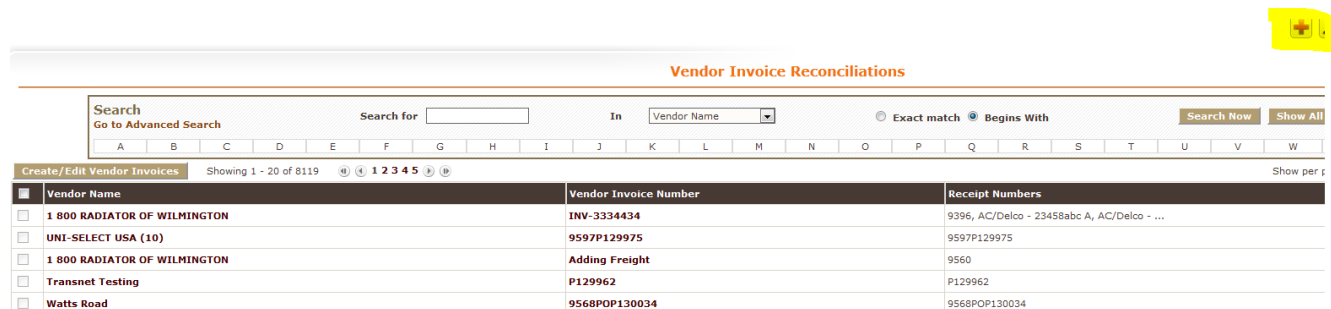


# Product Management

## Vendor Invoice Reconciliation (VIR)

Vendor Invoice Reconciliations are part of the overall Accounts Payable process that many organizations use. This step in the Accounts Payable process allows you to compare what you received from the vendor compared to what they are billing you for. Additionally, if integrated with QuickBooks it will allow you to push A/P and a bill to the specific vendor for which you are doing the VIR.

1. **Vendor Invoice Reconciliation** can be found under **PRODUCT MANAGEMENT > VENDOR INVOICE RECONCILIATION LIST** or **CREATE VENDOR INVOICE RECONCILIATION**
2. You can review previous VIRs under the Vendor Invoice Reconciliation listing page



Vendor Name	Vendor Invoice Number	Receipt Numbers
<input type="checkbox"/> 1 800 RADIATOR OF WILMINGTON	INV-3334434	9396, AC/Delco - 23458abc A, AC/Delco - ...
<input type="checkbox"/> UNI-SELECT USA (10)	9597P129975	9597P129975
<input type="checkbox"/> 1 800 RADIATOR OF WILMINGTON	Adding Freight	9560
<input type="checkbox"/> Transnet Testing	P129962	P129962
<input type="checkbox"/> Watts Road	9568POP130034	9568POP130034

3. You can create a new VIR under **Create Vendor Invoice Reconciliation** or by using the orange + button at the top right of the listing page
4. Vendor Name – select the appropriate vendor
5. Vendor Invoice Number – Fuse5 does not care what number you put here. Suggest using the number associated with the invoice received from the vendor. You can also import an invoice from a spreadsheet (Import Vendor Invoice) or one that you have previously created under **VENDORS > VENDOR INVOICES** (These will be available using the drop down arrow next to the Vendor Invoice Number option.

### Importing a vendor invoice:

- a. Browse for and select the vendor invoice and hit the NEXT button.

## Fuse5 Training Materials

### Import Vendor Invoice

#### Step 1 of 3 : Select the .CSV File

Import system supports importing records from .csv ( **Comma Separated Values** ) files. To start import, browse to locate the .CSV file. **File name should be , (comma)**

File Location : C:\Users\Green Team Tek7\Desktop\INV(I  ☒ Has Header

b. Enter the vendor name and map the appropriate columns from your spreadsheet. Invoice number, LINE code, part number are mandatory. Purchase Order Number **MUST** be entered if you want to ensure that the Received quantities in Fuse5 match up appropriately with the quantities on the invoice. Suggest adding Shipped Qty, Cost Price, and core information if necessary.

The following fields should be mapped when entering an invoice (If Available):

- a. Core Price
- b. Core Qty
- c. Cost Price
- d. Invoice Date
- e. Invoice Number
- f. Line Code
- g. PO Number
- h. Product Number
- I. Return Tracking #
- j. Shipped Qty
- k. Vendor Name

#### Step 2 of 3 : Vendor Invoice List & Mapping

The following tables shows the imported Vendor Invoice and other details. To map the fields, select the corresponding in combo boxes

☐ Use Saved Mapping : --Select--

Select Vendor Name : Training Vendor

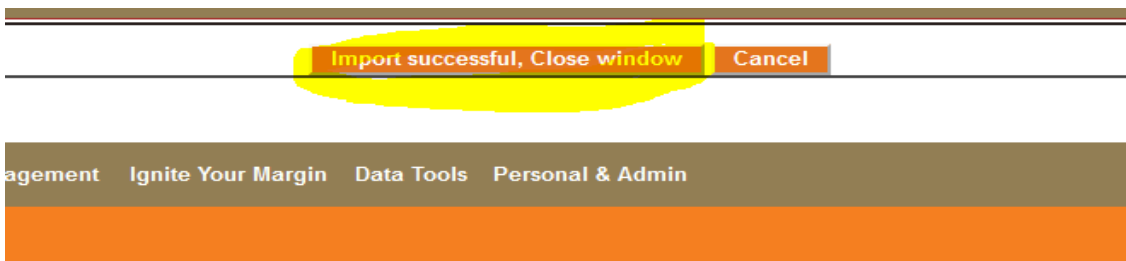
Mapping	Headers :	Row 1
Invoice Number *	Inv #	INVP4176
PO Number	PurchaseOrder	P4- 176
Line Code *	LineCode	TRN
Product Number *	ProductID	Part1
-- Do not map this field --	Qty	10
Shipped Qty	QtyRcvd	0
-- Do not map this field --	QtyBO	0
-- Do not map this field --	QtyCancelled	0
Core Price	CostPrice	11.5
-- Do not map this field --	CorePrice	0

☐ Save as Custom Mapping :

- c. You can save your mapping using the “save as custom mapping” option and access it later if the spreadsheet you get from a particular vendor is consistently designed.
- d. Hit Import Now, and look for the following results....



- e. Hit the IMPORT SUCCESSFUL, CLOSE WINDOW button at the top of the screen



- f. The invoice should now be available from the drop down of available invoices on the Create Vendor Invoice Reconciliation page.

Troubleshooting Tips When Importing Vendor Invoices:

- Imported information should be in columns. If there is summary information such as total cost, grand total, etc. you should delete it from the spreadsheet you intend to import. See yellow highlighted example in the diagram below.
- You MUST have an invoice number and it will probably be common that you need to either add it to the spreadsheet or add it to each line. See green highlighted example in the diagram below.
- All vendor invoices that you create will remain selectable in the drop down on CREATE VENDOR INVOICE RECONCILIATION page. The only way to remove them from the drop down is to go to PROJECT MANAGEMENT > VENDORS > VENDOR INVOICES. You will then be at the vendor invoice listings page. You can delete vendor invoices from this page and they will no longer show up on the CREATE VENDOR INVOICE page. Once you have completed the VIR you no longer need the invoice saved separately.

## Fuse5 Training Materials

- We have found that some vendors put cores on a separate line than their products in invoice spreadsheets. It is important to get all the product information on one line, with a separate column for core quantity and cost.

	A	B	C	D	E	F	G	H	I	J
1	Invoice Number	PurchaseOrder	LineCode	ProductID	Qty	QtyRcvd	QtyBO	QtyCancelled	CostPrice	CorePrice
2	INV P4-176	P4-176	TRN	Part1	10	10	0	0	11.5	0
3	INV P4-176	P4-176	TRN	Part10	10	10	0	0	13.5	0
4	INV P4-176	P4-176	TRN	Part11	10	10	0	0	18	0
5	INV P4-176	P4-176	TRN	Part12	10	10	0	0	61	0
6	INV P4-176	P4-176	TRN	Part2	10	10	0	0	13	0
7	INV P4-176	P4-176	TRN	Part3	10	10	0	0	12.5	0
8	INV P4-176	P4-176	TRN	Part4	10	10	0	0	17	0
9	INV P4-176	P4-176	TRN	Part5	10	10	0	0	12	0
10	INV P4-176	P4-176	TRN	Part6	10	10	0	0	4	0
11	INV P4-176	P4-176	TRN	Part7	10	10	0	0	6	0
12	INV P4-176	P4-176	TRN	Part8	10	10	0	0	45	0
13	INV P4-176	P4-176	TRN	Part9	10	10	0	0	56	0
14										
15									Cost Price Ext	2695
16									Core Price Ext	0
17									(+) Other Charges	0
18									(-) Total Discount	0
19										
20									Grand Total (-Qty Cancelled)	2695

*.....back to creating a VIR.....*

- Load Receiving data based on** - Receipt by Date, Receipt by Number, Purchase Order by Date, or Purchase Order by Number. All 4 options will bring up all outstanding receipts or Purchase Orders (meaning they have been received in full) (you CANNOT choose either of these options until you have entered a vendor invoice number....if you have trouble clicking on one after putting in a number, troubleshoot by clicking onto a blank space on your screen, then trying to select)

Vendor / Invoice Information			
Vendor Name	UNI-SELECT USA (10)	Vendor Invoice Number	245245245
Load RECEIVING data based on	<input type="radio"/> Receipt <input checked="" type="radio"/> Purchase Order		

- Open receipts or Purchase Orders will populate once you have made the previous selection. You can choose 1,2,...up to all of them by either checking the appropriate box or using the "select/deselect all" buttons.

<input type="checkbox"/>	P1-30087	<input type="checkbox"/>	P1-30089
<input type="checkbox"/>	P1-30065	<input checked="" type="checkbox"/>	P1-29967
<input type="checkbox"/>	P1-29969		

☐ Select / Deselect All

[Get Reconciliation Form](#)

8. **Get reconciliation form** – click this button once you have made all the above selections
9. **PRODUCT** – to include LINE CODE and product # populates at the far left.

Additionally, this is where you will find the **PARTIAL RECONCILIATION** functionality - If you are only doing invoice reconciliation for some of the parts on the PO, RGN, or receipt and want to ensure that this PO, RGN, or receipt is available to have vendor invoice reconciliation done in the future for other parts, choose the Partial Reconciliation check box. Doing so will eliminate any discrepancy based on quantity because it is assumed you will do reconciliation on the remaining parts for the selected line item in the future. This would generally be used if you receive multiple invoices from a vendor for the same Purchase Order and you reconcile partial quantities from a specific line item during both instances of reconciliation.

This is available for all users without adjusting any settings and is a required part of Vendor Invoice Reconciliation. It is intended to add flexibility to users that received separate invoices for the same parts on a PO or from a single instance of receiving.

**NOTE:**

1. Avoid adding custom line entries, they may cause issues while adjusting ALC if FROM RECEIVING da
2. If line entry is loaded from already saved VI, then MATCH check box will not do anything for FRT, M
3. If line entry is added using 'Add more line item entry' button then MATCH check box will copy data f

DELETE	PRODUCT			FROM RECEIVING					
	PARTIAL RECONCILIATION ?	LINE CODE	PRODUCT #	PO NUMBER	QTY RCVD	RCVD COST ?	CORE RCVD	CORE COST	TOTAL LINE
	<input checked="" type="checkbox"/>	DEK	00354	P1-31893	2	\$0.000	0	\$0.000	\$0.000
	<input type="checkbox"/>	HBA	513190	P1-31893	1	\$0.000	0	\$0.000	\$0.000
	<input type="checkbox"/>	PBS	223801	P1-31893	1	\$7.990	0	\$0.000	\$7.990
	<input type="checkbox"/>	PBS	331227H	P1-31893	1	\$1.000	0	\$0.000	\$1.000

10. **FROM RECEIVING** – this is the information populated in Fuse5 from your receiving activities (to include receive by part and by PO).

**NOTE:**

1. Avoid adding custom line entries, they may cause issues while adjusting ALC if FROM RECEIVING data is entered into
2. If line entry is loaded from already saved VI, then MATCH check box will not do anything for FRT, MSC and return tra
3. If line entry is added using 'Add more line item entry' button then MATCH check box will copy data from 'FROM RECEI

DELETE	PRODUCT		FROM RECEIVING						MATCH
	LINE CODE	PRODUCT #	PO NUMBER	QTY RCVD	RCVD COST	CORE RCVD	CORE COST	TOTAL LINE	
	PER	09182	P1-29967	8	\$3.99	0	\$0.00	\$31.92	<input type="checkbox"/>
	PER	14600	P1-29967	100	\$2.55	0	\$0.00	\$255.00	<input type="checkbox"/>
	PER	24026	P1-29967	1	\$3.81	0	\$0.00	\$3.81	<input type="checkbox"/>
	PER	24105	P1-29967	1	\$9.66	0	\$0.00	\$9.66	<input type="checkbox"/>
	PER	81158	P1-29967	25	\$1.78	0	\$0.00	\$44.50	<input type="checkbox"/>
Adding Freight ?  Add more line item entry									
TOTAL DOLLARS RECEIVED								\$344.89	

11. **FROM INVOICE** – using the vendor invoice you will want to both confirm quantities (under QTY shipped) and the BILL COST. You can either do individual items or use the “Match” box to select all products and match the from invoice cost to the from receiving cost. Recommendation is that you review the products individually.

MATCH	FROM INVOICE						
<input checked="" type="checkbox"/>	PO NUMBER	QTY SHIP	BILL COST (\$)	CORE SHIP	CORE COST (\$)	FRT COST	TOTAL LINE
<input checked="" type="checkbox"/>	P1-29967	8	3.99	0	0.00	\$0.00 <input type="checkbox"/> Distribute FRT Cost	\$31.92
<input type="checkbox"/>	P1-29967	98	2.55	0	0.00	\$0.00 <input type="checkbox"/> Distribute FRT Cost	\$249.90
<input checked="" type="checkbox"/>	P1-29967	1	3.81	0	0.00	\$0.00 <input type="checkbox"/> Distribute FRT Cost	\$3.81
<input type="checkbox"/>	P1-29967	1	10.00	0	0.00	\$0.00 <input type="checkbox"/> Distribute FRT Cost	\$10.00
<input checked="" type="checkbox"/>	P1-29967	25	1.78	0	0.00	\$0.00 <input type="checkbox"/> Distribute FRT Cost	\$44.50
TOTAL DOLLARS BILLED							\$340.13
<div> <div>Save</div> <div>Cancel</div> </div>							

12. **RECONCILIATION** – this shows the cost variance between what you documented at receiving and what the vendor invoice indicates the vendor is trying to charge you.

RECONCILIATION		
PRODUCT VARIANCE	CORE VARIANCE	OTHER VARIANCE
\$0.00	\$0.00	\$0.00
\$-5.10	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.34	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
PRODUCT VARIANCE	CORE VARIANCE	OTHER VARIANCE
\$-4.76	\$0.00	\$0.00

13. **Adding Freight costs:** You should add a product for freight. Line Code FRT, Product Number FREIGHT. You can add this line to any VIR to represent the shipping costs associated with that vendor.

Adding Freight: If you are adding freight it can be added as a single line item or added & distributed by PO Number. The steps for distributing the freight over multiple PO Numbers are as follows:

1. Ensure all the line items for the PO you are adding freight for have been “matched”.
2. Click the “Add more line item entry” button at the bottom left of the VIR page.
3. Put the product number for the freight product you have added to Fuse5. (If you haven't created a freight product you must do so prior to distributing on a VIR). By hitting enter after adding your freight product number you may have to choose from a drop down if you have multiple products with the same name. Ensure you are using line code FRT.
4. Put in the PO number you are distributing freight for (Case Sensitive).
5. Enter a quantity of 1 in the Qty Received column.
6. Enter the \$ amount in the RCVD Cost column.
7. Check the “match” box. The PO # will auto fill and the \$ amount you entered should show in green above the “Distribute FRT Cost” check box.
8. Check the box next to “Distribute FRT Cost”. The \$ amount should disappear and be distributed among the products from that PO based on their “Bill Cost”.
9. Distributing freight among all products WILL affect your average landed cost. Any changes to product pricing will automatically affect average landed cost when the VIR is saved.

**14. Select Vendor for Shipping Charges or Duty.** When you complete the VIR a bill will push through to your financial software (if you are integrated). Normally, the entire invoice will push as a Bill in your financial software to the vendor the VIR is created for. If you have situations in which you pay part of an invoice to different vendors (primarily shipping or duty fees) you can use Fuse5 to push separate bills.

The first step in setting your Fuse5 up for this is to map discrepancy CoAs in the QB set up. This can be found at **PERSONAL & ADMIN > SETTINGS > QUICKBOOKS SETTINGS > MAP DISCREPANCY**

Map Discrepancy Note: Expense Chart of Account		Discrepancy
Damage :	VIR Discrepancy Damage	Update Delete
Lost :	VIR Discrepancy Lost	Update Delete
from QB VIR :	VIR Discrepancy Damage	Update Delete
+ Add Discrepancy Type		

Once you have created the discrepancy accounts when adding either freight (FRT) line code, or duty (TAX) line code to a VIR you will have the option to select a vendor.....

	CEN	10510560	P1-29657	1	\$25.750	1	\$16.000	\$41.75
	FRT	FREIGHT		0	0.00	0	0.00	\$0.00
		<b>Select Vendor</b>						
Adding Freight ?  Add more line item entry								
<b>TOTAL DOLLARS RECEIVED</b>								<b>\$125.25</b>

When you click on “Select Vendor” you will get the following pop up.....use this to choose the vendor that the separate payment goes to and the Chart of Account you need it pushed to.

Select Vendor

Select Vendor

Vendor Name: Unit Parts

Chart of Account: Discrepancy

Select Cancel

When you finalize the VIR, you should see a separate bill pushed for the overall parts vendor as well as for additional freight or duty vendors if you have selected them. The vendor for freight or duty will show up on the line in which you created it.

	<div>FRT</div>	<div>FREIGHT</div>	<div></div>	<div>0</div>	<div>0.00</div>	<div>0</div>
UNI-SELECT AUTO PLUS-STORE 674 (X)						
Adding Freight ?  Add more line item entry						

## 15. Terms, Special Terms, and Pushing Discrepancies to your financial software:

Terms : Net 30
Create New Term

Special Terms	+ Add
Due Date : <span style="border: 1px solid #ccc; padding: 2px 10px;">06-10-2013</span> <small>(mm-dd-yyyy)</small>	
Due Date : <span style="border: 1px solid #ccc; padding: 2px 10px;">06-10-2013</span> <small>(mm-dd-yyyy)</small>	
Due Date : <span style="border: 1px solid #ccc; padding: 2px 10px;">06-10-2013</span> <small>(mm-dd-yyyy)</small>	

Push Discrepancy To QB Account (If any) : Damage
+ Add Discrepancy Type

Save
Cancel

**Terms:** At the bottom of the VIR you are able to change the “Terms” for a particular vendor invoice. This field will default to the “Terms” that you have set in the vendor record which should match what you have in your financial software. If the “Terms” on a given VIR are your standard “Terms” with the vendor, no action is required. If you have different terms on the VIR you are working on you can choose the alternate terms and this will push to your financial software creating a BILL with the selected terms.

**Special Terms:** This allows you to take an invoice and break the payments into equal portions with separate due dates. Once saved it will create separate bills in your financial software.

**Push Discrepancy to QB Account (If any):** This allows you to choose the CoA (Chart of Accounts) in your financial software that you want to push any discrepancies too. These would need to be set up under PERSONAL & ADMIN > SETTINGS > QUICKBOOKS SETTINGS > MAP DISCREPANCY (see pic below). If you only have one CoA mapped in the Quickbook settings, then it will default to that account when doing VIR.

Map Discrepancy

Note: Expense Chart of Account

Discrepancy

Damage :	<span style="border: 1px solid #ccc; padding: 2px 10px;">VIR Discrepancy Damage</span>	Update Delete
Lost :	<span style="border: 1px solid #ccc; padding: 2px 10px;">VIR Discrepancy Lost</span>	Update Delete
from QB VIR :	<span style="border: 1px solid #ccc; padding: 2px 10px;">VIR Discrepancy Damage</span>	Update Delete

+ Add Discrepancy Type

When doing Vendor Invoice Reconciliations you can now select the chart of accounts you want a discrepancy to push to in Quick Books. There is now a drop down field titled 'Push Discrepancy To QB

## Fuse5 Training Materials

Account (If any) : ' at the bottom of the create VIR page. This will allow you to select the CoA you want any discrepancy you have to push to. You can also add discrepancy types from the create VIR page by clicking on '+ Add Discrepancy Type'.

Also, an additional Quick Books field has been added to the Quick Books settings page to manage your discrepancy types. The new field is called 'Map Discrepancy', it allows you to view, update, add and delete your discrepancy types.

**Discounts:** When completing a VIR, you have the ability to add a discount. In addition to entering a discount amount, you can choose to push it to a specific Chart of Account (CoA) in Quickbooks.

<b>TOTAL DOLLARS BILLED</b>	<b>\$0.000</b>	<b>\$-72.000</b>	<b>\$0.000</b>
<b>DISCOUNT DOLLARS AMOUNT</b>	\$ <input type="text" value="0.000"/>	<input type="text" value=""/> <input type="button" value="+ Add Discount Type"/>	
<b>NET DOLLARS BILLED</b>	<b>\$0.000</b>		

You can create the discrepancy type and choose the CoA directly from the VIR interface by clicking on the + Add Discount Type button. You will get the following pop up which allows you to give a name to the discount type and identify which CoA you want it to push to. (Note: Ensure that you use a CoA that you either have or create for this purpose in Quickbooks. Match the name and the name only of the CoA. Fuse5 doesn't care about the CoA number. This should be an Expense Chart of Account in Quickbooks)

Add Discrepancy Type

Add Discount Type


Discount Type:



QB Chart of Account:

Save

Cancel

**16. Choosing the QuickBooks Class when doing VIR.** The first class setting is the QB CLASS FOR VIR which is directly above the Terms in the bottom of VIR, when a user pushes terms, they want all the vendor terms to push with a "Corporate" class. The terms are where they say there's a "discount" for early-payment (like net 10 2%), meaning if they pay their vendor in 5-days, they get a 2% discount, which they are noting during VIR "terms" selection. If a user wants all terms and discounts associated with terms pushing to QB with a single class you would use this drop down. . Even though the VIR is done for multiple locations, the user may want all to push to the "Corporate" class and not other locations. Most users do NOT do it like this and would NOT want this. The default would be to the class associated with the location you are doing the VIR for and would not require any selection here.

**QB Class for VIR :**  

**Terms :**   **Create New Term** 

**Special Terms** **+ Add**

The second class setting is associated with any discount received that was noted during VIR. There is another drop-down box only for Discount, if user selects any Class for Discount then it will push with Discount QB class otherwise it will push based on above drop-down box of QB Class.

TOTAL DOLLARS BILLED		\$130.000	\$-130.000	\$0.000
COST VARIANCE		\$[-130.000]	Push Discrepancy To QB Account (If any) <input type="text"/> + Add Discrepancy Type	
QTY VARIANCE		\$[0.000]	Push Discrepancy To QB Account (If any) <input type="text"/> + Add Discrepancy Type	
DISCOUNT DOLLARS AMOUNT		\$[0.000]	<input type="text"/> Discrepancy + Add Discount Type <input type="text"/> QB Class for discount	
NET DOLLARS BILLED		\$0.000		

In order to use the class functionality you would need to go into the QuickBooks integration page and set up the QB classes you want available when doing VIR.

EOD Memo Items

Note: Expense Chart of Account

Finance charges pushing from A/R to Chart of Account.

QB Class

Leave blank to push to the Location's default QB Class, or select a single location to push all finance charges to a single class in QB.

Gas :

Gas Expense

Update Delete

Paper :

Expense

Update Delete

Red Bull :

Expense

Update Delete

+ Add Memo Type

**17. What happens if the cost from receiving doesn't match the cost from the invoice?** The answer is you will receive a pop up box that allows you to make the decision as to whether or not you want to overwrite a cost field. You choose which locations you want this to affect and can overwrite current cost, avg landed cost, alternate 1,2, or 3 cost field. The decision is based on how you have set up your sell price plans and what your accounting looks like in Quick Books. (NOTE: You do NOT need to choose the avg landed cost – any changes to cost on the VIR will AUTOMATICALLY affect the average landed cost in the product record)

**Note : Please note that once reconciliation form is saved, changes can not be undone.**

Do you want to overwrite any cost field with the vendor cost discrepancies ?

If Yes ! then select location(s) & respective cost field **OR leave unchecked**

☒ Bora Bora    ☐ Fiji    ☐ Tahiti    ☐ Samoa  
☐ Easter Island    ☐ Cook Islands    ☐ Solomon Islands    ☐ French Polynesia

Cost field	Overwrite field(s) (Yes/No) Toggle All <input type="checkbox"/>
Current Cost	<input type="checkbox"/>
Avg Landed Cost	<input type="checkbox"/>
Alternate Cost 1	<input type="checkbox"/>
Alternate Cost 2	<input type="checkbox"/>
Alternate Cost 3	<input type="checkbox"/>

There is a custom setting called VIR Costs Pop-Up Behavior that is available in the OTHER section of custom settings. If you are going to adjust pricing when doing Vendor Invoice Reconciliations, do you want to change pricing for only the location you are doing the reconciliation for or for all of your locations? If only for your location choose CURRENT LOCATION. If you want to update for all locations, choose ALL LOCATIONS. This setting changes the default behavior of the VIR Costs Pop-Up that you receive when saving a Vendor Invoice Reconciliation (VIR). As always users may manually change the locations where costs are being updated in this pop-up, this setting only changes the locations that are chosen by default."

## **Receipt vs. Purchase Order**

The purchase order number is assigned when the PO is created and follows the PO throughout its lifespan in Fuse5. The receipt number is generated by Fuse5 / chosen by you the user at the point of receiving. Whereas a PO number will always only contain products from the original PO (or products appended to it at the point of receiving), a receipt number will be specific to each instance of saving an instance of receiving in Fuse5. One instance of receiving may contain products from multiple Purchase Orders. How you manage doing your Vendor Invoice Reconciliation, based on either receipts or purchase orders is up to the user and how you do business.

Once you have completed the VIR and hit SAVE the information will automatically be pushed through to Quick Books and update the appropriate accounting tables.

Vendor Invoice Reconciliations can be created using previously loaded vendor invoices. These can be either manually entered or imported electronically from your vendor if available.

Importing must be done from the “Vendor Invoices” listing page using the import button. The function to manually enter a vendor invoice is under **PRODUCT MANAGEMENT > VENDORS > VENDOR INVOICES**. Using the Create button you can create a vendor invoice. You must enter the vendor name, invoice date, and the invoice number (from the vendor). Once done with this you will get a list of any outstanding PO Numbers that have not been reconciled broken out by line and product with the quantities ordered.

When you check the box next to the product, the product will populate under Product Details towards the bottom of the page. At this point you can enter Shipped Qty as well as prices from the vendor invoice. Once you have updated all the information from your vendor invoice you can “save” the vendor invoice to Fuse5 with the SAVE button (NOTE: You MUST delete any blank lines). Once “saved” it is still available for further editing until you have actually completed a VIR.

Once you have completed creating a vendor invoice in Fuse5 and return to creating a vendor invoice reconciliation, the previously entered vendor invoice number will be available in the drop down box when the same vendor is picked. You can now select the vendor invoice number you previously created.

At this point you would select the appropriate Open Purchase Orders. The “From Invoice” section of the VIR will not be populated.

The rest of the process is similar to that described in the opening section of this document.