

Retek[®] Invoice Matching 10.1



User Guide



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- Detailed step by step instructions to recreate.
- Exact error message received.
- Screen shots of each step you take.



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Chapter 1 – Introduction

This user guide provides you with the information to effectively use the Retek Invoice Matching application. The Retek Invoice Matching user guide is part of the five-volume Retek Merchandising Solution Set, consisting of the following manuals:

- Retek Merchandising System
- Retek Sales Audit
- Retek Trade Management
- Retek Invoice Matching
- Retek Merchandising Reports

The topics covered in this chapter are:

- What is Retek Invoice Matching?
- Purpose of this guide
- Prerequisites
- Retek Merchandising Solution Set overview
- Related documentation

What is Retek Invoice Matching?

Retek Invoice Matching (ReIM) works with Retek Merchandising System (RMS), which is Retek's core transaction system. RMS includes key retailing functions such as item maintenance, pricing and promotion management, supplier and location maintenance, and purchasing and receiving.

ReIM provides accurate and efficient verification of supplier invoices against actual merchandise quantities received at purchase order cost (receivers). ReIM attempts to automatically match invoices with receivers within user-defined tolerance limits. Matched invoices are passed to the retailer's accounts payable system for payment without user intervention. Discrepant invoices, that is those not matched with corresponding receivers, can be resolved through system-generated documents such as debit memos and credit notes request or force-matched and exported to the accounts payable system for payment.

Purpose of this guide

This user guide concentrates on how to use the components of Retek Invoice Matching. It provides you with:

- Overviews of each functional area within the application, including the business processes, reports, and system administration functions pertaining to the module.
- Step-by-step procedures for completing the specific tasks.

Prerequisites

This user guide makes no assumption about your experience using the ReIM software application. It does assume the following:

- You are familiar with operating a personal computer (PC), keyboard, and mouse.
- You are familiar with Microsoft Windows 98 operating systems or higher and Internet Explorer 5.0 web browser or higher.
- All components of the software application have been successfully installed.

Retek Merchandising Solution Set overview

The Retek Merchandising Solution Set is divided into the following volumes.
You may refer to one of the following volumes for specific product information:

Volume 1	Retek Merchandising System Chapter 1: Introduction Chapter 2: Getting started Chapter 3: Foundation data Chapter 4: Item maintenance Chapter 5: Purchasing Chapter 6: Price management Chapter 7: Inventory control Chapter 8: Replenishment Chapter 9: Financial management Chapter 10: User and grouping tools Chapter 11: System administration
Volume 2	Retek Sales Audit Chapter 1: Introduction Chapter 2: Getting started Chapter 3: Foundation data Chapter 4: Automated totaling Chapter 5: Automated audit Chapter 6: Import and export data Chapter 7: Interactive audit Chapter 8: Audit trail
Volume 3	Retek Trade Management Chapter 1: Introduction Chapter 2: Getting started Chapter 3: Harmonized tariff schedules Chapter 4: Letter of credit Chapter 5: Transportation Chapter 6: Customs entry Chapter 7: Obligations Chapter 8: Actual landed costs

Volume 4	Retek Invoice Matching Chapter 1: Introduction Chapter 2: Getting started Chapter 3: Invoice matching
Volume 5	Retek Merchandising Reports Chapter 1: Retek Merchandising System Chapter 2: Retek Sales Audit Chapter 3: Retek Trade Management Chapter 4: Retek Invoice Matching

Related documentation

Additional documentation is available for the core merchandising system. Those documents are as follows:

Name of Manual	Description
Installation Guide	<ul style="list-style-type: none">• Hardware/software/browser requirements• Installation instructions
Operations Guide	<ul style="list-style-type: none">• Dataflows within RMS• Dataflows between RMS and other Retek products• Dataflows between Retek products and third-party software applications.• Functional overviews of batch programs.• Detailed designs of batch modules.
Data Model	<ul style="list-style-type: none">• Relational integrity diagrams• Table names and descriptions• Column summaries• Primary and foreign keys• Check constraints
Online Help	<ul style="list-style-type: none">• Online help available with the application

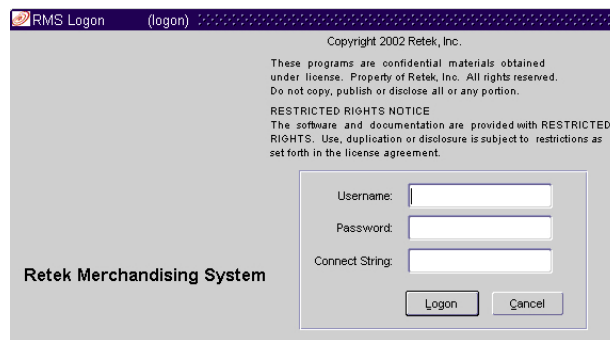
Chapter 2 – Getting started

This chapter shows you how to log on to and exit the system. An introduction to the navigation and help features is also provided.

Log on to and exit the system

How you access the system depends on how the system is set up at your location. Contact your system administrator for instructions. After you have started the system, you are prompted to log on.

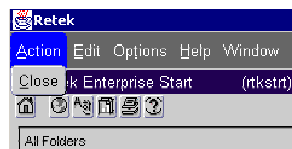
Log on to the system



RMS Logon window

- 1 On the RMS Logon window, enter your user name in the Username field.
- 2 In the Password field, enter your password.
- 3 In the Connect String field, enter the name of the database that you want to access.
- 4 Click **Logon**. The Retek Enterprise Start window is displayed.

Exit RMS



Action menu

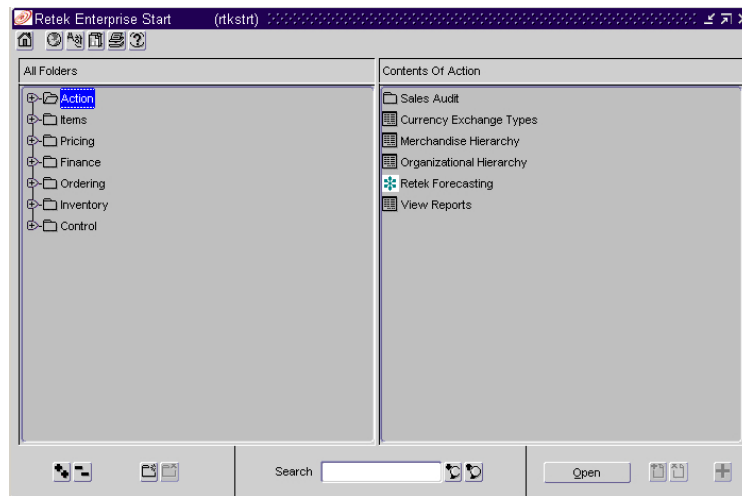
- **Navigate:** From the Action menu, select Close.
- Repeat this action until all the windows are closed and the program closes.

Navigation





After you log on to the system, the main menu is displayed within the Retek Enterprise Start window. Until you are familiar with the main menu setup, you may find it easier to use the search feature in order to find an element.

Search for a folder or element on the main menu

- 1 On the Retek Enterprise Start window, enter a partial description of the folder or element in the Search field.



Retek Enterprise Start window

- 2 Click the Search Forward  button or the Search Backward  icon.
- 3 When prompted that the folder or element has been found, click **OK**.
- 4 If the folder or element is not the one you want, click the Search Forward  button or the Search Backward  button to continue the search.
- 5 When the desired folder or element is found, you can:
 - Select the folder to display its contents. The subfolders and elements are displayed on the right side of the window.
 - Select the element and click **Open**. An element is most often a window (also referred to as form). An element can also be a Web page, an internal item, a user application, or an Oracle report.

Access the options on the menu bar

The menu bar is located near the top of the application window. It provides access to menus that are specific to the window that is currently displayed.

- **Navigate:** On the menu bar, select the menu. A list of options is displayed.
- Select the desired option.

The menu options may cause another window to open or some action to occur. Some of the possible actions include:

- Access to another task that is related to the current task is provided (Options menu).
- A predefined set of fields replaces the fields that are currently displayed on a table (View menu).
- The currency in which monetary amounts are displayed is changed (Options menu).

In the Items module, several windows have an Options list displayed on the left side of the window. Each option is a hyperlink that provides access to another window related to the current task. Click on the hyperlink to access the window.

Navigate a window




Generally, you press the tab key in order to move from field to field within a window. You can also click on a field in order to place the cursor there.

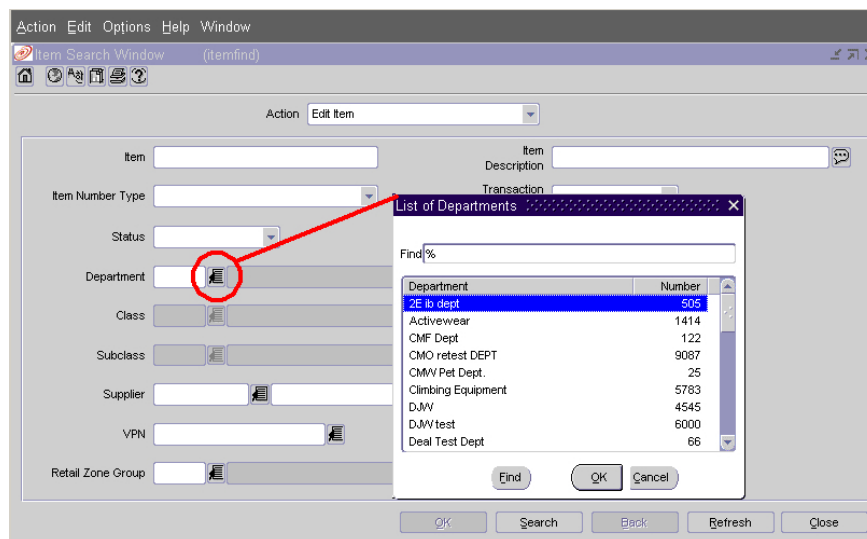
You can use the mouse or the keyboard to activate a button on a window. The label on most buttons contains one underlined letter. You can press the Alt key plus the underlined letter on the keyboard in order to activate the button. If you prefer to use the mouse, you can click the button.

Window tools


There are several tools within a window that you should become familiar with. These tools simplify the data entry process.

List of Values button

The List of Values (LOV)  button queries the database for a list of values. Click the LOV button to display the popup window. You choose the appropriate value from the popup window that displays the results of the query. The LOV  button is found to the right of a field. If the field is a two-part field where the first field requires an ID or code and the second field requires a description, the LOV  button is found between the two fields.



List of Values window

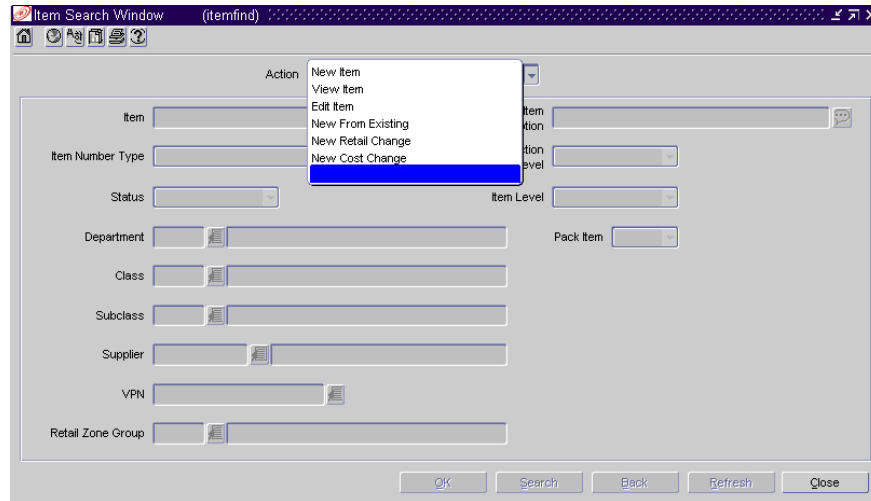
➤ **Navigate:** Click the LOV  button to begin the query. A List of Values window displays the results of the query.

- 1 Select a value from the list.
- 2 Click **OK**. The selected value is entered in the text field or fields.

For some fields, usually item fields, you are prompted to enter a partial description before the query can begin. This reduces the results to a more manageable number.

Drop-down list

Some fields can only accept values from a predefined list of values. Such fields have a down arrow button to the right of the text field.




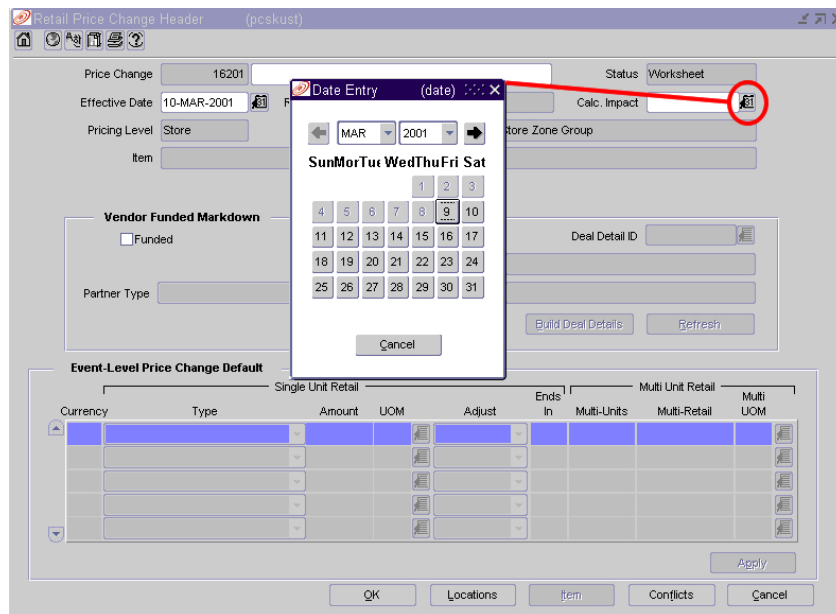
Drop-down list

- 1 Click the down arrow button.
- 2 Select a value from the drop-down list. The value is entered in the data entry field.




Calendar button

The calendar button allows you to view a monthly calendar and select a date.

Click the calendar  button to display the calendar. The button is found to the right of a date field. When you select a date from the calendar, you need not be concerned about the format of the date. The system enters the date for you in the correct format.

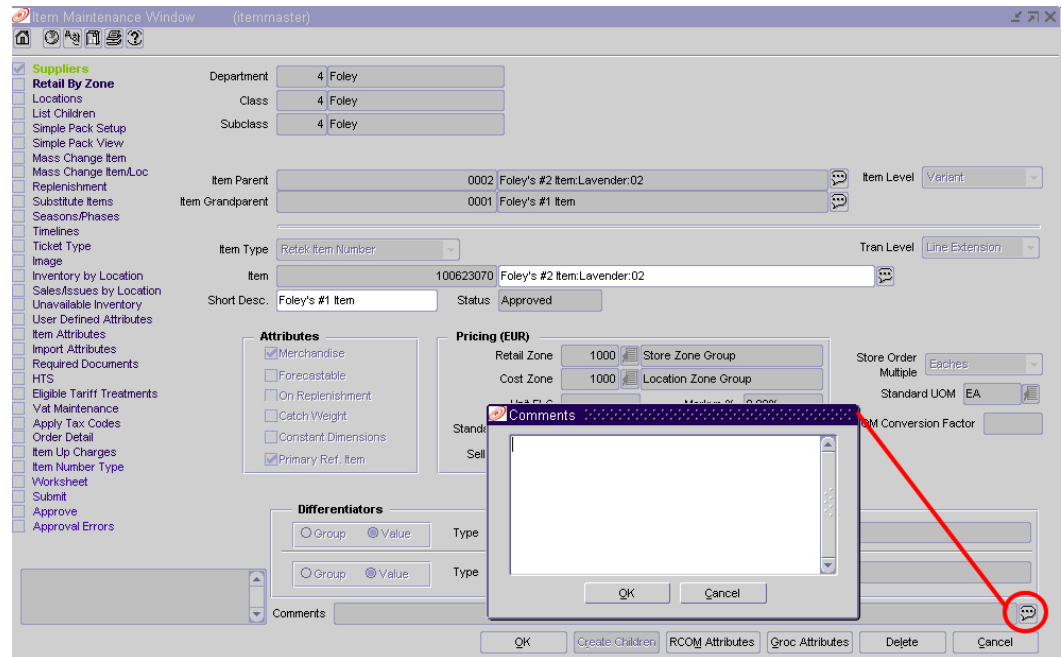


Date Entry window


- 1 Click the calendar  button. The Date Entry window displays the current month and year.
- 2 To display a preceding or succeeding month, click the left arrow  button or right arrow  button. You can also click the down arrow button by the month field and select the month from the drop-down list.
- 3 To display a different year, click the down arrow next to the year field and select the year from the drop-down list.
- 4 Select a date. The value is entered in the date field.

Comments button

The comments button displays a text editor in which you can enter an extensive note or description. The button is found to the right of a text field.




Comments window

- 1 Click the comments  button. The Comments window is displayed.
- 2 Enter the note.
- 3 Click **OK** to exit. The value is entered in the text field. If the note is longer than the length of the text field, only the first part of the note is displayed.

Access the online help

The online help can be accessed in the following ways:

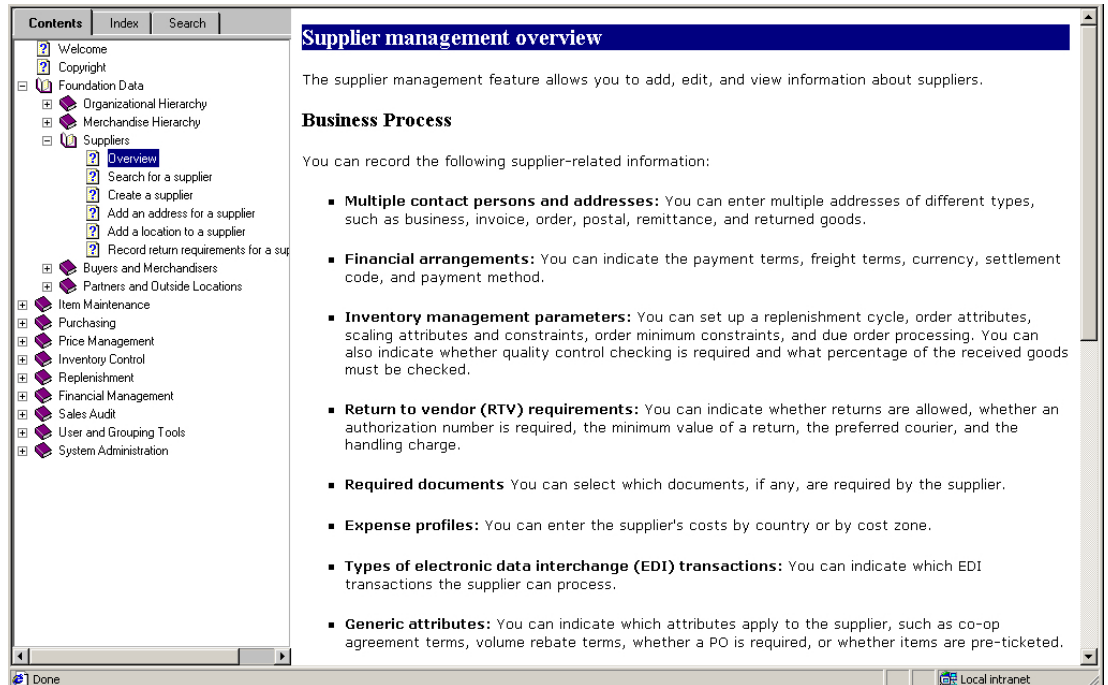
- From the Help menu on the menu bar, select Contents. The Online Help overview is displayed.
- Click the help  button on the toolbar. Context sensitive help is displayed for the window, which describes how the window helps you accomplish your task.

There are three types of help topics: window topics, procedure topics, and overview topics. The window topics provide you with a brief overview of the window, field descriptions, button descriptions, and procedures related to the window. The procedure topics provide you with the step-by-step instructions on how to complete your task. The overview topics provide you with a module overview, business process, report descriptions, and system administration parameters related to the module.

You can look for topics by using one of the three help tools: Contents, Index, or Search.

Contents

The Contents tab displays the overview and the key procedures for each module. The overview section describes the major functions of the module. The key procedures provide you with the step-by-step instructions on how to complete your task.

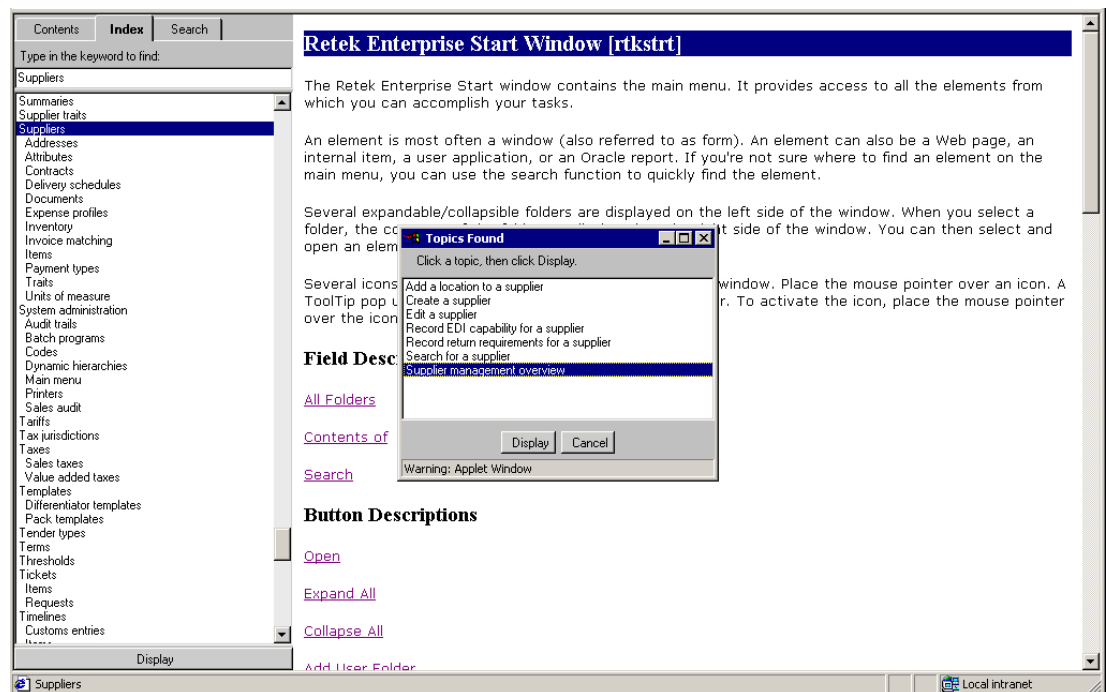


Online Help – Contents tab

Index

The Index tab allows you to search the help by entering a keyword. The Index tab provides a list of keywords in alphabetical order. To access a topic:

- 1 Scroll through the list and select a topic, or enter the keyword you are looking for.
- 2 Click **Display**, found at the bottom on the index panel.
- 3 When you select a keyword associated with multiple topics, the topics are listed in the Topics Found window. Select a topic and click **Display**. The topic is displayed on the right half of the window.

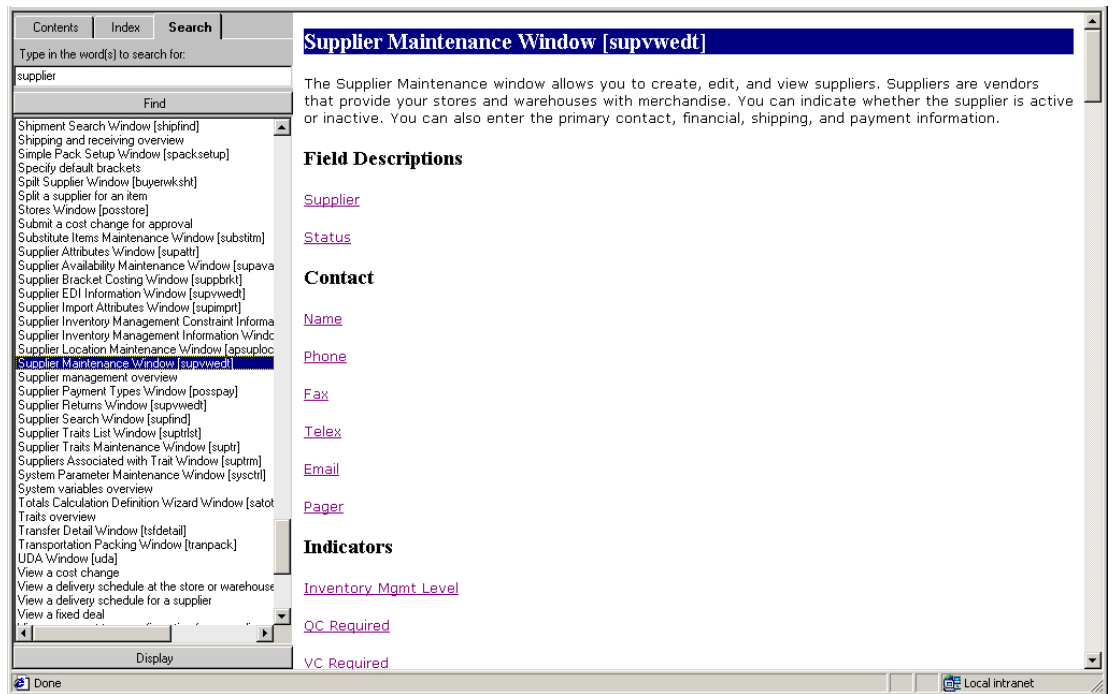


Online Help – Index tab

Search

The Search tab allows you to search the help by entering a word. The Search tab lists all topics that contain the specified word.

- 1 Enter the word you are looking for.
- 2 Click **Find** found at the top of the search panel.
- 3 Select a topic, and click **Display**, found at the bottom on the search panel.
The topic is displayed on the right half of the window.



Online Help – Search tab

Chapter 3 – Invoice matching

Overview

Retek Invoice Matching (ReIM) compares and matches supplier invoices against corresponding receipts from shipments. Invoice matching uses a set of cross-reference numbers, including receipt numbers, purchase order numbers, locations, and/or advance shipping notice (ASN) numbers.

Invoice matching options

Invoice matching is performed in two ways.

- **Automatic invoice matching:** ReIM batch processes automatically match as many invoices as possible without user intervention. Matches are first attempted at the summary invoice level; that is, the total cost and quantity of the invoice is matched with the total cost and quantity of receipts. If a summary level match is not made, a detail level match is attempted, in which each item on the invoice is matched with an item on a receipt.
- **Manual invoice matching:** Invoices can be manually matched at both the summary and detail levels. When an invoice is partially matched with a purchase order and advanced shipment notice, future receipts from the referenced purchase orders and advanced shipment notices are automatically associated with the merchandise invoice.

Invoice types

ReIM supports several types invoices:

- **Merchandise invoices:** Merchandise invoices are for merchandise from a supplier. Merchandise invoices are generally matched to receipts from purchase orders or advanced shipment notices. Merchandise invoices may include non-merchandise costs as well.
- **Consignment merchandise invoices:** The supplier legally owns the merchandise until the retailer sells the items.
- **Non-merchandise invoices:** Sent by suppliers or partners for costs such as taxes and freight, or services performed by the vendor for a store. This type of invoice cannot include merchandise.

- Direct store delivery (DSD) and invoice of merchandise: Used to deliver merchandise and/or services to a store without the benefit of a pre-approved purchase order.
- Direct store delivery and invoice of a service: Allows the creation of invoices for services provided for a store. An invoice for a service is also considered at non-merchandise invoice.
- Invoice creation through Retek Trade Management (RTM): Uses RTM software to create an invoice.

Item structure

The RMS item structure allows you to define three levels for managing RMS data. Each item that is added to RMS is associated with one of three levels. Also, you must specify the level that you will use to track transactions for that item. Specifying a transaction level determines at which level stock, cost, average cost, pricing, and all other transactions will occur within RMS. Cost, however, is carried at the item/supplier/country/location level.

Levels above the transaction level serve as grouping mechanisms (i.e., "Parents" and "Grandparents") by which users view information such as stock and sales. Levels below the transaction level serve as a reference (i.e. PLU or UPC) to the item that it is beneath. This number can be used as a lookup number and is available in all unit movement transactions (e.g. ordering, receiving, transfers, inventory adjustments, and physical counts) as well as to the Point of Sale (POS).

The user also defines what type of identifying number is used at each level within an item. Possible choices include an internal nine-digit number, UPC-A, UPC-E, Variable Weight UPC, EAN13, EAN8, ISBN, or Commodity Code (PLU). It is assumed that all items are unique within the system regardless of the number type. The length of the item identifier field is 25 characters.

Business process

An invoice is received from a supplier, either on paper or via electronic data interchange (EDI). ReIM automatically matches as many invoices as possible without user intervention. Automatic matching is first performed at the summary invoice level, if a match cannot be achieved, it will attempt to match detail line-level data. Unmatched items remain in that status until they are completely matched to receipts or resolved.

Discrepancies may be resolved by creating a debit memo or requesting a credit note for the difference from the supplier. Otherwise, you can force-pay an unmatched or partially matched invoice, marking the invoice as ready for payment, even if it is not tied to any matching receipts.

Once an invoice is matched, or the discrepancy resolved, it is exported to your accounts payable system for payment.

Types of invoices are as follows:

Merchandise invoice

Invoices remain unmatched until all items on the invoice are matched with a receipt, until the discrepancies are resolved, or until the invoice is force paid. Discrepancies can be resolved through debit memos, credit notes (in response to credit note requests), and credit memos.

When an invoice is force paid, it is marked as 'ready to be paid', even though the invoice is unmatched or partially matched. Once an invoice is matched or marked as ready to be paid, the invoice is posted to a staging table. The invoice is then posted to a financial application, such as Oracle Finance 11i.

Consignment merchandise invoice

Consignment invoices are created automatically from the upload from the store's point of sale system. Consignment invoices are created at the supplier/department level. Consignment invoices are created with a status of Matched.

Non-merchandise invoice

Non-merchandise invoices can be created four ways:

- Manually through the Invoice Header Details window [invoice.fmb].
- Automatically through the invoice batch upload [ediupinv.pc].
- Automatically through the ReSA batch upload [saexpim.pc].
- Automatically through Trade Management.

Note: Non-merchandise invoices go through the same approval process that merchandise invoices go through.

Direct store delivery and invoice of merchandise

Purchase orders are created based on what the supplier or vendor determines the store needs. When the invoice is not paid at the store, a paper invoice is usually sent to the retailer's corporate office. Stores can pay DSD invoices directly. When the retailer is using ReSA, invoices are then created automatically with a status of Matched through an upload to ReIM.

Direct store delivery and invoice of a service

This process is similar to the DSD of merchandise in that retailers can create purchase orders, receipts, and invoices. If the retailer is using ReSA, when stores can pay DSD invoices directly, invoices are then created automatically with a status of Matched through an upload to ReIM. Depending on the invoicing attributes of a supplier, an invoice for a service cannot be paid until the store confirms the service has been performed. Services can be verified using the Service Confirmation by Store Window (svcconf.fmb).

Invoice creation through Retek Trade Management

See Retek Trade Management (RTM) documentation for the business process related to this type of invoice creation.

Reports

The following reports relate to Invoice Matching:

Activity by User ID: Displays invoice details by user ID.

Forced Paid Invoices by Supplier: Displays invoice details by supplier.

Matched Invoices by Supplier: Displays matched invoices by supplier.

Standard Debit/Credit Print Out: Displays invoice cost details, such as the item number and description, unit cost, VAT rate, and quantity.

Unmatched Receipts by Supplier: Displays unmatched receipts.

Unmatched/Partially Matched Invoices by Supplier: Displays partially and unmatched invoices by supplier.

System administration

The system administrator can set the following options for invoice matching:

- **Invoice Matching Indicator:** When selected, indicates that invoice matching functionality is enabled.
- **Match Invs to Rcpts from Other Suppliers:** When selected, indicates that invoices can be matched to receipts from other suppliers.
- **Match Total Quantity:** When selected, indicates that when summary level invoice matching occurs, whether automatic or manual, invoices must be matched at both quantity and cost levels. If this indicator is not selected, only the total cost of the invoice and receipt must match in order for the invoice to be considered matched. The total quantity is not considered.
- **Debit Memo Send Days:** Indicates the number of days prior to the invoice due date that a debit memo should be sent if a credit note has not been received.
- **Max Debit Memo Percent:** Indicates the maximum percentage of an invoice that a debit memo can be before a warning is issued.
- **Close Open Shipment Days:** Indicates the number of days that a shipment can remain in unmatched to an invoice before it is closed.

Procedures

Add a default invoice matching tolerance

- **Navigate:** From the main menu, select Control > Setup > Invoice Matching Tolerances > Edit.

The Invoice Matching Tolerances window is displayed.

Invoice Matching Tolerances window

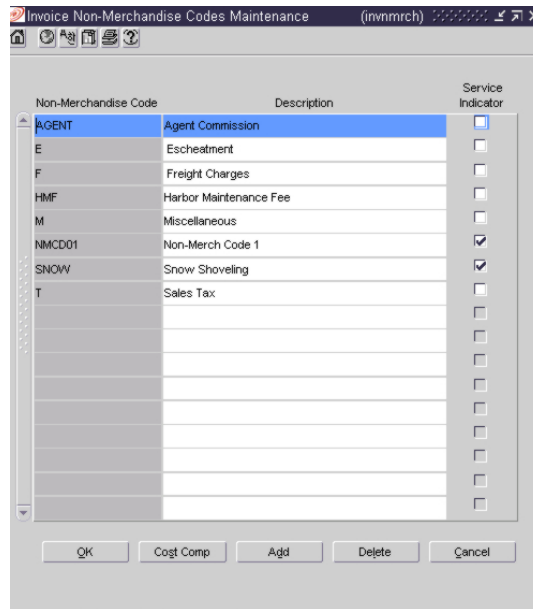
Note: Default invoice matching tolerances are added at the corporate level.

- 1 In the Level field, select Corporate.
- 2 Click **Add Line**.
- 3 On the next available line, select the level for the tolerance in the Tolerance Level field.
- 4 In the Difference In Favor Of field, select whether the tolerance is for differences in favor of the supplier or your organization.
- 5 In the Lower Limit field, enter the lower threshold of the tolerance.
- 6 In the Upper Limit field, enter the upper threshold of the tolerance.
- 7 In the Tolerance Type field, select the type of tolerance, Amount or Percent.
- 8 In the Tolerance Value field, enter the value of the tolerance.
- 9 Click **OK** to save your changes and close the window.

Add a non-merchandise code

- From the main menu, select Control > Setup > Invoice Non-Merchandise Codes > Edit.

The Invoice Non-Merchandise Codes Maintenance window is displayed.



Invoice Non-Merchandise Codes Maintenance window

- 1 Click **Add**.
- 2 On the next available line, enter a unique ID in the Non-Merchandise Code field.
- 3 In the Description field, enter a description for the non-merchandise code.
- 4 When applicable, select the Service Indicator check box.
- 5 Click **OK** to save your changes and close the window.

Create a credit memo



- **Navigate:** From the main menu, select Finance > Invoice Matching.

The Invoice Find window is displayed.


Invoice Header Details window

- 1 In the Action field, select New and click **OK**. The Invoice Header Details window is displayed.
- 2 In the Type field, select Credit Memo.
- 3 Select the type of vendor and identify the vendor:

Note: For credit notes referenced by an invoice or RTV order, you can only select a supplier.

- a If you select Partner, select the type of partner in the Partner Type field.
 - b In the Partner or Supplier field, enter the ID of the vendor, or click the LOV  button and select the vendor.
- 4 In the Reference field, select the reference type for the credit note.
 - 5 In the Reference ID field, enter the ID of the reference, or click the LOV  button and select the reference.

Note: You do not specify a reference ID when the reference is Stand Alone Debit/Credit.

- 6 In the Reason field, enter the code for the reason, or click the LOV  button and select a reason.
- 7 In the Total Mrch Cost field, enter the total cost of the merchandise on the invoice.
- 8 When applicable, enter the total VAT amount in the Total Mrch VAT Incl Dscnt field.
- 9 In the Total Invoice Cost field, enter the total cost of the invoice.
- 10 Click **OK** to save your changes and close the window.



Create a credit note

- **Navigate:** From the main menu, select Finance > Invoice Matching.


The Invoice Find window is displayed.

- 1 In the Action field, select New.
- 2 Click **OK**. The Invoice Header Details window is displayed.
- 3 In the Type field, select Credit Note.
- 4 Select the type of vendor and identify the vendor:
 - a Select either the Partner or Supplier option.

Note: For credit notes referenced by an invoice or RTV order, you can only select a supplier.

- b If you select Partner, select the type of partner in the Partner Type field.
 - c In the Partner or Supplier field, enter the ID of the vendor, or click the LOV  button and select the vendor.
- 5 In the Reference field, select the reference type for the credit note.
- 6 In the Reference ID field, enter the ID of the reference, or click the LOV  button and select the reference.

Note: You do not specify a reference ID when the reference is Stand Alone Debit/Credit.

- 7 In the Reason field, enter the code for the reason, or click the LOV  button and select a reason.

- 8 In the Total Mrch Cost field, enter the total cost of the merchandise on the invoice.
- 9 When applicable, enter the total VAT amount in the Total Mrch VAT Incl Dscnt field.
- 10 In the Total Invoice Cost field, enter the total cost of the invoice.
- 11 Click **OK** to save your changes and close the window.



Create a credit note request

- **Navigate:** From the main menu, select Finance > Invoice Matching.


The Invoice Find window is displayed.

- 1 In the Action field, select New.
- 2 Click **OK**. The Invoice Header Details window is displayed.
- 3 In the Type field, select Credit Note Request.
- 4 Select the type of vendor and identify the vendor:
 - a Select either the Partner or Supplier option.

Note: For credit notes referenced by an invoice or RTV order, you can only select a supplier.

- b If you select Partner, select the type of partner in the Partner Type field.
 - c In the Partner or Supplier field, enter the ID of the vendor, or click the LOV  button and select the vendor.
- 5 In the Reference field, select the reference type for the credit note.
- 6 In the Reference ID field, enter the ID of the reference, or click the LOV  button and select the reference.

Note: You do not specify a reference ID when the reference is Stand Alone Debit/Credit.

- 7 In the Reason field, enter the code for the reason, or click the LOV  button and select a reason.
- 8 In the Total Mrch Cost field, enter the total cost of the merchandise on the invoice.
- 9 When applicable, enter the total VAT amount in the Total Mrch VAT Incl Dscnt field.

- 10 In the Total Invoice Cost field, enter the total cost of the invoice.
- 11 Click **OK** to save your changes and close the window.



Create a debit memo

- **Navigate:** From the main menu, select Finance > Invoice Matching.


The Invoice Find window is displayed.

- 1 In the Action field, select New.
- 2 Click **OK**. The Invoice Header Details window is displayed.
- 3 In the Type field, select Debit Memo.
- 4 Select the type of vendor and identify the vendor:
 - a Select either the Partner or Supplier option.

Note: For credit notes referenced by an invoice or RTV order, you can only select a supplier.

- b If you select Partner, select the type of partner in the Partner Type field.
 - c In the Partner or Supplier field, enter the ID of the vendor, or click the LOV  button and select the vendor.
- 5 In the Reference field, select the reference type for the credit note.
- 6 In the Reference ID field, enter the ID of the reference, or click the LOV  button and select the reference.



Note: You do not specify a reference ID when the reference is Stand Alone Debit/Credit.

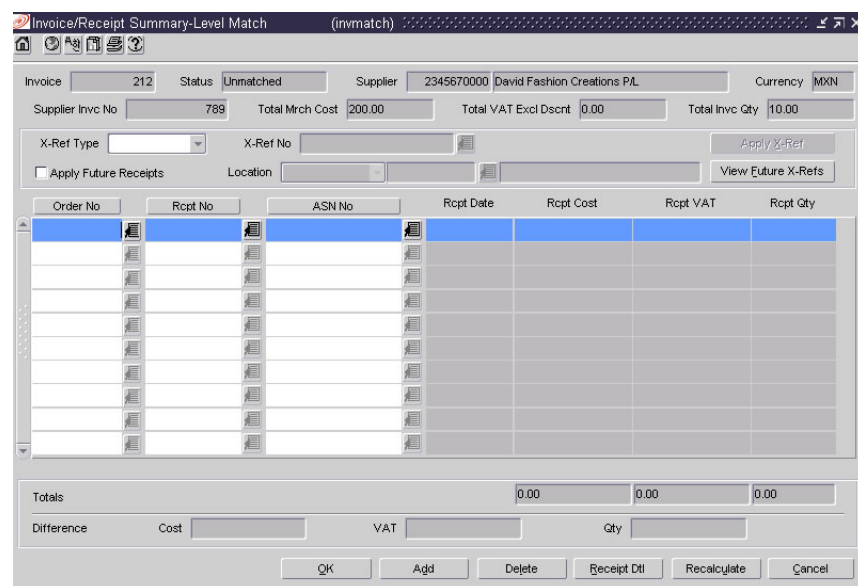
- 7 In the Reason field, enter the code for the reason, or click the LOV  button and select a reason.
 - 8 In the Total Mrch Cost field, enter the total cost of the merchandise on the invoice.
 - 9 When applicable, enter the total VAT amount in the Total Mrch VAT Incl Dscnt field.
 - 10 In the Total Invoice Cost field, enter the total cost of the invoice.
 - 11 Click **OK** to save your changes and close the window.

Create a merchandise invoice

- **Navigate:** From the main menu, select Finance > Invoice Matching.

The Invoice Find window is displayed.

- 1 In the Action field, select New.
- 2 Click **OK**. The Invoice Header Details window is displayed.
- 3 In the Supplier field, enter the ID of the supplier, or click the LOV  button and select a supplier.
- 4 In the Vendor Invoice Date field, enter the date of the invoice from the vendor, or click the calendar  button and select the date.
- 5 In the Vendor Invoice Number field, enter the number of the invoice from the vendor.
- 6 In the Total Mrch Cost field, enter the total cost of the merchandise on the invoice.
- 7 In the Total Invoice Cost field, enter the total cost of the invoice.
- 8 To associate a receipt with the invoice:
 - a Click **Receipts**. The Invoice/Receipt Summary-Level Match window is displayed.



Invoice/Receipt Summary-Level Match (invmatch)

Invoice: 212 Status: Unmatched Supplier: 2345670000 David Fashion Creations P/L Currency: MXN

Supplier Inv No: 789 Total Mrch Cost: 200.00 Total VAT Excl Dscnt: 0.00 Total Inv Qty: 10.00

X-Ref Type: X-Ref No: Apply X-Ref

☐ Apply Future Receipts Location: View Future X-Refs


Order No	Rcpt No	ASN No	Rcpt Date	Rcpt Cost	Rcpt VAT	Rcpt Qty

Totals: 0.00 0.00 0.00

Difference Cost VAT Qty

OK Add Delete Receipt Dtl Recalculate Cancel



Invoice/Receipt Summary-Level Match window

- b In the Receipt No field, enter the number of the receipt, or click the LOV  button and select a receipt.
 - c Click **OK** to close the Invoice/Receipt Summary-Level Match window.
- 9 Click **OK** to save your changes and close the window.

Create a non-merchandise invoice




- **Navigate:** From the main menu, select Finance > Invoice Matching.

The Invoice Find window is displayed.

- 1 In the Action field, select New and click **OK**. The Invoice Header Details window is displayed.
- 2 In the Type field, select Non-Merchandise Invoice.
- 3 Select the type of vendor and identify the vendor:
 - a Select either the Partner or Supplier option.
 - b If you select Partner, select the type of partner in the Partner Type field.
 - c In the Partner or Supplier field, enter the ID of the vendor, or click the LOV  button and select the vendor.
- 4 In the Vendor Invoice Date field, enter the date of the invoice from the vendor, or click the calendar  button and select the date.
- 5 In the Vendor Invoice Number field, enter the number of the invoice from the vendor.

- 6 Click **Non-MrchDtls**. The Invoice Non-Mrch Cost Details window is displayed.

Invoice Non-Mrch Cost Details window

- 7 Click **Add**.
- 8 In the Code field, enter the code for the non-merchandise cost, or click the LOV  button and select the cost.
- 9 In the Non-Mrch Amt field, enter the amount of the non-merchandise cost.
- 10 In the Store field, enter the ID of the store, or click the LOV  button and select a store. This field is optional.
- 11 When applicable, select the Svc Perf'd check box.
- 12 When required, enter the VAT code in the VAT Code field, or click the LOV  button and select a VAT code. The VAT Amt field is filled in automatically based on the VAT code you select.
- 13 Click **OK** to save your changes and close the window.

Search for an invoice document

- Navigate: From the main menu, select Finance > Invoice Matching.

The Invoice Find window is displayed.

Invoice Find window

- 1 In the Action field, select Edit or View.
- 2 Enter additional criteria as desired to make the search more restrictive.

Note: When entering an item, or selecting an item, the Item's status must be Approved.





- 3 Click **Search**. The Invoice Find window displays the invoices that match the search criteria.
- 4 Select a task:
 - a To perform another search, click **Refresh**.
 - b To display the invoice information, select a record and click **OK**. The Invoice Header Details window is displayed.
- 5 Click **Close** to save your changes and close the window.

Confirm performance of service

- **Navigate:** From the main menu, select Finance > Service Confirmation by Store.

The Service Confirmation by Store window is displayed.

Service Confirmation by Store window

- 1 In the Store field, enter the ID of the store at which the service was performed, or click the LOV  button and select the store.
- 2 To further limit the services that are displayed:
 - a In the Invoice Date field, enter the date of the invoice document, or click the calendar  button and select the date.
 - b Select the type of vendor, either Partner or Supplier.
 - c When the vendor is a partner, select the type of partner in the Partner field. In the next field, enter the ID of the partner or click the LOV  button and select a partner.
 - d When the vendor is a supplier, enter the ID of the supplier in the Supplier field, or click the LOV  button and select the supplier.
- 3 Click **Search**.
- 4 Select the Service Performed check box for the service that has been performed.
- 5 Click OK to save your changes and close the window.

Approve an invoice document

- **Navigate:** From the main menu, select Finance > Invoice Matching.

The Invoice Find window is displayed.

Search for and retrieve an invoice document in Edit mode.

The Invoice Header Details window is displayed.

- 1 Select Options > Approve. The Status field changes to Approved.
- 2 Click **OK** to save your changes and close the window.

Unapprove an invoice document

- **Navigate:** From the main menu, select Finance > Invoice Matching.

The Invoice Find window is displayed.

Search for and retrieve an invoice document in Edit mode.

The Invoice Header Details window is displayed.

- 1 Select Options > Unapprove.
- 2 Click **OK** to save your changes and close the window.

Force pay a merchandise invoice

- **Navigate:** From the main menu, select Finance > Invoice Matching.

The Invoice Find window is displayed.

Search for and retrieve a merchandise invoice in Edit mode.

The Invoice Header Details window is displayed.

- 1 Select Options > Force Pay Invoice. The Force Paid check box on the Invoice Header Details window is selected.
- 2 Click **OK** to close the window and save your changes.

Cancel the force pay of a merchandise invoice

➡ **Navigate:** From the main menu, select Finance > Invoice Matching.

The Invoice Find window is displayed.

Search for and retrieve a merchandise invoice in Edit mode.

The Invoice Header Details window is displayed.

- 1 Select Options > Cancel Force Pay. The Force Paid check box on the Invoice Header Details window is cleared.
- 2 Click **OK** to save your changes and close the window.

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