

Multiview Month End Materials Checklist

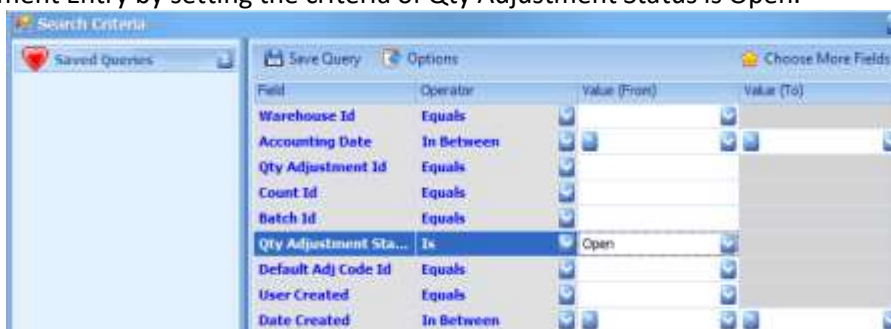
It is suggested the following items be reviewed at month-end, or just prior to preparing to ease negative impacts to the GL at unexpected times.

Multiview is very data-driven, and in materials, all postings will default to the day the post occurs. In many cases, if not all, the accounting date field is open to editing, but most materials staff members are not used to watching out for this field. Establish guidelines for your staff so that if they need to edit this date during posting activity, they know how and what your expectations are from the GL side.

Items to Check:

Unposted adjustments

These will be adjustments to STCK inventory items, impacting inventory value. Search for these under Inventory – Inventory Quantity Adjustment Entry by setting the criteria of Qty Adjustment Status is Open.

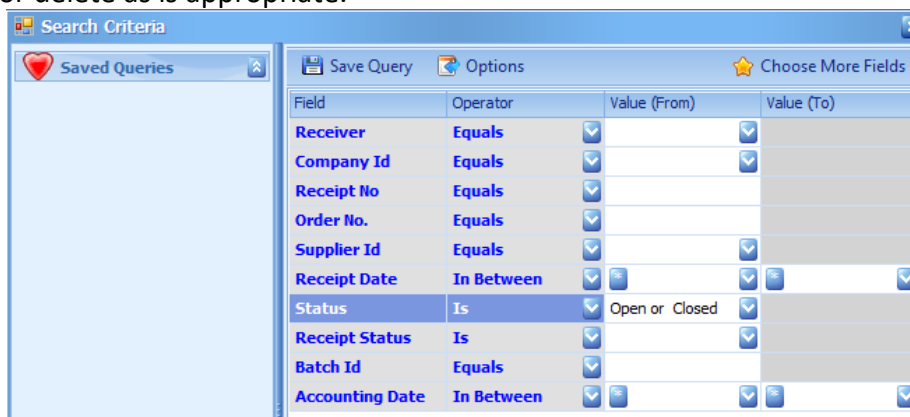


Field	Operator	Value (From)	Value (To)
Warehouse Id	Equals		
Accounting Date	In Between		
Qty Adjustment Id	Equals		
Count Id	Equals		
Batch Id	Equals		
Qty Adjustment Sta...	Is	Open	
Default Adj Code Id	Equals		
User Created	Equals		
Date Created	In Between		

Open adjustments can be posted or deleted as is appropriate.

Open receipts

The recommendation is to use the Inventory Receipt Entry menu to post all receipts. However, if you use this menu option to search for open or closed only status (unposted) receipts, you will only get the ones that include STCK items. You may have many receipts that don't include STCK items, so also use the Receipt Entry menu option to search for open receipts. Always check both, or you can use Receipt Inquiry to see them all within a single query; however, then you will need to drill into each one individually via the "Edit Receipt" button in the top toolbar to post or delete as is appropriate.



Field	Operator	Value (From)	Value (To)
Receiver	Equals		
Company Id	Equals		
Receipt No	Equals		
Order No.	Equals		
Supplier Id	Equals		
Receipt Date	In Between		
Status	Is	Open or Closed	
Receipt Status	Is		
Batch Id	Equals		
Accounting Date	In Between		

Open one step requisitions

Use the One-Step Requisition Entry menu if you use this function to search for all open status entries – post or delete as is appropriate.

The screenshot shows the 'Query Search Criteria' dialog box. It has a 'Saved Queries' list on the left. The main area is a table with columns: Field, Operator, Value (From), and Value (To). The 'Status' field is selected with the operator 'Is' and the value 'Open'. Other fields like Company Id, Order No., Purchased For E..., Business Unit Id, Order Type Id, Supplier Id, Order Date, Required By, Deliver To, Requisitioner, and Req Group Id are listed with the operator 'Equals'.

Field	Operator	Value (From)	Value (To)
Status	Is	Open	
Company Id	Equals		
Order No.	Equals		
Purchased For E...	Equals		
Business Unit Id	Equals		
Order Type Id	Equals		
Supplier Id	Equals		
Order Date	In Between		
Required By	In Between		
Deliver To	Equals		
Requisitioner	Equals		
Req Group Id	Equals		

Open one step and two step transfers (more than one warehouse)

Use the Inventory One-Step Transfer Requisition Entry and the Inventory Two-Step Transfer Requisition Entry menus to search for Transfer Status is Open if you have more than one warehouse and use either functionality. Quickly also check the Inventory Transfer Fulfillment and Inventory Transfer Receipts.

Price Discrepancies

Keeping up with price discrepancy handling is always highly recommended. Use the Voucher PO Detail Price Discrepancy menu off the Accounts Payable menu and query for Discrepancy Status of Price Discrepancy to clear up items in the same month they occur.

The screenshot shows the 'Search Criteria' dialog box. It has a 'Saved Queries' list on the left. The main area is a table with columns: Field, Operator, Value (From), and Value (To). The 'Discrepancy Sta...' field is selected with the operator 'Is' and the value 'Price Discrepancy'. Other fields like Company Id, Invoice No., Order No., Vendor Id, Vendor Name, Price, UOP Unit Price, Posting Status, Voucher Status, Invoice Date, and Accounting Date are listed with the operator 'Equals' or 'In Between'.

Field	Operator	Value (From)	Value (To)
Company Id	Equals		
Invoice No.	Equals		
Order No.	Equals		
Vendor Id	Equals		
Vendor Name	Like		
Price	Equals		
UOP Unit Price	Equals		
Discrepancy Sta...	Is	Price Discrepancy	
Posting Status	Is		
Voucher Status	Is		
Invoice Date	In Between		
Accounting Date	In Between		

Open Requisitions and Open Purchase Orders

Even though open requisitions and open POs don't make a financial transaction in the GL, it's easy for users to start one and have an order number assigned but then not finish or use it to complete. To keep your database "clean," query on these items either through their respective entry or inquiry menus and cancel them if they are not going to be used.