

Purchases Clearing Overview

Purchases Clearing is a temporary liability account that is credited during Receipt of Goods. It is used to hold the liability for the goods received, but not yet invoiced.

The account is assigned in Inventory Maintenance, Setup menu, Product Line Maintenance. It is **NOT** the inventory account **OR** a Cost of Sales account. **IT IS A LIABILITY ACCOUNT.**

Purchases Clearing is an account that needs to be reconciled, just like any other Balance Sheet account.

The screenshot shows the Sage Product Line Maintenance window for 'CABLES & ACCESSORIES' on 9/22/2014. The window is divided into two tabs: '1. Main' and '2. Accounts'. The '2. Accounts' tab is active, displaying a table of accounts. The 'Purchases Clearing' account is highlighted, with its G/L Account No. '200-03-00' selected. The table lists various accounts with their descriptions and 'Post by Whse' checkboxes.

Account	G/L Account No.	Description	Post by Whse
Inventory	115-00-03	Inventory - Central Warehouse	<input checked="" type="checkbox"/>
Cost of Goods Sold	450-01-00	Purchases	<input checked="" type="checkbox"/>
Sales/Income	400-01-00	Distribution sales (history)	<input checked="" type="checkbox"/>
Sales Returns	425-00-00	Returns & allowances	<input checked="" type="checkbox"/>
Inventory Adjustment	960-00-04	Miscellaneous	<input type="checkbox"/>
Purchases Clearing	200-03-00	Purchases clearing account	<input type="checkbox"/>
PD Variance Adjustment	960-00-04	Miscellaneous	<input type="checkbox"/>
Mfg Variance Adjustment	960-00-04	Miscellaneous	<input type="checkbox"/>
RMA Scrap	116-00-00	Inventory-Scrap	<input checked="" type="checkbox"/>
Repairs In Process	117-00-00	Inventory-Repairs in Process	<input checked="" type="checkbox"/>
Repairs Clearing	118-00-00	Inventory-Repairs Clearing	<input checked="" type="checkbox"/>

How the Purchases Clearing Account is Populated:

Receipt of Goods:

Enter a Receipt of Goods, without an Invoice number.

Receipt of Goods Entry (ABC) 9/22/2014

Receipt Number: 001009

1. Header | 2. Address | 3. Lines | 4. Totals

Receipt Date: 9/22/2014

Purchase Order Number: 0010019 | Invoice Number: | Invoice Date:

Vendor No.: 01-COMPAQ | Compaq Computer Corporation

Order Type: Standard Order | Order Status: New | Required Date: 9/22/2014

1099 Form: None | 1099 Box:

Sales Tax: Schedule: NONTAX | Use Tax:

Purchase Address: | Ship-To Address: 0000 | ABC Distributing Company

Terms Code: 03 | NET END OF MONTH | Ship Via: | FOB:

Warehouse: 000 | CENTRAL WAREHOUSE

Confirm To: JERRY ALLE | E-mail: | Telephone: (714) 555-9921 | Ext: | Comment:

Buttons: Accept | Cancel | Delete

Receipt of Goods Entry (ABC) 9/22/2014

Receipt Number: 001009

1. Header | 2. Address | 3. Lines | 4. Totals

Quick Flow: 2

	Item Code	Ordered	Received	Unit Cost	Extension	Comm
1	4886-18-14-3	10.00	10.00	22.604	226.04	
2	 	.00	.00	.000	.00	

Description: | Warehouse: | Unit of Measure: | Back Ordered: .00

Total Amount: 226.04

Buttons: Accept | Cancel | Delete

Print Daily Receipt Register and Update.

Sage Daily Receipt Registers (ABC) 9/22/2014

Current General Ledger Period: 05 Ending: 5/31/2010
 Purchase Order Posting Date: 9/22/2014
 Print Full Comments:

Notice: This Purchase Order posting date falls into a future General Ledger period.

HP LaserJet P2055d UPD PCL 6

Print Preview Setup

Receipt Of Goods Register
 Journal Posting Date: 9/22/2014
 Register Number: PO-000002

ABC Distribution and Service Corp. (ABC)

Receipt Number	Date	Item Code/Description	Use Tax	Class	Unit of Measure	Whse	Ordered	Quantity Received	Backordered	Unit Cost	Extension
001009	9/22/2014	PO: 0010019 Vendor: 01-COMPAQ Compaq Computer Corp 4886-18-14-3 PAPER CADDY 18"W 14"D 3"H	No		TX	EACH	000	10.00	10.00	0.00	226.04
COD: 22.604											
Receipt Total: 226.04											
Report Total: 226.04											

Sage 100 ERP

Do you want to update the Receipt Of Goods Register?

Yes No

Sage 100 ERP

Do you want to print the Daily Transaction Register?

Yes No

Daily Transaction Register

ABC Distribution and Service Corp. (ABC)

Postings For: 9/22/2014

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
PO-000002	115-00-03	Inventory - Central Warehouse	226.04	
	200-03-00	Purchases clearing account Compaq Computer Corporation REC:G001009		226.04
Journal 000002 Totals:			226.04	226.04
Source PO Totals:			226.04	226.04
9/22/2014 Totals:			226.04	226.04
Report Totals:			226.04	226.04

Purchase Clearing Report:

This report is used to reconcile the purchases clearing account. The balance should match the balance in the General Ledger. The Quantity Ordered, Quantity Received and Quantity Invoiced all have to be the same in order to clear off this report.

NOTE: This report can only be run as of TODAY, it cannot be run for a prior period!!

Purchases Clearing Report
Sorted by Purchase Order Number
For Item Types: Inventory Items

ABC Distribution and Service Corp.(ABC)

P. O. Number Item Code/Description	Order Date	Last Receipt Date	P. O. Type	Vendor Number	Product Line	Inventory Account Number	Quantity Ordered	Quantity Received	Quantity Invoiced	Unit Cost	Purchases Clearing
0010003 VOG-CM-MP-B	5/15/2010	5/31/2010	S	01-CONT	WF&A	115-00-03	100.00	99.00	1.00	26.750	2,675.00
0010003 VOG-CM-MP-B	5/15/2010	5/31/2010	S	01-CONT	WF&A	115-00-03	66.00	50.00	0.00	26.750	1,337.50
0010003 VOG-CM-MP-B	5/15/2010	5/31/2010	S	01-CONT	WF&A	115-00-03	50.00	40.00	10.00	144.770	7,238.50
0010009 PFS-007-CONN-M	5/30/2010	5/31/2010	S	02-TELCOMM	C&A	115-00-03	10.00	12.00	0.00	8.250	99.00
0010014 1001-HON-H252	5/31/2010	5/31/2010	S	01-STEVE	WF&A	115-00-03	10.00	10.00	0.00	34.250	342.50
0010014 2480-B-50	5/31/2010	5/31/2010	S	01-STEVE	FD&A	115-00-03	2.00	2.00	0.00	1,545.300	3,090.60
0010019 4889-18-14-3	9/22/2014	9/22/2014	S	01-COMPAQ	PS&A	115-00-03	10.00	10.00	0.00	22.604	226.04
Report Total:											15,009.14

sage Account Inquiry (ABC) 9/22/2014

Account No. 200-03-00 Description Purchases clearing account Budget

1. Main 2. History 3. Variance 4. Transactions Fiscal Year 2014

Period	Ending	Beginning Balance	Debits	Credits	Ending Balance
01	Jan 31	14,783.10-	.00	.00	14,783.10-
02	Feb 28	14,783.10-	.00	.00	14,783.10-
03	Mar 31	14,783.10-	.00	.00	14,783.10-
04	Apr 30	14,783.10-	.00	.00	14,783.10-
05	May 31	14,783.10-	.00	.00	14,783.10-
06	June 30	14,783.10-	.00	.00	14,783.10-
07	July 31	14,783.10-	.00	.00	14,783.10-
08	Aug 31	14,783.10-	34.25	34.25	14,783.10-
09	Sept 30	14,783.10-	.00	226.04	15,009.14-
10	Oct 31	15,009.14-	.00	.00	15,009.14-
11	Nov 30	15,009.14-	.00	.00	15,009.14-
12	Dec 31	15,009.14-	.00	.00	15,009.14-
Total		14,783.10-	34.25	260.29	15,009.14-

OK

Receipt of Invoice:

Enter the Receipt of Invoice for this Purchase Order.

Receipt of Invoice Entry (ABC) 9/22/2014

Receipt Number: 001005

1. Header | 2. Address | 3. Lines | 4. Totals

Purchase Order Number: 0010019 | **Invoice Number: 456786** | Invoice Date: 9/22/2014

Vendor No.: 01-COMPAQ | Compaq Computer Corporation

Order Type: Standard Order
Order Status: Back Order
Required Date: 9/22/2014

1099 Form: None
1099 Box:

Sales Tax Schedule: NONTAX
Nontaxable Tax Schedule: Use Tax

Purchase Address:
Ship-To Address: 0000 | ABC Distributing Company
Terms Code: 03 | NET END OF MONTH
Ship Via:
Warehouse: 000 | CENTRAL WAREHOUSE

Confirm To: JERRY ALLE
E-mail:
Telephone: (714) 555-9921 | Ext:
Comment:

Accept | Cancel | Delete

Receipt of Invoice Entry (ABC) 9/22/2014

Receipt Number: 001005

1. Header | 2. Address | 3. Lines | 4. Totals

Quick Row: 2

	Item Code	Ordered	Invoiced	Unit Cost	Extension	Com
1	4886-18-14-3	10.00	10.00	22.604	226.04	
2		.00	.00	.000	.00	

Description:
Warehouse:
Unit of Measure:
Qty Received: .00

Total Amount: 226.04

Accept | Cancel | Delete

Print Daily Receipt Register and Update.

sage Daily Receipt Registers (ABC) 9/22/2014

Current General Ledger Period: 05 Ending: 5/31/2010
 Purchase Order Posting Date: 9/22/2014
 Print Full Comments:

 Notice: This Purchase Order posting date falls into a future General Ledger period.

HP LaserJet P2055d UPD PCL 6

Print Preview Setup

Receipt Of Invoice Register
 Journal Posting Date: 9/22/2014
 Register Number: PO-000003

ABC Distribution and Service Corp. (ABC)

Entry Number	Date	Item Code/Description	Use Tax	Tax Class	Unit of Measure	Whse	Quantity Ordered	Quantity Received	Quantity Invoiced	Unit Cost	Extension
001005	9/22/2014	PO: 0010019 Vendor: 01-COMPAQ Compaq Computer Corporation									
		4886-18-14-3 PAPER CADDY 18"W 14"D 3"H	No	TX	EACH	000	10.00	10.00	10.00	22.604	226.04
										Sales Tax:	0.00
										Invoice Total:	226.04
										Report Total:	226.04

sage Sage 100 ERP

Do you want to update the Daily Receipt Registers?

Yes No

sage Sage 100 ERP

Do you want to print the Daily Transaction Register?

Yes No

Daily Transaction Register

ABC Distribution and Service Corp. (ABC)

Postings For: 9/22/2014

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
PO-000003	200-01-00	Accounts payable - trade		226.04
	200-03-00	P/O RECEIPT ENTRY DIV:01 Purchases clearing account Compaq Computer Corporation INV:456786	226.04	
		Journal 000003 Totals:	<u>226.04</u>	<u>226.04</u>
		Source PO Totals:	<u>226.04</u>	<u>226.04</u>
		9/22/2014 Totals:	<u>226.04</u>	<u>226.04</u>
		Report Totals:	<u>226.04</u>	<u>226.04</u>

The Purchase Order does NOT show on the report because it has been fully received and invoiced.

Purchases Clearing Report
 Sorted by Purchase Order Number
 For Item Types: Inventory Items

ABC Distribution and Service Corp. (ABC)

P. O. Number Item Code/Description	Order Date	Last Receipt Date	P. O. Type	Vendor Number	Product Line	Inventory Account Number	Quantity Ordered	Quantity Received	Quantity Invoiced	Unit Cost	Purchases Clearing
0010003 VOG-CM-MP-B MODESTY PANEL	5/15/2010	5/31/2010	S	01-CONT	WF&A	115-00-03	100.00	99.00	1.00 -	26.750	2,675.00
0010003 VOG-CM-MP-B MODESTY PANEL	5/15/2010	5/31/2010	S	01-CONT	WF&A	115-00-03	66.00	50.00	0.00	26.750	1,337.50
0010003 VOG-CM-MSC STORAGE CUBE	5/15/2010	5/31/2010	S	01-CONT	WF&A	115-00-03	50.00	40.00	10.00 -	144.770	7,238.50
0010009 FFS-007-CONN-M EIA RSS23 CONECT 7 CONDUCTOR M	5/30/2010	5/31/2010	S	02-TELCOMM	C&A	115-00-03	10.00	12.00	0.00	8.250	99.00
0010014 1001-HON-H252 HON 2 DRAWER LETTER FLE W/O LK	5/31/2010	5/31/2010	S	01-STEVE	WF&A	115-00-03	10.00	10.00	0.00	34.250	342.50
0010014 2480-9-50 DESK FILE 8" CAP 50	5/31/2010	5/31/2010	S	01-STEVE	FD&A	115-00-03	2.00	2.00	0.00	1,545.300	3,090.60
Report Total:											14,783.10

Account Inquiry (ABC) 9/22/2014

Account No. 200-03-00 Budget

Description Purchases clearing account

1. Main 2. History 3. Variance 4. Transactions Fiscal Year 2014

Period	Ending	Beginning Balance	Debits	Credits	Ending Balance
01	Jan 31	14,783.10-	.00	.00	14,783.10-
02	Feb 28	14,783.10-	.00	.00	14,783.10-
03	Mar 31	14,783.10-	.00	.00	14,783.10-
04	Apr 30	14,783.10-	.00	.00	14,783.10-
05	May 31	14,783.10-	.00	.00	14,783.10-
06	June 30	14,783.10-	.00	.00	14,783.10-
07	July 31	14,783.10-	.00	.00	14,783.10-
08	Aug 31	14,783.10-	34.25	34.25	14,783.10-
09	Sept 30	14,783.10-	226.04	226.04	14,783.10-
10	Oct 31	14,783.10-	.00	.00	14,783.10-
11	Nov 30	14,783.10-	.00	.00	14,783.10-
12	Dec 31	14,783.10-	.00	.00	14,783.10-
Total		14,783.10-	260.29	260.29	14,783.10-

OK Print ?

What Happens if Quantity Isn't the Same:

Purchase Order Entry (ABC) 9/22/2014

Order Number: 0010021 | User: sjd

1. Header | 2. Address | 3. Lines | 4. Totals

Quick Row: 2

	Item Code	Ordered	Back Ordered	Unit Cost	Extension	Com
1	6655	25.00	.00	81.250	2,031.25	
2		.00	.00	.000	.00	

Description: _____
 Warehouse: _____
 Unit of Measure: _____
 Qty Received: .00

Total Amount: 2,031.25

Buttons: Quick Print... | Accept | Cancel | Delete

Receipt of Goods Entry (ABC) 9/22/2014

Receipt Number: 001010

1. Header | 2. Address | 3. Lines | 4. Totals

Quick Row: 2

	Item Code	Ordered	Received	Unit Cost	Extension	Comm
1	6655	25.00	20.00	81.250	1,625.00	
2		.00	.00	.000	.00	

Description: _____
 Warehouse: _____
 Unit of Measure: _____
 Back Ordered: .00

Total Amount: 1,625.00

Buttons: Accept | Cancel | Delete

Daily Transaction Register

ABC Distribution and Service Corp. (ABC)

Postings For: 9/22/2014

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
PO-000004	115-00-03	Inventory - Central Warehouse	1,625.00	
	200-03-00	Container Corporation Of Usa REC:G001010 Purchases clearing account		1,625.00
Journal 000004 Totals:			<u>1,625.00</u>	<u>1,625.00</u>
Source PO Totals:			<u>1,625.00</u>	<u>1,625.00</u>
9/22/2014 Totals:			<u>1,625.00</u>	<u>1,625.00</u>
Report Totals:			<u>1,625.00</u>	<u>1,625.00</u>

Sage Receipt of Invoice Entry (ABC) 9/22/2014

Receipt Number: 001006

1. Header | 2. Address | 3. Lines | 4. Totals

Quick Row: 2

	Item Code	Ordered	Invoiced	Unit Cost	Extension	Com
1	6655	25.00	25.00	81.250	2,031.25	
2		.00	.00	.000	.00	

Description:
 Warehouse:
 Unit of Measure:
 Qty Received: .00

Total Amount: 2,031.25

Accept Cancel Delete

Daily Transaction Register

ABC Distribution and Service Corp. (ABC)

Postings For: 9/22/2014

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
PO-000005	200-01-00	Accounts payable - trade		2,031.25
		P/O RECEIPT ENTRY DIV:01		
	200-03-00	Purchases clearing account	2,031.25	
		Container Corporation Of Usa INV:5486		
Journal 000005 Totals:			<u>2,031.25</u>	<u>2,031.25</u>
Source PO Totals:			<u>2,031.25</u>	<u>2,031.25</u>
9/22/2014 Totals:			<u>2,031.25</u>	<u>2,031.25</u>
Report Totals:			<u>2,031.25</u>	<u>2,031.25</u>

Purchases Clearing Report
Sorted by Purchase Order Number
For Item Types: Inventory Items

ABC Distribution and Service Corp. (ABC)

P. O. Number Item Code/Description	Order Date	Last Receipt Date	P.O. Type	Vendor Number	Product Line	Inventory Account Number	Quantity Ordered	Quantity Received	Quantity Invoiced	Unit Cost	Purchases Clearing
0010003 VOG-CM-MP-B MODESTY PANEL	5/15/2010	5/31/2010	S	01-CONT	WF&A	115-00-03	100.00	99.00	1.00-	26.750	2,675.00
0010003 VOG-CM-MP-B MODESTY PANEL	5/15/2010	5/31/2010	S	01-CONT	WF&A	115-00-03	66.00	50.00	0.00	26.750	1,337.50
0010003 VOG-CM-MSC STORAGE CUBE	5/15/2010	5/31/2010	S	01-CONT	WF&A	115-00-03	50.00	40.00	10.00-	144.770	7,238.50
0010009 PFS-007-CONN-M EIA RS323 CONECT 7 CONDUCTOR M	5/30/2010	5/31/2010	S	02-TELCOMM	C&A	115-00-03	10.00	12.00	0.00	8.250	99.00
0010014 1001-HON-H252 HON 2 DRAWER LETTER FLE W/O LK	5/31/2010	5/31/2010	S	01-STEVE	WF&A	115-00-03	10.00	10.00	0.00	34.250	342.50
0010014 2480-8-50 DESKFILE 8" CAP 50	5/31/2010	5/31/2010	S	01-STEVE	FD&A	115-00-03	2.00	2.00	0.00	1,545.300	3,090.60
0010021 6655 PRINTER STAND W/ BASKET	9/22/2014	9/22/2014	S	01-CONT	PS&A	115-00-03	25.00	20.00	25.00	81.250	406.25-
Report Total:											<u>14,376.85</u>

Account Inquiry (ABC) 9/22/2014

Account No. 200-03-00 Budget

Description Purchases clearing account

1. Main 2. History 3. Variance 4. Transactions Fiscal Year 2014

Period	Ending	Beginning Balance	Debits	Credits	Ending Balance
01	Jan 31	14,783.10-	.00	.00	14,783.10-
02	Feb 28	14,783.10-	.00	.00	14,783.10-
03	Mar 31	14,783.10-	.00	.00	14,783.10-
04	Apr 30	14,783.10-	.00	.00	14,783.10-
05	May 31	14,783.10-	.00	.00	14,783.10-
06	June 30	14,783.10-	.00	.00	14,783.10-
07	July 31	14,783.10-	.00	.00	14,783.10-
08	Aug 31	14,783.10-	34.25	34.25	14,783.10-
09	Sept 30	14,783.10-	2,257.29	1,851.04	14,376.85-
10	Oct 31	14,376.85-	.00	.00	14,376.85-
11	Nov 30	14,376.85-	.00	.00	14,376.85-
12	Dec 31	14,376.85-	.00	.00	14,376.85-
Total		14,783.10-	2,291.54	1,885.29	14,376.85-

OK Print Help

What Happens if the Invoice Cost Isn't the Same as Received Cost:

SAGE Purchase Order Entry (ABC) 9/22/2014

Order Number: 0010022 Defaults... Vendor...

1. Header 2. Address 3. Lines 4. Totals User: sjd

Quick Row: 2

	Item Code	Ordered	Back Ordered	Unit Cost	Extension	Cor
1	6657-24-20-12	10.00	.00	101.809	1,018.09	
2		.00	.00	.000	.00	

Description: Warehouse: Unit of Measure: Qty Received: .00

Total Amount: 1,018.09

Quick Print... Accept Cancel Delete Print Help

SAGE Receipt of Goods Entry (ABC) 9/22/2014

Receipt Number: 001011 Defaults... Vendor...

1. Header 2. Address 3. Lines 4. Totals

Quick Row: 2

	Item Code	Ordered	Received	Unit Cost	Extension	Comm
1	6657-24-20-12	10.00	10.00	101.809	1,018.09	
2		.00	.00	.000	.00	

Description: Warehouse: Unit of Measure: Back Ordered: .00

Total Amount: 1,018.09

Accept Cancel Delete Print Help

sage Receipt of Invoice Entry (ABC) 9/22/2014

Receipt Number: 001007

1. Header | 2. Address | 3. Lines | 4. Totals

Item Code	Ordered	Invoiced	Unit Cost	Extension	Com
1 6657-24-20-12	10.00	10.00	120.000	1,200.00	
2	.00	.00	.000	.00	

Total Amount: 1,200.00

Buttons: Accept, Cancel, Delete, Print, Help

If the Invoice Cost is different from the Received Cost, you will get a warning.

Sage 100 ERP

Warning: A variance has been encountered. Please review the Variance Register before updating the Receipt Register.

OK

Receipt Of Invoice Register
 Journal Posting Date: 9/22/2014
 Register Number: PO-000007

ABC Distribution and Service Corp. (ABC)

Entry Number	Date	PO	Vendor	Use Tax	Tax Class	Unit of Measure	Whse	Ordered	Quantity Received	Invoiced	Unit Cost	Extension
001007	9/22/2014	0010022	01-CONT Container Corporation Of Usa									
				Schedule: NONTAX		Invoice: 84657		COD:				
6657-24-20-12	SOUND CVR 24.5"W 20"D 12"H LQ		No TX	EACH	000	10.00	10.00	10.00	120.000	1,200.00		
											Sales Tax:	0.00
											Invoice Total:	1,200.00
											Report Total:	1,200.00

Receipt/Invoice Variance Register
 Journal Posting Date: 9/22/2014
 Register Number: PV-000001

ABC Distribution and Service Corp. (ABC)

PO Number	Item Code	Description	Unit of Measure	Whs	Ordered	Quantity Received	Invoiced	Received	Unit Cost	Invoiced	Variance	Variance Amount
0010022	6657-24-20-12	SOUND CVR 24.5"W 20"D 12"H LQ	EACH	000	10.00	10.00	10.00	101.809	120.000	18.191	181.910	
											Invoice Date: 9/22/2014	
											P. O. 0010022 Total:	181.910
											Report Total:	181.910

Daily Transaction Register

ABC Distribution and Service Corp. (ABC)

Postings For: 9/22/2014

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
PO-000006	115-00-03	Inventory - Central Warehouse	1,018.09	
	200-03-00	Container Corporation Of Usa REC:G001011 Purchases clearing account		1,018.09
		Container Corporation Of Usa REC:G001011		
		Journal000006 Totals:	<u>1,018.09</u>	<u>1,018.09</u>
Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
PO-000007	200-01-00	Accounts payable - trade		1,200.00
	200-03-00	P/O RECEIPT ENTRY DIV:01 Purchases clearing account	1,200.00	
		Container Corporation Of Usa INV:84657		
		Journal000007 Totals:	<u>1,200.00</u>	<u>1,200.00</u>
		Source PO Totals:	<u>2,218.09</u>	<u>2,218.09</u>
Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
PV-000001	200-03-00	Purchases clearing account		181.91
	960-00-04	Container Corporation Of Usa PO:0010022 Miscellaneous	181.91	
		Container Corporation Of Usa PO:0010022		
		Journal000001 Totals:	<u>181.91</u>	<u>181.91</u>
		Source PV Totals:	<u>181.91</u>	<u>181.91</u>
		9/22/2014 Totals:	<u>2,400.00</u>	<u>2,400.00</u>
		Report Totals:	<u>2,400.00</u>	<u>2,400.00</u>

What Can Make the Account Out of Balance to GL:

Return of Goods – With PO

Return of Goods Entry (ABC) 9/22/2014

Return Number: 001007

Return Date: 9/22/2014

Purchase Order Number: 0010019

Vendor No.: 01-COMPAQ | Compaq Computer Corporation

Order Type: Standard Order

Order Status: Completed

Required Date: 9/22/2014

1099 Form: None

Sales Tax Schedule: NONTAX

Warehouse: 000 | CENTRAL WAREHOUSE

Confirm To: JERRY ALLE

Telephone: (714) 555-9921

Buttons: Quick Print, Accept, Cancel, Delete, Print, Help

Return of Goods Entry (ABC) 9/22/2014

Return Number: 001007

1. Header | 2. Address | 3. Lines | 4. Totals

Quick Row: 2

	Item Code	Ordered	Returned	Unit Cost	Extension	Comm
1	4886-18-14-3	10.00	10.00	22.604	226.04	
2		.00	.00	.000	.00	

Description: _____

Warehouse: _____

Unit Of Measure: _____

Received: .00

Total Amount: 226.04

Buttons: Quick Print, Accept, Cancel, Delete, Print, Help

Purchases Clearing Report
Sorted by Purchase Order Number
For Item Types: Inventory Items

ABC Distribution and Service Corp. (ABC)

P. O. Number Item Code/Description	Order Date	Last Receipt Date	P.O. Type	Vendor Number	Product Line	Inventory Account Number	Quantity Ordered	Quantity Received	Quantity Invoiced	Unit Cost	Purchases Clearing
0010003 VOG-CM-MP-B MODESTY PANEL	5/15/2010	5/31/2010	S	01-CONT	WF&A	115-00-03	100.00	99.00	1.00-	26.750	2,675.00
0010003 VOG-CM-MP-B MODESTY PANEL	5/15/2010	5/31/2010	S	01-CONT	WF&A	115-00-03	66.00	50.00	0.00	26.750	1,337.50
0010003 VOG-CM-MSC STORAGE CUBE	5/15/2010	5/31/2010	S	01-CONT	WF&A	115-00-03	50.00	40.00	10.00-	144.770	7,238.50
0010009 PFS-007-CONN-M EIA RS323 CONECT 7 CONDUCTOR M	5/30/2010	5/31/2010	S	02-TELCOMM	C&A	115-00-03	10.00	12.00	0.00	8.250	99.00
0010014 1001-HON-H252 HON 2 DRAWER LETTER FLE W/O LK	5/31/2010	5/31/2010	S	01-STEVE	WF&A	115-00-03	10.00	10.00	0.00	34.250	342.50
0010014 2480-8-50 DESK FILE 8" CAP 50	5/31/2010	5/31/2010	S	01-STEVE	FD&A	115-00-03	2.00	2.00	0.00	1,545.300	3,090.60
0010019 4886-18-143 PAPER CADDY 18"W 14"D 3"H	9/22/2014	9/22/2014	S	01-COMPAQ	PS&A	115-00-03	10.00	0.00	10.00	22.604	226.04-
0010021 6655 PRINTER STAND W/ BASKET	9/22/2014	9/22/2014	S	01-CONT	PS&A	115-00-03	20.00	20.00	20.00	81.250	406.25-
Report Total:											14,150.81

Account Inquiry (ABC) 9/22/2014

Account No. 200-03-00
Description Purchases clearing account

1. Main | 2. History | 3. Variance | 4. Transactions | Fiscal Year 2014

Period	Ending	Beginning Balance	Debits	Credits	Ending Balance
01	Jan 31	14,783.10-	.00	.00	14,783.10-
02	Feb 28	14,783.10-	.00	.00	14,783.10-
03	Mar 31	14,783.10-	.00	.00	14,783.10-
04	Apr 30	14,783.10-	.00	.00	14,783.10-
05	May 31	14,783.10-	.00	.00	14,783.10-
06	June 30	14,783.10-	.00	.00	14,783.10-
07	July 31	14,783.10-	.00	.00	14,783.10-
08	Aug 31	14,783.10-	34.25	34.25	14,783.10-
09	Sept 30	14,783.10-	3,683.33	3,051.04	14,150.81-
10	Oct 31	14,150.81-	.00	.00	14,150.81-
11	Nov 30	14,150.81-	.00	.00	14,150.81-
12	Dec 31	14,150.81-	.00	.00	14,150.81-
Total		14,783.10-	3,717.58	3,085.29	14,150.81-

Return of Goods – Without PO

Return of Goods Entry (ABC) 9/22/2014

Return Number: 001008

1. Header | 2. Address | 3. Lines | 4. Totals

Return Date: 9/22/2014 | Authorization No.:

Purchase Order Number | Invoice Number | Invoice Date

Vendor No.: 01-CONT | Container Corporation Of Usa

Order Type: | Order Status: 1 Step | Required Date: 9/22/2014

1099 Form: None | 1099 Box:

Sales Tax Schedule: NONTAX

Purchase Address: | Ship-To Address: 0000 | ABC Distributing Company

Terms Code: 03 | NET END OF MONTH

Ship Via: | FOB: | Warehouse: 000 | CENTRAL WAREHOUSE

Confirm To: | Telephone: (312) 555-7721 | E-mail: | Comment:

Print Return:

Buttons: Quick Print, Accept, Cancel, Delete, Print, Help

Return of Goods Entry (ABC) 9/22/2014

Return Number: 001008

1. Header | 2. Address | 3. Lines | 4. Totals

Quick Row: 2

	Item Code	Ordered	Returned	Unit Cost	Extension	Comm
1	4886-18-14-3	5.00	5.00	22.604	113.02	
2		.00	.00	.000	.00	

Description: | Warehouse: | Unit Of Measure: | Received: .00

Total Amount: 113.02

Buttons: Quick Print, Accept, Cancel, Delete, Print, Help

Return of Goods Register
 Journal Posting Date: 9/22/2014
 Register Number: PP-000003

ABC Distribution and Service Corp. (ABC)

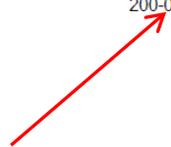
Return Number	Return Date	Item Code	Description	Use Tax	Tax Class	Unit of Measure	Whse	Quantity Returned	Returned		Inventory	
									Unit Cost	Extension	Unit Cost	Extension
001008	9/22/2014	PO:	Vendor: 01-CONT									
			Container Corporation Of Usa									
			Schedule: NONTAX									
			Invoice:									
			Date:									
		4886-18-14-3	PAPER CADDY 18"W 14"D 3"H	No	TX	EACH	000	5.00	22.604	113.02	22.604	113.02
									Freight:	0.00		
									Sales Tax:	0.00		
									Return Total:	113.02		
									Return Balance:	113.02		
									Inventory Totals:	113.02		113.02
									Miscellaneous & Specials Total:	0.00		
									Freight and Tax Total:	0.00		
									Report Total:	113.02		

Daily Transaction Register

ABC Distribution and Service Corp. (ABC)

Postings For: 9/22/2014

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
PP-000003	115-00-03	Inventory - Central Warehouse		113.02
		Container Corporation Of Usa RET:R001008		
	200-03-00	Purchases clearing account	113.02	
		Container Corporation Of Usa RET:R001008		
		Journal 000003 Totals:	<u>113.02</u>	<u>113.02</u>
		Source PP Totals:	<u>113.02</u>	<u>113.02</u>
		9/22/2014 Totals:	<u>113.02</u>	<u>113.02</u>
		Report Totals:	<u>113.02</u>	<u>113.02</u>



Out of Balance

Purchases Clearing Report
Sorted by Purchase Order Number
For Item Types: Inventory Items

ABC Distribution and Service Corp. (ABC)

P. O. Number Item Code/Description	Order Date	Last Receipt Date	P.O. Type	Vendor Number	Product Line	Inventory Account Number	Quantity Ordered	Quantity Received	Quantity Invoiced	Unit Cost	Purchases Clearing
0010003 VOG-CM-MP-B	5/15/2010	5/31/2010	S	01-CONT	WF&A	115-00-03	100.00	99.00	1.00-	26.750	2,675.00
0010003 VOG-CM-MP-B	5/15/2010	5/31/2010	S	01-CONT	WF&A	115-00-03	66.00	50.00	0.00	26.750	1,337.50
0010003 VOG-CM-MSC	5/15/2010	5/31/2010	S	01-CONT	WF&A	115-00-03	50.00	40.00	10.00-	144.770	7,238.50
0010009 PFS-007-CONN-M	5/30/2010	5/31/2010	S	02-TELCOMM	C&A	115-00-03	10.00	12.00	0.00	8.250	99.00
0010014 1001-HON-H252	5/31/2010	5/31/2010	S	01-STEVE	WF&A	115-00-03	10.00	10.00	0.00	34.250	342.50
0010014 2480-8-50	5/31/2010	5/31/2010	S	01-STEVE	FD&A	115-00-03	2.00	2.00	0.00	1,545.300	3,090.60
0010019 4886-18-14-3	9/22/2014	9/22/2014	S	01-COMPAQ	PS&A	115-00-03	10.00	0.00	10.00	22.604	226.04
0010021 6655	9/22/2014	9/22/2014	S	01-CONT	PS&A	115-00-03	25.00	20.00	25.00	81.250	406.25
Report Total:											<u>14,150.81</u>

SAP Account Inquiry (ABC) 9/22/2014

Account No. 200-03-00 Description Purchases clearing account Budget

1. Main 2. History 3. Variance 4. Transactions Fiscal Year 2014

Period	Ending	Beginning Balance	Debits	Credits	Ending Balance
01	Jan 31	14,783.10-	.00	.00	14,783.10-
02	Feb 28	14,783.10-	.00	.00	14,783.10-
03	Mar 31	14,783.10-	.00	.00	14,783.10-
04	Apr 30	14,783.10-	.00	.00	14,783.10-
05	May 31	14,783.10-	.00	.00	14,783.10-
06	June 30	14,783.10-	.00	.00	14,783.10-
07	July 31	14,783.10-	.00	.00	14,783.10-
08	Aug 31	14,783.10-	34.25	34.25	14,783.10-
09	Sept 30	14,783.10-	3,796.35	3,051.04	14,037.79-
10	Oct 31	14,037.79-	.00	.00	14,037.79-
11	Nov 30	14,037.79-	.00	.00	14,037.79-
12	Dec 31	14,037.79-	.00	.00	14,037.79-
	Total	14,783.10-	3,830.60	3,085.29	14,037.79-

OK Print

Hint – Look for Transaction Journals with a PP. Check to be sure that they had a PO on the receipt. If not, note the amount. A credit should be coming from the Vendor. The credit should be posted to the Purchases Clearing account.

SAP Account Inquiry (ABC) 9/22/2014

Account No. 200-03-00 Budget

Description Purchases clearing account

1. Main 2. History 3. Variance 4. Transactions Fiscal Year 2014

Per	Date	Journal	Posting Remark	Debit	Credit
08	8/5/2014	PP-000001	Ibm Corporation RET:R001006	34.25	
08	8/31/2014	AP-000016	Ibm Corporation /IN: 3846		34.25
09	9/22/2014	PO-000002	Compaq Computer Corporation R...		226.04
09	9/22/2014	PO-000003	Compaq Computer Corporation IN...	226.04	
09	9/22/2014	PO-000004	Container Corporation Of Usa RE...		1,625.00
09	9/22/2014	PO-000005	Container Corporation Of Usa INV...	2,031.25	
09	9/22/2014	PO-000006	Container Corporation Of Usa RE...		1,018.09
09	9/22/2014	PO-000007	Container Corporation Of Usa INV...	1,200.00	
09	9/22/2014	PP-000002	Compaq Computer Corporation R...	226.04	
09	9/22/2014	PP-000003	Container Corporation Of Usa RE...	113.02	
09	9/22/2014	PV-000001	Container Corporation Of Usa PO:...		181.91

Beginning	Debit	Credit	Net Change	Ending Balance
14,783.10-	3,830.60	3,085.29	745.31	14,037.79-

OK

Inventory Receipt through Transaction Entry:

sage Transaction Entry (ABC) 9/22/2014

Transaction Type: Receipts

Entry Number: 00000013

1. Header | 2. Lines

Transaction Date: 9/22/2014

Default Warehouse: 001 EAST WAREHOUSE

Comment:

Accept Cancel Delete  

sage Transaction Entry (ABC) 9/22/2014

Transaction Type: Receipts

Entry Number: 00000013

1. Header | 2. Lines

Quick Row: 2

	Item Code	Quantity	Unit Cost	Extension
1	4886-18-14-3	10.00	22.604	226.04
2	<input type="text"/>	.00	.000	0.00

Description:

Costing:

Unit of Measure:

Warehouse:

Total Amount: 226.04

Accept Cancel Delete  

Inventory Transaction Register
 Journal Posting Date: 9/22/2014
 Receipts Register Number: IR-000002

ABC Distribution and Service Corp. (ABC)

Reference Item Code	Transaction Date	Comment Description	Unit of Measure	Whse	Quantity	Unit Cost	Extension
00000013	9/22/2014						
4886-18-14-3		PAPER CADDY 18"W 14"D 3"H	EACH	001	10.00	22.604	226.04
Report Total:							226.04

Daily Transaction Register

ABC Distribution and Service Corp. (ABC)

Postings For: 9/22/2014

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
IR-000002	115-00-01	Inventory - East Warehouse	226.04	
		Inventory Transaction (RECEIPT)		
	200-03-00	Purchases clearing account		226.04
		Inventory Transaction (RECEIPT)		
Journal 000002 Totals:			226.04	226.04
Source IR Totals:			226.04	226.04
9/22/2014 Totals:			226.04	226.04
Report Totals:			226.04	226.04



Out of Balance

Purchases Clearing Report
Sorted by Purchase Order Number
For Item Types: Inventory Items

ABC Distribution and Service Corp. (ABC)

P. O. Number Item Code/Description	Order Date	Last Receipt Date	P.O. Type	Vendor Number	Product Line	Inventory Account Number	Quantity Ordered	Quantity Received	Quantity Invoiced	Unit Cost	Purchases Clearing
0010003 VOG-CM-MP-B MODESTY PANEL	5/15/2010	5/31/2010	S	01-CONT	WF&A	115-00-03	100.00	99.00	1.00-	26.750	2,675.00
0010003 VOG-CM-MP-B MODESTY PANEL	5/15/2010	5/31/2010	S	01-CONT	WF&A	115-00-03	66.00	50.00	0.00	26.750	1,337.50
0010003 VOG-CM-MSC STORAGE CUBE	5/15/2010	5/31/2010	S	01-CONT	WF&A	115-00-03	50.00	40.00	10.00-	144.770	7,238.50
0010009 PFS-007-CONN-M EIARS323 CONECT 7 CONDUCTOR M	5/30/2010	5/31/2010	S	02-TELCOMM	C&A	115-00-03	10.00	12.00	0.00	8.250	99.00
0010014 1001-HON-H252 HON 2 DRAWER LETTER FLE W/O LK	5/31/2010	5/31/2010	S	01-STEVE	WF&A	115-00-03	10.00	10.00	0.00	34.250	342.50
0010014 2480-8-50 DESK FILE 8" CAP 50	5/31/2010	5/31/2010	S	01-STEVE	FD&A	115-00-03	2.00	2.00	0.00	1,545.300	3,090.60
0010019 4886-18-143 PAPER CADDY 18"W 14"D 3"H	9/22/2014	9/22/2014	S	01-COMPAQ	PS&A	115-00-03	10.00	0.00	10.00	22.604	226.04
0010021 6655 PRINTER STAND W/ BASKET	9/22/2014	9/22/2014	S	01-CONT	PS&A	115-00-03	25.00	20.00	25.00	81.250	406.25
Report Total:											<u>14,150.81</u>

Account Inquiry (ABC) 9/22/2014

Account No. 200-03-00 Budget

Description Purchases clearing account

1. Main 2. History 3. Variance 4. Transactions Fiscal Year 2014

Period	Ending	Beginning Balance	Debits	Credits	Ending Balance
01	Jan 31	14,783.10-	.00	.00	14,783.10-
02	Feb 28	14,783.10-	.00	.00	14,783.10-
03	Mar 31	14,783.10-	.00	.00	14,783.10-
04	Apr 30	14,783.10-	.00	.00	14,783.10-
05	May 31	14,783.10-	.00	.00	14,783.10-
06	June 30	14,783.10-	.00	.00	14,783.10-
07	July 31	14,783.10-	.00	.00	14,783.10-
08	Aug 31	14,783.10-	34.25	34.25	14,783.10-
09	Sept 30	14,783.10-	3,796.35	3,390.10	14,376.85-
10	Oct 31	14,376.85-	.00	.00	14,376.85-
11	Nov 30	14,376.85-	.00	.00	14,376.85-
12	Dec 31	14,376.85-	.00	.00	14,376.85-
Total		14,783.10-	3,830.60	3,424.35	14,376.85-

OK Print Help

How to Purge Old PO's:

Step 1: From Purchase Order module, click on Utilities. Choose Purge Obsolete Purchase Orders. This utility will remove PO's even if they are not complete.

Remove Obsolete Purchase Orders Dated on or Before

Selections

Select Field	Operand	Value
Purchase Order Number	All	

Step 2: Enter Receipt of Goods and/or Receipt of Invoice for any discrepancies. If you do a Receipt of Goods you will need to adjust the quantity back out using Inventory Transaction Entry – Adjustments. If you do Receipt of Invoice you will need to adjust the invoice down to zero using Accounts Payable – Invoice Entry.

Step 3: Run the Purchases Clearing report from the Period End menu. Do a Journal Entry to correct the balance of the Purchases Clearing account to the account on the report.