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.

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

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	Image: Constraint of the second se									
Receipt Date 9/22/2014										
Purchase Order Number 0010019 2, Invoice Number Invoice Date										
Vendor No. 01-COMPAQ	Compaq Computer Corporation									
Order Type Standard Order Order Status New Required Date 9/22/2014	Purchase Address Q Ship-To Address 0000 Q ABC Distributing Company Terms Code 03 Q NET END OF MONTH Ship Via Q FOB Watebouse 000 Q CENTRAL WAREHOUSE									
None 1099 Box Sales Tax Schedule Nontaxable Tax Schedule Use Tax	Confirm To JERRY ALLE E-mail Image: Confirm To Telephone (714) 555-9921 Ext Image: Confirm To									
(Accept Cancel Delete 🔒 🕢									

sag	Receip	ot of Goods Entry (ABC)	9/22/2014				
	Receipt N	Number 001009 🖓		0		[Defaults
	<u>1</u> . Hea	ader <u>2</u> . Address	<u>3</u> . Lines	4. Totals			
0							
		∞	<u>Q</u> uick Row	2 🔁	「し」	1	법민생생豪•
		Item Code	Ordered	Received	Unit Cost	Extension	Comm
	1	4886-18-14-3	10.00	10.00	22.604	226.04	
	2	٩,	.00	.00	.000	.00	
	•						
	Desc Ware	cription ehouse					
	Unit of	Measure					
	Back	Ordered		.00 💌			
						Total Amou	int 226.04
						cept <u>C</u> ancel	Delete

Print Daily Receipt Register and Update.

^{see} Daily Receipt Registers (ABC) 9/22/2014	? ×									
Current General Ledger Period 05 Ending 5/31/2010 Purchase Order Posting Date 9/22/2014 Image: Comments Print Full Comments Image: Comments Image: Comments										
Notice: This Purchase Order posting date falls into a future General Ledger period.										
HP LaserJet P2055d UPD PCL 6	0									

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	Tax Class	Unit of Measur	e Whse	Ordered	_Quantity_ Received	Backordered	Unit Cost	Extension
001009 9/22/2014 PC 4886-18-14-3 PAPER CAD	D: 0010019 Vendor: DDY 18"W 14"D 3"H	01-COMPAQ Compaq Comp Schedule: NC	puter Cor; ONTAX No	тх	EACH	000	10.00	10.00	0.00	COD: 22.604 Receipt Total: Report Total:	226.04 226.04 226.04
Sage 100 EF	RP I want to update th	ne Receipt Of Goo	ods Reg	jister	?	×					
Sage 100 E	RP u want to print the Yes	e Daily Transactio	on Regi	sterí] ?	×					

Daily Transaction Register

Source Journal	Account Number	Account Number Account Description/Posting Comment							
PO-000002	115-00-03	Inventory - Central Warehouse	226.04						
		Compag Computer Corporation REC:G001009							
	200-03-00	Purchases clearing account		226.04					
	7	Compag Computer Corporation REC:G001009							
		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 Order, Quantity Received and Quantity Invoiced all have to be the same in order to clear off this report.

ABC Distribution and Service Corp. (ABC)

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 Foritem Types: Inventory Items

P. O. Number Item Code/Desc	Order Dat ription	e Last Receipt Date	Р.О. Туре	Vendor Number	Product Line	Inventory Account Number	Quantity Ordered	Quantity Received	Quantity Involced	UnitCost	Purchases Clearing
0010003 VOG-CM-MP-B	5/15/2010 I	5/31/2010 MODESTY PANEL	s	01-CONT	WF8A	115-00-03	100.00	99.00	1.00 -	26.750	2,675.00
0010003 VOG-CM-MP-B	5/15/2010 I	5/31/2010 MODESTY PANEL	s	01-CONT	WF8A	115-00-03	66.00	50.00	0.00	26.750	1,337.50
0010003 VOG-CM-MSC	5/15/2010 \$	5/31/2010 STORAGE CUBE	s	01-CONT	WF8A	115-00-03	50.00	40.00	10.00 -	144.770	7,238.50
0010009 PFS-007-CONN-	5/30/2010 M E	5/31/2010 EIA RS323 CONECT	S T7CONDUC	02-TELCOMM TOR M	C8A	115-00-03	10.00	12.00	0.00	8.250	99.00
0010014 1001-HON-H252	5/31/2010 H	5/31/2010 HON 2 DRAWER L	S ETTER FLE W	01-STEV //OLK	WF8A	115-00-03	10.00	10.00	0.00	34.250	342.50
0010014 2480-8-50	5/31/2010 [5/31/2010 DESK FILE 8" CAP (S 50	01-STEV	FD&A	115-00-03	202	2.00	0.00	1,545.300	3,090.60
0010019 4886-18-14-3	9/22/2014 F	9/22/2014 PAPER CADDY 18"	S W 14"D 3"H	01-COMPAQ	PS&A	115-00-03	10.00	10.00	0.00	22.604	226.04
										Report Total:	15,009.14

ccount	No. 200-	03-00		2, 14, 4	• •	<u>B</u> udget			
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-	.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-				
<u>7</u>	Total	14,783.10-	34.25	260.29	15,009.14-	ĨÆ			

Receipt of Invoice:

Enter the Receipt of Invoice for this Purchase Order.

Receipt of Invoice Entry (ABC) 9/22	2/2014	I ×
Receipt Number 001005 1.	Image: Contract of the second seco	
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	Purchase Address Q Ship-To Address 0000 Q ABC Distributing Company Terms Code 03 Q NET END OF MONTH Ship Via Q FOB Warehouse 000 Q CENTRAL WAREHOUSE	
1099 Box Sales Tax Schedule Nontaxable Tax Schedule Use Tax	Confirm To JERRY ALLE E-mail Image: Confirm To in the second sec	

P Receip	t of Invoice Entry (AB	C) 9/22/2014				_ 🗆 ×					
Receipt N	lumber 001005	. 🖂 🖬 🖣 📦 i	ÞI		(Defaults					
<u>1</u> . Hea	<u>1</u> . Header <u>2</u> . Address <u>3</u> . Lines <u>4</u> . Totals										
				/							
	<u>`</u> ►	Quick Row	2 🔁 🔰	/	4	□信信録・					
	Item Code	Ordered	Invoiced 🖌	Unit Cost	Extension	Comr					
1	4886-18-14-3	10.00	10.00	22.604	226.04						
2	9	.00	.00	.000	.00						
•											
Desc	cription										
Ware	Maaaa										
Qty Re	eceived		.00 🖵								
					Total Amount	226.04					
<u></u>					cept Cancel						

Print Daily Receipt Register and Update.

⁸⁸⁹⁸ Daily Receipt Registers (ABC) 9/22/2014	? X									
Current General Ledger Period 05 Ending 5/31/2010 Purchase Order Posting Date 9/22/2014 Imit Print Full Comments Imit										
Notice: This Purchase Order posting date falls into a future General Ledger period.										
HP LaserJet P2055d UPD PCL 6	0									

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

ABC Distribution and Service Corp. (ABC)

E	ntry															
Number	Date							Use	Tax	Unit of Moasur	a Wheo	Ordered	Quantity Received	Invoiced	Unit Cost	Extension
item couen	Description							Tax	Class	Measur	e wiise	ordered	Received	Invoiceu	oniccost	Extension
001005	9/22/2014	P	0: 0010019	Vendor:	01-COMPAQ	Compaq C	omputer C	orpor	ation							
						Schedule:	NONTAX	C		Invoice:	456786			COD:		
4886-18-1	14-3 PAPE	R CAI	DDY 18"W 14"D 3	"Н				No	ТΧ	EACH	000	10.00	10.00	10.00	22.604	226.04
															Sales Tax:	0.00
															Invoice Total:	226.04
															Report Total:	226.04
5809 C 3	ae 100) ED	D						X							
	ye roo		u						-							
2	Do.	you	want to up	date the	Daily Re	ceipt Re	egisters	?								
			Yes		No											
			<u></u>	U	<u></u> .											
		_						_	_							
^{sage} Sa	ge 10() ER	IP						×	1						
	Do		want to priv	at the D	ailu Trano	action F) o misto	0								
) 00.	you	want to phi		ally Frans	action	registe									
			Yes		No											
			Tes		<u>N</u> O											

Daily Transaction Register

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
PO-000003	200-01-00	Accounts payable - trade		226.04
		P/O RECEIPT ENTRY DIV:01		
	200-03-00	Purchases clearing account	226.04	
	7	Compaq Computer Corporation INV:456786		
	/	Journal 000003 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

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 Foritem Types: Inventory Items

		,						ABCDist	ibution an	d Service C	orp.(ABC)
P. O. Number Item Code/Dee	Order Date cription	Last Receipt Date	Р.О. Туре	Vendor Number	Produc Line	t Inventory Account Number	Quantity Ordered	Quantity Received	Quantity Involced	UnitCost	Purchases Clearing
0010003 VOG-CM-MP-B	5/15/2010 MC	5/31/2010 DESTY PANEL	s	01-CONT	WF8A	115-00-03	100.00	99.00	1.00 -	26.750	2,675.00
0010003 VOG-CM-MP-B	5/15/2010 MC	5/31/2010 DESTY PANEL	s	01-CONT	WF8A	115-00-03	66.00	50.00	0.00	26.750	1,337.50
0010003 VOG-CM-MSC	5/15/2010 ST	5/31/2010 ORAGE CUBE	s	01-CONT	WF8A	115-00-03	50.00	40.00	10.00 -	144.770	7,238.50
0010009 PFS-007-CONN	5/30/2010 -M EIA	5/31/2010 RS323 CONEC	S T7CONDUC	02-TELCOMM TOR M	C8A	115-00-03	10.00	12.00	0.00	8.250	99.00
0010014 1001-HON-H252	5/31/2010 2 HO	5/31/2010 N 2 DRAWER L	S ETTER FLE V	01-STEV V/OLK	WF8A	115-00-03	10.00	10.00	0.00	34.250	342.50
0010014 2480-8-50	5/31/2010 DE	5/31/2010 SK FILE 8" CAP	S 50	01-STEV	FD8A	115-00-03	2.00	2.00	0.00	1,545.300	3,090.60
										Report Total:	14,783.10

age Ac	count Inqu	uiry (ABC) 9/22/2014				<u>_ ×</u>			
Acc	ount No. 2	00-03-00			Þ ÞI	<u>B</u> udget			
Des	cription P	urchases clearing account							
	<u>1</u> . Main	2. History <u>3</u> . Vari	ance] <u>4</u> . Transactio	ns]	Fiscal Year	2014 💌			
_									
Pe	eriod Endin	g Beginning Balance	Debits	Credits	Ending Balance	2			
0.	1 Jan 31	14,783.10-	.00	.00	14,783.10-				
02	2 Feb 2	3 14,783.10-	.00	.00	14,783.10-				
03	3 Mar 3	1 14,783.10-	.00	.00	14,783.10-				
04	4 Apr 30) 14,783.10-	.00	.00	14,783.10-				
0	5 May 3	1 14,783.10-	.00	.00	14,783.10-				
0	6 June 3	0 14,783.10-	.00	.00	14,783.10-				
07	7 July 31	14,783.10-	.00	.00	14,783.10-				
0	8 Aug 3	1 14,783.10-	34.25	34.25	14,783.10-				
0	9 Sept 3	0 14,783.10-	226.04	226.04	14,783.10-				
1	0 Oct 31	14,783.10-	.00	.00	14,783.10-				
1	1 Nov 3	0 14,783.10-	.00	.00	14,783.10-				
12	2 Dec 3	1 14,783.10-	.00	.00	14,783.10-				
	Total	14,783.10-	260.29	260.29	14,783.10-				
<u> </u>									
					<u></u> K	80			

What Happens if Quantity Isn't the Same:

^{sage} Purcha	ase Order	Entry (ABC) 9	9/22/2014				
Order Nu <u>1</u> . Hea	umber 00° ader]	10021	14 4 > >1 3. Lines	4. Totals	User sjd	De	efaults
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	lti	em Code	Ordered	Back Ordered	Unit Cost	Extension	Cor
1	6655		25.00	.00	81.250	2,031.25	
2	.	٩	.00	.00	.000	.00	
1							
Des	cription						
Wan	ehouse						
Unit of	f Measure						
Qty R	Received			.00 💌			
						Total Amount	2,031.25
Quic <u>k</u> Pri	nt 🦪					pt <u>C</u> ancel	Delete

^{sage} Recei	ipt of Goods Entry (ABC)	9/22/2014				
Receipt <u>1</u> . He	: Number 001010 ^{- J} . [eader <u>2</u> . Address	14 4 6 6 3. Lines	┃ _ <u>4</u> . Totals		[Defaults <u>V</u> endor
	\% `_+	Quick Row	2 🔁	Ç []		ॾॻढ़ढ़ॖॖॣॖॖ∙
	Item Code	Ordered	Received	Unit Cost	Extension	Comm
1	6655	25.00	20.00	81.250	1,625.00	
2	٩,	.00	.00	.000	.00	
■	scription					
	rebouse					
Unit c	of Measure					
Back	< Ordered		.00 💌			
					Total Amou	nt 1,625.00
				A	cept <u>C</u> ancel	

Daily Transaction Register

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						
		Container Corporation Of Usa REC:G001010							
	200-03-00	Purchases clearing account		1,625.00					
		Container Corporation Of Usa REC:G001010							
		Journal 000004 Totals:	1,625.00	1.625.00					
		Source PO Totals:	1,625.00	1,625.00					
		9/22/2014 Totals:	1,625.00	1,625.00					
		Report Totals:	1,625.00	1,625.00					

^{sage} Receip	pt of Invoice Entry (AB	C) 9/22/2014				
Receipt I <u>1</u> . Hea	Number 001006 ⁽ -) ader <u>2</u> . Address	<u>3</u> Lines	▶I <u>4</u> . Totals			Defaults
	<u> </u> %]_ ∗	Quick Row	2 💋	Ç.	12	□성성률・
	Item Code	Ordered	Invoiced	Unit Cost	Extension	Comr
1	6655	25.00	25.00	81.250	2,031.25	
2	٩	.00	.00	.000	.00	
1						
Des	cription		-			
War	ehouse					
Unit of	fMeasure					
Qty R	leceived		.00 💌			
۶ <u>ـــــ</u>					Total Amount	2,031.25
				Ac	cept <u>C</u> ancel	Delete

Daily Transaction Register

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

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

P.O.Number Item Code/Des	Order Date cription	Last Receipt Date	P.O. Type	Vendor Number	Product Line	i Inventory Account Number	Quantity Ordered	Quantity Received	Quantity Invoiced	Unit Cost	Purchases Clearing
0010003 VOG-CM-MP-B	5/15/2010 MOI	5/31/2010 DESTY PANEL	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 MOI	5/31/2010 DESTY PANEL	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 STC	5/31/2010 RAGE CUBE	S	01-CONT	WF&A	115-00-03	50.00	40.00	10.00-	144.770	7,238.50
0010009 PFS-007-CONM	5/30/2010 I-M EIA	5/31/2010 RS323 CONEC	S T 7 CONDUC	02-TELCOMM CTOR M	C&A	115-00-03	10.00	12.00	0.00	8.250	99.00
0010014 1001-HON-H25	5/31/2010 2 HON	5/31/2010 N 2 DRAWER LI	S ETTER FLE \	01-STEV V/O LK	WF&A	115-00-03	10.00	10.00	0.00	34.250	342.50
0010014 2480-8-50	5/31/2010 DES	5/31/2010 K FILE 8" CAP	S 50	01-STEV	FD&A	115-00-03	2.00	2.00	0.00	1,545.300	3,090.60
0010021 6655	9/22/2014 PRII	9/22/2014 NTER STAND V	S V/ BASKET	01-CONT	PS&A	115-00-03	25.00	20.00	25.00	81.250	406.25-
									F	Report Total:	14,376.85

Accou	nt Inquir	γ (ABC) 9/22/2014			N. NI	
ccount	NO. [200	-03-00				Dudget
escripti	ion Pur	chases clearing account				
<u>1</u> . М.	<u>1</u> . Main <u>2</u> . History <u>3</u> . Variance <u>4</u> . Transactions		ns	Fiscal Year	2014 💌	
— · ·				.		
Period	Ending	Beginning Balance	Debits	Credits	Ending Balance	2
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-	
	<u> </u>					
						Tole
19					ŪK	

^{sage} Purch	ase Order Entry (ABC) 9	/22/2014				
Order N	lumber 0010022 [14, [14				De	aults ⊻endor
<u>1</u> . He	eader <u>2</u> . Address	<u>3</u> . Lines	<u>4</u> . Totals	User sjd		
	 %]_ +	Quick Row	2 🔁	오르	12	□信信録・
	Item Code	Ordered	Back Ordered	Unit Cost	Extension	Cor
1	6657-24-20-12	10.00	.00	101.809	1,018.09	
2	٩	.00	.00	.000	.00	
1						F
De	scription		-			
Wa	arehouse					
Unit o	of Measure					
Qty F	Received		.00 🔻			
					Total Amount	1,018.09
Quic <u>k</u> Pr	rint 🥐				pt <u>C</u> ancel	Delete

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

P Receip	ot of Goods Entry (ABC)	9/22/2014				_ 🗆 ×
Receipt N <u>1</u> . Hea	Number 001011 [-/, [der] <u>2</u> . Address]	14 4 0 0 3. Lines	(<u>4</u> . Totals		[Defaults
	<u></u>	Quick Row	2 🛃	Ģ 🗌		==(=(=;;;;;;;;;;;;
	Item Code	Ordered	Received	Unit Cost	Extension	Comm
1	6657-24-20-12	10.00	10.00	101.809	1,018.09	
2	٩,	.00	.00	.000	.00	
•						
Ware	cription		Î			
Unit of	Measure					
Back (Ordered		.00 💌			
					Total Amou	nt 1,018.09
🥠				Ac	cept <u>C</u> ancel	Delete

⁸³⁹⁸ Receipt of Invoice	Entry (ABC) 9	/22/2014				_ 🗆 🗙
Receipt Number 001 1. Header 2. 4	007 (2), [_1 Address]	14 4 🕨 1 3. Lines	▶ ▲. Totals		[Defaults
<u> </u>	<u>[</u>	Quick Row	2 💋	ļ,	13	144₽•
Item	Code	Ordered	Invoiced	Unit Cost	Extension	Comr
1 6657-24-20-	12	10.00	10.00	120.000	1,200.00	
2	٩,	.00	.00	.000	.00	
(
Description			_			
Warehouse						
Unit of Measure						
Qty Received			.00 🔻			
<u></u>					Total Amount	1,200.00
③					ccept <u>C</u> ancel	

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

^{sage} Sage	2 100 ERP	×
(į)	Warning: A variance has been encountered. Please review the Variance Register before updating the Receipt Register.	
	<u> </u>	

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

ABC Distribution and Service Corp. (ABC)

Number Item Code	Entry Date e/Description	-				l T	Jse ⁻ Fax (Tax Class	Unit of Measur	e Whse	Ordered	_Quantity Received	Invoiced	Unit Cost	Extension
001007	9/22/2014	PO: 0010022	Vendor:	01-CONT	Container Cor	poration Of	Usa								
					Schedule:	NONTAX			Invoice:	84657			COD:		
6657-24	-20-12 SOUN	D CVR 24.5"W 20"D	12"H LQ				No	ТΧ	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

PO Number Item Code		Description			Unit of Measure	Whs	Ordered	Quantity Received	Invoiced	Received	Unit Cost Invoiced	Variance	Variance Amount
0010022	PO Date:	9/22/2014 SOUND CVR 2	Vendor: 24.5"W 20"F	01-CONT	Container Corpora EACH	ation Of	Usa 10.00	Invoic 10.00	e: 84657 10.00	101 809	In 120.000	voice Date: 9 18 191-	9/22/2014
0007 21 20 12		000110 01112			E.ton		10.00	10.00	10.00	101.000	P. O. 00	010022 Total:	181.910
											1	Report Total:	181.910

Postings For: 9/2	2/2014			
Source Journal	AccountNumber	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 Container Corporation Of Usa REC:G001011		1,018.09
		Journal000006 Totals:	1,018.09	1,018.09
Source Journal	AccountNumber	Account Description/Posting Comment	Debit	Credit
PO-000007	200-01-00	Accounts payable - trade		1,200.00
	200-03-00	Purchases clearing account	1,200.00	
		Container Corporation Of Usa INV:84657		
		Journal000007 Totals:	1,200.00	1,200.00
		Source PO Totals:	2,218.09	2,218.09
Source Journal	AccountNumber	Account Description/Posting Comment	Debit	Credit
PV-000001	200-03-00	Purchases clearing account		181.91
		Container Corporation Of Usa PO:0010022	101.01	
	960-00-04	Miscellaneous	181.91	
		Container Corporation Of Usa PO:0010022	101.01	101.01
		Source DV Totals:	181.91	181.91
		Source PV Totals:	181.91	181.91
		9/22/2014 otals:	2,400.00	2,400.00
		Report I otals:	2,400.00	2,400.00

What Can Make the Account Out of Balance to GL:

^e Return of Goods Entry (ABC) 9/22/	2014
Return Number 001007 2, [1] M 1. Header 2, Address 3. L	◀ ▶ ▶ □ □<
Return Date 9/22/2014	Authorization No.
Purchase Order Number 0010019	Invoice Number
Vendor No. 01-COMPAQ	Compaq Computer Corporation
Order Type Standard Order Order Status Completed Required Date 9/22/2014	Purchase Address Q Ship-To Address 0000 Q ABC Distributing Company Terms Code 03 Q NET END OF MONTH Ship Via Q FOB
1099 Form None 1099 Box	Warehouse 000 CENTRAL WAREHOUSE
Sales Tax Schedule NONTAX Q Nontaxable Tax Schedule Use Tax	Contrim To JERRY ALLE ♥ Print Return Telephone (714) 555-9921 Ext E-mail ☑ Comment ☑
Quic <u>k</u> Print	Accept Cancel Delete

Return of Goods – With PO

^{sage} Return	of Goods Entry (ABC)	9/22/2014				
Return Ni <u>1</u> . Hea	umber 001007 (-), [ader <u>2</u> . Address	<u>3</u> . Lines	4. Totals		(De <u>f</u> aults ⊻endor
	⊗ ⊡ +	Quick Row	2 🎾	Q LI	<i>1</i>	aI(a(a ⊳ •)
	Item Code	Ordered	Returned	Unit Cost	Extension	Comm
1	4886-18-14-3	10.00	10.00	22.604	226.04	
2	٩,	.00	.00	.000	.00	
•						E
Desc	cription					
Ware	ehouse					
Unit Of	Measure					
Rec	ceived		.00 🔽			
					Total Amount	226.04
Quic <u>k</u> Prin	nt 👧			Ac	cept <u>C</u> ancel	Delete

ABC Distribution and Service Corp. (ABC)

Number	_Return Date	Item Code	Description		Use Tax	Ta) Clas	k Unitof asMeasu	e Whse	Quantity Returned	Retu Unit Cost	rned Extension	Inve Unit Cost	ntory Extension
001007	9/22/2014	PO: 0010019	Vendor: 01-COMPAQ	Compa	iq Con	nputer	r Corporat	ion					
			Sche	dule:	NONT	TAX	Invo	ice:			Date:		
		4886-18-14-3	PAPER CADDY 18"W 14"D) 3"H	No	ΤХ	EACH	000	10.00	22.604	226.04	22.604	226.04
										Freight:	0.00		
										Sales Tax:	0.00		
									F	leturn Total:	226.04		
									Retu	Irn Balance:	226.04		
									Inver	ntory Totals:	226.04		226.04
								Misce	llaneous & Sp	ecials Total:	0.00		
									Freight ar	d Tax Total:	0.00		
									F	eport 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
PP-000002	115-00-03	Inventory - Central Warehouse		226.04
		Compaq Computer Corporation RET:R001007		
	200-03-00	Purchases clearing account	226.04	
	-	Compag Computer Corporation RET:R001007		
		Journal 000002 Totals:	226.04	226.04
		Source PP Totals:	226.04	226.04
		9/22/2014 Totals:	226.04	226.04
		Report Totals:	226.04	226.04

The Return reopens the PO and shows the item on backorder.

^{sage} Purcha	ase Order Entry (ABC)	9/22/2014				
Order Nu	umber 0010019 🖓	- 14 4 D DI			De	efaults
<u>1</u> . Hea	ader <u>2</u> . Address	<u>3</u> . Lines	<u>4</u> . Totals	User sjd		
	N 1 1	Quick Row	2 🎾	오크		□住住録・
	Item Code	Ordered	Back Ordered	Unit Cost	Extension	Cor
1	4886-18-14-3	10.00	10.00	22.604	226.04	
2	٩	.00	.00	.000	.00	
						Þ
Dest	cription		_			
Ware	ehouse					
Unit of	Measure					
Qty R	leceived		.00 💌			
`					Total Amount	226.04
Quic <u>k</u> Prir	nt 🦪			Acce	pt <u>C</u> ancel	Delete

P. O. Number Item Code/Des	Order Date cription	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 MOI	5/31/2010 DESTY PANEL	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 MOI	5/31/2010 DESTY PANEL	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 STO	5/31/2010 RAGE CUBE	S	01-CONT	WF&A	115-00-03	50.00	40.00	10.00-	144.770	7,238.50
0010009 PFS-007-CONN	5/30/2010 I-M EIA	5/31/2010 RS323 CONEC	S T 7 CONDUC	02-TELCOMM CTOR M	C&A	115-00-03	10.00	12.00	0.00	8.250	99.00
0010014 1001-HON-H25	5/31/2010 2 HOM	5/31/2010 N 2 DRAWER LI	S ETTER FLE \	01-STEV V/OLK	WF&A	115-00-03	10.00	10.00	0.00	34.250	342.50
0010014 2480-8-50	5/31/2010 DES	5/31/2010 SK FILE 8" CAP	S 50	01-STEV	FD&A	115-00-03	2.00	2.00	8.00	1,545.300	3,090.60
0010019 4886-18-14-3	9/22/2014 PAP	9/22/2014 PER CADDY 18	S W 14"D 3"H	01-COMPAQ	PS&A	115-00-03	10.00	0.00	10.00	22.604	226.04-
0010021 6655	9/22/2014 PRII	9/22/2014 NTER STAND V	S V/ BASKET	01-CONT	PS&A	115-00-03	25.00	20.00	23,00	81.250	406.25-
									F	Report Total:	14,150.81

Accou	int Inqu	iiry (ABC) 9/22/2014				
Account	t No. 21	00-03-00				Budget
Descript	ion P	urchases clearing account				
<u>1</u> . M	ain]	<u>2. History</u> <u>3</u> . Varia	ance] <u>4</u> . Transaction	าร	Fiscal Year	2014 💌
Period	Ending	g Beginning Balance	Debits	Credits	Ending Balance	27
01	Jan 31	14,783.10-	.00	.00	14,783.10-	
02	Feb 28	3 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 3	1 14,783.10-	.00	.00	14,783.10-	
06	June 3	0 14,783.10-	.00	.00	14,783.10-	
07	July 31	14,783.10-	.00	.00	14,783.10-	
08	Aug 31	1 14,783.10-	34.25	34.25	14,783.10-	
09	Sept 30	0 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 3	0 14,150.81-	.00	.00	14,150.81-	
12	Dec 3	1 14,150.81-	.00	.00	14,150.81-	
	Total	14,783.10-	3,717.58	3,085.29	14,150.81-	
()					<u></u> K	8

Return of Goods – Without PO

Seturn of Goods Entry (ABC) 9/22/	/2014
Return Number 001008	▲ ▶ Image: Defaults ⊻endor 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 1099 Form None	Purchase Address Q Ship-To Address 0000 Q ABC Distributing Company Terms Code 03 Q NET END OF MONTH Ship Via Q FOB Warehouse 000 Q CENTRAL WAREHOUSE
Sales Tax Schedule NONTAX Q Nontaxable Tax Schedule Use Tax	Confirm To ♀ Print Return ♥ Telephone (312) 555-7721 Ext ■ E-mail ☑ ☑ Comment ☑
Quic <u>k</u> Print	Accept Cancel Delete

🤓 Return	of Goods Entry (ABC)	9/22/2014				
Return Ni <u>1</u> . Hea	umber 001008 [] ider <u>2</u> . Address	<u>3</u> Lines	┃ ̄ ̄ _ <u>4</u> . Totals		[De <u>f</u> aults ⊻endor 戻
	<u>∾</u>	Quick Row	2 🔁	\wp		al(a(a ⊳ •)
	Item Code	Ordered	Returned	Unit Cost	Extension	Comm
1	4886-18-14-3	5.00	5.00	22.604	113.02	
2	٩	.00	.00	.000	.00	
1						
Desc	cription		_			
Ware	ehouse					
Unit Of	Measure					
Rec	ceived		.00 🔽			
(Total Amount	113.02
Quic <u>k</u> Prir	nt 👧			Ac	cept <u>C</u> ancel	Delete

ABC Distribution and Service Corp. (ABC)

Number	_Return Date	_			Use	Тах	Unit of		Quantity	Retu	urned	Inve	ntory
		Item Code	Description		Тах	Clas	s Measu	e Whse	Returned	Unit Cost	Extension	Unit Cost	Extension
001008	9/22/2014	PO:	Vendor: 01-CONT	Contai	iner Co	rporat	ion Of Us	a					
				Schedule:	NONT	AX	Invo	ice:			Date:		
		4886-18-14-3	PAPER CADDY 18"	v 14"D 3"H	No	ΤХ	EACH	000	5.00	22.604	113.02	22.604	113.02
										Freight:	0.00		
										Sales Tax:	0.00		
									F	Return Total:	113.02		
									Reti	urn Balance:	113.02		
									Inver	ntory Totals:	113.02		113.02
								Misce	llaneous & Sp	ecials Total:	0.00		
									Freight ar	nd Tax Total:	0.00		
									F	Report Total:	113.02		

Daily Transaction Register

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

Out of Balance

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

-											
P. O. Number Item Code/Des	Order Date cription	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 MO	5/31/2010 DESTY PANEL	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 MO	5/31/2010 DESTY PANEL	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 STC	5/31/2010 DRAGE CUBE	S	01-CONT	WF&A	115-00-03	50.00	40.00	10.00-	144.770	7,238.50
0010009 PFS-007-CONI	5/30/2010 N-M EIA	5/31/2010 RS323 CONEC	S T 7 CONDUC	02-TELCOMM CTOR M	C&A	115-00-03	10.00	12.00	0.00	8.250	99.00
0010014 1001-HON-H25	5/31/2010 2 HOI	5/31/2010 N 2 DRAWER L	S ETTER FLE \	01-STEV N/O LK	WF&A	115-00-03	10.00	10.00	0.00	34.250	342.50
0010014 2480-8-50	5/31/2010 DES	5/31/2010 SK FILE 8" CAP	S 50	01-STEV	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 PAF	9/22/2014 PER CADDY 18	S "W 14"D 3"H	01-COMPAQ	PS&A	115-00-03	10.00	0.00	10.00	22.604	226.04-
0010021 6655	9/22/2014 PRI	9/22/2014 NTER STAND \	S N/ BASKET	01-CONT	PS&A	115-00-03	25.00	20.00	25.00	81.250	406.25-
									I	Report Total:	14,150.81

ccoun	t No. 200-	-03-00				Budget
escrip	tion Pure	chases clearing account				
<u>1</u> . M	1ain]	<u>2</u> . History <u>3</u> . Varia	ance <u>4</u> . Transaction	18	Fiscal Year	2014 💌
Perioc	l 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-	

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.

Account In	200-03-00	9/22/2014			<u>B</u> u	dget
<u>1</u> . Main	<u>2</u> . Histo	ry <u>3</u> . Variance		Fiscal Year 201	4 💌	
Per D. 08 8/ 08 8/ 09 9/	ate Jou 5/2014 PP- 31/2014 AP- 22/2014 PO- 22/2014 PO- 22/2014 PO- 22/2014 PO- 22/2014 PO- 22/2014 PO- 22/2014 PP- 22/2014 PP- 22/2014 PV-	Imal Posting Ref 000001 Ibm Corpora 000016 Ibm Corpora 000002 Compaq Cor 000003 Compaq Cor 000004 Container Co 000005 Container Co 000006 Container Co 000007 Container Co 000008 Compaq Cor 0000007 Container Co 000002 Compaq Cor 000003 Container Co 000004 Container Co 000005 Container Co 000006 Container Co 000007 Container Co 000001 Container Co	nark tion RET:R001006 tion /IN: 3846 nputer Corporation R prporation Of Usa RE prporation Of Usa INV prporation Of Usa INV prporation Of Usa INV prporation Of Usa RE prporation Of Usa PO:	Debit 34.25 34.25 226.04 2,031.25 1,200.00 226.04 113.02	Credit 34.25 226.04 1,625.00 1,018.09 181.91	
	Beginning	Debit	Credit	Net Change	Ending Balance 14 037 79-	
	.4,103.10	5,030.00	3,003.23		<u>K</u>	

Inventory Receipt through Transaction Entry:

Sege Transaction Entry (ABC) 9/22/2014	
Transaction Type Receipts	
Entry Number 00000013 [-+, [_1	
<u>1</u> . Header <u>2</u> . Lines	
Transaction Date 9/22/2014	
Default Warehouse 001 🔍 EAST WAREHOUSE	
Comment	
<u> </u>	
Accept Cancel Delete	A 0.

Transaction Entry (ABC) 9/22/2014	1			<u>_ ×</u>
<u>1</u> . Header <u>2</u> . Lines				
Single Contract State St] 2 [, [≓ 🛃 🔹
Item Code	Quantity	Unit Cost	Extension	
1 4886-18-14-3	10.00	22.604	226.04	
2	.00	.000	0.00	
Description Costing	_			
Unit of Measure				
Warehouse	•			
		Total A	mount	226.04
	[Accept Ca	ancel <u>D</u> elete	

ABC Distribution and Service Corp. (ABC)

Reference Item Code	Transaction Comment Date Description			Whse	Quantity	Unit Cost	Extension	
0000013	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

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
	7	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

P. O. Number Item Code/Des	Order Date cription	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 MOI	5/31/2010 DESTY PANEL	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 MOI	5/31/2010 DESTY PANEL	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 STO	5/31/2010 RAGE CUBE	S	01-CONT	WF&A	115-00-03	50.00	40.00	10.00-	144.770	7,238.50
0010009 PFS-007-CONM	5/30/2010 N-M EIA	5/31/2010 RS323 CONEC	S T 7 CONDUC	02-TELCOMM CTOR M	C&A	115-00-03	10.00	12.00	0.00	8.250	99.00
0010014 1001-HON-H25	5/31/2010 2 HON	5/31/2010 1 2 DRAWER L	S ETTER FLE \	01-STEV N/O LK	WF&A	115-00-03	10.00	10.00	0.00	34.250	342.50
0010014 2480-8-50	5/31/2010 DES	5/31/2010 K FILE 8" CAP	S 50	01-STEV	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 PAP	9/22/2014 ER CADDY 18	S "W 14"D 3"H	01-COMPAQ	PS&A	115-00-03	10.00	0.00	10.00	22.604	226.04-
0010021 6655	9/22/2014 PRII	9/22/2014 NTER STAND \	S N/ BASKET	01-CONT	PS&A	115-00-03	25.00	20.00	25.00	81.250	406.25-
									I	Report Total:	14,150.81

Αссοι	unt Inquir	y (ABC) 9/22/2014						
Accoun	t No. 200	-03-00		- IA A		<u>B</u> udget		
Descript	tion Pure	Purchases clearing account						
<u>1</u> . M	tain][2. History <u>3</u> . Varia	nce <u>4</u> . Transaction	าร]	Fiscal Year	2014 💌		
Period	d Ending	Beginning Balance	Debits	Credits	Ending Balance	27		
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-			

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.

₽ Purge Obsolete Purchase Orders (ABC) 9/22/2014									
Remove Obsolete Purchase Orders Dated on or Before 6/30/2014									
Selections									
Purchase Order Number	All •	Tako	Q,						
			Proceed Cancel						

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.