

Vendor Receipt Option - Close-No Bill Expected

04/26/2024 2:10 pm EDT

Accounts Payable – Receiving Purchase Order

When Receiving a Purchase Order one of the options that can be selected is “Close-No bill Expected”

The screenshot shows the 'Parts Receipt' window. At the top, the 'Close - No Bill Expected' checkbox is checked and highlighted with a red box and an arrow. Below this, the 'Create Bill From Receipt' checkbox is unchecked. The window displays vendor information for 'Tri-Ed' and PO# 4669. The 'Parts List' table shows one item: Part Code 5009, Description SDWIRELESS HEAT DETECTC, Vendor Part 5809, Pkg Qty 1, Quantity 5, Cost 2.0000, Amount 10.00, and Stand Cost 40.3700. The 'Expense' tab is selected, showing an 'Expense 0.00' total. The 'Part Total' is 10.00 and the 'Expense Total' is 0.00. The window includes buttons for 'Print Stock Labels', 'Return to Vendor', 'Save', and 'Close'.

Part Code	Description	Vendor Part	Pkg Qty	Quantity	Cost	Amount	Serial No	Lot No	Stand Cost
5009	SDWIRELESS HEAT DETECTC	5809	1	5	2.0000	10.00			40.3700

When the option “Close-No Bill Expected” is selected the Expense/Return on the Receipt will be Written Off to a Liability Adjustment Account. This GL Account is setup in SedonaSetup – Accounts Payable – GL Defaults.

Sedona Office Setup (Sedona Security)

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Sedona Setup

Description	Area
Custom Fields Setup (Vendor)	AP
Custom Fields Table1 (Vendor)	AP
Custom Fields Table2 (Vendor)	AP
Custom Fields Table3 (Vendor)	AP
GL Account Defaults	AP
Setup Processing	AP
Shipping Methods	AP
Tax Agency	AP
Terms	AP
Vendor Types	AP
Vendors	AP
Aging Buckets	AR
Alternate Company Addresses	AR
Banks	AR
Check 21 Setup	AR
Credit Reason	AR
EFT Credit Card Types	AR
EFT Setup	AR
GL Account Defaults	AR
Invoice Descriptions	AR
Invoice Groups	AR
Invoice Items	AR
Item Types	AR
Late Fee Rules	AR
Setup Processing	AR
Statement Rules	AR
Tax Groups	AR
Tax Tables	AR
Terms	AR
Cancellation Profiles	CM
Cancellation Tasks	CM
Chain Accounts	CM
Collection Statuses	CM
Custom Fields Setup(Customer)	CM
Custom Fields Setup(Site)	CM
Custom Fields Setup(System)	CM

GL Accounts for A/P

GL Setup for A/P

Accounts Payable 210100
*Accounts Payable**

Primary Checking 100200
*Cash - Operating**

Inventory Receipt 210310
*Open Inventory Receipts**

Customer Refunds 240120
*Customer Refunds**

Inter-Branch Billing 258400
*Inter-Branch Bills**

Pre-Pay Account

Discount Account 810180
Discounts Taken

Write Off Non Bill Receipt Acct 590910
COS-Write Off Non-Billed Receipts

Apply

If this option was selected in Error it Cannot be Reversed and the Receipt Cannot be Re-opened.

It is recommended that a New Bill be created with the same Expense Lines from the Receipt and note which Purchase Order it was for.