

Date	October 14, 2023
Updated	August 15, 2024
Subject	Serial Costing Multiple Invoices
Demo	Supplier: WHIRL RE Purchase Orders: RS94, RS99, RS114, RS120 Supplier: SAMS RE Purchase Orders: RS18, RS32, RS34, RS40

Contents

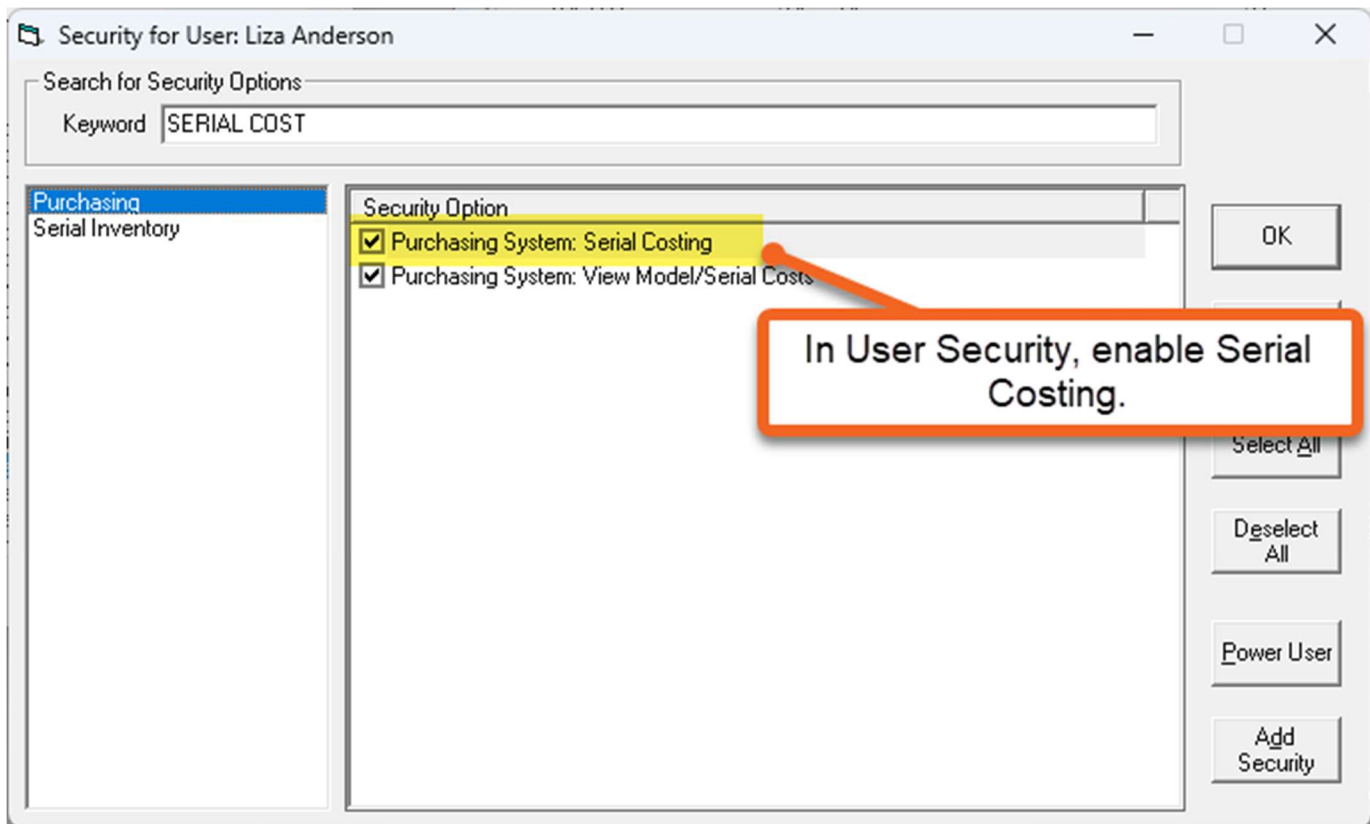
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Purpose

This new feature allows you to cost multiple invoices at a time manually or via an excel import.

Setup

User Security



Supplier Invoice Template

Set up the supplier invoice template. This invoice template is mapped to the spreadsheet containing the supplier purchase orders, supplier invoices, dates, serials and costing information.

2024 Generic Supplier Invoice Template Setup

You can now add a generic supplier invoice template for serial costing import where you can define the field criteria while doing the import.

1 Supplier Invoice Template

* Code	Description
GENERIC	Generic allows you to upload multiple supplier invoices
WHIRL	Whirlpool

2 Fill in the fields and map the spreadsheet.

3 There is a new feature that allows the user to create a generic supplier invoice template. During Import, the system will prompt for the supplier.

Serial Costing

There are multiple ways that you can import the purchase orders to be costed.

1. Manually by entering each purchase order within the serial costing menu.
2. Import via a spreadsheet.
3. Import via a task scheduler or EDI.

In this example, we will use these purchase orders that have been received but not yet completely costed in Accounting.

Purchasing

Search Options [Click here to make this your default Search](#)

Search For By Matching

For By Matching

Supplier	Total Ordered	PO #	Supplier	Buyer	Reference #	Supp Inv #	Packing Slip #	BO Inv #	Started	Ordered	* Received	Costed
	26130.74		RS44	WHIRL RE					10/14/23	10/14/23	10/14/23	
	66570.25		RS43	WHIRL RE					10/14/23	10/14/23	10/14/23	
	53304.29		RS42	WHIRL RE					10/14/23	10/14/23	10/14/23	
	5694.73		RS41	WHIRL RE					10/14/23	10/14/23	10/14/23	
	29.95		RS36	WHIRL RE	PMD				10/06/23	10/06/23	10/06/23	10/06/23
	3654.52		RS28	WHIRL RE					03/15/23	03/15/23	03/15/23	03/17/23
	67937.62		RS17	WHIRL RE					10/21/22	10/21/22	12/14/22	
	2700.13		RS22	WHIRL RE					11/18/22	11/18/22	11/18/22	11/18/22
	2700.13		RS21	WHIRL RE					11/08/22	11/08/22	11/08/22	11/15/22
	34965.74		RS2	WHIRL RE					10/11/22	10/11/22	10/21/22	10/22/22
	67050.41		RS9	WHIRL RE					10/14/22	10/14/22	10/21/22	10/22/22
	1352.31		RS15	WHIRL RE					10/19/22	10/19/22	10/19/22	10/19/22
	651.63		RS14	WHIRL RE					10/19/22	10/19/22	10/19/22	10/19/22
	665.65		RS13	WHIRL RE					10/19/22	10/19/22	10/19/22	10/19/22
	665.65		RS12	WHIRL RE					10/19/22	10/19/22	10/19/22	10/19/22
	670.00		RS3	WHIRL RE					10/11/22	10/12/22	10/12/22	10/12/22
	2830103.00		RS1	WHIRL RE					10/09/22	10/09/22	10/09/22	10/09/22

Record Count:

Manual

Serial Costing

PO# Supplier Invoice #

Filter by Model / Serial

Model Code	Qty Ord	Qty Rec'd	Qty To Cost	Quoted Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3
KDTE204KPS	5	5	5	1,273.13	1,273.13		0.00	50.93	0.00
PO Code		Date Rec'd		Prev. Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3
RS42	0000			0.00	1,273.13	LA20231014A	0.00	50.93	0.00
RS42	0000			0.00	1,273.13	LA20231014A	0.00	50.93	0.00
RS42	0000			0.00	1,273.13	LA20231014A	0.00	50.93	0.00
RS42	00004	2023-10-14		0.00	1,273.13	LA20231014A	0.00	50.93	0.00
RS42	00005	2023-10-14		0.00	1,273.13	LA20231014A	0.00	50.93	0.00
KDTH404KPS	7	7	7	1,511.27	1,511.27		0.00	0.00	0.00
PO Code	Serial	Date Rec'd		Prev. Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3
RS43	00001	2023-10-14		0.00	0.00		0.00	0.00	0.00
RS43	00002	2023-10-14		0.00	0.00		0.00	0.00	0.00
RS43	00003	2023-10-14		0.00	0.00		0.00	0.00	0.00
RS43	00004	2023-10-14		0.00	0.00		0.00	0.00	0.00
RS43	00005	2023-10-14		0.00	0.00		0.00	0.00	0.00

Invoice: Total Cost: 6111.02 Your Cost: 6365.65 Disc 1: 0.00 Disc 2: 254.63 Disc 3: 0.00

0%

Annotations:

- 1: Enter the purchase orders to be costed.
- 2: Enter in the supplier invoice.
- 3: Select the applicable serials.
- 4: You'll notice a new supplier invoice column. The number is populated here.

1 Enter in the next supplier invoice.

2 Select the serials.

3 The supplier invoice number is populated here. Now you see two supplier invoice numbers.

4 You'll also notice down at the bottom that there is a summary of the two invoices.

Model Code	Qty Ord	Qty Rec'd	Qty To Cost	Quoted Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3
KDTE204KPS	5	5	5	1,273.13	1,273.13		0.00	50.93	0.00
PO Code	Serial	Date Rec'd	Prev. Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3	
RS42	00001	2023-10-14	0.00	1,273.13	LA20231014A	0.00	50.93	0.00	
RS42	00002	2023-10-14	0.00	1,273.13	LA20231014A	0.00	50.93	0.00	
RS42	00003	2023-10-14	0.00	1,100.00	LA20231014A	0.00	44.00	0.00	
RS42	00004	2023-10-14	0.00	1,273.13	LA20231014A	0.00	50.93	0.00	
RS42	00005	2023-10-14	0.00	1,273.13	LA20231014A	0.00	50.93	0.00	
KDTH404KPS	7	7	7	1,511.27	1,511.27		0.00	60.45	0.00
PO Code	Serial	Date Rec'd	Prev. Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3	
RS43	00001	2023-10-14	0.00	1,511.27	LA20231014B	0.00	60.45	0.00	
RS43	00002	2023-10-14	0.00	1,511.27	LA20231014B	0.00	60.45	0.00	
RS43	00003	2023-10-14	0.00	1,511.27	LA20231014B	0.00	60.45	0.00	
RS43	00004	2023-10-14	0.00	1,511.27	LA20231014B	0.00	60.45	0.00	
RS43	00005	2023-10-14	0.00	1,400.00	LA20231014B	0.00	56.00	0.00	
Invoice				Your Cost	Disc 1	Disc 2			
LA20231014A				5944.82	6192.52	0.00			
LA20231014B				10048.92	10467.62	0.00			

Click Cost. Each of the invoices are being costed.

Model Code	Qty Ord	Qty Rec'd	Qty To Cost	Quoted Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3
KDTE204KPS	5	5	5	1,273.13	1,273.13		0.00	50.93	0.00
PO Code	Serial	Date Rec'd	Prev. Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3	
RS42	00001	2023-10-14	0.00	1,273.13	LA20231014A	0.00	50.93	0.00	
RS42	00002	2023-10-14	0.00	1,273.13	LA20231014A	0.00	50.93	0.00	
RS42	00003	2023-10-14	0.00	1,273.13	LA20231014A	0.00	50.93	0.00	
RS42	00004	2023-10-14	0.00	1,100.00	LA20231014A	0.00	44.00	0.00	
RS42	00005	2023-10-14	0.00	1,273.13	LA20231014A	0.00	50.93	0.00	
KDTH404KPS	7	7	7	1,511.27	1,511.27		0.00	60.45	0.00
PO Code	Serial	Date Rec'd	Prev. Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3	
RS43	00001	2023-10-14	0.00	1,511.27	LA20231014B	0.00	60.45	0.00	
RS43	00002	2023-10-14	0.00	1,511.27	LA20231014B	0.00	60.45	0.00	
RS43	00003	2023-10-14	0.00	1,511.27	LA20231014B	0.00	60.45	0.00	
RS43	00004	2023-10-14	0.00	1,511.27	LA20231014B	0.00	60.45	0.00	
RS43	00005	2023-10-14	0.00	1,400.00	LA20231014B	0.00	56.00	0.00	

Processing PO:RS42

Add AP Transaction

Supplier: wHIRL RE / Whirlpool Canada
 Amount: 10,551.37
 Invoice #: LA20231014B
 Invoice Date: 10/14/2023
 Due Date: 11/13/2023
 Note: PO# RS42, PO# RS43

Discount: Amount 79.14
 Date: 11/13/2023
 G/L: 2120.0

A/P Control: 2100.0
 # of Payments: 1
 Hold / Do Not Post:

To Be Distributed: 10,048.92

G/L Account	Description	Amount
2200.0	GST / HST Payable	502.45
▶ 1300.0	Inventory Appliances	10048.92
*		

Disc 1: 0.00, Disc 2: 50.93, Disc 3: 0.00
 Disc 1: 0.00, Disc 2: 50.93, Disc 3: 0.00
 Disc 1: 0.00, Disc 2: 50.93, Disc 3: 0.00
 Disc 1: 0.00, Disc 2: 44.00, Disc 3: 0.00
 Disc 1: 0.00, Disc 2: 50.93, Disc 3: 0.00
 Disc 1: 0.00, Disc 2: 60.45, Disc 3: 0.00
 Disc 1: 0.00, Disc 2: 60.45, Disc 3: 0.00
 Disc 1: 0.00, Disc 2: 60.45, Disc 3: 0.00

Once the costing is complete, the AP Transaction screen will pop up. enter the amount to be distributed. Each supplier invoice will have its own AP transaction screen.

Add AP Transaction

Invoice | Adjustment | Quick Payments

Supplier: WHIRL RE | Whirlpool Canada

Amount: 6,242.04 | Discount: 46.82 | 2100.0

Invoice #: LA20231014A

Invoice Date: 10/14/2023 | Date: 11/13/2023

Due Date: 11/13/2023 | G/L: 2120.0

Note: [Empty]

Hold
 Do Not Post

of Payments: 1

To Be Distributed

0.00

Distribution		
G/L Account	Description	Amount
2200.0	GST / HST Payable	297.24
1300.0	Inventory Appliances	5944.80
▶ [Redacted]		0.00
*		

OK Cancel

The next AP transaction screen pops up.

Serial Costing

PO# rs44 Supplier Invoice # LA20231014B

Add RS41, RS42, RS43, RS44

Remove

Clear

Collapse All Rows Search

Show Columns

Freight Freight Invoice #

Discount 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Import Invoices

Filter by Model / Serial

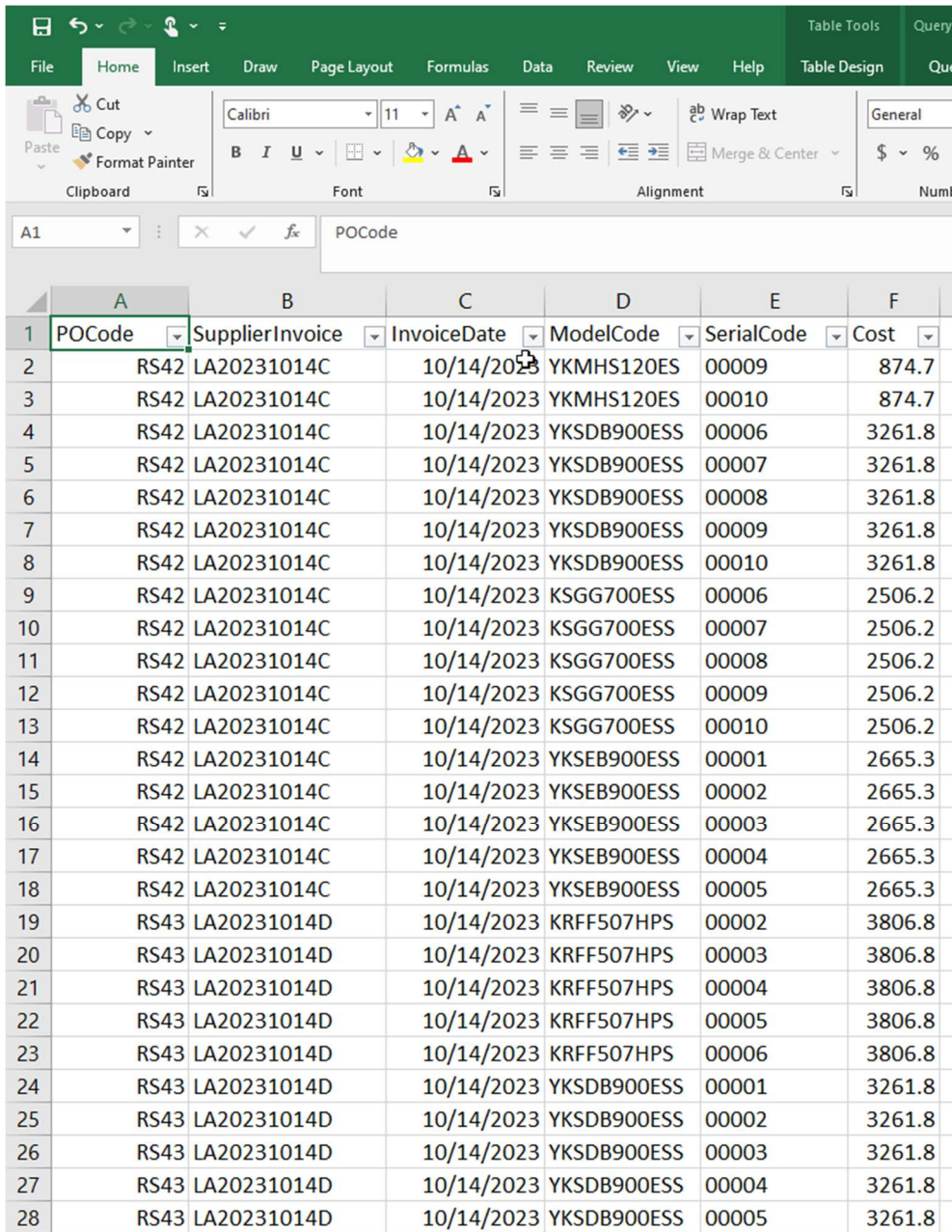
Model Code	Qty Ord	Qty Rec'd	Qty To Cost	Quoted Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3
KDTE204KPS	5	5	5	1,273.13	1,273.13		0.00	50.93	0.00
PO Code	Serial	Date Rec'd		Prev. Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3
RS42	00001	2023-10-14		0.00	1,273.13	LA20231014A	0.00	50.93	0.00
RS42	00002	2023-10-14		0.00	1,273.13	LA20231014A	0.00	50.93	0.00
RS42	00003	2023-10-14		0.00	1,273.13	LA20231014A	0.00	50.93	0.00
RS42	00004	2023-10-14		0.00	1,100.00	LA20231014A	0.00	44.00	0.00
RS42	00005	2023-10-14		0.00	1,273.13	LA20231014A	0.00	50.93	0.00
KDTM404KPS	7	7	7	1,511.27	1,511.27		0.00	60.45	0.00
PO Code	Serial	Date Rec'd		Prev. Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3
RS43	00001	2023-10-14		0.00	1,511.27	LA20231014B	0.00	60.45	0.00
RS43	00002	2023-10-14		0.00	1,511.27	LA20231014B	0.00	60.45	0.00
RS43	00003	2023-10-14		0.00			0.00	60.45	0.00
RS43	00004	2023-10-14		0.00			0.00	60.45	0.00
RS43	00005	2023-10-14		0.00			0.00	56.00	0.00

RS42, Processed
RS43, Processed

Finished

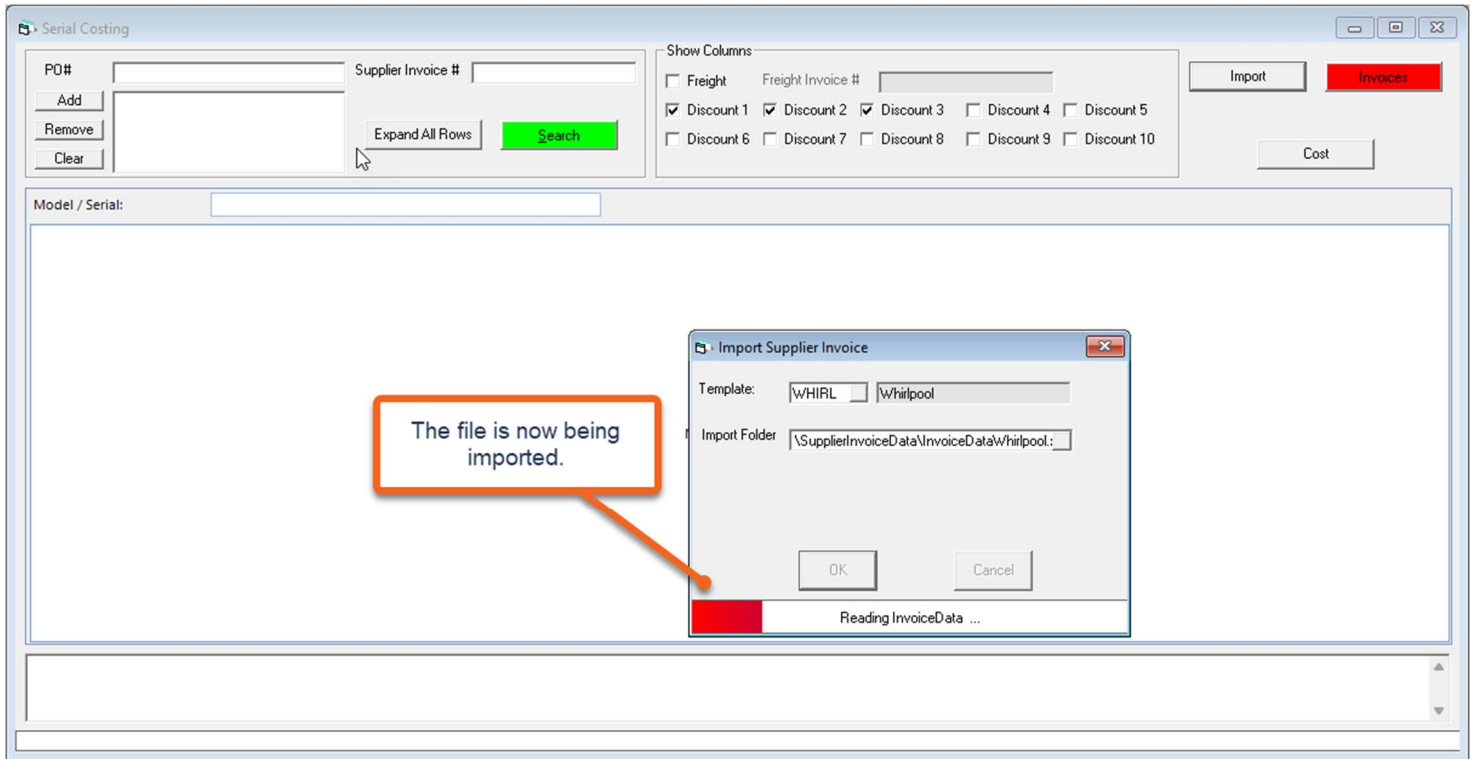
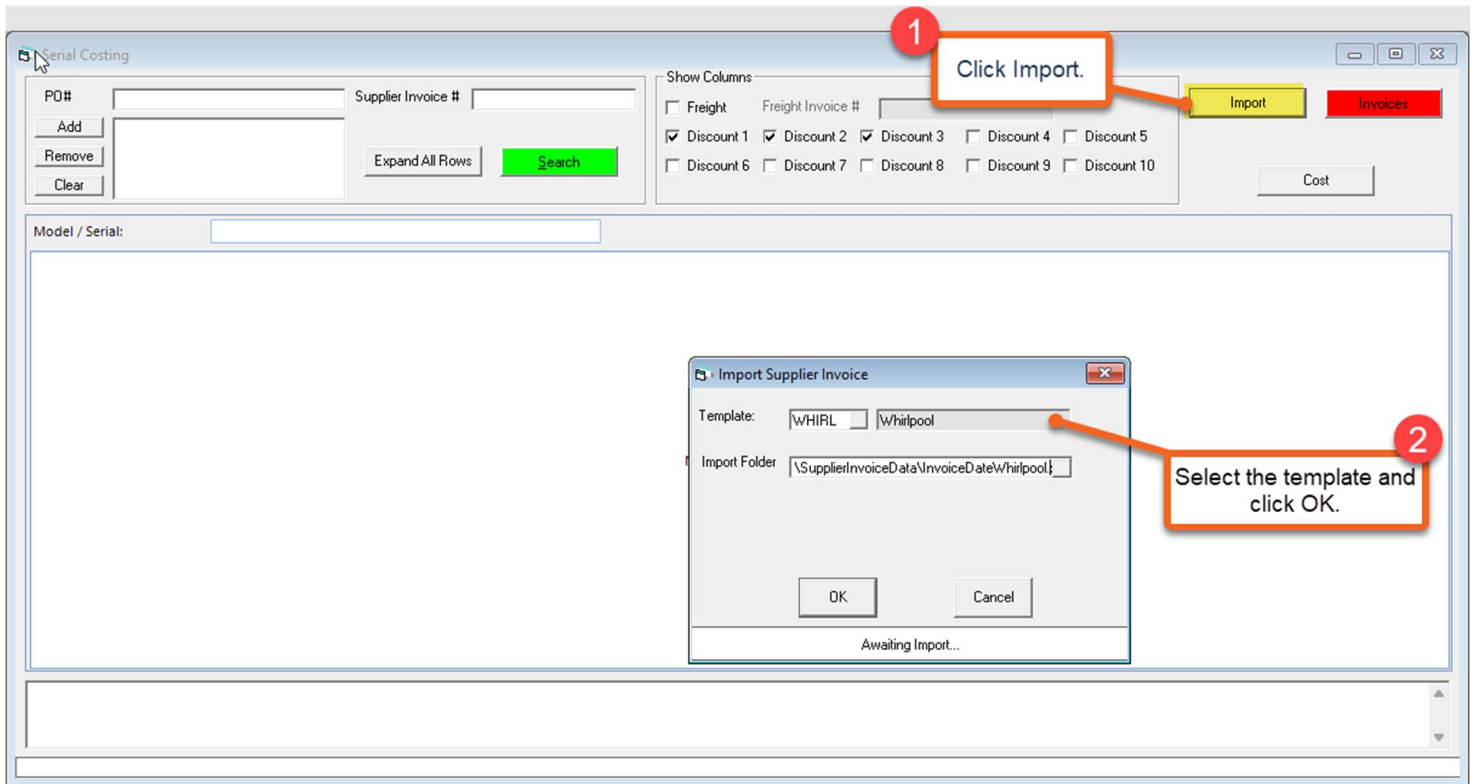
After completing the AP transactions, you will return to this screen. Now you can click "X" to close Serial Costing.

Spreadsheet Upload



	A	B	C	D	E	F
1	POCode	SupplierInvoice	InvoiceDate	ModelCode	SerialCode	Cost
2	RS42	LA20231014C	10/14/2023	YKMHS120ES	00009	874.7
3	RS42	LA20231014C	10/14/2023	YKMHS120ES	00010	874.7
4	RS42	LA20231014C	10/14/2023	YKSDB900ESS	00006	3261.8
5	RS42	LA20231014C	10/14/2023	YKSDB900ESS	00007	3261.8
6	RS42	LA20231014C	10/14/2023	YKSDB900ESS	00008	3261.8
7	RS42	LA20231014C	10/14/2023	YKSDB900ESS	00009	3261.8
8	RS42	LA20231014C	10/14/2023	YKSDB900ESS	00010	3261.8
9	RS42	LA20231014C	10/14/2023	KSGG700ESS	00006	2506.2
10	RS42	LA20231014C	10/14/2023	KSGG700ESS	00007	2506.2
11	RS42	LA20231014C	10/14/2023	KSGG700ESS	00008	2506.2
12	RS42	LA20231014C	10/14/2023	KSGG700ESS	00009	2506.2
13	RS42	LA20231014C	10/14/2023	KSGG700ESS	00010	2506.2
14	RS42	LA20231014C	10/14/2023	YKSEB900ESS	00001	2665.3
15	RS42	LA20231014C	10/14/2023	YKSEB900ESS	00002	2665.3
16	RS42	LA20231014C	10/14/2023	YKSEB900ESS	00003	2665.3
17	RS42	LA20231014C	10/14/2023	YKSEB900ESS	00004	2665.3
18	RS42	LA20231014C	10/14/2023	YKSEB900ESS	00005	2665.3
19	RS43	LA20231014D	10/14/2023	KRFF507HPS	00002	3806.8
20	RS43	LA20231014D	10/14/2023	KRFF507HPS	00003	3806.8
21	RS43	LA20231014D	10/14/2023	KRFF507HPS	00004	3806.8
22	RS43	LA20231014D	10/14/2023	KRFF507HPS	00005	3806.8
23	RS43	LA20231014D	10/14/2023	KRFF507HPS	00006	3806.8
24	RS43	LA20231014D	10/14/2023	YKSDB900ESS	00001	3261.8
25	RS43	LA20231014D	10/14/2023	YKSDB900ESS	00002	3261.8
26	RS43	LA20231014D	10/14/2023	YKSDB900ESS	00003	3261.8
27	RS43	LA20231014D	10/14/2023	YKSDB900ESS	00004	3261.8
28	RS43	LA20231014D	10/14/2023	YKSDB900ESS	00005	3261.8

Go back to Purchasing > Serial Costing



Serial Costing

Supplier Invoice # LA20231014E

PO# [] Add RS42, RS43, RS44 Remove Clear

Expand All Rows Search

Show Columns: Freight, Freight Invoice #, Discount 1-10

Import Invoices Cost

Model Code	Qty Ord	Qty Rec'd	Qty To Cost	Quoted Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3
KOSE500ESS	1	1	1	3,293.88	3,293.88		0.00	131.76	0.00
KRFF300ESS	5	5	5	2,227.98	2,227.98		0.00	89.12	0.00
KRFF507HPS	5	5	5	3,806.79	3,806.79		0.00	152.27	0.00
KSGG700ESS	10	10	10	2,506.19	2,506.19		0.00	100.25	0.00
WDT730PAHZ	2	2	2	885.35	750.00		22.13	35.41	0.00
WRQA59CNKZ	6	6	6	2,344.76	0.00		58.62	93.79	0.00
YKMH5120ES	10	10	10	874.70	874.70			34.99	0.00
YKSD8900ESS	10	10	10	3,261.82	3,261.82			130.47	0.00
YKSE8900ESS	5	5	5	2,665.33	2,665.33			106.61	0.00
Total Cost:				127,100.52	127,100.52			0.00	0.00

Invoice Summary:

Invoice	Total Cost	Your Cost	Disc 1	Disc 2	Disc 3
LA20231014C	43916.10	43916.10	0.00	0.00	0.00
LA20231014D	39799.01	39799.01	0.00	0.00	0.00
LA20231014E	43385.41	43385.41	0.00	0.00	0.00

0%

The red font indicates that these models have a different invoice cost vs the quoted cost.

Serial Costing

Supplier Invoice # LA20231014E

PO# [] Add RS42, RS43, RS44 Remove Clear

Collapse All Rows Search

Show Columns: Freight, Freight Invoice #, Discount 1-10

Import Invoices Cost

Model Code	Qty Ord	Qty Rec'd	Qty To Cost	Quoted Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3
RS42	00006		2023-10-14	0.00	2,506.19	LA20231014C	0.00	0.00	0.00
RS42	00007		2023-10-14	0.00	2,506.19	LA20231014C	0.00	0.00	0.00
RS42	00008		2023-10-14	0.00	2,506.19	LA20231014C	0.00	0.00	0.00
RS42	00009		2023-10-14	0.00	2,506.19	LA20231014C	0.00	0.00	0.00
RS42	00010		2023-10-14	0.00	2,506.19	LA20231014C	0.00	0.00	0.00
WDT730PAHZ	2	2	2	885.35	750.00		22.13	35.41	0.00
PO Code	Serial	Date Rec'd	Prev. Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3	
RS44	00001	2023-10-14	0.00	750.00	LA20231014E	0.00	0.00	0.00	L
RS44	00002	2023-10-14	0.00	750.00	LA20231014E	0.00	0.00	0.00	L
WRQA59CNKZ	6	6	6	2,344.76	0.00		58.62	93.79	0.00
PO Code	Serial	Date Rec'd	Prev. Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3	
RS44	00001	2023-10-14	0.00	2,344.76	LA20231014E		0.00	0.00	L
RS44	00002	2023-10-14	0.00	2,344.76	LA20231014E		0.00	0.00	L
RS44	00003	2023-10-14	0.00	2,344.76	LA20231014E		0.00	0.00	L

Invoice Summary:

Invoice	Total Cost	Your Cost	Disc 1	Disc 2	Disc 3
LA20231014C	43916.10	43916.10	0.00	0.00	0.00
LA20231014D	39799.01	39799.01	0.00	0.00	0.00
LA20231014E	43385.41	43385.41	0.00	0.00	0.00

0%

Expand the model to see the serials with the different invoice cost.

Serial Costing

PO# [] Supplier Invoice # LA20231014E

Ad [] RS42
Remove RS43
Clear RS44

Collapse All Rows Search

Show Columns
 Freight Freight Invoice # []
 Discount 1 Discount 2 Discount 3 Discount 4 Discount 5
 Discount 6 Discount 7 Discount 8 Discount 9 Discount 10

Import Invoices Cost

Filter by Model / Serial []

Model Code	Qty Ord	Qty Rec'd	Qty To Cost	Quoted Cost	Yo	Disc 1	Disc 2	Disc 3
RS42	00006		2023-10-14	0.00		0.00	0.00	0.00
RS42	00007		2023-10-14	0.00	2,506.19 LA20231014C	0.00	0.00	0.00
RS42	00008		2023-10-14	0.00	2,506.19 LA20231014C	0.00	0.00	0.00
RS42	00009		2023-10-14	0.00	2,506.19 LA20231014C	0.00	0.00	0.00
RS42	00010		2023-10-14	0.00	2,506.19 LA20231014C	0.00	0.00	0.00
WDT730PAHZ	2	2	2	885.35	750.00	22.13	35.41	0.00
PO Code	Serial	Date Rec'd	Prev. Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3
RS44	00001	2023-10-14	0.00	750.00	LA20231014E	0.00	0.00	0.00
RS44	00002	2023-10-14	0.00	750.00	LA20231014E	0.00	0.00	0.00
WRQA59CNKZ	6	6	6	2,344.76	0.00	58.62	93.79	0.00
PO Code	Serial	Date Rec'd	Prev. Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3
RS44	00001	2023-10-14	0.00	2,344.76	LA20231014E	0.00	0.00	0.00
RS44	00002	2023-10-14	0.00	2,344.76	LA20231014E	0.00	0.00	0.00
RS44	00003	2023-10-14	0.00	2,344.76	LA20231014E	0.00	0.00	0.00

Processing PO RS42

After you have reviewed the imported information, click Cost.

Serial Costing

PO# [] Supplier Invoice # LA20231014E

Add [] RS42
Remove RS43
Clear RS44

Collapse All Rows Search

Show Columns
 Freight Freight Invoice # []
 Discount 1 Discount 2 Discount 3 Discount 4 Discount 5
 Discount 6 Discount 7 Discount 8 Discount 9 Discount 10

Import Invoices Cost

Filter by Model / Serial []

Model Code	Qty Ord	Qty Rec'd	Qty To C
RS42	00006		2023-10-14
RS42	00007		2023-10-14
RS42	00008		2023-10-14
RS42	00009		2023-10-14
RS42	00010		2023-10-14
WDT730PAHZ	2	2	
PO Code	Serial	Date Rec'd	
RS44	00001	2023-10-14	
RS44	00002	2023-10-14	
WRQA59CNKZ	6	6	
PO Code	Serial	Date Rec'd	
RS44	00001	2023-10-14	
RS44	00002	2023-10-14	
RS44	00003	2023-10-14	

RS42, Processed
RS43, Processed
RS44, Processed

Frashed

Add AP Transaction

Invoice Adjustment Quick Pay Check Documents

Supplier WHIRL RE Whirlpool Canada
 Amount 45,554.68 Discount 341.66 A/P Control 2100.0
 Invoice # LA20231014E Amount 341.66
 Invoice Date 10/14/2023 Date 11/13/2023
 Due Date 11/13/2023 G/L 2120.0
 Note PO# RS43, PO# RS44
 # of Payments 1
 To Be Distributed 43,385.41

G/L Account	Description	Amount
2200.0	GST / HST Payable	2169.27
1300.0	Inventory Appliances	0.00

Once the costing is complete, the AP transaction will appear for each supplier invoice.

Serial Costing

PO# Supplier Invoice # LA20231014E

Add: RS42, RS43, RS44
Remove: RS44
Clear

Search

Show Columns:
 Freight Freight Invoice #
 Discount 1 Discount 2 Discount 3 Discount 4 Discount 5
 Discount 6 Discount 7 Discount 8 Discount 9 Discount 10

Import Invoices

Filter by Model / Serial

Model Code	Qty Ord	Qty Rec'd	Qty To C
RS42	00006		2023-10-14
RS42	00007		2023-10-14
RS42	00008		2023-10-14
RS42	00009		2023-10-14
RS42	00010		2023-10-14
WDT730PAHZ 2 2			
PO Code	Serial		Date Rec'd
RS44	00001		2023-10-14
RS44	00002		2023-10-14
WRQA59CNKZ 6 6			
PO Code	Serial		Date Rec'd
RS44	00001		2023-10-14
RS44	00002		2023-10-14
RS44	00003		2023-10-14

RS42, Processed
RS43, Processed
RS44, Processed

Finished

Add AP Transaction

Invoice Adjustment Quick Pay Check Documents

Supplier WHIRL RE Whirlpool Canada

Amount 45,554.68 Discount A/P Control 2100.0

Invoice # LA20231014E Amount 341.66

Invoice Date 10/14/2023 Date 11/13/2023

Due Date 11/13/2023 G/L 2120.0

Note PO# RS43, PO# RS44

of Payments 1

To Be Distributed 0.00

G/L Account	Description	Amount
2200.0	GST / HST Payable	2169.27
1300.0	Inventory Appliances	43385.41
*		0.00

OK Cancel

Serial Costing

PO# Supplier Invoice # LA20231014E

Add: RS42, RS43, RS44
Remove: RS44
Clear

Search

Show Columns:
 Freight Freight Invoice #
 Discount 1 Discount 2 Discount 3 Discount 4 Discount 5
 Discount 6 Discount 7 Discount 8 Discount 9 Discount 10

Import Invoices

Filter by Model / Serial

Model Code	Qty Ord	Qty Rec'd	Qty To C
RS42	00006		2023-10-14
RS42	00007		2023-10-14
RS42	00008		2023-10-14
RS42	00009		2023-10-14
RS42	00010		2023-10-14
WDT730PAHZ 2 2			
PO Code	Serial		Date Rec'd
RS44	00001		2023-10-14
RS44	00002		2023-10-14
WRQA59CNKZ 6 6			
PO Code	Serial		Date Rec'd
RS44	00001		2023-10-14
RS44	00002		2023-10-14
RS44	00003		2023-10-14

RS42, Processed
RS43, Processed
RS44, Processed

Finished

Add AP Transaction

Invoice Adjustment Quick Pay Check Documents

Supplier WHIRL RE Whirlpool Canada

Amount 41,788.96 Discount A/P Control 2100.0

Invoice # LA20231014D Amount 313.42

Invoice Date 10/14/2023 Date 11/13/2023

Due Date 11/13/2023 G/L 2120.0

Note

of Payments 1

To Be Distributed 0.00

G/L Account	Description	Amount
2200.0	GST / HST Payable	1989.95
1300.0	Inventory Appliances	39799.01
*		0.00

OK Cancel

Serial Costing

PO# [] Supplier Invoice # LA20231014E

Add [RS42, RS43, RS44] Remove [] Clear [] Collapse All Rows [] Search []

Show Columns: Freight, Freight Invoice # []
 Discount 1, Discount 2, Discount 3, Discount 4, Discount 5
 Discount 6, Discount 7, Discount 8, Discount 9, Discount 10

Import [] Invoices [] Cost []

Filter by Model / Serial []

Model Code	Qty Ord	Qty Rec'd	Qty To Cost
RS42	00006		2023-10-14
RS42	00007		2023-10-14
RS42	00008		2023-10-14
RS42	00009		2023-10-14
RS42	00010		2023-10-14
WDT730PAHZ 2 2			
PO Code	Serial	Date Rec'd	
RS44	00001	2023-10-14	
RS44	00002	2023-10-14	
WRQA59CNKZ 6 6			
PO Code	Serial	Date Rec'd	
RS44	00001	2023-10-14	
RS44	00002	2023-10-14	
RS44	00003	2023-10-14	

RS42, Processed
RS43, Processed
RS44, Processed

Finished

Add AP Transaction

Invoice | Adjustment | Quick Pay | Check | Documents

Supplier: WHIRL RE | Whirlpool Canada
 Amount: 46,111.91 | Discount: 345.84
 Invoice #: LA20231014C | Amount: 2100.0
 Invoice Date: 10/14/2023 | Date: 11/13/2023
 Due Date: 11/13/2023 | G/L: 2120.0

Note: PO# RS42

To Be Distributed: 0.00

G/L Account	Description	Amount
2200.0	GST / HST Payable	2195.81
1300.0	Inventory Appliances	43916.10
*		0.00

OK [] Cancel []

Serial Costing

PO# [] Supplier Invoice # LA20231014E

Add [RS42, RS43, RS44] Remove [] Clear [] Collapse All Rows [] Search []

Show Columns: Freight, Freight Invoice # []
 Discount 1, Discount 2, Discount 3, Discount 4, Discount 5
 Discount 6, Discount 7, Discount 8, Discount 9, Discount 10

Import [] Invoices [] Cost []

Filter by Model / Serial []

Model Code	Qty Ord	Qty Rec'd	Qty To Cost	Quoted Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3
RS42	00006		2023-10-14	0.00	2,506.19	LA20231014C	0.00	0.00	0.00
RS42	00007		2023-10-14	0.00	2,506.19	LA20231014C	0.00	0.00	0.00
RS42	00008		2023-10-14	0.00	2,506.19	LA20231014C	0.00	0.00	0.00
RS42	00009		2023-10-14	0.00	2,506.19	LA20231014C	0.00	0.00	0.00
RS42	00010		2023-10-14	0.00	2,506.19	LA20231014C	0.00	0.00	0.00
WDT730PAHZ 2 2				885.35	750.00		22.13	35.41	0.00
PO Code	Serial	Date Rec'd		Prev. Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3
RS44	00001	2023-10-14		0.00	750.00	LA20231014E	0.00	0.00	0.00
RS44	00002	2023-10-14		0.00	750.00	LA20231014E	0.00	0.00	0.00
WRQA59CNKZ 6 6				2,344.76	0.00		58.62	93.79	0.00
PO Code	Serial	Date Rec'd		Prev. Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3
RS44	00001	2023-10-14		0.00	2,344.76	LA20231014E	0.00	0.00	0.00
RS44	00002				2,344.76	LA20231014E	0.00	0.00	0.00
RS44	00003				2,344.76	LA20231014E	0.00	0.00	0.00

RS42, Processed
RS43, Processed
RS44, Processed

Finished

Costing is complete. You can close this screen.

A/P Transactions

Search Options

Search For: whirl re By: Supplier Matching: Start of Field

AND For: By: Type Matching: Start of Field

Branch	Supplier	Type	Invoice/Check	Date	Amount	Due Date	* Note	User
Default	WHIRL RE	Invoice	LA20231014E	10/14/2023	45,554.68	11/13/2023	PO# RS43, PO# RS	L
Default	WHIRL RE	Invoice	LA20231014B	10/14/2023	10,551.37	11/13/2023	PO# RS42, PO# RS	L
Default	WHIRL RE	Invoice	LA20231014C	10/14/2023	46,111.91	11/13/2023	PO# RS42	L
Default	WHIRL RE	Invoice	LA20231014	10/14/2023	5,315.31	11/13/2023	PO# RS41	L
Default	WHIRL RE	Invoice	98765	10/6/2023	31.45	11/5/2023	PO# RS36	PAUL
3	WHIRL RE	Invoice	W3	10/13/2022	740.52	11/11/2022	PO# RS3	L
Default	WHIRL RE	Invoice	W4	11/15/2022	2,925.14	12/15/2022	PO# RS21	TAS
4	WHIRL RE	Invoice	W7890	10/22/2022	11			
Default	WHIRL RE	Invoice	A4	10/19/2022				
Default	WHIRL RE	Invoice	CN05689561	11/18/2022				
Default	WHIRL RE	Invoice	LA20231014D	10/14/2023				
Default	WHIRL RE	Invoice	LA20231014A	10/14/2023				

Record Count: 12

Buttons: Print Check, Review, Add, Edit, Delete, Exit

In AP Transaction Processing, you will see these invoices.

2024 Generic Supplier Invoice Template

Create a generic supplier invoice template and select the supplier number during invoice import.

Import Supplier Invoice

Template: Generic allows you to upload multiple st.

Import Folder: **In this example, we are importing a Bradlee invoice.**

Supplier:

Code	Description
BRADLEE RE	Bradlee Distributors Inc.
BSH BD	BSH Home Appliances
BSH PARTS	BSH Parts
BSH RE	BSH Home Appliances
DACOR BD	Samsung Electronics (Dacor)
DACOR RE	Samsung Electronics (Dacor)
DANBY RE	Darby Products Ltd.

Select the "Bradlee RE" supplier.

Serial Costing

PO#: Supplier Invoice #:

Import:

Model Code	Qty Ord	Qty Rec'd	Qty To Cost	Quoted Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3
BI-36UG/S/THRH	1	1	1	16,486.56	16,486.56		0.00	0.00	0.00
CL3050W/O/R	1	1	1	11,420.38	11,420.38		0.00	0.00	0.00
DF48850/S/P/LP	1	1	1	19,022.51	19,022.51		0.00	0.00	0.00
DWHD870WFP	1	1	1	2,556.00	2,556.00		0.00	0.00	0.00
Total Cost:				49,485.45	49,485.45		0.00	0.00	0.00

Import Supplier Invoice

Template: Generic allows you to upload multiple st.

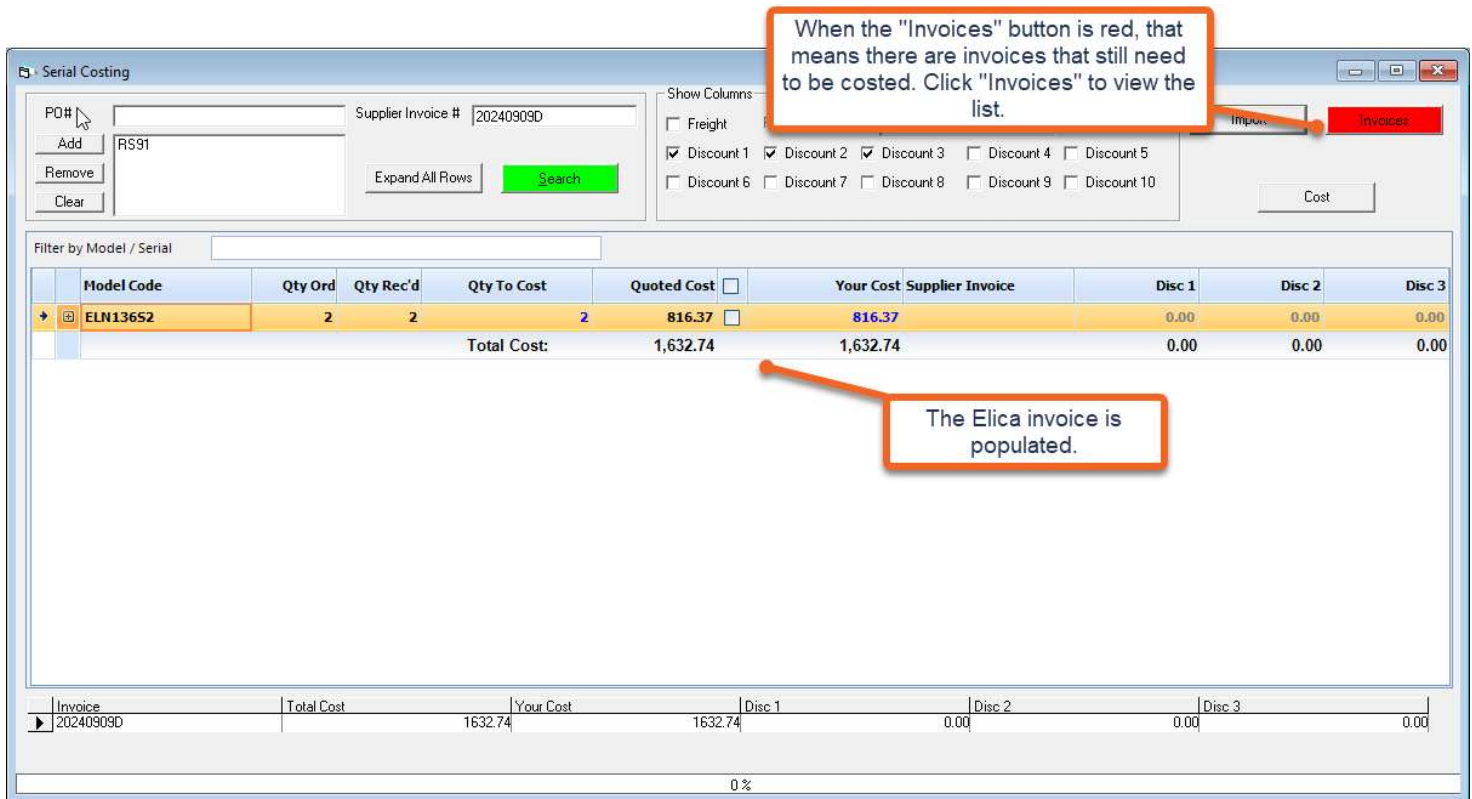
Import Folder: **Enter the Elica spreadsheet.**

Supplier: Elica Inc. **Select Elica for the supplier.**

Click OK.

Click Import again to import the next supplier invoice.

The Bradlee invoice is populated.

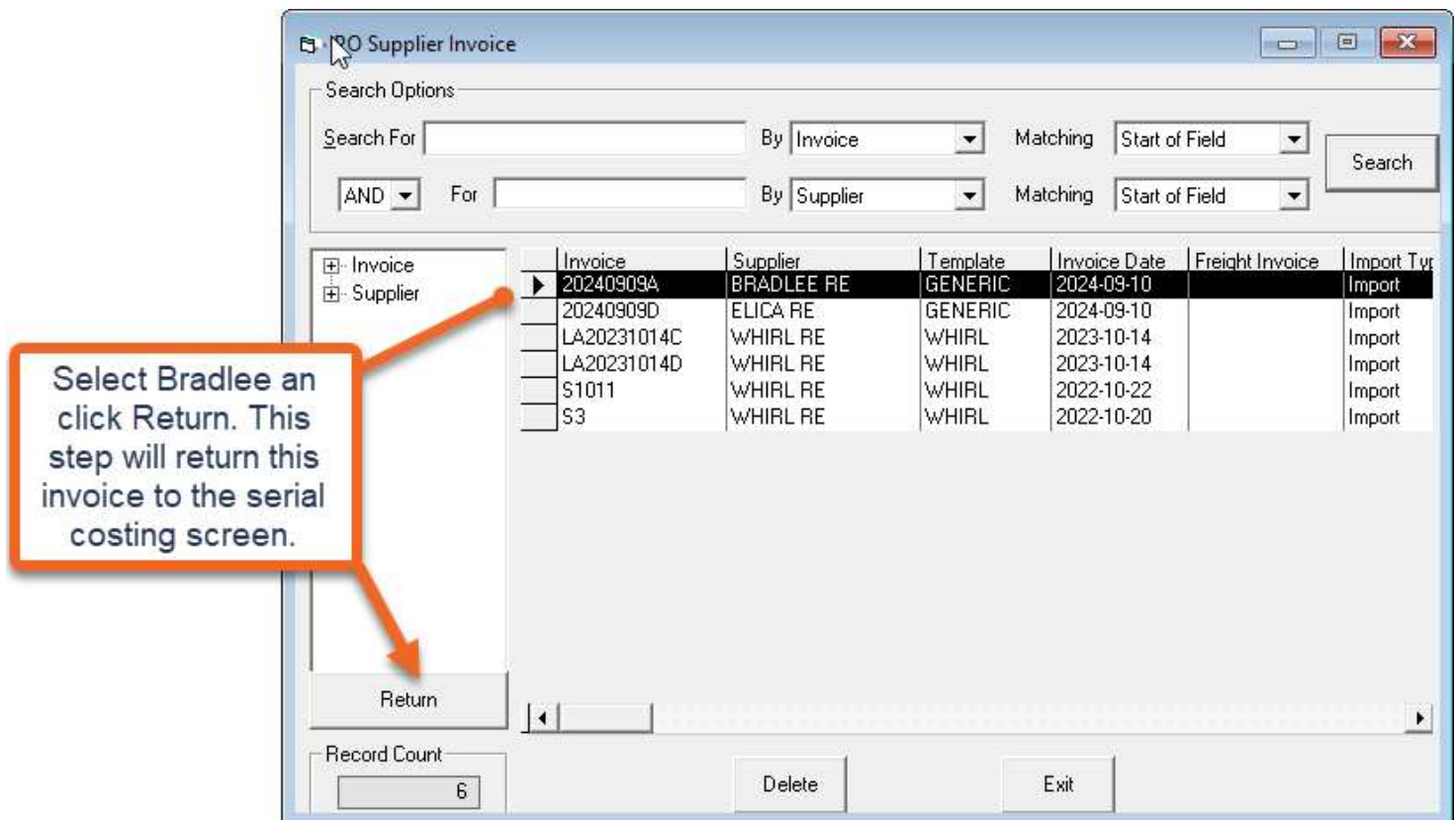


When the "Invoices" button is red, that means there are invoices that still need to be costed. Click "Invoices" to view the list.

The Elica invoice is populated.

Model Code	Qty Ord	Qty Rec'd	Qty To Cost	Quoted Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3
ELN136S2	2	2	2	816.37	816.37		0.00	0.00	0.00
Total Cost:				1,632.74	1,632.74		0.00	0.00	0.00

Invoice	Total Cost	Your Cost	Disc 1	Disc 2	Disc 3
20240909D		1632.74	1632.74	0.00	0.00



Select Bradlee and click Return. This step will return this invoice to the serial costing screen.

Invoice	Supplier	Template	Invoice Date	Freight Invoice	Import Type
20240909A	BRADLEE RE	GENERIC	2024-09-10		Import
20240909D	ELICA RE	GENERIC	2024-09-10		Import
LA20231014C	WHIRL RE	WHIRL	2023-10-14		Import
LA20231014D	WHIRL RE	WHIRL	2023-10-14		Import
S1011	WHIRL RE	WHIRL	2022-10-22		Import
S3	WHIRL RE	WHIRL	2022-10-20		Import

Serial Costing

PO# Supplier Invoice # 20240909D

Add RS91 Remove Clear Expand All Rows Search

Show Columns
 Freight Freight Invoice #
 Discount 1 Discount 2 Discount 3 Discount 4 Discount 5
 Discount 6 Discount 7 Discount 8 Discount 9 Discount 10

Filter by Model / Serial

Model Code	Qty Ord	Qty Rec'd	Qty To Cost
ELN136S2	2	2	
Total			

Invoice 20240909D Total Cost 1632.74

Record Count 6 Delete Exit

PO Supplier Invoice

Search Options
 Search For By Invoice Matching Start of Field
 AND For By Supplier Matching Start of Field

Invoice	Supplier	Template	Invoice Date	Freight Invoice	Import Type
20240909A	BRADLEE RE	GENERIC	2024-09-10		Import
20240909D	ELICA RE	GENERIC	2024-09-10		Import
LA202310	PASS		2023-10-14		Import
LA202310			2023-10-14		Import
S1011			2022-10-22		Import
S3			2022-10-20		Import

Overwrite Supplier Invoice?
Yes No

Click OK to overwrite the Elica supplier invoice.

Serial Costing

PO# Supplier Invoice # 20240909A

Add RS87 Remove Clear Expand All Rows Search

Show Columns
 Freight Freight Invoice #
 Discount 1 Discount 2 Discount 3 Discount 4 Discount 5
 Discount 6 Discount 7 Discount 8 Discount 9 Discount 10

Filter by Model / Serial

Model Code	Qty Ord	Qty Rec'd	Qty To Cost	Quoted Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3
BI-36UG/S/THRH	1	1	1	16,486.56	16,486.56		0.00	0.00	0.00
CL3050W/O/R	1	1	1	11,420.38	11,420.38		0.00	0.00	0.00
DF48850/S/P/LP	1	1	1	19,022.51	19,022.51		0.00	0.00	0.00
DWHD870WFP	1	1	1	2,556.56	2,556.56		0.00	0.00	0.00
Total Cost:				49,486.01	49,486.01		0.00	0.00	0.00

Invoice 20240909A Total Cost 49486.01 Your Cost 49486.01 Disc 1 0.00 Disc 2 0.00 Disc 3 0.00

The Bradlee invoice is ready for costing.

Follow the steps in the spreadsheet upload to continue the costing process.

Multi Select Invoices to Cost (2024)

Serial Costing

PO# Supplier Invoice #

Add Remove Clear

Show Columns: Freight Freight Invoice # Discount 1 Discount 2 Discount 3 Discount 4 Discount 5 Discount 6 Discount 7 Discount 8 Discount 9 Discount 10

Import

Filter by Model / Serial

Model Code	Qty Ord	Qty Rec'd	Qty To Cost	Quoted Cost
0000046	2	2	2	0.01
BI-36UG/S/THRH	1	1	1	16,486.56
CL3050W/O/R	2	2	2	11,420.38
DF48850/S/P/LP	2	2	2	19,022.51
DWHD870WFP	3	3	3	2,556.56
GR484CG	1	1	1	17,139.15
SGS305TS	1	1	1	2,497.03
SGS365TS	1	1	1	
T18WINERK1	1	1	1	
VCIN36GWS	1	1	1	
Total Cost:				47,790.41

PO Supplier Invoice

Search Options: Search For By Matching Start of Field Search

AND For By Matching Start of Field Search

Invoice	Supplier	Template	Invoice Date	Freight Invoice	Import Tr
20240909A	BRADLEE RE	GENERIC	2024-09-10		Import
20240909C	BRADLEE RE	GENERIC	2024-09-09		Import
20240909D	ELICA RE	GENERIC	2024-09-10		Import
LA20231014C	WHIRL RE	WHIRL	2023-10-14		Import
LA20231014D	WHIRL RE	WHIRL	2023-10-14		Import
S1011	WHIRL RE	WHIRL	2022-10-22		Import
S3	WHIRL RE	WHIRL	2022-10-20		Import

Return

Record Count:

PASS Overwrite Supplier Invoice?

Customize Home Screen

Serial Costing

PO# Supplier Invoice #

Add Remove Clear

Expand All Rows Search

Show Columns: Discount 1 Discount 2 Discount 3 Discount 4 Discount 5 Discount 6 Discount 7 Discount 8 Discount 9 Discount 10

Import

Filter by Model / Serial

Model Code	Qty Ord	Qty Rec'd	Qty To Cost	Quoted Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3
BI-36UG/S/THRH	1	1	1	16,486.56	16,486.56		0.00	0.00	0.00
CL3050W/O/R	3	3	3	11,420.38	11,420.38		0.00	0.00	0.00
DF48850/S/P/LP	1	1	1	19,022.51	19,022.51		0.00	0.00	0.00
DWHD870WFP	4	4	3	2,556.56	2,556.56		0.00	0.00	0.00
GR484CG	1	1	1	17,139.15	17,139.15		0.00	0.00	0.00
SGS305TS	1	1	1	2,697.38	2,697.38		0.00	0.00	0.00
Total Cost:				97,276.42	97,276.42		0.00	0.00	0.00

Invoice Total Cost Your Cost Disc 1 Disc 2 Disc 3

20240909A 49486.01 49486.01 0.00 0.00 0.00

20240909C 47790.41 47790.41 0.00 0.00 0.00

0%

Serial Costing

PO# [] Supplier Invoice # 20240909A

Add R587
Remove R588
Clear []

Search []

Collapse All Flows []

Show Columns
 Freight Freight Invoice # []
 Discount 1 Discount 2 Discount 3 Discount 4 Discount 5
 Discount 6 Discount 7 Discount 8 Discount 9 Discount 10

Import [] Invoice [] Cost []

Filter by Model / Serial []

Model Code	Qty Ord	Qty Rec'd	Qty To Cost	Quoted Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3
BI-36UG/S/THRH	1	1	1	16,486.56	16,486.56		0.00	0.00	0.00
PO Code	Serial	Date Rec'd	Prev. Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3	
R587	00002	2024-09-09	16,486.56	16,486.56	20240909A	0.00	0.00	0.00	2
CL3050W/O/R	3	3	3	11,420.38	11,420.38		0.00	0.00	0.00
PO Code	Serial	Date Rec'd	Prev. Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3	
R587	00002	2024-09-09	11,420.38	11,420.38	20240909A	0.00	0.00	0.00	2
R588	00003	2024-09-09	11,420.38	11,420.38	20240909C	0.00	0.00	0.00	2
R588	00004	2024-09-09	11,420.38	11,420.38	20240909C	0.00	0.00	0.00	2
DF48850/S/P/LP	1	1	1	19,022.51	19,022.51		0.00	0.00	0.00
PO Code	Serial	Date Rec'd	Prev. Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3	
R587	00002	2024-09-09	19,022.51	19,022.51	20240909A	0.00	0.00	0.00	2
DWHD870WFP	4	4	3	2,556.56	2,556.56		0.00	0.00	0.00
PO Code	Serial	Date Rec'd	Prev. Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3	
R587	00003	2024-09-09	2,556.56	2,556.56	20240909A	0.00	0.00	0.00	2
R588	00005	2024-09-09	2,556.56	2,556.56	20240909C	0.00	0.00	0.00	2
R588	00006	2024-09-09	2,556.56	2,556.56	20240909C	0.00	0.00	0.00	2
GR484CG	1	1	1	17,139.15	17,139.15		0.00	0.00	0.00
PO Code	Serial	Date Rec'd	Prev. Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3	
R588	00001	2024-09-09	17,139.15	17,139.15	20240909C	0.00	0.00	0.00	2
SGS305TS	1	1	1	2,697.38	2,697.38		0.00	0.00	0.00
PO Code	Serial	Date Rec'd	Prev. Cost	Your Cost	Supplier Invoice	Disc 1	Disc 2	Disc 3	
R588	00001	2024-09-09	2,697.38	2,697.38	20240909C	0.00	0.00	0.00	2
Invoice	Total Cost	Your Cost	Disc 1	Disc 2	Disc 3				
20240909A		49486.01	49486.01	0.00	0.00				
20240909C		47790.41	47790.41	0.00	0.00				

0%

You can see all the invoices that are being costed.

Delete Invoices by Multi Select (2024)

PO Supplier Invoice

Search Options

Select the first row. Hold down the CTRL key and select the next row. You can continue selecting until you are done.

By Invoice Matching Start of Field Search

By Supplier Matching Start of Field

Invoice	Supplier	Template	Invoice Date	Freight Invoice	Import Type
20240909C	BRADLEE RE	GENERIC	2024-09-09		Import
20240909D	ELICA RE	GENERIC	2024-09-10		Import
A66770000	ELICA RE	ELICA	2024-09-13		Import

Return

Record Count: 3

Delete Exit

PO Supplier Invoice


Search Options

Search For By Invoice Matching Start of Field Search

AND For By Supplier Matching Start of Field

Invoice	Supplier	Template	Invoice Date	Freight Invoice	Import Type
20240909C	BRADLEE RE	GENERIC	2024-09-09		Import
20240909D	ELICA RE	GENERIC	2024-09-10		Import
					Import

Delete Supplier Invoice

 This will delete all imported supplier invoice costs.
Are you sure you want to delete all 2 records?

Yes No

Return

Record Count: 3

Delete Exit

Click Delete and "Yes" to confirm that you want to delete the records.

PO Supplier Invoice

Search Options

Search For By Invoice Matching Start of Field Search

AND For By Supplier Matching Start of Field

Invoice	Supplier	Template	Invoice Date	Freight Invoice	Import Typ
A66770000	ELICA RE	ELICA	2024-09-13		Import

Both records are deleted.

Return

Record Count: 1

Delete Exit

Exceptions Log (2024)

Refer to [SerialCostingExceptions Report.xlsx](#)

SupplierInvoiceCode	ExceptionsDateStamp	ExceptionsTimeStamp	UserCode	SupplierCode	ErrMsg
	9/3/2024	09:35:19:248	%~!		Start reading of C:\ePASS\SupplierInvoiceTemplateImport_LOGS\Supplier Invoice Whpl.xlsx file, Template 'WHIRL'.
INV #	9/3/2024	09:35:19:554	%~!	WHIRL RE	Sheet1: Row 1 skipped as invalid. PO Code: PO cannot be found.
	9/3/2024	09:35:19:965	%~!		Reading of C:\ePASS\SupplierInvoiceTemplateImport_LOGS\Supplier Invoice Whpl.xlsx, Template 'WHIRL' completed successfully. 4 rows have been read.
	9/9/2024	16:38:08:726	L		Start reading of C:\Users\liza.anderson\Desktop\Supplier Invoice Template\InvoiceDataBradleeBSHDanbyElica.xlsx file, Template 'GENERIC'.
SUPPLIERINVOICE	9/9/2024	16:38:08:903	L		Sheet1: Row 1 skipped as invalid. PO Code: POCODE cannot be found.
20240909A	9/9/2024	16:38:09:073	L		Sheet1: Row 2 skipped as invalid. Supplier Code in the template or the selected Supplier Code: does not match the supplier code of PO: BRADLEE RE.
20240909A	9/9/2024	16:38:09:206	L		Sheet1: Row 3 skipped as invalid. Supplier Code in the template or the selected Supplier Code: does not match the supplier code of PO: BRADLEE RE.
20240909A	9/9/2024	16:38:09:322	L		Sheet1: Row 4 skipped as invalid. Supplier Code in the template or the selected Supplier Code: does not match the supplier code of PO: BRADLEE RE.
20240909A	9/9/2024	16:38:09:444	L		Sheet1: Row 5 skipped as invalid. Supplier Code in the template or the selected Supplier Code: does not match the supplier code of PO: BRADLEE RE.
20240909B	9/9/2024	16:38:09:600	L		Sheet1: Row 6 skipped as invalid. Supplier Code in the template or the selected Supplier Code: does not match the supplier code of PO: BSH RE.
20240909B	9/9/2024	16:38:09:750	L		Sheet1: Row 7 skipped as invalid. Supplier Code in the template or the selected Supplier Code: does not match the supplier code of PO: BSH RE.
20240909B	9/9/2024	16:38:09:902	L		Sheet1: Row 8 skipped as invalid. Supplier Code in the template or the selected Supplier Code: does not match the supplier code of PO: BSH RE.
20240909B	9/9/2024	16:38:10:020	L		Sheet1: Row 9 skipped as invalid. Supplier Code in the template or the selected Supplier Code: does not match the supplier code of PO: BSH RE.
20240909B	9/9/2024	16:38:10:148	L		Sheet1: Row 10 skipped as invalid. Supplier Code in the template or the selected Supplier Code: does not match the supplier code of PO: BSH RE.
20240909C	9/9/2024	16:38:10:271	L		Sheet1: Row 11 skipped as invalid. Supplier Code in the template or the selected Supplier Code: does not match the supplier code of PO: DANBY RE.
20240909C	9/9/2024	16:38:10:389	L		Sheet1: Row 12 skipped as invalid. Supplier Code in the template or the selected Supplier Code: does not match the supplier code of PO: DANBY RE.
20240909D	9/9/2024	16:38:10:527	L		Sheet1: Row 13 skipped as invalid. Supplier Code in the template or the selected Supplier Code: does not match the supplier code of PO: ELICA RE.
20240909D	9/9/2024	16:38:10:658	L		Sheet1: Row 14 skipped as invalid. Supplier Code in the template or the selected Supplier Code: does not match the supplier code of PO: ELICA RE.
	9/9/2024	16:38:10:819	L		Reading of C:\Users\liza.anderson\Desktop\Supplier Invoice Template\InvoiceDataBradleeBSHDanbyElica.xlsx, Template 'GENERIC' completed successfully. 15 rows have been read.