



In a previous class we reviewed the End of Day Report Queue that needs to be setup to run daily. Within this queue were included two auditing reports for Advanced Receiving and Accounts Payable: the Advanced Receiving Audit Report (RRA), and the AP Temporary Voucher Listing (RATL).

Remember, auditing reports are used to ensure that the passoff to Accounts Payable is working correctly and that the 'Accrued Accounts Payable' and 'Accrued Inventory' accounts are in balance with General Ledger.

In this class we are going to review the auditing and balancing procedures using the detail from both of these reports. Let's dive in.

The Advanced Receiving Audit Report provides a complete listing of all purchase orders in Advanced Receiving that are waiting to be processed.

You can filter this report to see only one document status or you can include all of them in your report. Let's take a minute to review each status and what it represents.

The first status is Open.

These are purchase orders that have been started in Advanced Receiving but the Document Receiving Report with Option F has not been posted to finalize the changes.

You should review documents with this status regularly to ensure that the complete Advanced Receiving 5-step process is being followed.

The second status is Untouched.

These are the purchase orders waiting to be matched to an invoice and processed. Untouched PO's should be monitored based on the Date Received to ensure the processing of invoices is happening in a timely manner.

The last status type is Adjusted.

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This section pertains to the purchase orders that Invoice Sessions have been started against. These documents must be monitored to ensure that all Invoice Sessions are being closed and the purchase order processing is being Completed with the RRV-F Document Receiving.

At the end of the RRA report, you will see a Grand Totals Section; in our example, it is here.

This is used to match against the AP Temporary Voucher Listing that we will review next.

The total of the 'Open' and 'Untouched' Amount Remaining should be equal to the 'Previously Accrued' and 'Not Yet Accrued' Invoice Amount Totals shown in the RATL report.

The AP Temporary Voucher Listing, or RATL, is a complete listing of all the 'Temporary Vouchers' in Accounts Payable that are waiting to be changed into 'Regular Vouchers' based on the steps completed within Advanced Receiving.

The concept here is that two applications (Purchasing/Receiving and Accounts Payable) are being merged together by means of the Purchasing to 'AP Passoff Report' (APP).

With that being said, the 'Advanced Receiving Audit Report' reflects all the records from the Receiving application, and the 'AP Temporary Voucher Listing' reflects all the records from the Accounts Payable application.

The totals of these two reports should match.

The total from our example shows here.

This shows a difference between the two reports.

Now let's investigate the two reports to find the difference.

Each report shows the PO number, Sequence, and Dollar amount.

Each record needs to be matched between each report to find where the discrepancy is occurring.



In our example, the difference is actually coming from the two purchase orders 'In Progress' that have had changes made to the Invoice Amount but have not been finalized yet.

This means that the information has not been written back to the AP Temporary Voucher.

Once these purchase orders are processed through all five steps in Advanced Receiving, this discrepancy will correct itself and then both reports will be in balance.

Now let's discuss the Balancing procedures.

Once the balance from each of these reports match, that same balance would represent a Credit balance in the Accrued Accounts Payable account in the General Ledger.

Also, the Accrued Accounts Payable 'Credit' balance should counterbalance against the 'Debit' balance in Accrued Inventory.

If these values do not match, there are various methods of retrieving the data to review for balancing.

If you have Compass Analytics software, you can write a Compass query to reflect the activity to readily find where the discrepancy is.

Another option is to export the Accrued Accounts Payable detail from the 'View General Ledger Detail Viewer' and match up all the Debits and Credits for all records that have been processed.

One benefit to this method is using the 'Voucher Reference' as it reflects the same voucher number for both the Debit and Credit entry.

Whatever records remain after everything else is matched up will explain your discrepancy.

After researching the Purchase Orders that pertain to the issue, corrections will be needed to get everything back in balance. These corrections will need to be made within Advanced Receiving and/or New AP Transactions depending on what caused the issue to begin with.



If you need additional assistance in auditing or balancing your reports, please work with Epicor Professional Services or the Eagle Advice Line.

The reports that we discussed today will help you ensure that all the applications that are impacted by Advanced Receiving—including Inventory, Purchasing History, Accounts Payable, and General Ledger—are all current and balanced. It is very important to monitor these reports and balancing steps on a regular basis, whether it be daily, weekly, or monthly.

