

# Power of the Post Vendor Bill Variances Page

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RMNSUG – March 16, 2022

# Post Vendor Bill Variances Page

Transactions > Payables > Post Vendor Bill Variances

**Post Vendor Bill Variances**

Create Journal Entries

JOURNAL POSTING PERIOD: Mar 2022

JOURNAL DATE: 3/10/2022

TRANSACTION TYPE: Bill

Mark All

SELECT	TRANSACTION NUMBER	DATE
<input type="checkbox"/>	Purchase Order #PO28492	10/26/2021
<input type="checkbox"/>	Purchase Order #PO28492	10/26/2021
<input type="checkbox"/>	Purchase Order #PO28451	10/21/2021
<input type="checkbox"/>	Purchase Order #PO28451	10/21/2021
<input type="checkbox"/>	Purchase Order #PO28336	9/27/2021
<input type="checkbox"/>	Purchase Order #PO28334	9/27/2021
<input type="checkbox"/>	Purchase Order #PO28324	9/24/2021
<input type="checkbox"/>	Purchase Order #PO28324	9/24/2021
<input type="checkbox"/>	Purchase Order #PO28324	9/24/2021
<input type="checkbox"/>	Purchase Order #PO28324	9/24/2021
<input type="checkbox"/>	Purchase Order #PO28321	9/23/2021
<input type="checkbox"/>	Purchase Order #PO28319	9/23/2021

**Post Vendor Bill Variances**

Create Journal Entries

JOURNAL POSTING PERIOD: Mar 2022

JOURNAL DATE: 3/10/2022

TRANSACTION STATUS: [Dropdown]

VENDOR: E.M.J.D. Corporation

INCLUDE BILLS WITHOUT RECEIPTS

TRANSACTION TYPE: Bill

Mark All

SELECT	TRANSACTION NUMBER	DATE	TRANSACTION STATUS	VENDOR	ITEM	QUANTITY
<input type="checkbox"/>	Bill #68808	1/7/2022	Open	E.M.J.D. Corporation	04-0403	102
<input type="checkbox"/>	Bill #68796	1/4/2022	Paid In Full	E.M.J.D. Corporation	12-0071	10
<input type="checkbox"/>	Bill #68745	12/16/2021	Paid In Full	E.M.J.D. Corporation	04-0231	12
<input type="checkbox"/>	Bill #68743	12/16/2021	Paid In Full	E.M.J.D. Corporation	04-0203	25
<input type="checkbox"/>	Bill #68724	12/13/2021	Paid In Full	E.M.J.D. Corporation	04-0346	40
<input type="checkbox"/>	Bill #68715	12/7/2021	Paid In Full	E.M.J.D. Corporation	04-0346	20
<input type="checkbox"/>	Bill #68611	11/16/2021	Paid In Full	E.M.J.D. Corporation	15-0137	52

A Netsuite page/feature that:

- Identifies any **quantity/pricing/exchange rate variances** between item receipts and bills
- Provides a list of transactions that need to be investigated - for correction or write-off
- Provides ability to auto create JE for getting rid of those small \$

# Post Vendor Bill Variances Page

## Transaction Type = PO

**Post Vendor Bill Variances**

Create Journal Entries

JOURNAL POSTING PERIOD  
Mar 2022

JOURNAL DATE  
3/10/2022

TRANSACTION STATUS

VENDOR  
E.M.J.D. Corporation

INCLUDE BILLS WITHOUT RECEIPTS

TRANSACTION TYPE  
Bill

Mark All

Purchase Order

SELECT	TRANSACTION NUMBER	DATE	VENDOR	ITEM	QUANTITY
<input type="checkbox"/>	Purchase Order #PO28492	10/26/2021	E.M.J.D. Corporation	04-0352	60
<input type="checkbox"/>	Purchase Order #PO28492	10/26/2021	E.M.J.D. Corporation	04-0354	60
<input type="checkbox"/>	Purchase Order #PO28451	10/21/2021	E.M.J.D. Corporation	04-0381	400
<input type="checkbox"/>	Purchase Order #PO28451	10/21/2021	E.M.J.D. Corporation	04-0401	38
<input type="checkbox"/>	Purchase Order #PO28336	9/27/2021	E.M.J.D. Corporation	04-0085A	50
<input type="checkbox"/>	Purchase Order #PO28334	9/27/2021	E.M.J.D. Corporation	04-0085	150
<input type="checkbox"/>	Purchase Order #PO28324	9/24/2021	E.M.J.D. Corporation	04-0479	7
<input type="checkbox"/>	Purchase Order #PO28324	9/24/2021	E.M.J.D. Corporation	04-0479	7
<input type="checkbox"/>	Purchase Order #PO28324	9/24/2021	E.M.J.D. Corporation	04-0479	7
<input type="checkbox"/>	Purchase Order #PO28324	9/24/2021	E.M.J.D. Corporation	04-0479	7
<input type="checkbox"/>	Purchase Order #PO28321	9/23/2021	E.M.J.D. Corporation	04-0495	81
<input type="checkbox"/>	Purchase Order #PO28319	9/23/2021	E.M.J.D. Corporation	04-0428	67

- Choose **Purchase Order** to show closed purchase order lines with a variance
- Identifies those POs with variances between the total of all item receipts compared to the total of all items billed

**NOTE: The line item on the PO must be fully received and billed OR the line item must be closed to display here**

# Post Vendor Bill Variances Page

## Transaction Type = Bill

**Post Vendor Bill Variances**

Create Journal Entries

JOURNAL POSTING PERIOD: Mar 2022

JOURNAL DATE: 3/10/2022

TRANSACTION TYPE: **Bill**

TRANSACTION STATUS: [Dropdown]

VENDOR: E.M.J.D. Corporation

INCLUDE BILLS WITHOUT RECEIPTS

Mark All

SELECT	TRANSACTION NUMBER	DATE	TRANSACTION STATUS	VENDOR	ITEM	QUANTITY
<input type="checkbox"/>	Bill #68808	1/7/2022	Open	E.M.J.D. Corporation	04-0403	102
<input type="checkbox"/>	Bill #68796	1/4/2022	Paid In Full	E.M.J.D. Corporation	12-0071	10
<input type="checkbox"/>	Bill #68745	12/16/2021	Paid In Full	E.M.J.D. Corporation	04-0231	12
<input type="checkbox"/>	Bill #68743	12/16/2021	Paid In Full	E.M.J.D. Corporation	04-0203	25
<input type="checkbox"/>	Bill #68724	12/13/2021	Paid In Full	E.M.J.D. Corporation	04-0346	40
<input type="checkbox"/>	Bill #68715	12/7/2021	Paid In Full	E.M.J.D. Corporation	04-0346	20
<input type="checkbox"/>	Bill #68611	11/16/2021	Paid In Full	E.M.J.D. Corporation	15-0137	52

- Choose **Bill** to show only vendor bills that have the **Match Bill To Receipt** box checked on the related PO
- Identifies those vendor bills with variances between each Bill and it's associated Item Receipt(s)
- if you bill in advance of receipt then you will need to go back to the bill and add the item receipt; therefore it is recommended that you do a **Vendor Prepayments instead of billing in advance of receipt**

**NOTE: The line item on the PO does NOT need to be fully received and billed**

# So Where is the Match Bill to Receipt Checkbox?

If Match Bill to Receipt is checked in the item record then it carries over to all POs where you can uncheck it

**Inventory Item** 🔍  
**Nose Cone Black**

[Edit](#) [Back](#) [+](#) [Actions](#) | StickyNotes [New](#): ■ ■ ■ Drop files

**Primary Information**

INTERNAL ID 261	VENDOR NAME/CODE	PRIMARY PURCHASE UNIT
ITEM NAME/NUMBER Nose Cone Black	ITEM IS INACTIVE <input type="checkbox"/>	PRIMARY SALE UNIT
DISPLAY NAME/CODE 67-1000-1500	UNITS TYPE	IMAGE FOR ITEMS
SUBITEM OF Replacement Part REPLACEMENT PARTS INVENTORY	PRIMARY STOCK UNIT	

**Item/Cost Detail**

TRACK LANDED COST <input checked="" type="checkbox"/>	PURCHASE PRICE 1.40	STOCK DESCRIPTION
COSTING METHOD Average	PURCHASE DESCRIPTION Nose Cone, Black	DROP SHIP ITEM <input type="checkbox"/>
COST ESTIMATE TYPE Average Cost	COPY FROM SALES ORDER <input type="checkbox"/>	SPECIAL ORDER ITEM <input type="checkbox"/>
TOTAL VALUE 391.17		<b>MATCH BILL TO RECEIPT</b> <input checked="" type="checkbox"/>

**Revision Tracking**

If Match Bill to Receipt is not checked in the item record it can still be checked on the PO lines

**Purchase Order** 🔍 ↔ [List](#) [Search](#)

**05-2498-2022 DPP** **PENDING RECEIPT**

LN	ITEM	VENDOR NAME	QTY	RATE	UPDATE MAIN PRICE	UPDATE ITEM PRICE	EXPECTED RECEIPT DATE	AMOUNT	DESCRIPTION	MATCH BILL TO RECEIPT	BILL VARIANCE STATUS
	Nose Cone Black 67-1000-1500		5	1.40			2/23/2022	7.00	Nose Cone, Black	Yes	

# Post Vendor Bill Variances Page

## Now What – Once They Appear?

**Post Vendor Bill Variances**

Create Journal Entries

JOURNAL POSTING PERIOD: Mar 2022

JOURNAL DATE: 3/10/2022

TRANSACTION TYPE: Purchase Order

Mark All Unmark All Customize

SELECT	TRANSACTION NUMBER	DATE
<input type="checkbox"/>	Purchase Order #PO28492	10/26/2021
<input type="checkbox"/>	Purchase Order #PO28492	10/26/2021
<input type="checkbox"/>	Purchase Order #PO28451	10/21/2021
<input type="checkbox"/>	Purchase Order #PO28451	10/21/2021
<input type="checkbox"/>	Purchase Order #PO28336	9/27/2021
<input type="checkbox"/>	Purchase Order #PO28334	9/27/2021
<input type="checkbox"/>	Purchase Order #PO28324	9/24/2021
<input type="checkbox"/>	Purchase Order #PO28324	9/24/2021

**Post Vendor Bill Variances**

Create Journal Entries

JOURNAL POSTING PERIOD: Mar 2022

JOURNAL DATE: 3/10/2022

TRANSACTION STATUS: [Dropdown]

VENDOR: E.M.J.D. Corporation

INCLUDE BILLS WITHOUT RECEIPTS

TRANSACTION TYPE: Bill

Mark All Unmark All Customize

SELECT	TRANSACTION NUMBER	DATE	TRANSACTION STATUS	VENDOR	ITEM	QUANTITY
<input type="checkbox"/>	Bill #68808	1/7/2022	Open	E.M.J.D. Corporation	04-0403	102
<input type="checkbox"/>	Bill #68796	1/4/2022	Paid In Full	E.M.J.D. Corporation	12-0071	10
<input type="checkbox"/>	Bill #68745	12/16/2021	Paid In Full	E.M.J.D. Corporation	04-0231	12
<input type="checkbox"/>	Bill #68743	12/16/2021	Paid In Full	E.M.J.D. Corporation	04-0203	25
<input type="checkbox"/>	Bill #68724	12/13/2021	Paid In Full	E.M.J.D. Corporation	04-0346	40
<input type="checkbox"/>	Bill #68715	12/7/2021	Paid In Full	E.M.J.D. Corporation	04-0346	20
<input type="checkbox"/>	Bill #68611	11/16/2021	Paid In Full	E.M.J.D. Corporation	15-0137	52

Need to decide if it should really be written off or corrections made

# Investigate...

# The Investigation Begins ...

## Match Bill To Receipt Unchecked

**Post Vendor Bill Variances**

[Create Journal Entries](#)

JOURNAL POSTING PERIOD  
Feb 2022

JOURNAL DATE  
2/22/2022

TRANSACTION TYPE  
Purchase Order

TRANSACTION STATUS  
▼

VENDOR  
<Type then tab> ▼

INCLUDE BILLS WITHOUT RECEIPTS

[Mark All](#) [Unmark All](#) [Customize](#)

SELECT	TRANSACTION NUMBER	DATE ▼	TRANSACTION STATUS	VENDOR	ITEM	QUANTITY
<input type="checkbox"/>	<a href="#">Purchase Order #PO26897</a>	12/11/2020	Fully Billed			30
<input type="checkbox"/>	<a href="#">Purchase Order #PO26895</a>	12/10/2020	Fully Billed			300
<input type="checkbox"/>	<a href="#">Purchase Order #PO26895</a>	12/10/2020	Fully Billed			400
<input type="checkbox"/>	<a href="#">Purchase Order #PO26862</a>	12/3/2020	Fully Billed			400
<input type="checkbox"/>	<a href="#">Purchase Order #PO26864</a>	12/3/2020	Fully Billed			15
<input type="checkbox"/>	<a href="#">Purchase Order #PO26840</a>	12/2/2020	Fully Billed			17280

[Create Journal Entries](#)

**Click on the Transaction Number (PO)**

# Look at Item Receipts and Bills from the PO

**Purchase Order** ← → List Search Customize

**FULLY BILLED**

Items Shipping Billing Relationships Communication Related Records 1 TaxJar

Items 4,771.00 • Expenses 0.00

ITEM	VENDOR NAME	DESCRIPTION	QTY	UNITS	EXPECTED DATE	PO INSPC CODE	RATE	AMOUNT	RECEIVED	BILLED	QTY OPEN	MATCH BILL TO RECEIPT	BILL VARIANCE STATUS
81-1002		Actuator Assy, A/E Switch White	300	Ea	2/23/2021	L/M2O	7.25	2,175.00	300	300	0		Journal Not Posted
81-1003		Actuator Assy, A/E Switch Black	400	Ea	2/23/2021	L/M2O	6.49	2,596.00	400	400	0		Journal Not Posted

- No Variances
- Journal Not Posted
- Journal Posted blank

custom sublist since standard Receipts & Bills wont' give you enough information

**Purchase Order** ← → List Search Customize

**FULLY BILLED**

Items Shipping Billing Relationships Communication Related Records

Receipts & Bills • Approvals Support\_Cases **Receipts & Bills with ITEM •**

EDIT	DATE	TYPE ▲	DOCUMENT NUMBER	ITEM	QUANTITY	AMOUNT
Edit	1/1/2021	Bill	123120F	81-1002	(300)	(2,172.00)
Edit	1/1/2021	Bill	123120F	81-1003	(400)	(2,692.00)
Edit	1/6/2021	Item Receipt	2495	81-1002	300	2,175.00
Edit	1/6/2021	Item Receipt	2495	81-1003	400	2,596.00

These match up

These don't match up

**Fix or write off?**




# The Investigation Begins ...

Match Bill to Receipt Checked

**Post Vendor Bill Variances**

**Create Journal Entries**

JOURNAL POSTING PERIOD  

JOURNAL DATE

TRANSACTION TYPE  ▼

TRANSACTION STATUS

VENDOR

INCLUDE BILLS WITHOUT RECEIPTS


**Mark All** **Unmark All** **Customize**

SELECT	TRANSACTION NUMBER	DATE ▼	TRANSACTION STATUS	VENDOR	ITEM	QUANTITY	MEMO
<input type="checkbox"/>	Bill #D220210	2/10/2022	Paid In Full	TCF Technology	Decals-CC sm Front/Back Bach - 28-0008	500	Label - Acc Case, Bacharach

**Create Journal Entries**

**Click on the Transaction Number (Bill)**


# Look at the Item Receipts for the Bill

Bill  ← → List Search

**D220210 TCF Technology** PAID IN FULL

MK Receipts & Bills | Item Receipts - Details | Expense 0.00 | **Items 420.00**

ITEM	VENDOR NAME	QUANTITY	UNITS	DESCRIPTION	RATE	AMOUNT	RECEIPTS	BILL VARIANCE STATUS	LIB M P
Decals-CC sm Front/Back Bach - 28-0008 68-0000-0072	68-0000-0072	500		Label - Acc Case, Small, Front & Back	0.61	305.00	<u>4377-2022</u>	Journal Not Posted	Yes
Landed Cost				Shipping	90.00	90.00			



Item Receipt 

## 4377-2022 TCF Technology

#	ITEM	VENDOR NAME	DELIVERY DATE	LOCATION	QUANTITY	RATE
1	<u>Decals-CC sm</u> <u>Front/Back</u> <u>Bach -</u> <u>28-0008</u>	68-0000-0072		RAD	503	0.61

**Fix or  
write  
off?**

# Post Vendor Bill Variances Page

## How to Write it Off

**Post Vendor Bill Variances**

**Create Journal Entries**

JOURNAL POSTING PERIOD: Mar 2022  
TRANSACTION STATUS:   
JOURNAL DATE: 3/15/2022  
VENDOR: <Type then tab>  
TRANSACTION TYPE: Bill  
INCLUDE BILLS WITHOUT RECEIPTS:

**Mark All**   **Unmark All**   **Customize**

SELECT	TRANSACTION NUMBER	DATE ▼	ITEM	QUANTITY
<input type="checkbox"/>	Bill #2597	3/11/2022	Airborne Sensor Housing (GN)-New	250
<input checked="" type="checkbox"/>	Bill #D220210	2/10/2022	Decals-CC sm Front/Back Bach - 28-0008	500

**Create Journal Entries**

1. Click on checkbox next to the one you want to write off
2. Press the Create Journal Entries button

Note: One JE is created for ALL the lines you select

# Write it off

example: ordered and paid for 500 labels but received 503

## Inventory Received Not Billed Register

Date	Number	Payee	Increase	Decrease
	Type	Account	Memo	
12/14/2021	D211214	TCF Technology		\$345.00
Edit	Bill	2000 - Accounts Payable	Label - Acc Case, Large, Front, Bacharach	
1/11/2022	4346-2022	TCF Technology	\$347.07	
Edit	Item Receipt - Split -		receipt date RAD - decals to ship to BACH	

## Inventory Received Not Billed Register

Date	Number	Payee	Increase	Decrease
	Type	Account	Memo	
12/14/2021	D211214	TCF Technology		\$345.00
Edit	Bill	2000 - Accounts Payable	Label - Acc Case, Large, Front, Bacharach	
1/11/2022	4346-2022	TCF Technology	\$347.07	
Edit	Item Receipt - Split -		receipt date RAD - decals to ship to BACH	
1/18/2022	5090-22			\$2.07
Edit	Journal	5000-871 - Cost of Goods Sold : Bill Quantity Variance	Total Bill Variance	



This JE was created from the Post Vendor Bill Variance page

# Post Vendor Bill Variance Page

## Which Option to Choose

### **Purchase Order**

- Only option if using non-inventory, other charge, or service items
- More challenging analysis
- Need to create a saved search or custom sublist to help with analysis
- Need to create a saved search to find open line items on POs that should be closed
- Normally pay in advance of receipt
- Usually receive all items on the PO line in the same accounting period

### **Match Bill to Receipt**

- Easier analysis
- A bit more time consuming setup
- No saved searches required
- Occasionally pay in advance
- May receive overages for which you won't be billed
- May receive less quantity for which you won't be billed
- Receive partials with bills that span accounting periods

# Setup

- **Advanced Receiving** must be enabled - it allows you to receive orders separately from Bills.
- To do auto creation of Journals
  - Create a COGS account for each variance you want to track:
    - Bill Price Variance - variance associated with price difference between the item receipt and the vendor bill
    - Bill Quantity Variance - variance associated with quantity difference between the item receipt and the vendor bill
  - Global setting - set the default account(s) for all new items - can be one-to-one or just one for all
    - Setup > Accounting > Accounting Preferences > Items/Transactions tab
    - **Default Bill Quantity Variance Account** = use account from above
    - **Default Bill Price Variance Account** = use account from above
  - Mass update by item type to update existing items to the defaults you just set up in the prior step
- If using Match Bill to Receipt
  - CSV export/import to update existing Item records
  - Create a simple workflow to check the Match Bill to Receipt field on new items
- If not using Match Bill to Receipt
  - For non-inventory, service, or other charge items you need to create a simple workflow to check the Generate Accruals checkbox (a CSV import will work but will need to do them every time you add a new item of this type)
  - For item types above modify the Item form to expose the variance accounts under the Accounting tab
  - Modify the PO form to include the sublist column field BILL VARIANCE STATUS
  - Create a search to display all receipts and bills from a PO and also make it a custom sublist
  - Create a search to display open POs that should be closed so they appear on the Post Vendor Bill Variances page
- Train users on this features and steps to fix problems identified by the Post Vendor Bill Variances page



If we don't have time now then ask during the Open Forum at the end of the meeting or email me at **[mkomninos@plantscan.com](mailto:mkomninos@plantscan.com)**