

## INVOICE RECONCILIATION

*It is essential to the success of any distribution operation that goods received from suppliers match what has been invoiced in terms of price, quantity and compliance to internal controls. You can carry out the reconciliation process using KDS Invoice Reconciliation routines, described here.*

### Receipts

Automatically retrieve details of standard goods receipts from KDS Goods Received and of supplier return details from KDS Returns. Enter receipts or returns of non-stock items via the dedicated GRN input screens.

### Invoices

Enter purchase invoices and credit notes in batches, controlled by Gross, Net and VAT values. For each individual transaction, enter either the purchase order number or delivery reference for use as the matching key during reconciliation.

The screenshot shows the 'Purchase Invoice Entry' window with the following data:

Batch Totals		Net	VAT	Gross
Entered		26.20	.00	26.20
Actual		.00	.00	.00
Diff		26.20	.00	26.20

  

VAT Analysis		Code	Goods	VAT
2			26.20	.00
0			.00	.00
0			.00	.00

*Batched Invoice Entry*

## **Reconciliation**

Prior to reconciliation, check outstanding invoices and outstanding deliveries, both separately and side by side. Manually match individual invoices to deliveries, or free up company resources by carrying out the bulk of the matching process *en masse* using the automatic reconciliation routines. Apply preset tolerance levels and manually deal with any differences which fall outside the given range.

Authorise payment of invoices, knowing that what has been received matches what has been ordered - and at the price agreed. On completion of the reconciliation process, automatically transfer authorised invoices to KDS Purchase Ledger for onward processing.

## **Monitoring and Analysis**

Know at all times what goods you are liable for in cash terms using the transaction journal to view details of all invoice and credit note transactions entered, including cancellations. Review and print details of individual batches at any time before running the batch control report at day end. On completion of the reconciliation process, run the Reconciliation Journal, the prime audit document giving full details of every reconciliation and of invoices released for payment.

## Key Features

- Automatic retrieval of standard goods received notes and returns
- Manual entry of non-goods in
- Batched entry of purchase invoices
- Batch control and analysis reports
- View invoice and delivery situation side by side at any time
- Apply acceptable tolerance levels
- Automatic and manual reconciliation of invoices to receipts
- Transfer cleared invoices automatically to KDS Purchase Ledger

## Related Products and Services

- KDS Goods Received
- KDS Purchase Ledger
- Microsoft Dynamics AX General Ledger



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