



User Conference 2025

Wednesday, October 22nd — Friday, October 24th

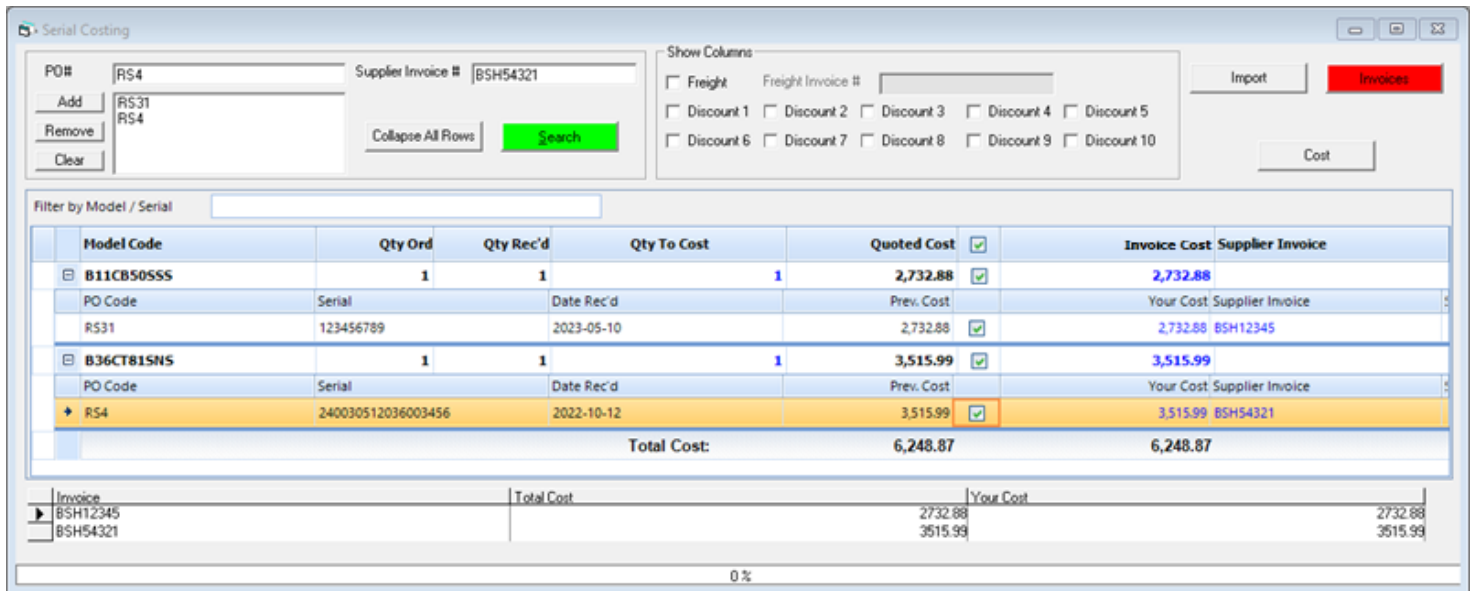
AP Serial Costing

The **AP Serial Costing** utility in EPASS is designed to streamline the process of matching purchase orders (POs) with supplier invoices, significantly reducing the manual effort involved in costing individual serials. This tool allows users to import and cost multiple POs and invoices from various suppliers simultaneously, either manually or through automated data file imports. Users can enter PO numbers directly or import supplier invoice files in Excel or CSV format, and then proceed to cost each serial by referencing the supplier's invoice. The interface provides detailed columns for model codes, quantities, quoted and invoice costs, and allows for batch or individual serial costing.

The process includes verifying invoice data, marking serials as costed, and finalizing the transaction through the **Add AP Transaction** window. For added efficiency, users can configure supplier settings to auto-create AP transactions without manual confirmation. The system also supports importing supplier data files using predefined templates, with error reporting and logging built into the workflow. Overall, Serial Costing enhances accuracy, saves time, and ensures consistency in financial tracking across purchasing operations.

About Serial Costing

The purpose of the Serial Costing utility is to cross-reference your POs with the supplier invoices. Serial Costing enables you to import and cost multiple purchase orders and invoices from multiple suppliers at the same time, reducing the manual work required to cost individual line items for each invoice.



Model Code	Qty Ord	Qty Rec'd	Qty To Cost	Quoted Cost	Invoice Cost	Supplier Invoice
B11CB5055S	1	1	1	2,732.88	2,732.88	
PO Code	Serial	Date Rec'd		Prev. Cost		Your Cost Supplier Invoice
RS31	123456789	2023-05-10		2,732.88		2,732.88 BSH12345
B36CT815NS	1	1	1	3,515.99	3,515.99	
PO Code	Serial	Date Rec'd		Prev. Cost		Your Cost Supplier Invoice
RS4	240030512036003456	2022-10-12		3,515.99		3,515.99 BSH54321
Total Cost:				6,248.87	6,248.87	

Invoice	Total Cost	Your Cost
BSH12345	2732.88	2732.88
BSH54321	3515.99	3515.99

Importing of PO and invoice data can be done manually by searching and importing your POs from EPASS or importing a supplier invoice data file (either an Excel file or an EDI file in CSV format). You can also automate the process by scheduling an import of a supplier invoice data file.

Once the data is imported, either manually or automatically, you need to cost it.



To access the Serial Costing utility, you must enable the **Purchasing System: Serial Costing** security option.

Importing PO Data from EPASS

In this method, you'll import models and serial data into Serial Costing by manually entering the POs that the product was ordered on. Before starting, you'll need the PO numbers and the Supplier Invoice numbers.

Importing PO Data:

1. Go to **Purchasing > Serial Costing**.

- In the **PO#** field, enter a PO number, and then click **Add**. If you have additional POs you want to add, repeat this step for each PO before moving on.

The screenshot shows the 'Serial Costing' window. The 'PO#' field contains 'RS6'. Below it are 'Add', 'Remove', and 'Clear' buttons. To the right is a 'Supplier Invoice #' field. Further right are 'Expand All Rows' and a green 'Search' button.



If you need to remove a PO, select it from the list and click **Remove**. The **Clear** button removes all PO numbers that you've added.

- Click **Search**. The model data from each PO is loaded into the **Serial Costing** screen.

The screenshot shows the 'Serial Costing' window after a search. The 'PO#' field now contains a list of POs: RS6, RS7, and RS8. The 'Search' button is highlighted. Below the input fields is a table with columns: Model Code, Qty Ord, Qty Rec'd, Qty To Cost, Quoted Cost, Invoice Cost, and Supplier Invoice. The table contains data for various model codes, including HAF-CIN, NE63A6711SS, NE63T8111SS, NE63T8711SG, NE63T8911SS, NX60A6511SS, RF22A4111SR, RF30BB6200QLAA, and RL1505SBASR. A 'Total Cost' row at the bottom shows 0.00 for both Quoted and Invoice costs.

Model Code	Qty Ord	Qty Rec'd	Qty To Cost	Quoted Cost	Invoice Cost	Supplier Invoice
HAF-CIN	100	100	100	36.64	36.64	
NE63A6711SS	25	25	25	1,099.10	1,099.10	
NE63T8111SS	20	20	20	1,099.10	1,099.10	
NE63T8711SG	15	15	15	1,717.35	1,717.35	
NE63T8911SS	8	8	8	2,335.60	2,335.60	
NX60A6511SS	35	35	15	1,099.10	1,099.10	
RF22A4111SR	9	9	9	1,488.37	1,488.37	
RF30BB6200QLAA	7	7	7	2,404.29	2,404.29	
RL1505SBASR	22	22	22	1,298.32	1,298.32	
Total Cost:				0.00	0.00	

The Serial Costing screen is broken up into several columns of information:

A	Model Code	Each model that was ordered on the POs.
B	Qty Ordered/Qty Received	The quantity ordered and received.
C	Qty To Cost	The quantity of serials that need to be costed.
D	Quoted Cost	The quoted cost for each model.
E	Invoice Cost	The original invoice cost.

4. Click **Expand All Rows** to view the serials for each model.

Serial Costing

PO# Supplier Invoice #

Add Remove Clear

RS6
RS7
RS8

Expand All Rows

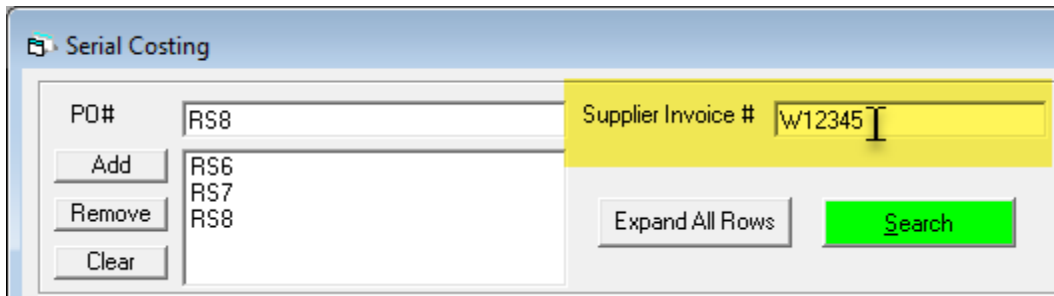
Filter by Model / Serial

	Model Code	Qty Ord	Qty Rec'd	Qty 1
→	HAF-CIN	100	100	
	PO Code	Serial	Date Rec'd	
	RS6	00001	2022-10-13	
	RS6	00002	2022-10-13	
	RS6	00003	2022-10-13	
	RS6	00004	2022-10-13	
	RS6	00005	2022-10-13	

Costing Each Serial:

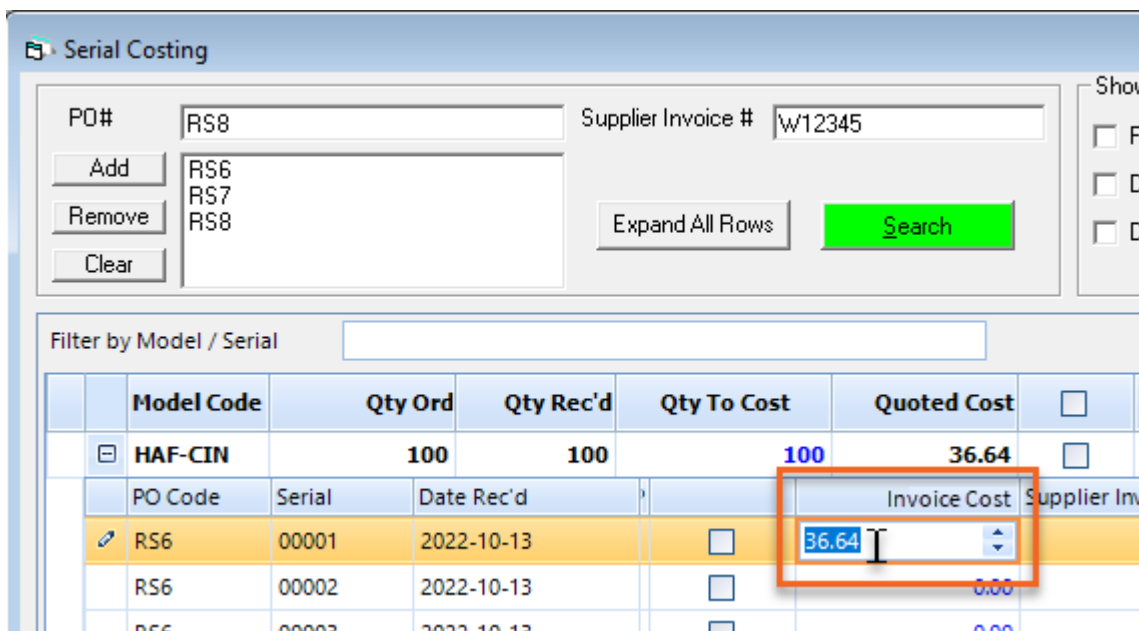
Starting with the serials for the first model in the Serial Costing window, follow this method to cost each serial.

1. Enter the **Supplier's Invoice #**.



The screenshot shows the 'Serial Costing' window. The 'PO#' field contains 'RS8'. The 'Supplier Invoice #' field is highlighted in yellow and contains 'W12345'. Below the 'PO#' field are buttons for 'Add', 'Remove', and 'Clear', and a list of model codes: RS6, RS7, and RS8. To the right of the 'Supplier Invoice #' field are buttons for 'Expand All Rows' and a green 'Search' button.

2. Go to the first serial line, and enter the cost of the serial as per the supplier's invoice in the **Invoice Cost** column.



The screenshot shows the 'Serial Costing' window with the 'Supplier Invoice #' field set to 'W12345'. Below the header section is a table with columns: Model Code, Qty Ord, Qty Rec'd, Qty To Cost, Quoted Cost, and a checkbox. The first row shows 'HAF-CIN' with '100' in 'Qty Ord' and 'Qty Rec'd', and '100' in 'Qty To Cost', and '36.64' in 'Quoted Cost'. Below this is a sub-table with columns: PO Code, Serial, Date Rec'd, Invoice Cost, and Supplier Invoice. The first row of this sub-table is highlighted in yellow and has a red box around the 'Invoice Cost' field, which contains '36.64'.

Model Code	Qty Ord	Qty Rec'd	Qty To Cost	Quoted Cost	
HAF-CIN	100	100	100	36.64	<input type="checkbox"/>

PO Code	Serial	Date Rec'd	Invoice Cost	Supplier Invoice
RS6	00001	2022-10-13	36.64	
RS6	00002	2022-10-13		
RS6	00003	2022-10-13		

3. Click the **Costed** checkbox. The invoice number that you entered in the **Supplier Invoice #** field is automatically entered in the **Supplier Invoice** column.

Serial Costing

PO# Supplier Invoice #

Add Remove Clear

Expand All Rows

Filter by Model / Serial

	Model Code	Qty Ord	Qty Rec'd	Qty To Cost	Quoted Cost	<input type="checkbox"/>	Invoice Co.
<input type="checkbox"/>	HAF-CIN	100	100	100	36.64	<input type="checkbox"/>	36.64
	PO Code	Serial	Date Rec'd		Invoice Cost	Supplier Invoice	
<input checked="" type="checkbox"/>	RS6	00001	2022-10-13	<input checked="" type="checkbox"/>	36.64	W12345	
<input type="checkbox"/>	RS6	00002	2022-10-13	<input type="checkbox"/>	0.00		
<input type="checkbox"/>	RS6	00003	2022-10-13	<input type="checkbox"/>	0.00		



If you don't want to cost a serial, clear its Cost check box. Any serials that do not have their Cost checkbox selected will not be costed. If there are any errors during the costing process (for example, Model record is locked), error messages are displayed in the white box above the progress bar.

- Repeat steps 3-4 for each serial, then move on to the next model and repeat the process.



Remember to update the **Supplier Invoice #** field when costing models that appear on a different invoice number.

- When you are finished, click **Cost**.
- The **Add AP Transaction** window opens. Verify that all the information is correct in this window. If necessary, enter a **Cost Center** for each **Distribution** line. Click **OK** and repeat for any additional **Add AP Transaction** windows that open.

Add AP Transaction

Invoice | Adjustment | Quick Pay | Check | Documents

Supplier: SAMS RE | Samsung Electronics

Amount: 76.94

Invoice #: W54321

Invoice Date: 11/22/2023

Due Date: 1/6/2024

Note: PO# RS6

Discount: Amount 0.00, Date 11/22/2023, G/L

A/P Control: 2100.0

☐ Hold

☐ Do Not Post

of Payments: 1

To Be Distributed: 0.00

G/L Account	Description	Cost Center	Amount
2200.0	GST / HST Payable	PURCHASING	3.66
1300.0	Inventory Appliances	PURCHASING	73.28

Code: MARKETING, Description: Marketing

Code: PURCHASING, Description: Purchasing

Code: SALES, Description: Sales

OK | Cancel



In each Supplier's settings (Supplier record > PO Variables tab) you can select to auto create the AP transaction without displaying it on screen. Make sure that you are comfortable with the settings before enabling this option.

Review Supplier | WHIRLPOOL CANADA LP (RETAIL)

Supplier | A/P Variables | **PO Variables** | Document | Notepad | EDI Account

☒ Update A/P

☐ Auto Create A/P Invoice during Costing

Branch:

Floor Planning:

Floor Plan Days: 0

Line Type:

Serial:

The costing process is now complete.

PO#

RS8

Add

Remove

Clear

Supplier Invoice #

W54321

Collapse All Rows

Search

Show Columns

☐ Freight
 ☐ Freight Invc

☐ Discount 1
 ☐ Discour

☐ Discount 6
 ☐ Discour

Filter by Model / Serial

Invoice

W12345

W12346

W54321

Total Cost

Finished



Rather than costing each individual serial, you could also cost all model serials at once by clicking the model's **Costed** checkbox. This marks all the model's serials as "costed" at the quoted cost and on the invoice number that is currently in the **Supplier Invoice #** field.

<input checked="" type="checkbox"/>	MHW5630HW	5	2	2	1,051.02	<input checked="" type="checkbox"/>		
	PO Code	Serial	Date Rec'd				Invoice Cost	Supplier Invoice
	RS17	00016	2022-12-14			<input checked="" type="checkbox"/>	1,051.02	W7890
	RS17	00017	2022-12-14			<input checked="" type="checkbox"/>	1,051.02	W7890
Total Cost:					1,996.94			

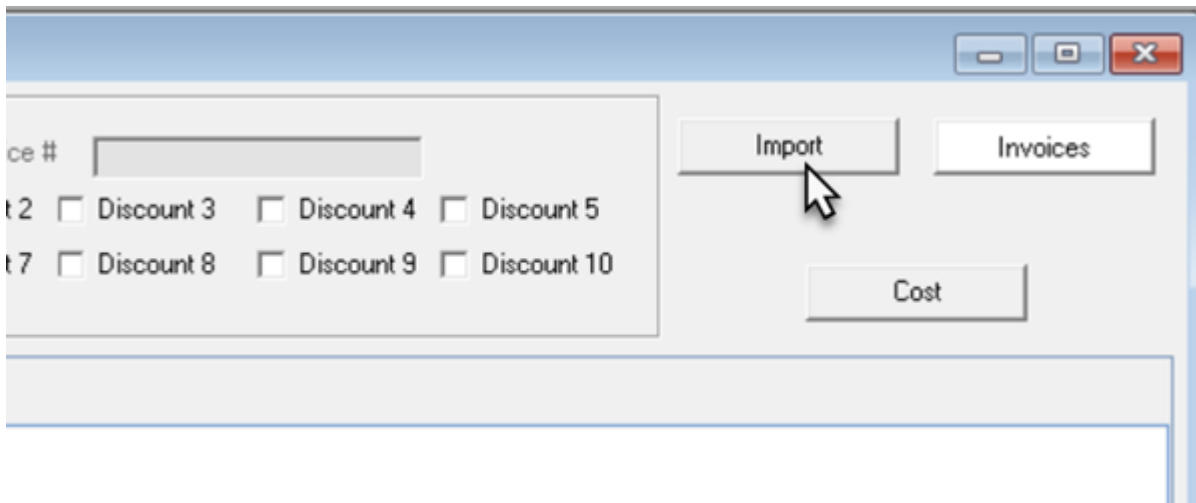
Importing Supplier Data Files

Before Starting

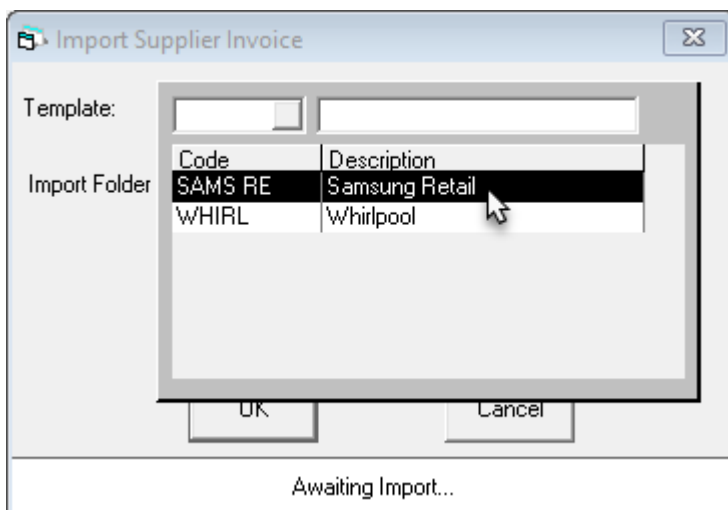
- Before you can import the data file, you need to create a Supplier Invoice Template for each one of your suppliers.

Importing the Supplier Data File

- Go to **Purchasing > Serial Costing**. Click **Import**.



- Select the **Template** code from the dropdown.



- The **Import Folder** field is populated with the import folder path that was entered when the template was created. If this path isn't correct, you can change it here.



You can select a single data file instead of a folder location if the invoice data is contained within one file. To do this, add the filename and extension to the end of the Import Folder path.

Import Folder

- Click **OK**. A PDF opens reporting any errors or exceptions with the import.

Import Supplier Invoice

System Date: 4/04/22		Template Code: WHIRL	Supplier Code: [REDACTED]	Page: 1
System Time: 10:43:56PM				
Supplier Code	Supplier Invoice	Error Message		
[REDACTED]	LATEST0331	PO Code: 13761, Model Code: YWED5620HW, Serial Code: M90101040 has already been costed.		
[REDACTED]	LATEST0331	PO Code: 13761, Model Code: YMED6630HC, Serial Code: M85001868 has already been costed.		
[REDACTED]	LATEST0331	PO Code: 13817, Model Code: YWED5620HW, Serial Code: M90101027 has already been costed.		
[REDACTED]	LATEST0331	Supplier Code: 00984, PO Code: RE10485, Model Code: KRFF300ESS, Qty: 2. PO Model record cannot be found or have been imported already.		
[REDACTED]	LATEST0331	Supplier Code: 00984, PO Code: RE10703, Model Code: WDT740SALZ, Qty: 2. PO Model record cannot be found or have been imported already.		

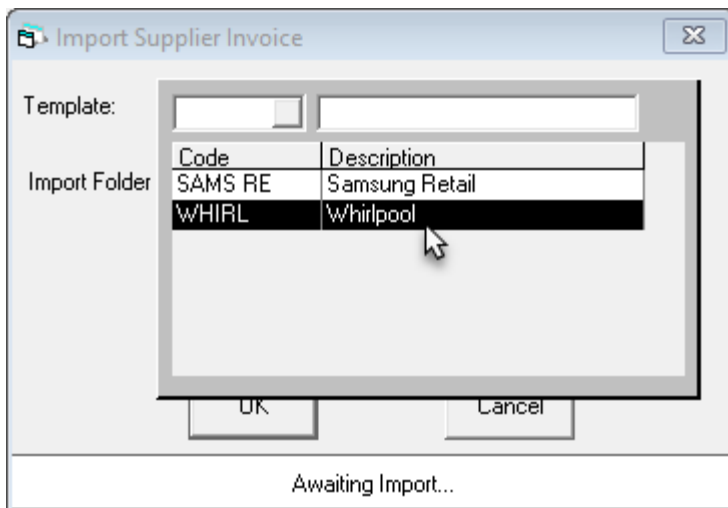


The import utility creates a log file during the import process, which is stored in your EPASS folder.

Local Disk (C:) > ePASS > SupplierInvoiceTemplateImport_LOGS

Name	Date modified	Type	Size
SupplierInvoiceTemplateImport_2022-03-08	3/08/22 5:17 PM	Text Document	2 KB
SupplierInvoiceTemplateImport_2022-03-09	3/09/22 4:50 PM	Text Document	4 KB
SupplierInvoiceTemplateImport_2022-03-15	3/15/22 2:00 PM	Text Document	2 KB
SupplierInvoiceTemplateImport_2022-03-30	3/30/22 2:12 PM	Text Document	1 KB
SupplierInvoiceTemplateImport_2022-04-01	4/01/22 11:35 AM	Text Document	1 KB
SupplierInvoiceTemplateImport_2022-04-04	4/04/22 10:49 PM	Text Document	2 KB
SupplierInvoiceTemplateImport_2022-04-05	4/05/22 12:00 PM	Text Document	3 KB

5. Repeat steps 1–4 to import invoices from additional suppliers.



6. The model data from each PO is loaded into the **Serial Costing** screen.

Serial Costing

PO# Supplier Invoice #

Add
Remove
Clear

Expand All Rows

Show Columns
☐ Freight Freight Invoice #
☐ Discount 1 ☐ Discount 2 ☐ Discount 3 ☐
☐ Discount 6 ☐ Discount 7 ☐ Discount 8 ☐

Filter by Model

	Model Code	Qty Ord	Qty Rec'd	Qty To Cost	Quoted Cost	<input type="checkbox"/>	Invoice Cost	Supplier Invoice
→ +	HAF-CIN	100	100	100	36.64	<input type="checkbox"/>	36.64	
+	NE63A6711SS	25	25	25	1,099.10	<input type="checkbox"/>	1,099.10	
+	NE63T8111SS	20	20	20	1,099.10	<input type="checkbox"/>	1,099.10	
+	NE63T8711SG	15	15	15	1,717.35	<input type="checkbox"/>	1,717.35	
+	NE63T8911SS	8	8	8	2,335.60	<input type="checkbox"/>	2,335.60	
+	NX60A6511SS	35	35	15	1,099.10	<input type="checkbox"/>	1,099.10	
+	RF22A4111SR	9	9	9	1,488.37	<input type="checkbox"/>	1,488.37	
+	RF30BB6200QLAA	7	7	7	2,404.29	<input type="checkbox"/>	2,404.29	
+	RL1505SBASR	22	22	22	1,298.32	<input type="checkbox"/>	1,298.32	
Total Cost:					0.00		0.00	

The Serial Costing screen is broken up into several columns of information:

A	Model Code	Each model that was ordered on the POs.
B	Qty Ordered/Qty Received	The quantity ordered and received.
C	Qty to Cost	The quantity of serials that need to be costed.
D	Quoted Cost	The quoted cost for each model.
E	Invoice Cost	The original invoice cost.

- Click **Expand All Rows** to view the serials for each model.

Serial Costing

PO# RS8 Supplier Invoice #

Add Remove Clear

RS6 RS7 RS8

Expand All Rows Search

Filter by Model / Serial

Model Code	Qty Ord	Qty Rec'd	Qty To Cost
HAF-CIN	100	100	

PO Code	Serial	Date Rec'd
RS6	00001	2022-10-13
RS6	00002	2022-10-13
RS6	00003	2022-10-13
RS6	00004	2022-10-13
RS6	00005	2022-10-13
RS6	00006	2022-10-13

Costing Each Serial

Starting with the first model in the Serial Costing window, follow this method to cost.

- Verify that the amounts shown in **Quoted Cost** and **Invoice Cost** are the same.

Filter by Model / Serial

Model Code	Qty Ord	Qty Rec'd	Qty To Cost	Quoted Cost	Invoice Cost	Supplier Invoice
JDP5G244LS	5	5	10	2,060.82	2,060.82	2,060.82
PO Code	Serial	Date Rec'd				
RS39	00001	2023-08-23		2,060.82	2,060.82	WHIRL101
RS39	00001	2023-08-23		2,060.82	2,060.82	WHIRL101
RS39	00002	2023-08-23		2,060.82	2,060.82	WHIRL101
RS39	00003	2023-08-23		2,060.82	2,060.82	WHIRL101

Any discrepancies between the **Quoted Cost** and **Invoice Cost** amounts are highlighted in

Quoted Cost	<input type="checkbox"/>	Invoice Cost	Supplier Invoice
10,947.53	<input type="checkbox"/>	11,653.47	
Your Cost		Supplier Invoice	

red.

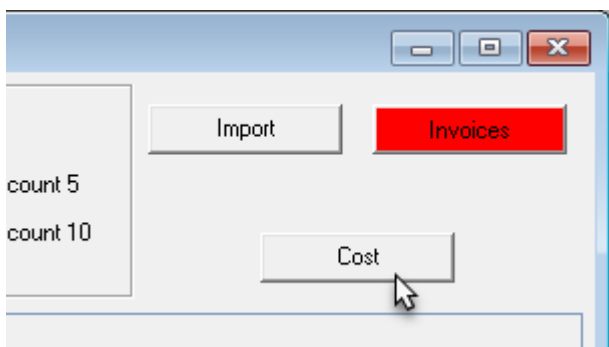
- Click the model's **Cost** checkbox.

Filter by Model / Serial							
	Model Code	Qty Ord	Qty Rec'd	Qty To Cost	Quoted Cost	<input type="checkbox"/>	
+	JB36NFXRE	5	5	10	10,947.53	<input type="checkbox"/>	
→	JDP5G244LS	5	5	10	2,060.82	<input checked="" type="checkbox"/>	
	PO Code	Serial	Date Rec'd		Invoice Cost	Supplier Invoice	
	RS39	00001	2023-08-23	<input checked="" type="checkbox"/>	2,060.82	SU0005	
	RS39	00001	2023-08-23	<input checked="" type="checkbox"/>	2,060.82	WHIRL101	
	RS39	00001	2023-08-23	<input checked="" type="checkbox"/>	2,060.82	SU0005	

- Move on to the next model and then repeat steps 1 and 2.

If you don't want to cost a serial, clear its **Cost** check box. Any serials that do not have their Cost checkbox selected will not be costed. If there are any errors during the costing process (for example, Model record is locked), error messages are displayed in the white box above the progress bar.

- When you are finished, click **Cost**.



- The **Add AP Transaction** window opens. Verify that all the information is correct in this window. If necessary, enter a **Cost Center** for each **Distribution** line. Click **OK** and repeat for any additional **Add AP Transaction** windows that open.

In each Supplier's settings (Supplier record > PO Variables tab) you can select to auto create the AP transaction without displaying it on screen. Make sure that you are comfortable with the settings before enabling this option.

The costing process is now complete.

PO#

RS8

Add

Remove

Clear

Supplier Invoice #

W54321

Collapse All Rows

Search

Show Columns

☐ Freight
 ☐ Freight Invo

☐ Discount 1
 ☐ Discoun

☐ Discount 6
 ☐ Discoun

Filter by Model / Serial

Invoice

W12345

W12346

W54321

Total Cost

Finished

Printing Labels by PO

You can print labels for product that you are receiving either by importing a file with the PO numbers, models, and quantity details, or by entering each detail manually. With some suppliers, it is possible to find out in advance what product you will be receiving; the list of products or packing list can be used to determine which labels to print.

Importing PO Details

You can import your PO details in two different ways: you can import a CSV (comma-separated values) file with the PO number, model, and quantity details or you can import files received from NEAEG (New England Appliance & Electronics Group).

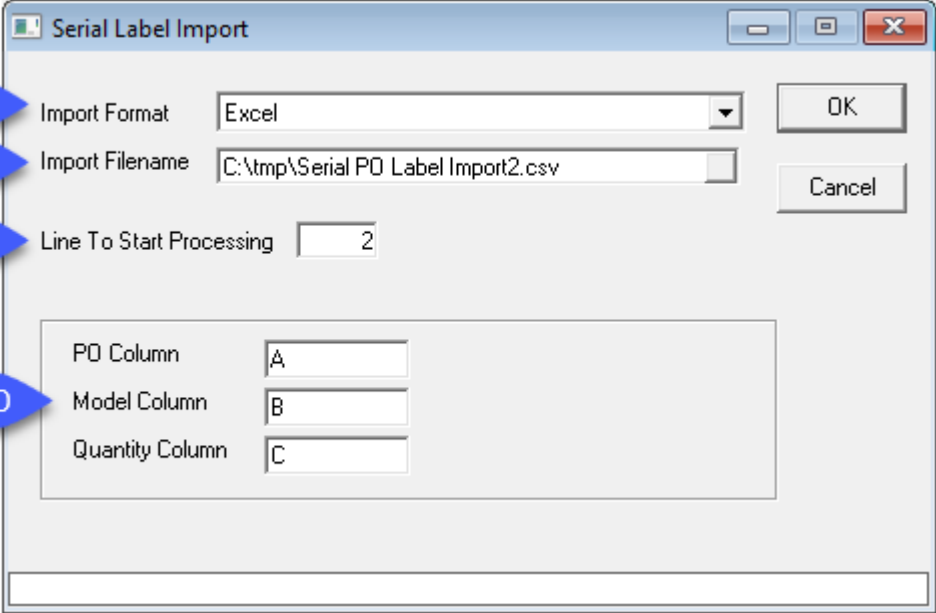
Follow the instructions below for the option that you choose.


Importing a CSV File:



Your CSV file will need to contain at least these columns: PO number, Model, and Quantity

1. On the toolbar, click the **Print Labels by PO** button. 
2. Click **Import**. The **Serial Label Import** window opens.



3. Do the following:
 - In the **Import Format** dropdown, select **Excel**.
 - In the **Import Filename** field, click the **Browse**  button and select your CSV file.
 - Enter the line number where your data starts in the CSV file (this is usually line 2, as your column titles are usually in line 1).
 - Enter the column letter for the **PO**, **Model**, and **Quantity**.
4. Click **OK**.

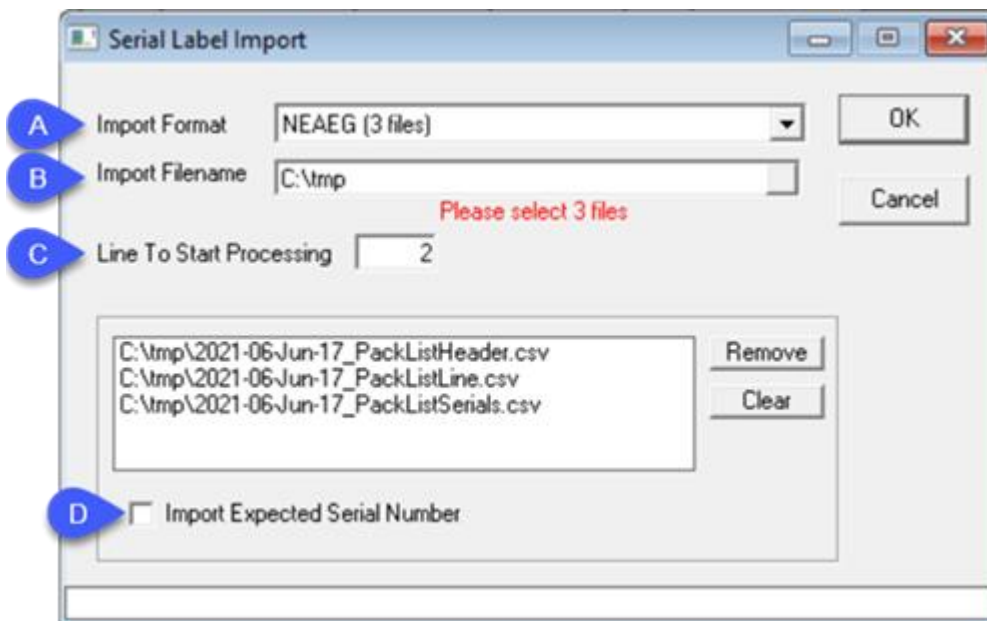
Your PO details are imported and ready for printing. Continue with the printing.


To Import NEAEG Files



There are three CSV files from NEAG that you need to import into the utility: PackListHeader, PackListLine, and PackListSerials.

1. On the toolbar, click the **Print Labels by PO** button. 
2. Click **Import**. The **Serial Label Import** window opens.



3. Do the following:
 - In the **Import Format** dropdown, select **NEAEG (3 files)**.
 - In the **Import Filename** field, click the **Browse**  button and select the PackListHeader.csv, PackListLine.csv, and PackListSerials.csv files.
 - Enter the line number where your data starts in the CSV file (this is usually line 2, as the column titles are usually in line 1).
 - Select the **Import Expected Serial Number** box. (If this is left unselected, the serial numbers don't print on the labels.)
4. Click **OK**.

Your PO details are imported and ready for printing. Continue with the printing.

Printing Labels

1. Check off all the pieces that are expected to be received. The counter at the bottom left of the screen should match the count on the packing slips.

PO Label Printing by Purchase Order

Label Size

PO #

Packing Slip #

Print Qty	PO #	Model	Location	BO I
<input type="checkbox"/> 0	RE21405	BCS324SSC		S034
<input type="checkbox"/> 0	RE21405	BU230SS		S034
<input type="checkbox"/> 0	RE21405	CC34IQSB		S034
<input type="checkbox"/> 0	RE21405	E1230SS		S034
<input checked="" type="checkbox"/> 1	RE21405	E6430SSLC		S034
<input checked="" type="checkbox"/> 20	RE21405	HPF30		S034
<input checked="" type="checkbox"/> 1	RE21405	PM250		S034
<input type="checkbox"/> 0	RE21405	UCB3I30SBW		S034

22 Pieces Selected

2. If the amount of models ordered is less than you received, you can change the quantity of labels that will print. For example, if you only received 15 of the 20 GSD3400GWW that were ordered, click on that line to highlight it, click in the **Print Qty** column (where the number 20 is) and you can change the quantity. It

will take a second to respond for you to key in the quantity. Once the quantity has been changed, either click away from that box or press ENTER.

Print Qty	PO #	Mode
<input type="checkbox"/> 0	RE21405	BCS3
<input type="checkbox"/> 0	RE21405	BU23
<input type="checkbox"/> 0	RE21405	CC34I
<input type="checkbox"/> 0	RE21405	E123I
<input checked="" type="checkbox"/> 1	RE21405	E643I
<input checked="" type="checkbox"/> 15	RE21405	HPF3
<input checked="" type="checkbox"/> 1	RE21405	PM25
<input type="checkbox"/> 0	RE21405	UCB3

- Once all the product that is expected has been checked, select your **Label Size** from the dropdown, and then click **Print** to print the labels.