Advanced Receiving offers you the ability to reconcile more than one invoice against a single purchase order receiving sequence. This capability increases your control over the receiving process.

In this course, we will explain exactly what an invoice session is and why they are so powerful. Then we will look at the process you will follow in an Invoice Session, both reviewing the steps and looking at an actual example. Finally, you will learn how to complete the Invoice Session Processing.

Invoice Sessions allow you to split a single receiving sequence and pass off each invoice separately to Accounts Payable.

If you are using Invoice Sessions, the original receiving document in Advanced Receiving is considered session 0, and each subsequent Invoice Session creates a number, beginning with Session 1.

It is assumed that if you create Invoice Sessions, you are not going to make any changes to Session 0, because its purpose will be to serve as your master list of all items on the receiving sequence.

When you are ready to use Invoice Sessions, you will follow this basic process:

- Create Invoice Sessions
- Modify Invoice Sessions
- Close Invoice Sessions
- Complete Receiving Documents

This process is embedded in the basic 5-Step Advanced Receiving process that we discussed in the previous training course.

In our example today, we have two invoices from our vendor for PO #107 which has a received value of $559.03.

The first step is to display the PO Sequence as you can see from our example. This displays session 0 which is considered our master list of all items received.

Next, you will click ‘New Session’ to create Session 1.

Once your Invoice Session has been created, the Session number will update to 1.

The ‘Status’ reflects that you have an ‘Invoice Open’. The values in the Header Information are all at zero.

The third step is to update your header information.

For this example, we are going to start with our smaller invoice for $143.14 with $10.00 Freight.

Notice that the amount of $133.14 was put into the Variance field. This is because we need to assign each line item and quantity of the received items that belong to this specific invoice.

Assigning line items and quantities is the fourth step and can be accomplished by two different methods: 'Edit Mode' or 'Click Mode'.

'Edit Mode' allows you to enter the quantities received in the New Received Quantity column, and if necessary, change any costs in the 'New Cost' column.

'Click Mode' allows you to simply click the checkboxes for the line items that match to your invoice.

The system then automatically fills in the New Received Quantity and New Cost based on the original Quantity Not Invoiced and Last Cost information.

You can toggle between 'Edit Mode' and 'Click Mode' by clicking on the Hyperlink, here.

In this example, we are going to use 'Click Mode' to assign the Received Quantity and costs.

Please notice that the quantities and costs were filled in only for the line items that we checked.

Once the information has been filled in, click 'Change' to update the Header information with the received quantities and costs.

As you can see, the 'Received' amount has been updated to reflect the amount of the line items we checked.

The sixth step is to enter the AP Voucher Information just as you did for regular PO Sequences.

This step is very important on invoice sessions because if it is skipped, you will not be able to go back into the session and add this information.

You will have to go into ATMU - New AP Transactions to enter this voucher as a regular voucher which will break the link between Advanced Receiving and Accounts Payable.

The last step for this invoice is to run the Receiving Documents Report (RRV) with Option F.

Now that the first Invoice Session is finished, we are ready to start on our second invoice session.

Hit ‘Previous’ to get back to Session 0. Notice that the Status has been updated to ‘Sessions Closed’.

Advanced Receiving will not allow you to create a New Invoice Session if there are Invoices Open.

Always watch your Status to ensure you have completed all the necessary steps before trying to create a new Invoice Session.

I also want to point out that there is an Amount Remaining shown here.

This reflects the difference between the Received Amts of each Invoice Session compared to the original Received Amount. This should be used as a guide to know if you still have remaining line items to attach to a specific Invoice Session.

At this point, you can start the Invoice Session processing again for the second invoice from the vendor.

Notice that only the items that were not included in Invoice Session 1 are shown in Session 2.

Since all the remaining items belong with this invoice, we will select Click Mode for this session.

Finish the remaining steps for this session by entering the AP Voucher Information and running RRV-F to finalize.

After you have finished each session, remember to display PO Sequence, Session 0.  Then check the Amount Remaining.

Remember this is your guide to determine whether you have any additional invoice sessions to process.

In our example, the Amount Remaining is actually a negative value of ten dollars.  This is the difference between the original Session 0 and the total amounts of sessions 1 and 2.  It equals the freight value we entered in session 1.

Many people get confused about the Amount Remaining and where it reports to in the General Ledger.

If you are using landed cost, the amount remaining was already landed on each of the individual invoice sessions.

If you do not use landed cost, the amount remaining would have posted to the Miscellaneous Charges account set up in the AP Control File for each Invoice Session processed.

Now that we have processed all invoices for this PO Sequence, there are two very important steps required to Complete the Invoice Session process.

Start by clicking ‘Complete’.

A box displays, asking you to confirm the Completion process.

Once the Invoice Sessions have been marked Complete you cannot change any invoicing sessions or create new invoice sessions for this PO.

We know we are through with the invoice sessions, so we will click Finalize. This displays the RRV report again, which will be used to finalize the PO Sequence’s Invoice Sessions.

The Complete function for Invoice Sessions has multiple purposes within Eagle.

The first is to make sure that all changes are finalized. For instance, any Quantity on Hand changes made during an invoice session will not be finalized back to Inventory until the sessions have been completed.

Likewise, any Advanced Receiving Invoice Adjustments or Advanced Receiving Cost of Goods Sold Adjustments that are generated as a result of Cost changes made within an Invoice Session will not be passed off to General Ledger until the sessions have been completed.

Looking back at the Advanced Receiving screen after the session is completed, you can see that the Status has been updated to ‘Complete with RRV.’

This concludes our lesson on Invoice Session processing. While you notice there are some additional steps involved with processing, this is a great tool to use when you have one Received Sequence but multiple invoices from your vendor.