Basic Processes and Postings

BCR is a real-time inventory system and a batch oriented accounting system. This allows the business operations to flow smoothly while giving accounting staff the opportunity to carefully control entries to the journals and ledgers. There are a number of optional steps in the BCR process flow, designed to accommodate various client business needs and styles. The processes outlined here are recommended by BCR but there are a number of system setup options in System Defaults that may allow you to add, skip or use alternate processes. Contact BCR support if you feel you need to change your process flow.

# Basic Process Flows

IP **Enter/Edit Purchase Orders** and Post

 Updates item On PO quantities

 **Enter/Edit Receipts** and Post

 Updates item quantities On PO and On Hand and creates a GL Batch entry

AP **Enter/Edit Invoice Batch**

 Creates a vendor payable

 **Invoice Batch Journal**

 Must be at least viewed before payables can be posted

 **Post Invoice Batch**

 Creates a GL Batch entry

 **Check Preparation**

 Sets up a check from posted payables

 **Print Checks**

 Creates physical checks

 **Print Check Journal**

 Must at least be viewed before checks can be posted

 **Post Checks**

 Marks the payable as paid and creates a GL Batch entry

OE **Edit Invoices/Orders/Quotes**

 Creates an order and updates item On Sales, Available, and On Backorder quantities

 **Print Picking Tickets** or Print from sales order

 Marks the order as printed

 **Edit Invoices/Orders/Quotes**

 Correct shipments and other details as needed

 **Batch Invoice Orders** (or Auto-Invoice\* from order Print screen)

 Creates invoice record from items shipped on order

 **Print/Process Range**>Invoices (or release and finalize from the Hold/Release Invoices screen\*)

 Prints invoice documents (or emails or faxes) and pre-posts invoices

 **End of Day Posting (Invoices)**

 Sets up invoices to be posted to AR and updates item On Sales, Available, and On Hand quantities and creates GL Batch entry (and can be used to print invoices if Hold/Release is used\*)

AR **Print Batch Journal**

 Must be at least viewed before invoices can be posted to AR

 **Post Invoice Batch**

 Posts invoices to AR and creates GL Batch entry

 **Enter Payment Batch**

 Creates AR receipts batch

 **Print Batch Journal**

 Must at least be viewed before AR receipts can be posted to AR

 **Post Payment**

 Posts AR receipts to AR accounts and creates GL Batch entry

GL **Batch Journal Print**

 Must be at least viewed before GL entries can be posted

 **Post Batch**

 Posts GL batch entries to the general ledger

\*You may choose to Auto-invoice all of your orders directly from order entry. In that case it is not necessary to batch invoice but you must use the Hold/Release Invoices screen (which must be turned on in System Defaults) with the Finalize option to pre-post invoices. In this case invoices are either printed from the order at the time of the Auto-invoice, or they can be printed from End of Day Posting when prompted to reprint documents.

# Standard Postings for GL Batch Entries

|  | **IP Post Receipts & Adjmnts2** | **AP Post Invoice Batch** | **AP Post Checks** | **OE End of Day** | **AR Post Invoice Batch** | **AR Post Payment** |
| --- | --- | --- | --- | --- | --- | --- |
| Cash (GL) |  |  | **CR** |  |  | **DR** |
| Accounts Payable (AP) |  | **CR** | **DR** |  |  |  |
| Freight Expense (AP) |  | **DR** |  |  |  |  |
| Accounts Receivable (AR) |  |  |  |  | **DR** | **CR** |
| Sales Tax (OE**1**) |  |  |  |  | **CR** |  |
| Freight (OE) |  |  |  |  | **CR** |  |
| Handling Charge (OE) |  |  |  |  | **CR** |  |
| Revenue (IP) |  |  |  |  | **CR** |  |
| Cost of Goods Sold (IP) |  |  |  | **DR** |  |  |
| Inventory (IP) | **DR/ CR** |  |  | **CR** |  |  |
| Inventory Shrinkage (IP) | **DR/ CR** |  |  |  |  |  |
| AP Clearing (IP) | **CR** | **DR** |  |  |  |  |

The module indicated in parentheses is the module tab in System Defaults where the posting account is set.

1Sales tax accounts are set in the Sales Tax Table. The sales tax account in System Defaults is used if no account is specified in the sales tax table for the tax authority/jurisdiction.

2Inventory adjustments may be positive or negative and the DR or CR is posted accordingly. Adjustments are posted directly to the GL.

# Standard Data Tables Updated

These are the tables that are always updated whenever each of the following basic processes are run. There are a number of other tables that may be updated depending on the specific details of transaction entries, such as a cost change or backorder allocation.

IP Enter/Edit Purchase Orders (Posted): IP, IPDET, IPITMVND, ITEM, ITEMDET,

 Enter/Edit Receipts(Posted): IP, IPDET, IPITMVND, ITEM, ITEMACT, ITEMDET, ITEMCOST, BATCHDET, BATCHTTL

AP Enter/Edit Invoice Batch: APBATCH, BATCHTTL, APBTCHDT, APRECDET, APRECLNK

 Invoice Batch Journal: BATCHTTL

 Post Invoice Batch: APDIST, APRECDET, APRECLNK, AP, APBATCH, APBRCHDT, BATCHDET, BATCHTTL, IPRCPTS, IPRHDR

 Check Preparation: AP, CHECKS

 Print Checks: CHECKS

 Print Check Journal:

 Post Checks: BATCHDET, BATCHTTL, CHECKS

OE Edit Invoices/Orders/Quotes : OE, OEDET, ITEM, ITEMDET

 Print Picking Tickets: OE

 Batch Invoice Orders: OE

 Print/Process Range: OE

 End of Day Posting: ARBATCH, ARBTCHDT, ARSTAX, BATCHTTL, CUST, ITEMACT

AR Print Batch Journal: BATCHTTL

 Post Invoice Batch: AR, ARACT, ARBATCH, ARBTCHDT, BATCHDET, BATCHTTL

 Enter Payment Batch: BATCHTTL, PAYDET, PAYMENTS

 Print Batch Journal: BATCHTTL

 Post Payment: ARACT, BATCHDET, BATCHTTL, PAYDET, PAYMENTS

GL Batch Journal Print: BATCHTTL

 Post Batch: ACCT, BATCHDET, BATCHTTL, GL, GLHIST, GLREC