

## **VENDOR OUTSIDE PURCHASE RECONCILIATION**

### **Vendor Reconciliation Report**

The report lists vendor outside purchase information (Vendor Code, Vendor Invoice, etc.) entered during invoicing in BPOS. The report is intended to provide the information needed to ensure that all invoices for outside purchases have been entered on tickets. If you are NOT using BPOS (the point-and-click) version of the HITS M/S Sales Counter, this report will be of no value.  
ITEMS FLAGGED AS 'DECLINED' ARE NOT INCLUDED!

### **Vendor Reconciliation Posting**

This routine is used to post Vendor data entered on invoices at the point of sale into the Receiving Desk system so that data can be extracted for use with The AccountingLink interface module. This makes it possible to get accurate A/P data for outside purchases into your back office accounting system.

Therefore, if you are NOT using The AccountingLink module for integrating HITS BPOS into your back office accounting system, you do not need to run this posting routine. In fact, doing so will only add unnecessary transactions to your Inventory Receipts Journal Report.

If you have not already done so, it is strongly recommended that run the report both before and after posting. The pre-post report will help you identify transactions that are incomplete and will not be posted. Running the report after posting will confirm that all vendor transactions were posted as expected.

When you run this routine, Receiving Desk tickets are created, updated, and closed for each unique Vendor Invoice# entered on a point-of-sale invoice. One line item is added to the Receiving Desk ticket for each item on the point-of-sale ticket that contains vendor outside purchase data. If three line items on the point-of-sale invoice contain the same Vendor Invoice#, three matching lines items will be place on the Receiving Desk ticket.

Please note some important requirements...

#1 - The point-of-sale invoice must be (hard) CLOSED. Point-of-sale invoices marked for "batch" close will NOT be processed by this post routine.

#2 - Only line items from a point-of-sale invoice that have a Vendor Code, Vendor Invoice#, Vendor Invoice Date will be posted.

#3 - Once the Receiving Desk ticket is posted, any changes to the vendor transactions will have to be made in the AccountingLink back office system prior to final posting into your back office accounting system.

#4 - When a line item from a point-of-sale invoice that has Vendor data is processed by this routine, the line is flagged and the line item will not be processed again. This makes it possible to run the routine as many times as necessary to get all vendor outside purchase data processed. For example, you discover after running this posting routine that the Vendor Invoice# for an outside purchased was not entered but the Vendor Code and outside purchase cost was. With the proper password permission (P4=Y) to edit line items on closed tickets, you can enter the Vendor Invoice# and run this posting routine again. With complete Vendor outside purchase data now entered, this previously skipped line item will be posted.

#5 - If you are posting for a range of dates, you have the option to have this posting routine use the store date of the point-of-sale invoice date. This makes it possible to post vendor outside purchases on the same day as the point-of-sale invoices even when posting for more than one day. Please note that the store day must still be "open", otherwise, posting for that day's vendor outside purchases will be skipped.

It is also possible to force the vendor outside purchases for a range of dates to be posted using a single store date. Some users will prefer this option so that all vendor outside purchases can be "posted" on a given date.