/11/2023

Items **Billing** **Relationships** **Communication** **Related Records** **System Information** **Custom** **Approver List** **EET** **Frage Tax Reporting** **Bill Distribution Details** **Der**

Expenses 0.00 Items 3,045.00

Messages • **Activities** **Files** **User_Notes**

☐ To Be Printed
☐ To Be E-mailed nmorgan@freeselectronics.com

Email **Attach** **Letter** **PDF** **Fax** **R**

#	View	Date	Author
1	View	2/11/2023 2:20 pm	Margie Kom

Items **Billing** **Relationships** **Communication** **Related Records** **System Inform**

Messages • **Activities** **Files** **User_Notes**

Email **Attach** **Letter** **PDF** **Fax** **Refresh** **View History** **Custo**

#	View	Date	Author	Primary Recipient
No records to show.				

It's now been approved – how do you notify the vendor?

P2P Process

Step 2 - Email the Vendor



Email Message - Google Chrome

tstdrv2690388.app.netsuite.com/app/crm/common/crmmessage.nl?transaction=45062&entity=518...

Merge & Send Cancel Preview

For more information on how replies to this email message can be received and saved, click [here](#).

Recipients Message Attachments

Template Category
- All -

Template
Standard Transaction Email Template + Update

Subject *
\${companyInformation.companyName}: \${transaction@title} #\${trans.

☐ Request Read Receipt

Field Type Insert Field
Transaction <Type then tab>

Message

Source [Icons] [Rich Text Editor]

Styles | Format | Font | Size | [Text Formatting Icons]

Please open the attached file to view your \${transaction@title}. To view the attachment, you first need the free Adobe Acrobat Reader. If you don't have it yet, visit Adobe's Web site <http://www.adobe.com/products/acrobat/readstep.html> to download it.

Merge & Send Cancel Preview

accruals

4/1/2023	Non-inventory item that can be received/fulfilled and accruals is	15.00	15.00	Journal Not
----------	-------------------------------------------------------------------	-------	-------	-------------

Preview - Google Chrome

about:blank

Subject
RMNSUG GB Demo: Purchase Order #PO546

Message
Please open the attached file to view your Purchase Order. To view the attachment, you first need the free Adobe Acrobat Reader. If you don't have it yet, visit Adobe's Web site <http://www.adobe.com/products/acrobat/readstep.html> to download it.

Purchase Order PO546 Frees Electronics PENDING RECEIPT

Edit Back Receive Bill [Icons] Actions

Primary Information

Vendor
Frees Electronics

Employee
Marge Komminos

Receive By

New
Make Copy
Email
Show Activity
Go To Register
GL Impact

Can set global default to use the popup email template and not automatically send email when you click the email button

- Go to Setup > Company > Email Preferences and check Use Popup for Main Transaction Email Button



P2P Process

Step 3 – Item Receipt



Reminders Portlet links to Receive Orders page

Reminders

0 Bills to Approve

73 Bills to Pay

67 Purchase Orders to Bill

1 Purchase Order to Print

4 Vendor Return Authorizations to Receive

45 Orders to Receive

Receive Orders

Submit

Mark All

Unmark All

Vendor

- All -

Posting Period

Mar 2023

Customize

Receive	Process	Transaction Type	Item Fulfillment	Date	PO #	Vendor Name	Bill To	Memo	Order Total	Currency	Target Subsidiary
<input type="checkbox"/>	Receive	Purchase Order		1/13/2023	PO87	Atlas US (Canada)	2800 Rincon Road San Francisco CA		500.00	US Dollar	United States
<input type="checkbox"/>	Receive	Purchase Order		1/5/2023							
<input type="checkbox"/>	Receive	Purchase Order		1/5/2023							

OR from the packing slip (with changes noted) bring up the PO by typing in the global search field and click on the Receive button

Purchase Order **PO546** **Frees Electronics** **APPROVED BY SUPERVISOR/PENDING RECEIPT**

Receive **Bill** **Enter Prepayment** **Close** **Actions**

Primary Information

Vendor: Frees Electronics
Employee: Marge Kammonds
Receiver By:
Date: 2/11/2023
PO #: PO546
Requestor: Marge Kammonds

Memo:
Approval Status: Approved
Subsidiary: United States - West
Location: US-1

Summary
Total: 3,045.00

Items **Billing** **Relationships** **Communication** **Related Records** **System Information** **Custom** **Approval List** **ET** **Franchise Tax Reporting** **INB Distribution Details** **Doc**

Expenses 0.00 Items 3,045.00

Item	Vendor Name	Received	Billed	Quantity	Unit	Expected Receipt Date	Description	Rate	Amount	Options	Check
Apple iPad Pro 12.9 inch - 128 GB	Apple	0	0	5	Ea	2/11/2023	iPad Pro 12.9 inch - 128 GB	600.00	3,000.00		Sale
Non-inventory item that can be received/fulfilled and accruals is checked		0	0	1		4/1/2023		15.00	15.00		

P2P Process

Step 3 - Enter Item Receipt



Item Receipt

To Be Generated

Save & Bill
Cancel

Primary Information

CUSTOM FORM *
FF PRM - Item Receipt

VENDOR
Frees Electronics

DATE *
2/11/2023

REFERENCE #
To Be Generated

SUBSIDIARY
United States - West

POSTING PERIOD
Feb 2023

Memo
Recommend entering Memo

Segmentation

TO LOCATION
US-1

Transaction Information

CREATED FROM
Purchase Order #PO545

Items & Expenses
Relationships
Communication
System Information
EFT
Approver List
Demo Reference
Payout

Items • Expense

Mark All
Unmark All

RECEIVE	ITEM	RATE	CURRENCY	ON HAND	TO LOCATION	REMAINING	QUANTITY	UNITS
<input checked="" type="checkbox"/>	INV iPad Pro 12.9 inch - 128 GB	600.00	US Dollar	186	US-1	5	3	Ea
<input checked="" type="checkbox"/>	Non-inventory can be received yes accruals	15.00	US Dollar	0	US-1	1	1	

On PO

INV iPad Pro 12.9 inch - 128 GB	5	600.00
Non-inventory can be received yes accruals	1	15.00

P2P Process

Step 4 – Vendor Bill



Reminders

0 Bills to Approve

67 Purchase Orders to Bill

0 Purchase Requests to Approve

4 Vendor Return Authorizations to

0 Purchase Requisitions to Approve

5 Orders to Receive

73 Bills to Pay

Bill Purchase Order

Submit

Mark All

Unmark All

Vendor

- All -

Customize

Bill	Date	PO #	Vendor Name	Order Total	Currency	Status
<input checked="" type="checkbox"/>	12/1/2021	PO03	Frees Electronics	885.00	US Dollar	Pending Bill
<input type="checkbox"/>	1/1/2022	PO04	Frees Electronics	1,500.00	US Dollar	Pending Bill



Purchase Order

PO03 Frees Electronics

APPROVED BY SUPERVISOR/PENDING BILL

Edit

Back

Bill

Authorize Return

Close



Actions

Primary Information

PO #

PO03

Subsidiary

United States - West

Currency

US Dollar

Items

Billing

Shipping

Relationships

Communication

Related Records

Expense 0.00 Items 885.00

Item

Vendor Name

Description

Department

Class

NIN_Dell

23"

Dell 23" UltraSharp Monitor

Operations

Class A

UltraSharp

Reminders Portlet links to Bill Purchase Orders page

OR from the PO by typing in the global search field and click on the Bill button

P2P Process

Step 4 - Enter Vendor Bill



Bill

2321 **Frees Electronics** **OPEN**

Edit **Back** **Credit** **Authorize Return** **Make Payment** **Actions**

Primary Information

Transaction Number 514	Exchange Rate 1.00	Due Date 3/13/2023
Reference No. 2321	Disc. Amt. 40.02	Bill Total 2,000.00
Vendor Frees Electronics	Disc. Date 2/21/2023	<input type="checkbox"/> Payment Hold

Expenses and Items **Billing** **Relationships** **Communication** **Related Records** **System Information** **Custom** **FFT** **App. Repo**

Expense 0.00 Items 1,991.00 •

Add Multiple **Clear All Lines** **Show Files from Selected Line Item**

Item	Quantity	Ordered/Recv'd	Rate	Received rate	Amount
INV_Ipad Pro 12.9 inch - 128 GB	4	5 3 1 1	600.00	600 15	2,400.00
Non-inventory can be received yes accruals	1		13.00		13.00

Not part of the form. Displayed here to remind you of the original quantity and rate on the PO

P2P Process



Step 5 – Analyze PO to Identify & Fix Problems

Purchase Order PO546 Frees Electronics PENDING BILLING/PARTIALLY RECEIVED

Buttons: Edit, Back, Receive, Bill, Authorize Return, Enter Prepayment, **Close**

Primary Information

Vendor: Frees Electronics
Employee: Margie Komninos
Memo: recommend to enter a memo
Approval Status: Approved

Summary
Total: 3,045.00

Items | Billing | Relationships | Communication | Related Records | System Information | Custom | Details | Demo Reference | Payout

Exchange rate: 1.00

Expenses 0.00 | Items 3,045.00 •

Item	Vendor Name	Received	Billed	Quantity	Units	Expected Receipt Date	Rate	Amount	Options	Bill Variance Status	Closed	Custom
INV_iPad Pro 12.9 inch - 128 GB	Apple	3	4	5	Ea	2/11/2023	600.00	3,000.00				
Non-inventory can be received yes accruals		1	1	1		4/1/2023	15.00	15.00		Journal Not Posted		

Bill rate
600.13

- Recommend adding **Bill Variance Status** field to the Purchase Order which identifies items where there is a mismatch between quantity or pricing between item receipts and bills
- if over received or under received and will NOT be received/billed for the open amount then close the PO or individual line items
- Closing PO using the Close button closes ALL open line items under it

P2P Process



Step 5 – Analyze PO to Identify & Fix Problems

Purchase Order

PO546 **Frees Electronics** **CLOSED**

Edit **Back** **Actions** ▾

Primary Information

Vendor Frees Electronics	Memo recommend	Summary Total 3,045.00
Employee Mergie Komminos	Approval Status Approved	

Items **Billing** **Relationships** **Communication** **Related Records** **System Information** **Custom** **Tags** **Demo Reference** **Payout**

Exchange rate
1.00

Expenses 0.00 Items 3,045.00 •

Item	Vendor Name	Received	Billed	Quantity	Units	Expected Receipt Date	Rate	Amount	Options	Bill Variance Status	Closed	Customer	Billable	Match Bill To
INV_iPad Pro 12.9 inch • 128 GB	Apple	3	4	5	Ea	2/11/2023	600.00	3,000.00		Journal Not Posted	Yes			
Non-inventory can be received yes accruals		1	1	1		4/1/2023	15.00	15.00		Journal Not Posted				

Post Vendor Bill Variance Page



Post Vendor Bill Variances More ▾

Create Journal Entries

Journal Posting Period
Feb 2023 ▾

Journal Date
2/24/2023

Transaction Status
▾

Vendor
<Type then tab> ▾

Transaction Type
Purchase Order ▾

Mark All **Unmark All** **Customize**

Select	Transaction Number	Date	Transaction Status	Vendor	Item	Quantity
<input type="checkbox"/>	Purchase Order #PO546	2/11/2023	Closed	Frees Electronics	Non-inventory can be received yes accruals	1
<input type="checkbox"/>	Purchase Order #PO546	2/11/2023	Closed	Frees Electronics	INV_iPad Pro 12.9 inch - 128 GB	5

From here you can see what line items on POs have been identified as having some kind of discrepancy between the item receipts and the vendor bills

For details on how to use this feature go to www.rmnsug.org and in the Posts tab search enter “Matching Bills to Receipts and POs” to see a presentation on this feature

Custom Sublist Displays Discrepancies



Edit	Date ▼	Type	Document Number	Item	Quantity	Amount
Edit	3/3/2023	Item Receipt	4572-2023	Die : PSX Foam Die	1	210.00
Edit	3/3/2023	Bill		Die : PSX Foam Die	-2	-430.00
	Total				-1.0	-220.00

Also recommend to create a custom sublist that shows each and every item receipt and bill with the quantities and amounts which are summed and display the discrepancies.

For details on how to create a custom sublist go to www.rmnsug.org and in the Posts subtab search enter “Custom Sublists” to see a Tip & Trick presented on this subject

P2P Process

Step 6 - Pay Vendor Bills



Reminders

0 Bills to Approve

67 Purchase Orders to Bill

0 Purchase Requests to Approve

4 Vendor Return Authorizations to Refund

0 Purchase Requisitions to Approve

73 Bills to Pay

1 Purchase Order to Print

0 Vendor Return Authorizations to Approve

1 Bill Payments

Save Cancel Actions

Primary Information

A/P Account

2110 Payables : A/P Trade

Account

1000 Cash

Balance

-66,115.00

Date *

2/11/2023

Posting Period

Feb 2023

Amount

0.00

Subsidiary

United States - West

Start Date

1/5/2023

End Date

3/15/2023

To Be Printed

Use Bill-to Address from Vendor

<input type="checkbox"/>	Date Due A	Type	ID	Vendor	Ref No.	Original Amount	Amount Due	Disc. Date	Disc. Avail.	Disc. Taken
<input type="checkbox"/>	1/5/2023	Bill		Micro Shop		750.00	750.00	12/15/2022	15.00	
<input type="checkbox"/>	1/11/2023	Bill		Micro Shop	CP1	11,250.00	11,250.00	12/21/2022	225.00	
<input type="checkbox"/>	1/12/2023	Bill		Micro Shop		750.00	750.00	12/22/2022	15.00	
<input type="checkbox"/>	1/15/2023	Bill		GEIFARM	VB_SVBAmAlloc	3,500.00	3,500.00	12/25/2022	70.00	
<input type="checkbox"/>	1/17/2023	Bill		Micro Shop	CSR 02	2,396.00	2,396.00	12/28/2022	47.92	
<input type="checkbox"/>	1/26/2023	Bill		ACOM Business Solutions		6,000.00	6,000.00			
<input type="checkbox"/>	1/27/2023	Bill		Cables R Us	B5590	3,200.00	3,200.00			
<input type="checkbox"/>	2/6/2023	Bill		Apple Store	123-2023	8,400.00	4,400.00			
<input type="checkbox"/>	3/13/2023	Bill		Frees Electronics	2321	1,989.00	1,989.00	2/21/2023	39.78	39.78
<input type="checkbox"/>		Bill Credit		Core4Solutions	10	-135.00	-135.00			

Can pay vendor bills:

- From Pay Bills page - checkboxes
- From Purchase Order - Bill button
- From Bill - Make Payment button
- From Vendor - Make Payment button
- Pay Single Vendor page

Can select one or multiple bills to pay and will consolidate into 1 payment



Important Fields on Related Records

- Employee Record



- Vendor Record



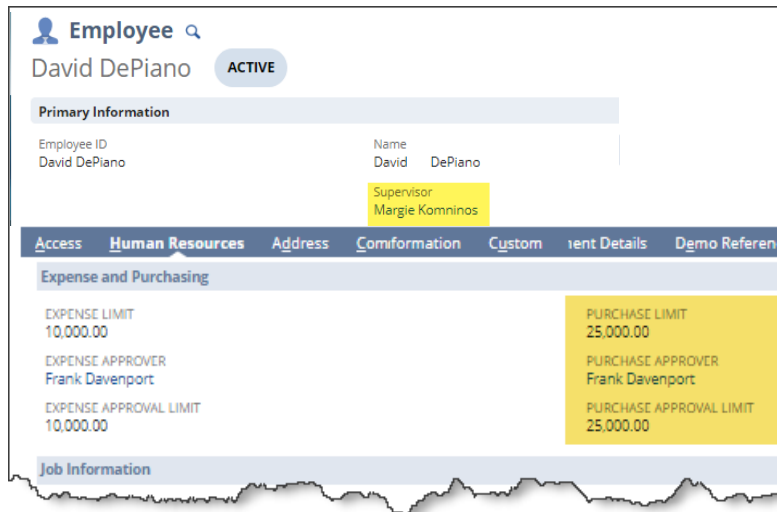
- Item Record




Employee Record

Enables Approvals without Workflows

Lists > Employees



Employee 

David DePiano **ACTIVE**

Primary Information

Employee ID David DePiano	Name David DePiano
Supervisor Margie Komninos	

Access **Human Resources** **Address** **Confirmation** **Custom** **Sent Details** **Demo Reference**

Expense and Purchasing

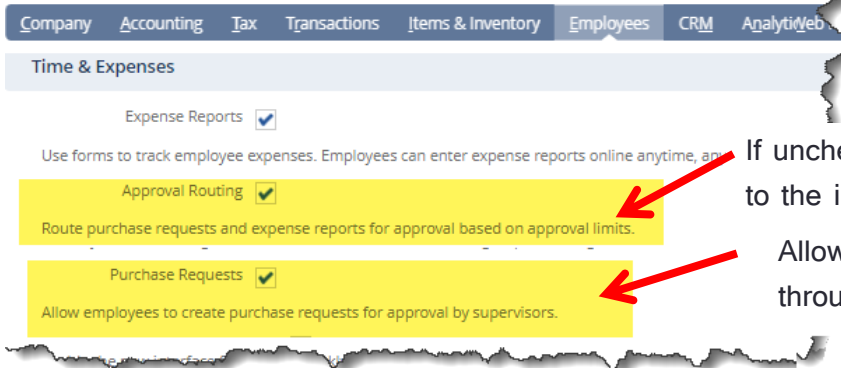
EXPENSE LIMIT 10,000.00	PURCHASE LIMIT 25,000.00
EXPENSE APPROVER Frank Davenport	PURCHASE APPROVER Frank Davenport
EXPENSE APPROVAL LIMIT 10,000.00	PURCHASE APPROVAL LIMIT 25,000.00

Job Information

- **ONLY for Purchase Requests from the Employee Center**
- Set limits to what that employee can purchase (or approve for other employees)
- If Purchase Approver is left blank then the supervisor is the approver
- The approval requests are routed to supervisor/approver via email – also a reminder available to display the requests

Setup > Company > Enable Features > Employees tab

Enable Features



Company **Accounting** **Tax** **Transactions** **Items & Inventory** **Employees** **CRM** **Analytics**

Time & Expenses

Expense Reports ☒

Use forms to track employee expenses. Employees can enter expense reports online anytime, anywhere.

Approval Routing ☒

Route purchase requests and expense reports for approval based on approval limits.

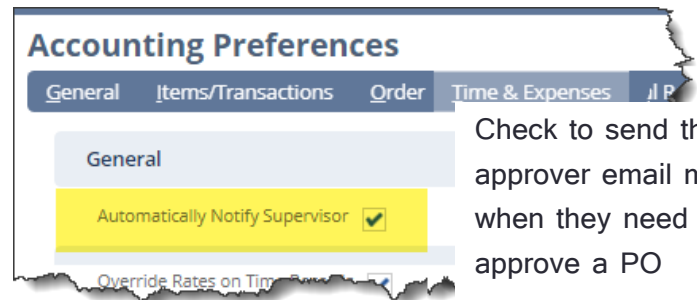
Purchase Requests ☒

Allow employees to create purchase requests for approval by supervisors.

If unchecked these transactions are routed only to the immediate supervisor

Allows employees to enter purchase requests through the Employee Center

Setup > Accounting > Accounting Preferences



Accounting Preferences

General **Items/Transactions** **Order** **Time & Expenses** **All Preferences**

General

Automatically Notify Supervisor ☒

Override Rates on Time ☐

Check to send the approver email messages when they need to approve a PO

Vendor Record



Lists > Relationships > Vendors

Vendor

Apple Store

Save **Save & Edit** **View** **Cancel** **Make Pay** **Actions**

Primary Information

Custom Form *
Standard Vendor Form

Vendor ID *
Apple Store ☒ Auto

Type
☒ Company
☐ Individual

Company Name *
Apple Store

Web Address
http://www.apple.com

Category
Supplies

Comments

Email | Phone | Address

Email
sales@apple.com

Phone
(650) 572-9000

Alt. Phone

Fax

Address
Sales Manager
Apple Store
60 31st Ave
San Mateo CA
United States

Subsidiaries Relationships Communication Address Financial Preferences Sy Access Skills & Expertise Time Tracking Bank Pa

Account Information

Legal Name
Apple Store

Account
GBDemo

Default Expense Account
2340 Other Accrued E... : Accrued Purchases +

Default Payables Account
2110 Payables : A/P Trade +

Default Vendor Payment Account
2190 Credit Card

Primary Currency *
US Dollar

Terms
Net 30

Credit Limit
(USD)

- This allows NS to automatically display the method of payment when you pay a vendor bill
- May need to customize vendor form to add to financial tab

Vendor Record View Transactions



Vendor

Digi-Key

[Edit](#) [Back](#) [Make Payment](#) [Actions](#) | [StickyNotes](#) New:

Vendor ID Digi-Key
Type Company
Address Digi-Key
701 Brooks Ave. South
Thief River Falls MN 56701-0677 [Map](#)

General Info Address Financial Access Workflow Time Tracking

Company Name Digi-Key E-Mail Michael.Nelson@digikkey.com Web Address <http://sales.digikkey.com>

Transactions • [Messages](#) • [Items](#) • [Contacts](#) • [User Notes](#) • [System Notes](#) • [Files](#)

* View Billing Status Type

[New Purchase Order](#) [New Bill](#) [Customize View](#)

Edit	Date ▼	Type	Document Number	Memo
Edit	6/29/2022	Item Receipt	4463-2022	receipt date AEM - Digikey parts
Edit	6/24/2022	Bill	87943944	448UB3104BDN Second Batch 2022
Edit	6/24/2022	Bill Payment		Digikey inv.87943944 6-24-22
Edit	6/19/2022	Bill Payment		Digikey R&D parts 90443207 6-19-22
Edit	6/18/2022	Bill	90443207	Digikey R&D parts
Edit	6/8/2022	Item Receipt	4449-2022	receipt date AEM - SG part
Edit	6/7/2022	Bill Payment	digikkey inv.90127217 6-7-2022	digikkey inv.90127217 6-7-2022
Edit	6/6/2022	Bill	90127217	SG part
Edit	6/5/2022	Purchase Order	05-2550-2022	Web ID 330134225

Normally have to go to Financial tab and scroll down to Transactions tab

Recommend modifying form and bringing it to the top level since this is used frequently

Vendor Record

Items Subtab



Vendor

Delltronics

[Edit](#) [Back](#) [Make Payment](#) [Actions](#) [StickyNotes](#) [New](#)

Vendor ID Delltronics
Type Company
Address Delltronics, Inc.
3620 South Huron Street
Englewood CO 80110 [Map](#)

[Contacts](#) • [Activities](#) • [User Notes](#) • [System Notes](#) • [Messages](#) • [Transactions](#) • **[Items](#)**

View [Vendor Items](#)

[Import Price List...](#) [Customize View](#)

Edit	Name ▼	Purchase Description	Vendor Price
Edit	RM MP : Tube PSX	Tube, PSX-Case	30.50
Edit	RM MP : Rear Cap PSX	Rear Cap, PSX, Rev C	26.60
Edit	RM MP : Front Panel, MX Case (GN)	Front Panel, MX Case (1 Port)	6.95
Edit	RM MP : Front Panel PSn	Front Panel PSn	10.75
Edit	RM MP : Front Panel Laser Port	front panel laser port	10.50

Shows Items that can be sold by this vendor. The view can be customized.

By default it is under **Financial > Items subtab**

sublist

Tied to the Item records. The Items show here because they are listed under the Vendors subtab in the items record.

Vendor Record Messages Subtab



Vendor

Digi-Key

[Edit](#) [Back](#) [Make Payment](#) [Actions](#) | [StickyNotes](#) New:

Vendor ID Digi-Key Vendor is |
Type Company Enable Online

[General](#) [Info](#) [Address](#) [Financial](#) [Access](#) [Workflow](#) [Time Tracking](#)

[Contacts](#) • [Activities](#) [User Notes](#) • [System Notes](#) • **[Messages](#)** • [Transactions](#) • [Files](#) [Campaigns](#)

View [Default](#)

[Email](#) [Attach](#) [Letter](#) [PDF](#) [Fax](#) [Refresh](#) [View History](#) [Customize View](#)

Vendor emails confirmation of receipt, price, delivery

email PO to vendor

#	View	Date	Author	Primary Recipient	Subject	Type	Files	Attachments
1	View	11/6/2015 9:24 am	Digi-Key	Margery A Komninos	RE: Radiaulics: Purchase Order #05-1982-2015 Blue Cases	Email	Yes	4706_001.pdf
2	View	11/5/2015 11:24 am	Margery A Komninos	Digi-Key	Radiaulics: Purchase Order #05-1983-2015 black cases	Email	Yes	
3	View	11/5/2015 11:21 am	Margery A Komninos	Digi-Key	Radiaulics: Purchase Order #05-1982-2015 Blue Cases	Email	Yes	
4	View	9/17/2013 8:54 pm	Margery A Komninos	nicksent@plantscan.com	PlantScan: Purchase Order #05-1760-2013	Email	No	
5	View	3/1/2013 11:05 am	Margery A Komninos	Digi-Key	PlantScan: Purchase Order #05-1711-2013	Email	Yes	

Recommend that you email POs to vendors and request confirmation of receipt by replying to email which is auto captured back into the vendor record

Note: the message also appears on the PO messages subtab

Vendor Record Make Payment



Vendor 🔍 🏠

Apple Store

Save ▾ **Save & Edit** **View** **Cancel** **Make Payment** + ▾ **Actions** ▾

Primary Information

Custom Form *
Standard Vendor Form

Vendor ID *
Apple Store

Type
☒ Company

Company Name

Bill Payment 🔍

Save ▾ **Cancel** **Actions** ▾

☐ To ACH

Primary Information

A/P Account
2110 Payables : A/P Trade ▾ + 📄

Apply **Payee Address** **Relationships** **Communication** **List**

Select Item

Mark All **Unmark All** **Customize**

Apply	Date Due ▲	Type	Ref No.	Orig. Amt.	Amt. Due	Currency	Disc. Date
<input type="checkbox"/>	12/7/2022	Bill	CSR01	3,400.00	3,400.00	US Dollar	
<input type="checkbox"/>	12/12/2022	Bill		60,616.00	60,616.00	US Dollar	
<input type="checkbox"/>	12/22/2022	Bill		9,400.00	9,400.00	US Dollar	
<input type="checkbox"/>	12/26/2022	Bill		34,695.00	34,695.00	US Dollar	
<input type="checkbox"/>	2/6/2023	Bill	123-2023	8,400.00	8,400.00	US Dollar	

Vendor Dashboard



Vendor

Frees Electronics

[Edit](#) [Back](#) [View All Transactions](#) [Make Payment](#) [Print](#) [Actions](#)

Primary Information

VENDOR ID
Frees Electronics

COMPANY NAME
Frees Electronics

TYPE
Company

Email | Phone | Address

EMAIL
nmorgan@freeselectronics.com

PHONE
202-555-0197

WEBSITE

Vendor Dashboard Frees Electronics

Vendor

Vendor ID: Frees Electronics
Company Name: Frees Electronics
Primary Subsidiary: United States - West
Primary Currency: US Dollar
Type: Company
Date Created: 11/4/2022 5:47 pm
Web Address: http://frees.electronic.com
Category:
Email: nmorgan@freeselectronics.com
Phone: 202-555-0197
Jason Priestly
Frees Electronics
1065 West Lake Drive
Los Angeles CA 90210
United States Map

Address

Represents Subsidiary

Balance: 7,254.06 (USD)
Unbilled Orders: 16,660.00 (USD)
Prepayment Balance: 0.00 (USD)
UEN
BRN
Vendor Bank Fees ☐
Default Vendor Payment Account

Key Performance Indicators

INDICATOR	PERIOD	CURRENT	PREVIOUS
Purchases	This Fiscal Year vs. Last Fiscal Year	\$0	\$15,201
Open Request For Quotes	Current	0	
Purchase Contracts Due to Expire Within 30 Days	Current	0	
Blanket Purchase Orders Due to Expire Within 30 Days	Current	0	
A/P Balance	Today vs. Same Day Last Month	\$7,182	\$7,182
Open PO Balance	Today vs. Same Day Last Month	\$20,705	\$20,655
Overdue Balance	Current	\$7,182	
Days Overdue	Current	94	

Vendor Dashboard Links

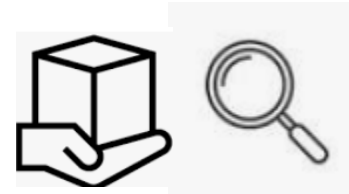
Purchase Reports	Financial Reports	Transactions
Purchase by Vendor → Detail	A/P Aging → Detail	Enter Purchase Orders
Purchase by Item → Detail	A/P Payment History by Payment	Enter Blanket Purchase Order
Open Purchase Orders	A/P Payment History by Bill	Enter Purchase Contracts
	Open Bills	Enter Bills
		Approve Bills
		Pay Single Vendor
		Enter Vendor Prepayment

Activities

Tasks
Phone Calls

- See vendor data pulled from vendor records without having to search records individually
- Vendor dashboards show Key Performance Indicators (KPIs), trend graphs, report snapshots and reports that will filter on that vendor
- Can be customized

Item Record Fields



Inventory Item

BLD200

Save  **Cancel** | **Supply Chain Snap**

Primary Information

CUSTOM FORM

Standard Inventory Part Form

ITEM NAME/NUMBER *

BLD200

UPC CODE

DISPLAY NAME/CODE

Fan Blade

VENDOR NAME/CODE

CDW

Primary Units Type

Each

Primary Stock Unit *

Each

Primary Purchase Unit *

BX100

Primary Sale Unit *

Each

PRIMARY CONSUMPTION UNIT *

Each

PRIMARY BASE UNIT

Ea

PRODUCT NAME

SUBITEM OF

Purchasing/Inventory

Inventory Detail

Safe Dangerous Goods

Web Store

Related Records

Item Information

Custom

Advanced Manufacturing

Item/Cost Detail

☒ TRACK LANDED COST

COSTING METHOD

Average

COST CATEGORY *

BLD200

TOTAL VALUE

PURCHASE PRICE

2.75

per Ea

LAST PURCHASE PRICE

2.75

per Ea

PURCHASE DESCRIPTION

Fan Blade

☐ COPY FROM SALES ORDER

STOCK DESCRIPTION

☐ DROP SHIP ITEM

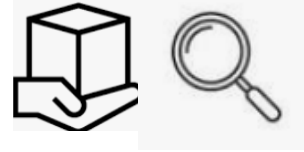
☒ SPECIAL ORDER ITEM

☒ MATCH BILL TO RECEIPT

The next slide will Discuss Drop Ship and Special Order Item checkboxes

Item Record

Special Order & Drop Ship Fields



Only relevant if creating a Purchase Order from a Sales Order

A screenshot of a software interface for an 'Inventory Item' record. The item is 'BLD200'. The 'Purchasing/Inventory' tab is selected. Under the 'Item/Cost Detail' section, the 'Special Order Item' checkbox is checked and highlighted with a yellow box. Other visible fields include 'Track Landed Cost' (unchecked), 'Copy from Sales Order' (unchecked), 'Costing Method' (Standard), 'Cost Category' (BLD200), 'Total Value' (12,531.75), 'Stock Description', 'Drop Ship Item' (unchecked), and 'Match Bill To Receipt' (unchecked).

Inventory Item

BLD200

Purchasing/Inventory Sales / Pricing Pack Station Warranty Information

Item/Cost Detail

☐ Track Landed Cost ☐ Copy from Sales Order

Costing Method Standard Stock Description

Cost Category BLD200 ☐ Drop Ship Item ☒ Special Order Item

Total Value 12,531.75 ☐ Match Bill To Receipt

Special Order Item

- When a SO is created it auto-creates a PO which is tied to the SO for items being received at one of your company locations

A screenshot of a software interface for an 'Inventory Item' record, similar to the one above. The item is 'BLD200'. The 'Purchasing/Inventory' tab is selected. Under the 'Item/Cost Detail' section, the 'Drop Ship Item' checkbox is checked and highlighted with a yellow box. Other visible fields include 'Track Landed Cost' (unchecked), 'Copy from Sales Order' (unchecked), 'Costing Method' (Standard), 'Cost Category' (BLD200), 'Total Value' (12,531.75), 'Stock Description', 'Special Order Item' (unchecked), and 'Match Bill To Receipt' (unchecked).

Inventory Item

BLD200

Purchasing/Inventory Sales / Pricing Pack Station Warranty Info

Item/Cost Detail

☐ Track Landed Cost ☐ Copy from Sales Order

Costing Method Standard Stock Description

Cost Category BLD200 ☒ Drop Ship Item ☐ Special Order Item

Total Value 12,531.75 ☐ Match Bill To Receipt

Drop Ship Item

- When a SO is created it auto-creates a drop ship PO which is tied to the SO for items being drop-shipped from your vendor to your customers

Note: if you leave both blank you can still set in the SO to drop-ship or special order

We will investigate more later

Item Record

Vendors Sublist Tab



Inventory Item 🔍

Front Panel PSn

[Edit](#) [Back](#) | [Actions](#) | [StickyNotes](#) New: |

Primary Information

Internal ID 804 Primary Purchase Unit
Item Name/Number Front Panel PSn Primary Sale Unit
Display Name/Code 67-1000-0140 Image for items
Subitem of RM MP RAW MATERIAL

Inventory **History** **General** **Customer Part Number**

Locations **Vendors**

Vendor	Purchase Price	Schedule	Preferred
Delltronics	10.75		
JIT Machining	18.00		
Microvision Precision - Gold Edge	4.35		Yes

Must have these 2 fields to use for an auto-generated drop ship/special order from a SO

This ties the item to the vendor record that we viewed in a prior slide and why we saw them in that Vendor record sublist

Non-inventory/Service/Other Charge Item Fields for Purchase or Resale



Non-inventory Item for Purchase 🔍

NIN_Dell 14" Laptop

Save ▼ **Cancel** | **Actions** ▼

Primary Information

CUSTOM FORM Standard Non-Inventory Part Form ▼	VENDOR NAME/CODE <input type="text"/>
ITEM NAME/NUMBER ★ NIN_Dell 14" Laptop	PRIMARY UNITS TYPE Each
DISPLAY NAME/CODE NIN_Dell 14" Laptop	

Purchasing **Accounting** **Revenue Recognition / Amortization** **Related Records** **Communication** **Preferences** **System Information**

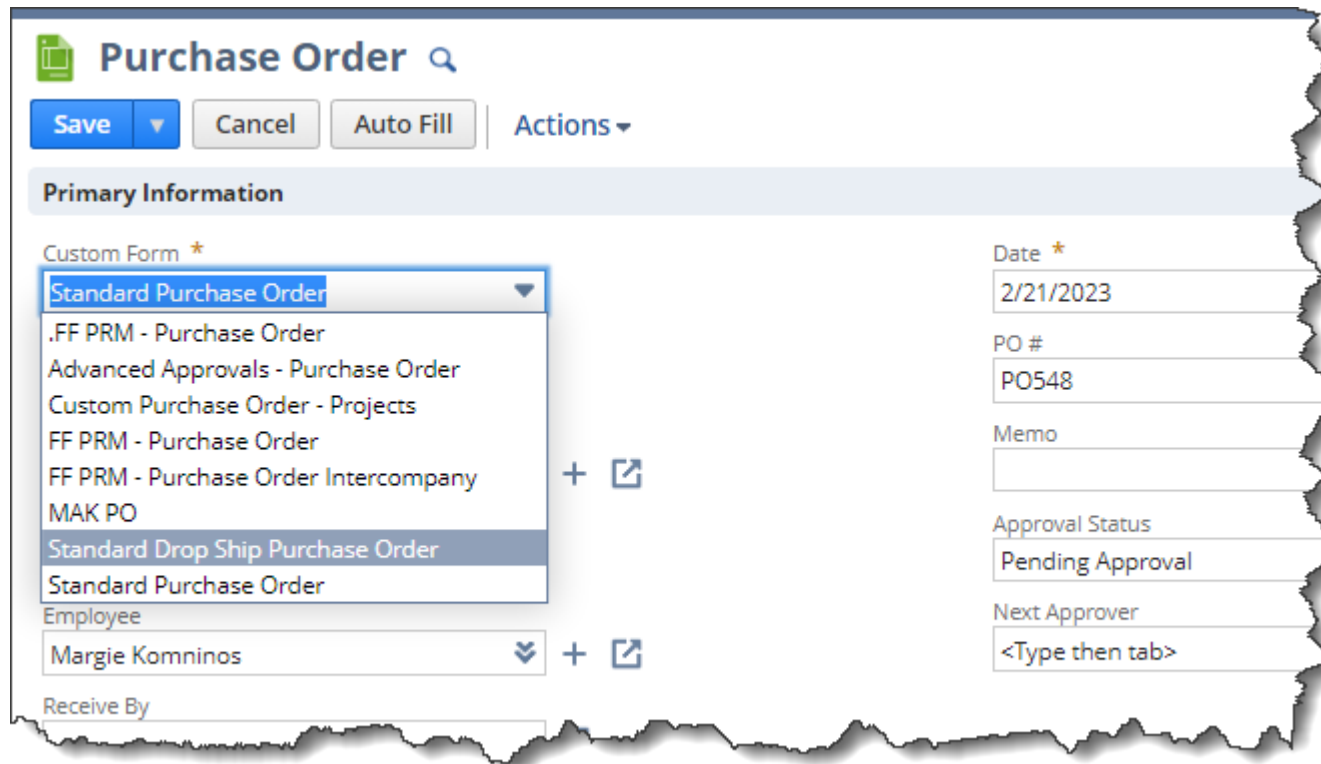
☒ CAN BE FULFILLED/RECEIVED ☒ GENERATE ACCRUALS

Can be Fulfilled/Received once checked an added to a transaction it cannot be changed

Generate Accruals provides easy way to identify discrepancies between bills and item receipts from the PO since it posts an accrual to the GL



Select the Form for the PO



The screenshot shows a web-based "Purchase Order" form. At the top, there is a title bar with a green icon, the text "Purchase Order", and a search icon. Below this is a toolbar with buttons for "Save", "Cancel", "Auto Fill", and an "Actions" dropdown. The main section is titled "Primary Information". On the left, there is a "Custom Form" dropdown menu that is currently open, showing a list of options: "Standard Purchase Order", ".FF PRM - Purchase Order", "Advanced Approvals - Purchase Order", "Custom Purchase Order - Projects", "FF PRM - Purchase Order", "FF PRM - Purchase Order Intercompany", "MAK PO", "Standard Drop Ship Purchase Order", and "Standard Purchase Order". The "Standard Purchase Order" option is highlighted. To the right of the dropdown menu are several input fields: "Date" (with a star icon) containing "2/21/2023", "PO #" containing "PO548", "Memo" (empty), "Approval Status" containing "Pending Approval", "Next Approver" containing "<Type then tab>", and "Employee" containing "Margie Komninos". There are also icons for adding new items (+) and linking to external resources (🔗). At the bottom left, there is a "Receive By" field.

Purchase Order 🔍

Save | Cancel | Auto Fill | Actions ▾

Primary Information

Custom Form ★

- Standard Purchase Order
- .FF PRM - Purchase Order
- Advanced Approvals - Purchase Order
- Custom Purchase Order - Projects
- FF PRM - Purchase Order
- FF PRM - Purchase Order Intercompany
- MAK PO
- Standard Drop Ship Purchase Order
- Standard Purchase Order

Date ★ 2/21/2023

PO # PO548

Memo

Approval Status Pending Approval

Next Approver <Type then tab>

Employee Margie Komninos

Receive By

Select the appropriate form from the Custom Form drop down

Drop Ship PO



Ship items directly from Vendor to a customer but can use it to ship to non-customers (e.g. vendors)

Drop Ship PO Transaction Form

Extra
Tab

Items **Shipping** Billing Relationships System Information Custom EFT Approver List France Tax Reporting Bill Dist

Shipping Information

Ship Date
2/11/2023

Shipping Method
[Dropdown]

Additional Tracking Number
[Text Box]

Shipping Address

Ship To Select
275 1st Street

Ship To
Blue Pumpkin
275 1st Street
Perrysburg OH 43551
United States

Map

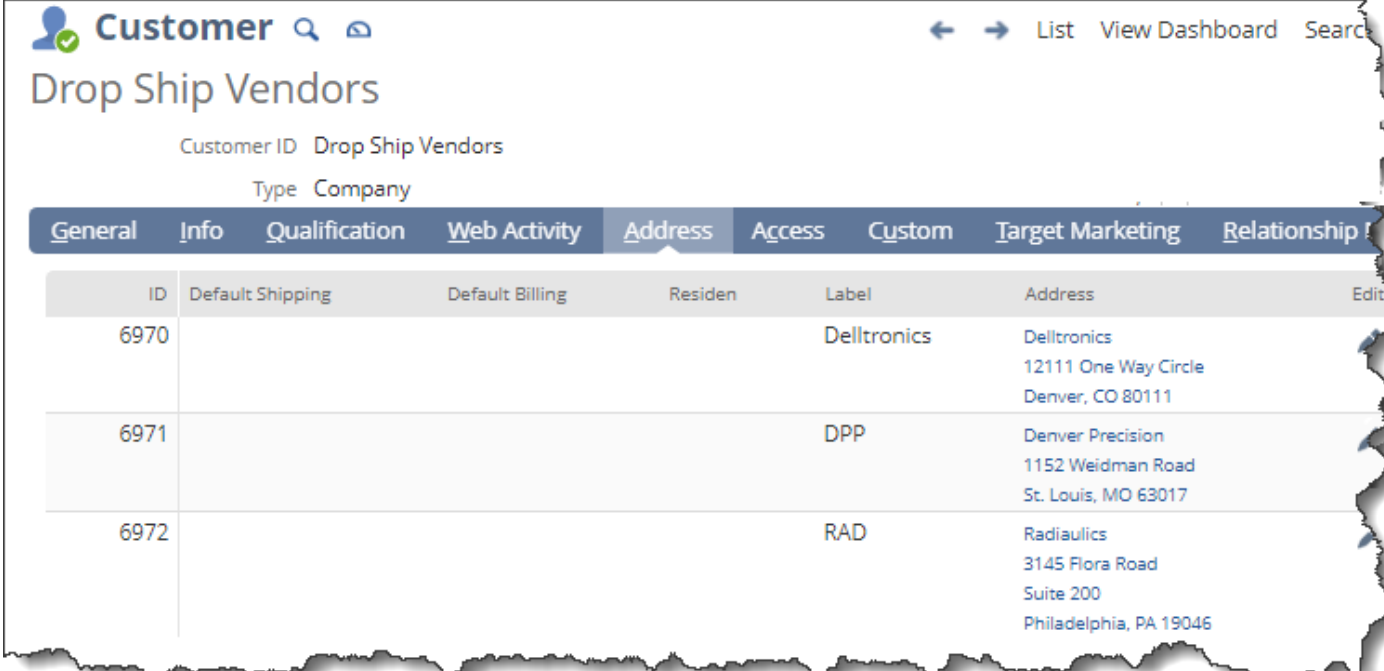
Ship To
Blue Pumpkin

- Drop Ship in NetSuite assumes to a customer but doesn't have to be
- Options for a Drop Ship PO form
 - Use the NetSuite Drop Shipment Purchase order form
 - Customize a regular PO form and modify it to display the Shipping tab
- A Drop Ship PO has an extra tab that isn't normally on the regular PO; other than that it's just like a regular PO UNLESS it is generated from a SO

Drop Ship to a 3rd Party – Not a Customer



Ship to Vendor, 3rd Party Shipper, ...



Customer ID Drop Ship Vendors

Type Company

General Info Qualification Web Activity Address Access Custom Target Marketing Relationship

ID	Default Shipping	Default Billing	Residen	Label	Address	Edit
6970				Delltronics	Delltronics 12111 One Way Circle Denver, CO 80111	
6971				DPP	Denver Precision 1152 Weidman Road St. Louis, MO 63017	
6972				RAD	Radiaulics 3145 Flora Road Suite 200 Philadelphia, PA 19046	

Create a Customer with multiple addresses of your various vendors or 3rd parties so you can select it as a customer on the prior slide

Need this if doing a Drop Ship PO that you will email to the vendor

Drop Ship PO

Where to Receive?



Vendors		Locations				
Location	Quantity On Hand	Quantity On Hand (Base Unit)	Value	Average Cost	Last Purchase Price	Reorder Point
AUD-1						
CAN-1	19	19	8,285.45	436.07631579	437.54608696	
CAN-2	36	36	15,091.89	419.21916667	437.54619048	
CAN-3	29	29	12,015.23	414.31827586	437.546	
Corporate HQ						
UK-1	111	111	27,162.35	244.70585586	252.45	
US-1	225	225	76,500.00	340.00	340.00	210
US-2	139	139	47,260.00	340.00	340.00	
US-3	81	81	27,540.00	340.00	340.00	

When receiving a Drop Ship standalone PO you must select a location, but if it's a customer/vendor there is no location and if to a Vendor you might not have a location for it

See enhancement 351951

Drop Ship PO

Where to Receive?



Vendors	Locations •						
Location	Quantity On Hand	Quantity On Hand (Base Unit)	Value	Average Cost	Last Purchase Price	Reorder Point	Preferred Stock
<u>AUD-1</u>							
<u>CAN-1</u>	19	19	8,285.45	436.07631579	437.54608696		
<u>CAN-2</u>	36	36	15,091.89	419.21916667	437.54619048		
<u>CAN-3</u>	29	29	12,015.23	414.31827586	437.546		
<u>Corporate HQ</u>							
<u>Drop Ship</u>							
<u>UK-1</u>	111	111	27,162.35	244.70585586	252.45		
<u>US-1</u>	225	225	76,500.00	340.00	340.00	210	
<u>US-2</u>	139	139	47,260.00	340.00	340.00		
<u>US-3</u>	81	81	27,540.00	340.00	340.00		

Create a Drop Ship location that will be used for all your standalone Drop Ship POs

If you have vendors or other 3rd parties that you ship to then use 2 Drop Ship locations

- Drop Ship Customers – still needs an item fulfillment unless drop ship from a SO
- Drop Ship Vendors/3rd Parties

Can Also Drop Ship from a SO



The screenshot shows the NetSuite Sales Order form. The 'Primary Information' section includes fields for Custom Form (Standard Sales Order), Order # (2402-2023), Customer Job (RAD TEST), Start Date, End Date, and PO #. Below this is a tabbed interface with 'Items' selected. The 'Items' table has columns for Price Level, Rate, Amount, Allocation Strategy, Commitment Confirmed, Order Priority, Tax, Options, Create PO, Supply Required By Date, and Expected Ship Date. A dropdown menu is open for the 'Create PO' column, showing options: 'Drop Shipment' and 'Special Order'.

Price Level	Rate	Amount	Allocation Strategy	Commitment Confirmed	Order Priority	Tax	Options	Create PO	Supply Required By Date	Expected Ship Date
RM	26.50	26.50	Predefined					Drop Shipment	2/8/2023	2/13/2023
Carrying Case			Allocation Strategy					Special Order		
Carrying Case										
Large 73-0000-										

Ties the PO to this specific SO and can't be used in NetSuite for any other order

Use Drop Shipment:

- Large orders to a distributor/reseller that arrive on pallets or in containers
- Avoid extra shipping charges – If this item is something you resell to a end customer and can ship directly from the vendor to the customer
- Avoid time delay to ship to you and then reship

If you always drop ship this item from a SO then check the Drop Ship checkbox in the item record

Drop Ship from a SO



Sales Order

Save **Cancel** **Auto Fill** **Actions**

Items **Shipping** **Billing** **Accounting** **Relationship** **Custom**

Item	Quantity	Description	Rate	Amount	Create PO	Allocate Order Item
RM Carrying Case : Carrying Case Large 73-0000-0001	20	Carrying Case - Large	26.50	530.00	Drop Shipment	

- If status is set to Pending Fulfillment and Drop Shipment was selected prior to saving the SO, after you SAVE it auto-creates the PO
- Must have a Preferred Vendor and a Purchase Price on Item record if Drop Ship is checked on the Item record OR if to auto-creating the PO
- All options consolidate the SO items from the same vendor onto 1 PO

Processed Orders		SO#	PO#			
Original Transaction Type	Original Date	Original Number	Processed Transaction Type	Processed Number	Status	Error Message
Sales Order	2/28/2023	2404-2023	Purchase Order	05-2612-2023	Succeeded	

If the PO is auto-created then this page will show after the SO is saved and approved. Otherwise, a PO will pop up in another page for you to complete

Sales Order

2404-2023 RAD TEST **PENDING FULFILLMENT**

Edit **Back** **Fulfill** **Close Order** **Create Deposit** **StickyNotes**

Items **Shipping** **Billing** **Accounting** **Relationships** **Corted Records** **System**

Item	Allocated Supply	Committed	Fulfilled	Invoiced	Back Ordered	Quantity	Description	Rate	Amount	Create PO
Carrying Case Large 73-0000-0001	0	0	0	0		20	Carrying Case - Large	26.50	530.00	05-2612-2023

After the PO has been created the PO number and link appear on the SO

Receiving Drop Ship PO from a SO



Option 1 - Mark Shipped from the Receive Orders Page

Reminders

0 Bills to Approve

67 Purchase Orders to B

4 Vendor Return Author

45 Orders to Receive

73 Bills to Pay

Receive Orders

Process	Transaction Type	Mark Shipped	Item Fulfillment	Item Fulfillment Date	Item Fulfillment Memo
Receive	Purchase Order				
Receive	Purchase Order	Mark Shipped			

Receive button missing

Purchase Order

05-2594-2023 Plano

PENDING RECEIPT

Edit

Back

Get Predictions

Mark Shipped

Enter Prepayment

Close



Items Shipping Billing Relationships Communication Related Records System Information

Expenses 0.00

Items 30.30

Product Release

MK Receipts & Bills

Item Receipts - Details

Item	Vendor Name	Allocated Demand	Received	Billed	Quantity	Units	Inventory Detail	Description
Carrying Case Large 73-0000-0001	1010164	0	0	0	1			Dual Gun Case
Carrying Case Large 73-0000-0001	110137	0	0	0	1			Single Gun Case

- Clicking Mark Shipped bypasses the item receipt and goes right to the Item Fulfillment
- No history will be provided that you normally see if there is an item receipt
- It will be as if the item is a non inventory item and average cost and LPP will not be updated
- No way to handle Landed Costs
- This option is ONLY available for drop shipments initiated from a SO

Receiving Drop Ship PO from a SO



Option 2 - Link to Item Receipt from Receive Orders Page

Reminders

0 Bills to Approve

67 Purchase Orders to Bill

4 Vendor Return Authorizations

45 Orders to Receive

Receive Orders

Process	Transaction Type	Mark Shipped	Item Fulfillment	Item Fulfillment Date
Receive	Purchase Order			
Receive	Purchase Order	Mark Shipped		

Item Receipt

4572-2023

Receive	#	Item	Vendor Name	delivery date	Location	Quantity	Rate
<input checked="" type="checkbox"/>		Carrying Case Large	1010164		Drop Ship	1	2
<input checked="" type="checkbox"/>		Carrying Case Large	110137		Drop Ship	1	

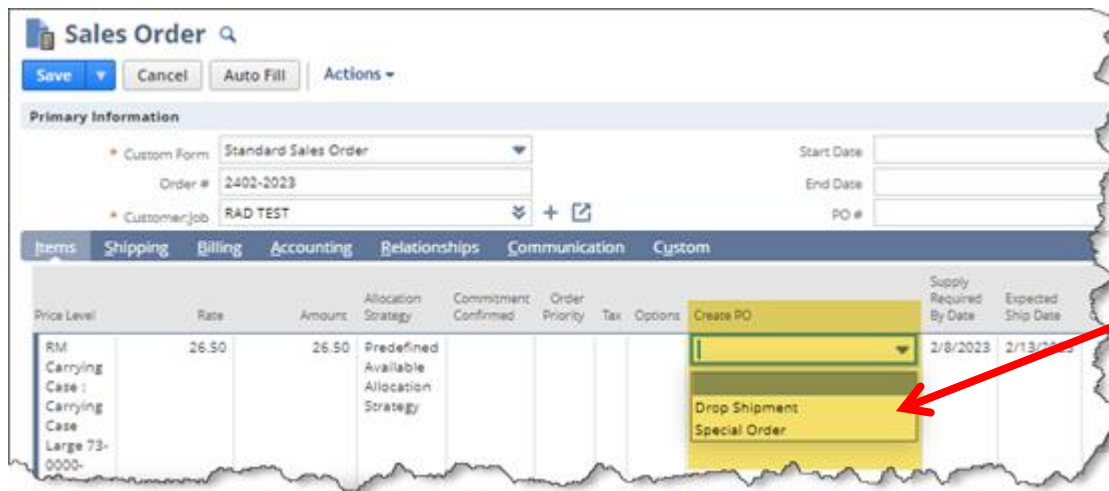
Clicking the Receive link from the Receive Order page opens up the Item Receipt and you can process like a normal PO.

Recommend that you create a location that is a temporary holding area for drop ship items because you need to do a manual fulfillment to send to the customer.

This is the ONLY option available for drop shipments NOT initiated from a SO but from a Drop Shipment PO

Create a Special Order PO from a SO

Special Order creates a regular PO which will go to one of your locations listed under your locations subtab



The screenshot shows the 'Sales Order' form in NetSuite. The 'Primary Information' section includes fields for 'Custom Form' (Standard Sales Order), 'Order #' (2402-2023), 'Customer/Job' (RAD TEST), 'Start Date', 'End Date', and 'PO #'. Below this is a tabbed interface with 'Items' selected. The 'Items' table has columns for Price Level, Rate, Amount, Allocation Strategy, Commitment, Order Priority, Tax, Options, Create PO, Supply Required By Date, and Expected Ship Date. A red arrow points to the 'Create PO' dropdown menu, which is open and shows three options: 'Create PO', 'Drop Shipment', and 'Special Order'.

Price Level	Rate	Amount	Allocation Strategy	Commitment	Order Priority	Tax	Options	Create PO	Supply Required By Date	Expected Ship Date
RM	26.50	26.50	Predefined Available Allocation Strategy					<div>Create PO Drop Shipment Special Order</div>	2/8/2023	2/13/2023

Will be either a drop down or a link depending on what stage you select to create the PO from the SO

Remember that it ties the PO to this specific SO and can't be used in NetSuite for any other order

Use Special Order:

- In store pick up – a customer places an order for an item not currently in stock
- Online order – a customer places an order and you want that item committed to just this SO and not used by other SO or as part of an assembly
- Ship Complete – a customer places an order for multiple items and wants it shipped complete and an item is missing
- International Shipment – a customer outside the US places an order and the vendor won't ship internationally

Drop Ship & Special Order Preference Settings



Drop Shipments & Special Orders

Drop Ship P.O. Form RAD PO from Drop Ship form ▼

Automatically Email Drop Ship P.O.s ☐

Queue Drop Ship P.O.s for Printing ☐

Automatically Fax Drop Ship P.O.s ☐

Limit Vendor List on Items ☒

Include Committed Quantities ☒

Update Drop Ship Order Quantities Automatically Prior to Shipment ☒

Drop Ship Fulfillment Quantity Validation Warn only for unequal quantities ▼

Allow Both Mark Shipped Fulfillments and Receipts on a Drop Shipment Line Allow ▼

Update Special Order Quantities Automatically Prior to Shipment ☒

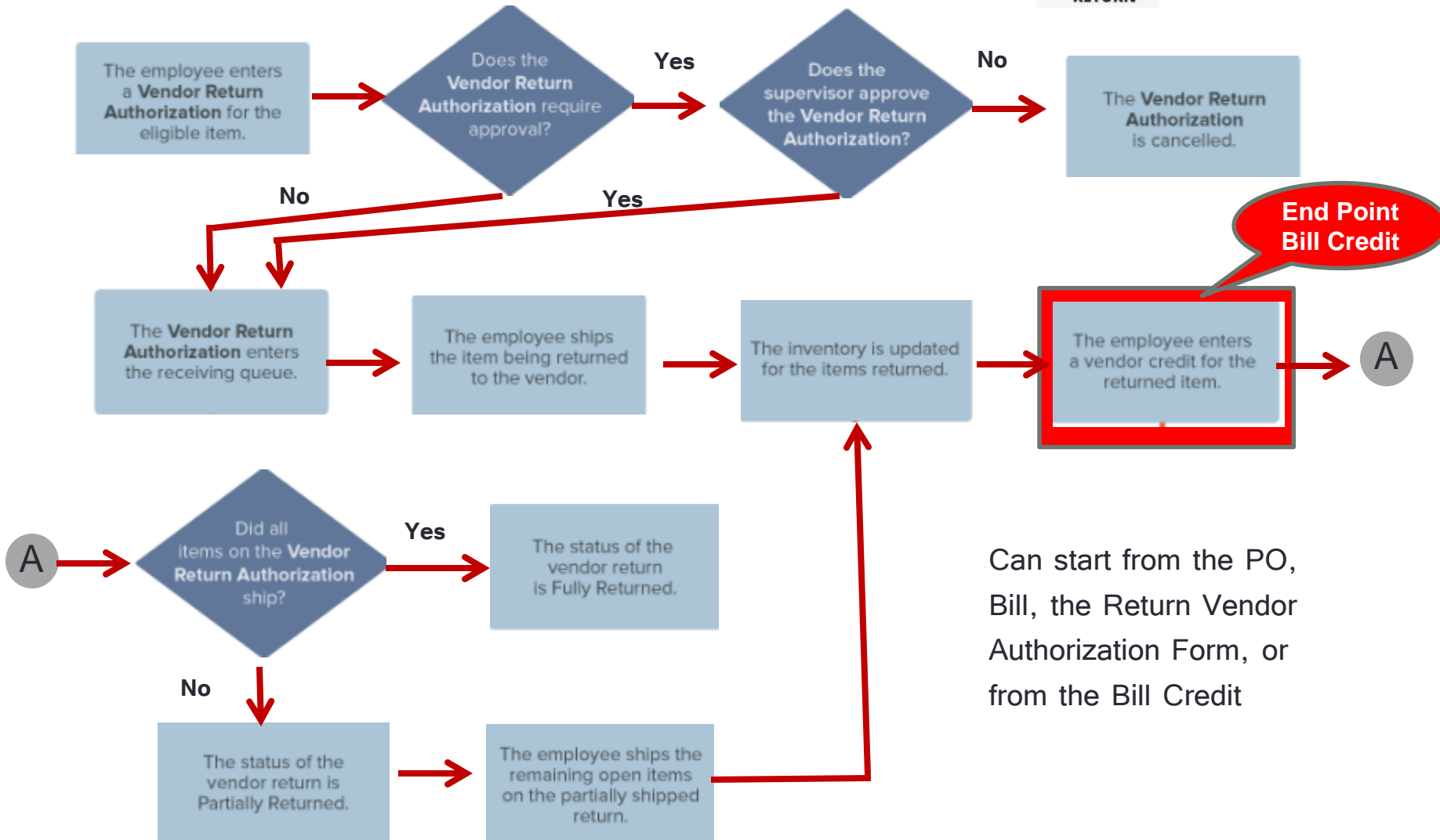
**Setup > Accounting >
Accounting Preferences >
Order Management tab**

- Automatically updates the quantity of a drop ship or special order item on linked transactions when a SO or PO quantity is changed.
- This preference applies only when the following conditions are met:
 - The sales order line has not been fulfilled.
 - The purchase order line has not been received or marked shipped.
 - Neither the sales order nor purchase order line have been manually closed.
- This preference applies only to assembly items and inventory items.

Caution: If these are left unchecked and the SO and PO quantities do not match, the item is no longer treated as a drop shipment or special order and your inventory may be affected



Vendor Return Process Flow



List of Bill Credits

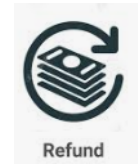


Bill Credit View: Results										
Edit View	Internal ID	Date ▼	Print	Type	Created From	Document Number	Transaction	Name	Int	
Edit View	45177	2/26/2023	Print	Bill Credit		CM AW 1234	16	Advertising World	10	able
Edit View	45073	2/23/2023	Print	Bill Credit	Bill #APL 12345	APL 12345	13	Apple Store	10	able
Edit View	45074	2/23/2023	Print	Bill Credit	Vendor Return Authorization #11	Apple - 12345	14	Apple Store	10	able
Edit View	45075	2/23/2023	Print	Bill Credit	Bill #APL 12345	CM APL 12345	15	Apple Store	10	able
Edit View	2106	12/31/2022	Print	Bill Credit	Vendor Return Authorization #VRMA03	VRMA03	4	Digital Supply	10	able

Notice where these were created from

- Empty - from Bill Credit
- From a Bill
- From a Vendor Return Authorization (directly or indirectly from a PO or Bill)

No Product Return Refund Only Process



Bill

APL 12345 Apple Store **PAID IN FULL**

Edit **Credit** **Authorize Return** **Actions** ▾

Primary Information

Transaction Number
380

Referenced Bill
APL 12345

Vendor
Apple Store

Amount
46,645

Current Date
2/23/2023

Bill Credit

Edit **GL Impact** **Actions** ▾

Primary Information

Vendor
Apple Store

Reference Number
APL 12345

Date
2/23/2023

Amount
272.00

Items	Billing	Relationships	Communication	Retention	Custom	GL Impact	Tax Reporting	EET
Item	Vendor Name	Description	Quantity	Units	Rate	Amount	Tax	
INV iPad Pro 9.7 inch - 32GB	Apple	iPad Pro 9.7 inch - 32GB	1	Ea	340.00	340.00	VA	GB

1. From the **Vendor Bill**

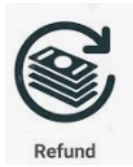
Click **Credit** since not returning items which transitions to the **Bill Credit** form

2. From the **Bill Credit** form

- Modify line items to only reflect what's being credited or create an expense line that reflects the credit or the discount you have been provided
- Delete shipping or Landed Cost lines

Note: Although you could start from the Bill Credit form it would not be tied to the original bill

Vendor Return/Refund Process



1. From **Bill** or **Purchase Order**

- Click Authorize Return Button which transitions to **Vendor Return Authorization** form

2. From **Vendor Return Authorization** form

- Modify line items to only reflect what's being returned
- Delete shipping or Landed Cost lines (if there are any)
- Save and Click Approve Return button

3. From **Ship Vendor Returns** page

- Check the checkbox of the return which brings up the **Item Fulfillment** form

OR

From the **Vendor Return Authorization** form

- click Return button which transitions to the **Item Fulfillment** form

4. From **Item Fulfillment** form

- Complete and Save which transitions back to the **Vendor Return Authorization** form

5. From **Vendor Return Authorization** form

- click Refund button which brings up the **Bill Credit** form


6. From **Bill Credit** form

- Enter any restocking fees (as a negative expense or discount item) and Save



Vendor Return

Step 1 - from Bill or Purchase Order



Purchase Order 

PO535 Core4Solutions **FULLY BILLED**

[Edit](#) [Back](#) [Authorize Return](#)   [Actions](#)

Primary Information

VENDOR # _____ DATE 12/4/2022


PROJECT VENDOR
Core4Solutions

VENDOR
Core4Solutions



EMPLOYEE
-

Expenses 0.00 Items 3,750.00 •

ITEM	VENDOR NAME	RECEIVED	BILLED	QUANTITY
NIN_Project Materials		50	50	50

Bill 

PRJ9 Bill 1 Core4Solutions **OPEN**

[Edit](#) [Back](#) [Credit](#) [Authorize Return](#) [Make Payment](#)   [Actions](#)

Primary Information

Transaction Number 511 Exchange Rate 1.00

Reference No. PRJ9 Bill 1 Disc. Amt.

[Expenses and Items](#) [Billing](#) [Relationships](#) [Communication](#) [Related Records](#) [System Information](#) [Approver List](#) [France Ta](#)

Expenses 0.00 Items 3,750.00 •

Item	Vendor Name	Quantity	Units	Inventory Detail	Description	Rate	Amount	Op
NIN_Project Materials		50	Ea		Project Materials	75.00	3,750.00	

Clicking on **Authorize Return** button transitions to **Vendor Return Authorization** form

Vendor Return



Step 2 – from Vendor Return Authorization Form

Vendor Return Authorization

To Be Generated

Save **Cancel** **Recalc** **Actions**

Primary Information

FORM *
FF PRM - Vendor Return Authorization

VENDOR
Core4Solutions

DATE *
2/6/2023

VENDOR RETURN AUTH #
To Be Generated

SUBSIDIARY
United States - West

MEMO
Project materials for PRJ9

Expenses & Items **Billing** **Relationships** **Communication** **System Information** **Tax Reporting** **EET** **Approver List** **France Tax Reporting** **Bill Distribution Details** **Den...**

Expenses 0.00 Items 150.00

Add Multiple **Clear All Lines**

ITEM *	VENDOR NAME	DESCRIPTION	DEPARTMENT	CLASS	QUANTITY	UNIT	RATE	AMOUNT	OPT
NIN_Project Materials		Project Materials	Professional Services		2	Ea	75.00	150.00	

- Change the quantity
- Remove any lines that you aren't returning
- Delete any lines for landed cost

Click the **Approve Return** button

Vendor Return Authorization

10 Core4Solutions **PENDING APPROVAL**

Edit **Back** **Cancel Return** **Approve Return** **GL Impact** **Print** **Actions**

Primary Information

VENDOR
Core4Solutions

DATE
2/6/2023


Vendor Return

Step 3 – from Ship Vendor Returns OR Vendor Return Authorization Form



Transactions > Purchases > Ship Vendor Returns

Ship Vendor Return Authorization More

Vendor
- All - 


Orders •

Return	Date ▲	Return #	Vendor Name	Memo	Return Total	Currency	Target Subsidiary
<input checked="" type="checkbox"/>	11/30/2021	VRMA06	Frees Electronics	Replacement Laptop	3,750.00	US Dollar	United States - West
<input type="checkbox"/>	2/23/2023	11	Apple Store		257.45	US Dollar	United Kingdom



Check the return being shipped
which transitions to the **Item
Fulfillment** form

OR

Click the **Return** button
transitions to the **Item Fulfillment**
form

Vendor Return Authorization 

10 Core4Solutions **PENDING RETURN**

  Actions ▾

Primary Information

VENDOR
Core4Solutions

DATE
2/6/2023

Segmentation

Vendor Return

Step 4 – Complete Item Fulfillment



Item Fulfillment 🔍

To Be Generated

Primary Information

CUSTOM FORM *
FF PRM - Item Fulfillment

VENDOR
Core4Solutions

DATE *
2/6/2023

POSTING PERIOD
Feb 2023

MEMO

Items Shipping Packages Relationships Communication

FULFILL	ITEM	DESCRIPTION	LOCATION	ON HAND	REMAINING
<input checked="" type="checkbox"/>	NIN Project Materials	Project Materials			2

After saving it transactions back to the **Vendor Return Authorization** form

Vendor Return



Step 5 – from Vendor Return Authorization form

Vendor Return Authorization

10 Core4Solutions **PENDING CREDIT**

[Edit](#) [Back](#) [Close](#) [Refund](#) [GL Impact](#) [Print](#) [Actions](#)

Primary Information

VENDOR
Core4Solutions

DATE
2/6/2023

[Expenses & Items](#) [Billing](#) [Relationships](#) [Communication](#) [Related Records](#) [System Information](#) [Tax Reporting](#) [EET](#) [Approver List](#)

Expenses 0.00 **Items 150.00**


ITEM	VENDOR NAME	DESCRIPTION	DEPARTMENT	CLASS	QUANTITY	UNITS	RATE	AMOUNT
NIN_Project Materials		Project Materials	Professional Services		2	Ea	75.00	150.00

Clicking the **Refund** button transitions to the **Bill Credit** form



Vendor Return

Steps 6 - from Bill Credit form



Bill Credit 

10 Core4Solutions

[Edit](#) [Back](#) [GL Impact](#)   [Actions](#)

Primary Information

VENDOR Core4Solutions	SUBSIDIARY United States - West
DATE 2/6/2023	MEMO Project materials for PRJ9

Expenses 0.00 **Items 135.00** • Apply 0.00

ITEM	VENDOR NAME	DESCRIPTION	DEPARTMENT	CLASS	QUANTITY	UNITS	RATE	AMOUNT	AMC SCH
NIN_Project Materials		Project Materials	Professional Services		2	Ea	75.00	150.00	
Restocking Fee		Fees associated with restocking	Professional Services				-10.0%	-15.00	

Add any lines for restocking fees. A restocking fee is added as a Discount item or expense line

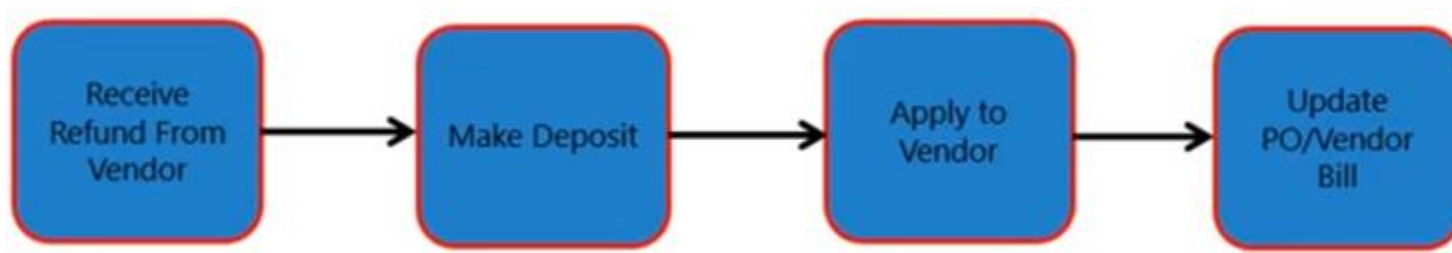
Next step would be to do one of the following:

- Wait for the refund check. See SA 66801 “How to Record a Received Check From Vendor Refund” and 11160 “Associating a Vendor Credit with a Deposit”
- Apply the vendor credit to open bills from the vendor. See SA 11159 “Applying a Vendor Credit”

Vendor Credits and Vendor Refunds

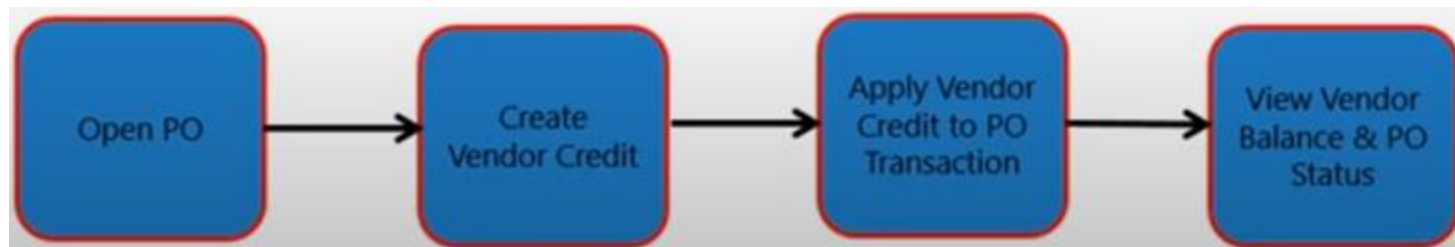
Accounting Role

Vendor Refund



Vendor Credit

- Directly from a vendor return (items and \$ automatically completes the credit form and credit is associated with the return)



Vendor Prepayments



Allows you to prepay a vendor – partial or in full prior to receiving the items/services

Alternative to “Bill in Advance of Receipt” option from the accounting preferences

- Allows you to bill POs before you receive them
- Causes problems with the Post Vendor Bill Variances feature since there is no way to match the item receipt to the vendor bill (item receipt doesn’t show on bill)
- When you go to **Bill Purchase Orders** page all the POs show up even if not received

Setup

Go to **Setup > Company > Setup Tasks > Enable Features**

- Click the Accounting subtab
- Under the Basic Features section, verify that the A/P box is checked
- Under the Advanced Features section, check the Vendor Prepayments box


Go to **Setup > Accounting > Preferences > Accounting Preferences > General subtab**

- Under the Accounts Payable section, select an account from the Vendor Prepayment Account dropdown list
- Check the Auto-Apply Vendor Payments box to automatically apply your vendor prepayments



Vendor Prepayments

Add Action Button instead of Drop Down

PREPAID

Purchase Order 

PO539 Apple Store **APPROVED BY SUPERVISOR/PENDING RECEIPT**

[Edit](#) [Back](#) [Receive](#) [Enter Prepayment](#) [Close](#)  

Primary Information

VENDOR
Apple Store

DATE
2/6/2023

Segmentation

DEPARTMENT

LOCATION
US-1

Custom Transaction Form

[Save & Edit](#) [Save & Edit](#) [View](#) [Cancel](#) [Manage ID](#) [Actions](#)

Name *
.FF PRM - Purchase Order

Type
Purchase Order

[Tabs](#) [Field Groups](#) [Screen Fields](#) [Actions](#) [Sublists](#) [Custom Code](#) [Roles](#) [History](#)

[Standard Actions](#) • [Custom Actions](#)

The following buttons are not supported in point-and-click customization or in Suit

Action Name	Label	Show	Display As
Approve	Approve	<input checked="" type="checkbox"/>	Button
Authorize Return	Authorize Return	<input checked="" type="checkbox"/>	Button
Bill	Bill	<input checked="" type="checkbox"/>	Button
Close	Close	<input checked="" type="checkbox"/>	Button
Delete	Delete	<input checked="" type="checkbox"/>	Menu
Enter Prepayment	Enter Prepayment	<input checked="" type="checkbox"/>	Button
GL Impact	GL Impact	<input checked="" type="checkbox"/>	Menu

To Register

Vendor Prepayments

Display Prepayment Balance on Vendor record

PREPAID

The image shows a software interface for managing vendor records. On the left is a 'Custom Entry Form' for 'FF PRM - Vendor'. The main window displays the 'Vendor' record for 'Apple Store'. The 'Financial' tab is active, showing a 'Balance Information' section with a 'BALANCE' of 434,828.00 (USD) and a 'PREPAYMENT BALANCE' of 8,400.00 (USD). The 'Vendor Bill Matching' section shows a table with columns for Description, Show, and Balance. The 'Prepayment Balance' row is highlighted in yellow.

Custom Entry Form

Save Save & Edit View Cancel

Name *
FF PRM - Vendor

Vendor

Subtabs Field Groups Fields Actions

Main • Financial • Relationships • Preferences

Move To Top Move To Bottom New Field

Description Show

Unbilled Orders (Base)	<input checked="" type="checkbox"/>	Unbilled Orders (Base)	Balance
Prepayment Balance	<input checked="" type="checkbox"/>	Prepayment Balance	Balance
Job Resource	<input checked="" type="checkbox"/>	Project Resource	Project It
Vendor Bill - Purchase Order Quantity Tolerance	<input checked="" type="checkbox"/>	Purchase Order Quantity	Vende
Vendor Bills - Purchase	<input checked="" type="checkbox"/>	Purchase Order Amount	

Vendor Apple Store

Edit Back View All Transactions Make Payment

Primary Information

VENDOR ID Apple Store COMMENTS

COMPANY NAME Apple Store

TVDF

Purchasing Financial Subsidiaries Address Communication Relationshipg Bank Payment Details Demo Reference

Balance Information

BALANCE	434,828.00 (USD)	PREPAYMENT BALANCE	8,400.00 (USD)
---------	------------------	--------------------	----------------

Vendor Bill Matching

PURCHASE ORDER QUANTITY TOLERANCE

Vendor Prepayments Options



- Associated with a Purchase Order
 - Can associate 1 or more prepayments that can be automatically applied to the vendor bill
 - From PO click on Vendor Prepayment button
- Not associated with a specific Purchase Order
 - Can enter a vendor prepayment independent of a PO by creating a Vendor Prepayment directly
 - Transactions > Payables > Enter Vendor Prepayment**
 - Can apply the prepayment(s) to the vendor bills automatically or selectively.

Enter Vendor Prepayments from PO



Purchase Order ← → List

PO539 Apple Store **APPROVED BY SUPERVISOR/PENDING RECEIPT**

[Edit](#) [Back](#) [Receive](#) [Enter Prepayment](#) [Close](#)

Primary Information

VENDOR PO #

Vendor Prepayment

[Save](#) [Cancel](#)

Primary Information

TRANSACTION NUMBER To Be Generated	CURRENCY US Dollar
PAYEE Apple Store	EXCHANGE RATE * 1.00
PURCHASE ORDER PO539	DATE * 2/6/2023
ACCOUNT * 1010 Cash : US Checking	POSTING PERIOD * Feb 2023
BALANCE 841,356.40	PREPAYMENT ACCOUNT 1360 Prepaid - Deposits
PAYMENT AMOUNT * 8,400.00	<input type="checkbox"/> TO BE PRINTED <input type="checkbox"/> VOUCHER
	CHECK # 115
	MEMO

Step 1



Click Enter Prepayment button

Step 2 (can start here)
Complete the form

After saving it will show in related records on PO

Vendor Prepayments View on the PO

PREPAID

 **Purchase Order** 

← →

List

Search



Customize

PO539 Apple Store

Edit

Back

Authorize Return

  Actions ▾

Primary Information

VENDOR
Apple Store

DATE
2/6/2023

PO #
PO539

SUBSIDIARY
United States - West

MEMO

RECEIVE BY

Summary

TOTAL

8,400.00

Items

Billing

Shipping

Accounting

Relationships

Communication

Related Records

System Information

EFT

France

Receipts & Bills •

Approvals

Support Cases

Transformations

Print

Show Files from Selected Line Item

Date	Type	Number	Status	Link Type	Amount
2/6/2023	Vendor Prepayment	115	Partially Applied	Purchase Order Prepayment	4,000.00
2/6/2023	Item Receipt	IR440		Receipt/Fulfillment	

Vendor Prepayments After Saving the Vendor Bill



Bill

123-2023 Apple Store **PAID IN FULL**

[Edit](#) [Back](#) [Credit](#) [Authorize Return](#) [GL Impact](#) [Print](#) [+](#) [Actions](#)

Primary Information

VENDOR Apple Store	REFERENCE NO. 123-2023
DATE 2/6/2023	SUBSIDIARY United States - West
CREDIT LIMIT	MEMO

[Expenses and Items](#) [Billing](#) [Relationships](#) [Communication](#) **[Related Records](#)** [System Information](#) [Over List](#) [Fra](#)

Payments • [Purchase Orders](#) • [Reimbursements](#) [Transformations](#)

[Print](#) [Show Files from Selected Line Item](#)

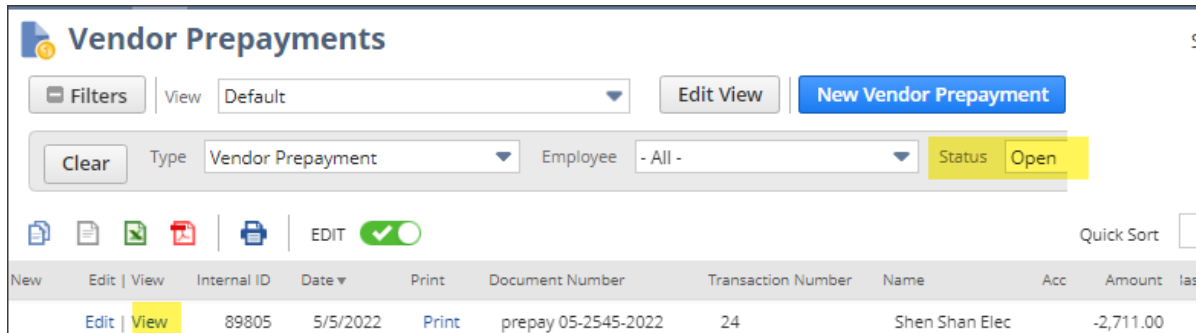
DATE	TYPE	NUMBER
2/6/2023	Vendor Prepayment Application	2
Total		

When you enter the bill the prepayment amount is auto applied to bill

- If prepaid full amount then bill is PIF
- If partial payment when you click on **Make Payment** button only the balance shows is due
- If overpaid on the vendor prepayment NS can handle that and allows you to apply to other bills

Vendor Prepayment Leftover Funds Apply to Other Bills

PREPAID



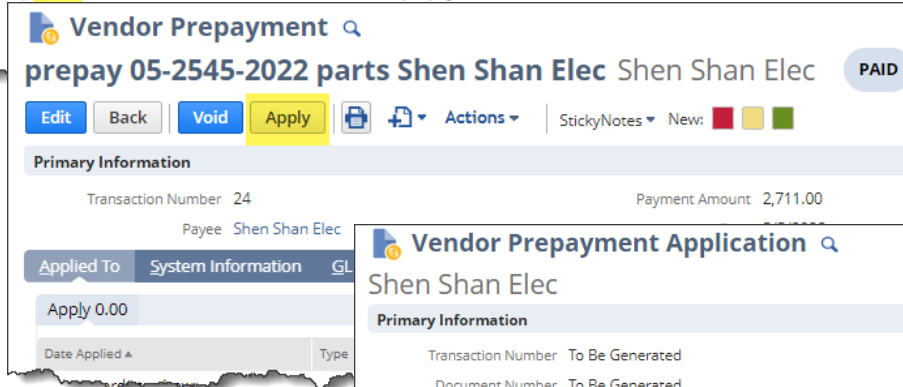
Vendor Prepayments

Filters | View: Default | Edit View | New Vendor Prepayment

Clear | Type: Vendor Prepayment | Employee: - All - | Status: Open

New	Edit	View	Internal ID	Date	Print	Document Number	Transaction Number	Name	Acc	Amount	Base
Edit	View		89805	5/5/2022	Print	prepay 05-2545-2022	24	Shen Shan Elec		-2,711.00	

From the open Vendor Prepayments page click on the prepayment to apply to other bills



Vendor Prepayment **prepay 05-2545-2022 parts Shen Shan Elec** **Shen Shan Elec** **PAID**

Edit | Back | Void | **Apply** | Actions | StickyNotes | New: [Red] [Yellow] [Green]

Primary Information

Transaction Number: 24 | Payment Amount: 2,711.00

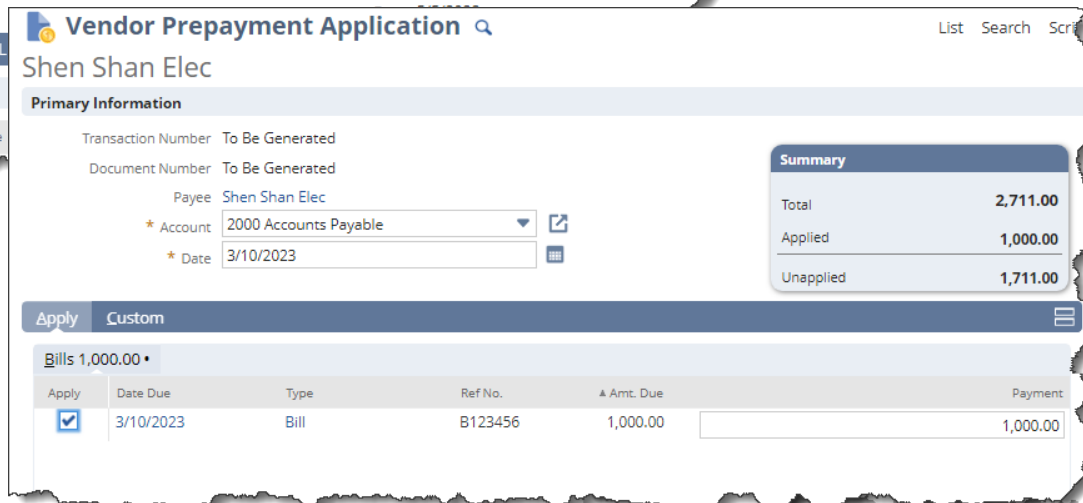
Payee: Shen Shan Elec

Applied To: System Information | GL | Apply 0.00

Date Applied: | Type:

From the Vendor Prepayment click on the Apply button

Select the other bills for the prepayment to be applied to



Vendor Prepayment Application **Shen Shan Elec** List Search Scr

Primary Information

Transaction Number: To Be Generated
Document Number: To Be Generated
Payee: Shen Shan Elec
* Account: 2000 Accounts Payable
* Date: 3/10/2023

Summary

Total	2,711.00
Applied	1,000.00
Unapplied	1,711.00

Apply Custom

Bills 1,000.00 •

Apply	Date Due	Type	Ref No.	Amt. Due	Payment
<input checked="" type="checkbox"/>	3/10/2023	Bill	B123456	1,000.00	1,000.00

Enter Vendor Prepayments Not Linked to PO

PREPAID

Vendor Prepayment

Save Cancel

Primary Information

Transaction Number
To Be Generated

Payee *
Apple Store

Purchase Order
<Type then tab>

Account *
2195 BF - Credit Card

Balance
0.00

Payment Amount *
200.00

Vendor Prepayment

Apple Store PAID

Edit Back Void Apply

Primary Information

Transaction Number
3

Payee
Apple Store

Purchase Order

Account
2195 BF - Credit Card

Payment Amount
200.00

Vendor Prepayment Application

Save Cancel Actions

Primary Information

Transaction Number
3

Document Number
3

Payee
Apple Store

Account *
2110 A/P Trade

Date *
2/6/2023

Posting Period *
Feb 2023

Prepayment Date
2/6/2023

Application Of
Vendor Prepayment #115

Summary

Total
4,000.00

Applied
0.00

Unapplied
4,000.00

Apply System Information Custom EFT

Bills 0.00

Auto Apply Clear

Apply	Date Due	Type	Ref No.	Orig. Amt.	Amt. Due	Currency
<input type="checkbox"/>	2/6/2023	Bill	123-2023	8,400.00	8,400.00	US Dollar
<input type="checkbox"/>	12/22/2022	Bill	A1522	340.00	340.00	US Dollar
<input type="checkbox"/>	12/7/2022	Bill	CSR01	3,400.00	3,400.00	US Dollar
<input type="checkbox"/>	12/22/2022	Bill		9,400.00	9,400.00	US Dollar

Blanket PO Options



Options

- Create PO with duplicate line items with different delivery dates.
- Create a custom body field to indicate the name of the Blanket Purchase Order (e.g. quote number) or use a Project number and then make a copy of the PO and modify every time you need a release. Or number the POs so that they all relate to the same PO (prefixed with something in common). **However**, you will need to create a saved search so that you can easily find all releases related to that PO.
- Create PO with the item quantities and create a custom record that is linked to it for the releases
- Buy the Advanced Procurement Module from NetSuite
- Buy a SuiteApp

Note: Recommend adding a custom body field checkbox on the Purchase Order to indicate that the PO is a blanket PO which will allow you to search Purchase Orders by that field if not buying an add-on module

Blanket PO

Using Custom Record for Product Releases



Purchase Order 05-2478-2021R DPP PARTIALLY RECEIVED

Vendor: DPP

IMP NOTES

IMP BILL NOTES

Employee

Terms: Net 30

Quote No. 19452

Receive By

Memo: 2500 blk nose cone

Required Date: Will be scheduled - 2022

Total: 3,584.00

BLANKET PO ☒

Items | Related Records | Workflow | Custom | Address | Messages

Expenses 0.00 | Items 4,004.00 • **Product Release** • MK Receipts & Bills • Item Recipils •

New Product Release | Attach | Customize

Edit	ID	Vendor WO	Item ID
Edit	691	DPP	67-1000-1500
Edit	682	DPP	67-1000-1500
Edit	678	DPP	67-1000-1500
Edit	657	DPP	67-1000-0500
Edit	656	DPP	67-1000-1500

from PO click on
Product Release

Custom record

Created a custom
sublist to show this
sublist information
in the custom
record

Product Release

Save Cancel

Custom Form: Custom Product Release

TRX ID: Purchase Order #05-2575-2022

Vendor (enter first): DPP

Item from PO: Replacement Part : Nose Cone Black 67-1

Item ID: 67-1000-1500

Item Name: Nose Cone Black

QTY Release: 100

Ship Date: 3/18/2023

memo/or AEM detail: ship complete

Ship To: Aspen

Ship Via: standard

Ship To Acct: standard

PO QTY: 2,500

Shipped: ☐

Edit	Ship Date	QTY	Shipped?	Product ID	Item Name	Ship To
Edit		700	No	67-1000-1500	Nose Cone Black	Aspen
Edit	1/10/2023	500	Yes	67-1000-1500	Nose Cone Black	Aspen
Total		1200				

Then send release email directly from custom record or create a saved search if there are many different releases for the same vendor and email from the saved search

Key Reports

Purchases

Purchase by Vendor

→ Detail

Purchase by Item

→ Detail

Purchase Order Register

Open Purchase Orders

Purchase Order History

Vendors/Payables

A/P Aging

→ Detail

A/P Register

A/P Payment History by Bill

A/P Payment History by Payment

Open Bills

Create your own reports by customizing the above

Create your own saved searches or use Suite Analytics

A/P Aging Report Summary



A/P Aging Summary [View Detail](#)

VENDOR	CURRENT Open Balance	1/22/2023 - 2/20/2023 (30) Open Balance	12/23/2022 - 1/21/2023 (60) Open Balance	11/23/2022 - 12/22/2022 (90) Open Balance	BEFORE 11/23/2022 (>90) Open Balance	TOTAL Open Balance
Vendor						
AAA Consulting	\$0.00	\$0.00	\$750.00	\$100,000.00	\$0.00	\$100,750.00
Apple Store	\$0.00	\$4,400.00	\$34,695.00	\$169,607.00	\$0.00	\$208,702.00
Brocade Communications Systems, Inc.	\$0.00	\$0.00	\$55,085.00	\$0.00	\$0.00	\$55,085.00
Enbridge Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$220.00	\$220.00
Frees Electronics	\$1,989.00	\$0.00	\$3,430.00	\$1,795.00	\$0.00	\$7,214.00
GEIFARM	\$0.00	\$0.00	\$13,500.00	\$0.00	\$0.00	\$13,500.00
Interco Vendor - US-West, CAD	\$0.00	\$0.00	\$0.00	\$1,019.92	\$0.00	\$1,019.92
Micro Shop	\$0.00	\$0.00	\$14,811.00	\$233,830.00		
Planning Partners, LLC	\$0.00	\$0.00	\$0.00	\$0.00		
Sintech Company	\$0.00	\$0.00	\$0.00	\$0.00		
Spencers LLC	\$0.00	\$0.00	\$1,500.00	\$0.00		
State Farm	\$0.00	\$0.00	\$0.00	\$0.00		
SVB Vendor - USW - USE	\$0.00	\$0.00	\$2,000.00	\$0.00		
United Healthcare	\$0.00	\$0.00	\$20,000.00	\$0.00		
Total - Vendor	\$1,989.00	\$13,465.00	\$153,771.00	\$180,152.43		

Aging Based On ☐ Transaction Date ☒ Due Date
 Age As Of today 2/21/2023
 Interval ☒ Regular ☐ Irregular
 3 bands 30 Days each
 OK



(Custom) As of 2/21/2023 Subsidiary Context United States - West
 Refresh Customize

Click on the Vendor Name to take you directly to the Vendor record

A/P Aging Report



From Vendor Record link to Vendor to Payment

Vendor  


Frees Electronics


Edit

Back

View All Transactions

Make Payment





Actions

Primary Information

Vendor ID

Frees Electronics


Company Name

Frees Electronics

Type

Company

Email | Phone | Address

Bill Payment 

Save

Cancel


Actions


☐ To ACH

Primary Information

A/P Account

2110 Payables : A/P Trade






Form *

FF PRM - Bill Payment


Payee *

Frees Electronics



Date *

2/21/2023




Bill Payment #

To Be Generated

Subsidiary *


United States - West



Memo

Account *

1000 Cash



Account Balance

-66,115.00

Payment Total

4,475.00

Destination Detail

Apply

Payee Address

Relationships

Communication

EFT

Approver List

Mark All

Unmark All

Customize

Apply	Date Due ▲	Type	Ref No.	Orig. Amt.	Amt. Due	Currency	Disc. Date	Disc. Avail.	Payment
<input checked="" type="checkbox"/>	11/30/2022	Bill		750.00	750.00	US Dollar	11/10/2022	15.00	750.00
<input checked="" type="checkbox"/>	12/17/2022	Bill		1,045.00	1,045.00	US Dollar	11/28/2022	20.90	1,045.00
<input checked="" type="checkbox"/>	12/23/2022	Bill	B104 Bank Recon	1,045.00	1,045.00	US Dollar	12/2/2022	20.90	1,045.00
<input checked="" type="checkbox"/>	12/31/2022	Bill		590.00	590.00	US Dollar	12/11/2022	11.80	590.00
<input checked="" type="checkbox"/>	12/31/2022	Bill		1,045.00	1,045.00	US Dollar	12/10/2022	20.90	1,045.00
<input type="checkbox"/>	1/1/2023	Bill		750.00	750.00	US Dollar	12/11/2022	15.00	
<input type="checkbox"/>	3/13/2023	Bill	2321	1,989.00	1,989.00	US Dollar	2/21/2023	39.78	

Open Purchase Orders



Open Purchase Orders						
ACCOUNT	DATE	DOCUMENT NUMBER	VENDOR	CURRENT STATUS	CURRENT AMOUNT	TOTAL (TRANSACTION)
Purchase Orders						
	12/1/2021	PO03	Frees Electronics	Pending Bill	\$885.00	\$885.00
	1/1/2022	PO04	Frees Electronics	Pending Bill	\$1,500.00	\$1,500.00
	8/1/2022	PO50	Frees Electronics	Pending Bill	\$1,500.00	\$1,500.00
	10/15/2022	PO51	Micro Shop	Pending Bill	\$1,085.00	\$1,085.00
	10/15/2022	PO99	AAA Consulting	Pending Bill	\$750.00	\$750.00
	10/20/2022	PO28	Frees Electronics	Pending Bill	\$1,500.00	\$1,500.00
	10/26/2022	PO116	Brocade Communications Systems, Inc.	Pending Receipt	\$1,046,615.00	\$1,101,700.00
	10/26/2022	PO148	Brocade Communications Systems, Inc.	Pending Bill	\$110,170.00	\$110,170.00
	10/31/2022	PO27	Micro Shop	Pending Bill	\$300.00	\$300.00
	11/1/2022	PO80	Frees Electronics	Pending Bill	\$3,750.00	\$3,750.00
	11/1/2022	PO90	Spencers LLC	Pending Bill	\$3,500.00	\$3,500.00
	11/14/2022	PO109	AAA Consulting	Pending Receipt	\$750.00	\$750.00
	11/15/2022	PO77	Frees Electronics	Pending Bill	\$750.00	\$750.00
	11/15/2022	PO82	Frees Electronics	Pending Receipt	\$1,045.00	\$1,045.00
	11/23/2022	PO147	United Healthcare	Pending Receipt	\$75,000.00	\$75,000.00
	11/30/2022	PO49	Micro Shop	Pending Receipt	\$1,085.00	\$1,085.00
	11/30/2022	PO75	Frees Electronics	Pending Receipt	\$750.00	\$750.00
	12/2/2022	PO137	Apple Store	Pending Receipt	\$3,392.00	\$3,392.00
	12/2/2022	PO143	Bist Electronics	Pending Receipt	\$1,079.00	\$1,079.00
	12/2/2022	PO144	Davidson Leasing	Pending Bill	\$1,948.00	\$1,948.00
	12/2/2022	PO145	Davidson Leasing	Pending Bill	\$500.00	\$500.00

This is a good one to run every month to see if there are POs that need to be addressed

- POs that might really be done, but line items haven't been closed (maybe over or under received?)
- POs that show pending receipt and will never be received

Purchase Order History Report



Purchase Order History

TRANSACTION TYPE	DOCUMENT NUMBER	STATUS	PURCHASE ORDER QUANTITY	RECEIPT QUANTITY	BILL QUANTITY	RATE	EXCHANGE RATE	CURRENCY	PURCHASE ORDER AMOUNT	RECEIPT AMOUNT	BILL AMOUNT	RECEIPT MINUS BILL AMOUNT
■ Purchase Order #PO01 - Frees Electronics												
■ NIN_Dell 23" UltraSharp Monitor												
Purchase Order	PO01	Fully Billed	1			\$295.00		1.00 US Dollar	\$295.00			
Item Receipt	IR01			1				1.00 US Dollar				
Bill		Open			1	\$295.00		1.00 US Dollar			\$295.00	(\$295.00)
Total - NIN_Dell 23" UltraSharp Monitor			1	1	1				\$295.00		\$295.00	(\$295.00)
■ NIN_Dell 14" Laptop												
Purchase Order	PO01	Fully Billed	1			\$750.00		1.00 US Dollar	\$750.00			
Item Receipt	IR01			1				1.00 US Dollar				
Bill		Open			1	\$750.00		1.00 US Dollar			\$750.00	(\$750.00)
Total - NIN_Dell 14" Laptop			1	1	1				\$750.00		\$750.00	(\$750.00)
Total - Purchase Order #PO01 - Frees Electronics			2	2	2				\$1,045.00		\$1,045.00	(\$1,045.00)
■ Purchase Order #PO03 - Frees Electronics												
■ NIN_Dell 23" UltraSharp Monitor												
Purchase Order	PO03	Pending Bill	3			\$295.00		1.00 US Dollar	\$885.00			
Item Receipt	IR03			3				1.00 US Dollar				
Total - NIN_Dell 23" UltraSharp Monitor			3	3					\$885.00			
Total - Purchase Order #PO03 - Frees Electronics			3	3					\$885.00			
■ Purchase Order #PO04 - Frees Electronics												
■ NIN_Dell 14" Laptop												
Purchase Order	PO04	Pending Bill	2			\$750.00		1.00 US Dollar	\$1,500.00			
Item Receipt	IR04			2				1.00 US Dollar				
Total - NIN_Dell 14" Laptop			2	2					\$1,500.00			
Total - Purchase Order #PO04 - Frees Electronics			2	2					\$1,500.00			

Shows all information for the items on a PO – including all item receipts and bills

Options for Approving Transactions




- Use the built-in approval option for Purchase Requests from the Employee Center discussed earlier
- Create custom fields or use some of the accounting preferences fields and create different transaction forms exposing those approval fields based on field level permissions and limiting the role to specific forms
 - Vendor Bill – approve Bills and access to reminder
 - Return Auth. – approve Return Authorizations and access to the reminder
 - Vendor Return Authorization – approve Vendor Returns and access to reminder
- Use Workflows
 - Create a workflow using a NetSuite template as the starting point
 - Use NetSuite's FREE SuiteApprovals bundle which can be customized
 - Install NetSuite's FREE 3-way match approval workflow that can be customized
 - Install a SuiteApp
 - Buy the NetSuite Advanced Procurement module that has approvals built in

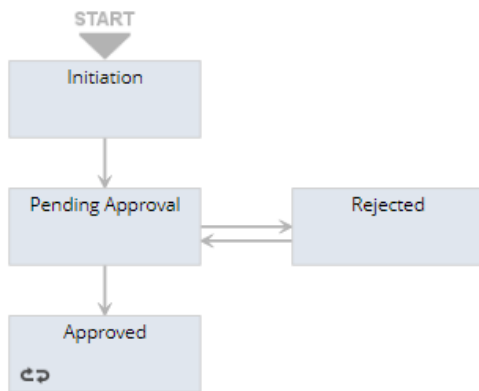
A screenshot of the NetSuite Accounting Preferences interface. The 'Order Management' tab is selected. Under the 'Returns' section, 'DEFAULT RETURN AUTH. STATUS' is set to 'Pending Approval'. There are checkboxes for 'REFUND IN ADVANCE OF RETURN' (unchecked) and 'RESTOCK RETURNED ITEMS' (checked). The 'WRITE-OFF ACCOUNT FOR RETURNS' is set to '<Type then tab>'. Under 'Vendor Bills', 'DEFAULT VENDOR RETURN AUTH. STATUS' is set to 'Pending Approval', and 'CREDIT IN ADVANCE OF VENDOR RETURN' is unchecked. Under 'Intercompany Inventory Transfer', 'UPDATE INTERCOMPANY ORDER QUANTITIES AUTOMATICALLY PRIOR TO SHIPMENT' is unchecked. The 'Pending Approval' status is highlighted in yellow in the original image.

PO Basic Approval Workflow Template



Customization > Workflows > New > From Template

 **Workflow:** Purchase Order Basic Approval



- Allows the user to create and edit POs and send them for approval. Once approved the PO is locked to all users except the approver.
- If the approver rejects the PO its status changes to rejected, and the PO becomes editable for the person who created the PO and account administrators.
- Rejected POs can be resubmitted for approval.
- Workflow needs to be customized

See SuiteAnswers 41969 for other setup requirements

Setup > Accounting > Accounting Preferences > Approval Routing tab

Accounting Preferences

General | Items/Transactions | Order | **Approval Routing**

Approval Routing

Expense Reports ☐

Purchase Orders ☒

Vendor Bills ☐

Vendor Payments ☐

Vendor Prepayments ☐

Provides extra fields needed for the workflow such as Approval Status: Pending Approval/Approved/Rejected

Approval Workflows

SuiteApprovals Bundle 203059



Provides standard capabilities for managing approvals of the following record types:

- Journal Entry
- Engineering Change Order
- Expense Report
- Purchase Order
- Requisition
- Sales Order
- Vendor Bill
- Email Approval Log

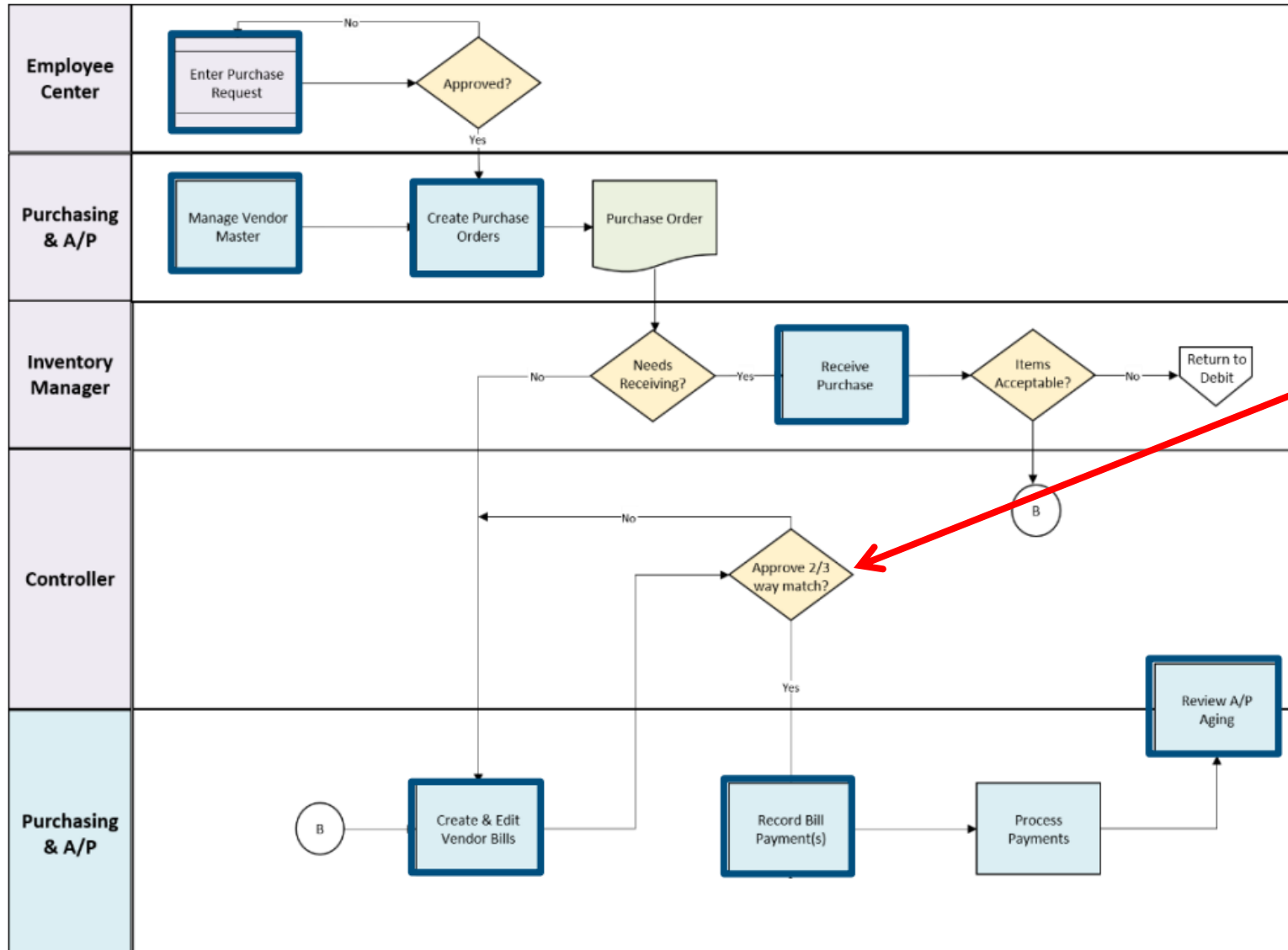
Can copy and make your own workflows using these as a starting point

You can create approval rules, each consisting of a set of criteria and approval hierarchy, to manage the validation and approval routing of supported records.

You can choose to route records for approval through hierarchical approval or custom approval, with the option for users to delegate approval authority

Type **SuiteApprovals SuiteApp** in the Help Center or go to Suite Answers **98710**

P2P Process Flow



Approval Workflows

NetSuite Approvals Workflow Bundle 240841

A specific workflow that sets up 3 way matching between PO, Item Receipt, and Vendor Bill

It checks the vendor bill for discrepancies before it is processed for payment

It validates the details of a vendor bill against the details of its corresponding purchase order and item receipt

Bills with identified discrepancies are automatically routed to the assigned supervisor for review and approval

Benefits:

- Identifies issues by highlighting specific variances between the transactions, allowing the approvers or buyers to quickly address the issues
- By finding the variances, inventory levels are accurately maintained
- Eliminates cost variances to ensure that there is no overpayment for items that have not been received

Limitation – Item Receipts that have been partially received are not supported

See SuiteAnswers 19338 for installing the bundle and SuiteAnswers 40176 for information on how to set it up

NetSuite Advanced Procurement Module

Requisition

Streamlines the requisition and approval process for acquiring goods and services:

- Date Entry form for employees to submit requests without having to know the vendor name(s) for the item(s) to be purchased or the exact price
- Intelligent workflow to expedite approvals by routing requests to the proper levels of management
- Real-time visibility and status tracking to view purchase orders linked to requisitions
- Item consolidations from multiple requisitions onto a single purchase order

Blanket Purchase Order

Enhances the purchasing process for annual needs of goods and services:

- Blanket purchase orders that support fixed pricing for pre-determined quantities and deliveries using pre-specified schedules over a time horizon
- Easier purchase order creation that automatically includes contracted terms and pricing information from purchase contracts or blanket purchase orders

Request for Quote from Vendor & Purchase Contract

Enhances the purchasing process for goods and services:

- Requesting for quotes from one or more vendors for products/services
- Purchase contracts that support tiered pricing with potential total purchase amount discounts

Procurement Dashboard

Displays consolidated procurement-related information from transactions and records on one page. Key information is available in the form of reports, reminders, tables, and other monitoring and management tools. You can keep track of outstanding transactions, vendor performance, and expenditures

Purchase Requisitions vs. Purchase Requests

- Purchase Requests come standard with NetSuite but only work from the Employee Center
- Requisitions can be entered from anywhere (Employee Center and from any role with permissions)
- Requisitions are simpler for any employee to enter, even with limited information

Differences Between Requisitions and Purchase Requests

	Requisition	Purchase Request
Transaction numbering is distinct from purchase order numbering?	Yes	No
Requires vendor for each item/expense?	No	Yes
All items/expenses on the form must be for only one vendor?	No	Yes
Can consolidate demand from many employees into one purchase?	Yes (many requisitions can generate one purchase order)	No (One purchase request = one purchase order)
Employee can enter one requisition with items sourced from multiple vendors?	Yes	No (One purchase request = one vendor)
Can be processed in bulk?	Yes	No

See SuiteAnswers
100244

Q&A: What We Covered Today

- Terminology
- Records/Transactions Involved in Standard P2P Flow
- Anatomy of a Purchase Order
- Procure to Pay (P2P) Walk Through
- Break Time
- Related Records, Fields, and Tabs
- Drop Ship Purchase Order
- Drop Ship and Special Order PO from a Sales Order
- Vendor Returns and Bill Credit Walk Through
- Vendor Prepayments
- Blanket Purchase Order Options
- Key Reports
- P2P Approval Options
- Advanced Procurement Module



Question not answered?

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