

Employee Purchases from Chrysler

Purpose:

This document is to be used to help in the recording of employee purchases from DaimlerChrysler. The result of the transaction will create an account payable to the Vendor: DaimlerChrysler and open account receivable entries to Customers: Employees.

Steps:

Before entering the Dealer Billing Invoice from Chrysler please verify the following:

1. The invoice has been allocated to the various Employees so that the total due from these employees equals the total amount due to Chrysler
2. Select **Customer** from the **Sales and Receivable** menu
3. Verify the Customer Number of the employee (this should be the same as their payroll employee number)
4. Verify that the Customer Posting Group found on the **Invoicing Tab** in the Customer Card for the employee is set to **EMP AR** and that this Customer Posting Group is linked to the Chart of Account Number 11001 (110A in R&R)
5. If the Customer Posting Group for this customer / employee is not **EMP AR** use the up arrow to retrieve the Customer Posting Group list and then select **EMP AR** to change the selection on the record.
6. Select **Purchase Journal** from the **Purchases and Payable** menu.
7. Select the **Batch Name: Parts**; Description: **Chrysler Motors Parts Invoices** from the Batch Name List. If this Batch does not exist, create this Batch Name in the Batch List
8. Use your enter key or your mouse to move the cursor into the record lines
9. Fill in the first record line and columns as follows:
 - **Posting Date:** Date from Dealer Billing Invoice
 - **Document Type:** Leave this BLANK
 - **Document Number:** Invoice Number found on Dealer Billing Invoice
 - **Account Type:** Select Vendor
 - **Account Number:** This should be the Vendor Number for your DaimlerChrysler vendor.
 - **Amount:** The total amount due from the Dealer Billing Invoice. This amount is entered as a negative number. (example: -98.53)
 - **ALL OTHER FIELDS ON THE LINE ARE TO BE LEFT BLANK**
10. Fill in the remaining record lines (until the entry is balanced) and columns as follows:
 - **Posting Date:** Date from Dealer Billing Invoice
 - **Document Type:** Leave this BLANK
 - **Document Number:** Invoice Number found on Dealer Billing Invoice
 - **Account Type:** Select Customer
 - **Account Number:** This should be the Customer Number for your employee
 - **Amount:** The total amount the employee is responsible to repay from this invoice. This amount is entered as a positive amount (example: 46.79)
 - **ALL OTHER FIELDS ON THE LINE ARE TO BE LEFT BLANK**
11. **Optional Step:** to verify that the entry of the employee receivable will post to the proper GL Account (11001 or 110A R&R) go to a record line for any of the **Account Type = Customer** and make this the current record. Holding down the CTRL Key and the F8

Key at the same time will open a record zoom box. Be sure to be in the Field Column and find the field for **Posting Group** by typing the “P” key. This field value should be **EMP AR**. If the field value is other than **EMP AR** you will need to return to step 4 above, make the change to the Customer Posting Group and then refresh the Account Number field in step 10 on the specific row by reselecting the Customer Number.

12. Go to the **Posting Button** and select **Test Report** to view the entry
13. If the entry is correct select the **Posting Button** again and then select **Post and Print**

When entered in its entirety the screen should look like this example. Your names and amounts will be different.

The screenshot shows the Navision Attain software interface. The main window is titled "PARTS Chrysler Motors Parts Invoices - Purchase Journal". It displays a table of transactions with the following data:

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	B. A.	Bal. Account ...	A. D.	Applies-to Doc. No.	On Hold	S. T.	Source No.
11/06/02		10320198	Vendor	1033	Daimler Chrysler Motor Corp	-98.53	G..					V..	1033
11/06/02		10320198	Customer	238	George O Lounder	46.79	G..					C..	238
11/06/02		10320198	Customer	190	Michael P Longwell	8.99	G..					C..	190
11/06/02		10320198	Customer	198	James Gies	42.75	G/L					C..	198

Below the table, there is a summary section with the following fields:

Account Name	Bal. Account Name	Balance	Total Balance
James Gies		0.00	0.00

At the bottom of the window, there are several buttons: Line, Account, Functions, Posting, and Help. The status bar at the very bottom shows: Bal. Account Type: G/L Account, COMMERCE-CDJ)RU..., 11/23/02, NEW, INS.