

Retek[®] Invoice Matching[™] 11.0

User Guide

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Contact Method	Contact Information
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E-mail	support@retex.com
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Internet (ROCS)	rocs.retek.com Retek's secure client Web site to update and view issues
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Phone	+1 612 587 5800
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Toll free alternatives are also available in various regions of the world:

Australia	+1 800 555 923 (AU-Telstra) or +1 800 000 562 (AU-Optus)
France	0800 90 91 66
United Kingdom	0800 917 2863
United States	+1 800 61 RETEK or 800 617 3835

Mail	Retek Customer Support Retek on the Mall 950 Nicollet Mall Minneapolis, MN 55403
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When contacting Customer Support, please provide:

- 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.

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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 manually entered into the system through a group or single invoice entry facility.

Invoice records are verified against associated receipts in an automated matching process. If invoices are matched to receipts within tolerance at a summary level, they are evaluated for 'best payment terms' and posted to a staging table. The staging table is interfaced with the retailer's accounts payable system, where payments are processed and corresponding accounting entries are posted.

If invoices and receipts are not matched at the summary level after a specified period of time, the auto-matching process attempts to match at the line-level within tolerances. If matches are not identified at the line level, the process calculates a cost or quantity discrepancy. The discrepancy is routed to defined user groups for resolution. Discrepancies are resolved by applying reason codes based on a set of defined actions (for example, charge-back supplier) which determine disposition of the discrepancies.

Discrepancies are routed out of the auto-match process and you can begin manual identification of summary and detail level matches. You may resolve line-level discrepancies. Additionally, you can access invoices and receipts.

Business Process	
Resolve discrepancies	Match documents
Review cost discrepancies Review quantity discrepancies Create memos and requests	Summary match invoices Detail match invoices Summary match credit notes Detail match credit notes
Enter and review invoices	Maintain Invoice Matching parameters
Review EDI uploads Split invoices with multiple locations Enter document groups Create a merchandise invoice Create a non merchandise invoice	Maintain system options Maintain supplier options Maintain general ledger accounts Maintain reason codes Maintain user groups Maintain tolerance levels

Navigate Retek Invoice Matching

Invoice Matching navigation

Overview

This section describes how to navigate within ReIM. The following topics are included:

- Instructions to log on to and exit ReIM
- Instructions to navigate within a window
- Instructions to sort and filter columns

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 Log Out. 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 list of values is empty if no values have been 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 to populate a field.

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

Sort and filter information

ReIM allows you to sort and filter data so that you can view the appropriate information.

Filter information

Many windows use filters. A filter allows you to limit the records listed in the column to those that match your filter criteria.

- 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

Many windows use underlined column headings to sort table data.


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

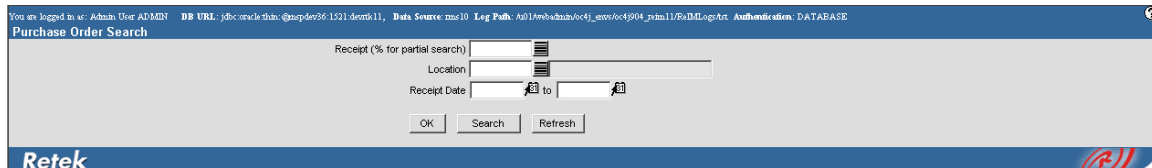
Search for a purchase order





Overview

An invoice or document can be entered into ReIM through EDI, manually, or group entry. The Purchase Order (PO) number is required for all invoices entered into the system. In some cases, vendors do not record PO numbers on their Invoices. To enter a purchase order for an invoice, you can search for a purchase order number.

Procedure

1. Click the search  button. The Purchase Order Search window is displayed.



-  **Note:** You must use at least one search criterion, but you are not required to use all three.
2. In the Receipt field, enter the receipt order the purchase order is associated with, or click the LOV  button and select a receipt.
3. In the Location field, enter the location ID of the location the purchase order is associated with, or click the LOV  button and select a location.
4. In the Date fields, enter the date of that receipts were received against the PO, or click the calendar  button and select a date.
 - **Receipt Date:** Enter a receipt date to search for receipts containing a receipt date that is greater than or equal to the date entered.
 - **To Date:** Enter a to date value to search receipts with a receipt date that is less than or equal to the date entered.
 - **Receipt Date and To Date:** Enter a Receipt date and a To date to limit the search to receipts containing a receipt date that is greater than or equal to the receipt date and less than or equal to the to date.
5. Click **Search**. Purchase orders that match the criteria are displayed in the table.
6. In the Use Order Number field, select the check box of the order you want to use.
7. Click **OK**. The purchase order is displayed in the appropriate field.

Comments

Overview

The Comments window allows you to add additional information about a specific area of a window.

Procedure

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@usapdev36-1521.dcomk11, Data Source: msal10 Log Path: /u01/Arrebusadm/oc4j_www/oc4j904_psm11/FaillLogArt Authentication: DATABASE

Comments

Document ID EDIGENNT0645022514640000000103

Document Type Merchandise Invoice

Add

Usage Type External

Item

Comment

Add


Existing Comments

Usage Type	User ID	Date	Item	Comments
No records found				

OK


Retek

Comments window

2. In the Usage Type field, select Internal or External.
3. In the Item field, enter the item ID, or click the LOV  button and select an item.
4. In the Comment field, enter your comments.
5. Click **Add**. Your comment is added to the table.
6. Click **OK** to save any changes and close the window.


Flexible columns

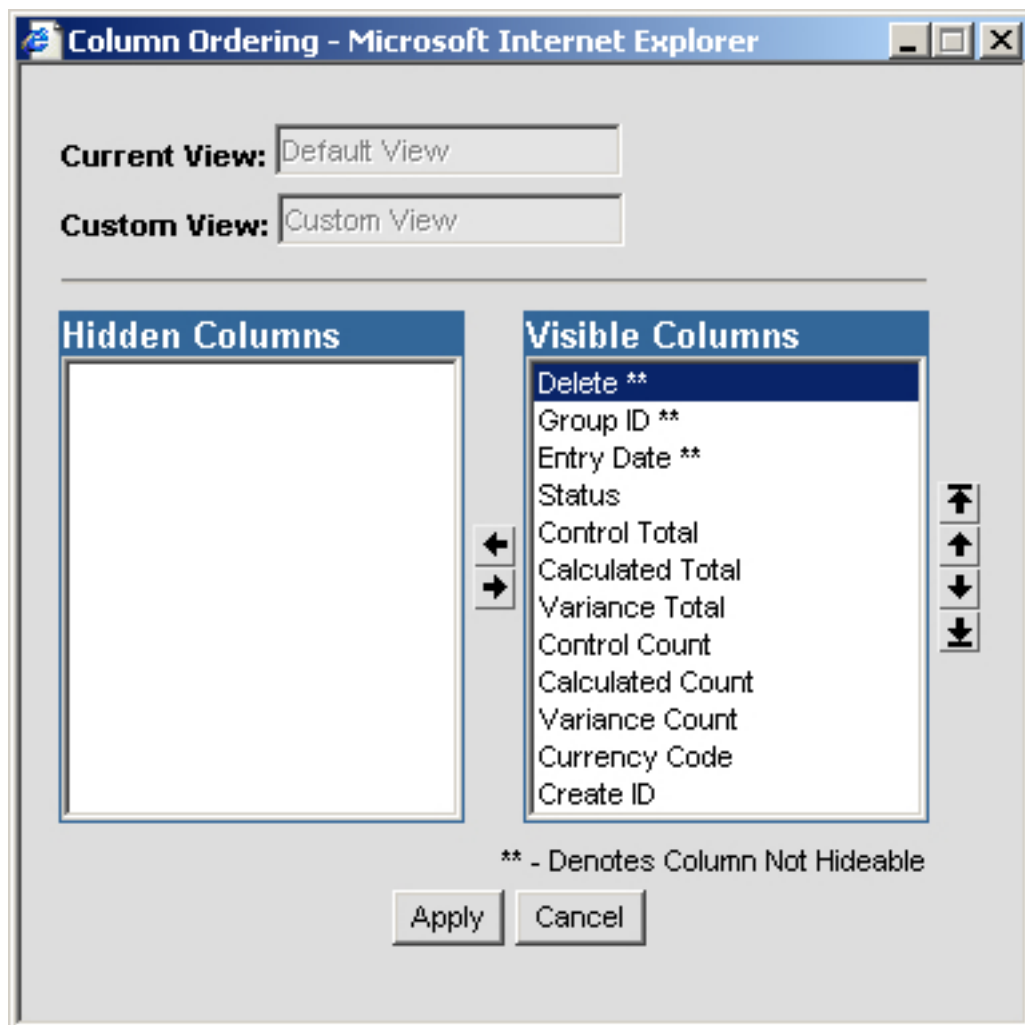
Overview



You may customize your window view 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 maintains the view every time you open the window.

Procedures

Hide or display a column

1. Click the column  button, found to the left of the window name. 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 a double asterisk (**) cannot be hidden.

4. When the columns are in the Hidden Columns and Visible Columns 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.

Column Ordering - Microsoft Internet Explorer

Current View: Default View

Custom View: Custom View





Hidden Columns

Visible Columns

- Delete **
- Group ID **
- Entry Date **
- Status
- Control Total
- Calculated Total
- Variance Total
- Control Count
- Calculated Count
- Variance Count
- Currency Code
- Create ID

** - Denotes Column Not Hideable

Apply Cancel

2. Select a column heading. Click the up arrow  button or down arrow  button to move the column heading order.
 - a. Moving the column heading up on the list places it to the left side of the screen.
 - b. Moving the column heading down on the list places it to the right side of the screen.
 - c. To move a column to the top of the list, select the column heading and click top  button
 - d. 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 desired order, click **Apply**. You are returned to your previous work area.

Chapter 2 – Enter documents

Review EDI uploads

Overview

There are three ways invoices are loaded into the system: EDI, group entry, and single invoice entry. The majority of 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 cannot be verified, then you need to manually correct the inaccurate data on each invoice.

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 are 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: Admin User ADMD1 BR YRL jfb:rock@supdev30 1321 dev011, Data Source: msr30 Log Path: AD\Amh\sub\edi\msr30\msr30\EDI\log\msr30\Authentication.DATABASE

EDI Maintenance

Delete	Supplier	Invoice Number	Invoice Date	Total Invoice Cost	Reject Reason
<input type="checkbox"/>	All	All	All	All	All
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI06EN105430212143000000000149	03-10-2001	\$3,943.1900	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDI06EN105430212000000000000000	03-10-2001	\$29,219.3891	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDI06EN105430212568400000000249	03-10-2001	\$20,710.7600	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDI06EN105432095801000000000721	03-10-2001	\$26,879.0400	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI06EN105432095842100000000721	03-10-2001	\$2,720.6300	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDI06EN105432095837000000000745	03-10-2001	\$27,572.1600	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI06EN105430212095700000000136	03-10-2001	\$4,024.9200	Invalid duplicate UPC
<input type="checkbox"/>	5000000002-Test Supplier 5000000002	EDI06EN105430212700000000000001	03-10-2001	\$29,521.3782	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI06EN105430212105000000000136	03-10-2001	\$12,412.6591	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDI06EN105432095804100000000722	03-10-2004	\$20,105.6400	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI06EN105430212084700000000134	03-10-2001	\$12,304.6891	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI06EN105430212132800000000145	03-10-2001	\$2,601.1600	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDI06EN105430212513000000000233	03-10-2001	\$36,055.8600	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDI06EN105430212748700000000292	03-10-2001	\$54,711.6400	Invalid duplicate UPC
<input type="checkbox"/>	5000000002-Test Supplier 5000000002	EDI06EN105430212535400000000299	03-10-2001	\$13,767.6200	Invalid duplicate UPC
<input type="checkbox"/>	5000000004-Test Supplier 5000000004	EDI06EN105430212630500000000263	03-10-2001	\$1,999.2800	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDI06EN105432095954300000000760	03-10-2001	\$41,072.4000	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDI06EN105579879163400000000002	03-10-2001	\$40,904.6200	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDI06EN106381274992600000000001	03-10-2001	\$36,000.0000	Invalid UPC

Mass Correction Delete Cancel

Retek

Retek Invoice Matching

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

Reject Reason Invalid duplicate UPC

Invoice EDK0ENH10543021208470000000134

Supplier 5000000005 Test Supplier 5000000005

Invoice Date 03-10-2005

Terms 04 Net 30 Days

Order No. 05457

Location 1111111111 Central Physical VM

UPC / Supplement / SKU	Line	Quantity	Unit Cost	Total Line Item Cost
100004050 Test Item 100004050	1	400	\$1.0000	\$400.0000
100004050 Test Item 100004050	2	400	\$1.0203	\$408.1200
100004050 Test Item 100004050	3	400	\$0.9359	\$374.3600
100005010 Test Item 100005010	4	400	\$0.2945	\$117.8000
100005010 Test Item 100005010	5	400	\$0.3000	\$120.0000
100005010 Test Item 100005010	6	400	\$0.3000	\$120.0000
7777777777777777 SCC-14 Test Item	7	400	\$1.9082	\$763.2800
7777777777777777 SCC-14 Test Item	8	400	\$2.1895	\$875.8000
7777777777777777 SCC-14 Test Item	9	400	\$2.0000	\$800.0000

Retry Invoice Cancel

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 UPC.

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.

Correct multiple rejected EDI invoices

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@supplier36:1521:devb11, Data Source: msl10 Log Path: A:\1mbedmav\oc4_msl10\ReIDLog.txt Authentication: DATABASE

EDI Maintenance

Delete	Supplier	Invoice Number	Invoice Date	Total Invoice Cost	Reject Reason
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH10543021214300000000149	03-10-2001	\$3,943.1900	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDIGENH10543021200000000000000	03-10-2001	\$29,219.3891	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDIGENH105430212568400000000249	03-10-2001	\$20,710.7600	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIGENH105432095001000000000721	03-10-2001	\$26,079.0400	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH105432095042100000000721	03-10-2001	\$2,720.6300	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIGENH105432095093200000000745	03-10-2001	\$27,572.1600	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH105430212095700000000136	03-10-2001	\$4,024.9200	Invalid duplicate UPC
<input type="checkbox"/>	5000000002-Test Supplier 5000000002	EDIGENH105430212701000000000001	03-10-2001	\$29,521.3782	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH105430212105000000000136	03-10-2001	\$12,412.6691	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDIGENH105432095004100000000722	03-10-2004	\$20,105.6400	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH105430212084700000000134	03-10-2001	\$12,304.6691	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH105430212137000000000145	03-10-2001	\$2,601.1600	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDIGENH105430212513000000000223	03-10-2001	\$36,055.6600	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDIGENH105430212746700000000292	03-10-2001	\$54,711.6400	Invalid duplicate UPC
<input type="checkbox"/>	5000000002-Test Supplier 5000000002	EDIGENH105430212535400000000229	03-10-2001	\$13,767.6200	Invalid duplicate UPC
<input type="checkbox"/>	5000000004-Test Supplier 5000000004	EDIGENH105430212630500000000263	03-10-2001	\$1,999.2800	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIGENH105432095095400000000760	03-10-2001	\$41,072.4000	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIGENH105578978163400000000022	03-10-2001	\$40,984.6200	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDIGENH106301274992600000000001	03-10-2001	\$36,000.0000	Invalid UPC

Mass Correction Delete Cancel

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@supplier36:1521:devb11, Data Source: msl10 Log Path: A:\1mbedmav\oc4_msl10\ReIDLog.txt Authentication: DATABASE

EDI Reject Mass Correction


Supplier

Type

Old Item

New Item

Replace Delete Cancel

- In the Supplier field, enter the supplier ID, or click the LOV  button and select a supplier.
- In the Type field, select the type of change you are making, a change to an item ID or an order ID.
- In the Old field, enter the ID of the order or item that is being replaced.
- In the New field, enter the ID of the order or item you are replacing.
- 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.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@supplier36-1521.domb11, Data Source: me10 Log Path: A:\1mchadman\oc4j_uow\oc4j904_rms11\ReIMLog.txt Authentication: DATABASE

EDI Maintenance


Delete	Supplier	Invoice Number	Invoice Date	Total Invoice Cost	Reject Reason
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH10543021214300000000149	03-10-2001	\$3,943.1900	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDIGENH10543021200000000000000	03-10-2001	\$29,219.3891	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDIGENH105430212568400000000249	03-10-2001	\$20,710.7600	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIGENH105432695801000000000721	03-10-2001	\$26,879.0400	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH105432695842100000000721	03-10-2001	\$2,720.8300	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIGENH105432695893200000000745	03-10-2001	\$27,572.1600	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH105430212095700000000136	03-10-2001	\$4,024.9200	Invalid duplicate UPC
<input type="checkbox"/>	5000000002-Test Supplier 5000000002	EDIGENH105430212780700000000001	03-10-2001	\$29,521.3782	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH105430212105000000000136	03-10-2001	\$12,412.6691	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDIGENH105432695804100000000722	03-10-2004	\$20,105.6400	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH105430212084700000000134	03-10-2001	\$12,304.6691	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH105430212137000000000145	03-10-2001	\$2,601.1600	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDIGENH105430212513000000000223	03-10-2001	\$36,055.8600	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDIGENH105430212746700000000292	03-10-2001	\$54,711.6400	Invalid duplicate UPC
<input type="checkbox"/>	5000000002-Test Supplier 5000000002	EDIGENH105430212535400000000229	03-10-2001	\$13,767.6200	Invalid duplicate UPC
<input type="checkbox"/>	5000000004-Test Supplier 5000000004	EDIGENH105430212630500000000263	03-10-2001	\$1,999.2800	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIGENH105432695854300000000760	03-10-2001	\$41,072.4000	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIGENH105578978163400000000002	03-10-2001	\$40,984.6200	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDIGENH106381274992600000000001	03-10-2001	\$36,000.0000	Invalid UPC

Mass Correction Delete Cancel


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


You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@supplier36-1521.domb11, Data Source: me10 Log Path: A:\1mchadman\oc4j_uow\oc4j904_rms11\ReIMLog.txt Authentication: DATABASE

EDI Reject Mass Correction


Supplier 

Type

Old Item 


New Item 

Replace Delete Cancel

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



Note: You can only delete orders.

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

Enter document groups

Overview

There are three ways invoices are loaded into the system: EDI, group entry, and single invoice entry. The Group Entry window allows you to manually enter merchandise invoices, non-merchandise invoices, and credit notes into the system.

When you enter 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 an invoice group

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

You are logged in as: ADMIN User: ADMIN DB URL: jdbc:oracle:thin:@guydev36.1321.demok11, Data Source: msd10 Log Path: Ad1/webchznv/oc4j_www/oc4j9904_pem11/PaDLog.txt Authentication: DATABASE

Group Entry List

Default View

Delete	Group ID	Entry Date	Status	Control Total	Calculated Total	Variance Total	Control Count	Calculated Count	Variance Count	Currency Code	Create ID
		All	All								All
<input type="checkbox"/>	92514	03-10-2001	Worksheet	\$0.0000	\$4,100.0000	\$4,100.0000	0	3	3	USD	ADMIN
<input type="checkbox"/>	92523	03-10-2001	Worksheet	\$0.0000	\$1,000.0000	\$1,000.0000	0	1	1	USD	ADMIN
<input type="checkbox"/>	92524	03-10-2001	Worksheet	\$0.0000	\$10.0000	\$10.0000	0	1	1	USD	ADMIN
<input type="checkbox"/>	92525	03-10-2001	Worksheet	\$0.0000	\$1,000.0000	\$1,000.0000	0	3	3	USD	ADMIN
<input type="checkbox"/>	92526	03-10-2001	Worksheet	\$100,000,000,000.0000	\$100,000,000,000.0000	\$0.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	92529	03-10-2001	Worksheet	\$1,000,000,000,000.0000	\$100,000,000,000.0000	(\$999,900,000,000.0000)	0	1	1	USD	DEMO1
<input type="checkbox"/>	92708	03-10-2001	Worksheet	\$99,999,999,999.0000	\$8,777,777,779,280.0000	\$8,777,677,779,281.0000	3	3	0	USD	DEMO1
<input type="checkbox"/>	92806	03-10-2001	Worksheet	\$88,888,888,888.0000	\$8,888,888,888,880.0000	\$8,800,000,000,002.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	92807	03-10-2001	Submitted	\$100.0000	\$100.0000	\$0.0000	1	1	0	USD	DEMO1
<input type="checkbox"/>	92809	03-10-2001	Worksheet	\$0.0000	\$444.0000	\$444.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	92810	03-10-2001	Worksheet	\$0.0000	\$42,855.0000	\$42,855.0000	0	2	2	USD	DEMO1
<input type="checkbox"/>	92811	03-10-2001	Worksheet	\$0.0000	\$556.0000	\$556.0000	0	2	2	USD	DEMO1
<input type="checkbox"/>	92908	03-10-2001	Worksheet	\$0.0000	\$999,999,999,999.5560	\$999,999,999,999.5560	0	1	1	USD	DEMO1
<input type="checkbox"/>	93306	03-10-2001	Worksheet	\$234.0000	\$234.0000	\$0.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	93307	03-10-2001	Worksheet	\$0.0000	\$45.0000	\$45.0000	0	1	1	USD	DEMO1

1 2 3 4 (Next)

Advanced Search

Clear Advanced Search

New

Delete

Cancel

Retek

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@(prod)96.1521:dev011, Data Source: msl10 Log Path: A014webadmin/voc41_sov/oc4904_jstml1/RetekLog/Am Authentication: DATABASE

Group Entry

Group ID: 102401 Entry Date: 03-10-2004 Currency: USD US Dollar Status: Worksheet

Defaults

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

Document Entry Custom View

Document Type: Merchandise Invoice Vendor Type: Supplier Doc No.: Document Date: Terms: Order No.: Location: Total Qty: Total Cost: Non-Merch: Ref No. 1 Ref No. 2 Ref No. 3

Existing Documents Default View

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
No records found													

Summary

Calculated Total: \$0.0000 Control Total: \$0.0000 Variance: \$0.0000

Calculated Count: 0 Control Count: 0 Variance: 0

OK Delete Calculate Variance Cancel




Retek

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

Add documents using default information




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





1. In the Document Type field, select the type of document that 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 Type 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.
6. In the Defaults area click **Apply Defaults**. The information is added to the Document Entry area.
7. In the Doc No. field, enter the document ID.
8. In the Order No. field, enter the purchase order number that is associated with the document.



Note: You can search for a purchase order by receipt and location information.

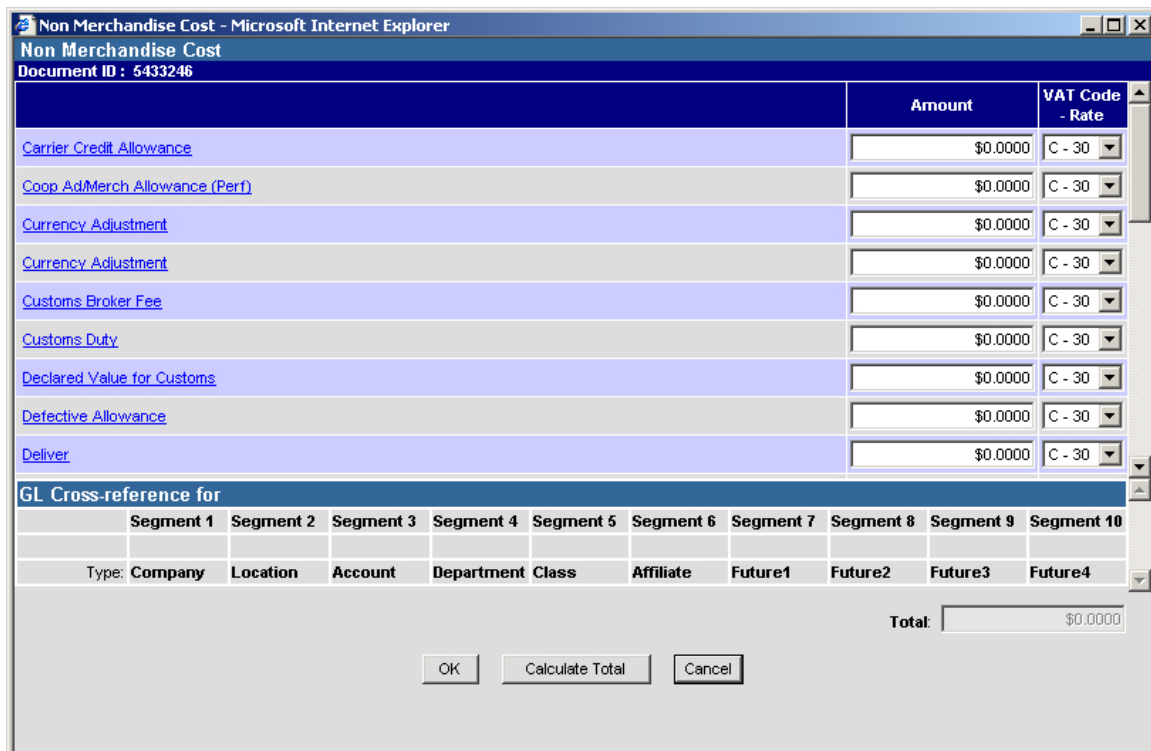
9. In the Location field, enter the location ID, or click the LOV  button and select a location ID.
10. In the Total Qty field, enter the total number of items on the document.
11. In the Total Cost Ex VAT field, enter the total cost on the document.
12. Complete the document group.

Add documents without default information

1. In the Document Type field, select the type of document that 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 Type 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 Ex VAT field, enter the total cost on the document.
11. Complete the document group.

Complete the document group

1. Add 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.



	Amount	VAT Code - Rate
Carrier Credit Allowance	\$0.0000	C - 30
Coop Ad/Merch Allowance (Perf)	\$0.0000	C - 30
Currency Adjustment	\$0.0000	C - 30
Currency Adjustment	\$0.0000	C - 30
Customs Broker Fee	\$0.0000	C - 30
Customs Duty	\$0.0000	C - 30
Declared Value for Customs	\$0.0000	C - 30
Defective Allowance	\$0.0000	C - 30
Deliver	\$0.0000	C - 30

GL Cross-reference for										
	Segment 1	Segment 2	Segment 3	Segment 4	Segment 5	Segment 6	Segment 7	Segment 8	Segment 9	Segment 10
Type:	Company	Location	Account	Department	Class	Affiliate	Future1	Future2	Future3	Future4

Total: \$0.0000

OK Calculate Total Cancel

- b. In the non merchandise fields, enter the appropriate charges.
 - c. In the VAT Code - Rate field, select the appropriate VAT information for the non-merchandise charge.
 - d. Click **Calculate Total**. The sum of the non-merchandise costs is displayed in the Total field.
 - e. Click **OK** to save your changes and close the window.
2. Add the invoice VAT cost.
 - a. In the Document Entry area, click the amount in the Total VAT Amt field. The VAT Breakdown window is displayed.

Ex VAT Basis	VAT Code	VAT Rate	VAT Amounts
\$0.0000	C	30	\$0.0000
\$0.0000	E	20	\$0.0000
\$0.0000	Z	1.5	\$0.0000
\$0.0000	S	10	\$0.0000

Total: \$0.0000

OK Calculate Total Cancel

- b. In the Ex VAT Basis field, enter the amount on the invoice that is subject to VAT.
 - c. Click **Calculate Total**. The amount of VAT is displayed in the total field.
3. Click **Add**. The document is added to the Existing Documents area.
 4. Click **Calculate Variance**. The remaining variance is displayed.
 5. Continue adding documents until the totals and counts have no variance.
 6. Click **OK** to submit the group for matching. The Group Entry List window is displayed.

Retek Invoice Matching

Edit a document group

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@uspdev36.1521.demok11, Data Source: ms10 Log Path: A01\\webadmin\\oc4j_eros\\oc4j904_psm11\\PdMLog\\ret Authentication: DATABASE

Group Entry List Default View

Delete	Group ID	Entry Date	Status	Control Total	Calculated Total	Variance Total	Control Count	Calculated Count	Variance Count	Currency Code	Create ID
<input type="checkbox"/>	92514	03-10-2001	Worksheet	\$0.0000	\$4,100.0000	\$4,100.0000	0	3	3	USD	ADMIN
<input type="checkbox"/>	92523	03-10-2001	Worksheet	\$0.0000	\$1,000.0000	\$1,000.0000	0	1	1	USD	ADMIN
<input type="checkbox"/>	92524	03-10-2001	Worksheet	\$0.0000	\$10.0000	\$10.0000	0	1	1	USD	ADMIN
<input type="checkbox"/>	92525	03-10-2001	Worksheet	\$0.0000	\$1,000.0000	\$1,000.0000	0	3	3	USD	ADMIN
<input type="checkbox"/>	92526	03-10-2001	Worksheet	\$100,000,000,000.0000	\$100,000,000,000.0000	\$0.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	92529	03-10-2001	Worksheet	\$1,000,000,000,000.0000	\$100,000,000,000.0000	(\$999,900,000,000.0000)	0	1	1	USD	DEMO1
<input type="checkbox"/>	92708	03-10-2001	Worksheet	\$99,999,999,999.0000	\$8,777,777,779,280.0000	\$8,777,677,779,281.0000	3	3	0	USD	DEMO1
<input type="checkbox"/>	92806	03-10-2001	Worksheet	\$88,888,888,888.0000	\$8,888,888,888,888.0000	\$8,800,000,000,002.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	92807	03-10-2001	Submitted	\$100.0000	\$100.0000	\$0.0000	1	1	0	USD	DEMO1
<input type="checkbox"/>	92809	03-10-2001	Worksheet	\$0.0000	\$444.0000	\$444.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	92810	03-10-2001	Worksheet	\$0.0000	\$42,855.0000	\$42,855.0000	0	2	2	USD	DEMO1
<input type="checkbox"/>	92811	03-10-2001	Worksheet	\$0.0000	\$556.0000	\$556.0000	0	2	2	USD	DEMO1
<input type="checkbox"/>	92908	03-10-2001	Worksheet	\$0.0000	\$999,999,999,999.5560	\$999,999,999,999.5560	0	1	1	USD	DEMO1
<input type="checkbox"/>	93306	03-10-2001	Worksheet	\$234.0000	\$234.0000	\$0.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	93307	03-10-2001	Worksheet	\$0.0000	\$45.0000	\$45.0000	0	1	1	USD	DEMO1

1 2 3 4 (Next)

Advanced Search Clear Advanced Search New Delete Cancel

Retek

1. To search for a document group:

a. Click **Advanced Search**. The Group Entry Advanced Search window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@uspdev36.1521.demok11, Data Source: ms10 Log Path: A01\\webadmin\\oc4j_eros\\oc4j904_psm11\\PdMLog\\ret Authentication: DATABASE

Group Entry Advanced Search

Document ID: (% for partial search)

Document Type:

Vendor Type:

Vendor:

Order Number:

Currency:

Total Cost: to

Document Group Status:

Search Refresh Cancel

Retek

b. Enter the criteria to restrict your search.

c. Click **Search**. The Group Entry List window is displayed.

2. In the Group ID column, click a group ID. The Group Entry Detail window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@uspdev36.1521.demok11, Data Source: ms10 Log Path: A01\\webadmin\\oc4j_eros\\oc4j904_psm11\\PdMLog\\ret Authentication: DATABASE

Group Entry Detail

Group ID: 92708

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"/>	1212120000	Glassware Products Ltd.	14554	Merchandise Invoice	03-09-2001	02-15% 30 Days	03-09-2001	150	\$1,490.0000	\$10.0000	\$1,500.0000	77013	1111111111	Central Physical VM
<input type="checkbox"/>	5000000000	Test Supplier	234	Merchandise Invoice	03-06-2001	113-01 000.00% 014 014	03-20-2001	4,324	\$7,777,777,777,777.0000	\$0.0000	\$7,777,777,777,778.0000	76904	1000000018	Charleston
<input type="checkbox"/>	5000000000	Test Supplier	324	Merchandise Invoice	03-06-2001	113-01 000.00% 014 014	03-20-2001	4	\$1,000,000,000,000.0000	\$0.0000	\$1,000,000,000,000.0000	76904	1000000018	Charleston

Calculated Total \$8,777,777,779,280.0000 Calculated Count 3

Control Total \$99,999,999,999.0000 Control Count 3

Variance \$8,777,677,779,281.0000 Variance 0

OK Worksheet Submit Approve Calculate Variance Add Delete Cancel

Retek

3. To make changes to the document group, click **Worksheet**. You are prompted to confirm the status change.
4. Click **OK**. The document group status is changed to worksheet.
5. Click **Add**. The Group Entry window is displayed.
6. Add documents as necessary.
7. 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.
8. Click **OK** to submit the group for matching. The Group Entry List window is displayed.

Delete an document group

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

You are logged in as: Admin User ADMIN BB URL: j8c-mack-sha:00pdey361521.dcmk11, Data Source: ms10 Log Path: A01Arehadhu004_mess04904_jam11/9a3dLogAct. Authentication: DATABASE

Group Entry Detail
Group ID: 92708 Entry Date: 03-10-2001 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"/>	1212120000	Glassware Products Ltd.	14554	Merchandise Invoice	03-09-2001	02-1 5% 30 Days	03-09-2001	150	\$1,490.0000	\$10.0000	\$1,500.0000	77013	1111111111	Central Physical WH
<input type="checkbox"/>	5000000000	Test Supplier	234	Merchandise Invoice	03-06-2001	113-01 000 00% 014 014	03-20-2001	4,324	\$7,777,777,777,777,780.0000	\$0.0000	\$7,777,777,777,777,780.0000	76904	1000000018	Charleston
<input type="checkbox"/>	5000000000	Test Supplier	324	Merchandise Invoice	03-06-2001	113-01 000 00% 014 014	03-20-2001	4	\$1,000,000,000,000,000.0000	\$0.0000	\$1,000,000,000,000,000.0000	76904	1000000018	Charleston

Calculated Total: \$8,777,777,777,779,280.0000 Calculated Count: 3
 Control Total: \$99,999,999,999.0000 Control Count: 3
 Variance: \$8,777,777,777,779,281.0000 Variance: 0

Retek

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.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@usgdev36.1321.demk11, Data Source: ms10 Log Path: /d1/web/ctm/004_errs/004994_psm11/PsDLLog.txt Authentication: DATABASE

Group Entry List Default View

Delete	Group ID	Entry Date	Status	Control Total	Calculated Total	Variance Total	Control Count	Calculated Count	Variance Count	Currency Code	Create ID
<input type="checkbox"/>	92514	03-10-2001	Worksheet	\$0.0000	\$4,100.0000	\$4,100.0000	0	3	3	USD	ADMIN
<input type="checkbox"/>	92523	03-10-2001	Worksheet	\$0.0000	\$1,000.0000	\$1,000.0000	0	1	1	USD	ADMIN
<input type="checkbox"/>	92524	03-10-2001	Worksheet	\$0.0000	\$10.0000	\$10.0000	0	1	1	USD	ADMIN
<input type="checkbox"/>	92525	03-10-2001	Worksheet	\$0.0000	\$1,000.0000	\$1,000.0000	0	3	3	USD	ADMIN
<input type="checkbox"/>	92526	03-10-2001	Worksheet	\$100,000,000,000.0000	\$100,000,000,000.0000	\$0.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	92529	03-10-2001	Worksheet	\$1,000,000,000,000.0000	\$100,000,000,000.0000	(\$999,900,000,000.0000)	0	1	1	USD	DEMO1
<input type="checkbox"/>	92708	03-10-2001	Worksheet	\$99,999,999,999.0000	\$8,777,777,779,280.0000	\$8,777,677,777,779,281.0000	3	3	0	USD	DEMO1
<input type="checkbox"/>	92806	03-10-2001	Worksheet	\$88,888,888,888.0000	\$8,888,888,888,880.0000	\$8,800,000,000,002.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	92807	03-10-2001	Submitted	\$100.0000	\$100.0000	\$0.0000	1	1	0	USD	DEMO1
<input type="checkbox"/>	92809	03-10-2001	Worksheet	\$0.0000	\$444.0000	\$444.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	92810	03-10-2001	Worksheet	\$0.0000	\$42,855.0000	\$42,855.0000	0	2	2	USD	DEMO1
<input type="checkbox"/>	92811	03-10-2001	Worksheet	\$0.0000	\$556.0000	\$556.0000	0	2	2	USD	DEMO1
<input type="checkbox"/>	92908	03-10-2001	Worksheet	\$0.0000	\$999,999,999,999.5560	\$999,999,999,999.5560	0	1	1	USD	DEMO1
<input type="checkbox"/>	93306	03-10-2001	Worksheet	\$234.0000	\$234.0000	\$0.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	93307	03-10-2001	Worksheet	\$0.0000	\$45.0000	\$45.0000	0	1	1	USD	DEMO1

1 2 3 4 (Next)

Advanced Search Clear Advanced Search New Delete Cancel

Retek

 **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 multiple invoices, each for 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). When you are splitting an invoice with multiple locations, you must assign the total cost and total quantity to the single locations before you can save your changes.

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: Admin User ADMIN DB URL: jdbc:oracle:thin:@usapdev36.1521.dcom111, Data Source: msl10 Log Path: Ad1/webadmin/oc4j_mos/oc4j904_jsml1/ExDLog/Art Authentication: DATABASE

Parent Invoice List

Parent Invoice ID	Supplier	Purchase Order	Location	Currency	Total Invoice Cost	Total Quantity	Invoice Terms	Invoice Date	Split Indicator
	All		All				All		All
EDIGENNN1055884746646000000000	5000000001	76052	1111111111-Central Physical VH	USD	\$70,650.6182	5,400 2.5% 30 Days	03-10-2001	Y	
EDIGENNN1055885853963000000000	5000000001	76070	1111111111-Central Physical VH	USD	\$54,000.0000	5,400 2.5% 30 Days	03-10-2001	Y	
EDIGENNN1055884746786000000000	5000000001	76058	2222222222-Western Physical VH	USD	\$36,000.0000	3,600 2.5% 30 Days	03-10-2001	Y	
EDIGENNN1055885948418000000001	5000000001	76078	2222222222-Western Physical VH	USD	\$36,000.0000	3,600 2.5% 30 Days	03-10-2001	Y	
EDIGENNN1055884746846000000006	5000000001	76067	1111111111-Central Physical VH	USD	\$54,000.0000	5,400 2.5% 30 Days	03-10-2001	Y	
EDIGENNN1055885854023000000004	5000000001	76075	1111111111-Central Physical VH	USD	\$54,184.6200	5,400 2.5% 30 Days	03-10-2001	Y	
EDIGENNN1055885948468000000000	5000000001	76079	1111111111-Central Physical VH	USD	\$54,000.0000	5,400 2.5% 30 Days	03-10-2001	N	
EDIGENNN1062535503168000000000	1212120000	64927	1111111111-Central Physical VH	USD	\$49,217.6191	3,600 1.5% 30 Days	03-10-2001	Y	
EDIGENNN1063295425458000000000	5000000001	76088	1111111111-Central Physical VH	USD	\$62,325.3091	5,400 2.5% 30 Days	03-10-2001	Y	

1

Cancel

Retek

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@usapdev36.1521.dcom111, Data Source: msl10 Log Path: Ad1/webadmin/oc4j_mos/oc4j904_jsml1/ExDLog/Art Authentication: DATABASE

Parent Invoice Header

Parent Invoice ID: EDIGENNN1063295425458000000000
 Supplier: 5000000001-Test Supplier
 Purchase Order: 76088
 Location: 1111111111-Central Physical VH

Total Merchandise Cost: \$54,000.0000
 Total Non-merchandise Cost: \$8,325.3091
 Total Invoice Cost: \$62,325.3091
 Total Quantity: 5,400

Invoice Date: 03-10-2001
 Invoice Terms: 01-2.5% 30 Days
 Manually Paid: N

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"/>	EDIGENNN1063295425458000000000,OC1111111111	Merchandise Invoice	76088	Central Physical VH	\$54,000.0000	5,400
<input type="checkbox"/>	EDIGENNN1063295425458000000000,OC1111111111NM	Non-Merchandise Invoice	76088	Central Physical VH	\$8,325.3091	0

Undistributed Cost: \$0.0000 Undistributed Quantity: 0


OK Delete Cancel

Retek



Note: To begin splitting an invoice, 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 monetary amount that should be allocated to the child invoice.
3. In the Child Quantity field, enter the number of items that should be allocated to the child invoice.
4. Click **Apply**. The results are displayed in the table.

Edit child invoices

1. In 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 child invoice is updated.

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

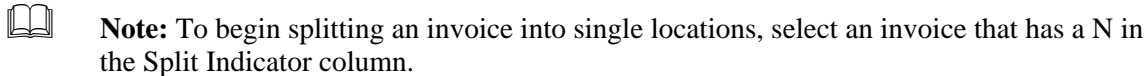
⇒ **Navigate:** On the Document Entry tab, click Parent Invoice List. The Parent Invoice List window is displayed.

You are logged in as: ADMIN User ADMIN DB URL: jdbc:oracle:thin:@uspsdev36.1521.dentil1, Data Source: ms10 Log Path: /d1/webadms/oc4j_mss/oc4j904_pm11/SqlLog.txt Authentication: DATABASE

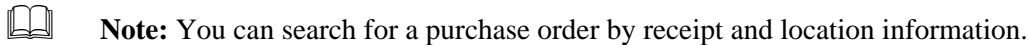
Parent Invoice List									
Parent Invoice ID	Supplier	Purchase Order	Location	Currency	Total Invoice Cost	Total Quantity	Invoice Terms	Invoice Date	Split Indicator
	All		All				All		All
EDGENN105588474964800000000000	5000000001	76052	1111111111-Central Physical VH	USD	\$70,650.6182	5,400 2.5% 30 Days	03-10-2001	Y	
EDGENN105588585398900000000002	5000000001	76070	1111111111-Central Physical VH	USD	\$54,000.0000	5,400 2.5% 30 Days	03-10-2001	Y	
EDGENN105588474617800000000005	5000000001	76056	2222222222-Western Physical VH	USD	\$36,000.0000	3,600 2.5% 30 Days	03-10-2001	Y	
EDGENN105588594841800000000001	5000000001	76078	2222222222-Western Physical VH	USD	\$36,000.0000	3,600 2.5% 30 Days	03-10-2001	Y	
EDGENN105588474684600000000006	5000000001	76067	1111111111-Central Physical VH	USD	\$54,000.0000	5,400 2.5% 30 Days	03-10-2001	Y	
EDGENN10558858540128000000000004	5000000001	76075	1111111111-Central Physical VH	USD	\$54,184.6200	5,400 2.5% 30 Days	03-10-2001	Y	
EDGENN105588594849460000000002	5000000001	76079	1111111111-Central Physical VH	USD	\$54,000.0000	5,400 2.5% 30 Days	03-10-2001	N	
EDGENN106253550316600000000000	1212120000	64927	1111111111-Central Physical VH	USD	\$49,217.6191	3,600 1.5% 30 Days	03-10-2001	Y	
EDGENN106329542545600000000000	5000000001	76088	1111111111-Central Physical VH	USD	\$62,325.3091	5,400 2.5% 30 Days	03-10-2001	Y	

Cancel

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

Retek

2. In the Default From Order field, enter the purchase order number, or click the LOV



3. Click **Defaults**. The location, merchandise cost, and quantity as assigned on the purchase order are displayed in the table.
4. Add child invoices, edit child invoices, and delete a child invoice as necessary.
5. Complete the distribution.

Add invoice details to a child invoice


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

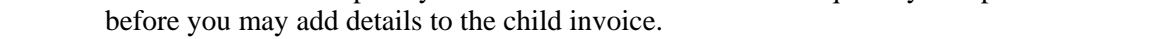
Retek 

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

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-  **NOTE:** You may use a calculator for this test, but you may not use a calculator for the 6 questions in this section.



Chapter 3 – Create documents

Create a merchandise invoice

Overview

There are three ways invoices are loaded into the system: EDI, group entry , and single invoice entry. 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.

In addition, deal bill backs will be available for automatic invoicing, sent to the ReIM from the merchandising system. Any non-merchandise invoices resulting from a deal will be created in either Submitted or Approved status, depending on the system setting selected in the merchandising system.

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 system. At the top, a status bar indicates the user is logged in as 'Admin User ADMIN' with a DB URL and Log Path. The window title is 'Document Search'. Below the title bar, there are several search criteria fields organized in two columns. 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, Currency, Document Cost Range, Receipt, Payment Terms, and Details Exist. The right column includes fields for Document ID (for partial search), Vendor, Location, Cost Reviewer Group, Quantity Reviewer Group, Due Date Range, Consignment (set to 'Deal'), Quantity Range, Item, Freight Payment Type, and Pre-paid Invoice. At the bottom of the window, there are buttons for 'OK', 'Search', 'Refresh', and 'Cancel'. The Retek logo is visible in the bottom left corner.

Create the merchandise invoice header

1. In the Action field, select New.
2. In the Document Type field, select Merchandise Invoice.

- Click **OK**. The Invoice Maintenance Header window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@msp-dev36:1521:devdb11, Data Source: msi10 Log Path: A01\msbadmin\oc41_msi10\ReIMLog\Art Authentication: DATABASE

Invoice Maintenance Header

Document Type: Merchandise Invoice

Invoice:

Invoice Status:

Invoice Date:

Match Date:

Invoice Terms:

Order Terms:

Supplier Terms:

Due Date:

Freight Payment Type:

Vendor Type:

Vendor:

Order No.:

Location:

Invoice Currency:

Exchange Rate:

☐ EDI Invoice

☐ Pre-Paid

☐ Manually-Paid

☐ Details Attached

☐ Consignment

Total Merchandise Cost Ex VAT: \$0.0000

Total Non-Merch Cost Ex VAT: \$0.0000

Total Cost Ex VAT:

Total VAT Cost: \$0.0000

Total Cost Inc VAT:

Invoice Qty:

Total Allowances:

Ref No. 1:

Ref No. 2:

Ref No. 3:

Ref No. 4:

TERMS

Terms Date:

Best Terms:

SOURCE

- In the Invoice field, enter the number of the invoice.
 - In the Vendor field, enter the supplier ID, or click the LOV button and select a supplier.
 - In the Order No. field, enter the purchase order number associated with the invoice, or click the LOV button and select a purchase order.
- Note:** You can search for a purchase order by receipt, receipt date, and location information.
- In the Invoice Date field, enter the date the invoice was created, or click the calendar button and select a date.
 - In the Location field, enter the location ID, or click the LOV button and select a location.
 - To calculate the payment due date, click the calculator button, found to the right of the Due Date field.
 - In the Total Cost Ex VAT field, enter the total amount of the merchandise and non-merchandise costs of the invoice before VAT is applied.
 - In the Total Cost Inc VAT, enter the total amount of the merchandise and non-merchandise costs of the invoice after VAT is applied.
 - Click **Calculate** to calculate the total merchandise cost of the invoice.
 - In the Invoice Qty field, enter the number of items on the invoice.

14. Add the invoice VAT cost.
- a. In the Total VAT Cost field, click the amount. The VAT Breakdown window is displayed.

Ex VAT Basis	VAT Code	VAT Rate	VAT Amounts
\$0.0000	C	30	\$0.0000
\$0.0000	E	20	\$0.0000
\$0.0000	Z	1.5	\$0.0000
\$0.0000	S	10	\$0.0000

Total: \$0.0000

OK Calculate Total Cancel

- b. In the Ex VAT Basis field, enter the amount on the invoice that is subject to VAT.
- c. Click **Calculate Total**. The amount of VAT is displayed in the total field.
- d. Click **OK** to close the window.

Retek Invoice Matching

15. Add non-merchandise costs as necessary.

- a. In the Total Non-Merch Cost field, click the amount. The Non Merchandise Cost window is displayed.

	Amount	VAT Code - Rate
Carrier Credit Allowance	\$0.0000	C - 30
Coop Ad/Merch Allowance (Perf)	\$0.0000	C - 30
Currency Adjustment	\$0.0000	C - 30
Currency Adjustment	\$0.0000	C - 30
Customs Broker Fee	\$0.0000	C - 30
Customs Duty	\$0.0000	C - 30
Declared Value for Customs	\$0.0000	C - 30
Defective Allowance	\$0.0000	C - 30
Deliver	\$0.0000	C - 30

Segment 1	Segment 2	Segment 3	Segment 4	Segment 5	Segment 6	Segment 7	Segment 8	Segment 9	Segment 10
Type: Company	Location	Account	Department	Class	Affiliate	Future1	Future2	Future3	Future4

Total: \$0.0000

OK Calculate Total Cancel

- b. In the Amount field, enter the appropriate non-merchandise charges.
- c. In the VAT Code - Rate field, select the VAT code and rate that is appropriate for each non-merchandise charge.
- d. Click **Calculate Total**. The sum of the non-merchandise costs is displayed in the Total field.
- e. Click **OK** to save your changes and close the window.


16. Add comments as necessary.

17. Enter additional information in the enabled fields as necessary.

Add details to a merchandise invoice

⇒ **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 Detail window is displayed.

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

Edit an item

1. In 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.

Retek Invoice Matching

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 Detail 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.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@usprod36:1521:devnk11, Data Source: msi10 Log Path: A01/webadmin/oc4j_ems/oc4j904_rain11/RainLog/ret Authentication: DATABASE

Document Search

Action: View

Document ID (% for partial search):

Document Type: Status: Vendor Type: Supplier Vendor: Order Number: AP Reviewer: In Cost Review: In Quantity Review: Document Date Range: to Currency: Document Cost Range: to Receipt: Payment Terms: Details Exist: Cost Reviewer Group: Quantity Reviewer Group: Due Date Range: to Consignment: Deal: Quantity Range: to Item: Freight Payment Type: Pre-paid Invoice: OK Search Refresh Cancel

Retek

1. Create the merchandise invoice header.
2. Click **Details**. The Invoice Maintenance Details window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@usprod36:1521:devnk11, Data Source: msi10 Log Path: A01/webadmin/oc4j_ems/oc4j904_rain11/RainLog/ret Authentication: DATABASE

Invoice Maintenance Detail

Invoice: 6546546
Supplier: 1212120000-Glassware Products Ltd. Currency: USD
Total Invoice Merch Cost: \$500.0000 Total Invoice Qty: 0

Select	Receipt	Receiving Location	Description	Order No.	Total Receipt Amount	Receipt Qty	Receipt Date
<input type="checkbox"/>	72110	1000000000	Fargo	1105	\$300.0000	30	06-03-2003

[select all](#) [clear all](#) Default from Receipts Default from Order

Items

Item: Invoice Qty: Unit Cost: VAT Code - Rate: Add Item Update Item

Delete	Item	Description	Invoice Qty	Syst Unit Gross	Inv. Unit Cost	VAT Code	VAT Rate	Extended Cost Ex VAT
No records found								

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

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

OK Delete Items Cancel

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 you assigned to 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.

The screenshot shows the 'Document Search' window in the Retek Invoice Matching application. The window has a blue header bar with the Retek logo on the left and a question mark icon on the right. Below the header, there is a status bar indicating the user is logged in as 'Admin User ADMIN' and showing database and log file paths. The main area of the window contains a grid of search criteria fields. On the left side, there are fields for 'Document Type', 'Status', 'Vendor Type' (set to 'Supplier'), 'Order Number', 'AP Reviewer', 'In Cost Review', 'In Quantity Review', 'Document Date Range', 'Currency', 'Document Cost Range', 'Receipt', 'Payment Terms', and 'Details Exist'. On the right side, there are fields for 'Document ID (% for partial search)', 'Vendor', 'Location', 'Cost Reviewer Group', 'Quantity Reviewer Group', 'Due Date Range', 'Consignment', 'Deal', 'Quantity Range', 'Item', 'Freight Payment Type', and 'Pre-paid Invoice'. At the bottom of the window, there are buttons for 'OK', 'Search', 'Refresh', and 'Cancel'. The Retek logo is also visible in the bottom left corner of the window.

1. In the Action field, select New.
2. In the Document Type field, select Non-Merchandise Invoice.

3. Click **OK**. The Invoice Maintenance Header window is displayed.


You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@msp-dev36:1521:devtk11, Data Source: ms10 Log Path: A01Awebadmin/oc4i_servlet/004_rsm11/ReIMLog/Art Authentication: DATABASE

Invoice Maintenance Header

Document Type: Merchandise Invoice

Invoice:

Invoice Status:


Invoice Date: 

Match Date:

Invoice Terms:

Order Terms:

Supplier Terms:

Due Date: 

Freight Payment Type:


Ref No. 1:


Ref No. 2:


Ref No. 3:

Ref No. 4:

Vendor Type:

Vendor: 

Order No: 

Location: 

Invoice Currency:

Exchange Rate:

☐ EDI Invoice

☐ Pre-Paid

☐ Manually-Paid

☐ Details Attached

☐ Consignment

Total Merchandise Cost Ex VAT: \$0.0000

Total Non-Merch Cost Ex VAT: \$0.0000

Total Cost Ex VAT:

Total VAT Cost: \$0.0000

Total Cost Inc VAT:

Invoice Qty:





Total Allowances:

TERMS

Terms Date:

Best Terms:

SOURCE

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. Add the invoice VAT cost.

- a. In the Total VAT Cost field, click the amount. The VAT Breakdown window is displayed.

Ex VAT Basis	VAT Code	VAT Rate	VAT Amounts
\$0.0000	C	30	\$0.0000
\$0.0000	E	20	\$0.0000
\$0.0000	Z	1.5	\$0.0000
\$0.0000	S	10	\$0.0000

Total: \$0.0000

OK Calculate Total Cancel

- b. In the Ex VAT Basis field, enter the amount on the invoice that is subject to VAT.
- c. Click **Calculate Total**. The amount of VAT is displayed in the total field.
- d. Click **OK** to close the window.

12. Add non-merchandise costs as necessary.

- a. In the Total Non-Merch Cost field, click the amount. The Non Merchandise Cost window is displayed.

	Amount	VAT Code - Rate
Carrier Credit Allowance	\$0.0000	C - 30
Coop Ad/Merch Allowance (Perf)	\$0.0000	C - 30
Currency Adjustment	\$0.0000	C - 30
Currency Adjustment	\$0.0000	C - 30
Customs Broker Fee	\$0.0000	C - 30
Customs Duty	\$0.0000	C - 30
Declared Value for Customs	\$0.0000	C - 30
Defective Allowance	\$0.0000	C - 30
Deliver	\$0.0000	C - 30

GL Cross-reference for										
	Segment 1	Segment 2	Segment 3	Segment 4	Segment 5	Segment 6	Segment 7	Segment 8	Segment 9	Segment 10
Type:	Company	Location	Account	Department	Class	Affiliate	Future1	Future2	Future3	Future4

Total: \$0.0000

OK Calculate Total Cancel

- b. In the Amount field, enter the appropriate non-merchandise charges.
- c. In the VAT Code - Rate field, select the VAT code and rate that is appropriate for each non-merchandise charge.
- d. Click **Calculate Total**. The sum of the non-merchandise costs is displayed in the Total field.
- e. Click **OK** to save your changes and close the window.

13. Add additional comments as necessary.

14. Click **OK** to save the changes and close the window.

Maintain documents

Overview

The document maintenance windows allow you to search for an invoice, edit a merchandise invoice, pay an unmatched invoice, and view the details of all documents. A credit note or a debit memo that is based on a return to vendor (RTV) may be sent from the merchandising system to invoice matching in approved status. If this is the case, the RTV Chargeback indicator is selected and the RTV number is displayed on the Document Maintenance Header window.

Procedures

Search for a document

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

1. In the Action field, select either Edit or View.



Note: You can only edit merchandise or non-merchandise invoices.

2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The Document Find window displays the documents that match the search criteria.
4. In the Doc ID column, click a document number. Depending on the type of document you select, the Invoice or Document Maintenance Header window is displayed.
5. Click **Cancel** to close the window without saving any changes.

Maintain the document header

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

1. Search for and retrieve an invoice. Depending on the type of document you select, the Invoice or Document Maintenance Header window is displayed.




Note: If the RTV Chargeback Ind is selected, you cannot make any changes to the document. An RTV chargeback is created in the merchandising system and sent to invoice matching as an approved credit note request or debit memo.

2. Edit the enabled fields as necessary.
3. Click **OK** to save your changes and close the window.

Maintain the document details

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

1. Search for and retrieve an invoice in Edit mode. Depending on the type of document you select, the Invoice or Document Maintenance Header window is displayed.
2. Click **Details**. Depending on the type of document you select, the Invoice or Document Maintenance Detail window is displayed.
3. Add items to the document as necessary.
 - a. In the Item field, enter the item ID, or click the LOV  button and select an item.
 - b. In the Invoice Quantity field, enter the number of units on the invoice.
 - c. In the Unit Cost field, enter the cost of one unit of the item.
 - d. Click **Add Item**. The item is added to the invoice.
 - e. Click **OK** to save your changes and close the window.

Retek Invoice Matching

4. Delete items from the document as necessary.
 - a. In the Delete column, select the item you are deleting.



Note: To select all of the items, click the **select all** link in the Items area.

- b. Click **Delete Items**. You are prompted to confirm the deletion.
 - c. Click **OK**. The item is deleted.
5. Click **OK** to save your changes and close the window.

Pay an unmatched invoice

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

1. Search for a merchandise invoice in Edit mode. The Document Find window is displayed.

Select	Doc Type	Doc Prefix	Doc ID	Location	Location Description	Freight Type	Document Amount	EDI Invoice	Receipts Exist for PO	Details	AP Reviewer	Consign
<input type="checkbox"/>	Merchandise Invoice	EDIGENN10645022510430000000061	222222222	Western Physical VH			\$13,200.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN10645022522750000000192	111111111	Central Physical VH			\$19,800.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN10645022512130000000078	111111111	Central Physical VH			\$19,984.6200	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN10645022542380000000428	111111111	Central Physical VH			\$3,184.6200	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN106450225315600000000297	222222222	Western Physical VH			\$22,017.6191	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN10645022514640000000103	222222222	Western Physical VH			\$13,200.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN105432695541700000000496	1000000002	Madison			\$12,157.3200	Yes	Yes	Yes	HOENEJ	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN105432695466600000000390	1000000001	Minneapolis			\$12,055.8700	Yes	Yes	Yes	HDESAI	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN10543269560800000000584	111111111	Central Physical VH			\$12,019.8000	Yes	Yes	Yes	HOENEJ	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN106450225133300000000089	222222222	Western Physical VH			\$13,200.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN106450225101300000000057	222222222	Western Physical VH			\$21,525.3091	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN106450225629100000000654	111111111	Central Physical VH			\$3,960.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN106450225214500000000176	111111111	Central Physical VH			\$19,800.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN106450225477800000000485	222222222	Western Physical VH			\$10,325.3091	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN105432695344400000000218	111111111	Central Physical VH			\$12,000.0000	Yes	Yes	Yes	DEMO1	No

2. In the Select column, click the check box to the left of the invoice you want to pay.
3. Click **Pay Invoice**. You are prompted to confirm the payment.
4. Click **OK**. The invoice is sent to the financials system for payment.
5. Click **Cancel** to close the window.

View a document

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@usapdev36:1521:devtk11, Data Source: ms10 Log Path: A01Awebadmin\oc4j_oms\oc4j904_rdm11\RaIMLog\stt Authentication: DATABASE

Document Search

Action: View

Document Type: [Dropdown] Document ID (% for partial search): [Text]

Status: [Dropdown]

Vendor Type: Supplier Vendor: [Text]

Order Number: [Text] Location: [Text]

AP Reviewer: [Text]

In Cost Review: [Dropdown] Cost Reviewer Group: [Text]

In Quantity Review: [Dropdown] Quantity Reviewer Group: [Text]

Document Date Range: [Date] to [Date] Due Date Range: [Date] to [Date]

Currency: [Text] Consignment: [Dropdown] Deal: [Dropdown]

Document Cost Range: [Text] to [Text] Quantity Range: [Text] to [Text]

Receipt: [Text] Item: [Text]

Payment Terms: [Text] Freight Payment Type: [Dropdown]

Details Exist: [Dropdown]

OK Search Refresh Cancel

Retek

1. Search for a document in View mode. The Document Find window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@usapdev36:1521:devtk11, Data Source: ms10 Log Path: A01Awebadmin\oc4j_oms\oc4j904_rdm11\RaIMLog\stt Authentication: DATABASE

Document Find Custom View

Select	Doc Type	Doc Prefix	Doc ID	Location	Location Description	Freight Type	Document Amount	EDI Invoice	Receipts Exist for PO	Details Exist	AP Reviewer	Consignment
<input type="checkbox"/>	Merchandise Invoice	EDIGENN1	06450225104300000000061	222222222	Western Physical VH		\$13,200.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN3	0645022527500000000192	111111111	Central Physical VH		\$19,800.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN3	06450225121300000000078	111111111	Central Physical VH		\$19,984.6200	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN1	06450225423800000000428	111111111	Central Physical VH		\$3,184.6200	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN2	06450225315600000000297	222222222	Western Physical VH		\$22,017.6191	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN1	06450225146400000000103	222222222	Western Physical VH		\$13,200.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN1	05432695541700000000496	1000000002	Madison		\$12,157.3200	Yes	Yes	Yes	HOENEJ	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN1	05432695466600000000390	1000000001	Minneapolis		\$12,055.8700	Yes	Yes	Yes	HDESAI	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN1	05432695800800000000584	111111111	Central Physical VH		\$12,019.8000	Yes	Yes	Yes	HOENEJ	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN1	06450225133300000000089	222222222	Western Physical VH		\$13,200.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN1	06450225101300000000057	222222222	Western Physical VH		\$21,525.3091	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN1	06450225629100000000654	111111111	Central Physical VH		\$3,960.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN3	06450225214500000000176	111111111	Central Physical VH		\$19,800.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN1	06450225477800000000485	222222222	Western Physical VH		\$10,325.3091	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN1	05432695344400000000218	111111111	Central Physical VH		\$12,000.0000	Yes	Yes	Yes	DEMO1	No

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 (Next)

Pay Invoice Delete Cancel

Retek

Retek Invoice Matching

- To view the detail of a document, click **Details**. The Document Maintenance Detail window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mapdev36:1521:devtk11, Data Source: msi10 Log Path: A01\webadmin\oc4j_logs\oc4j904_retk11\ReIMLog\At Authentication: DATABASE

Document Maintenance Detail

Document ID: CMCASDFASDF Document Type: Credit Memo - Cost
Currency: USD Supplier: 2222220000-Levi Strauss Pty Ltd

Items

Item	<input type="text"/>	Amount Per Unit	<input type="text"/>	Document ID	<input type="text"/>	Add All Items
Reason Code	<input type="text"/>	Quantity	<input type="text"/>	Add Item		
VAT Code - Rate	<input type="text"/>					

Delete	Item	Description	Reason Code Description	Amnt Per Unit	Quantity	VAT Code	VAT Rate	Extended Cost Ex VAT
No records found								

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

Total Items: 0				Totals	0	\$0.0000
----------------	--	--	--	--------	---	----------

OK Delete Items Cancel

Retek

- To view comments associated with the document, click **Comments**.
 - If you are working with a debit memo or credit note request, click **Create Credit Note** to create a credit note associated with the debit memo or credit note request.
2. Click **Cancel** to close the windows.

Chapter 4 – Match documents

Detail match credit notes

Overview

Detail matching provides the last level of matching possible. The Document Detail Match List window contains two tabs to help you match credit notes and credit note requests at the line item level: the In Discrepancy Items tab and the In Balance Items tab.

- **In Discrepancy Items tab:** Allows you to match line items on credit notes and credit note requests. Discrepancies may be sent for cost resolution or quantity resolution.
- **In Balance Items tab:** Allows you to view line items on a credit note and credit note request that match within tolerance.

Procedures

Group credit notes and credit note requests for detail matching

⇒ **Navigate:** On the Credit Note Matching tab, click Summary Match. The Document Summary Match Find window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mapdev36:1521:devdb11, Data Source: nms10 Log Path: A01/webachnms/oc4j_mvc/oc4j904_retail11/RetAILogs/Ret Authentication: DATABASE

Document Summary Match Find

AP Reviewer: ADMIN User: Admin
Supplier:

☒ Include Suppliers In Group

Credit Note	Credit Note Request
Order Number: <input type="text"/>	Order Number: <input type="text"/>
Location: <input type="text"/>	Location: <input type="text"/>
Document ID (% for partial search): <input type="text"/>	Document ID (% for partial search): <input type="text"/>
Item: <input type="text"/>	Item: <input type="text"/>
Due Date: <input type="text"/> to <input type="text"/>	Due Date: <input type="text"/> to <input type="text"/>
Document Date: <input type="text"/> to <input type="text"/>	Document Date: <input type="text"/> to <input type="text"/>
Details Exist: <input type="text"/>	Details Exist: <input type="text"/>
Currency: <input type="text"/>	Currency: <input type="text"/>
Document Cost: <input type="text"/> to <input type="text"/>	Document Cost: <input type="text"/> to <input type="text"/>

OK Refresh Cancel

Retek

Retek Invoice Matching

1. Search for and retrieve credit notes and credit note requests for detail matching. The Document Summary Match List window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mpdev26:1521:devdb11, Data Source: msi10 Log Path: A01\retech\bin\oc4j\apps\oc4j904_xml11\ReIMLog\ret Authentication: DATABASE

Document Summary Match List

Supplier: 1212120000-Glassware Products Ltd.

Credit Notes - Unmatched

RTV Order No	Supp Name	Location	Credit Note	Credit Note Date	Total Qty	Total Cost
<input type="checkbox"/> 1105	Glassware Products Ltd.	1000000001	EDIGENN10543269518620000000021	03-10-2001	30.0	(\$8,718.1)
<input type="checkbox"/> 1104	Glassware Products Ltd.	1000000001	EDIGENN1054326951832000000001A	03-10-2001	30.0	(\$8,718.1)

Selected Totals: Total Qty: Total Cost:

Credit Note Requests - Unmatched

RTV Order No	Supp Name	Location	Credit Note Request	CNR Date	Total Qty	Total Cost
<input type="checkbox"/> 301	Glassware Products Ltd.	1000000002	TESTJAMALAGAIN	03-10-2004	25.0	(\$750.000)
<input type="checkbox"/> 301	Glassware Products Ltd.	1000000002	TESTJAMALAGAIN	03-10-2004	25.0	(\$750.000)

Total Qty: Total Cost:

Calculate Totals

Credit Notes - Unmatched

RTV Order No	Supp Name	Location	Credit Note	Credit Note Date	Total Qty	Total Merch Cost	Curr Code	Dets Ext
No records found								



Credit Note Requests - Unmatched

RTV Order No	Supp Name	Location	Credit Note Request	CNR Date	Total Qty	Total Merch Cost	Curr Code	Dets Ext
No records found								

Totals

	Cost	Quantity
Credit Note Request		
Credit Note		
Variance		
Within Tolerance	N/A	N/A

Details Online Match Cancel

2. In the unmatched area select the credit notes and credit note requests you want to match.
 - To add credit notes or credit note requests to the matching area. In the unmatched area, select the check box to the left of the credit note or the credit note request you want to add. Click the down arrow  button.
 - To remove credit notes or credit note requests from the matching area. In the Summary Match area, select the check box to the left of the credit note or the credit note request you want to remove. Click the up arrow  button.

3. Click **Details**. The Document Detail Match List window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mpdev36:1521:devdb11, Data Source: msc10 Log Path: A01Ambschubv0c4_mscv0c4p04_rnml1/PaIMLog/Art Authentication: DATABASE

Document Detail Match List

Discrepancy Items

In Balance Items

Select	Item	Item Description	CNR Cost	Credit Note Cost	Variance	Unit Cost	Within Tolerance	CNR Qty	Credit Note Qty	Variance	Quantity	Within Tolerance
<input type="checkbox"/>	100007841	Test Item 100007841			(\$10.1043)				10			
<input type="checkbox"/>	100007824	Test Item 100007824			(\$10.0000)				10			
<input type="checkbox"/>	100002003	Can Opener	(\$30.0000)					25				
<input type="checkbox"/>	100007832	Test Item 100007832			(\$10.0000)				10			

Detail Item Grouping

Credit Note

Select	Item	Credit Note	CNR Date	Unit Cost	Credit Note Qty	Extended Cost
No records found						

Credit Note Request

Select	Item	Credit Note	CNR Date	Unit Cost	CNR Qty	Extended Cost
No records found						

Totals: Total Qty: Total Cost:


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

OK Detail Match Cost Resolution Qty Resolution


Retek

4. To match items on credit notes to items on credit note requests:

- On the In Discrepancy Items tab, select the check box to the left of the item you want to match.

- Click the down arrow  button. The document is added to the Detail Item Grouping area.

5. Remove line items as necessary:

- In the Detail Item Grouping area select the check box to the line item you want to remove.
- Click the up  arrow button. The line item is removed from the Detail Item Grouping area.

6. Click **Calculate**. If the credit note and credit note request do not match within tolerance:

- Click **Cost Resolution** to resolve cost discrepancies. The Cost Selection window is displayed.
- Click **Qty Resolution** to resolve quantity discrepancies. The Quantity Selection window is displayed.

8. Click **Detail Match**. The items are ready to post.

9. After you have matched all the credit notes and credit note requests, click **OK** to send the credit notes to post.

View the In Balance Items tab

⇒ **Navigate:** On the Credit Note Matching tab, click Summary Match. The Document Summary Match Find window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:dev11, Data Source: ms10 Log Path: A01/webadmin/oc4j_www/oc4j904_reim11/ReIMLogs/rt Authentication: DATABASE

Document Summary Match Find

AP Reviewer: ADMIN User: Admin
Supplier:
☒ Include Suppliers In Group

Credit Note		Credit Note Request	
Order Number	<input type="text"/>	Order Number	<input type="text"/>
Location	<input type="text"/>	Location	<input type="text"/>
Document ID (% for partial search)	<input type="text"/>	Document ID (% for partial search)	<input type="text"/>
Item	<input type="text"/>	Item	<input type="text"/>
Due Date	<input type="text"/> to <input type="text"/>	Due Date	<input type="text"/> to <input type="text"/>
Document Date	<input type="text"/> to <input type="text"/>	Document Date	<input type="text"/> to <input type="text"/>
Details Exist	<input type="text"/>	Details Exist	<input type="text"/>
Currency	<input type="text"/>	Currency	<input type="text"/>
Document Cost	<input type="text"/> to <input type="text"/>	Document Cost	<input type="text"/> to <input type="text"/>

OK Refresh Cancel

Retek

1. Search for and retrieve credit notes and credit note requests for detail matching. The Document Summary Match List window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:dev11, Data Source: ms10 Log Path: A01/webadmin/oc4j_www/oc4j904_reim11/ReIMLogs/rt Authentication: DATABASE

Document Summary Match List

Supplier: 1212120000-Glassware Products Ltd.

Credit Notes - Unmatched							Credit Note Requests - Unmatched								
RTV	Order	Supp	Location	Credit Note	Credit Note Date	Total Qty	Total Cost	RTV	Order	Supp	Location	Credit Note Request	CHR Date	Total Qty	Total Merch Cost
Select	No	Name	All					Select	No	Name	All				
<input type="checkbox"/>	1105	Glassware Products Ltd.	1000000001	EDIGENNY0543269518620000000021	03-10-2001	30.0	(\$8,718.1)	<input type="checkbox"/>	301	Glassware Products Ltd.	1000000002	TESTJAMALAGAIN	03-10-2004	25.0	(\$750.000)
<input type="checkbox"/>	1104	Glassware Products Ltd.	1000000001	FWSPFNNH054326951832000000001A	03-10-	30.0	(\$8,718.1)	<input type="checkbox"/>	301	Glassware Products Ltd.	1000000000	TESTJAMALAGAIN	03-10-	30.0	(\$8,718.1)

Selected Totals: Total Qty: Total Cost: Calculate Totals A V

Credit Notes - Unmatched							Credit Note Requests - Unmatched								
RTV	Order	Supp	Location	Credit Note	Credit Note Date	Total Qty	Total Merch Cost	RTV	Order	Supp	Location	Credit Note Request	CHR Date	Total Qty	Total Merch Cost
Select	No	Name	All					Select	No	Name	All				
No records found							No records found								

Totals Cost Quantity
Credit Note Request
Credit Note
Variance
Within Tolerance N/A N/A

Details Online Match Cancel

Retek

2. Click **Details**. The Document Detail Match List window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devdb11, Data Source: msd10 Log Path: A01Aree-adminloc4_msonloc4j904_retail1/ReIMLog/Act Authentication: DATABASE

Document Detail Match List

Discrepancy Items						In Balance Items						
Select	Item	Item Description	CNR Cost	Credit Note Cost	Variance	Unit Cost	Within Tolerance	CNR Qty	Credit Note Qty	Variance	Quantity	Within Tolerance
<input type="checkbox"/>	100007841	Test Item 100007841		(\$10.1043)								
<input type="checkbox"/>	100007824	Test Item 100007824		(\$10.0000)					10			
<input type="checkbox"/>	100002003	Can Opener	(\$30.0000)					25				
<input type="checkbox"/>	100007832	Test Item 100007832		(\$10.0000)					10			

Detail Item Grouping

Credit Note						Credit Note Request							
Select	Item	Credit Note	Credit Note Date	Unit Cost	Credit Note Qty	Extended Cost	Select	Item	Credit Note	CNR Date	Unit Cost	CNR Qty	Extended Cost
No records found						No records found							

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

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

OK Detail Match Cost Resolution Qty Resolution

Retek

3. Click on the In Balance Items tab.

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

Summary match credit notes

Overview

The summary matching windows allow you to match credit notes and credit notes requests. By limiting the credit note request and credit note criteria on the Summary Match Find window, you can view credit note requests and credit notes with similarities.

Procedures

Search for credit note requests and credit notes to match

⇒ **Navigate:** On the Credit Note Matching tab, click Summary Match. The Document Summary Match Find window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devtk11, Data Source: ms10 Log Path: A01/webadmin/oc4j_msv/oc4j904_reim11/RaIMLogAvt Authentication: DATABASE

Document Summary Match Find

AP Reviewer: ADMIN User: Admin
Supplier:

☒ Include Suppliers in Group

Credit Note	Credit Note Request
Order Number: <input type="text"/>	Order Number: <input type="text"/>
Location: <input type="text"/>	Location: <input type="text"/>
Document ID (% for partial search): <input type="text"/>	Document ID (% for partial search): <input type="text"/>
Item: <input type="text"/>	Item: <input type="text"/>
Due Date: <input type="text"/> to <input type="text"/>	Due Date: <input type="text"/> to <input type="text"/>
Document Date: <input type="text"/> to <input type="text"/>	Document Date: <input type="text"/> to <input type="text"/>
Details Exist: <input type="text"/>	Details Exist: <input type="text"/>
Currency: <input type="text"/>	Currency: <input type="text"/>
Document Cost: <input type="text"/> to <input type="text"/>	Document Cost: <input type="text"/> to <input type="text"/>

OK Refresh Cancel

Retek

1. Enter criteria as desired to make the search more restrictive. You must enter at least one search criterion.
2. Click **OK**. The Document Summary Match - Supplier List window displays the credit note requests and credit notes for each supplier that match the search criteria.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devtk11, Data Source: ms10 Log Path: A01/webadmin/oc4j_msv/oc4j904_reim11/RaIMLogAvt Authentication: DATABASE

Document Summary Match - Supplier List

Supplier Name	Supplier	No. of Credit Notes	No. of Credit Note Requests
Test Supplier 5000000003	5000000003	158	1
Test Supplier 5000000002	5000000002	189	0
Test Supplier	5000000001	29	0
The Furniture Company P/L	5678900000	1	1
Long March Shoe Company	1313130000	38	1
Glassware Products Ltd.	1212120000	52	12
Max Brown Wholesales	1234560000	38	10
David Fashion Creations P/L	2345670000	56	14
Levi Strauss Pty Ltd	2222220000	48	20

Cancel

Retek

3. In the Supplier Name field, click a supplier name. The Document Summary Match List window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devtk11, Data Source: ms10 Log Path: A01/webadmin/oc4_msv/oc4j904_rsm11/ReIMLog/At Authentication: DATABASE

Document Summary Match - Supplier List

Supplier Name	Supplier	No. of Credit Notes	No. of Credit Note Requests
Test Supplier 5000000003	5000000003	158	1
Test Supplier 5000000002	5000000002	189	0
Test Supplier	5000000001	29	0
The Furniture Company P/L	5678900000	1	1
Long March Shoe Company	1313130000	38	1
Glassware Products Ltd.	1212120000	52	12
Max Brown Wholesales	1234560000	38	10
David Fashion Creations P/L	2345670000	56	14
Levi Strauss Pty Ltd	2222220000	48	20

Cancel

Retek

4. Click **Cancel** to close the window without saving any changes.

Summary match credit notes and credit note requests

- ⇒ **Navigate:** On the Credit Note Matching tab, click Summary Match. The Document Summary Match Find window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devtk11, Data Source: ms10 Log Path: A01/webadmin/oc4_msv/oc4j904_rsm11/ReIMLog/At Authentication: DATABASE

Document Summary Match Find

AP Reviewer: ADMIN User, Admin
Supplier:

☒ Include Suppliers In Group

Credit Note	Credit Note Request
Order Number: <input type="text"/>	Order Number: <input type="text"/>
Location: <input type="text"/>	Location: <input type="text"/>
Document ID (% for partial search): <input type="text"/>	Document ID (% for partial search): <input type="text"/>
Item: <input type="text"/>	Item: <input type="text"/>
Due Date: <input type="text"/> to <input type="text"/>	Due Date: <input type="text"/> to <input type="text"/>
Document Date: <input type="text"/> to <input type="text"/>	Document Date: <input type="text"/> to <input type="text"/>
Details Exist: <input type="text"/>	Details Exist: <input type="text"/>
Currency: <input type="text"/>	Currency: <input type="text"/>
Document Cost: <input type="text"/> to <input type="text"/>	Document Cost: <input type="text"/> to <input type="text"/>

OK Refresh Cancel

Retek

1. Search for and retrieve a supplier whose credit notes you want to match. The Document Summary Match List window is displayed.



You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devtk11, Data Source: ms10 Log Path: A01/webadmin/oc4_msv/oc4j904_rsm11/ReIMLog/At Authentication: DATABASE


Document Summary Match - Supplier List

Supplier Name	Supplier	No. of Credit Notes	No. of Credit Note Requests
Test Supplier 5000000003	5000000003	158	1
Test Supplier 5000000002	5000000002	189	0
Test Supplier	5000000001	29	0
The Furniture Company P/L	5678900000	1	1
Long March Shoe Company	1313130000	38	1
Glassware Products Ltd.	1212120000	52	12
Max Brown Wholesales	1234560000	38	10
David Fashion Creations P/L	2345670000	56	14
Levi Strauss Pty Ltd	2222220000	48	20

Cancel

Retek

2. To begin matching, in the unmatched area select the credit notes and credit note requests you want to match.
 - To add credit notes or credit note requests 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.
 - To remove credit notes or credit note requests 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.
5. If the Credit Notes and the Credit Note Requests match within tolerance, click **Online Match**. You are returned to the main menu.

 **Note:** If you fail to create a summary match, you may begin detail matching. Click **Details** to open the Detail Matching window. If details are not present, you can add details to a credit note. Click the Document Number to begin adding details.
6. When finished making summary matches, click **Cancel** to close the windows and return to the main menu.

Detail match invoices

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 Items tab and the In Balance Items tab.

- **In Discrepancy Items tab:** Allows you to match line items on invoices and receipts. Discrepancies may be sent for cost resolution or 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 within tolerance.

Procedures

Group invoices and receipts for detail matching

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@apdev936.1521:devdb11, Data Source: rns10 Log Path: A01\webschms\oc4j_servlet\904_rnm11\FailLog.txt Authentication: DATABASE

Invoice Summary Match Find

AP Reviewer

Supplier

☒ Include Suppliers In Group

Invoice	Receipt
Order Number <input type="text"/>	Order Number <input type="text"/>
Location <input type="text"/>	Location <input type="text"/>
Status <input type="text"/>	Receipt (% for partial search) <input type="text"/>
Document ID (% for partial search) <input type="text"/>	Item <input type="text"/>
Item <input type="text"/>	Receipt Date <input type="text"/> to <input type="text"/>
Due Date <input type="text"/> to <input type="text"/>	Currency <input type="text"/>
Document Date <input type="text"/> to <input type="text"/>	Receipt Cost <input type="text"/> to <input type="text"/>
Details Exist <input type="text"/>	<input checked="" type="checkbox"/> Hide groups with receipt overages
Currency <input type="text"/>	
Document Cost <input type="text"/> to <input type="text"/>	
<input type="checkbox"/> Limit to invoice driven search	

OK Refresh Cancel

Retek

Retek Invoice Matching

1. Search for and retrieve invoices and receipts for detail matching. The Summary Match List window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@uspdev36:1521:devtk11, Data Source: msi10 Log Path: A01/webadmin/oc4j_apps/oc4j904_rsm11/ReIMLog/Ret Authentication: DATABASE

Summary Match List

Supplier: 1313130000-Long March Shoe Company

Invoices - Unmatched

Select	Order No.	Supp Name	Location	Invoice	Invoice Date	Total Qty	Total Merch Cost	Curr	In Dets
<input type="checkbox"/>	8164	Long March Shoe Company Long	11111111112	DAVID1234	03-02-2004	2	\$10,000,000.0000	USD	

Receipts - Unmatched

Select	Order No.	Supp Name	Location	Receipt	Receipt Date	Total Qty	Total Merch Cost	Curr	Code
<input type="checkbox"/>	10215	Long March Shoe Company Long	1000000003	9655	02-11-2003	1,200	\$12,000,000	USD	
<input type="checkbox"/>	10215	Long March Shoe Company Long	1000000002	71951	06-03-2003	1,200	\$12,000,000	USD	

Selected Totals:

Total Qty: Total Cost:

Calculate Totals Group

Groups - Auto

Select	Order No.	Location	Earliest Due Date	Cost Variance	Quantity Variance
<input type="checkbox"/>	16420	1000000001	06-29-2003	(\$833,4000)	0
<input type="checkbox"/>	10212	1000000001	06-29-2003	\$200,2000	0
<input type="checkbox"/>	10212	1000000000	06-29-2003	(\$274,9200)	0
<input type="checkbox"/>	8122	1000000002	06-29-2003	\$72,032,6400	7,200
<input type="checkbox"/>	8110	1000000001	06-29-2003	\$3,870,0000	300

Groups - Manual

Select	Manual Group Number	Earliest Due Date	Cost Variance	Quantity Variance
<input type="checkbox"/>	1403	03-10-2001	(\$9,800,0000)	(480)
<input type="checkbox"/>	1303	04-24-2001	(\$993,700,0000)	(9,370)
<input type="checkbox"/>	401	04-09-2001	(\$1,000,0000)	(10)

Combine Cancel

Retek

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: Admin User ADMIN DB URL: jdbc:oracle:thin:@uspdev36:1521:devtk11, Data Source: msi10 Log Path: A01/webadmin/oc4j_apps/oc4j904_rsm11/ReIMLog/Ret Authentication: DATABASE

Detail Matching

Discrepancy Items

Select	Item	Item Description	In Review	Receipt Cost	Invoice Cost	Variance	Within Tolerance	Receipt Qty	Invoice Qty	Variance	Within Tolerance
<input type="checkbox"/>	100011031	Test Item 100011031		\$10.0000				10			

In Balance Items

Detail Item Grouping

Invoice

Select	Item	Invoice	Invoice Date	Unit Cost	Invoice Qty	Extended Cost	Invoice Deals Exist
<input type="checkbox"/>	100004050	ETEST79905	03-10-2001	\$20.0000	500	\$10,000.0000	No

Receipt

Select	Item	Receipt	Receipt Date	Unit Cost	Receipt Qty	Extended Cost	Order Deals Exist
<input type="checkbox"/>	100006514	62207	05-13-2003	\$10.0000	10	\$100.0000	No

Totals: Total Qty: 500 Total Cost: \$10,000.0000



Quantity Variance (490) Qty Variance % (4,900) Within Qty Tolerance No

Cost Variance (\$10.0000) Cost Variance % (100) Within Cost Tolerance No

OK Detail Match Cost Resolution Qty Resolution Split Receipt

Retek

52

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. If the invoice and receipt match within tolerance:
 - Click **Cost Resolution** to resolve cost discrepancies. The Cost Selection window is displayed.
 - Click **Qty Resolution** to resolve quantity discrepancies. The Quantity Selection window is displayed.
8. Click **Detail Match**. The items are posted for payment.
9. After you have matched all the 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.
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 quantity you removed from the receipt is displayed on the In Discrepancy Item tab on the Detail Matching window.

View the In Balance Items tab

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@usapdev361521.devn11, Data Source: msr10 Log Path: A01/webadmin/oc4j_apps/oc4j904_reim11/ReIMLog.txt Authentication: DATABASE

Invoice Summary Match Find

AP Reviewer <input type="text"/>	
Supplier <input type="text"/>	
<input checked="" type="checkbox"/> Include Suppliers In Group	

Invoice	Receipt
Order Number <input type="text"/>	Order Number <input type="text"/>
Location <input type="text"/>	Location <input type="text"/>
Status <input type="text"/>	Receipt (% for partial search) <input type="text"/>
Document ID (% for partial search) <input type="text"/>	Item <input type="text"/>
Item <input type="text"/>	Receipt Date <input type="text"/> to <input type="text"/>
Due Date <input type="text"/> to <input type="text"/>	Currency <input type="text"/>
Document Date <input type="text"/> to <input type="text"/>	Receipt Cost <input type="text"/> to <input type="text"/>
Details Exist <input type="text"/>	<input checked="" type="checkbox"/> Hide groups with receipt overages
Currency <input type="text"/>	
Document Cost <input type="text"/> to <input type="text"/>	
<input type="checkbox"/> Limit to invoice driven search	

OK Refresh Cancel

Retek

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 Invoice Summary Match Find window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@aspdev361521.devb11, Data Source: msr10 Log Path: A01/webadmin/oc4j_apps/oc4j904_reim11/RaIMLog.txt Authentication: DATABASE

Invoice Summary Match Find

AP Reviewer
 Supplier
☒ Include Suppliers In Group

Invoice	Receipt
Order Number <input type="text"/> <input type="button" value="..."/>	Order Number <input type="text"/> <input type="button" value="..."/>
Location <input type="text"/> <input type="button" value="..."/>	Location <input type="text"/> <input type="button" value="..."/>
Status <input type="text"/> <input type="button" value="..."/>	Receipt (% for partial search) <input type="text"/> <input type="button" value="..."/>
Document ID (% for partial search) <input type="text"/> <input type="button" value="..."/>	Item <input type="text"/> <input type="button" value="..."/>
Item <input type="text"/> <input type="button" value="..."/>	Receipt Date <input type="text"/> <input type="button" value="..."/> to <input type="text"/> <input type="button" value="..."/>
Due Date <input type="text"/> <input type="button" value="..."/> to <input type="text"/> <input type="button" value="..."/>	Currency <input type="text"/> <input type="button" value="..."/>
Document Date <input type="text"/> <input type="button" value="..."/> to <input type="text"/> <input type="button" value="..."/>	Receipt Cost <input type="text"/> <input type="button" value="..."/> to <input type="text"/> <input type="button" value="..."/>
Details Exist <input type="text"/> <input type="button" value="..."/>	<input checked="" type="checkbox"/> Hide groups with receipt overages
Currency <input type="text"/> <input type="button" value="..."/>	
Document Cost <input type="text"/> <input type="button" value="..."/> to <input type="text"/> <input type="button" value="..."/>	
<input type="checkbox"/> Limit to invoice driven search	

OK Refresh Cancel

Retek

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

Summary match invoices

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 find 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 Invoice Summary Match Find window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mpdev361521.dentk11, Data Source: nml10 Log Path: AD1/webadmin/oc4j_error/oc4j904_pain11/RaIMLog/Art Authentication: DATABASE

Invoice Summary Match Find

AP Reviewer

Supplier

☒ Include Suppliers In Group

Invoice	Receipt
Order Number <input type="text"/>	Order Number <input type="text"/>
Location <input type="text"/>	Location <input type="text"/>
Status <input type="text"/>	Receipt (% for partial search) <input type="text"/>
Document ID (% for partial search) <input type="text"/>	Item <input type="text"/>
Item <input type="text"/>	Receipt Date <input type="text"/> to <input type="text"/>
Due Date <input type="text"/> to <input type="text"/>	Currency <input type="text"/>
Document Date <input type="text"/> to <input type="text"/>	Receipt Cost <input type="text"/> to <input type="text"/>
Details Exist <input type="text"/>	<input checked="" type="checkbox"/> Hide groups with receipt overages
Currency <input type="text"/>	
Document Cost <input type="text"/> to <input type="text"/>	
<input type="checkbox"/> Limit to invoice driven search	

OK Refresh Cancel

Retek

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

- Click **OK**. The Summary Match - Supplier List window displays the number invoices and receipts for each supplier that match the search criteria.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:dev011, Data Source: ms10 Log Path: A01/webadmin/oc4j_envs/oc4j904_pain11/ReIMLog/Act Authentication: DATABASE

Summary Match - Supplier List

Supplier Name	Supplier	No. of Invoices	No. of Receipts
Test Supplier 5000000003	5000000003	133	310
Test Supplier 5000000002	5000000002	204	310
Test Supplier	5000000001	35	350
Test Supplier	5000000000	1	0
Long March Shoe Company	1313130000	45	200
Glassware Products Ltd.	1212120000	17	547
Max Brown Wholesales	1234560000	18	144
David Fashion Creations PA	2345670000	10	173
Levi Strauss Pty Ltd	2222220000	40	144

Cancel

Retek

- In the Supplier Name field, click a supplier name. The Summary Match List window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:dev011, Data Source: ms10 Log Path: A01/webadmin/oc4j_envs/oc4j904_pain11/ReIMLog/Act Authentication: DATABASE

Summary Match List

Supplier: 1313130000-Long March Shoe Company

Invoices - Unmatched

Select	Order No.	Supp Name	Location	Invoice	Invoice Date	Total Qty	Total Merch Cost	Curr	In	Det
<input type="checkbox"/>	8164	Long March Shoe Company	1111111112	DAVID1234	03-02-2004	2	\$10,000,000.0000	USD		

Selected Totals: Total Qty: Total Cost:

Receipts - Unmatched

Select	Order No.	Supp Name	Location	Receipt	Receipt Date	Total Qty	Total Merch Cost	Curr	Code
<input type="checkbox"/>	10215	Long March Shoe Company	1000000003	9655	02-11-2003	1,200	\$12,000,000.0000	USD	
<input type="checkbox"/>	10215	Long March Shoe Company	1000000002	71951	06-03-2003	1,200	\$12,000,000.0000	USD	

Total Qty: Total Cost:

Groups - Auto

Select	Order No.	Location	Earliest Due Date	Cost Variance	Quantity Variance
<input type="checkbox"/>	16420	1000000001	06-29-2003	(\$833,4000)	0
<input type="checkbox"/>	10212	1000000001	06-29-2003	\$200,2000	0
<input type="checkbox"/>	10212	1000000000	06-29-2003	(\$274,9200)	0
<input type="checkbox"/>	8122	1000000002	06-29-2003	\$72,032,8400	7,200
<input type="checkbox"/>	8110	1000000001	06-29-2003	\$3,870,0000	300

Groups - Manual

Select	Manual Group Number	Earliest Due Date	Cost Variance	Quantity Variance
<input type="checkbox"/>	1403	03-10-2001	(\$9,800,0000)	(480)
<input type="checkbox"/>	1303	04-24-2001	(\$993,700,0000)	(9,370)
<input type="checkbox"/>	401	04-09-2001	(\$1,000,0000)	(10)

Calculate Totals Group

Combine Cancel

Retek

- If the records for that supplier are in use, the **View Locks** button is displayed.
- Click **View Locks**. The View Locks window is displayed.



Note: To switch between the locked invoices and locked receipts views, click on the appropriate tab.

- Click **Cancel** to close the window.
- Click **Cancel** to close the window without saving any changes.

Create groups

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@usapdev36:1521:devdb11, Data Source: msr10 Log Path: A01/webadmin/oc4j_envs/oc4j904_reim11/ReIMLog.txt Authentication: DATABASE

Invoice Summary Match Find

AP Reviewer Supplier

☒ Include Suppliers In Group

Invoice	Receipt
Order Number <input type="text"/>	Order Number <input type="text"/>
Location <input type="text"/>	Location <input type="text"/>
Status <input type="text"/>	Receipt (% for partial search) <input type="text"/>
Document ID (% for partial search) <input type="text"/>	Item <input type="text"/>
Due Date <input type="text"/> to <input type="text"/>	Receipt Date <input type="text"/> to <input type="text"/>
Document Date <input type="text"/> to <input type="text"/>	Currency <input type="text"/>
Details Exist <input type="text"/>	Receipt Cost <input type="text"/> to <input type="text"/>
Currency <input type="text"/>	<input checked="" type="checkbox"/> Hide groups with receipt overages
Document Cost <input type="text"/> to <input type="text"/>	
<input type="checkbox"/> Limit to invoice driven search	

OK Refresh Cancel

Retek

1. Search for and retrieve a supplier whose invoices you want to match. The Summary Match List window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@usapdev36:1521:devdb11, Data Source: msr10 Log Path: A01/webadmin/oc4j_envs/oc4j904_reim11/ReIMLog.txt Authentication: DATABASE

Summary Match List

Supplier: 1313130000-Long March Shoe Company

Invoices - Unmatched										Receipts - Unmatched									
Select	Order No.	Supp Name	Location	Invoice	Invoice Date	Total Qty	Total Merch Cost	Curr Code	In Ext	Select	Order No.	Supp Name	Location	Receipt	Receipt Date	Total Qty	Total Merch Cost	Curr Code	
<input type="checkbox"/>	8164	Long March Shoe Company	1111111111	DAVID1234	03-02-2004	2	\$10,000,000.0000	USD		<input type="checkbox"/>	10215	Long March Shoe Company	1000000003	9655	02-11-2003	1,200	\$12,000.0000	USD	
<input type="checkbox"/>	8122	Long March Shoe Company	1000000002				\$72,032.6400			<input type="checkbox"/>	10215	Long March Shoe Company	1000000002	71951	06-03-2003	1,200	\$12,000.0000	USD	
<input type="checkbox"/>	8110	Long March Shoe Company	1000000001				\$3,870.0000												

Selected Totals: 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"/>	16420	1000000001	06-29-2003	(\$833.4000)	0	<input type="checkbox"/>	1403	03-10-2001	(\$8,800.0000)	(480)	
<input type="checkbox"/>	10212	1000000001	06-29-2003	\$200.2000	0	<input type="checkbox"/>	1303	04-24-2001	(\$993,700.0000)	(9,370)	
<input type="checkbox"/>	10212	1000000000	06-29-2003	(\$274.9200)	0	<input type="checkbox"/>	401	04-09-2001	(\$1,000.0000)	(10)	

Combine Cancel

Retek

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. In the appropriate group area, 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 Invoice Summary Match Find window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devdb11, Data Source: ms10 Log Path: A01Awebadmin/oc4j_oms/oc4j904_retail11/ReIMLog/At Authentication: DATABASE

Invoice Summary Match Find

AP Reviewer
 Supplier
☒ Include Suppliers in Group

Invoice	Receipt
Order Number <input type="text"/>	Order Number <input type="text"/>
Location <input type="text"/>	Location <input type="text"/>
Status <input type="text"/>	
Document ID (% for partial search) <input type="text"/>	Receipt (% for partial search) <input type="text"/>
Item <input type="text"/>	Item <input type="text"/>
Due Date <input type="text"/> to <input type="text"/>	Receipt Date <input type="text"/> to <input type="text"/>
Document Date <input type="text"/> to <input type="text"/>	
Details Exist <input type="text"/>	
Currency <input type="text"/>	Currency <input type="text"/>
Document Cost <input type="text"/> to <input type="text"/>	Receipt Cost <input type="text"/> to <input type="text"/>
<input type="checkbox"/> Limit to invoice driven search	<input checked="" type="checkbox"/> Hide groups with receipt overages

OK Refresh Cancel

Retek

1. Search for and retrieve a supplier whose invoices you want to match. The Summary Match List window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devdb11, Data Source: ms10 Log Path: A01Awebadmin/oc4j_oms/oc4j904_retail11/ReIMLog/At Authentication: DATABASE

Summary Match List

Supplier: 1313130000-Long March Shoe Company

Invoices - Unmatched									
Select	Order No.	Supp Name	Location	Invoice	Date	Total Qty	Total Merch Cost	Curr	In Dets
<input type="checkbox"/>	8164	Long March Shoe Company	1111111112	DAVID1234	03-02-2004	2	\$10,000,000.0000	USD	

Selected Totals: Total Qty: Total Cost:

Receipts - Unmatched									
Select	Order No.	Supp Name	Location	Receipt	Date	Total Qty	Total Merch Cost	Curr	Code
<input type="checkbox"/>	10215	Long March Shoe Company	1000000003	9655	02-11-2003	1,200	\$12,000.0000	USD	
<input type="checkbox"/>	10215	Long March Shoe Company	1000000002	71951	06-03-2003	1,200	\$12,000.0000	USD	

Total Qty: Total Cost:




Calculate Totals Group

Groups - Auto					
Select	Order No.	Location	Earliest Due Date	Cost Variance	Quantity Variance
<input type="checkbox"/>	16420	1000000001	06-29-2003	(\$833.4000)	0
<input type="checkbox"/>	10212	1000000001	06-29-2003	\$200.2000	0
<input type="checkbox"/>	10212	1000000000	06-29-2003	(\$274.9200)	0
<input type="checkbox"/>	8122	1000000002	06-29-2003	\$72,032.6400	7,200
<input type="checkbox"/>	8110	1000000001	06-29-2003	\$3,870.0000	300

Groups - Manual					
Select	Manual Group Number	Earliest Due Date	Cost Variance	Quantity Variance	
<input type="checkbox"/>	1403	03-10-2001	(\$9,800.0000)		(480)
<input type="checkbox"/>	1303	04-24-2001	(\$993,700.0000)		(9,370)
<input type="checkbox"/>	401	04-09-2001	(\$1,000.0000)		(10)

Combine Cancel

Retek

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.
 - In the Groups - Manual area, click the Manual Group Number. The Summary Match - Manual Match area is displayed.
3. 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.
5. Click **Online Match**. If a match is created, the Summary Match List window displays the auto-groups and manual groups.
 **Note:** If you fail to create a summary match, you may begin detail matching. Click **Details** to open the Detail Matching window.
6. When finished making summary matches, click **Cancel** to close the windows and return to the main menu.

Chapter 5 – Resolve discrepancies

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 must do a cost review.

When a cost discrepancy is 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 is 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: Admin User ADMIN DB URL: jdbc:oracle:thin:@mpdev36:1521:devh11, Data Source: msi10 Log Path: A01/webchm/oc4j_mvc/oc4j904_rhtml/RaIMLogArt Authentication: DATABASE

Cost Review List

Department	Class	Supplier	Supplier Name	Document Type	Resolve By Date	Cash Discount	Route Date	Order	Location	Location Description	No. of Line Exceptions	Total Document Amount	Currency	Review Group
All	All	All	All	All	By Date	All		All	All					All
1414	1000	1313130000	Long March Shoe Company	Merchandise Invoice	03-13-2001	Yes	03-10-2001 1114	1	1000000000	Fargo	1	\$20,066.6591 USD		Demo Users
5678	1002	1313130000	Long March Shoe Company	Merchandise Invoice	03-13-2001	Yes	03-10-2001 1114	1	1000000000	Fargo	1	\$20,066.6591 USD		Demo Users
1221	1000	1234560000	Max Brown Wholesales	Merchandise Invoice	03-13-2001	Yes	03-10-2001 8115	1	1000000000	Fargo	1	\$12,385.4400 USD		Demo Users
2345	1001	1234560000	Max Brown Wholesales	Merchandise Invoice	03-13-2001	Yes	03-10-2001 8115	1	1000000000	Fargo	1	\$12,385.4400 USD		Demo Users
1414	1000	1212120000	Glassware Products Ltd.	Merchandise Invoice	03-13-2001	Yes	03-10-2001 8116	1	1000000000	Fargo	1	\$11,915.8800 USD		Demo Users
5678	1002	1212120000	Glassware Products Ltd.	Merchandise Invoice	03-13-2001	Yes	03-10-2001 8116	1	1000000000	Fargo	1	\$11,915.8800 USD		Demo Users
5678	1002	1313130000	Long March Shoe Company	Merchandise Invoice	03-13-2001	Yes	03-10-2001 8137	1	1000000000	Fargo	1	\$11,475.7600 USD		Demo Users
1221	1000	1234560000	Max Brown Wholesales	Merchandise Invoice	03-13-2001	Yes	03-10-2001 8150	1	1000000000	Fargo	1	\$20,950.4991 USD		Demo Users
1234	1001	1234560000	Max Brown Wholesales	Merchandise Invoice	03-13-2001	Yes	03-10-2001 8150	1	1000000000	Fargo	1	\$20,950.4991 USD		Demo Users
2345	1001	1234560000	Max Brown Wholesales	Merchandise Invoice	03-13-2001	Yes	03-10-2001 8150	1	1000000000	Fargo	1	\$20,950.4991 USD		Demo Users
1414	1000	1234560000	Max Brown Wholesales	Merchandise Invoice	03-13-2001	Yes	03-10-2001 10205	1	1000000000	Fargo	1	\$11,762.2800 USD		Demo Users
1234	1001	1234560000	Max Brown Wholesales	Merchandise Invoice	03-13-2001	Yes	03-10-2001 10206	1	1000000000	Fargo	1	\$20,576.1491 USD		Demo Users
1414	1000	1234560000	Max Brown Wholesales	Merchandise Invoice	03-13-2001	Yes	03-10-2001 10206	1	1000000000	Fargo	1	\$20,576.1491 USD		Demo Users
5678	1002	1313130000	Long March Shoe Company	Merchandise Invoice	03-13-2001	Yes	03-10-2001 10212	1	1000000000	Fargo	1	\$12,274.9200 USD		Demo Users
1221	1000	2345670000	David Fashion Creations P.L.	Merchandise Invoice	03-13-2001	Yes	03-10-2001 10223	1	1000000000	Fargo	1	\$11,069.2600 USD		Demo Users

1 2 3 4 5 6 7 (Next)

Cancel

Retek

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mpdev36:1521:devh11, Data Source: msi10 Log Path: A01/webchm/oc4j_mvc/oc4j904_rhtml/RaIMLogArt Authentication: DATABASE

Cost Review Detail

Merchandise Invoice EDICENN10543269522120000000060 Supplier: 1313130000-Long March Shoe Company Location: 1000000000-Fargo
 Department: 1414-Activewear Class: 1000-Utensils Currency: USD
 Order: 1114 Resolve By Date: 03-13-2001

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	VPN
No	100008051	Test item 100008051	\$10.0000	\$9.6489	\$0.3511	3.511%	Supplier			

Cancel

Retek

Retek Invoice Matching

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: Admin User ADMIN DB URL: jdbc:oracle:thin:@mapdev36:1521:devtk11, Data Source: map10 Log Path: A01/webadmin/oc4_errs/oc4904_reml1/ReIMLog/Act Authentication: DATABASE

Cost Selection

Merchandise Invoice: EDIGENN10543269522120000000060 Item: 100008051-Test Item 100008051 Location: 1000000000-Fargo
Order: 1114 Supplier: 1313130000-Long March Shoe Company Currency: USD

Correct Unit Cost

☒ Order \$10,000
☐ Invoice \$9,6489
☐ Other

Back Next

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: Admin User ADMIN DB URL: jdbc:oracle:thin:@mapdev36:1521:devtk11, Data Source: map10 Log Path: A01/webadmin/oc4_errs/oc4904_reml1/ReIMLog/Act Authentication: DATABASE

Cost Variance Resolution

Merchandise Invoice: EDIGENN10543269522120000000060 Item: 100008051-Test Item 100008051 Location: 1000000000-Fargo
Order: 1114 Supplier: 1313130000-Long March Shoe Company Currency: USD
Cost Variance: \$0.3511 Outstanding Variance: \$0.3511

Apply


Enter Reason ID: [Field] Amount: [Field]
Action: [Field] Re-route to Group: [Field]
Comments Hint: [Field]



Apply

Resolutions

Delete	Reason Code	Reason Code Description	Action	Amount	Comments
No records found					

Back OK Delete Apply All Cancel

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.

 **Note:** You cannot apply a reason code of Debit Memo Cost or Credit Memo Cost to a child invoice that results from a split invoice. The invoice must be routed to Accounts Payable for resolution.
 - b. In the Amount field, enter the monetary amount of the discrepancy.
 - c. Add comments as necessary.
 - 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 to 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 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 is 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: Admin User ADMIN DB URL: jdbc:oracle:thin:@mpdev36:1521:devtk11, Data Source: msi10 Log Path: A01\retech\msi\oc4j_msi\oc4j904_reim11\FaIMLog\Art 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
<input checked="" type="checkbox"/>	03-12-2001	2345670000	David Fashion Creations P.L.	Merchandise Invoice	1111111111	55207		EDIGENN105424212083400000000001	(21)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1313130000	Long March Shoe Company	Merchandise Invoice	1111111111	64404		EDIGENN105424212089400000000006	(41)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1313130000	Long March Shoe Company	Merchandise Invoice	1111111111	66807		EDIGENN105430212909900000000334	(40)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1313130000	Long March Shoe Company	Merchandise Invoice	1000000000	8137		EDIGENN105432695369400000000254	(1,200)	03-10-2001
<input checked="" type="checkbox"/>	06-28-2003	1313130000	Long March Shoe Company	Merchandise Invoice	1000000003	8137		EDIGENN105432695370400000000257	(1,200)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1234500000	James Hardie Industries Ltd.	Merchandise Invoice	1000000002	10226		EDIGENN105432695566700000000531	(1,200)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1234500000	James Hardie Industries Ltd.	Merchandise Invoice	1000000003	10226		EDIGENN105432695566700000000532	(1,200)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1234500000	James Hardie Industries Ltd.	Merchandise Invoice	1000000000	10229		EDIGENN105432695574700000000544	(1,200)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1234500000	James Hardie Industries Ltd.	Merchandise Invoice	1000000001	10229		EDIGENN105432695574700000000545	(1,200)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1234560000	Max Brown Wholesales	Merchandise Invoice	1000000000	8115		EDIGENN105432695291300000000144	(1,200)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1234560000	Max Brown Wholesales	Merchandise Invoice	1000000001	8115		EDIGENN105432695292300000000145	(1,200)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1212120000	Glassware Products Ltd.	Merchandise Invoice	1000000000	8116		EDIGENN105432695295300000000149	(1,200)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1212120000	Glassware Products Ltd.	Merchandise Invoice	1000000001	8116		EDIGENN105432695296300000000150	(1,200)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1313130000	Long March Shoe Company	Merchandise Invoice	1000000003	8119		EDIGENN105432695308300000000167	(1,200)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1313130000	Long March Shoe Company	Merchandise Invoice	1000000001	8125		EDIGENN105432695327400000000195	(1,200)	03-10-2001

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 [Next]

Cancel

Retek

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mpdev36:1521:devtk11, Data Source: msi10 Log Path: A01\retech\msi\oc4j_msi\oc4j904_reim11\FaIMLog\Art Authentication: DATABASE

Quantity Review Detail

Merchandise Invoice: EDIGENN105432695327400000000195 Supplier: 1313130000-Long March Shoe Company Location: 1000000001-Minneapolis Resolve By Date: 03-12-2001
Order: 8125 Order Comments: ORDERS FOR EDI Receipt(s): 8150, 8151, 72131

Discrepancy Comments	Item	Description	Current Order Qty	Receipt Qty	Document Qty	Qty Variance Fav(UnFav)	Qty Variance Percent Fav(UnFav)	Order UPC	VPH
No 100008042	Test Item 100008042		400	1,200	400	800	66.667	100008042	
No 100008051	Test Item 100008051		400	1,200	400	800	66.667	100008051	
No 100008069	Test Item 100008069		400	1,200	400	800	66.667	100008069	

1

Cancel

Retek

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mapdev36:1521:devtk11, Data Source: msi10 Log Path: A01/webadmin/oc4j_servlets/jsp/RptLog/Act Authentication: DATABASE

Quantity Selection

Merchandise Invoice: EDIGENN10543289532740000000195

Item: 100008051-Test Item 100008051

Correct Quantity

☒ Receipt 1,200
☐ Invoice 400
☐ Other

Receipt	Quantity
8150	400
8151	400
72131	400

Back Next

Retek

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mapdev36:1521:devtk11, Data Source: msi10 Log Path: A01/webadmin/oc4j_servlets/jsp/RptLog/Act Authentication: DATABASE

Quantity Variance Resolution

Merchandise Invoice: EDIGENN10543289532740000000195

Order: 8125

Quantity Variance: 800

Item: 100008051-Test Item 100008051

Receipt(s): 8150, 8151, 72131

Location: 1000000001-Minneapolis

Outstanding Variance: 800

Apply

Enter Reason:

Action:

Comments Hint:

Quantity:

Re-route to Group:

Receipt:


Apply


Resolutions


Delete	Reason Code	Reason Code Description	Action	Quantity	Comments
No records found					

Back OK Delete Cancel

Retek

5. In the Apply area:
 - a. In the Enter Reason field, enter the reason ID, or click the LOV  button and select a reason.



Note: You cannot apply a reason code of Debit Memo Quantity or Credit Memo Quantity to a child invoice that results from a split invoice. The invoice must be routed to Transportation for resolution.
 - b. In the Quantity field, enter the number of units in dispute.
 - c. Add comments as necessary.
 - 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 associated with the discrepancy.
 - 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 to 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.

Create memos and requests

Overview

In addition to creating merchandise and non-merchandise invoices, you may create different types of memos, notes, and requests. 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.


- Click **OK**. The Document Maintenance Header window is displayed.


You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@msp-dev36:1521:dev0111, Data Source: ms10 Log Path: A01Awebadmin/oc4i_arv/oc4j904_rsm11/RetkLog/Retk Authentication: DATABASE


Document Maintenance Header

Create ID: ADMIN

Document ID:

Supplier: 

Order No.: 

Location: 

Document Currency: Exchange Rate:

☐ Consignment

Document Type: Credit Memo - Cost


Document Status:


RTV Chargeback Ind: ☐

RTV Order No.:

Approve Date:

Document Date: 03-10-2004

Payment Terms: 01  2.5% 30 Days

Due Date: 04-09-2004 

Deal:

Ref No. 1:


Ref No. 2:





Ref No. 3:

Ref No. 4:

Total Merchandise Cost:	\$0.0000
Total Non-Merch Cost:	\$0.0000
Total VAT Cost:	\$0.0000
Total Document Cost:	\$0.0000
Document Qty:	0

OK OK+Repeat Details Approve Create Credit Note Reverse Void Comments Cancel

Retek 

- In the Document ID field, enter the number of the document.
 - In the Supplier field, enter the supplier ID, or click the LOV  button and select a supplier.
 - In the Order No. field, enter the order ID associated with the document, or click the LOV  button and select a document number.
-  **Note:** You can search for a purchase order by receipt, receipt date, and location information.
- 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.

	Amount	VAT Code - Rate
Carrier Credit Allowance	\$0.0000	C - 30
Coop Ad/Merch Allowance (Perf)	\$0.0000	C - 30
Currency Adjustment	\$0.0000	C - 30
Currency Adjustment	\$0.0000	C - 30
Customs Broker Fee	\$0.0000	C - 30
Customs Duty	\$0.0000	C - 30
Declared Value for Customs	\$0.0000	C - 30
Defective Allowance	\$0.0000	C - 30
Deliver	\$0.0000	C - 30

GL Cross-reference for										
	Segment 1	Segment 2	Segment 3	Segment 4	Segment 5	Segment 6	Segment 7	Segment 8	Segment 9	Segment 10
Type:	Company	Location	Account	Department	Class	Affiliate	Future1	Future2	Future3	Future4
<div style="text-align: right;">Total: \$0.0000</div> <div style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Calculate Total"/> <input type="button" value="Cancel"/> </div>										

- 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.

Add details to the document

1. Click **Details**. The Document Maintenance Detail window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devth11, Data Source: msp10 Log Path: A01/webadmin/oc4j_enos/oc4j904_rekml1/ReIMLog/Act Authentication: DATABASE

Document Maintenance Detail

Document ID: CMCASDFASDF Document Type: Credit Memo - Cost
 Currency: USD Supplier: 2222220000-Levi Strauss Pty Ltd

Items

Item: Amount Per Unit: Document ID: Add All Items
 Reason Code: Quantity: Add Item
 VAT Code - Rate:

Delete	Item	Description	Reason Code	Description	Amnt Per Unit	Quantity	VAT Code	VAT Rate	Extended Cost Ex VAT
No records found									

select all
clear all

Total Items: 0 Totals 0 \$0.0000

OK Delete Items Cancel

Retek

2. In the Item field, enter the item ID, or click the LOV button and select an item.
3. In the Amount per Unit field, enter the unit cost of the item.
4. In the Reason Code field, enter the reason the item is in dispute.
5. In the Quantity field, enter the number of units in dispute.
6. In the VAT Code - Rate field, select the appropriate VAT information.
7. Click **Add Item**. The information is added to the table.
8. Click **OK** to save your changes and close the window.
9. 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 Maintenance Header 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 Maintenance Header 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 documents that match the search criteria.
 4. To display the item information, click a document number. The Document Maintenance Header window is displayed.
 5. Click **Void**.
 6. Click **OK** to close the window.

Maintain the document prefixes

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devtk11, Data Source: mscl0 Log Path: A:\1\retek\bin\oc4j_error\oc4j904_retk11\ReIMLog.txt Authentication: DATABASE

System Options

Document History Days	<input type="text" value="20"/>	Close Open Receipt Days	<input type="text" value="90"/>
Post Dated Document Days	<input type="text" value="10"/>	Cost Resolution Due Days	<input type="text" value="3"/>
Debit Memo Send Days	<input type="text" value="1"/>	Qty Resolution Due Days	<input type="text" value="2"/>
Max Tolerance %	<input type="text" value="100"/>	Days Before Due Date	<input type="text" value="0"/>
Include VAT Processing	<input type="text" value="Yes"/>	VAT Tolerance %	<input type="text" value="10"/>
Default Pay Now Terms	<input type="text" value="163"/> <input type="text" value="01.001.00% 045 045"/>		

Debit Memo Prefix-Cost	<input type="text" value="DMC"/>	Debit Memo Prefix-Qty	<input type="text" value="DMQ"/>
Credit Note Request Prefix-Cost	<input type="text" value="CNC"/>	Credit Note Request Prefix-Qty	<input type="text" value="CNQ"/>
Credit Memo Prefix-Cost	<input type="text" value="CMC"/>	Credit Memo Prefix-Qty	<input type="text" value="CMQ"/>

Note: To activate any system option changes made, you must first log out of Retek Invoice Matching.

Retek

1. On the lower part 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 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.


You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrtk11, Data Source: ms10 Log Path: A:\01Awebadmin\oc4j_ews\oc4j904_reim11\ReImLogs\st Authentication:

DATABASE

Supplier Options

Supplier 

Details

AP Reviewer 

☐ Invoices For Supplier Manually-Paid

☐ Match Invoices to Receipts from other Suppliers


☐ Always Use Invoice Terms



☐ ROG Date Allowed

Send Debit Memo

Close Open Receipt Days

Discrepancy Days Before Routing

Retek 

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. In the AP Reviewer field, enter the ID of an accounts payable reviewer, or click the LOV  button and select the reviewer that you want to associate with the supplier.

4. Edit the enabled fields as necessary:
 - **Invoices for Supplier Manually Paid:** Select the check box to indicate that invoices from this supplier should be manually paid.
 - **Match Invoices to Receipts from other Suppliers:** Select the check box to indicate that the retailer can pay suppliers other than the one listed for the invoice.
 - **Always Use Invoice Terms:** Select the check box to indicate that the terms date on the invoice is always used to pay an invoice.
 - **ROG Date Allowed:** Select the check box to use the receipt of goods date to determine the due date of an invoice.
 - **Send Debit Memo:** Select the appropriate frequency to indicate when to send a debit memo.
 - **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.
 - **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 grouped supplier




Note: Any changes you make to one supplier in a group applies to all suppliers in the group

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


You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: ms10 Log Path: A:\1Awebadmin\oc4j_ews\oc4j904_reim11\ReIMLogs\st Authentication:

DATABASE

Supplier Options

Supplier 

Details

AP Reviewer 

☐ Invoices For Supplier Manually-Paid

☐ Match Invoices to Receipts from other Suppliers


☐ Always Use Invoice Terms


☐ ROG Date Allowed

Send Debit Memo

Close Open Receipt Days

Discrepancy Days Before Routing


Retek 

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. Click **Supplier Group Options**. The Supplier Group Options window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: msp10 Log Path: A01Awebadmin/oc4j_exts/oc4j904_rehml1/ReIMLogs/tst Authentication: DATABASE


Supplier Group Options


Supplier: 2345670000-David Fashion Creations P/L

Supplier 

☒ Total Header Quantity Required
☒ Match Total Quantity

Delete	Supplier ID	Supplier Name
No records found		

Retek 

4. In the Supplier field, enter the supplier ID, or click the LOV  button and select a supplier.
5. Click **Add**.
6. Select the enabled options as necessary:
 - **Total Header Quantity Required:** Select the check box to indicate that each invoice requires a total quantity be entered.
 - **Match Total Quantity:** Select the check box to indicate that the Total Quantity must be matched for the invoice and the receipt.
7. Click **OK** to save your changes and close the window.


Delete a grouped supplier

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


You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrtk11, Data Source: rms10 Log Path: A:\01Awebadmin\oc4j_ews\oc4j904_reim11\ReIMLogs\st Authentication:

DATABASE

Supplier Options

Supplier 

Details

AP Reviewer 

☐ Invoices For Supplier Manually-Paid

☐ Match Invoices to Receipts from other Suppliers


☐ Always Use Invoice Terms


☐ ROG Date Allowed

Send Debit Memo

Close Open Receipt Days

Discrepancy Days Before Routing

Retek 

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. Click **Supplier Group Options**. The Supplier Group Options window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: mms10 Log Path: A:\01\webadmin\oc4j_envs\oc4j904_retn11\ReIMLogs\st Authentication: DATABASE

Supplier Group Options

Supplier: 2345670000-David Fashion Creations P/L

Supplier

☒ Total Header Quantity Required
☒ Match Total Quantity

Delete	Supplier ID	Supplier Name
No records found		

Retek

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 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, it cannot be changed.

Procedures

Create a general ledger account cross reference

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

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.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devn11, Data Source: rns10 Log Path: A:\01\webadmin\oc4j_ews\oc4j904_reim11\ReImLogs\st Authentication: DATABASE

GL Options

Segment	Label	Segment Position	Dynamic
Company	Test Segment 1		<input type="checkbox"/>
Location	Test Segment 2		<input type="checkbox"/>
Account	Test Segment 3		
Department	Test Segment 4		<input type="checkbox"/>
Class	Test Segment 5		<input type="checkbox"/>
Affiliate	Test Segment 6		
Future1	Test Segment 7		
Future2	Test Segment 8		
Future3	Test Segment 9		
Future4	Test Segment 10		
Test 3			
Test 4			
Test 5			
Test 6			

OK Cancel

Retek

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 reason codes. Reason codes are used to resolve discrepancies between receipts and invoices. A discrepancy originates when the price or quantity variance exceeds acceptable tolerance levels. After you create the reason code, you need to associate it to an action that helps 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: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devnk11, Data Source: ms10 Leg Path: /u01/webadmin/oc4j_ews/oc4j904_retn11/ReIMLogs/As Authentication: DATABASE

Reason Code Maintenance

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

Cost Discrepancy [] [] Approve Dispute Accounting Distribution ☐

Comments Hint

[]

[Apply]

Delete	Reason Code Type	Reason Code	Reason Code Description	Action	Accounting Distribution	Comment Required	Comments Hint
<input type="checkbox"/>	Quantity Discrepancy	430	Qty Short Claim-Freight Claim to be filed w/carrier	Reroute Quantity Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Quantity Discrepancy	435	Qty Short Claim-Under received-New receipt created	Match to Receipt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Quantity Discrepancy	440	Qty Short Claim-Requires Inventory Control action	Reroute Quantity Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Quantity Discrepancy	445	Qty Short Claim-Requires Location action	Reroute Quantity Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Quantity Discrepancy	450	Qty Short Claim-Requires Accounts Payable action	Reroute Quantity Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Quantity Discrepancy	455	Qty Short Claim-Requires Transportation action	Reroute Quantity Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	505	Repay Cost Claim-Pr Pro. Applied wrong-Adjust WAC	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	510	Repay Cost Claim-Pr Drop Applied wrong-Adjust WAC	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	515	Repay Cost Claim-MDF DFI Allow clmd wrong-R MDF AR	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	520	Repay Cost Claim-Freight Allow clmd wrong-R FAR	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	525	Repay Cost Claim-Defective Allow clmd wrong-R DAR	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	530	Repay Cost Claim-DFI1 Allow clmd wrong-Adjust WAC	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	535	Repay Cost Claim-DFI2 Allow clmd wrong-Adjust WAC	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
			Repay Cost Claim-DFI3 Allow clmd wrong-				

[OK] [Delete] [Cancel]

Retek

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 an ID for the reason code.
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 information 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 window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: ms10 Log
 Path: A01/webadmin/oc4j_ows/oc4j904_reim11/ReIMLogs/ast Authentication: DATABASE
 GL Cross-reference

Cross-reference Type: Non-merchandise Codes Query

Segment 1 Company	Segment 2 Location	Segment 3 Account	Segment 4 Department	Segment 5 Class	Segment 6 Affiliate	Segment 7 Future1	Segment 8 Future2	Segment 9 Future3	Segment 10 Future4

OK OK+Repeat Cancel

Retek

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.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: ms10 Log
 Path: A01/webadmin/oc4j_ows/oc4j904_reim11/ReIMLogs/ast Authentication: DATABASE
 Reason Code Maintenance

Reason Code Type: Cost Discrepancy Reason Code: Reason Code Description: Action: Approve Dispute 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"/>	Quantity Discrepancy	430	Qty Short Claim-Freight Claim to be filed w/carrier	Reroute Quantity Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Quantity Discrepancy	435	Qty Short Claim-Under received-New receipt created	Match to Receipt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Quantity Discrepancy	440	Qty Short Claim-Requires Inventory Control action	Reroute Quantity Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Quantity Discrepancy	445	Qty Short Claim-Requires Location action	Reroute Quantity Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Quantity Discrepancy	450	Qty Short Claim-Requires Accounts Payable action	Reroute Quantity Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Quantity Discrepancy	455	Qty Short Claim-Requires Transportation action	Reroute Quantity Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	505	Repay Cost Claim-Pr Pro. Applied wrong-Adjust WAC	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	510	Repay Cost Claim-Pr Drop Applied wrong-Adjust WAC	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	515	Repay Cost Claim-MDF DFI Allow clmd wrong-R MDF AR	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	520	Repay Cost Claim-Freight Allow clmd wrong-R FAR	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	525	Repay Cost Claim-Defective Allow clmd wrong-R DAR	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	530	Repay Cost Claim-DFI1 Allow clmd wrong-Adjust WAC	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	535	Repay Cost Claim-DFI2 Allow clmd wrong-Adjust WAC	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
			Repay Cost Claim-DFI3 Allow clmd wrong-				

OK Delete Cancel

Retek

1. In 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 updated.
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.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@nspsdev36:1521:devrkl1, Data Source: mms10 Log Path: A01Awebadmin\oc4j_aws\oc4j904_retn11\FaIMLogs\Act Authentication: DATABASE

Reason Code Maintenance

Reason Code Type: Cost Discrepancy Reason Code: Reason Code Description: Approve Dispute 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"/>	Quantity Discrepancy	430	Qty Short Claim-Freight Claim to be filed w/carrier	Reroute Quantity Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Quantity Discrepancy	435	Qty Short Claim-Under received-New receipt created	Match to Receipt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Quantity Discrepancy	440	Qty Short Claim-Requires Inventory Control action	Reroute Quantity Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Quantity Discrepancy	445	Qty Short Claim-Requires Location action	Reroute Quantity Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Quantity Discrepancy	450	Qty Short Claim-Requires Accounts Payable action	Reroute Quantity Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Quantity Discrepancy	455	Qty Short Claim-Requires Transportation action	Reroute Quantity Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	505	Repay Cost Claim-Pr Pro. Applied wrong-Adjust WAC	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	510	Repay Cost Claim-Pr Drop Applied wrong-Adjust WAC	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	515	Repay Cost Claim-MDF DFI Allow clmd wrong-R MDF AR	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	520	Repay Cost Claim-Freight Allow clmd wrong-R FAR	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	525	Repay Cost Claim-Defective Allow clmd wrong-R DAR	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	530	Repay Cost Claim-DFI1 Allow clmd wrong-Adjust WAC	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	535	Repay Cost Claim-DFI2 Allow clmd wrong-Adjust WAC	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
			Repay Cost Claim-DFI3 Allow clmd wrong-				

OK Delete Cancel

Retek

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 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, departments/classes, or reason codes.

Procedures

Create a user group

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: mms10 Log Path: A:\01\Awebadmin\oc4j_ews\oc4j904_reiml1\ReIMLogs\st Authentication:

DATABASE

User Groups

Select	User Group
<input type="radio"/>	Admin
<input type="radio"/>	Demo Users
<input type="radio"/>	Limited Privs Users

OK New Edit View Copy Delete

Retek

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: rms10 Log
 Path: A01Awebadmin/oc4j_ews/oc4j904_reim11/ReIMLogs/As Authentication: DATABASE

User Group Details

User Group	Admin
System Options	Edit
Supplier Options	Edit
User Group Maintenance	Edit
Reason Code Maintenance	Edit
General Ledger Account Maintenance	Edit
Tolerance Maintenance	Edit
Invoice Entry	Edit
Document Entry	Edit
Invoice Delete	Yes
Group Entry Approval	Yes
EDI Review	Edit
Group Entry	Edit
Invoice Matching	Edit
Cost Discrepancy Maintenance	Edit
Quantity Discrepancy Maintenance	Edit
Cost Discrepancies Review	All
Quantity Discrepancies Review	All
Accounts Payable Review	No
Deal Document Approval	Yes

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

OK Members Department/Classes Locations Reason Codes Cancel

Retek

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 the user group will have:
 - **Edit:** User group members can add to and update the areas they are assigned to.
 - **View:** User group members can access the designated areas, but they cannot make any changes.
 - **None:** User group members cannot edit or view the designated areas.
 - **Yes:** User group members can perform the designated task.
 - **No:** User group members cannot perform the designated task.
 - **All:** All user group members can perform the designated function.
 - **Users Only:** Only designated users within the group can perform the designated 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.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: mms10 Log Path: A:\01\webadmin\oc4j_exws\oc4j904_reiml1\ReIMLogs\st Authentication:

DATABASE

User Groups

Select	User Group
<input type="radio"/>	Admin
<input type="radio"/>	Demo Users
<input type="radio"/>	Limited Privs Users

OK New Edit View Copy Delete

Retek

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.


You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrtk11, Data Source: mms10 Log Path: /u01/webadmin/oc4j_exws/oc4j904_reim11/ReIMLogs/ast Authentication: ?

DATABASE

User Groups

Select	User Group
<input type="radio"/>	Admin
<input type="radio"/>	Demo Users
<input type="radio"/>	Limited Privs Users

OK New Edit View Copy Delete

Retek 

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: rms10 Log
Path: /u01/webadmin/oc4j_ews/oc4j904_reim11/ReIMLogs/tst Authentication: DATABASE

User Group Details

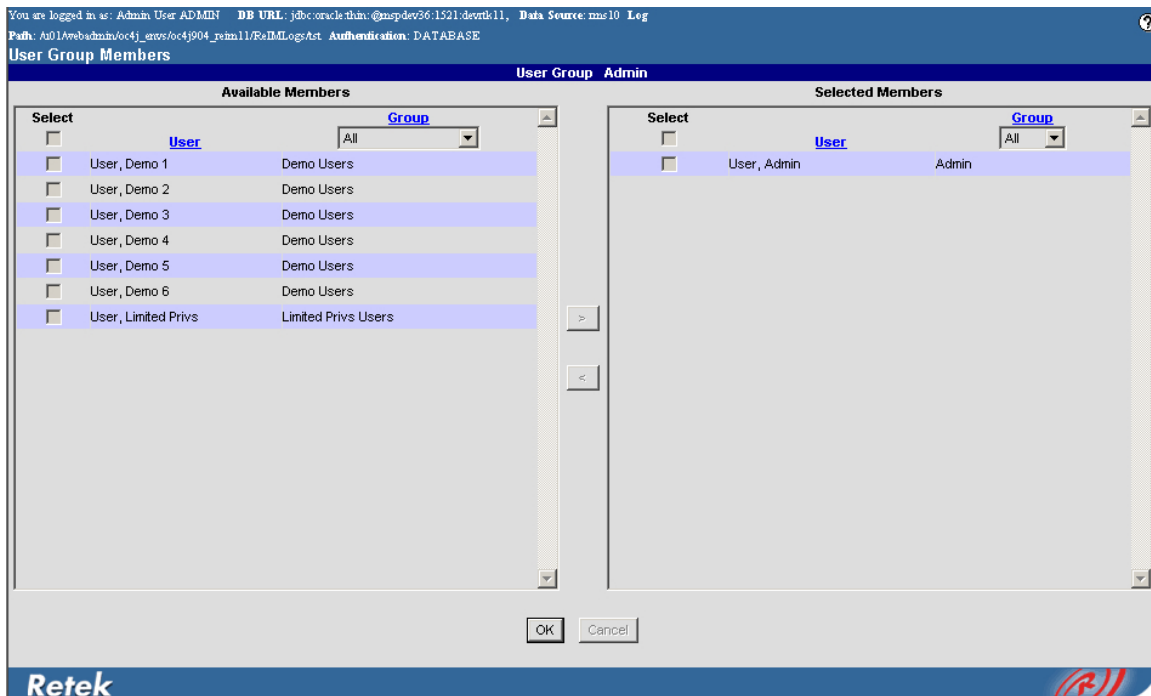
User Group	Admin
System Options	Edit
Supplier Options	Edit
User Group Maintenance	Edit
Reason Code Maintenance	Edit
General Ledger Account Maintenance	Edit
Tolerance Maintenance	Edit
Invoice Entry	Edit
Document Entry	Edit
Invoice Delete	Yes
Group Entry Approval	Yes
EDI Review	Edit
Group Entry	Edit
Invoice Matching	Edit
Cost Discrepancy Maintenance	Edit
Quantity Discrepancy Maintenance	Edit
Cost Discrepancies Review	All
Quantity Discrepancies Review	All
Accounts Payable Review	No
Deal Document Approval	Yes

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

OK Members Department/Classes Locations Reason Codes Cancel

Retek


3. Click **Members**. The User Group Members window is displayed.



4. In the Available Members column, select the check box in the Select column next to each 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 Selected 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.


You are logged in as: Admin User ADMIN **DB URL:** jdbc:oracle:thin:@mspdev36:1521:devrkl1, **Data Source:** mms10 **Log Path:** A:\01\webadmin\oc4j_exws\oc4j904_reim11\ReIMLogs\st **Authentication:** 

DATABASE

User Groups

Select	User Group
<input type="radio"/>	Admin
<input type="radio"/>	Demo Users
<input type="radio"/>	Limited Privs Users

OK New Edit View Copy Delete

Retek 

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: rms10 Log
 Path: /u01/webadmin/oc4j_ews/oc4j904_reim11/ReIMLogs/tst Authentication: DATABASE

User Group Details

User Group	Admin
System Options	Edit
Supplier Options	Edit
User Group Maintenance	Edit
Reason Code Maintenance	Edit
General Ledger Account Maintenance	Edit
Tolerance Maintenance	Edit
Invoice Entry	Edit
Document Entry	Edit
Invoice Delete	Yes
Group Entry Approval	Yes
EDI Review	Edit
Group Entry	Edit
Invoice Matching	Edit
Cost Discrepancy Maintenance	Edit
Quantity Discrepancy Maintenance	Edit
Cost Discrepancies Review	All
Quantity Discrepancies Review	All
Accounts Payable Review	No
Deal Document Approval	Yes

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

OK Members Department/Classes Locations Reason Codes Cancel

Retek

- Click **Members**. The User Group Members window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devtl11, Data Source: ms10 Log
 Path: /u01/arebadmin/oc4j_www/oc4j904_retn11/RetkMLog/Art Authentication: DATABASE

User Group Members

Available Members		User Group	Admin	Selected Members	
<input type="checkbox"/>	Select	User	Group	<input type="checkbox"/>	Select
			All		
<input type="checkbox"/>	User, Demo 1		Demo Users	<input type="checkbox"/>	User, Admin
<input type="checkbox"/>	User, Demo 2		Demo Users		
<input type="checkbox"/>	User, Demo 3		Demo Users		
<input type="checkbox"/>	User, Demo 4		Demo Users		
<input type="checkbox"/>	User, Demo 5		Demo Users		
<input type="checkbox"/>	User, Demo 6		Demo Users		
<input type="checkbox"/>	User, Limited Privs		Limited Privs Users		


OK Cancel

Retek

- In the Selected Members column, select the check box in the Select column next to each user you want to remove from the user group.



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

- Click the left arrow  button to move the users into the Available Members column.
- 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.


You are logged in as: Admin User ADMIN **DB URL:** jdbc:oracle:thin:@mspdev36:1521:devrkl1, **Data Source:** mms10 **Log Path:** /u01/webadmin/oc4j_exts/oc4j904_reim11/ReIMLogs/ast **Authentication:** ?

DATABASE

User Groups

Select	User Group
<input type="radio"/>	Admin
<input type="radio"/>	Demo Users
<input type="radio"/>	Limited Privs Users

OK New Edit View Copy Delete

Retek 

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: rms10 Log
Path: /u01/webadmin/oc4j_ews/oc4j904_reim11/ReIMLogs/tst Authentication: DATABASE

User Group Details

User Group	Admin
System Options	Edit
Supplier Options	Edit
User Group Maintenance	Edit
Reason Code Maintenance	Edit
General Ledger Account Maintenance	Edit
Tolerance Maintenance	Edit
Invoice Entry	Edit
Document Entry	Edit
Invoice Delete	Yes
Group Entry Approval	Yes
EDI Review	Edit
Group Entry	Edit
Invoice Matching	Edit
Cost Discrepancy Maintenance	Edit
Quantity Discrepancy Maintenance	Edit
Cost Discrepancies Review	All
Quantity Discrepancies Review	All
Accounts Payable Review	No
Deal Document Approval	Yes

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

OK Members Department/Classes Locations Reason Codes Cancel

Retek

3. Click **Department/Classes**. The User Group Department/Classes window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: msz10 Log Path: A01Awebadmin/oc4j_eros/oc4j904_reml11/ReIMLog/Art Authentication: DATABASE

User Group Department/Classes

User Group Admin

Available Department/Classes

Select	Department	Dept ID	Class	Class ID	Group
<input type="checkbox"/>	Activewear	1414	Sports Clothes	1000	Demo Users
<input type="checkbox"/>	Furniture	5678	Bedroom Sets	1002	Demo Users
<input type="checkbox"/>	Furniture	5678	Dining Sets	1001	Demo Users
<input type="checkbox"/>	Furniture	5678	Lounge Suites	1000	Demo Users
<input type="checkbox"/>	Glassware	1234	Decoration	1001	Demo Users
<input type="checkbox"/>	Glassware	1234	Dining	1000	Demo Users
<input type="checkbox"/>	Kitchenware	1221	Utensils	1000	Demo Users
<input type="checkbox"/>	Outerware	1313	Cold Weather	1000	Demo Users
<input type="checkbox"/>	Small Appliances	2345	Bathroom Appliances	1001	Demo Users
<input type="checkbox"/>	Small Appliances	2345	Kitchen Appliances	1000	Demo Users
<input type="checkbox"/>	Sportswear	3456	Business	1001	Demo Users
<input type="checkbox"/>	Sportswear	3456	Casual	1000	Demo Users
<input type="checkbox"/>	Womens shoes	4567	Business	1000	Demo Users
<input type="checkbox"/>	Womens shoes	4567	Casual	1001	Demo Users
<input type="checkbox"/>	Womens shoes	4567	Sport	1002	Demo Users

Selected Department/Classes

No records found

>

<


OK Cancel

Retek

4. In the Available Department/Classes column, select the check box in the Select column next to each department/class 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 department/classes 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.


You are logged in as: Admin User ADMIN **DB URL:** jdbc:oracle:thin:@mspdev36:1521:devrtk11, **Data Source:** mms10 **Log Path:** /u01/webadmin/oc4j_exws/oc4j904_reim11/ReIMLogs/ast **Authentication:** 

DATABASE

User Groups

Select	User Group
<input type="radio"/>	Admin
<input type="radio"/>	Demo Users
<input type="radio"/>	Limited Privs Users

OK New Edit View Copy Delete

Retek 

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: rms10 Log
 Path: /u01/webadmin/oc4j_ews/oc4j904_reim11/ReIMLogs/tst Authentication: DATABASE

User Group Details

User Group	Admin
System Options	Edit
Supplier Options	Edit
User Group Maintenance	Edit
Reason Code Maintenance	Edit
General Ledger Account Maintenance	Edit
Tolerance Maintenance	Edit
Invoice Entry	Edit
Document Entry	Edit
Invoice Delete	Yes
Group Entry Approval	Yes
EDI Review	Edit
Group Entry	Edit
Invoice Matching	Edit
Cost Discrepancy Maintenance	Edit
Quantity Discrepancy Maintenance	Edit
Cost Discrepancies Review	All
Quantity Discrepancies Review	All
Accounts Payable Review	No
Deal Document Approval	Yes

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

OK Members Department/Classes Locations Reason Codes Cancel

Retek

- Click **Department/Classes**. The User Group Department/Classes window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: msz10 Log Path: A01Awebadmin/oc4j_eros/oc4j904_reml1/ReIMLog/Art Authentication: DATABASE

User Group Department/Classes

User Group Admin

Available Department/Classes

Select	Department	Dept ID	Class	Class ID	Group
<input type="checkbox"/>	Activewear	1414	Sports Clothes	1000	Demo Users
<input type="checkbox"/>	Furniture	5678	Bedroom Sets	1002	Demo Users
<input type="checkbox"/>	Furniture	5678	Dining Sets	1001	Demo Users
<input type="checkbox"/>	Furniture	5678	Lounge Suites	1000	Demo Users
<input type="checkbox"/>	Glassware	1234	Decoration	1001	Demo Users
<input type="checkbox"/>	Glassware	1234	Dining	1000	Demo Users
<input type="checkbox"/>	Kitchenware	1221	Utensils	1000	Demo Users
<input type="checkbox"/>	Outerware	1313	Cold Weather	1000	Demo Users
<input type="checkbox"/>	Small Appliances	2345	Bathroom Appliances	1001	Demo Users
<input type="checkbox"/>	Small Appliances	2345	Kitchen Appliances	1000	Demo Users
<input type="checkbox"/>	Sportswear	3456	Business	1001	Demo Users
<input type="checkbox"/>	Sportswear	3456	Casual	1000	Demo Users
<input type="checkbox"/>	Womens shoes	4567	Business	1000	Demo Users
<input type="checkbox"/>	Womens shoes	4567	Casual	1001	Demo Users
<input type="checkbox"/>	Womens shoes	4567	Sport	1002	Demo Users

Selected Department/Classes

No records found

>

<


OK Cancel

Retek

- In the Selected Department/Classes column, select the check box in the Select column next to each department/class you want to remove from the user group.

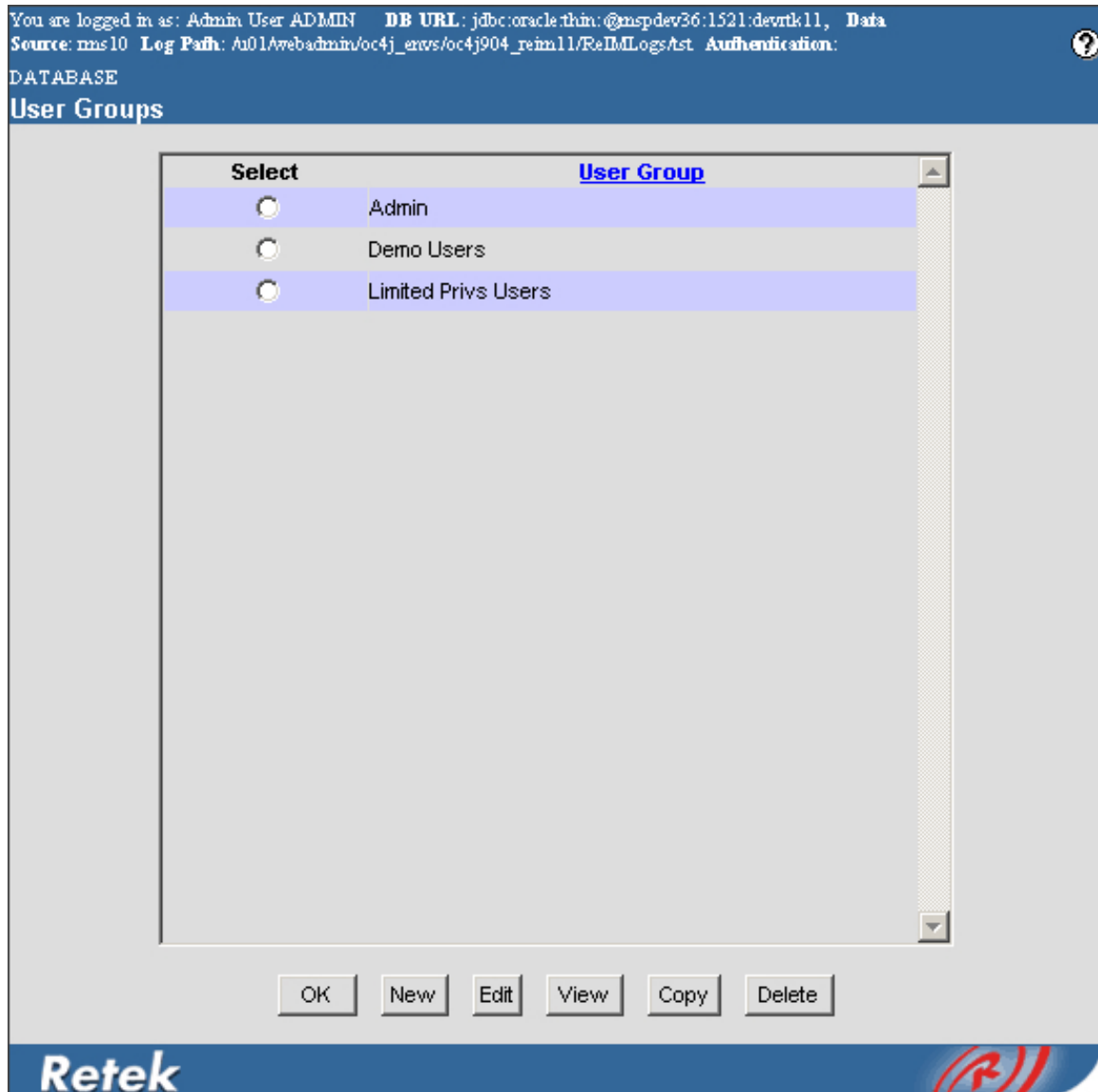


Note: To select all department/classes, select the check box in the header area.

- Click the left arrow  button to move the department/classes into the Available Department/Classes column.
- 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.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: rms10 Log
Path: /u01/webadmin/oc4j_ews/oc4j904_reim11/ReIMLogs/tst Authentication: DATABASE

User Group Details

User Group	Admin
System Options	Edit
Supplier Options	Edit
User Group Maintenance	Edit
Reason Code Maintenance	Edit
General Ledger Account Maintenance	Edit
Tolerance Maintenance	Edit
Invoice Entry	Edit
Document Entry	Edit
Invoice Delete	Yes
Group Entry Approval	Yes
EDI Review	Edit
Group Entry	Edit
Invoice Matching	Edit
Cost Discrepancy Maintenance	Edit
Quantity Discrepancy Maintenance	Edit
Cost Discrepancies Review	All
Quantity Discrepancies Review	All
Accounts Payable Review	No
Deal Document Approval	Yes

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

OK Members Department/Classes Locations Reason Codes Cancel

Retek

3. Click **Locations**. The User Group Locations window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:dev11, Data Source: ms10 Log Path: A01/webadmin/oc4j_ows/oc4j904_rehn11/ReIMLogs/Art Authentication: DATABASE

User Group Locations

User Group Admin

Available Locations				Selected Locations			
Select	Location	Loc ID	Loc Type	Select	Location	Loc ID	Loc Type
No records found				<input type="checkbox"/> Edina <input type="checkbox"/> Fargo <input type="checkbox"/> Minneapolis <input type="checkbox"/> Madison <input type="checkbox"/> Peoria <input type="checkbox"/> Sioux Falls <input type="checkbox"/> Oakland <input type="checkbox"/> Hermosa Beach <input type="checkbox"/> Fresno <input type="checkbox"/> Houston <input type="checkbox"/> New York City <input type="checkbox"/> Buffalo <input type="checkbox"/> Baltimore <input type="checkbox"/> Savannah <input type="checkbox"/> Charlotte <input type="checkbox"/> Charleston <input type="checkbox"/> Jacksonville	1000001000 1000000000 1000000001 1000000002 1000000003 1000000004 1000000005 1000000006 1000000007 1000000010 1000000012 1000000013 1000000014 1000000016 1000000017 1000000018 1000000019	Store Store Store Store Store Store Store Store Store Store Store Store Store Store Store Store Store	


OK Cancel

Retek

4. In the Available Locations column, select the check box in the Select column next to the each location 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 locations 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.


You are logged in as: Admin User ADMIN **DB URL:** jdbc:oracle:thin:@mspdev36:1521:devrtk11, **Data Source:** mms10 **Log Path:** /u01/webadmin/oc4j_exts/oc4j904_reim11/ReIMLogs/ast **Authentication:** 

DATABASE

User Groups

Select	User Group
<input type="radio"/>	Admin
<input type="radio"/>	Demo Users
<input type="radio"/>	Limited Privs Users

OK New Edit View Copy Delete

Retek 

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: rms10 Log
 Path: /u01/webadmin/oc4j_ews/oc4j904_reim11/ReIMLogs/tst Authentication: DATABASE

User Group Details

User Group	Admin
System Options	Edit
Supplier Options	Edit
User Group Maintenance	Edit
Reason Code Maintenance	Edit
General Ledger Account Maintenance	Edit
Tolerance Maintenance	Edit
Invoice Entry	Edit
Document Entry	Edit
Invoice Delete	Yes
Group Entry Approval	Yes
EDI Review	Edit
Group Entry	Edit
Invoice Matching	Edit
Cost Discrepancy Maintenance	Edit
Quantity Discrepancy Maintenance	Edit
Cost Discrepancies Review	All
Quantity Discrepancies Review	All
Accounts Payable Review	No
Deal Document Approval	Yes

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

OK Members Department/Classes Locations Reason Codes Cancel

Retek

3. Click **Locations**. The User Group Locations window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:dev11, Data Source: ms10 Log Path: A01/webadmin/oc4j_ows/oc4j904_retn11/RetekLogs/Art Authentication: DATABASE

User Group Locations

User Group Admin

Available Locations

Select	Location	Loc ID	Loc Type	Group
<input type="checkbox"/>			All	

No records found

Selected Locations

Select	Location	Loc ID	Loc Type	Group
<input type="checkbox"/>	Edina	1000001000	Store	
<input type="checkbox"/>	Fargo	1000000000	Store	
<input type="checkbox"/>	Minneapolis	1000000001	Store	
<input type="checkbox"/>	Madison	1000000002	Store	
<input type="checkbox"/>	Peoria	1000000003	Store	
<input type="checkbox"/>	Sioux Falls	1000000004	Store	
<input type="checkbox"/>	Oakland	1000000005	Store	
<input type="checkbox"/>	Hermosa Beach	1000000006	Store	
<input type="checkbox"/>	Fresno	1000000007	Store	
<input type="checkbox"/>	Houston	1000000010	Store	
<input type="checkbox"/>	New York City	1000000012	Store	
<input type="checkbox"/>	Buffalo	1000000013	Store	
<input type="checkbox"/>	Baltimore	1000000014	Store	
<input type="checkbox"/>	Savannah	1000000016	Store	
<input type="checkbox"/>	Charlotte	1000000017	Store	
<input type="checkbox"/>	Charleston	1000000018	Store	
<input type="checkbox"/>	Jacksonville	1000000019	Store	


OK Cancel

Retek

4. In the Selected Locations column, select the check box in the Select column next to each location you want to remove from the user group.



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

5. Click the left arrow  button to move the users into the Available Locations column.

6. 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.


You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: mms10 Log Path: /u01/webadmin/oc4j_exws/oc4j904_reim11/ReIMLogs/ast Authentication: ?

DATABASE

User Groups

Select	User Group
<input type="radio"/>	Admin
<input type="radio"/>	Demo Users
<input type="radio"/>	Limited Privs Users

OK New Edit View Copy Delete

Retek 

Retek Invoice Matching

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: rns10 Log Path: /u01/webadmin/oc4j_exts/oc4j904_reim11/ReIMLogs/tst Authentication: DATABASE

User Group Details

User Group	Admin
System Options	Edit
Supplier Options	Edit
User Group Maintenance	Edit
Reason Code Maintenance	Edit
General Ledger Account Maintenance	Edit
Tolerance Maintenance	Edit
Invoice Entry	Edit
Document Entry	Edit
Invoice Delete	Yes
Group Entry Approval	Yes
EDI Review	Edit
Group Entry	Edit
Invoice Matching	Edit
Cost Discrepancy Maintenance	Edit
Quantity Discrepancy Maintenance	Edit
Cost Discrepancies Review	All
Quantity Discrepancies Review	All
Accounts Payable Review	No
Deal Document Approval	Yes

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

OK Members Department/Classes Locations Reason Codes Cancel

Retek

3. Click **Reason Codes**. The User Group Reason Codes window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mapdev26:1521:devtk11, Data Source: ms10 Log Path: /u01/awebadmin/oc4j_mvs/oc4j904_reim11/ReIMLog/Act Authentication: DATABASE

User Group Reason Codes

User Group: Admin

Available Reason Codes				Selected Reason Codes			
Select	Reason Codes	Reason Codes Description	Action Types	Select	Reason Codes	Reason Codes Description	Action Types
<input type="checkbox"/>	777	imh	Credit Memo Quantity	<input type="checkbox"/>	430	Qty Short Claim- Freight Claim to Reroute Quantity Discrepancy be filed w/carrier	
<input type="checkbox"/>	JMH1	cost	Credit Memo Cost	<input type="checkbox"/>	435	Qty Short Claim-Under received-New Match to Receipt receipt created	
				<input type="checkbox"/>	440	Qty Short Claim- Requires Inventory Control action Reroute Quantity Discrepancy	
				<input type="checkbox"/>	445	Qty Short Claim- Requires Location action Reroute Quantity Discrepancy	
				<input type="checkbox"/>	450	Qty Short Claim- Requires Accounts Reroute Quantity Discrepancy	


OK Cancel

Retek

4. In the Available Reason Codes column, select the check box in the Select column next to each reason code 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 reason codes 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.


You are logged in as: Admin User ADMIN **DB URL:** jdbc:oracle:thin:@mspdev36:1521:devrtk11, **Data Source:** mms10 **Log Path:** /u01/webadmin/oc4j_exts/oc4j904_reim11/ReIMLogs/ast **Authentication:** 

DATABASE

User Groups

Select	User Group
<input type="radio"/>	Admin
<input type="radio"/>	Demo Users
<input type="radio"/>	Limited Privs Users

OK New Edit View Copy Delete

Retek 

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: rms10 Log
 Path: /u01/webadmin/oc4j_ews/oc4j904_reim11/ReIMLogs/tst Authentication: DATABASE

User Group Details

User Group	Admin
System Options	Edit
Supplier Options	Edit
User Group Maintenance	Edit
Reason Code Maintenance	Edit
General Ledger Account Maintenance	Edit
Tolerance Maintenance	Edit
Invoice Entry	Edit
Document Entry	Edit
Invoice Delete	Yes
Group Entry Approval	Yes
EDI Review	Edit
Group Entry	Edit
Invoice Matching	Edit
Cost Discrepancy Maintenance	Edit
Quantity Discrepancy Maintenance	Edit
Cost Discrepancies Review	All
Quantity Discrepancies Review	All
Accounts Payable Review	No
Deal Document Approval	Yes

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

OK Members Department/Classes Locations Reason Codes Cancel

Retek

3. Click **Reason Codes**. The User Group Reason Codes window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mapdev26:1521:devtk11, Data Source: ms10 Log Path: /a01/webadmin/oc4j_mvs/oc4j904_reim11/ReIMLogAct Authentication: DATABASE

User Group Reason Codes

User Group: Admin

Available Reason Codes

Select	Reason Codes	Reason Codes Description	Action Types	Group
<input type="checkbox"/>	777	imh	Credit Memo Quantity	
<input type="checkbox"/>	JMH1	cost	Credit Memo Cost	

Selected Reason Codes

Select	Reason Codes	Reason Codes Description	Action Types	Group
<input type="checkbox"/>	430	Qty Short Claim- Freight Claim to Reroute Quantity Discrepancy be filed w/carrier		
<input type="checkbox"/>	435	Qty Short Claim-Under received-New Match to Receipt receipt created		
<input type="checkbox"/>	440	Qty Short Claim- Requires Inventory Control action Reroute Quantity Discrepancy		
<input type="checkbox"/>	445	Qty Short Claim- Requires Location action Reroute Quantity Discrepancy		
<input type="checkbox"/>	450	Qty Short Claim- Requires Accounts Reroute Quantity Discrepancy		


OK Cancel

Retek

4. In the Selected Reason Codes column, select the check box in the Select column next to each reason codes you want to remove from the user group.



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

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

Maintain tolerance levels

Overview

The tolerance windows allow you to define the amount of variance allowed 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 types of tolerances at the system level, supplier level, supplier trait level, or department level:

- Invoice/document summary cost
- Invoice/document summary quantity
- Invoice/document line item cost
- Invoice/document 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 Tolerance Maintenance window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrtk11, Data Source: rms10 Log Path: Au01Awebadmin/oc4j_ews/oc4j904_reim11/ReIMLogs/tst Authentication: DATABASE

Tolerance Maintenance

Tolerance Level

☐ Supplier
 ☐ Supplier Trait
 ☐ Department
 ☒ System

Next Cancel

Retek

1. In the Tolerance Level column, select System.
2. Click **Next**. The Tolerance Maintenance Detail window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: mns10 Log Path: A:\01\webedmin\oc4j_ews\oc4j904_reim11\ReIMLogs\st Authentication: DATABASE

Tolerance Maintenance Detail

Tolerance Level: System Currency: GBP

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/Document Line Item Cost	Retailer	\$0.0000	\$1,000,000,000.0000	75%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Cost	Supplier	\$0.0000	\$1,000,000,000.0000	10%	Percent
<input type="checkbox"/>	Invoice/Document Summary Cost	Retailer	\$0.0000	\$1,000,000,000.0000	2%	Percent
<input type="checkbox"/>	Invoice/Document Summary Cost	Supplier	\$0.0000	\$1,000,000,000.0000	50%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Qty	Retailer	0	1,000,000,000	1%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Qty	Supplier	0	1,000,000,000	0.5%	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Retailer	0	1,000,000,000	30%	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Supplier	0	1,000,000,000	20%	Percent

OK OK+Repeat Refresh Add Defaults Delete Cancel

Retek

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 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 Tolerance Maintenance window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: rms10 Log Path: A01Awebadmin/oc4j_ews/oc4j904_reim11/ReImLogs/tst Authentication: DATABASE

Tolerance Maintenance

Tolerance Level

☐ Supplier

☐ Supplier Trait

☐ Department

☒ System

Retek

1. In the Tolerance Level column, select System.
2. Click **Next**. The Tolerance Maintenance Detail window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrtk11, Data Source: ms10 Log Path: A:\01\websadmnu\oc4j_envs\oc4j904_reim11\ReIMLogs\st Authentication: DATABASE

Tolerance Maintenance Detail

Tolerance Level: System Currency: GBP

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/Document Line Item Cost	Retailer	\$0.0000	\$1,000,000,000.0000	75%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Cost	Supplier	\$0.0000	\$1,000,000,000.0000	10%	Percent
<input type="checkbox"/>	Invoice/Document Summary Cost	Retailer	\$0.0000	\$1,000,000,000.0000	2%	Percent
<input type="checkbox"/>	Invoice/Document Summary Cost	Supplier	\$0.0000	\$1,000,000,000.0000	50%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Qty	Retailer	0	1,000,000,000	1%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Qty	Supplier	0	1,000,000,000	0.5%	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Retailer	0	1,000,000,000	30%	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Supplier	0	1,000,000,000	20%	Percent

OK OK+Repeat Refresh Add Defaults Delete Cancel

Retek

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 Tolerance Maintenance window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: mms10 Log Path: A01Awebadmin/oc4j_ews/oc4j904_reim11/ReImLogs/tst Authentication: DATABASE

Tolerance Maintenance

Tolerance Level

☐ Supplier




☐ Supplier Trait

☐ Department

☒ System

Retek

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.

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: mns10 Log Path: A01Awebadmin/oc4j_envs/oc4j904_reim11/ReIMLogs/ast Authentication: DATABASE

Tolerance Maintenance Detail

Tolerance Level: System Currency: GBP

Tolerance: Difference In Favor Of:

Delete	Tolerance	Difference In Favor Of	Lower Limit Inclusive	Upper Limit Exclusive	Tolerance Value	Tolerance Type
<input type="checkbox"/>	Invoice/Document Line Item Cost	Retailer	\$0.0000	\$1,000,000,000.0000	<input type="text" value="75%"/>	Percent
<input type="checkbox"/>	Invoice/Document Line Item Cost	Supplier	\$0.0000	\$1,000,000,000.0000	<input type="text" value="10%"/>	Percent
<input type="checkbox"/>	Invoice/Document Summary Cost	Retailer	\$0.0000	\$1,000,000,000.0000	<input type="text" value="2%"/>	Percent
<input type="checkbox"/>	Invoice/Document Summary Cost	Supplier	\$0.0000	\$1,000,000,000.0000	<input type="text" value="50%"/>	Percent
<input type="checkbox"/>	Invoice/Document Line Item Qty	Retailer	0	1,000,000,000	<input type="text" value="1%"/>	Percent
<input type="checkbox"/>	Invoice/Document Line Item Qty	Supplier	0	1,000,000,000	<input type="text" value="0.5%"/>	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Retailer	0	1,000,000,000	<input type="text" value="30%"/>	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Supplier	0	1,000,000,000	<input type="text" value="20%"/>	Percent

OK OK+Repeat Refresh Add Defaults Delete Cancel

Retek

- In the Tolerance field, select the type of tolerance you are creating.
- In the Difference in Favor field, indicate who the tolerance should be in favor of.
- Click **Add**. The next available line is enabled.
- In the Lower Limit Inclusive and Upper Limit Exclusive fields, enter the tolerance values.
- In the Tolerance Value field, indicate the total amount the variance can be.
- In the Tolerance Type field, indicate how the variance should be measured.
- 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 Tolerance Maintenance window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: mms10 Log Path: A:\webadmin\oc4j_ews\oc4j904_reiml1\ReImLogs\st Authentication: DATABASE

Tolerance Maintenance

Tolerance Level

☐ Supplier
 ☐ Supplier Trait
 ☒ Department
 ☐ System

Next Cancel

Retek

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 Tolerance Maintenance Detail window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: mns10 Log Path: A01Awebadmin/oc4j_envs/oc4j904_reim11/ReIMLogs/ast Authentication: DATABASE

Tolerance Maintenance Detail

Tolerance Level: System Currency: GBP

Tolerance: Difference In Favor Of:

Delete	Tolerance	Difference In Favor Of	Lower Limit Inclusive	Upper Limit Exclusive	Tolerance Value	Tolerance Type
<input type="checkbox"/>	Invoice/Document Line Item Cost	Retailer	\$0.0000	\$1,000,000,000.0000	<input type="text" value="75%"/>	Percent
<input type="checkbox"/>	Invoice/Document Line Item Cost	Supplier	\$0.0000	\$1,000,000,000.0000	<input type="text" value="10%"/>	Percent
<input type="checkbox"/>	Invoice/Document Summary Cost	Retailer	\$0.0000	\$1,000,000,000.0000	<input type="text" value="2%"/>	Percent
<input type="checkbox"/>	Invoice/Document Summary Cost	Supplier	\$0.0000	\$1,000,000,000.0000	<input type="text" value="50%"/>	Percent
<input type="checkbox"/>	Invoice/Document Line Item Qty	Retailer	0	1,000,000,000	<input type="text" value="1%"/>	Percent
<input type="checkbox"/>	Invoice/Document Line Item Qty	Supplier	0	1,000,000,000	<input type="text" value="0.5%"/>	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Retailer	0	1,000,000,000	<input type="text" value="30%"/>	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Supplier	0	1,000,000,000	<input type="text" value="20%"/>	Percent

OK OK+Repeat Refresh Add Defaults Delete Cancel

Retek

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 Tolerance Maintenance window is displayed.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: mms10 Log Path: A:\webadmin\oc4j_ews\oc4j904_reml1\ReImLogs\st Authentication: DATABASE

Tolerance Maintenance

Tolerance Level

☐ Supplier
 ☐ Supplier Trait
 ☐ Department
 ☒ System

Next Cancel

Retek

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.

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: mns10 Log Path: A01Awebadmin/oc4j_envs/oc4j904_reim11/ReIMLogs/ast Authentication: DATABASE

Tolerance Maintenance Detail

Tolerance Level: System Currency: GBP

Tolerance: Difference In Favor Of:

Delete	Tolerance	Difference In Favor Of	Lower Limit Inclusive	Upper Limit Exclusive	Tolerance Value	Tolerance Type
<input type="checkbox"/>	Invoice/Document Line Item Cost	Retailer	\$0.0000	\$1,000,000,000.0000	<input type="text" value="75%"/>	Percent
<input type="checkbox"/>	Invoice/Document Line Item Cost	Supplier	\$0.0000	\$1,000,000,000.0000	<input type="text" value="10%"/>	Percent
<input type="checkbox"/>	Invoice/Document Summary Cost	Retailer	\$0.0000	\$1,000,000,000.0000	<input type="text" value="2%"/>	Percent
<input type="checkbox"/>	Invoice/Document Summary Cost	Supplier	\$0.0000	\$1,000,000,000.0000	<input type="text" value="50%"/>	Percent
<input type="checkbox"/>	Invoice/Document Line Item Qty	Retailer	0	1,000,000,000	<input type="text" value="1%"/>	Percent
<input type="checkbox"/>	Invoice/Document Line Item Qty	Supplier	0	1,000,000,000	<input type="text" value="0.5%"/>	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Retailer	0	1,000,000,000	<input type="text" value="30%"/>	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Supplier	0	1,000,000,000	<input type="text" value="20%"/>	Percent

OK OK+Repeat Refresh Add Defaults Delete Cancel

Retek

- Click **Defaults**. You are prompted to confirm the restoration.
- Click **OK**. The system defaults are displayed.
- Click **OK** to save your changes and close the window.

Glossary

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z	
Accounts Payable	The amount due to a creditor on an account.
Accounts payable reviewer	The user who can review a invoices from a supplier. Also seen as AP reviewer.
Action	The type of task that will be accomplished for the module.
Amount	The monetary 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.
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.
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 Discount	The monetary value of discounts credited by the vendor during the time period at the selected location. Cash discounts increase the gross profit margin.
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.

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z	
Class	The fifth level in the merchandise hierarchy. The class breaks down the merchandise hierarchy. A class can belong to one department.
Class ID	The number that identifies a class. Each class ID within a department is unique.
Comments	Additional information added to a record.
Consignment	A marketing arrangement where physical control of merchandise, but not the title of ownership is transferred from one business, the consignor (in our case the vendor) to another, the consignee, (in our case the retailer). The title to the goods remains with the consignor until the goods are sold. Upon sale of the goods, the consignor bills the consignee via an invoice.
Consignment Rate	Represents the consignor's share of the sale. The consignment rate is predetermined by both parties.
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 of money that must be paid to take ownership of something; expense or purchase price.
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.

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z	
Cross reference	The association between an account number and an action.
Currency	Coins, treasury notes, and banknotes in circulation, used as the medium of exchange.
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.
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	The agreement between a retailer and a vendor for rebates or discounts applied to an item when ordered in certain quantities.
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 in the merchandise hierarchy and provides a way to define the areas of a group. A department is 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	Paperwork that provides additional information about an activity.
Document cost	The cost of the item from the document.
Document date	The date the document was created.

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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.
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 factor used to convert a currency from one factor to another.
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.
Freight payment type	Indicates how the merchandise was shipped, and how shipping was paid for.

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General Ledger	A company's accounting records. It contains all of the financial accounts and statements.
Group	The sixth level of the merchandise hierarchy.
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.
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	The store or warehouse involved in an event.
Location description	The name or identifying note for a location.
Location ID	The number that identifies a location.

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

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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.
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	The identifying number on a 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.
Parent invoice ID	A unique number that identifies an invoice with multiple locations.
Partner	A person or entity that has an association with your organization in various areas of the procurement process. Partners can include those involved in transporting goods, escheatment, providing credit, and providing services. A partner does not provide items to a retailer.

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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.
Prefix	Identifies the document type by attaching the appropriate code to the beginning of the document ID. Also seen as Doc prefix.
Pre-paid invoice	The process of sending an invoice to accounts payable without matching it to any receipts. Also seen as Pre-paid.
Purchase 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.
Quantity	The total number of a unit.
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.
Ready for match	The invoice has not been matched to a receipt. The match is based on a common supplier, purchase order, and location.

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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.
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.

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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	The person or entity that provides items to a retailer.
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	An attribute assigned to a supplier.
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.
System Unit Gross	The total amount a unit costs before any deals are applied.
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 accross an invoice.

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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.
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 per unit of the item.
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.
Variance	The difference between the calculated and the control totals and counts, or the difference between the invoice and receipt.

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VAT	Value Added Taxes. The tax on the increased value of the item.
Vendor	A generic, inclusive term used to mean either partner or supplier.
Vendor description	The name of the vendor.
Vendor Type	See Vendor.

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