

Retek[®] Invoice Matching 10.2



User Guide



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- Product version and program/module name.
- Functional and technical description of the problem (include business impact).
- Detailed step by step instructions to recreate.
- Exact error message received.
- Screen shots of each step you take.

Contents

Chapter 1 – Retek Invoice Matching Overview	1
Purpose	1
Prerequisites	1
Related Documentation	2
Business Process.....	3
Chapter 2 – Navigate ReIM	5
Overview	5
Procedures	5
Chapter 3 – Document entry	9
Review EDI uploads.....	9
Overview	9
Procedures	9
Enter document groups.....	13
Overview	13
Procedures	13
Split invoices with multiple locations	19
Overview	19
Procedures	19
Chapter 4 – Document maintenance	21
Create a merchandise invoice.....	21
Overview	21
Procedures	21
Create a non merchandise invoice.....	27
Overview	27
Procedures	27
Create memos and requests	29
Overview	29
Procedures	29

Chapter 5 – Document matching	33
Summary match documents	33
Overview	33
Procedures	33
Detail match documents	38
Overview	38
Procedures	38
Review quantity discrepancies	42
Overview	42
Procedures	42
Review cost discrepancies	45
Overview	45
Procedures	45
Chapter 6 – System administration	49
Maintain general ledger accounts	49
Overview	49
Procedures	49
Maintain reason codes	51
Overview	51
Procedures	51
Maintain supplier options	53
Overview	53
Procedures	53
Maintain system options	56
Overview	56
Procedures	56
Maintain tolerance levels	57
Overview	57
Procedures	57
Maintain user groups	61
Overview	61
Procedures	61
Appendix A – Glossary	69
Index	85

Chapter 1 – Retek Invoice Matching Overview

Retek Invoice Matching (ReIM) supports verification of merchandise invoice cost and quantity prior to payment. ReIM receives invoice data via electronic data interchange (EDI) or manual entry into the system. Invoices that are manually entered can be entered as a group or individually.

Invoice records are verified against associated receipts in an automated matching process. If invoices are matched to receipts within tolerance at the invoice header level, they are evaluated for 'best payment terms' and posted for payment. The retailer's accounts payable system processes the payment and posts corresponding accounting entries.

If invoices and receipts are not matched at the invoice header level after a specified period of time, the auto-matching process will attempt to match at the line item level, within tolerances. If matches are not identified at the line item level, the process will calculate a cost or quantity discrepancy that is 'routed' to defined user groups for resolution.

Discrepancies are resolved through application of reason codes based against a set of defined actions (e.g., charge-back supplier) which determine how a discrepancy is resolved. Discrepancies are routed out of the auto match process, and the manual identification of summary and detail level matches begins.

Purpose

This user guide provides you with:

- Overviews of the functional areas of the software
- Step – by – step procedures for completing specific tasks

Prerequisites

You do not have to have experience using Retek Invoice Matching software to use this guide. You should be familiar with:

- Operating a personal computer (PC), keyboard, and mouse.
- MS Windows 98 operating system or higher and Internet Explorer 5.0 web browser

Also, verify that all components of Retek Invoice Matching software have been successfully installed.

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.• 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 software

Business Process

Business Process

Resolve discrepancies

- Review cost discrepancies
- Review quantity discrepancies
- Create memos and requests

Match invoices with receipts

- Summary match documents
- Detail match documents

Enter and review invoices

- Review EDI uploads
- Split invoices with multiple locations
- Enter document groups
- Create a merchandise invoice
- Create a non merchandise invoice

Maintain Invoice Matching parameters

- Maintain system options
- Maintain supplier options
- Maintain general ledger accounts
- Maintain reason codes
- Maintain user groups
- Maintain tolerance levels

Chapter 2 – Navigate ReIM

Overview

This section describes how to navigate within the system. The following topics are discussed:

- **Navigate within a window:** Several tools are found in system that will help you enter data; list of value (LOV) buttons, drop-down lists, and calendar buttons
- **Sort and Filter:** You can sort and filter data so that you can view the appropriate information. A column that can be sorted has an underlined column heading. A filter allows you to limit the records listed in the column to those that match your filter criteria.
- **Flexible columns:** You may customize the columns you can view on a window by clicking on the column button. You may change the columns that are hidden or displayed, or the order in which columns appear. Once you rearrange the columns, your window will maintain the view every time you open the window.

Procedures

Log on to and exit ReIM

Note: The way that you access ReIM depends on how the system is set up at your location. Contact your system administrator for instructions. After you have started ReIM, you are prompted to log on to the system.

Log on to ReIM


- 1 On the Login window, enter your user name in the Username field.
- 2 In the Password field, enter your password.
- 3 Click **Log In**. The ReIM Main Menu window is displayed.


Exit ReIM

- 1 From the Main Menu, select Logout. You are prompted to confirm your decision.
- 2 Click **OK**. You are returned to the Login window.

Navigate within a window

Use a drop-down list


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

- 1 Click the down arrow  button. A drop-down list of options displays.
- 2 Select a value from the drop-down list. The selected option is entered in the appropriate field.

Use a List of Values button

The List of Values button is found to the right of a field. The button displays all defined values or options available for the field.

Note: The LOV will be empty if no values are defined for the list.

- 1 Click the LOV  button. A list of options is displayed.
- 2 Select an option from the list.

OR

You may double click on an option in the list of values to populate a field.

- 3 Click **OK**. The selected option is entered in the appropriate field.

Sort and filter information

Filter information




- To select the criteria, choose from the values in the drop-down list associated with the field. You may filter multiple columns at the same time. The table displays only records that match the selected criteria.
- To display all records, select **All** from each drop-down list.

Sort information

- To sort the list, click any underlined column heading. You can only sort one column at a time. An arrow indicates the column that is currently sorted, as well as the order, ascending or descending.
- To reverse the current sort order, click the same column heading again.

Flexible columns






Hide or display a flexible column

- 1 Click the column  button. The Column Ordering window is displayed.
- 2 Select a column heading.
- 3 Use the left arrow  button or the right arrow  button to move the column heading to the Hidden Columns or the Visible Columns area.

Note: Column headings with ****** can not be hidden.

- 4 When the columns are in the Hidden and Visible Columns area as desired, click **Apply**. You are returned to your previous work area.

Change the column order

- 1 Click the column  button. The Column Ordering window is displayed.
- 2 Select a column heading. Click the up arrow  button or down arrow  button to move the column heading order.
 - Moving the column heading up on the list places it to the left side of the screen.
 - Moving the column heading down on the list places it to the right side of the screen.
 - To move a column to the top of the list, select the column heading and click top  button
 - To move a column to the bottom of the list, select the column heading and click the bottom  button.
- 3 When the columns are in the order desired, click **Apply**. You are returned to your previous work area.

Chapter 3 – Document entry

There are three ways invoices are loaded into the system, EDI, group entry, and single invoice entry. Alternatively, additional invoices may be entered into the system when an invoice with multiple locations is split into single locations. The majority of the invoices are sent to Retek Invoice Matching via Electronic Data Interchange (EDI). If the data on the invoices can be verified, then they will be ready to match. If the data can not be verified, then you need to manually correct the inaccurate data on the invoice.

Review EDI uploads

Overview

The EDI maintenance windows allow you to update invoice data for invoices that were uploaded with inaccurate data. You can correct the invoices one at a time, or you can correct the order number or item number on multiple invoices. If you correct the order number or item number for all invoices, all invoices with the old value will be updated with the new value.

Procedures

Correct a rejected EDI invoice

- **Navigate:** On the Document Entry tab, click EDI Maintenance. The EDI Maintenance window is displayed.

You are logged in as: Sarah Matze MATZES DB URL: jdbc:oracle:thin:@mspdev26:1522:msm81, Data Source: ms9 Log Path: Authentication: DATABASE

EDI Maintenance

Delete	Supplier	Invoice Number	Invoice Date	Total Invoice Cost	Reject Reason
<input type="checkbox"/>	445-	EDIGENNH0528366533300000000002	12-09-2001	\$18,000.00	Invalid supplier number
<input type="checkbox"/>	1313130000-Long March Shoe Company	EDIGENNH0527483342540000000002	12-09-2002	\$7,500.00	Invalid order number and location combination
<input type="checkbox"/>	1313130000-Long March Shoe Company	EDIGENNH0518894564280000000013	12-09-2002	\$7,500.00	Invalid duplicate vendor document number
<input type="checkbox"/>	801-RelM Non Linked Supplier 801	VERIFYDETECT	12-09-2002	\$18,184.62	Invalid duplicate vendor document number
<input type="checkbox"/>	801-RelM Non Linked Supplier 801	EDIGENNH0528366533730000000007	12-09-2002	\$18,092.31	Invalid duplicate UPC
<input type="checkbox"/>	801-RelM Non Linked Supplier 801	EDIGENNLALUEA	12-09-2002	\$18,000.00	Invalid duplicate UPC
<input type="checkbox"/>	801-RelM Non Linked Supplier 801	EDIGENNH0528366533230000000001	12-09-2002	\$18,000.00	Invalid location
<input type="checkbox"/>	800-RelM Non Linked Supplier 800	EDIGENNH0531105352260000000000	12-09-2002	\$15,000.00	Invalid location
<input type="checkbox"/>	5678900000-The Furniture Company P/L	EDIGENNH0527711139470000000006	12-09-2002	\$22,500.00	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier's "5000000005"	EDIGENNH0528437499030000000000	12-09-2002	\$18,184.62	Invalid order number and supplier combination
<input type="checkbox"/>	801-RelM Non Linked Supplier 801	EDIGENNH0528606330950000000007	12-09-2002	\$26,417.62	Invalid duplicate UPC
<input type="checkbox"/>	800-RelM Non Linked Supplier 800	EDIGENNH0531148930150000000005	12-09-2002	\$15,000.00	Invalid location

Mass Correction Delete Cancel

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EDI Maintenance window

- 1 In the Invoice Number column, click an invoice number. The EDI Rejected Invoice Details window is displayed.

You are logged in as: Sarah Matze MATZES DB URL: jdbc:oracle:thin:@mspdev26:1522:msm8i, Data Source: ms9 Log Path: Authentication: DATABASE

EDI Rejected Invoice Details

Reject Reason Invalid duplicate UPC

Invoice EDIGENN10527711139470000000006 **Terms** 02 1.5% 30 Days

Supplier 5678900000 The Furniture Company P/L **Order No.** 21042

Invoice Date 12-09-2002 **Location** 1016 Savannah

UPC / Supplement / SKU	Quantity	Unit Cost	Total Line Item Cost
400100001684 UPC-A for Test Item 10005729 0 10005729	500	\$15.0000	\$7,500.0000
400100001684 UPC-A for Test Item 10005729 0 10005729	500	\$15.0000	\$7,500.0000
400100001684 UPC-A for Test Item 10005729 0 10005729	500	\$15.0000	\$7,500.0000

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EDI Rejected Invoice Details window

- 2 The fields that must be edited are enabled.
 - To select a different supplier, in the Supplier field enter the correct supplier ID, or click the LOV button and select a supplier.
 - To select a different invoice date, in the Invoice Date field, enter the correct invoice date, or click the calendar button and select an invoice date.
 - To select different terms, in the Terms field enter the correct term ID, or click the LOV button and select a term.
 - To select a different order number, in the Order No. field, enter the correct order number, or click the LOV button and select an order number.
 - To select a different location, in the Location field, enter the correct location, or click the LOV button and select a location.
 - To select a different UPC, on the table in the UPC/Supplement/SKU field, enter the correct UPC, or click the LOV button and select a location.

- 3 Click **Retry Invoice**. You are returned to the EDI Maintenance window.

Note: If there are still errors on the invoice, you must repeat the procedure until clicking **Retry Invoice** returns you to the EDI Maintenance window.

- 4 Click **Cancel** to save your changes and close the window.

Delete EDI invoices

- **Navigate:** On the Document Entry tab, click EDI Maintenance. The EDI Maintenance window is displayed.

- 1 In the Delete column, select the check box to the left of the invoice you are deleting.

Note: To select all of the invoices, select the check box in the header area.

- 2 Click **Delete**. You are prompted to confirm the deletion.
- 3 Click **OK**. The invoice is deleted from the system.
- 4 Click **Cancel** to close the window and save your changes.

Correct multiple rejected EDI invoices


- **Navigate:** On the Document Entry tab, click EDI Maintenance. The EDI Maintenance window is displayed.

- 1 Click **Mass Correction**. The EDI Reject Mass Correction window is displayed.

The screenshot shows the 'EDI Reject Mass Correction' window. At the top, it displays the user's login information: 'You are logged in as: Sarah Matze MATZES', 'DB URL: jdbc:oracle:thin:@mspdev26:1522:msm8i', 'Data Source: mas9', 'Log Path:', and 'Authentication: DATABASE'. The main form area contains the following fields and controls:

- Supplier:** A text field containing '5000000005' and a 'Test Supplier's "50000000005"' button.
- Type:** A dropdown menu.
- Old Item:** A text field.
- New Item:** A text field.
- Buttons:** 'Replace', 'Delete', and 'Cancel' buttons are located at the bottom right of the form.
- Footer:** The 'Retek' logo is in the bottom left corner, and a red circular logo is in the bottom right corner.


EDI Reject Mass Correction window

- 2 In the Supplier field, enter the supplier ID, or click the LOV  button and select a supplier.
- 3 In the Type field, select the type of change you are making, a change to an item ID or an order ID.
- 4 In the Old field, enter the ID of the order or item that is being replaced.
- 5 In the New field, enter the ID of the order or item you are replacing.
- 6 Click **Replace** to save your changes and close the window.


Delete multiple rejected EDI invoices

- **Navigate:** On the Document Entry tab, click EDI Maintenance. The EDI Maintenance window is displayed.

- 1 Click **Mass Correction**. The EDI Rejected Documents Mass Change window is displayed.

- 2 In the Supplier field, enter the supplier ID, or click the LOV  button and select a supplier.
- 3 In the Type field, select Order.

Note: You can only delete orders.

- 4 In the Old Order field, enter the order ID, or click the LOV  button and select the order that is being deleted.
- 5 Click **Delete**. You are prompted to complete the deletion.
- 6 Click **OK**. You are returned to the EDI Maintenance window.
- 7 Click **Cancel** to return to the main menu.

Enter document groups

Overview

The Group Entry window allows you to manually enter merchandise invoices, non-merchandise invoice, and credit notes into the system. When you enter the document groups, you can define default criteria that apply to multiple invoices. Alternatively, you can enter invoices without applying default information. After you have entered all the invoices in the group, the control quantity should match the calculated quantity and the control cost should match the calculated cost of the documents you have entered. When the totals match, you can submit the group for approval. Once the group is approved, you can begin matching the invoices.

Procedures

Create a new invoice group

- **Navigate:** On the Document Entry tab, click Group Entry. The Group Entry List window is displayed.

You are logged in as: Sarah Matze MATZES

DB URL: jdbc:oracle:thin:@mspdev26:1522:mscm81, Data Source: msc9

Log Path: Authentication: DATABASE

Group Entry List

Default View

		Entry Date	Status	Control Total	Calculated Total	Variance Total	Control Count	Calculated Count	Variance Count	Currency Code	Create ID
Delete	Group ID	All	All								All
<input type="checkbox"/>	22416	04-15-2003	Worksheet	(\$200.0000)	(\$200.0000)	\$0.0000	1	1	0 USD	HOENEJI	
<input type="checkbox"/>	22601	04-16-2003	Worksheet	\$0.0000	\$187.0000	\$187.0000	0	3	3 USD	YOPPJ	
<input type="checkbox"/>	23017	04-21-2003	Worksheet	\$0.0000	(\$205.0000)	(\$205.0000)	0	20	20 USD	SHIVAPA	
<input type="checkbox"/>	23019	04-21-2003	Submitted	\$90.0000	\$90.0000	\$0.0000	1	1	0 USD	HOENEJI	
<input type="checkbox"/>	23020	04-21-2003	Worksheet	\$0.0000	\$1,206.0000	\$1,206.0000	0	5	5 USD	SHIVAPA	
<input type="checkbox"/>	23022	04-21-2003	Worksheet	\$0.0000	\$234,279.0000	\$234,279.0000	0	2	2 USD	HOENEJI	
<input type="checkbox"/>	23023	04-21-2003	Worksheet	\$0.0000	\$3.0000	\$3.0000	0	2	2 USD	PATTERK	
<input type="checkbox"/>	23028	04-21-2003	Worksheet	\$1.0000	\$6.0000	\$5.0000	0	2	2 USD	SHIVAPA	
<input type="checkbox"/>	23029	04-21-2003	Worksheet	\$0.0000	\$209.0000	\$209.0000	0	5	5 USD	SHIVAPA	
<input type="checkbox"/>	23030	04-21-2003	Worksheet	\$0.0000	\$157.0000	\$157.0000	1	5	4 USD	SHIVAPA	
<input type="checkbox"/>	23032	04-21-2003	Worksheet	\$33.0000	\$58.0000	\$25.0000	1	3	2 USD	PETERLA	
<input type="checkbox"/>	23103	04-22-2003	Worksheet	\$0.0000	(\$10.0000)	(\$10.0000)	0	1	1 USD	SHIVAPA	
<input type="checkbox"/>	23104	04-22-2003	Worksheet	\$22.0000	\$22.0000	\$0.0000	1	1	0 USD	PETERLA	
<input type="checkbox"/>	23105	04-22-2003	Submitted	\$12.0000	\$12.0000	\$0.0000	1	1	0 USD	PETERLA	
<input type="checkbox"/>	23304	04-23-2003	Worksheet	\$0.0000	\$5.0000	\$5.0000	0	1	1 USD	KIBIRAJ	

1234567891011

Next

Advanced Search

Clear Advanced Search

New

Delete

Cancel

Retek

Group Entry List window

1 Click **New**. The Group Entry window is displayed.

You are logged in as: Sarah Matze MATZES DB URL: jdbc:oracle:thin:@marpder26-1322.msu.edu Log Path: Authentication: DATABASE

Group Entry

Group ID: 23017 Entry Date: 12-09-2002 Currency: USD US Dollar Status: Worksheet

Defaults

Document Type: Merchandise Invoice Vendor Type: Supplier Document Date: Terms: Ref No. 1 Apply Defaults

Document Entry

Document Type	Vendor Type	Doc No.	Document Date	Terms	Order No.	Location	Total Qty	Total Cost	Non-Merch Ref No. 1
Merchandise Invoice	Supplier								

Add Refresh

Existing Documents

Delete	Document Type	Vendor	Doc No.	Document Date	Terms	Due Date	Order No.	Location	Total Qty	Merch Cost	Non Merch Cost	Total Cost	Ref No. 1
<input type="checkbox"/>	Merchandise Invoice	1212120000 - Glassware Products Ltd.	53032633	12-08-2002	06 - 1.5% Monthly	12-13-2002	10200	1014 - Baltimore	1	\$1.00	\$0.00	\$1.00	
<input type="checkbox"/>	Credit Note	478 - Large Supplier	RRTTGGG	12-09-2002	02 - 1.5% 30 Days	12-10-2002			1	(\$2.00)	\$0.00	(\$2.00)	
<input type="checkbox"/>	Credit Note	478 - Large Supplier	BWRTGGGG	12-09-2002	02 - 1.5% 30 Days	12-10-2002			1	(\$2.00)	\$0.00	(\$2.00)	
<input type="checkbox"/>	Credit Note	478 - Large Supplier	SDGRGG	12-09-2002	02 - 1.5% 30 Days	12-10-2002			1	(\$2.00)	\$0.00	(\$2.00)	
<input type="checkbox"/>	Credit Note	478 - Large Supplier	55TTGG	12-09-2002	02 - 1.5% 30 Days	12-10-2002			2	(\$4.00)	\$0.00	(\$4.00)	
<input type="checkbox"/>	Credit Note	478 - Large Supplier	vWVEDFRF	12-09-2002	02 - 1.5% 30 Days	12-10-2002			3	(\$5.00)	\$0.00	(\$5.00)	
<input type="checkbox"/>	Credit Note	478 - Large Supplier	44BBERE	12-09-2002	02 - 1.5% 30 Days	12-10-2002			33	(\$4.00)	\$0.00	(\$4.00)	

Summary

Calculated Total	(\$205.00)	Calculated Count	20
Control Total	\$0.0000	Control Count	0
Variance	(\$205.0000)	Variance	20




OK Delete Calculate Variance Cancel

Group Entry window


2 In the Summary area, enter the Control Total and the Control Count for the group you are entering.

Define default information for the documents in a group





Note: Click **Show** to display the available fields in the Defaults area.

- 1 In the Document Type field, select the type of document is being added to the group.
- 2 In the Vendor Type field, select the type of vendor that sent you the document.
- 3 Under the Vendor field, enter the vendor ID, or click the LOV  button and select the vendor.
- 4 In the Document Date field, enter the date the document was created, or click the calendar  button and select the date.
- 5 In the Terms field, enter the terms code, or click the LOV  button and select the terms.

Add documents using default information

- 1 In the Defaults area click **Apply Defaults**. The information is added to the Document Entry area.
- 2 In the Doc No. field, enter the document ID.
- 3 In the Order No. field, enter the purchase order number that is associated with the document.
- 4 In the Location field, enter the location ID or click the LOV  button and select a location ID.
- 5 In the Total Qty field, enter the total number of items on the document.
- 6 In the Total Cost field, enter the total costs on the document.
- 7 Complete the document group.

Add documents without default information

- 1 In the Document Type field, select the type of document is being added to the group.
- 2 In the Vendor field, select the type of vendor that sent you the document, a partner or supplier.
- 3 Under the Vendor field, enter the vendor ID, or click the LOV  button and select the vendor.
- 4 In the Doc No. field, enter the document ID.
- 5 In the Document Date field, enter the date the document was created, or click the calendar  button and select the date.
- 6 In the Terms field, enter the terms code, or click the LOV  button and select the terms.
- 7 In the Order No. field, enter the purchase order number that is associated with the document.
- 8 In the Location field, enter the location ID or click the LOV  button and select a location ID.
- 9 In the Total Qty field, enter the total number of items on the document.
- 10 In the Total Cost field, enter the total costs on the document.
- 11 Complete the document group.

Complete the document group

- 1 Add additional non-merchandise costs as necessary.
 - a In the Document Entry area, click the amount in the Non-merch field. The Non Merchandise Cost window is displayed.

Non Merchandise Cost	
Invoice Number : TEST	
	Amount
Discount - Incentive	\$0.0000
Display Allowances	\$0.0000
Expedited Shipments	\$0.0000
Freight	\$0.0000
Goods and Service Tax Charge	\$0.0000
Installation	\$0.0000
Labeling	\$0.0000
Letter Of Credit Processing	\$0.0000
Packaging	\$0.0000
Service Charge	\$0.0000

GL Cross-reference for Siobhan Test										
	Segment 1	Segment 2	Segment 3	Segment 4	Segment 5	Segment 6	Segment 7	Segment 8	Segment 9	Segment 10
	sio1	sio2	sio3	sio4	sio5	sio6	sio7	sio8	sio9	sio10
Type:	Company	Location	Account	Department	Class	Affiliate	Future1	Future2	Future3	Future4

Total: \$0.0000

OK Calculate Total Cancel

Non Merchandise Cost window

- b In the non merchandise fields, enter the appropriate non-merchandise charges.
 - c Click **Calculate Total**. The sum of the non-merchandise costs is displayed in the Total field.
 - d Click **OK** to save your changes and close the window.
- 2 Click **Add**. The document is added to the Existing Documents area.
- 3 Click **Calculate Variance**. The remaining variance is displayed.
- 4 Continue adding documents until the totals and counts have no variance.
- 5 Click **OK** to submit the group for matching. The Group Entry List window is displayed.

Edit an existing document group

- **Navigate:** On the Document Entry tab, click Group Entry. The Group Entry List window is displayed.
- 1 In the Group ID column, click a group ID. The Group Entry Detail window is displayed.

You are logged in as: Sarah Mase MATZES DB URL: jdbc:oracle:thin:@msp-dev26:1522:mazm81, Data Source: ms9 Log Path: Authentication: DATABASE

Group Entry Detail
 Group ID 22601 Entry Date 04-16-2003 Currency USD Status Worksheet

Existing Documents

Delete	Vendor	Vendor Desc	Doc No.	Document Type	Document Date	Terms	Due Date	Total Qty	Merch Cost	Non Merch Cost	Total Cost	Order No.	Location	Location Description
<input type="checkbox"/>	1313130000	Long March Shoe Company	YYUJJJ77	Credit Note	12-08-2002	02-1.5% 30 Days	12-09-2002	-88	\$87.00	\$0.00	\$87.00	1000		
<input type="checkbox"/>	1212120000	Glassware Products Ltd.	RORIGKGO	Credit Note	12-08-2002	02-1.5% 30 Days	12-09-2002	-23	\$77.00	\$0.00	\$77.00	11201	1005	Oakland
<input type="checkbox"/>	2222220000	Levi Strauss Pty Ltd	RRTRGBGG	Credit Note	12-08-2002	02-1.5% 30 Days	12-09-2002	-82	\$23.00	\$0.00	\$23.00	1000		

Calculated Total \$187.00 Calculated Count 3
 Control Total 2 Control Count 0
 Variance Uncalculated Variance 3

OK Worksheet Submit Approve Calculate Variance Add Delete Cancel

Retek

Group Entry Detail window

- 2 To make changes to the document group, click **Worksheet**. You are prompted to confirm the status change.
- 3 Click **OK**. The document group status is changed to worksheet.
- 4 Click **Add**. The Group Entry window is displayed.
- 5 Add documents as necessary.
- 6 Delete documents from the document group as necessary:
 - a In the Delete column, select the invoice you are deleting.
 - b Click **Delete**. You are prompted to confirm the deletion.
 - c Click **OK**. The invoice is deleted from the system.
- 7 Click **OK** to submit the group for matching. The Group Entry List window is displayed.

Delete an existing document group

- **Navigate:** On the Document Entry tab, click Group Entry. The Group Entry List window is displayed.
- 1 In the Delete column, select the document group you are deleting.
- 2 Click **Delete**. You are prompted to confirm the deletion.
- 3 Click **OK**. The document group is deleted from the system.
- 4 Click **Cancel** to close the window and save your changes.

Approve a document group

- **Navigate:** On the Document Entry tab, click Group Entry. The Group Entry List window is displayed.

Note: Once you have approved a document group, you can no longer make changes to it.

- 1 In the Group ID column, click the group ID of a document group that has a status of Submitted. The Group Entry Detail window is displayed.
- 2 Click **Approve**. You are prompted to confirm the document group's approval.
- 3 Click **OK**. You are returned to the Group Entry List window.
- 4 Click **Cancel** to close the window and save your changes.

Split invoices with multiple locations

Overview

The parent invoice windows allow you take an invoice with multiple locations and simplify the invoice by splitting it into invoice with a single location. An invoice with multiple locations (a parent invoice) cannot begin any matching process until it is split out into the single locations (child invoices).

Procedures

Split invoices with multiple locations

- **Navigate:** On the Document Entry tab, click Parent Invoice List. The Parent Invoice List window is displayed.

You are logged in as: Sarah Matze MATZES DB URL: jdbc:oracle:thin:@mspdev26.1522.msc.m81, Data Source: ms9 Log Path: Authentication: DATABASE

Parent Invoice List

Parent Invoice ID	Supplier	Purchase Order	Location	Currency	Total Invoice Cost	Total Quantity	Invoice Terms	Invoice Date	Split Indicator
EXT-1001	1212120000	34567	1002-Madison	USD	\$18,000.0000	1,500	Due Immediately	04-14-2003	Y
EdiGenn10516274131690000000009	1234560000	20970	1018-Charleston's "Ace"	USD	\$26,417.6191	1,500	1.5% 30 Days	12-09-2002	Y
123456789012345678901234567890	1212120000	34567	1002-Madison	USD	\$18,000.0000	1,500	Due Immediately	04-14-2003	Y
EdiGenn10516295711220000000000	1313130000	20972	1018-Charleston's "Ace"	USD	\$7,592.3100	1,500	1.5% 30 Days	12-09-2002	Y
EXT-1000	1212120000	12345	1003-Peoria	USD	\$14,150.0000	1,355	2.5% Monthly	04-14-2003	Y
EdiGenn10516295712020000000008	1313130000	20974	1018-Charleston's "Ace"	USD	\$15,917.6191	1,500	1.5% 30 Days	12-09-2002	Y
EdiGenn10516295712120000000011	1313130000	20974	1021-Duluth	USD	\$15,825.3091	1,500	1.5% 30 Days	12-09-2002	Y
EdiGenn10516295712320000000012	5678900000	20975	1019-Jacksonville	USD	\$22,684.6200	1,500	1.5% 30 Days	12-09-2002	N
EdiGenn10516295712420000000014	5678900000	20975	1021-Duluth	USD	\$22,500.0000	1,500	1.5% 30 Days	12-09-2002	N

Cancel

Parent Invoice List window

- In the Parent Invoice ID column, click an invoice number. The Parent Invoice Header window is displayed.

You are logged in as: Sarah Matze MATZES DB URL: jdbc:oracle:thin:@mspdev26.1522.msc.m81, Data Source: ms9 Log Path: Authentication: DATABASE

Parent Invoice Header

Parent Invoice ID: EdiGenn10516295712120000000011 Total Merchandise Cost: \$7,500.0000 Invoice Date: 12-09-2002
 Supplier: 1313130000-Long March Shoe Company Total Non-merchandise Cost: \$8,325.3091 Invoice Terms: 02-1.5% 30 Days
 Purchase Order: 20974 Total Invoice Cost: \$15,825.3091 Pre-paid: N
 Location: 1021-Duluth Total Quantity: 1,500

Default From Order: Defaults

Location: Child Merchandise Cost: Child Quantity: Apply Update

Delete	Child Invoice ID	Document Type	Order	Location	Total Merchandise Cost	Total Invoice Quantity
<input type="checkbox"/>	EdiGenn10516295712120000000011LOC1000	Merchandise Invoice	20974	Charleston's "Ace"	7000.0	1000.0
<input type="checkbox"/>	EdiGenn10516295712120000000011LOC1002	Merchandise Invoice	20974	Madison	500.0	500.0
<input type="checkbox"/>	EdiGenn10516295712120000000011LOC1021NM	Non-Merchandise Invoice	20974	Duluth	8325.3091	0.0


Undistributed Cost: \$0.0000 Undistributed Quantity: 0

OK Delete Cancel

Parent Invoice Header window

Note: To begin splitting an invoice into single locations, select an invoice that has an N in the Split Indicator column.

Add child invoices

- 1 In the Location field, enter the location ID, or click the LOV  button and select the location.
- 2 In the Child Merchandise Cost field, enter the amount of the parent invoice that should be assigned to the child invoice.
- 3 In the Child Quantity field, enter the number of items from the parent invoice that should be assigned to the child invoice.
- 4 Click **Apply**. The results are displayed on the table.

Edit child invoices

- 1 On the table, double click a child invoice. The editable fields above the table are enabled.
- 2 Update the enabled fields as necessary.
- 3 Click **Update**. The table is updated with the new information.

Delete a child invoice

- 1 In the Delete column, select the child invoice you are deleting.
- 2 Click **Delete**. You are prompted to confirm the deletion.
- 3 Click **OK**. The child invoice is deleted.

Complete the distribution

- 1 Completely distribute the cost and the quantity of the parent invoice.

Note: Once you click **OK**, you may not change the cost and quantity distributions.


- 2 Click **OK** to save the changes and close the window.

Default child invoice information from a purchase order

- **Navigate:** On the Document Entry tab, click Parent Invoice List. The Parent Invoice List window is displayed.

- 1 In the Parent Invoice ID column, click an invoice number. The Parent Invoice Header window is displayed.

Note: To begin splitting an invoice into single locations, select an invoice that has an N in the Split Indicator column.

- 2 In the Default From Order field, enter the purchase order ID or click the LOV  button and select a purchase order.
- 3 Click **Defaults**. The location, merchandise cost, and quantity as assigned on the purchase order are displayed on the table.
- 4 Add child invoices, edit child invoices and delete a child invoices as necessary.
- 5 Complete the distribution.

Chapter 4 – Document maintenance

Create a merchandise invoice

Overview

An invoice is the bill for goods or services received from a supplier or partner. A merchandise invoice is a document that a supplier sends to a retailer for merchandise items. A merchandise invoice can also contain additional non-merchandise costs. Because a merchandise invoice must involve items, only suppliers can send merchandise invoices.

Procedures

Create a merchandise invoice

- **Navigate:** On the Document Maintenance tab, click Document Search. The Document Search window is displayed.

The screenshot shows the 'Document Search' window in the Retek software. At the top, a status bar indicates the user is logged in as 'Sarah Matze MATZES' and provides database connection details. The window title is 'Document Search'. Below the title bar, there's an 'Action' dropdown menu currently set to 'View'. The main area contains two columns of search criteria. The left column includes fields for Document Type, Status, Vendor Type (set to 'Supplier'), Order Number, AP Reviewer, In Cost Review?, In Quantity Review?, Document Date Range (with date pickers), Currency, Document Cost Range (with 'to' separator), Receipt, Payment Terms, and Details Exist. The right column includes Document ID (% for partial search), Vendor, Location, Cost Reviewer Group, Quantity Reviewer Group, Due Date Range (with date pickers), Quantity Range (with 'to' separator), Item, Freight Payment Type, and Pre-paid Invoice. At the bottom, there are four buttons: 'OK', 'Search', 'Refresh', and 'Cancel'. The Retek logo is in the bottom left corner.

Document Search window

Create the merchandise invoice header

- 1 In the Action field, select New.
- 2 In the Document Type field, select Merchandise Invoice.
- 3 Click **OK**. The Invoice Maintenance Header window is displayed.


You are logged in as: Sarah Matze MATZES DB URL: jdbc:oracle:thin:@mspdev26:1522:msm8i, Data Source: ms9 Log Path: Authentication: DATABASE

Invoice Maintenance Header


Document Type: Merchandise Invoice

Invoice:

Invoice Status:


Invoice Date: 

Approve Date:

Invoice Terms: 


Order Terms:


Supplier Terms:


Due Date: 

Freight Payment Type:

Vendor Type: Supplier

Vendor: 

Order No: 

Location: 

Invoice Currency: Exchange Rate:

☐ EDI Invoice

☐ Pre-Paid

☐ Manually-Paid

☐ Details Attached

Total Merchandise Cost: \$0.0000

Total Non-Merch Cost: \$0.0000

Total Cost:

Invoice Qty:

Total Allowances:

Ref No. 1:

Ref No. 2:

Ref No. 3:

Ref No. 4:






TERMS SOURCE

Terms Date:

Best Terms:

Retek

Invoice Maintenance Header window

- 4 In the Invoice field, enter the number of the invoice.
- 5 In the Vendor field, enter the supplier ID, or click the LOV  button and select a supplier.
- 6 In the Order No. field, enter the purchase order number associated with the invoice, or click the LOV  button and select a purchase order number.
- 7 In the Location field, enter the location ID, or click the LOV  button and select a location.
- 8 In the Invoice Date field, enter the date the invoice was created, or click the calendar  button and select a date.
- 9 To calculate the payment due date, click the calculator  button, found to the right of the Due Date field.
- 10 In the Total Cost field, enter the total amount of the merchandise and non-merchandise costs of the invoice.
- 11 In the Invoice Qty field, enter the number of items on the invoice.
- 12 Enter additional information in the enabled fields as necessary.

- 13 Add non-merchandise costs as necessary.
- In the Total Non-Merch Cost field, click the amount. The Non Merchandise Cost window is displayed.

Non Merchandise Cost	Amount
Discount - Incentive	\$0.0000
Display Allowances	\$0.0000
Expedited Shipments	\$0.0000
Freight	\$0.0000
Goods and Service Tax Charge	\$0.0000
Installation	\$0.0000
Labeling	\$0.0000
Letter Of Credit Processing	\$0.0000
Packaging	\$0.0000
Service Charge	\$0.0000

GL Cross-reference for Siobhan Test										
	Segment 1	Segment 2	Segment 3	Segment 4	Segment 5	Segment 6	Segment 7	Segment 8	Segment 9	Segment 10
	sio1	sio2	sio3	sio4	sio5	sio6	sio7	sio8	sio9	sio10
Type:	Company	Location	Account	Department	Class	Affiliate	Future1	Future2	Future3	Future4

Total: \$0.0000

OK Calculate Total Cancel

Non Merchandise Cost window

- In the non merchandise fields, enter the appropriate non-merchandise charges.
 - Click **Calculate Total**. The sum of the non-merchandise costs is displayed in the Total field.
 - Click **OK** to save your changes and close the window.
- 14 Click **Calculate** to calculate the total merchandise cost of the invoice.

15 Add comments as necessary.

a Click **Comments**. The Comments window is displayed.

You are logged in as: Sarah Matze MATZES DB URL: jdbc:oracle:thin:@mspdev26:1522:msm81, Data Source: ms9 Log Path: Authentication: DATABASE

Comments

Document ID TEST

Document Type Merchandise Invoice

Add

Usage Type External

Item

Comment

Add

Existing Comments

Usage Type	User ID	Date	Rem	Comments
No records found				

OK

Retek

Comments window

- b In the Usage Type field, select Internal or External.
- c In the Item field, enter the item ID, or click the LOV button and select an item.
- d In the Comment field, enter your comments.
- e Click **Add**. Your comment is added to the table.
- f Click **OK** to save changes and close the window.

Add details to a merchandise invoice

- 1 Click **Details**. The Invoice Maintenance Detail window is displayed.

You are logged in as: Sarah Matze MATZES DB URL: jdbc:oracle:thin:@uspsdev26:1522:msm81, Data Source: ms9 Log Path: Authentication: DATABASE

Invoice Maintenance Detail

Invoice: TEST
 Supplier: 478-Large Supplier Currency: USD
 Total Invoice Merch Cost: \$500.0000 Total Invoice Qty: 100

Select	Receipt	Receiving Location	Description	Order No.	Total Receipt Amount	Receipt Qty	Receipt Date
No records found							

[select all](#)
[clear all](#)

Default from Receipts Default from Order

Items

Item Invoice Qty Unit Cost

Delete	Item	Description	Invoice Qty	Inv. Unit Cost	Extended Cost
No records found					

[select all](#)
[clear all](#)

Totals	Total Items: 0	Total Invoice Quantity:	0	Total Extended Cost:	\$0.0000
		Invoice Quantity Variance:	(100)	Extended Cost Variance:	(\$500.0000)

Retek

Invoice Maintenance Detail window

- 2 In the Item field, enter the item ID, or click the LOV button and select an item ID.
- 3 In the Invoice Qty field, enter the number of the item on the invoice.
- 4 In the Unit Cost field, enter the cost of one unit of the item.
- 5 Click **Add Item**. The item is added to the invoice.

Edit an item

- 1 On the table, double click an item. The editable fields above the table are enabled.
- 2 Update the enabled fields as necessary.
- 3 Click **Update Item**. The table is updated with the new information.

Delete an item

- 1 In the Delete column, select the item you are deleting.

Note: To delete all items on the Invoice Maintenance Detail window, click select all.

- 2 Click **Delete Items**. You are prompted to confirm the deletion.
- 3 Click **OK**. The item is deleted.

Complete the invoice

- 1 Click **OK** to save the changes and close the Invoice Maintenance Details window.
- 2 Click **OK** to save the changes and close the Invoice Header Maintenance window.

Default items details from a receipt or purchase order

➡ **Navigate:** On the Document Maintenance tab, click Document Search. The Document Search window is displayed.

- 1 Create the merchandise invoice header.
- 2 Click **Details**. The Invoice Maintenance Details window is displayed.
- 3 To default item details from a purchase order, click **Default from Order**. The item details from the purchase order you assigned to the invoice are displayed in the table.

To default item details from a receipt, click **Default from Receipts**. The item details from the receipts received you against the invoice are displayed in the table.

- 4 Add items, edit items, and delete items as necessary.
- 5 Complete the invoice.





Create a non merchandise invoice

Overview

A non-merchandise invoice is a document for non-merchandise costs only, and can be created by a supplier or a partner. Non-merchandise invoices cannot contain a bill for merchandise items.

Procedures

Create a non merchandise invoice

- **Navigate:** On the Document Maintenance tab, click Document Search. The Document Search window is displayed.
- 1 In the Action field, select New.
- 2 In the Document Type field, select Non-Merchandise Invoice.
- 3 Click **OK**. The Invoice Header Maintenance window is displayed.
- 4 In the Invoice field, enter the number of the invoice.
- 5 In the Vendor Type field, select the type of vendor you are receiving the invoice from.
- 6 In the Vendor field, enter the vendor ID, or click the LOV  button and select a vendor.
- 7 In the Location field, enter the location ID, or click the LOV  button and select a location
- 8 In the Invoice Date field, enter the date the invoice was created, or click the calendar  button and select a date.
- 9 To calculate the payment due date, click the calculator  button, found to the right of the Due Date field.
- 10 Enter additional information in the enabled fields as necessary.
- 11 To add non-merchandise costs:
 - a In the Total Non-Merch Cost field, click the amount. The Non Merchandise Cost window is displayed.
 - b In the non merchandise fields, enter the appropriate non-merchandise charges.
 - c Click **Calculate Total**. The sum of the costs is displayed in the Total field.
 - d Click **OK** to save the changes and close the window.

- 12 Add additional comments as necessary.
 - a Click **Comments**. The Comments window is displayed.
 - b In the Usage Type field, select Internal or External.
 - c In the Comment field, enter your comments.
 - d Click **Add**. Your comment is added to the table.
 - e Click **OK** to save and changes and close the window.
- 13 Click **OK** to save the changes and close the window.

Create memos and requests

Overview

In addition to creating merchandise and non-merchandise invoices, you may create different types of memos, notes, and request. You may create the following types of documents:

- Credit memo - cost
- Credit memo - quantity
- Credit note
- Credit note request - cost
- Credit note request - quantity
- Debit memo - cost
- Debit memo - quantity

Procedures

Create a document

- **Navigate:** On the Document Maintenance tab, click Document Search. The Document Search window is displayed.
- 1 In the Action field, select New.
- 2 In the Document Type field, select the appropriate document type.
- 3 Click **OK**. The Document Maintenance Header window is displayed.

You are logged in as: Sarah Maza MATZES DB URL: jdbc:oracle:thin:@mspdev17:1521:dev91, Data Source: ms10 Log Path: Authentication: DATABASE

Document Maintenance Header

Document ID:

Create ID: MATZES

Supplier:

Order No.:

Location:

Document Type: Credit Memo - Quantity

Document Status:

Approve Date:

Document Date:

Payment Terms:

Due Date:

Document Currency:

Exchange Rate:

Total Merchandise Cost: \$0.0000

Total Non-Merch Cost: \$0.0000

Total Document Cost: \$0.0000

Document Qty: 0

Ref No. 1:

Ref No. 2:




Ref No. 3:

Ref No. 4:

OK OK+Repeat Details Reverse Void Comments Cancel

Retek

Document Maintenance Header window

- 4 In the Document ID field, enter the number of the document.
- 5 In the Supplier field, enter the supplier ID, or click the LOV  button and select a supplier.
- 6 In the Order No. field, enter the order ID associated with the document, or click the LOV  button and select a document number.
- 7 In the Location field, enter the location ID, or click the LOV  button and select a location.
- 8 Add non-merchandise costs as necessary.
 - a In the Total Non-Merch Cost field, click the amount. The Non Merchandise Cost window is displayed.
 - b In the non merchandise fields, enter the appropriate non-merchandise charges.
 - c Click **Calculate Total**. The sum of the costs is displayed in the Total field.
 - d Click **OK** to save your changes and close the window.
- 9 Add comments as necessary.
 - a Click **Comments**. The Comments window is displayed.
 - b In the Usage Type field, select Internal or External.
 - c In the Item field, enter the item ID, or click the LOV button and select an item.
 - d In the Comment field, enter your comments.
 - e Click **Add**. Your comment is added to the table.
 - f Click **OK** to save and changes and close the window.
- 10 Add details to the document:
 - a Click **Details**. The Document Maintenance Detail window is displayed.

You are logged in as: Sarah Matze MATZES DB URL: jdbc:oracle:thin:@mspdev17:1521:dev9i, Data Source: ms10 Log Path: Authentication: DATABASE

Document Maintenance Detail

Document ID: ZZZ455S12 Document Type: Credit Memo - Quantity
 Currency: USD Supplier: 2222220000-Levi Strauss Pty Ltd

Items

Item Amount Per Unit
 Reason Code Quantity


Delete	Item	Description	Reason Code	Description	Amt Per Unit	Quantity	Extended Cost
No records found							

[select all](#)
[clear all](#)

Total Items: 0 Totals 0 \$0.0000

Retek

Document Maintenance Detail window

- b In the Item field, enter the item ID, or click the LOV  button and select an item.
 - c In the Amount per Unit field, enter the unit cost of the item.
 - d In the Reason Code field, enter the reason the item is in dispute.
 - e In the Quantity field, enter the number of items in dispute.
 - f Click **Add Item**. The information is added to the table.
 - g Click **OK** to save your changes and close the window.
- 11 Click **OK** to save the changes and close the window.

Reverse a debit memo

- **Navigate:** On the Document Maintenance tab, click Document Search. The Document Search window is displayed.
- 1 Search for and retrieve a debit memo in View mode. The Document Header Maintenance window is displayed.
 - 2 Click **Details**. The Document Maintenance Detail window is displayed.
 - 3 Adjust the details so that the quantities and amounts in question remain.
 - 4 Click **OK**. The Document Header Maintenance window is displayed.
 - 5 Click **Reverse**. A credit memo is created in disputed status.

Void a credit note request

- **Navigate:** On the Document Maintenance tab, click Document Search. The Document Search window is displayed.
- 1 In the Action field, select Void Credit Note Requests.
- 2 In the Document Type field, select the appropriate document type.
- 3 Click **Search**. The Document Find window displays the items that match the search criteria.
- 4 To display the item information, click an item number. The Document Maintenance Header window is displayed.
- 5 Click **Void**.
- 6 Click **OK** to close the window.

Chapter 5 – Document matching

Summary match documents

Overview

The summary matching windows allow you to match invoices and receipts that have not been previously matched through the auto-match process. By limiting the invoice and receipt criteria on the Summary Match Find window, you can view invoices and receipts with similarities.

Once you have found the invoices and receipts you want to match, you can match auto groups or manual groups. Auto groups are created when you enter the Summary Match window. An auto group is determined by the system to be potential matches between receipts and invoices. If you modify an auto group in any way, it becomes a manual group.

Manual groups are created when you select an invoice and a receipt in the unmatched area. Your selection is held in the Group - Manual area until you verify that the variances fall within tolerance.

Procedures

Search for invoices and receipts to match

- **Navigate:** On the Invoice Matching tab, click Summary Match. The Summary Match Find window is displayed.

The screenshot shows the 'Summary Match Find' window. At the top, it says 'You are logged in as: Sarah Mate MATZES DB URL: jdbc:oracle:thin:@mspdev26:1522:msmsn81 Data Source: ms9 Log Path: Authentication: DATABASE'. Below this is the window title 'Summary Match Find'. The window is divided into two main sections: 'Invoice' and 'Receipt'. The 'Invoice' section has fields for Order Number, Location, Status (a dropdown), Document ID (% for partial search), Item, Due Date (with a date range selector), Document Date (with a date range selector), Details Exist (a dropdown), Currency, and Document Cost (with a range selector). The 'Receipt' section has fields for Order Number, Location, Receipt (% for partial search), Item, Receipt Date (with a date range selector), Currency, and Receipt Cost (with a range selector). There are checkboxes for 'Include Linked Suppliers' and 'Hide groups with receipt overages'. At the bottom are buttons for 'OK', 'Refresh', and 'Cancel'. The Retek logo is in the bottom left corner.

Summary Match Find window

- 1 Enter criteria as desired to make the search more restrictive. You must enter at least one search criteria.

- 2 Click **OK**. The Summary Match - Supplier List window displays the items that match the search criteria.

You are logged in as: Seth Mize MATZES DB URL: jdbc:oracle:thin:@mupdev26.1522.mchsi.com Data Source: mup9 Log Path: Authentication: DATABASE

Summary Match - Supplier List

Supplier Name	Supplier	No. of Invoices	No. of Receipts
The Furniture Company P/L	5678900000	205	285
James Hardie Industries Ltd	1234500000	1	0
RelM Non Linked Supplier 801	801	153	519
RelM Non Linked Supplier 800	800	105	1403
Levi Strauss Pty Ltd	2222220000	0	1
Tests By Nilov	1010	21	31
Max Brown's "Wholesales"	1234560000	47	429
Test Supplier	5000000000	3	4
JMH ORDERS	1564	71	67
JMH Active Supplier	479	1	0
Large Supplier	478	334	226
Long March Shoe Company	1313130000	67	389
Glassware Products Ltd	1212120000	54	2767
David's Fashion "Creations" P/L	2345670000	7	13

Cancel

Retek

Summary Match - Supplier List window

- 3 In the Supplier Name field, click a supplier name. The Supplier Match window is displayed.
- If the records for that supplier are in use, the View Locks button is displayed.
 - Click View Locks. The View Locks window is displayed.
 - To switch the views between the locked invoices and locked receipts, click the appropriate tab.
 - Click Cancel to close the window.
- 4 Click **Cancel** to close the window without saving any changes.

Create groups

- **Navigate:** On the Invoice Matching tab, click Summary Match. The Summary Match Find window is displayed.
- 1 Search for and retrieve a supplier whose invoices you want to match. The Supplier Match List window is displayed.

You are logged in as: Sarah Matze MATZES DB URL: jdbc:oracle:thin:@sapdev26.1922.mcm81, Data Source: ms9 Log Path: Authentication: DATABASE

Summary Match List

View Locks

Supplier: 478-Large Supplier

Invoices - Unmatched										Receipts - Unmatched									
Select	Order No.	Supp Name	Location	Invoice	Invoice Date	Total Qty	Total Merch Cost	Curr Code	In Rev	Dets	Select	Order No.	Supp Name	Location	Receipt	Receipt Date	Total Qty	Total Merch Cost	Curr Code
<input type="checkbox"/>	23540	Large Supplier	1012	JAMAL1TEST	12-09-2002	100	\$900.0000	USD	Q	<input type="checkbox"/>	<input type="checkbox"/>	24250	Large Supplier	1022	18737	12-08-2002	12	\$144.0000	USD
<input type="checkbox"/>	23540	Large Supplier	1013	EXTDOC136418	12-06-2002	24	\$2,592.0000	USD		<input checked="" type="checkbox"/>	<input type="checkbox"/>	24250	Large Supplier	1018	18736	12-08-2002	36	\$432.0000	USD
<input type="checkbox"/>	23540	Large Supplier	1013	EXTDOC136415	12-06-2002	24	\$2,592.0000	USD	Q	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24250	Large Supplier	1017	18735	12-08-2002	12	\$144.0000	USD

Selected Totals: Total Qty: Total Cost: Total Qty: Total Cost:

Calculate Totals Group

Groups - Auto						Groups - Manual					
Select	Order No.	Location	Earliest Due Date	Cost Variance	Quantity Variance	Select	Manual Group Number	Earliest Due Date	Cost Variance	Quantity Variance	
<input type="checkbox"/>	23514	2	12-07-2002	(\$2,122.5600)	0	<input type="checkbox"/>	21016	12-09-2002	(\$20.0000)	(15)	
<input type="checkbox"/>	23463	1018	12-07-2002	(\$3,456.0000)	0	<input type="checkbox"/>	21267	12-16-1987	(\$356.0000)	(57)	
<input type="checkbox"/>	23463	1017	12-07-2002	(\$1,152.0000)	0	<input type="checkbox"/>	21265	12-08-2002	(\$2,304.0000)	0	
<input type="checkbox"/>	23463	1016	12-07-2002	(\$1,152.0000)	0	<input type="checkbox"/>	15327	12-07-2002	(\$10,100.0000)	(1,780)	
<input type="checkbox"/>	23463	1015	12-07-2002	(\$2,304.0000)	0						

Combine Cancel

Retek

Supplier Match List window

- 2 To create a manual group:
 - a In the Invoices - Unmatched area, select the check box to the left of the invoice you want to match.
 - b In the Receipts - Unmatched area, select the check box to the left of the receipt you want to match.
 - c Click **Group**. The match is displayed in the Groups - Manual area.
- 3 To combine multiple groups:
 - a Select the check box to the left of groups you want to combine.

Note: You can combine auto groups with auto groups, auto groups with manual groups, or manual groups with manual groups.

 - b Click **Combine**. Your new group is displayed in the Groups-Manual area.
- 4 Click **OK** to continue creating manual groups.

Summary match invoices and receipts

- **Navigate:** On the Invoice Matching tab, click Summary Match. The Summary Match Find window is displayed.
- 1 Search for and retrieve a supplier whose invoices you want to match. The Supplier Match window is displayed.
- 2 To begin matching, in the Groups area:
 - In the Groups - Auto area, click the Order No. The Summary Match - Auto Match area is displayed.

You are logged in as: Sarah Matas MATZES DB URL: jdbc:oracle:thin:@mspdev17:1521:dev91, Data Source: ms10 Log Path: Authentication: DATABASE

Summary Match List

Supplier: 1234560000-Max Brown Wholesales

Invoices - Unmatched							Receipts - Unmatched								
Select	Order No.	Supp Name	Location	Invoice	Invoice Date	Total Total Qty Co	Select	Order No.	Supp Name	Location	Receipt	Receipt Date	Total Total Qty Cost	Merch Code	Curr
<input type="checkbox"/>	16416	Max Brown Wholesales	1000000003	NAZTEST0001	03-10-2001	100 \$1,000	<input type="checkbox"/>	10208	Max Brown Wholesales	1000000000	9506	02-11-2003	3,000 \$30,000.0000	USD	
<input type="checkbox"/>	16407	Max Brown Wholesales	1000000001	EDIGENH105301330078500000000006	03-10-2001	1,200 \$12,000	<input type="checkbox"/>	10208	Max Brown Wholesales	1000000000	9505	02-11-2003	3,000 \$30,000.0000	USD	
<input type="checkbox"/>							<input type="checkbox"/>	10205	Max Brown Wholesales	1000000000	9504	02-11-2003	3,000 \$30,000.0000	USD	

Selected Totals: Total Qty: Total Cost: Calculate Totals

Summary Match - Auto Match

Invoices - Unmatched							Receipts - Unmatched								
Select	Order No.	Supp Name	Location	Invoice	Invoice Date	Total Total Qty Cost	Select	Order No.	Supp Name	Location	Receipt	Receipt Date	Total Total Qty Cost	Merch Code	Avail Tot
<input type="checkbox"/>	8136	Max Brown Wholesales	1000000003	NATEFZZTZKRTX	03-09-2001	5 \$100.0000 \$100.0000 USD	<input type="checkbox"/>	8136	Max Brown Wholesales	1000000003	8395	02-07-2003	3,600 \$36,000.0000	\$36,000.00	
<input type="checkbox"/>	8136	Max Brown Wholesales	1000000003	NATE00ZZZ	03-09-2001	20 \$100.0000 \$100.0000 USD	<input type="checkbox"/>	8136	Max Brown Wholesales	1000000003	8394	02-07-2003	3,600 \$36,000.0000	\$36,000.00	

Totals	Cost	Quantity
Receipts	\$72,000.0000	7,200
Invoices	\$200.0000	25
Variance	\$71,800.0000	7,175
Within Tolerance	No	N/A

OK Details Online Match Cancel

Summary Match List window displaying the Summary Match - Auto Match area

- In the Groups - Manual area, click the Manual Group Number. The Summary Match - Manual Match area is displayed.

You are logged in as: Sarah Matze MATZES DB URL: jdbc:oracle:thin:@mspdev17:1521:dev01, Data Source: ms10 Log Path: Authentication: DATABASE

Summary Match List

Supplier: 1234560000-Max Brown Wholesales

Invoices - Unmatched

Select	Order No.	Supp Name	Location	Invoice	Invoice Date	Total Qty	Total Cost	Total Merch Cost	Total Curr
<input type="checkbox"/>	16416	Max Brown Wholesales	1000000003	NAZTEST0001	03-10-2001	100	\$1,000		
<input type="checkbox"/>	16407	Max Brown Wholesales	1000000001	EDIGENH105301330078500000000006	03-10-2001	1,200	\$12,000		

Receipts - Unmatched

Select	Order No.	Supp Name	Location	Receipt	Receipt Date	Total Qty	Total Cost	Total Merch Cost	Total Curr
<input type="checkbox"/>	10206	Max Brown Wholesales	10000000000	9506	02-11-2003	3,000	\$30,000.0000	USD	
<input type="checkbox"/>	10206	Max Brown Wholesales	10000000000	9505	02-11-2003	3,000	\$30,000.0000	USD	
<input type="checkbox"/>	10205	Max Brown Wholesales	10000000000	9504	02-11-2003	3,000	\$30,000.0000	USD	

Selected Totals: Total Qty: Total Cost: Calculate Totals

Summary Match - Manual Match - Group Number 32727

Invoices - Unmatched

Select	Order No.	Supp Name	Location	Invoice	Invoice Date	Total Qty	Total Cost	Total Merch Cost	Adj Total	Curr
<input type="checkbox"/>	8127	Max Brown Wholesales	1000000002	8832JEWIKRY	03-08-2001	1,000	\$15,000.0000	\$15,000.0000	USD	



Receipts - Unmatched

Select	Order No.	Supp Name	Location	Receipt	Receipt Date	Total Qty	Total Cost	Total Merch Cost	Avail Total
<input type="checkbox"/>	8127	Max Brown Wholesales	1000000002	8267	02-07-2003	3	\$30.0000	\$30.0000	
<input type="checkbox"/>	8126	Max Brown Wholesales	1000000002	8265	02-07-2003	570	\$5,700.0000	\$5,700.0000	

Totals	Cost	Quantity
Receipts	\$5,730.0000	573
Invoices	\$15,000.0000	1,000
Variance	(\$9,270.0000)	(427)
Within Tolerance	No	N/A

OK Details Online Match Cancel

Summary Match List window displaying the Summary Match - Auto Match area

- Groups must fall within tolerance before you can match them. You can try to eliminate the tolerance by:
 - Adding invoices or receipts to the matching area. In the unmatched area, select the check box to the left of the invoice or the receipt you want to add. Click the down arrow  button.
 - Removing invoices or receipts from the matching area. In the Summary Match area, select the check box to the left of the invoice or the receipt you want to remove. Click the up arrow  button.
- 3 Click **Online Match**. If a match is created, the Summary Match List window with the auto and manual groups is displayed.

Note: If you fail to create a summary match, you may begin detail matching. Click **Details** to open the Detail Matching window.

- 4 When you are finished making summary matches, click **Cancel** to close the windows and return to the main menu.

Detail match documents

Overview

Detail matching provides the last level of matching possible. The Detail matching window contains two tabs to help you match invoices and receipts at the line item level: the In Discrepancy tab and the In Balance tab.

- In Discrepancy Items tab: Allows you to match line items on the invoices and receipts. Discrepancies may be sent for cost resolution, quantity resolution, or you may split a receipt quantity as appropriate.
- In Balance Items tab: Allows you to view line items on an invoice and receipts that match with in tolerance.

Procedures

Group invoices and receipts for detail matching

- **Navigate:** On the Invoice Matching tab, click Summary Match. The Summary Match Find window is displayed.
- 1 Search for and retrieve the invoices and receipts for detail matching. The Supplier Match List window is displayed.
 - 2 Group invoices and receipts as necessary.
 - 3 In the selected totals area:
 - In the Groups - Auto area, click the Order No. The Summary Match - Auto Match area is displayed.
 - In the Groups - Manual area, click the Manual Group Number. The Summary Match - Manual Match area is displayed.
 - 4 Click **Details**. The Detail Matching window is displayed.

You are logged in as: Sarah Matze MATZES DB URL: jdbc:oracle:thin:@mspdev26.1522.mcmz81, Data Source: mms9 Log Path: Authentication: DATABASE

Detail Matching

Discrepancy Items									In Balance Items			
Select	Item	Item Description	In Review	Receipt Cost	Invoice Cost	Variance	Within Tolerance	Receipt Qty	Invoice Qty	Variance	Within Tolerance	
<input type="checkbox"/>	10003002	New Item For Supplier 478	B	\$8.0000	\$9.0000	(\$1.0000)	No	135	150	(15)	No	

Detail Item Grouping

Invoice							Receipt								
Select	Item	Invoice	Invoice Date	Unit Cost	Invoice Qty	Extended Cost	Invoice Deals Exist	Select	Item	Receipt	Receipt Date	Unit Cost	Receipt Qty	Extended Cost	Order Deals Exist
No records found								No records found							


Totals: Total Qty: Total Cost: Total Qty: Total Cost:

Quantity Variance Cost Variance Qty Variance % Cost Variance % Within Qty Tolerance Within Cost Tolerance

Calculate

OK Detail Match Cost Resolution Qty Resolution Split Receipt

Detail Matching window

- 5 To match items on invoices to items on receipts:
 - a On the In Discrepancy Items tab, select the check box to the left of the item you want to match
 - b Click the down arrow  button. The document is added to the Detail Item Grouping area.
- 6 Remove line items as necessary:
 - a In the Detail Item Grouping area select the check box to the line item you want to remove.
 - b Click the up arrow button. The line item is removed from the Detail Item Grouping area.
- 7 In the Invoice column, select the check box to the left of the item you want to match.
- 8 In the Receipt column, select the check box to the left of the item you want to match.
- 9 Click **Calculate**. If the invoice and receipt do not match within tolerance:
 - If there is a cost variance, click **Cost Resolution** to resolve cost discrepancies. The Cost Selection window is displayed.
 - If there is a quantity variance, click **Qty Resolution** to resolve quantity discrepancies. The Quantity Selection window is displayed.
- 10 Click **Detail Match**. The items are posted for payment.
- 11 After you have matched all items on an invoice, click **OK** to post the invoice for payment.

Split a receipt

- **Navigate:** On the Invoice Matching tab, click Summary Match. The Summary Match Find window is displayed.
- 1 Search for and retrieve invoices and receipts for detail matching.
- 2 Group invoices and receipts as necessary.
- 3 In the Detail Item Grouping area, select the check box to the left of the receipt you want to split.
- 4 Click **Split Receipt**. The Split Receipt window is displayed.

You are logged in as: Sarah Matze MATZES DB URL: jdbc:oracle:thin:@mspdev17:1521:dev91, Data
Source: ms10 Log Path: Authentication: DATABASE
Split Receipt

Item 100008085 - Test Item 100008085

Receipt 3265

Quantity Available 190

Excess Quantity

OK Cancel

Retek

Split Receipt window

- 5 In the Excess Quantity field, enter the amount you want to remove from the receipt.
- 6 Click **OK**. The Detail Matching window is displayed.

Note: The amount you removed from the receipt is displayed on the In Discrepancy tab on the Detail Matching window.

View the In Balance Items tab

- **Navigate:** On the Invoice Matching tab, click Summary Match. The Summary Match Find window is displayed.
- 1 Search for and retrieve invoices and receipts for detail matching.
- 2 Click on the In Balance Items tab.
- 3 Click **OK** to close the window.

View deals associated with invoices or orders

- **Navigate:** On the Invoice Matching tab, click Summary Match. The Summary Match Find window is displayed.
- 1 Search for and retrieve invoices and receipts for detail matching.
 - 2 Group invoices and receipts as necessary.
 - 3 To view deal associations:
 - In the Invoice area, click Yes in the Invoice Deals Exist column. The Invoice Deals window is displayed.
 - In the Receipt area, click Yes in the Order Deals Exist column. The Invoice Deals window is displayed.

Invoice Deals			
Invoice EDIGENN10530133007850000000006			
Allowance Code	Allowance	Amount	Allowance %
H090	Special Handling	-787.97	-0.25
Total		-787.97	
OK			

Invoice Deals window

- 4 Click **OK** to close the window.

Review quantity discrepancies

Overview

When a quantity discrepancy has been identified, you need to review and reconcile the discrepancy. Discrepancies are routed to reviewer groups. The quantity discrepancy is based on a comparison between the invoice and the receipt. If a receipt is not available, the invoice will be compared to the purchase order. Depending on your user permissions, you may or may not be able to access this window, or all discrepancies.

Quantity discrepancies are created during the auto-match process when the invoice quantity does not match the purchase order quantity. Alternatively, quantity discrepancies are created when a debit memo is disputed.

Procedures

Resolve quantity discrepancies

- **Navigate:** On the Invoice Matching tab, click Quantity Review List. The Quantity Review List window is displayed.

You are logged in as: Sarah Mize MATZES DB URL: jdbc:oracle:thin:@mspdev17:1521:dev91, Data Source: ms10 Log Path: files2\byym\FaRMLogs\101dev Authentication: DATABASE

Quantity Review List

Past Due Indicator	Resolve By Date	Supplier	Supplier Name	Document Type	Location	Order	Freight Payment Type	Document	Quantity Difference	Invoice Date	Total Document Amount	Reviewer Group
<input type="checkbox"/>	04-07-2001	1234560000	Max Brown Wholesales	Merchandise Invoice	1000000000	10208		EXTDOC21204	1,257	03-09-2001	\$13,800.0000	
<input type="checkbox"/>	04-07-2001	1234560000	Max Brown Wholesales	Merchandise Invoice	1000000002	10208		EXTDOC21206	638	03-09-2001	\$13,800.0000	
<input type="checkbox"/>	04-07-2001	2345670000	David Fashion Creations P.L	Merchandise Invoice	1000000000	10222		EXTDOC21209	1,257	03-09-2001	\$13,800.0000	
<input type="checkbox"/>	04-07-2001	2345670000	David Fashion Creations P.L	Merchandise Invoice	1000000001	10222		EXTDOC21210	419	03-09-2001	\$13,800.0000	
<input type="checkbox"/>	04-07-2001	2345670000	David Fashion Creations P.L	Merchandise Invoice	1000000002	10222		EXTDOC21211	1,257	03-09-2001	\$13,800.0000	
<input type="checkbox"/>	04-07-2001	2345670000	David Fashion Creations P.L	Merchandise Invoice	1000000003	10222		EXTDOC21212	1,257	03-09-2001	\$13,800.0000	
<input type="checkbox"/>	04-07-2001	1313130000	Long March Shoe Company	Merchandise Invoice	1000000000	10209		EXTDOC21214	2,400	03-09-2001	\$15,000.0000	
<input type="checkbox"/>	04-07-2001	1313130000	Long March Shoe Company	Merchandise Invoice	1000000001	10209		EXTDOC21215	2,400	03-09-2001	\$15,000.0000	
<input type="checkbox"/>	04-07-2001	1313130000	Long March Shoe Company	Merchandise Invoice	1000000002	10209		EXTDOC21216	2,400	03-09-2001	\$15,000.0000	
<input type="checkbox"/>	04-07-2001	1313130000	Long March Shoe Company	Merchandise Invoice	1000000003	10209		EXTDOC21217	1,600	03-09-2001	\$15,000.0000	
<input type="checkbox"/>	04-07-2001	2345670000	David Fashion Creations P.L	Merchandise Invoice	1000000000	10223		EXTDOC21219	2,400	03-09-2001	\$15,000.0000	
<input type="checkbox"/>	04-07-2001	2345670000	David Fashion Creations P.L	Merchandise Invoice	1000000001	10223		EXTDOC21220	1,600	03-09-2001	\$15,000.0000	
<input type="checkbox"/>	04-07-2001	2345670000	David Fashion Creations P.L	Merchandise Invoice	1000000002	10223		EXTDOC21221	2,400	03-09-2001	\$15,000.0000	
<input type="checkbox"/>	04-07-2001	2345670000	David Fashion Creations P.L	Merchandise Invoice	1000000003	10223		EXTDOC21222	2,400	03-09-2001	\$15,000.0000	
<input type="checkbox"/>	04-07-2001	1313130000	Long March Shoe Company	Merchandise Invoice	1000000000	10210		EXTDOC21224	1,143	03-09-2001	\$10,200.0000	

1 2 3 4 5 6 (Next)

Cancel

Retek

Quantity Review List window

- In the Quantity Difference column, click the amount. The Quantity Review Detail window is displayed.

You are logged in as: Sarah Mize MATZES DB URL: jdbc:oracle:thin:@mspdev17:1521:dev91, Data Source: ms10 Log Path: files2\byym\FaRMLogs\101dev Authentication: DATABASE

Quantity Review Detail

Merchandise Invoice: EXTDOC21216 Supplier: 1313130000-Long March Shoe Company Location: 1000000002-Madison Resolve By Date: 04-07-2001
Order: 10209 Order Comments: INVOICE WILL HAVE COST AND QTY, OVER AND OUTSIDE TOLERANCES Receipt(s): 9601, 9602

Discrepancy Comments	Item	Description	Current Order Qty	Receipt Qty	Document Qty	Qty Variance	Qty Variance %	UPC	VPN
No 100011031	100011031	Test Item 100011031	400	800	0	800		100 100011031	
No 100011049	100011049	Test Item 100011049	400	800	0	800		100 100011049	
No 100011057	100011057	Test Item 100011057	400	800	0	800		100 100011057	

1

Cancel

Retek

Quantity Review Detail window


- 2 In the Item column, click the item number of the line you want to resolve.
The Quantity Selection window is displayed.

Quantity Selection window

- 3 In the Correct Unit Quantity area, select the correct quantity of the item. If you select Other, enter the appropriate amount in the field to the right.
- 4 Click **Next**. The Quantity Variance Resolution window is displayed.

Quantity Variance Resolution window

- 5 In the Apply area:
 - a In the Enter Reason field, enter the reason ID, or click the LOV button and select a reason.
 - b In the Quantity field, enter the amount of the discrepancy.
 - c Add comments as necessary.
 - i Click **Comments**. The Comments window is displayed.
 - ii In the Usage Type field, select Internal or External.
 - iii In the Item field, enter the item ID, or click the LOV button and select an item.
 - iv In the Comment field, enter your comments.
 - v Click **Add**. Your comment is added to the table.
 - vi Click **OK** to save and changes and close the window.

- d If necessary, in the Re-route to Group field, enter the ID of the group you want to send this to, or click the LOV  button and select a group.
- e In the Receipt field, identify the receipt associate with the discrepancy.

Note: The Receipt field is enabled when a discrepancy is associated with multiple receipts.

- f Click **Apply**. The information is added to the Resolution area.
- 6 To delete a resolution you have added:
- a On the list of quantity discrepancy resolutions, select the check box next to the resolution you want the delete.
 - b Click **Delete**.
 - c You are prompted to confirm the deletion. Click **OK**.
- 7 Click **OK** to save your changes and close the window.

Review cost discrepancies

Overview

A cost discrepancy is the difference between the cost on a receipt and the cost on a merchandise invoice. When there is a cost discrepancy in the system, in either the retailer's or supplier's favor, a reviewer will have to do a cost review.

When a cost discrepancy has been identified, you need to review and reconcile the discrepancy. Discrepancies are routed to reviewer groups. The cost discrepancy is based on a comparison between the invoice and the receipt. If a receipt is not available, the invoice will be compared to the purchase order. Depending on your user permissions, you may or may not be able to access this window, or all discrepancies.

Cost discrepancies are created during the auto-match process when the invoice cost does not match the purchase order cost. Alternatively, cost discrepancies are created when a debit memo is disputed.

Procedures

Resolve cost discrepancies

- **Navigate:** On the Invoice Matching tab, click Cost Review List. The Cost Review List window is displayed.

You are logged in as: Seth Mata MATZES DB URL: jdbc:oracle:thin:@supdev17:1521:dev91, Data Source: ms10 Log Path: file2/MyIn/PaDMLog/101dev Authentication: DATABASE

Cost Review List

Department	Class	Supplier	Supplier Name	Document Type	Resolve By Date	Cash Discount	Route	Order	Location	Location Description	No. of Line Exceptions	Total Document Amount	Currency
1414	1000	1234560000	Max Brown Wholesales	Merchandise Invoice	03-15-2001	Yes	03-10-2001	10208	1000000000	Fargo	1	\$13,800,000 USD	
5678	1002	1234560000	Max Brown Wholesales	Merchandise Invoice	03-20-2001	Yes	03-15-2001	10208	1000000000	Fargo	1	\$13,800,000 USD	
1234	1001	1234560000	Max Brown Wholesales	Merchandise Invoice	03-25-2001	Yes	03-20-2001	10208	1000000000	Fargo	1	\$13,800,000 USD	
1221	1000	1313130000	Long March Shoe Company	Merchandise Invoice	04-07-2001	Yes	05-09-2001	10209	1000000000	Fargo	1	\$15,000,000 USD	
2345	1001	1313130000	Long March Shoe Company	Merchandise Invoice	04-07-2001	Yes	05-14-2001	10209	1000000000	Fargo	1	\$15,000,000 USD	
1414	1000	1313130000	Long March Shoe Company	Merchandise Invoice	04-07-2001	Yes	07-08-2001	10210	1000000000	Fargo	1	\$10,200,000 USD	
1234	1001	1313130000	Long March Shoe Company	Merchandise Invoice	04-07-2001	Yes	07-13-2001	10210	1000000000	Fargo	1	\$10,200,000 USD	
1221	1000	2345670000	David Fashion Creations P.L.	Merchandise Invoice	04-07-2001	Yes	09-01-2001	10211	1000000000	Fargo	1	\$9,000,000 USD	
1414	1000	2345670000	David Fashion Creations P.L.	Merchandise Invoice	04-07-2001	Yes	09-11-2001	10211	1000000000	Fargo	1	\$9,000,000 USD	
1414	1000	2345670000	David Fashion Creations P.L.	Merchandise Invoice	04-07-2001	Yes	11-05-2001	10222	1000000000	Fargo	1	\$13,800,000 USD	
5678	1002	2345670000	David Fashion Creations P.L.	Merchandise Invoice	04-07-2001	Yes	11-10-2001	10222	1000000000	Fargo	1	\$13,800,000 USD	
1234	1001	2345670000	David Fashion Creations P.L.	Merchandise Invoice	04-07-2001	Yes	11-15-2001	10222	1000000000	Fargo	1	\$13,800,000 USD	
1221	1000	2345670000	David Fashion Creations P.L.	Merchandise Invoice	04-07-2001	Yes	01-04-2002	10223	1000000000	Fargo	1	\$15,000,000 USD	
2345	1001	2345670000	David Fashion Creations P.L.	Merchandise Invoice	04-07-2001	Yes	01-09-2002	10223	1000000000	Fargo	1	\$15,000,000 USD	
1414	1000	2345670000	David Fashion Creations P.L.	Merchandise Invoice	04-07-2001	Yes	01-14-2002	10223	1000000000	Fargo	1	\$15,000,000 USD	

1 2 3 4 5 6 7 (Next)

Cancel

Retek

Cost Review List window

- In the No. of Line Exceptions column, click the line exception. The Cost Review Detail window is displayed.

You are logged in as: Seth Mata MATZES DB URL: jdbc:oracle:thin:@supdev17:1521:dev91, Data Source: ms10 Log Path: file2/MyIn/PaDMLog/101dev Authentication: DATABASE

Cost Review Detail

Merchandise Invoice: EXTDOC21214 Supplier: 1313130000-Long March Shoe Company Location: 1000000000-Fargo
 Department: 1221-Kitchenware Class: 1000-Merchandise Currency: USD
 Order: 10209 Resolve By Date: 04-07-2001

Discrepancy Comments	Item	Description	Orig. Order Cost	Current Order Cost	Document Cost	Unit Cost Variance Fav/(UnFav)	Unit Cost Variance Percent Fav/(UnFav)	Order Cost Source	Order UPC	YPI
	No 100011031	Test Item 100011031		\$10.0000	\$12.5000	(\$2.5000)	(25%) Supplier			

Cancel

Retek

Cost Review Detail window

- 2 In the Item column, click the item number of the line you want to resolve.
The Cost Selection window is displayed.

You are logged in as: Sarah Mata MATZES DB URL: jdbc:oracle:thin:@usgdev17:1521:dev91, Data Source: ms10 Log Path: files2\bytem/RaIMLog\101dev Authentication: DATABASE

Cost Selection

Merchandise Invoice: EXTDOC21214 Item: 100011031-Test Item 100011031 Location: 1000000000-Fargo
 Order: 10209 Supplier: 1313130000-Long March Shoe Company Currency: USD

Correct Unit Cost

☒ Order \$10.0000
☐ Invoice \$12.5000
☐ Other

Back Next

Retek

Cost Selection window

- 3 In the Correct Unit Cost area, select the correct cost of the item, order, invoice, or other. If you select Other, enter the appropriate amount in the field to the right.
- 4 Click **Next**. The Cost Variance Resolution window is displayed.

You are logged in as: Sarah Mata MATZES DB URL: jdbc:oracle:thin:@usgdev17:1521:dev91, Data Source: ms10 Log Path: files2\bytem/RaIMLog\101dev Authentication: DATABASE

Cost Variance Resolution

Merchandise Invoice: EXTDOC21214 Item: 100011031-Test Item 100011031 Location: 1000000000-Fargo
 Order: 10209 Supplier: 1313130000-Long March Shoe Company Currency: USD
 Cost Variance: (\$2,5000) Outstanding Variance: (\$2,5000)

Apply

Enter Reason Amount
 Action Re-route to Group
 Comments Hint


Apply


Reason Code	Reason Code Description	Action	Amount	Comments
No records found				

Back OK Delete Apply All Cancel

Retek

Cost Variance Resolution window

- 5 In the Apply area:
 - a In the Enter Reason ID field, enter the reason ID, or click the LOV  button and select a reason.
 - b In the Amount field, enter the amount of the discrepancy.
 - c Add comments as necessary.
 - i Click **Comments**. The Comments window is displayed.
 - ii In the Usage Type field, select Internal or External.
 - iii In the Item field, enter the item ID, or click the LOV button and select an item.
 - iv In the Comment field, enter your comments.
 - v Click **Add**. Your comment is added to the table.
 - vi Click **OK** to save and changes and close the window.

- d If necessary, in the Re-route to Group field, enter the ID of the review group you want to send this to, or click the LOV  button and select a group.
 - e Click **Apply**. The information is added to the Resolution area.
- 6 To delete a resolution you have added:
- a On the list of cost discrepancy resolutions, select the check box next to the resolution you want the delete.
 - b Click **Delete**.
 - c You are prompted to confirm the deletion. Click **OK**
- 7 Click **OK** to save your changes and close the window.

Chapter 6 – System administration

Maintain general ledger accounts

Overview

The general ledger accounts windows allow you to maintain the parameters that determine the accounts that the invoices are exported to in the financial system. Finally, you must create the accounts that the invoices are assigned to.

The GL option window allows you to create a template for the general ledger account your company uses. Additionally, you may assign dynamic segments to accounts, so that invoices will post to the correct account based on company, department, class, or location. Once the general ledger account format has been assigned, they cannot be changed. Detailed field descriptions can be found in the glossary.


Procedures

Create a general ledger account cross reference

- **Navigate:** On the Administration tab, click GL Account Maintenance. The GL Cross Reference window is displayed.

The screenshot shows the 'GL Cross-reference' window. At the top, it displays login information: 'You are logged in as: Sarah Maize MATZES', 'DB URL: jdbc:oracle:thin:@nsdpdev17:1521:dev91', 'Data Source: mns10', 'Log Path: files28byym/FaIDMLogs/101dev', and 'Authentication: DATABASE'. The main area has a 'Cross-reference Type' dropdown set to 'Non-merchandise Codes'. To its right is a text field and a 'Query' button. Below these are seven segment fields: 'Segment 1 Location', 'Segment 2 Account', 'Segment 3 Company', 'Segment 4 Class', 'Segment 5 Future2', 'Segment 6 Affiliate', and 'Segment 7 Future1'. At the bottom are 'OK', 'OK+Repeat', and 'Cancel' buttons. The Retek logo is in the bottom left corner.

GL Cross Reference window

- 1 In the Cross Reference Type field, select the account category.
- 2 In the next field, enter the ID of the type of account you are creating, or click the LOV  button and select an account type.
- 3 Click **Query**. The account segment fields are enabled.
- 4 In the Segment fields, enter the appropriate account segments.

Note: If a segment has been marked dynamic, you may leave the field blank.
- 5 Click **OK** to save your changes and close the window.

Define general ledger options

- **Navigate:** On the Administration tab, click GL Options. The GL Options window is displayed.

Segment Label	Segment Position	Dynamic
Company	Test Segment 3	<input checked="" type="checkbox"/>
Location	Test Segment 1	<input type="checkbox"/>
Account	Test Segment 2	<input type="checkbox"/>
Department		<input type="checkbox"/>
Class	Test Segment 4	<input type="checkbox"/>
Affiliate	Test Segment 6	<input type="checkbox"/>
Future1	Test Segment 7	<input type="checkbox"/>
Future2	Test Segment 5	<input type="checkbox"/>
Future3		<input type="checkbox"/>
Future4		<input type="checkbox"/>
Test 3		<input type="checkbox"/>
Test 4		<input type="checkbox"/>
Test 5		<input type="checkbox"/>
Test 6		<input type="checkbox"/>

GL Options window

- 1 For each segment label, select the correct location in the account number for that segment.
- 2 If the segment is dynamic, select the Dynamic check box in the Dynamic column.
- 3 Click **OK** to save your changes and close the window.

Note: Once you have created the account format, you cannot edit the account format.

Maintain reason codes

Overview

The Reason Code Maintenance window allows you to set up and maintain the reason codes. Reason codes are used to resolve discrepancies between receipts and invoices. A discrepancy originates when the price or quantity variance exceeds the acceptable tolerance levels. After you create the reason code, you need to associate it to an action that will help you resolve the discrepancies.

Procedures

Create reason codes

- **Navigate:** On the Administration tab, click Reason Code Maintenance. The Reason Code Maintenance window is displayed.

You are logged in as: Sarah Mata MATZES DB URL: jdbc:oracle:thin:@mspdev17:1521:dev91, Data Source: ms10 Log Path: Authentication: DATABASE

Reason Code Maintenance

Reason Code Type: Reason Code: Reason Code Description: Action: Accounting Distribution: Comment Required: ☐

Comments Hint:

Apply

Delete	Reason Code Type	Reason Code	Reason Code Description	Action	Accounting Distribution	Comment Required	Comments Hint
<input type="checkbox"/>	Cost Discrepancy	TEST	smm test	Discrepancy Write-Off	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Quantity Discrepancy	SPLIT	split receipt	Split Receipt	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	MINELC	DO NOT DELETE	Receiver Cost Adjustment Order/Receipt/Supplier Cost	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	105	Pos. Cost Discrep-Price Protection not taken	Receiver Cost Adjustment Order/Receipt/Supplier Cost	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	110	Pos. Cost Discrep-Price Drop	Receiver Cost Adjustment Order/Receipt/Supplier Cost	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	115	Pos. Cost Discrep-MDF DF1 Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	120	Pos. Cost Discrep-Freight Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	125	Pos. Cost Discrep-Defective Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	130	Pos. Cost Discrep-DF1 Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	135	Pos. Cost Discrep-DF2 Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	140	Pos. Cost Discrep-DF3 Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	145	Cost Discrep-Requires Accounts Payable action	Reroute Cost Discrepancy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	150	Cost Discrep-Requires Buyer action	Reroute Cost Discrepancy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	205	Cost Claim-Price Protection not given on invoice	Debit Memo Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

OK Delete Cancel

Reason Code Maintenance window

- 1 In the Reason Code Type field, select the type of discrepancy for which you are creating a reason code.
- 2 In the Reason Code field, enter the reason code ID.
- 3 In the Reason Code Description field, enter the description of the reason code.
- 4 In the Action field, select the appropriate action to resolve the discrepancy.
- 5 In the Comments Hint field, enter additional comment that may be needed to resolve the discrepancy.

- 6 If a comment is required when a reviewer is resolving the discrepancy, select the Comments Required check box.

Associate a general ledger account with a reason code

- 1 Click **Accounting Distribution**. The GL Cross-Reference is displayed.
- 2 Create the general ledger account cross reference.
- 3 Click **Apply**. The reason code is added to the table.
- 4 Click **OK** to save your changes and close the window.

Edit reason codes

- **Navigate:** On the Administration tab, click Reason Code Maintenance. The Reason Code Maintenance window is displayed.
- 1 On the table, double click the reason code you want to edit.
 - 2 Update the enabled fields as necessary.
 - 3 Click **Apply**. The reason code is added to the table.
 - 4 Click **OK** to save your changes and close the window.

Delete a reason code

- **Navigate:** On the Administration tab, click Reason Code Maintenance. The Reason Code Maintenance window is displayed.
- 1 On the list of reason codes, select the check box next to the reason code you want to delete.
 - 2 Click **Delete**.
 - 3 You are prompted to confirm the deletion. Click **OK**.
 - 4 Click **OK** to save your changes and close the window.

Maintain supplier options

Overview


The Supplier Options window allows you to indicate how invoices from each supplier should be matched. You can associate a specific accounts payable reviewer to a supplier, and you can create linked suppliers.

Procedures

Maintain a supplier

- **Navigate:** On the Administration tab, click Supplier Options. The Supplier Options window is displayed.


Supplier Options window

- 1 In the Supplier field, enter the supplier ID, or click the LOV  button and select a supplier.
- 2 Click **Query**. The supplier details are displayed.
- 3 Edit the enabled fields as necessary:
 - To indicate that invoices from this supplier should be manually paid, select the Invoices for Supplier Manually-Paid check box.
 - To indicate that invoices from this supplier must be matched against quantity as well as cost, select the Match Total Quantity check box.
 - To indicate that the retailer can pay suppliers other than the one listed for the invoice, check the Match Invoices to Receipts from other Suppliers check box.
 - To indicate that the terms date on the invoice is always used to pay an invoice, select the Always Use Invoice Terms check box.
 - To use the receipt of goods date to determine the due date of an invoice, select the ROG Date Allowed check box.

- To indicate when to send a Debit Memo, in the Send Debit Memo field select the appropriate frequency.
 - In the Close Open Receipt Days, enter the number of days a receipt remains in the system without an invoice. After the number of days has passed, the receipt is posted for payment.
 - In the Quantity Discrepancy Days Before Routing, enter the number of days quantity discrepancies should be held before routing for resolution.
- 4 Click **OK** to save your changes and close the window.

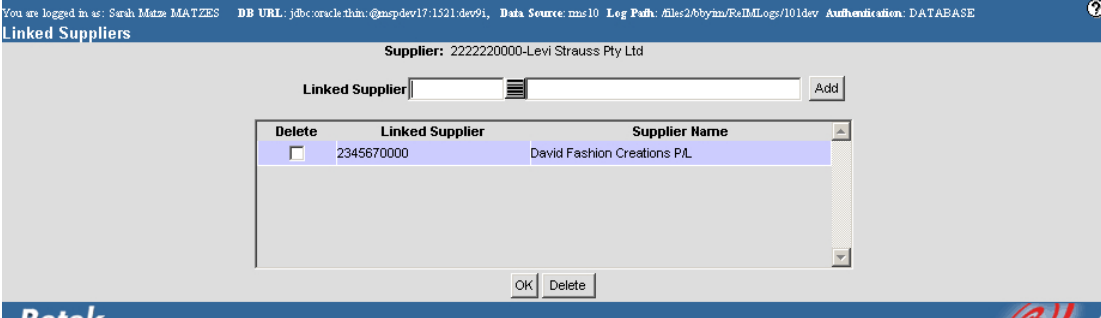
Create a linked supplier

➤ **Navigate:** On the Administration tab, click Supplier Options. The Supplier Options window is displayed.

- 1 In the Supplier field, enter the supplier ID, or click the LOV  button and select a supplier.
- 2 Click **Query**. The supplier details are displayed.


Note: The Match Invoices to Receipts from other Suppliers check box must be selected.

- 3 Click **Linked Suppliers**. The Linked Suppliers window is displayed.




You are logged in as: Sarah Matze MATZES DB URL: jdbc:oracle:thin:@mepdev17.1521.dev94, Data Source: mms10 Log Path: files2\bbymms\PaIMLogs\101dev Authentication: DATABASE

Supplier: 2222220000-Levi Strauss Pty Ltd


Linked Supplier  Add

Delete	Linked Supplier	Supplier Name
<input type="checkbox"/>	2345670000	David Fashion Creations P/L

OK Delete


Retek 

Linked Suppliers window

- 4 In the Linked Supplier field, enter the supplier ID, or click the LOV  button and select a supplier.
- 5 Click **Add**. The supplier is added to the list of suppliers linked to the original supplier selected.
- 6 Click **OK** to save your changes and close the window.

Delete a linked supplier

➤ **Navigate:** On the Administration tab, click Supplier Options. The Supplier Options window is displayed.

- 1 In the Supplier field, enter the supplier ID, or click the LOV  button and select a supplier.
- 2 Click **Query**. The supplier details are displayed.

Note: The Match Invoices to Receipts from other Suppliers check box must be selected.

- 3 Click **Linked Suppliers**. The Linked Suppliers window is displayed.
- 4 On the list of suppliers that are linked to the original supplier, select the check box next to the supplier you want to delete.
- 5 Click **Delete**.
- 6 You are prompted to confirm the deletion. Click **OK**.
- 7 Click **OK** to save your changes and close the window.

Maintain system options

Overview

The system options window allows you define system wide parameters that will impact how Retek Invoice Matching functions. You will indicate how long the system maintains various documents and you will indicate the unique codes the system will use to indicate certain types of documents.

After you make changes to the system options, the changes are available for all users who log on after you make the changes. To see the changes reflected in Retek Invoice Matching, you must log out and log on.

Procedures

Maintain the system variables

- **Navigate:** On the Administration tab, click System Options. The System Options window is displayed.

System Options window

- 1 On the upper half of the screen, edit the enabled fields as necessary.
- 2 Click **OK** to save your changes and close the window.

Note: Any changes will be available to users who log on after you have completed the changes. To see the changes reflected, you must log out and log on.

Maintain the document prefixes and suffixes

- **Navigate:** On the Administration tab, click System Options. The System Options window is displayed.

- 1 On the lower half of the screen, edit the enabled fields as necessary.
- 2 Click **OK** to save your changes and close the window.

Note: Any changes will be available to users who log on after you have completed the changes. To see the changes reflected, you must log out and log on.

Maintain tolerance levels

Overview

The tolerance windows allow you to define the amount of allowable variance between an invoice and a receipt. If the variance is within the defined tolerances, then the invoice can be considered a match. You may define the following type of tolerances at the system level, supplier level, supplier trait level, or the department level:

- Invoice summary cost
- Invoice summary quantity
- Invoice line item cost
- Invoice line item quantity

You can define a tolerance only to the maximum percentage of system tolerance. When you define a tolerance, the lower tolerance is included when calculating variance, while the upper tolerance is excluded.

Procedures

Define the tolerance level for the system

- ➔ **Navigate:** On the Administration tab, click Tolerance Maintenance. The Document Matching Tolerance Maintenance window is displayed.

You are logged in as: Sarah Matze MATZES DB URL: jdbc:oracle:thin:@mspdev26:1522:msm81, Data Source: ms9 Log Path: ?

Authentication: DATABASE

Document Matching Tolerance Maintenance

Tolerance Level

☐ Supplier
 ☐ Supplier Trait
 ☐ Department
 ☒ System

Next Cancel

Retek

Document Matching Tolerance Maintenance window

- 1 In the Tolerance Level column, select System.

- 2 Click **Next**. The Document Matching Tolerance Maintenance Detail window is displayed.

You are logged in as: Sarah Matze MATZES DB URL: jdbc:oracle:thin:@mspdev26:1522:msmtn81, Data Source: ms9 Log Path: Authentication: DATABASE

Document Matching Tolerance Maintenance Detail

Tolerance Level: System Currency: USD

Tolerance: All Difference In Favor Of: All

Delete	Tolerance	Difference In Favor Of	Lower Limit Inclusive	Upper Limit Exclusive	Tolerance Value	Tolerance Type
<input type="checkbox"/>	Invoice Line Item Cost	Retailer	\$0.0000	\$10.0000	\$21.0000	Amount
<input type="checkbox"/>	Invoice Line Item Cost	Retailer	\$10.0000	\$110.0000	\$10.0000	Amount
<input type="checkbox"/>	Invoice Line Item Cost	Retailer	\$110.0000	\$210.0000	\$10.0000	Amount
<input type="checkbox"/>	Invoice Line Item Cost	Retailer	\$210.0000	\$310.0000	\$10.0000	Amount
<input type="checkbox"/>	Invoice Line Item Cost	Retailer	\$310.0000	\$410.0000	\$10.0000	Amount
<input type="checkbox"/>	Invoice Line Item Cost	Retailer	\$410.0000	\$510.0000	\$10.0000	Amount
<input type="checkbox"/>	Invoice Line Item Cost	Retailer	\$510.0000	\$610.0000	\$10.0000	Amount
<input type="checkbox"/>	Invoice Line Item Cost	Retailer	\$610.0000	\$710.0000	\$10.0000	Amount
<input type="checkbox"/>	Invoice Line Item Cost	Retailer	\$710.0000	\$810.0000	\$10.0000	Amount
<input type="checkbox"/>	Invoice Line Item Cost	Retailer	\$810.0000	\$910.0000	\$10.0000	Amount
<input type="checkbox"/>	Invoice Line Item Cost	Retailer	\$910.0000	\$1,010.0000	\$10.0000	Amount
<input type="checkbox"/>	Invoice Line Item Cost	Retailer	\$1,010.0000	\$1,110.0000	\$10.0000	Amount
<input type="checkbox"/>	Invoice Line Item Cost	Retailer	\$1,110.0000	\$1,210.0000	\$10.0000	Amount
<input type="checkbox"/>	Invoice Line Item Cost	Retailer	\$1,210.0000	\$1,310.0000	\$10.0000	Amount
<input type="checkbox"/>	Invoice Line Item Cost	Retailer	\$1,310.0000	\$1,410.0000	\$10.0000	Amount
<input type="checkbox"/>	Invoice Line Item Cost	Retailer	\$1,410.0000	\$1,510.0000	\$10.0000	Amount

OK OK+Repeat Refresh Add Defaults Delete Cancel

Retek




Document Matching Tolerance Maintenance Detail window

- 3 In the Tolerance field, select the type of tolerance you are creating.
- 4 In the Difference in Favor of field, indicate who the tolerance should be in favor of.
- 5 Click **Add**. The next available line is enabled.
- 6 In the Lower Limit Inclusive and Upper Limit Exclusive fields, enter the tolerance values.
- 7 In the Tolerance Value field, indicate the total amount the variance can be.
- 8 In the Tolerance Type field, indicate how the variance should be measured.
- 9 Click **OK** to save your changes and close the window.




Delete a tolerance level for the system

- **Navigate:** On the Administration tab, click Tolerance Maintenance. The Document Matching Tolerance Maintenance window is displayed.
 - 1 In the Tolerance Level column, select System.
 - 2 Click **Next**. The Document Matching Tolerance Maintenance Detail window is displayed.
 - 3 In the Delete column, select the type of tolerance you are deleting.
- Note:** To select all tolerances, select the check box in the header area.
- 4 Click **Delete**. You are prompted to confirm the deletion.
 - 5 Click **OK**. The tolerance is deleted from the system.
 - 6 Click **OK** to close the window and save your changes.

Define the tolerance level for a supplier, supplier trait, or department




- **Navigate:** On the Administration tab, click Tolerance Maintenance. The Document Matching Tolerance Maintenance window is displayed.
- 1 In the Tolerance Level column:
 - Select Supplier to create a supplier tolerance level. In the Supplier field, enter the supplier ID, or click the LOV  button and select a supplier.
 - Select Supplier Trait to create a supplier trait tolerance level. In the Supplier Trait field, enter the supplier trait ID, or click the LOV  button and select a supplier trait.
 - Select Department to create a department tolerance level. In the Department field, enter the department ID, or click the LOV  button and select a department.
- 2 Click **Next**. The Document Matching Tolerance Maintenance Detail window is displayed.
- 3 In the Tolerance field, select the type of tolerance you are creating.
- 4 In the Difference in Favor field, indicate who the tolerance should be in favor of.
- 5 Click **Add**. The next available line is enabled.
- 6 In the Lower Limit and Upper Limit fields, enter the tolerance values.
- 7 In the Tolerance Value field, indicate the total amount the variance can be.
- 8 In the Tolerance Type field, select quantity or amount to indicate what the variance is applied to.
- 9 Click **OK** to save your changes and close the window.

Delete a tolerance level for a supplier, supplier trait, or department

- **Navigate:** On the Administration tab, click Tolerance Maintenance. The Document Matching Tolerance Maintenance window is displayed.
- 1 In the Tolerance Level column:
 - Select Supplier to create a supplier tolerance level. In the Supplier field, enter the supplier ID, or click the LOV  button and select a supplier.
 - Select Supplier Trait to create a supplier trait tolerance level. In the Supplier Trait field, enter the supplier trait ID, or click the LOV  button and select a supplier trait.
 - Select Department to create a department tolerance level. In the Department field, enter the department ID, or click the LOV  button and select a department.
 - 2 Click **Next**. The Document Matching Tolerance Maintenance Detail window is displayed.
 - 3 In the Delete column, select the type of tolerance you are deleting.

Note: To select all tolerances, select the check box in the header area.
 - 4 Click **Delete**. You are prompted to confirm the deletion.
 - 5 Click **OK**. The tolerance is deleted from the system.
 - 6 Click **OK** to close the window and save your changes.

Set tolerance level defaults for a supplier, supplier trait, or department

- **Navigate:** On the Administration tab, click Tolerance Maintenance. The Document Matching Tolerance Maintenance window is displayed.
- 1 In the Tolerance Level column:
 - Select Supplier to create a supplier tolerance level. In the Supplier field, enter the supplier ID, or click the LOV  button and select a supplier.
 - Select Supplier Trait to create a supplier trait tolerance level. In the Supplier Trait field, enter the supplier trait ID, or click the LOV  button and select a supplier trait.
 - Select Department to create a department tolerance level. In the Department field, enter the department ID, or click the LOV  button and select a department.
 - 2 Click **Next**. The Document Matching Tolerance Maintenance Detail window is displayed.
 - 3 Click **Defaults**. You are prompted to confirm the restoration.
 - 4 Click **OK**. The system defaults are displayed.
 - 5 Click **OK** to save your changes and close the window.

Maintain user groups

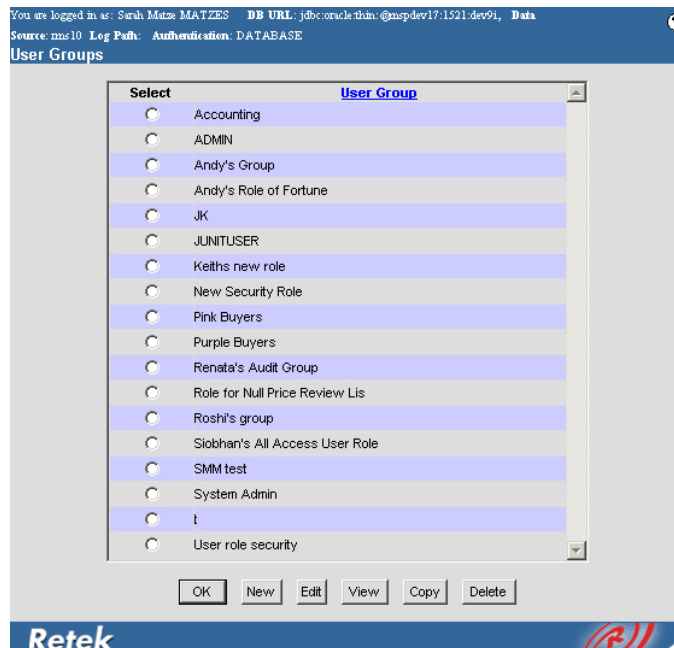
Overview

The user group windows allow you to define the level of access that a user has to Retek Invoice Matching. You can group people together and assign them the same level of access. Once you create a role, you can further limit a user to specific locations, department /classes, or reason codes.

Procedures

Create a user group

- **Navigate:** On the Administration tab, click User Group Maintenance. The User Groups window is displayed.



User Groups window

- 1 Click **New**. The User Group Details window is displayed.

You are logged in as: Sarah Matze MATZES DB URL: jdbc:oracle:thin:@mspdev26:1522:msm81, Data Source: ms9 Log Path: Authentication: ?

USER GROUP DETAILS

User Group:

System Options:

Supplier Options:

User Group Maintenance:

Reason Code Maintenance:

General Ledger Account Maintenance:

Tolerance Maintenance:

Invoice Entry:

Document Entry:

Invoice Delete:

Group Entry Approval:

EDI Review:

Group Entry:

Invoice Matching:

Cost Discrepancy Maintenance:

Quantity Discrepancy Maintenance:

Cost Discrepancies Review:

Quantity Discrepancies Review:

Accounts Payable Review:

Note: To activate any user group changes made, the user must first log out of Retek Invoice Matching.

Retek

User Group Details window

- 2 In the User Group field, enter the name of the user group.
- 3 In the remaining fields, select the type of permissions a member of that user group will have:
 - **Edit:** User groups with edit permissions are allowed to add to and update the areas they are assigned to.
 - **View:** User groups with view permissions are allowed access to the areas they are assigned to, but they are not allowed to make any changes.
 - **None:** User groups with None assigned to an area are not allowed to edit or view those areas.
 - **Yes:** Indicates that member of the user groups can perform the task.
 - **No:** Indicates that member of the user groups can not perform the task.
 - **All:** All members of the group can perform that function.
 - **Users Only:** Only assigned users can perform that function.
- 4 Click **OK** to save any changes and close the window.

Delete a user group

- ➔ **Navigate:** On the Administration tab, click User Group Maintenance. The User Groups window is displayed.
- 1 Select a user group.
 - 2 Click **Delete**.
 - 3 You are prompted to confirm the deletion. Click **OK**.
 - 4 Click **OK** to save any changes and close the window.

Assign users to a user group


➤ **Navigate:** On the Administration tab, click User Group Maintenance. The User Groups window is displayed.

- 1 Select a user group.
- 2 Click **Edit**. The User Group Details window is displayed.
- 3 Click **Members**. The User Group Members window is displayed.

User Group Members window

- 4 In the Available Members column, select the check box in the Select column next to the user you want to add to the user group.

Note: To select all members, select the check box in the header area.


- 5 Click the right arrow  button to move the users into the Select Members column.
- 6 Click **OK** to save any changes and close the window.

Delete a user from a group

➤ **Navigate:** On the Administration tab, click User Group Maintenance. The User Groups window is displayed.

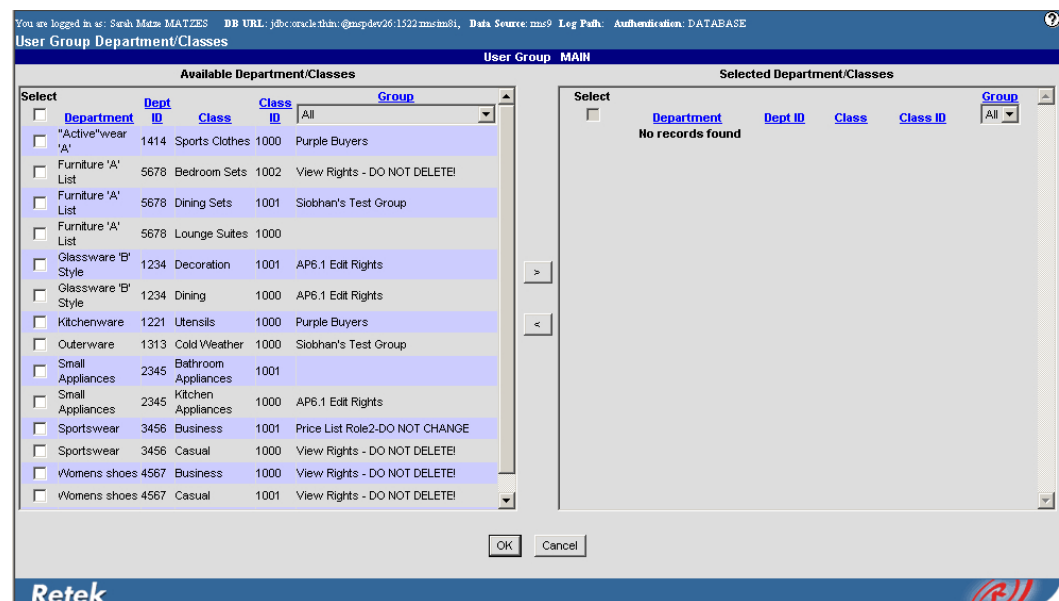
- 1 Select a user group.
- 2 Click **Edit**. The User Group Details window is displayed.
- 3 Click **Members**. The User Group Members window is displayed.
- 4 In the Selected Members column, select the check box in the Select column next to the user you want to remove from the user group.

Note: To select all members, select the check box in the header area.

- 5 Click the left arrow  button to move the users into the Available Members column.
- 6 Click **OK** to save any changes and close the window.

Assign a department/class to a user group


- **Navigate:** On the Administration tab, click User Group Maintenance. The User Groups window is displayed.
- 1 Select a user group.
- 2 Click **Edit**. The User Group Details window is displayed.
- 3 Click **Department/Classes**. The User Group Department/Classes window is displayed.



User Group Department/Classes window

- 4 In the Available Department/Classes column, select the check box in the Select column next to the Department/Classes you want to add to the user group.


Note: To select all Department/Classes, select the check box in the header area.

- 5 Click the right arrow  button to move the users into the Selected Department/Classes column.
- 6 Click **OK** to save any changes and close the window.

Delete a department/class from a user group

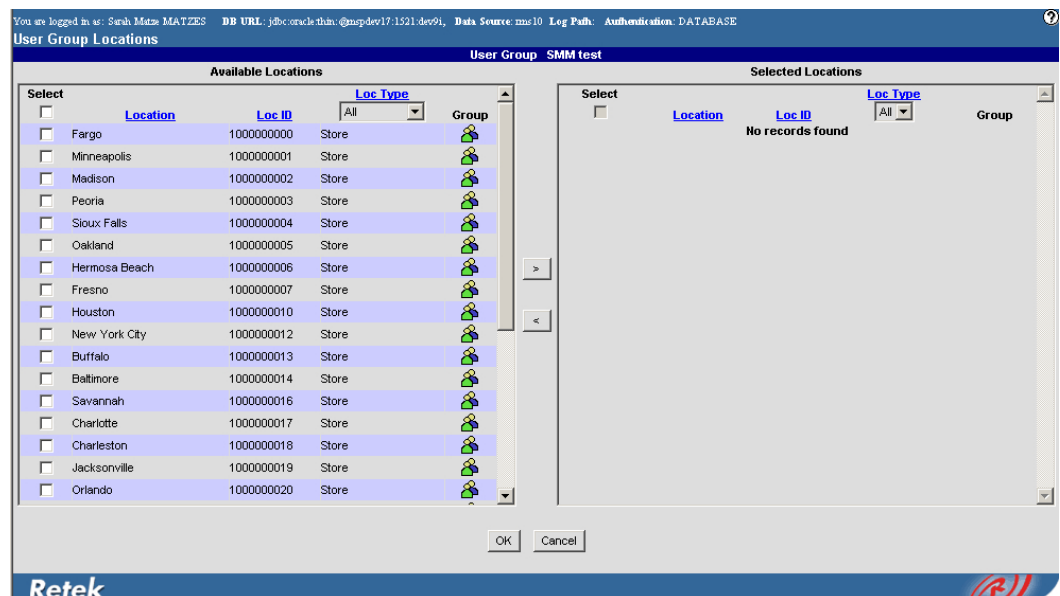
- **Navigate:** On the Administration tab, click User Group Maintenance. The User Groups window is displayed.
- 1 Click **Edit**. The User Group Details window is displayed.
- 2 Click **Department/Classes**. The User Group Department/Classes window is displayed.
- 3 In the Selected Department/Classes column, select the check box in the Select column next to the Department/Classes you want to remove from the user group.

Note: To select all Department/Classes, select the check box in the header area.

- 4 Click the left arrow  button to move the users into the Available Department/Classes column.
- 5 Click **OK** to save any changes and close the window.

Assign a location to a user group


- **Navigate:** On the Administration tab, click User Group Maintenance. The User Groups window is displayed.
- 1 Select a user group.
- 2 Click **Edit**. The User Group Details window is displayed.
- 3 Click **Locations**. The User Group Locations window is displayed.



User Group Locations window

- 4 In the Available Locations column, select the check box in the Select column next to the locations you want to add to the user group.

Note: To select all Locations, select the check box in the header area.


- 5 Click the right arrow  button to move the users into the Selected Locations column.
- 6 Click **OK** to save any changes and close the window.

Delete a location from a user group

- **Navigate:** On the Administration tab, click User Group Maintenance. The User Groups window is displayed.

- 1 Click **Edit**. The User Group Details window is displayed.
- 2 Click **Locations**. The User Group Locations window is displayed.
- 3 In the Selected Locations column, select the check box in the Select column next to the locations you want to remove from the user group.

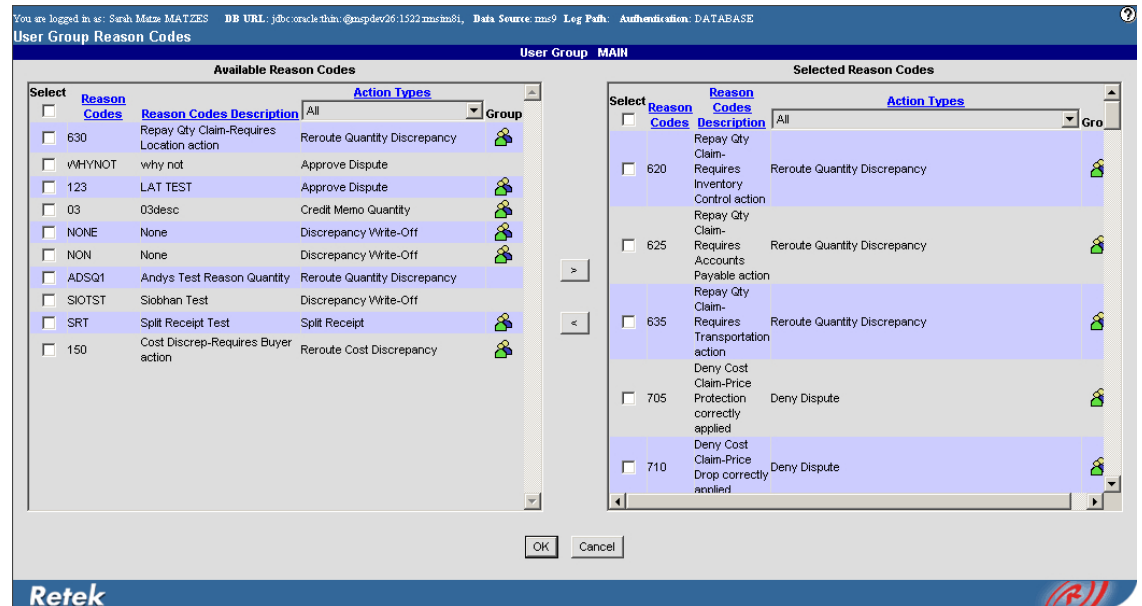
Note: To select all Locations, select the check box in the header area.

- 4 Click the left arrow  button to move the users into the Available Locations column.
- 5 Click **OK** to save any changes and close the window.

Assign a reason code to a user group

➤ **Navigate:** On the Administration tab, click User Group Maintenance. The User Groups window is displayed.


- 1 Select a user group.
- 2 Click **Edit**. The User Group Details window is displayed.
- 3 Click **Reason Codes**. The User Group Reason Codes window is displayed.



User Group Reason Codes window

- 4 In the Available Reason Codes column, select the check box in the Select column next to the reason codes you want to add to the user group.

Note: To select all Reason Codes, select the check box in the header area.


- 5 Click the right arrow  button to move the users into the Selected Reason Codes column.
- 6 Click **OK** to save any changes and close the window.

Delete a reason code from a user group

➤ **Navigate:** On the Administration tab, click User Group Maintenance. The User Groups window is displayed.

- 1 Click **Edit**. The User Group Details window is displayed.
- 2 Click **Locations**. The User Group Reason Codes window is displayed.
- 3 In the Selected Reason Codes column, select the check box in the Select column next to the Reason Codes you want to remove from the user group.

Note: To select all Reason Codes, select the check box in the header area.

- 4 Click the left arrow  button to move the users into the Available Reason Codes column.
- 5 Click **OK** to save any changes and close the window.

Appendix A – Glossary

A

Accounts payable

The system that pays the amount owed to a creditor (supplier). Within ReIM, once an invoice is matched, or the discrepancies resolved, it is exported to a retailer's accounts payable system for payment.

Accounts payable reviewer

The user who can review invoices from a supplier. Also seen as AP reviewer.

Action

Indicates which function will be performed for the window you are working.

Amount

The total number or quantity.

AP reviewer

The accounts payable (AP) associate that reviews the invoices from a supplier.

Auto match

The process that compares billing information from the supplier with purchase order and receipt information. If the information matches within predefined tolerances, the bill is passed onto the accounts payable system for payment. If the information does not match because there is a cost or quantity discrepancy manual matching will be required.

B

Best terms

The term that gives the retailer the opportunity to pay the least amount on an invoice. Calculating the best terms involves comparing the invoice terms, the purchase order terms, and the supplier's default terms to see which term is most advantageous for the retailer.

C

Calculated count

The number of invoices in the group that have been entered to this point.

Calculated total

The total amount of the invoices that have been entered into the system.

Cash discounts

Indicates whether a cash discount is part of the invoice terms.

Child invoice ID

A unique number that identifies an invoice that originated from an invoice with multiple locations.

Child merchandise cost

The merchandise cost assigned to a location when splitting an invoice into multiple locations.

Child quantity

The number of items assigned to a location when splitting an invoice into multiple locations.

Class

Belongs to a department and provides a way to define the areas of a department. The fifth division in the merchandise hierarchy.

Class ID

The number that identifies a class. Each class ID within a department is unique.

Comments

Additional information added to a record.

Control count

The number of invoices in the group that should be in the system after they have been entered.

Control total

The amount that the invoices should total after they have been entered in the system.

Cost

The amount the supplier charges a retailer for goods.

Cost discrepancy

The difference between the cost on a purchase order and the cost on a merchandise invoice. When there is a cost discrepancy in the system, in either the retailer's or supplier's favor, a reviewer will have to do a cost review.

Cost resolution due days

The number of days a reviewer has to resolve a cost discrepancy.

Cost review

A cost review is the process where the reviewer examines a cost discrepancy and determines how to resolve it

Cost variance

The amount of difference between the invoice quantity and the receipt quantity.

Create ID

The user name of the person who entered the group.

Credit memo

A document created to pay back a supplier for a under invoiced amount.

Credit note

A response from the supplier indicating agreement to the terms outlined in a credit note request.

Credit note request

A document that is sent from the retailer to the supplier, requesting a credit note for an over invoiced amount.

Cross reference

The association between an account number and an action.

Currency

The currency the document uses.

Currency code

The abbreviation used to indicate which currency the invoice uses. Also seen as Curr code.

Current order cost

The cost of the item from the purchase order at the time of the invoice.

D**Date range**

A period of time. Date ranges allow you to limit a search by the dates you specify. You may specify ranges for documents, due dates, or receipt dates.

Days before due date

The number of days you have to wait before routing begins.

Deal

Discounts given to retailers by a supplier for merchandise purchased from the supplier. An example is a volume discount, where the supplier gives the retailer a better price for goods if their order quantity exceeds a certain amount.

Debit memo

A document created to charge a supplier of an over invoiced amount resulting from a price or quantity discrepancy.

Debit memo send days

The number of days following the receipt of an invoice before a debit memo can be sent out.

Default pay now terms

The terms that are applied to an invoice that is due immediately.

Department

Belongs to a group and provides a way to define the areas of a group. The fourth division in the merchandise hierarchy.

Department ID

The number that identifies a department. Each department ID within a group is unique.

Description

The name or identifying note for an ID.

Detail matching

Detail matching is the process of comparing purchase orders and invoices to find matches or discrepancies. This means looking at the quantity and cost of each item at every location. Detail matching generally occurs after summary matching has failed to match the purchase order and the invoice.

Discrepancy comments

Comments that pertain to a discrepancy on an invoice.

Document

Document is a general term for the kinds of billing and dispute information that retailers and suppliers use to communicate with one another.

Document cost

The cost of the item from the document.

Document date

The date the document was created.

Document group

A document group is a collection of documents. Only documents that are manually entered belong to a document group. The document group is a means of facilitating data entry.

Document group status

The status of a document group indicates the availability of the invoices to process in the system. A document group may be in Worksheet or Submitted status.

Document history days

Indicates the length of time documents stay the ReIM system before they are purged.

Document ID

A unique number that identifies a document. Also seen as Document number.

Document type

Indicates the type of document. The types of documents that ReIM supports are: Merchandise Invoices, Non-Merchandise Invoices, Credit Memo - Cost, Credit Memo - Quantity, Credit Notes, Credit Note Request - Cost, Credit Note Request - Quantity, Debit Memo - Cost, Debit Memo - Quantity. Also seen as Doc type.

Due date

The date that invoice payment is due to a supplier. The due date is calculated based on the document date and the number of days defined as part of the term.

Dynamic

When selected, indicates that the account segment varies, depending on the value assigned to the field.

E**Earliest due date**

The soonest date that an invoice must be paid.

EDI invoice

An invoice that has been entered into the system via electronic data interchange (EDI).

Electronic data interchange (EDI)

The standard term for electronic transmission of data. ReIM uses EDI to upload and download documents, such as invoices, memos, and notes.

Entry date

The date an invoice or group of invoices was entered into the system.

Exchange rate

The exchange rate between the invoice currency and the primary currency of the system.

Extended cost

The total cost of an invoice after unit cost is multiplied by invoice quantity.

Extended cost variance

The difference between the invoice extended cost and the purchase order extended cost.

F**Freight payment type**

Indicates how the merchandise was shipped, and how shipping was paid for.

G**Group**

See User Group.

Group entry

The manual entry of multiple invoices at a single time. An ID is assigned to each invoice group entered.

Group ID

The number that identifies a group of invoice. Each group ID is unique.

|

Invoice

The bill for goods or services received from a supplier or partner. In the system, the invoice field or column will display the invoice number, the invoice description, or both.

Invoice cost

The unit cost of the items, according to the invoice.

Invoice currency

The currency the invoice was written in.

Invoice date

The date the invoice was created.

Invoice date range

The series of dates when the invoice was issued by the supplier.

Invoice number

A unique number that identifies an invoice. Also seen as Invoice.

Invoice quantity

The total number or amount of an item on an invoice. Also seen as Invoice qty.

Invoice quantity variance

The difference between the invoice quantity and the receipt quantity.

Invoice status

The status of the invoice indicates where in the matching process.

Invoice unit cost

The cost for one unit of one item on an invoice.

Item

The merchandise received from a supplier. In the system, the item field or column will display the item number, the item description, or both.

L**Linked supplier**

A linked supplier is two suppliers have been connected within the system. For example, a receipt to the supplier can be matched to purchase orders from any of the linked suppliers.

Location

A location is either a store or a warehouse. Documents, purchase orders and receipts can reference any combination of stores and warehouses. In the system, the location field or column will display the location number, the location description, or both.

Location description

The name or identifying note for a location.

Location ID

The number that identifies a location.

Location type

Indicates whether the location is a store or a warehouse.

Lower limit

The lowest valid dollar amount that can have a specific tolerance variance can be applied to it. The lower limit figure is included when calculating variances.

M**Manual group number**

The number assigned to invoices and receipts that have been grouped together by the user for summary and detail matching.

Manual matching

A process that occurs after auto-matching has failed to reconcile documents and receipts. Manual matching consists of summary matching and, if summary matching fails to produce results, detail matching.

Manually paid

An invoice that had been paid without matching.

Matched

The invoice has been matched to receipts based on a common supplier, purchase order, and location relationship.

Matching

The process in which invoices and receipts are compared. If the goods have not yet been received, the purchase order and the receipt are compared. Invoices can be matched by auto-matching or manual matching. The unit cost and quantities of all items on the invoice are compared to the unit cost and quantities on the receipt. If the cost and quantity on the invoice and receipt match within the tolerances defined, there is a match. If the cost and quantity do not match, there will need to be some kind of intervention. This intervention can include creating one of the credit types of documents so that the retailer gets the refund he deserves.

Max tolerance %

The maximum tolerance that is allowed for any invoice throughout the system.

Merchandise costs Costs that are associated with items on documents. Any other costs on an invoice are non-merchandise costs. The sum of the merchandise costs and non-merchandise costs is the total document cost. Also seen as Merch cost, Total merchandise cost, Total invoice merch cost, Total invoice merchandise cost.

Merchandise invoice

The bill that a supplier sends to a retailer for actual merchandise items. A merchandise invoice can also contain additional non-merchandise costs. Because a merchandise invoice must involve items, only suppliers can send merchandise invoices.

Multi-unresolved match

An invoice can be matched to more than one receipt. Alternatively, a receipt can be matched to more than one invoice. Manual intervention is required to define the match.

N**Non-merchandise costs**

Costs that are not associated with items, such as shipping charges. A document may have both merchandise and non-merchandise costs. A non-merchandise invoice can only have non-merchandise costs and will never have merchandise costs. A merchandise invoice can have merchandise costs for the items on a purchase order and non-merchandise costs for the cost of shipping the items. Also seen as Non-merch costs, Total non-merchandise cost.

Non-merchandise invoice

Bills for non-merchandise costs only. Non-merchandise invoices can not contain items. Either suppliers or partners can create non-merchandise invoices.

Number of invoices

The number of invoices available to be matched to receipts. Also seen as No. of invoices.

Number of line exceptions

The number of line items that are in discrepancy. Also seen as No. of line exceptions.

Number of receipts The number of receipts available to be matched to invoices. Also seen as No. of receipts.

O**Open receipt**

A receipt is open if no invoice is received to match it against. After a set amount of time has passed, it is written off to a general ledger account. A receipt remains open while the retailer is waiting for invoices.

Order comments

Comments associated with the purchase order.

Order cost source

Indicates the source of the cost, as stated on the purchase order.

Order number

A unique number that identifies a purchase order. Also seen as Order, Order No., and Purchase order.

Order terms

The order term defines the discounts that apply if the invoice is paid early and the number of days until payment is due.

Order UPC

Indicates the UPC associated with the item.

Original order cost

The cost of the purchase order after the off invoice deals are deducted.

P**Parent invoice ID**

A unique number that identifies an invoice with multiple locations.

Partner

A partner is a business that supplies and bills a retailer for services. Examples of partners are banks, agents and expense suppliers. Partners are defined in the merchandising system. A partner can not send merchandise invoices to a retailers.

Past due indicator

When selected, indicates that the due date for the invoice has passed.

Payment date

The date the invoice was paid.

Post dated document days

Indicates how many days old a document can be when entered into the system.

Posted

The matched invoice and receipt has been exported to an external accounts payable system.

Pre-paid invoice

The process of sending an invoice to accounts payable without matching it to any receipts. Also seen as Pre-paid.

Prefix

Identifies the document type by attaching the appropriate code to the beginning of the document ID. Also seen as Doc prefix.

Purchase order (PO, order)

An agreement between a retailer and a supplier for the purchase of goods. The retailer records the quantity, cost, and delivery location of items from the supplier. On a single purchase order, the same item going to different locations can have different costs.

Q**Quantity**

The total number or amount.

Quantity difference

The difference between the quantity on a receipt and the quantity on a merchandise invoice.

Quantity discrepancy

The difference between the quantity on a receipt and the quantity on a merchandise invoice. ReIM searches for quantity discrepancies so that the retailer does not pay for goods that were not received. If the quantity discrepancy is not in the retailers favor, a buyer initiates a resolution document to dispute quantity and get a refund for the missing units.

Quantity discrepancy days before routing

The number of days a quantity can exist before it is sent for payment.

Quantity discrepancy review

The process of reviewing variances between the invoice, the receipt, and the purchase order, to determine the correct amount to pay.

Quantity resolution due days

The number of days the buyer has to resolve a quantity discrepancy. Also seen as Qty resolution due days.

Quantity variance

The amount of difference between the invoice quantity and the receipt quantity.

R

Ready for match

The invoice has not been matched to a receipt. The match is based on a common supplier, purchase order, and location.

Reason code

The resolution or reason that is applied to a price or a quantity discrepancy.

Receipt

A receipt is a document stating that the goods that have arrived to the store or warehouse. For the purposes of ReIM, only goods associated with purchase order are considered.

Receipt cost

The unit cost of the items, according to the receipt.

Receipt date

The date the goods arrived to the store or warehouse.

Receipt quantity

The number of item that were received at the location

Receiving location

The store or warehouse where the items arrived.

Reject reason

Indicates the reason that the document could not be loaded into the system via EDI.

Resolution document

A resolution document can be used to resolve an invoice-to-receipt discrepancy: debit memo, credit memo, credit note, and credit note requests.

Resolve by date

The date by which invoice issues should be completed by in order to pay the invoice.

Reviewer group

Indicates which group will review the invoice discrepancy.

ROG

Receipt of goods.

ROG date

The day the items on a purchase order were actually received at the location.

Route date

The day the invoice was sent for discrepancy review.

S

Segment 1 - 10

Used to build the correct account numbers and ensure that transactions are credited/debited from the appropriate financial accounts.

Segment label

The name for the numeric section of the account number.

Segment position

The place in the account number where the segment label is found.

Shipment

A shipment is a group of items that are in transit. A shipment may be the result on an intra-company transfer or the goods on a purchase order.

Source

The origin of the terms that are applied to an invoice.

Status

When an invoice or group of invoices is added to the system, it must go through a series of checks before it is accessible in the system. Depending on your user role, you may not be able to move the invoice or group of invoices to the next status.

Summary matching

The process of comparing invoice and receipt totals to find matches or discrepancies.

Supplier

A supplier sells merchandise items to a retailer. Suppliers can send retailers merchandise or non-merchandise invoices.

Supplier name

The name or identifying note for a supplier. Also seen as Supplier, Supp name.

Supplier terms

The terms of payment as defined at the supplier level. A term defines the discount that apply if the invoice is paid early and the number of days until payment is due.

Supplier trait

Supplier traits are characteristics that can be used to group suppliers together. Supplier traits are defined in the merchandising system.

System

Retek Invoice Matching (ReIM). When a something is defined at the system level, it is a parameter that applies to all levels of ReIM.

T

Terms

The discount that applies if the document is paid early and the number of days until payment is due. Terms are the payment conditions negotiated between suppliers and retailers. Terms are associated with suppliers, purchase orders, invoices, and other documents.

Terms date

The date the payment is due, in order to take advantage of the discount according to the terms.

Tolerance

The range that the receipt can vary from the invoice in terms of amount and quantity and still be considered a match. Tolerances are used in the auto-match and manual match process to determine when quantities are 'close enough' that the difference is not worth the time and effort to investigate and possibly dispute. Summary matching uses supplier level tolerance to manually match the invoice. Detail matching uses department level tolerances to manually match the invoice. The system level tolerances are used if department level tolerances do not exist for an item being detail matched, or supplier level tolerances do not exist for a document being summary matched.

Total allowances

The amount that a deal has saved for all merchandise items across an invoice.

Total cost

The sum of all merchandise and non-merchandise costs on the document. Also seen as Total invoice cost, Invoice total cost, Total document amount, Document amount.

Total extended cost

The total cost of an invoice after unit cost is multiplied by invoice quantity for all items on an invoice.

Total items

The number of items on an invoice.

Total line item cost

The sum of a line item on an invoice. This is calculated by multiplying the quantity of line item by the unit cost of the line item.

Total quantity

The sum of all merchandise items on an invoice. Also seen as total invoice quantity, invoice total quantity.

Total quantity variance

The difference between the invoice quantity and the and the receipt quantity.

U

Undistributed cost

The amount remaining on a multiple location invoice that needs to be distributed to a single location.

Undistributed quantity

The number of items remaining on a multiple location invoice that needs to be distributed to a single location.

Unit cost

The cost for one item on an invoice. Also seen as Amount per unit.

Unit cost variance

The difference between the current order cost and the current invoice cost.

Unit cost variance percent

The percentage representation of the unit cost variance.

Unresolved match

An invoice has been matched to a receipt based on a common supplier, purchase order, and location relationship, but the cost and/or the quantity does not match within tolerance.

UPC

Indicates the Universal Product Code (UPC) for the item selected.

Upper limit

The highest valid dollar amount that can have a specific tolerance variance can be applied to it. The upper limit figure is excluded when calculating variances.

User

A person who is authorized to use the system.

User group

A grouping to associate users by the common functional permissions they are allowed to perform within a system. Also seen as Group.

V

Variance

The difference between the calculated and the control totals and counts, or the difference between the invoice and receipt.

Vendor

A general term that is used to include both partners and suppliers.

Vendor description

The name of the vendor.

Vendor type

The type of vendor, either partner or supplier.

Index

- child invoices.....20
- columns
 - hide, display or change order.....6
- Comments
 - create a document.....32
 - create a non-merchandise invoice.....30
 - create the merchandise invoice header.....26
 - resolve cost discrepancies.....48
 - resolve quantity discrepancies.....45
- cost discrepancies.....48
- Cost Review Detail
 - resolve cost discrepancies.....48
- Cost Review List
 - resolve cost discrepancies.....48
- Cost Selection
 - Detail match documents.....41
- Cost Selection window
 - Resolve cost discrepancies.....48
- Cost Variance Resolution
 - resolve cost discrepancies.....48
- Detail Matching
 - group invoices and receipts for detail matching.....41
- document groups.....13
- Document Maintenance Detail
 - create a document.....32
 - reverse a debit memo.....33
- Document Maintenance Header
 - create a document.....31
 - void a credit note request.....34
- document matching
 - detail.....41
 - summary.....35
- Document Matching Tolerance Maintenance
 - define tolerance level for supplier, trait or department.....62
 - define tolerance level for the system.....60
 - delete tolerance level for a supplier.....63
 - delete tolerance level for the system.....62
 - set tolerance level defaults for a supplier.....63
- Document Matching Tolerance Maintenance Detail
 - define tolerance level for supplier, trait or department.....62
 - define tolerance level for the system.....60
 - delete tolerance level for a supplier.....63
 - delete tolerance level for the system.....62
 - set tolerance level defaults for a supplier.....63
- Document Search
 - create a document.....31
 - create a merchandise invoice.....23
 - create a non-merchandise invoice.....29
 - reverse a debit memo.....33
 - void a credit note request.....34
- drop-down list, using.....5
- dynamic segments.....51
- EDI invoices.....9
- EDI Maintenance
 - correct a rejected EDI invoice.....9
 - correct multiple delete multiple rejected EDI invoices.....12
 - correct multiple rejected EDI invoices.....11
 - delete an EDI invoice.....11
- EDI Rejected Invoice Details.....10
- exit.....5
- field descriptions.....*See Glossary*
- general ledger accounts.....51
- GL Cross Reference
 - associate a general ledger account with a reason code.....54
 - create a general ledger account cross reference.....51
- GL Options
 - define general ledger options.....52
- Glossary.....75
- Group Entry Detail.....17
- Group Entry List
 - add documents using default information...15
 - add documents without default information15
 - approve a document group.....18
 - complete the document group.....16
 - create a new invoice group.....13
 - define default information.....14
 - delete an existing document group.....18
 - edit an existing document group.....17
- Invoice Deals
 - view deals associated with invoices or orders.....44
- Invoice Header Maintenance
 - create a non-merchandise invoice.....29
- Invoice Maintenance
 - default items details from a receipt or purchase order.....28
- Invoice Maintenance Detail
 - add details to a merchandise invoice.....27
 - delete an item.....27
 - edit an item.....27
- Invoice Maintenance Header
 - create the merchandise invoice header.....24
 - create the merchandise invoice header.....23
- Linked Suppliers
 - create a linked supplier.....56

delete a linked supplier	57
List of Values (LOV) button, using	6
log on	5
memos and requests	31
Non Merchandise Cost	
create a document	32
create a non-merchandise invoice	29
create the merchandise invoice header	25
non-merchandise invoice	29
parent invoice	19
Parent Invoice List	
add, edit, delete child invoices	20
complete the distribution	20
default child invoice information from a purchase order	21
split invoices with multiple locations	19
quantity discrepancies	45
Quantity Review List	
resolve quantity discrepancies	45
Quantity Variance Resolution	
resolve quantity discrepancies	45
Reason Code Maintenance	
create reason codes	53
delete reason codes	54
edit reason codes	54
sort and filter information	6
split invoices with multiple locations	19
Split Receipt	
split a receipt	43
Summary Match - Supplier List	
search for invoices and receipts to match	35
Summary Match Find	
create groups	38
group invoices and receipts for detail matching	41
search for invoices and receipts to match	35
split a receipt	43
summary match invoices and receipts	39
view deals associated with invoices or orders	44
view the In Balance Items tab	43
Summary Match List	
summary match invoices and receipts	39

Supplier Match Find	
create groups	38
Supplier Options	
create a linked supplier	56
delete a linked supplier	57
maintain a supplier	55
System Options	
maintain document prefixes and suffixes	58
maintain system variables	58
User Group Department/Classes	
assign a department/class to a user group ...	69
delete a department/class from a user group	70
User Group Details	
assign a department/class to a user group ...	69
assign a location to a user group	70
assign a reason code to a user group	72
assign user to groups	67
create a user group	65
delete a department/class from a user group	70
delete a location to a user group	71
delete a reason code to a user group	73
delete a user from a group	67
User Group Locations	
assign a location to a user group	70
delete a location to a user group	71
User Group Members	
assign user to groups	67
delete a user from a group	67
User Group Reason Code	
delete a reason code to a user group	73
User Group Reason Codes	
assign a reason code to a user group	72
User Groups	
assign a department/class to a user group ...	69
assign a location to a user group	70
assign a reason code to a user group	72
assign user to groups	67
create a user group	65
delete a department/class from a user group	70
delete a location to a user group	71
delete a reason code to a user group	73
delete a user from a group	67
delete a user group	66