

Below is the SOP for deleting PO-AP Interface records (the records used for matching that make up the sub ledger for the PO Accrual account).

The PO Receipts Not Billed report (Payables → Accounts Payable Reports → Accounts Payable Reports (Cont)) prints a summary by major/minor at the end. You can get it to give you the amounts for just the Pos you are going to delete by adjusting the filters in some cases (for example, filter to only show the conversion vendor, as of 3/31 to get the amounts for all conversion Pos open on 3/31. Sub-total those by major and you'll know which accounts to hit. For smaller rounds of deletion like one or two Pos, you can probably calculate just by looking at the line detail.

Materials Received Not Vouchered Report

Send Output To: DF - PDF Output

Exit Run

Start Date: 00/00/00

End Date: 03/31/23

Filters

Vendor Code: [Search Icon]

Major Code: [Search Icon]

Buyer Code: [Search Icon]

Vendor Type: [Search Icon]

Advance Paid ☐

Summary ☐

Sort By

Vendor Code ☒

Document Number ☐

Date: 05/01/23
Time: 14:16:48

TRAINING-Dole & Bailey
MATERIALS RECEIVED BUT NOT VOUCHERED REPORT AS OF 03/31/23
Major/Minor Product Code Summary

User: CAI
Page: 006
Prog: MP4585

Major Product Code Description	Minor Product Code Description	Landed Price
001 BEEF CHUCK / GRINDS	115 SNAKE RIVER KOBE	5613.30
003 BEEF SIRLOIN STRIP	095 CULT BEEF	0.00
003 BEEF SIRLOIN STRIP	128 MSC MEATS	0.00
005 BEEF SIRLOIN BUTT	114 PRIME/ DRY AGE B EEF	6100.08
006 BEEF ROUNDS	095 CULT BEEF	1696.00
006 BEEF ROUNDS	134 BEEF VARIETY MEA T - D&B BRONZE	1292.50
020 VEAL	097 PROTEIN BONES	1395.00
020 VEAL	165 CHEF'S SIGNATURE VEAL PR VRTY	164.62
030 DELI	202 HAMS CURED/COOKED	167.39
030 DELI	204 SAUSAGE	0.00
030 DELI	811 SPECIALTY SAUSAG ES	48.90
035 POULTRY	229 ABF CHICKEN	226.00
035 POULTRY	236 BELL&EVANS ALL NATURAL CHICKEN	0.00
035 POULTRY	237 CHICKEN-WHOLE BROILER FOWL ETC.	90.37
035 POULTRY	238 CHICKEN PARTS-LEGS/WINGS/BONES	88.00
037 GAME	261 DUCK-FREE ROAM LONG ISLAND	205.50
038 KOSHER/HALAL	292 KOSHER & HALAL DELI	0.00
038 KOSHER/HALAL	299 MISCELLANEOUS KO SHER	0.00
040 DAIRY	303 CHEESE IMPRT STK	121.28
040 DAIRY	307 CHEESE ARTISINAL NORTH EAST	157.10
040 DAIRY	315 GELATO & SORBET STOCK	89.67
045 FROZEN CONVENIENCE	438 HORS' D'OEUVRES PRE-ORDER	512.50
045 FROZEN CONVENIENCE	441 KB HORS D'OEUVRE S STOCKED	4663.12
045 FROZEN CONVENIENCE	444 BREADS - STOCK ROLLS BAGELS	4112.75
045 FROZEN CONVENIENCE	446 DESSERTS - STOCK STOCKED ITEMS	33.20
045 FROZEN CONVENIENCE	447 DESSERTS NON STK PRE-ORDER	0.00
045 FROZEN CONVENIENCE	451 FRUITS FROZEN	0.00
050 FRESH FISH	501 FISH - FRESH	239.00
050 FRESH FISH	504 CAVIAR CASPIAN RUSSIAN	340.71
050 FRESH FISH	508 NEFF SHELLFISH FRESH	1040.00
050 FRESH FISH	509 SEAFOOD SMOKED	35.94
055 FROZEN FISH	604 FISH - FROZEN	1551.50
060 GOURMET	711 "PRODUCE "IN HOUS E""	138.75
060 GOURMET	793 PASTA FROZEN- DR AKES	0.00
060 GOURMET	819 TRUFFLES	147.00
060 GOURMET	823 VEGETABLES FANCY GROCERY	245.24
060 GOURMET	824 OLIVES- CAPERS- CORNICHONS	251.85
060 GOURMET	825 BEANS AND LENTIL S	103.60
060 GOURMET	847 MEXICAN FOODS	133.29
060 GOURMET	848 HERBS/ SPICE STK *STOCK*	216.99
060 GOURMET	852 SPICES CAJUN	0.00
060 GOURMET	853 ASIAN/ NOODLES & WRAPPERS	7.20
060 GOURMET	854 ASIAN- STOCK	771.94
060 GOURMET	855 ASIAN- NON STOCK PRE-ORDER	766.77
060 GOURMET	875 BAKE INGREDIENTS *** STOCK ***	223.38
060 GOURMET	891 CHOC COVETURE & INGREDIENTS	98.70

Payables → Accounts Payable Menu (Cont) → Delete PO AP Interface Records.

Because PO Number and Receiver Number both have to be entered correctly to pull up the records, it is generally easier to retrieve them by using the query button on the Purchase Order Number field.

Once selected, the PO Inquiry and Match buttons can be used to see the details of the PO, both what was received, and what was billed (if any.) Enter the GL Offset Account (recommend 21002, then doing GJ to hit the correct adjustment accounts), then the Posting Date (F5=today), enter again takes you to Delete button, enter again to Delete. Answer Yes to Confirmation. The PO is added to the listbox of deleted but not updated Pos. At this point the records are removed from the Sub-ledger, but not the G/L. Complete steps again for each PO to be deleted. The user can leave the screen and come back to keep adding to the list. The update should be done before the EOD so that balancing reports are not adversely affected.

To Update the GL, click the GL Update button at the top. Yes to confirm.

The user will get a GL posting report with the activity.

Enter the GJ to distribute the amounts to the different item's adjustment accounts using the same posting date as the deletions.