Multiview Month End Materials Checklist

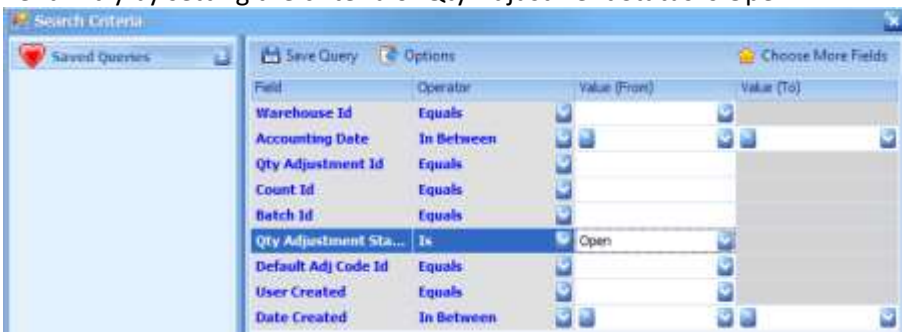
It is suggested the following items be reviewed at month-end, or just prior to preparing to ease negative impacts to the GL at unexpected times.

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

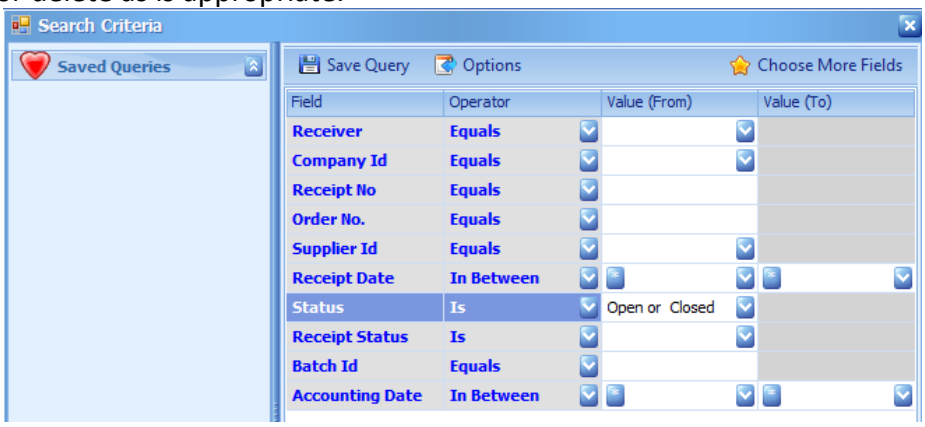
These will be adjustments to STCK inventory items, impacting inventory value. Search for these under Inventory – Inventory Quantity Adjustment Entry by setting the criteria of Qty Adjustment Status is Open.



Open adjustments can be posted or deleted as is appropriate.

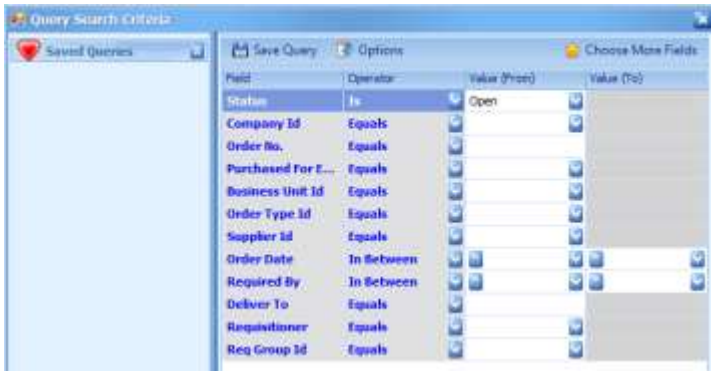
Open receipts

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.



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.

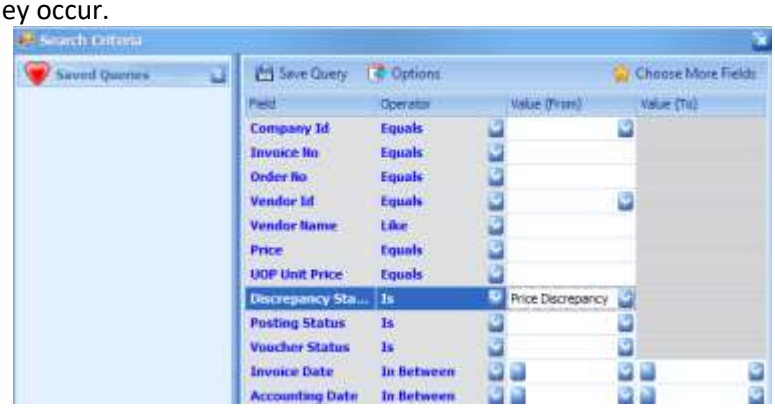


Open one step and two step transfers (more than one warehouse)

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.



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.