

# Retek® Invoice Matching™ 11.0.5

## User Guide



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United Kingdom	0800 917 2863
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- Detailed step-by-step instructions to recreate.
- Exact error message received.
- Screen shots of each step you take.



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# Chapter 1 – Welcome to 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 Review VAT 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

## 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.


## Flexible columns

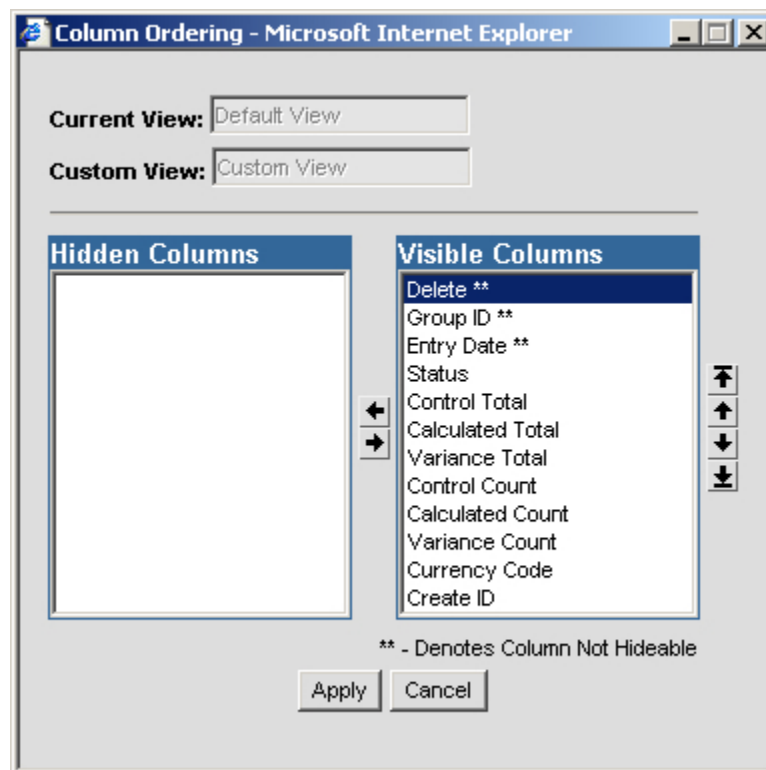
### Overview

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 opens.



**Column Ordering window**

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.

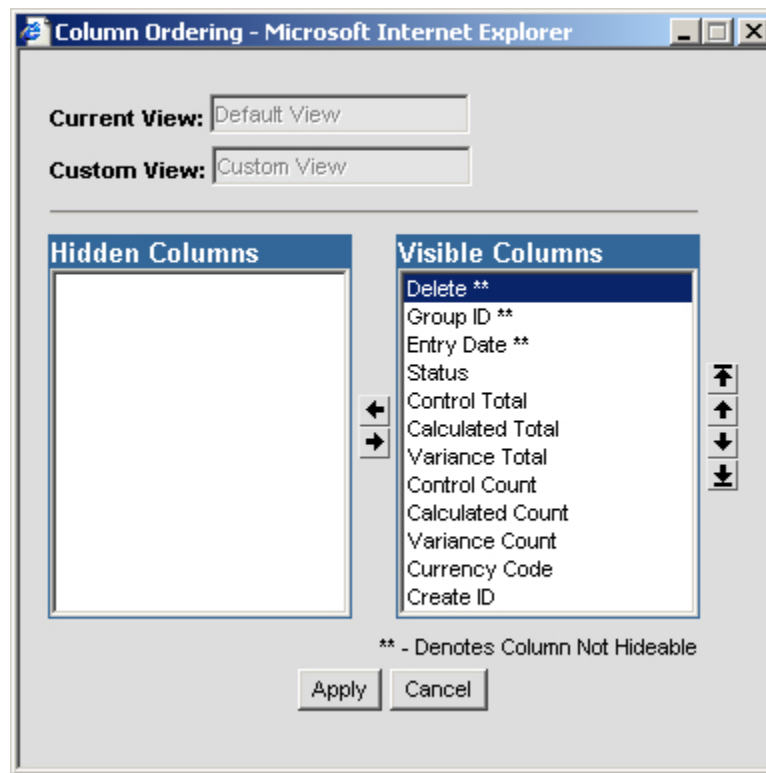


**Note:** Column headings with a double asterisk (\*\*) cannot be hidden.





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 opens.



**Column Ordering window**

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 opens.

The screenshot shows the 'EDI Maintenance' window with a table of rejected invoices. The table has columns for 'Delete', 'Supplier', 'Invoice Number', 'Invoice Date', 'Total Invoice Cost', and 'Reject Reason'. The 'Reject Reason' column shows 'Invalid duplicate UPC' for all entries. The 'Supplier' column lists various suppliers, including 'Test Supplier' and 'Glassware Products Ltd.'. The 'Invoice Number' column shows various invoice numbers. The 'Invoice Date' column shows dates from 03-10-2001 to 03-10-2004. The 'Total Invoice Cost' column shows various costs, ranging from \$3,943.1900 to \$36,000.0000. At the bottom of the window, there are buttons for 'Mass Correction', 'Delete', and 'Cancel'.

Delete	Supplier	Invoice Number	Invoice Date	Total Invoice Cost	Reject Reason
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI0ENH1054302121430000000140	03-10-2001	\$3,943.1900	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDI0ENH1054302120000000000000	03-10-2001	\$29,219.3891	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDI0ENH1054302125000000000000	03-10-2001	\$20,710.7600	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDI0ENH1054320000000000000000	03-10-2001	\$26,879.0400	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI0ENH1054320000000000000000	03-10-2001	\$2,720.6300	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDI0ENH1054320000000000000000	03-10-2001	\$27,572.1600	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI0ENH1054302120000000000000	03-10-2001	\$4,024.9200	Invalid duplicate UPC
<input type="checkbox"/>	5000000002-Test Supplier 5000000002	EDI0ENH1054302127000000000000	03-10-2001	\$29,521.3782	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI0ENH1054302121000000000000	03-10-2001	\$12,412.6591	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDI0ENH1054320000000000000000	03-10-2004	\$20,105.6400	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI0ENH105430212004700000000134	03-10-2001	\$12,304.6691	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI0ENH105430212132000000000145	03-10-2001	\$2,601.1600	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDI0ENH105430212513300000000233	03-10-2001	\$36,055.8600	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDI0ENH105430212740700000000292	03-10-2001	\$54,711.6400	Invalid duplicate UPC
<input type="checkbox"/>	5000000002-Test Supplier 5000000002	EDI0ENH105430212535400000000239	03-10-2001	\$13,767.6200	Invalid duplicate UPC
<input type="checkbox"/>	5000000004-Test Supplier 5000000004	EDI0ENH105430212630500000000263	03-10-2001	\$1,999.2800	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDI0ENH1054320000000000000000	03-10-2001	\$41,072.4000	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDI0ENH105570070103400000000002	03-10-2001	\$40,984.6200	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDI0ENH106301274950000000000001	03-10-2001	\$36,000.0000	Invalid duplicate UPC








### EDI Maintenance window

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

The screenshot shows the 'EDI Rejected Invoice Details' window. It displays the 'Reject Reason' as 'Invalid duplicate UPC'. The 'Invoice' field shows 'EDI0ENH105430212004700000000134'. The 'Supplier' field shows '5000000005-Test Supplier 5000000005'. The 'Invoice Date' field shows '03-10-2001'. The 'Terms' field shows '14' and 'Net 30 Days'. The 'Order No.' field shows '05457'. The 'Location' field shows '1111111111' and 'Central Physical VM'. Below this information is a table of line items with columns for 'UPC / Supplement / SKU', 'Quantity', 'Unit Cost', and 'Total Line Item Cost'. The table contains 10 rows of data.

UPC / Supplement / SKU	Quantity	Unit Cost	Total Line Item Cost
100004050 First Item 100004050 Line 100004050	400	\$1.0000	\$400.0000
100004050 Test Item 100004050 Line 100004050	400	\$1.0203	\$408.1200
100004050 Test Item 100004050 Line 100004050	400	\$0.9259	\$374.3600
100005010 Test Item 100005010 Line 100005010	400	\$0.2945	\$117.8000
100005010 Test Item 100005010 Line 100005010	400	\$0.3000	\$120.0000
100005010 Test Item 100005010 Line 100005010	400	\$0.3000	\$120.0000
7777777777777777 SCC-14 Test Item Line 7777777777777777	400	\$1.9082	\$763.2800
7777777777777777 SCC-14 Test Item Line 7777777777777777	400	\$2.1895	\$875.8000
7777777777777777 SCC-14 Test Item Line 7777777777777777	400	\$2.0000	\$800.0000

### EDI Rejected Invoice Detail window

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

## Delete EDI invoices

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

This user is logged in as: Admin User AD-001 BR YRS: yfr: srch: stat: @sup:br: 1121 dret: 11. Data Source: msr:30 Log Path: Ad1\hrd\books\edl\_emo\edl\904\_jrnl\15\edl\sup\hr Authentication: DATABASE

**EDI Maintenance**

Delete	Supplier	Invoice Number	Invoice Date	Total Invoice Cost	Reject Reason
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI02ENH10543024214300000000148	03-10-2001	\$3,943.1900	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDI02ENH1054302420000000000000000	03-10-2001	\$29,219.3891	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDI02ENH1054302425684000000000248	03-10-2001	\$20,710.7600	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDI02ENH1054326958010000000000721	03-10-2001	\$26,879.0400	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI02ENH1054326958421000000000731	03-10-2001	\$2,720.6300	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDI02ENH1054326958320000000000745	03-10-2001	\$27,572.1600	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI02ENH1054302420995700000000136	03-10-2001	\$4,024.9200	Invalid duplicate UPC
<input type="checkbox"/>	5000000002-Test Supplier 5000000002	EDI02ENH1054302427030700000000001	03-10-2001	\$29,521.3782	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI02ENH1054302421058000000000138	03-10-2001	\$12,412.6591	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDI02ENH1054326958041000000000722	03-10-2004	\$20,105.6400	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI02ENH1054302420684700000000134	03-10-2001	\$12,304.6691	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI02ENH1054302421328000000000145	03-10-2001	\$2,601.1600	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDI02ENH1054302425133000000000233	03-10-2001	\$36,055.8600	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDI02ENH1054302427497000000000292	03-10-2001	\$54,711.6400	Invalid duplicate UPC
<input type="checkbox"/>	5000000002-Test Supplier 5000000002	EDI02ENH1054302425354000000000299	03-10-2001	\$13,767.6200	Invalid duplicate UPC
<input type="checkbox"/>	5000000004-Test Supplier 5000000004	EDI02ENH1054302426305000000000263	03-10-2001	\$1,999.2800	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDI02ENH1054326958543000000000760	03-10-2001	\$41,072.4000	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDI02ENH10557897816340000000002	03-10-2001	\$40,984.6200	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDI02ENH1063812749926000000000001	03-10-2001	\$36,000.0000	Invalid UPC

Mass Correction Delete Cancel

**Retek**

EDI Maintenance window

## Retek Invoice Matching

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



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

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

## Correct multiple rejected EDI invoices

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

Delete	Supplier	Invoice Number	Invoice Date	Total Invoice Cost	Reject Reason
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI02ENH10543021214300000000140	03-10-2001	\$3,943.1900	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDI02ENH105430212000000000000000	03-10-2001	\$29,219.3891	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDI02ENH105430212500000000000240	03-10-2001	\$20,710.7600	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDI02ENH105432000000000000000721	03-10-2001	\$26,879.0400	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI02ENH105432000000000000000731	03-10-2001	\$2,720.6300	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDI02ENH105432000000000000000745	03-10-2001	\$27,572.1600	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI02ENH105430212000000000000136	03-10-2001	\$4,024.9200	Invalid duplicate UPC
<input type="checkbox"/>	5000000002-Test Supplier 5000000002	EDI02ENH105430212700000000000001	03-10-2001	\$29,521.3782	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI02ENH105430212100000000000138	03-10-2001	\$12,412.6591	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDI02ENH105430212000000000000722	03-10-2004	\$20,105.6400	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI02ENH105430212004000000000134	03-10-2001	\$12,304.6691	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDI02ENH105430212130000000000145	03-10-2001	\$2,601.1600	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDI02ENH105430212513000000000000	03-10-2001	\$36,055.8600	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDI02ENH105430212740000000000000	03-10-2001	\$54,711.6400	Invalid duplicate UPC
<input type="checkbox"/>	5000000002-Test Supplier 5000000002	EDI02ENH105430212535000000000000	03-10-2001	\$13,767.6200	Invalid duplicate UPC
<input type="checkbox"/>	5000000004-Test Supplier 5000000004	EDI02ENH105430212630000000000000	03-10-2001	\$1,999.2800	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDI02ENH105432000000000000000700	03-10-2001	\$41,072.4000	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDI02ENH105578978163400000000000	03-10-2001	\$40,984.6200	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDI02ENH106301274900000000000001	03-10-2001	\$36,000.0000	Invalid UPC

### EDI Maintenance window

1. Click **Mass Correction**. The EDI Reject Mass Correction window opens.

Supplier:

Type:

Old Item:

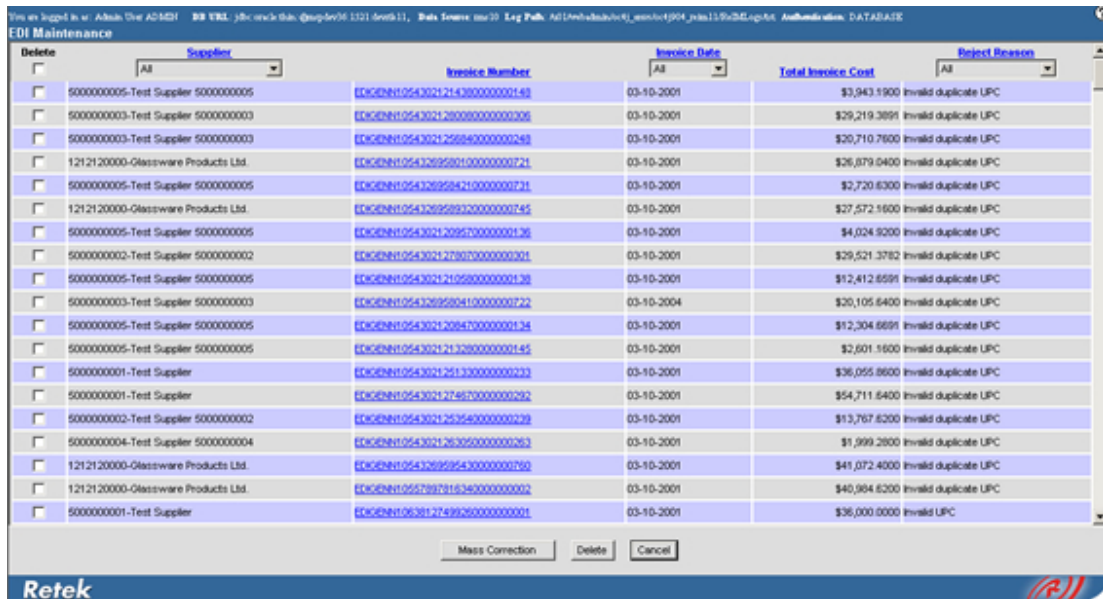
New Item:

### EDI Reject Mass Correction window

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

## Delete multiple rejected EDI invoices

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

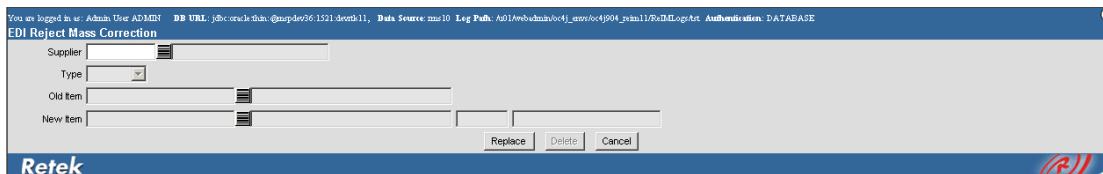


The screenshot shows the 'EDI Maintenance' window with a table of rejected invoices. The table has columns for 'Delete', 'Supplier', 'Invoice Number', 'Invoice Date', 'Total Invoice Cost', and 'Reject Reason'. The 'Delete' column contains checkboxes. The 'Supplier' column lists various suppliers, including 'Test Supplier' and 'Glassware Products Ltd.'. The 'Invoice Number' column shows unique identifiers. The 'Invoice Date' column shows dates from 03-10-2001 to 03-10-2004. The 'Total Invoice Cost' column shows monetary values. The 'Reject Reason' column shows 'Invalid duplicate UPC' for all entries. At the bottom, there are buttons for 'Mass Correction', 'Delete', and 'Cancel'.

Delete	Supplier	Invoice Number	Invoice Date	Total Invoice Cost	Reject Reason
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH10543021214300000000148	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	EDIGENH105430212568400000000248	03-10-2001	\$20,710.7800	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIGENH105432095901000000000721	03-10-2001	\$26,879.0400	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH105432095942100000000731	03-10-2001	\$2,720.6300	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIGENH105432095932000000000745	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	EDIGENH105430212730700000000201	03-10-2001	\$29,521.3782	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH105430212105800000000138	03-10-2001	\$12,412.6591	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDIGENH105432095904100000000722	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	EDIGENH105430212132800000000145	03-10-2001	\$2,601.1600	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDIGENH105430212413300000000233	03-10-2001	\$36,055.8600	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDIGENH105430212748700000000292	03-10-2001	\$54,711.6400	Invalid duplicate UPC
<input type="checkbox"/>	5000000002-Test Supplier 5000000002	EDIGENH105430212435400000000239	03-10-2001	\$13,767.8200	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.	EDIGENH105432095954300000000750	03-10-2001	\$41,072.4000	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIGENH105430978163400000000002	03-10-2001	\$40,984.6200	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDIGENH106381274932600000000001	03-10-2001	\$36,000.0000	Invalid UPC


### EDI Maintenance window

1. Click **Mass Correction**. The EDI Reject Mass Correction window opens.




The screenshot shows the 'EDI Reject Mass Correction' window. It has fields for 'Supplier', 'Type', 'Old Item', and 'New Item'. The 'Supplier' field has a dropdown arrow. The 'Type' field has a dropdown arrow. The 'Old Item' and 'New Item' fields have dropdown arrows. At the bottom, there are buttons for 'Replace', 'Delete', and 'Cancel'.

### EDI Reject Mass Correction window

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



**Note:** You can only delete orders.

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

# Enter document groups

## Overview

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.



### 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 opens.

Non Merchandise Cost - Microsoft Internet Explorer

Non Merchandise Cost

Document ID : 5433246

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

### Non Merchandise Cost window

- 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 appears in the Total field.
- e. Click **OK** to save your changes and close the window.

## Retek Invoice Matching

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 opens.

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

### VAT Breakdown window

- 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 appears in the total field.
3. Click **Add**. The document is added to the Existing Documents area.
4. Click **Calculate Variance**. The remaining variance appears.
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 opens.

## Edit a document group

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

You are logged in as: Admin User ADMIN BB URL: jdb:crackthin:@supdev36:1521:devdb11, Data Source: ms10 Log Path: A01\mbadmbad\oc4\_ems\oc4904\_psm11\5a3MLog\Art 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	\$100,000,000,000,000	\$100,000,000,000,000	\$0.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	92529	03-10-2001	Worksheet	\$1,000,000,000,000,000	\$100,000,000,000,000	(\$999,900,000,000,000)	0	1	1	USD	DEMO1
<input type="checkbox"/>	92708	03-10-2001	Worksheet	\$99,999,999,999,000	\$8,777,777,777,779,280,000	\$8,777,677,777,779,281,000	3	3	0	USD	DEMO1
<input type="checkbox"/>	92806	03-10-2001	Worksheet	\$88,888,888,888,888,000	\$8,888,888,888,888,890,000	\$8,800,000,000,002,000	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

### Group Entry List window

1. To search for a document group:
  - a. Click **Advanced Search**. The Group Entry Advanced Search window opens.

You are logged in as: Admin User ADMIN BB URL: jdb:crackthin:@supdev36:1521:devdb11, Data Source: ms10 Log Path: A01\mbadmbad\oc4\_ems\oc4904\_psm11\5a3MLog\Art Authentication: DATABASE

Group Entry Advanced Search

Document ID:  (% for partial search)

Document Type:  All

Vendor Type:  Supplier

Vendor:

Order Number:

Currency:  USD  US Dollar

Total Cost:  to

Document Group Status:  All

Search Refresh Cancel

Retek

### Group Entry Advanced Search window

- b. Enter the criteria to restrict your search.
  - c. Click **Search**. The Group Entry List window opens.

- In the Group ID column, click a group ID. The Group Entry Detail window opens.

You are logged in as: Admin User ADMMF DD URL: jfb-crcle-ths:@supdev36.1521.dcm11, Data Source: ms10 Log Path: A01Amh-admshdc4j\_emsoc4094\_jsm11/9xDMLogr/tst 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 VM
<input type="checkbox"/>	5000000000	Test Supplier	234	Merchandise Invoice	03-06-2001	113-01 000.00% 014 014	03-20-2001	4,324	\$7,777,777,777,780.0000	\$0.0000	\$7,777,777,777,780.0000	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  
Control Total \$99,999,999,999.0000  
Variance \$8,777,677,777,779,281.0000

Calculated Count 3  
Control Count 3  
Variance 0

OK Worksheet Submit Approve Calculate Variance Add Delete Cancel

Retek

### Group Entry Detail window

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

## Delete an document group

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

Group Entry Detail

Group ID: 92708 Entry Date: 03-10-2001 Currency: USD Status: Worksheet

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 VEH
<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  
 Control Total: \$99,999,999,999.0000  
 Variance: \$8,777,777,777,779,281.0000

Calculated Count: 3  
 Control Count: 3  
 Variance: 0

Buttons: OK, Worksheet, Submit, Approve, Calculate Variance, Add, Delete, Cancel

### Group Entry Detail window

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.

Group Entry List

Group ID: 92708 Entry Date: 03-10-2001 Status: Worksheet

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	\$8,777,777,779,281.0000	3	3	0	USD	DEMO1
<input type="checkbox"/>	92806	03-10-2001	Worksheet	\$88,888,888,888.0000	\$8,888,888,888,889.0000	\$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

Buttons: Advanced Search, Clear Advanced Search, New, Delete, Cancel

### Group Entry List window



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

## Retek Invoice Matching

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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 opens.
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 opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mupdev06:1521:dev011, Data Source: msi10 Log Path: A01\mubshah\oc4\_ams\oc4904\_journal\SqlMLog.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
EDIGENH1055884746846000000000	5000000001	76052	1111111111-Central Physical WH	USD	\$70,650.6182	5,400	2.5% 30 Days	03-10-2001	Y
EDIGENH1055885953969000000002	5000000001	76070	1111111111-Central Physical WH	USD	\$54,000.0000	5,400	2.5% 30 Days	03-10-2001	Y
EDIGENH105588474678600000000025	5000000001	76056	2222222222-Western Physical WH	USD	\$36,000.0000	3,600	2.5% 30 Days	03-10-2001	Y
EDIGENH10558859484180000000001	5000000001	76079	2222222222-Western Physical WH	USD	\$36,000.0000	3,600	2.5% 30 Days	03-10-2001	Y
EDIGENH10558847468460000000006	5000000001	76067	1111111111-Central Physical WH	USD	\$54,000.0000	5,400	2.5% 30 Days	03-10-2001	Y
EDIGENH10558859540290000000004	5000000001	76075	1111111111-Central Physical WH	USD	\$54,184.6200	5,400	2.5% 30 Days	03-10-2001	Y
EDIGENH10558859484660000000002	5000000001	76079	1111111111-Central Physical WH	USD	\$54,000.0000	5,400	2.5% 30 Days	03-10-2001	N
EDIGENH10625355031660000000000	1212120000	64927	1111111111-Central Physical WH	USD	\$49,217.6191	3,600	1.5% 30 Days	03-10-2001	Y
EDIGENH10632954254560000000000	5000000001	76088	1111111111-Central Physical WH	USD	\$62,325.3091	5,400	2.5% 30 Days	03-10-2001	Y

Cancel

Retek

### Parent Invoice List window

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mupdev06:1521:dev011, Data Source: msi10 Log Path: A01\mubshah\oc4\_ams\oc4904\_journal\SqlMLog.txt Authentication: DATABASE

Parent Invoice Header

Parent Invoice ID: EDIGENH10632954254560000000000  
Supplier: 5000000001-Test Supplier  
Purchase Order: 76088  
Location: 1111111111-Central Physical WH

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"/>	EDIGENH10632954254560000000000C1111111111	Merchandise Invoice	76088	Central Physical WH	\$54,000.0000	5,400
<input type="checkbox"/>	EDIGENH10632954254560000000000C1111111111NM	Non-Merchandise Invoice	76088	Central Physical WH	\$8,325.3091	0

Undistributed Cost: \$0.0000 Undistributed Quantity: 0

OK Delete Cancel


Retek

### Parent Invoice Header window



**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 opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@usapdev036.1321.dcom111, Data Source: msi10 Log Path: A01/webadmin/ov4\_email/9a3MLog.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
EDIGENNN105588474664600000000000	5000000001	76052	1111111111-Central Physical VH	USD	\$70,650.6182	5,400	2.5% 30 Days	03-10-2001	Y
EDIGENNN105588585396900000000002	5000000001	76070	1111111111-Central Physical VH	USD	\$54,000.0000	5,400	2.5% 30 Days	03-10-2001	Y
EDIGENNN105588474676600000000005	5000000001	76058	2222222222-Western Physical VH	USD	\$36,000.0000	3,600	2.5% 30 Days	03-10-2001	Y
EDIGENNN105588594841500000000001	5000000001	76078	2222222222-Western Physical VH	USD	\$36,000.0000	3,600	2.5% 30 Days	03-10-2001	Y
EDIGENNN105588474684600000000006	5000000001	76067	1111111111-Central Physical VH	USD	\$54,000.0000	5,400	2.5% 30 Days	03-10-2001	Y
EDIGENNN105588585402900000000004	5000000001	76075	1111111111-Central Physical VH	USD	\$54,184.6200	5,400	2.5% 30 Days	03-10-2001	Y
EDIGENNN105588594846600000000002	5000000001	76079	1111111111-Central Physical VH	USD	\$54,000.0000	5,400	2.5% 30 Days	03-10-2001	N
EDIGENNN106253550316600000000000	1212120000	64927	1111111111-Central Physical VH	USD	\$49,217.6191	3,600	1.5% 30 Days	03-10-2001	Y
EDIGENNN106329542545600000000000	5000000001	76088	1111111111-Central Physical VH	USD	\$62,325.3091	5,400	2.5% 30 Days	03-10-2001	Y

Cancel

**Retek**

### Parent Invoice List window

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@usapdev036.1321.dcom111, Data Source: msi10 Log Path: A01/webadmin/ov4\_email/9a3MLog.txt Authentication: DATABASE

**Parent Invoice Header**

Parent Invoice ID: EDIGENNN106329542545600000000000  
 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"/>	EDIGENNN106329542545600000000000CC1111111111	Merchandise Invoice	76088	Central Physical VH	\$54,000.0000	5,400
<input type="checkbox"/>	EDIGENNN106329542545600000000000CC1111111111NM	Non-Merchandise Invoice	76088	Central Physical VH	\$8,325.3091	0

Undistributed Cost: \$0.0000 Undistributed Quantity: 0

OK Delete Cancel

**Retek**

### Parent Invoice Header window



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

- In the Default From Order field, enter the purchase order number, or click the LOV button and select a purchase order.



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

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@supdev36:1521:devdb11, Data Source: msi10 Log Path: A01/webadmin/obj\_emo/oc4j904\_portal/9x3MLog.txt Authentication: DATABASE

Parent Invoice ID	Supplier	Purchase Order	Location	Currency	Total Invoice Cost	Total Quantity	Invoice Terms	Invoice Date	Split Indicator
EDIGENNI0558947466460000000000	5000000001	76052	1111111111-Central Physical VH	USD	\$70,650.6182	5,400	2.5% 30 Days	03-10-2001	Y
EDIGENNI0558958539690000000002	5000000001	76070	1111111111-Central Physical VH	USD	\$54,000.0000	5,400	2.5% 30 Days	03-10-2001	Y
EDIGENNI0558947467660000000005	5000000001	76058	2222222222-Western Physical VH	USD	\$36,000.0000	3,600	2.5% 30 Days	03-10-2001	Y
EDIGENNI0558959484160000000001	5000000001	76078	2222222222-Western Physical VH	USD	\$36,000.0000	3,600	2.5% 30 Days	03-10-2001	Y
EDIGENNI0558947468460000000006	5000000001	76067	1111111111-Central Physical VH	USD	\$54,000.0000	5,400	2.5% 30 Days	03-10-2001	Y
EDIGENNI0558958540290000000004	5000000001	76075	1111111111-Central Physical VH	USD	\$54,184.6200	5,400	2.5% 30 Days	03-10-2001	Y
EDIGENNI0558959484660000000002	5000000001	76079	1111111111-Central Physical VH	USD	\$54,000.0000	5,400	2.5% 30 Days	03-10-2001	N
EDIGENNI0625355031660000000000	1212120000	64927	1111111111-Central Physical VH	USD	\$49,217.6191	3,600	1.5% 30 Days	03-10-2001	Y
EDIGENNI0632954254560000000000	5000000001	76088	1111111111-Central Physical VH	USD	\$62,325.3091	5,400	2.5% 30 Days	03-10-2001	Y

Cancel

### Parent Invoice List window

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@supdev36:1521:devdb11, Data Source: msi10 Log Path: A01/webadmin/obj\_emo/oc4j904\_portal/9x3MLog.txt Authentication: DATABASE

**Parent Invoice Header**

Parent Invoice ID: EDIGENNI0632954254560000000000  
 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"/>	EDIGENNI0632954254560000000000CC1111111111	Merchandise Invoice	76088	Central Physical VH	\$54,000.0000	5,400
<input type="checkbox"/>	EDIGENNI0632954254560000000000CC1111111111NM	Non-Merchandise Invoice	76088	Central Physical VH	\$8,325.3091	0

Undistributed Cost: \$0.0000 Undistributed Quantity: 0

OK Delete Cancel

### Parent Invoice Header window



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

2. Add all child invoices to the parent invoice header.



**Note:** You must completely distribute the total cost and total quantity of a parent invoice before you may add details to the child invoice.





# 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 opens.



The screenshot shows the 'Document Search' window in the Retek system. The window has a title bar with the text 'You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@uspdv36:1521:devrkl11, Data Source: rms10 Log Path: A01/ret-admin/oc4j\_eros/oc4j904\_pdm11/RaDLog.txt Authentication: DATABASE'. Below the title bar, there is a 'Document Search' section with an 'Action' dropdown set to 'View'. The search filters are organized into two columns. The left column includes: Document Type (dropdown), Status (dropdown), Vendor Type (dropdown set to 'Supplier'), Order Number (text field), AP Reviewer (text field), In Cost Review (dropdown), In Quantity Review (dropdown), Document Date Range (date range selector), Currency (text field), Document Cost Range (text field), Receipt (text field), Payment Terms (text field), and Details Exist (dropdown). The right column includes: Document ID (% for partial search) (text field), Vendor (text field), Location (text field), Cost Reviewer Group (text field), Quantity Reviewer Group (text field), Due Date Range (date range selector), Consignment (dropdown set to 'Deal'), Quantity Range (text field), Item (text field), Freight Payment Type (dropdown), and Pre-paid Invoice (dropdown). At the bottom of the window, there are four buttons: 'OK', 'Search', 'Refresh', and 'Cancel'. The Retek logo is visible in the bottom left corner.

Document Search window

### Create the merchandise invoice header




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

### Invoice Maintenance Header window

4. In the Invoice field, enter the number of the invoice.
5. In the Vendor field, enter the supplier ID, or click the LOV  button and select a supplier.
6. In the Order No. field, enter the purchase order number associated with the invoice, or click the LOV  button and select a purchase order.



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

7. In the Invoice Date field, enter the date the invoice was created, or click the calendar  button and select a date.
8. In the Location field, enter the location ID, or click the LOV  button and select a location.
9. To calculate the payment due date, click the calculator  button, found to the right of the Due Date field.
10. In the Total Cost Ex VAT field, enter the total amount of the merchandise and non-merchandise costs of the invoice before VAT is applied.
11. In the Total Cost Inc VAT, enter the total amount of the merchandise and non-merchandise costs of the invoice after VAT is applied.
12. Click **Calculate** to calculate the total merchandise cost of the invoice.
13. 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 opens.

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

**VAT Breakdown window**

- 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 appears in the total field.
- d. Click **OK** to close the window.

15. Add non-merchandise costs as necessary.

- In the Total Non-Merch Cost field, click the amount. The Non Merchandise Cost window opens.

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

### Non Merchandise Cost window

- In the Amount field, enter the appropriate non-merchandise charges.
  - In the VAT Code - Rate field, select the VAT code and rate that is appropriate for each non-merchandise charge.
  - Click **Calculate Total**. The sum of the non-merchandise costs appears in the Total field.
  - 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 opens.

**Document Search window**

1. Create the merchandise invoice header.
2. Click **Details**. The Invoice Maintenance Detail window opens.

Select	Receipt	Receiving Location	Description	Order No.	Total Receipt Amount	Receipt Qty	Avail Total Qty	Receipt Date
<input type="checkbox"/>	1704	1000000014	Baltimore	1306	50,000.0000	1000	800	03-07-2001

Delete	Item	Description	Invoice Qty	Syst Unit Gross	Inv. Unit Cost	VAT Code	VAT Rate	Extended Cost Ex VAT
<input type="checkbox"/>	100002020	lisa item 5	150	50.0000	20.0000		0.0	3,000.0000
<input type="checkbox"/>	100002038	lisa item 1	150	50.0000	20.0000		0.0	3,000.0000
<input type="checkbox"/>	100002046	lisa item 2	150	50.0000	20.0000		0.0	3,000.0000
<input type="checkbox"/>	100002054	lisa item 3	150	50.0000	20.0000		0.0	3,000.0000
<input type="checkbox"/>	100002062	lisa item 4	150	50.0000	20.0000		0.0	3,000.0000
<input type="checkbox"/>	100002071	lisa item 6	150	50.0000	20.0000		0.0	3,000.0000
<input type="checkbox"/>	100002089	lisa item 7	150	50.0000	20.0000		0.0	3,000.0000
<input type="checkbox"/>	100002097	lisa item 8	150	50.0000	20.0000		0.0	3,000.0000

<b>Totals</b>	<b>Total Items:</b> 10	<b>Total Invoice Quantity:</b> 1,500	<b>Total Extended Cost:</b> 30,000.0000
		<b>Invoice Quantity Variance:</b> 0	<b>Extended Cost Variance:</b> 0.0000

**Invoice Maintenance Detail window**

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.

### 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 opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@uspdev36:1521:devrkl1, Data Source: ms10 Log Path: A01/mbadmin/oc4j\_oms/oc4j904\_reml/RaDMLog/rt Authentication: DATABASE

**Document Search**

Action: View

Document Type:  Document ID (% for partial search):

Status:

Vendor Type:  Vendor:

Order Number:  Location:

AP Reviewer:

In Cost Review:  Cost Reviewer Group:

In Quantity Review:  Quantity Reviewer Group:

Document Date Range:  to  Due Date Range:  to

Currency:  Consignment:  Deal:

Document Cost Range:  to  Quantity Range:  to

Receipt:  Item:

Payment Terms:  Freight Payment Type:

Details Exist:  Pre-paid Invoice:

OK Search Refresh Cancel

**Retek**

## Document Search window

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@uspdev38:1524:devrkl1, Data Source: ms10 Log Path: A01/mbadmin/oc4j\_oms/oc4j904\_reml/RaDMLog/rt1019 Authentication: DATABASE

**Invoice Maintenance Detail**

Invoice: MRCHINV01306

Supplier: 2345670000-David Fashion Creations P/L Currency: USD

Total Invoice Merch Cost: 30,000.0000 Total Invoice Qty: 1500

Select	Receipt	Receiving Location	Description	Order No.	Total Receipt Amount	Receipt Qty	Avail Total Qty	Receipt Date
<input type="checkbox"/>	1704	1000000014	Baltimore	1306	50,000.0000	1000	800	03-07-2001

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
<input type="checkbox"/>	100002020	lisa item 5	150	50.0000	20.0000		0.0	3,000.0000
<input type="checkbox"/>	100002038	lisa item 1	150	50.0000	20.0000		0.0	3,000.0000
<input type="checkbox"/>	100002046	lisa item 2	150	50.0000	20.0000		0.0	3,000.0000
<input type="checkbox"/>	100002054	lisa item 3	150	50.0000	20.0000		0.0	3,000.0000
<input type="checkbox"/>	100002062	lisa item 4	150	50.0000	20.0000		0.0	3,000.0000
<input type="checkbox"/>	100002071	lisa item 6	150	50.0000	20.0000		0.0	3,000.0000
<input type="checkbox"/>	100002089	lisa item 7	150	50.0000	20.0000		0.0	3,000.0000
<input type="checkbox"/>	100002097	lisa item 8	150	50.0000	20.0000		0.0	3,000.0000

select all  
clear all

Totals	Total Items: 10	Total Invoice Quantity:	1,500	Total Extended Cost:	30,000.0000
		Invoice Quantity Variance:	0	Extended Cost Variance:	0.0000

OK Delete Items Cancel

**Retek**

## Invoice Maintenance Detail window

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 available 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 opens.

The screenshot shows the 'Document Search' window. At the top, there is a status bar with text: 'You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@sapdev36:1521:devtk11, Data Source: ms10 Log Path: A01/ret-admin/oc4j\_error/oc4j904\_pain11/RaDLog/Act Authentication: DATABASE'. Below this is the 'Document Search' title bar. The main area contains a search form with the following fields and controls:

- Action:** A dropdown menu currently set to 'View'.
- Document Type:** A dropdown menu.
- Status:** A dropdown menu.
- Vendor Type:** A dropdown menu set to 'Supplier'.
- Order Number:** A text input field with a calendar icon.
- AP Reviewer:** A text input field with a calendar icon.
- In Cost Review:** A dropdown menu.
- In Quantity Review:** A dropdown menu.
- Document Date Range:** Two date pickers with a 'to' label between them.
- Currency:** A text input field with a calendar icon.
- Document Cost Range:** Two text input fields with a 'to' label between them.
- Receipt:** A text input field with a calendar icon.
- Payment Terms:** A text input field with a calendar icon.
- Details Exist:** A dropdown menu.
- Document ID (% for partial search):** A text input field.
- Vendor:** A text input field with a calendar icon.
- Location:** A text input field with a calendar icon.
- Cost Reviewer Group:** A text input field with a calendar icon.
- Quantity Reviewer Group:** A text input field with a calendar icon.
- Due Date Range:** Two date pickers with a 'to' label between them.
- Consignment:** A dropdown menu.
- Deal:** A dropdown menu.
- Quantity Range:** Two text input fields with a 'to' label between them.
- Item:** A text input field with a calendar icon.
- Freight Payment Type:** A dropdown menu.
- Pre-paid Invoice:** A dropdown menu.

At the bottom of the form are four buttons: 'OK', 'Search', 'Refresh', and 'Cancel'. The 'Retek' logo is in the bottom left corner.

### Document Search 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 opens.


You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@proddev36:1521:dev011, Data Source: ms10 Log Path: A01/Archives/oc4j\_oms/oc4j904\_rshn11/ReIMLog/As 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:

OK Details Comments Cancel

### Invoice Maintenance Header window

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 opens.

Ex VAT Basis	VAT Code	VAT Rate	VAT Amounts
<input type="text" value="\$0.0000"/>	C	30	<input type="text" value="\$0.0000"/>
<input type="text" value="\$0.0000"/>	E	20	<input type="text" value="\$0.0000"/>
<input type="text" value="\$0.0000"/>	Z	1.5	<input type="text" value="\$0.0000"/>
<input type="text" value="\$0.0000"/>	S	10	<input type="text" value="\$0.0000"/>

Total:

### VAT Breakdown window

- 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 appears 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 opens.

Non Merchandise Cost - Microsoft Internet Explorer

Non Merchandise Cost

Document ID : 5433246

	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

Non Merchandise Cost window

- 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 appears 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 appears on the Document Maintenance Header window.

## Procedures

### Search for a document

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

**Document Search window**

1. In the Action field, select either Edit or View.
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 opens.
5. Click **Cancel** to close the window without saving any changes.



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



## Maintain the document header

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

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



**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 opens.

### Document Search window

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 opens.
2. Click **Details**. Depending on the type of document you select, the Invoice or Document Maintenance Detail window opens.
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 opens.

### Document Search window

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

Select	Doc Type	Doc Prefix	Doc ID	Location	Location Description	Freight Type	Document Amount	EDI Invoice	Receipts Exist for PO	Details Exist	AP Reviewer	Consign
<input type="checkbox"/>	Merchandise Invoice	EDIGEN	N106450225104300000000061	2222222222	Western Physical WH		\$13,200.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGEN	N106450225227500000000192	1111111111	Central Physical WH		\$19,800.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGEN	N106450225121300000000078	1111111111	Central Physical WH		\$19,984.6200	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGEN	N106450225423900000000426	1111111111	Central Physical WH		\$3,184.6200	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGEN	N106450225315600000000297	2222222222	Western Physical WH		\$22,017.6191	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGEN	N106450225146400000000103	2222222222	Western Physical WH		\$13,200.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGEN	N105432695541700000000496	1000000002	Madison		\$12,157.3200	Yes	Yes	Yes	HOENEJ	No
<input type="checkbox"/>	Merchandise Invoice	EDIGEN	N105432695466800000000390	1000000001	Minneapolis		\$12,055.8700	Yes	Yes	Yes	HDESAI	No
<input type="checkbox"/>	Merchandise Invoice	EDIGEN	N105432695600800000000584	1111111111	Central Physical WH		\$12,019.8000	Yes	Yes	Yes	HOENEJ	No
<input type="checkbox"/>	Merchandise Invoice	EDIGEN	N106450225133300000000089	2222222222	Western Physical WH		\$13,200.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGEN	N106450225101300000000057	2222222222	Western Physical WH		\$21,525.3091	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGEN	N106450225629100000000654	1111111111	Central Physical WH		\$3,960.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGEN	N106450225214500000000176	1111111111	Central Physical WH		\$19,800.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGEN	N106450225477800000000485	2222222222	Western Physical WH		\$10,325.3091	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGEN	N105432695344400000000218	1111111111	Central Physical WH		\$12,000.0000	Yes	Yes	Yes	DEMO1	No

### Document Find window

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 opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@uspdev36:1521:devtk11, Data Source: ms10 Log Path: A01/webadmin/oc4j\_errs/oc4j904\_pem11/RaIDLogAct Authentication: DATABASE

**Document Search**

Action: View

Document Type:  Document ID (% for partial search):

Status:

Vendor Type:  Vendor:

Order Number:  Location:

AP Reviewer:

In Cost Review:  Cost Reviewer Group:

In Quantity Review:  Quantity Reviewer Group:

Document Date Range:  to  Due Date Range:  to

Currency:  Consignment:  Deal:

Document Cost Range:  to  Quantity Range:  to

Receipt:  Item:

Payment Terms:  Freight Payment Type:

Details Exist:  Pre-paid Invoice:

OK Search Refresh Cancel

**Retek**

## Document Search window

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@uspdev36:1521:devtk11, Data Source: ms10 Log Path: A01/webadmin/oc4j\_errs/oc4j904\_pem11/RaIDLogAct 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	EDIGENN106450225104300000000061	222222222	Western Physical WH			\$13,200.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN106450225227500000000192	111111111	Central Physical WH			\$19,800.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN106450225121300000000078	111111111	Central Physical WH			\$19,984.6200	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN106450225423800000000428	111111111	Central Physical WH			\$3,184.6200	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN106450225315800000000297	222222222	Western Physical WH			\$22,017.6191	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN106450225146400000000103	222222222	Western Physical WH			\$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 WH			\$12,019.8000	Yes	Yes	Yes	HOENEJ	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN106450225133300000000089	222222222	Western Physical WH			\$13,200.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN106450225101300000000057	222222222	Western Physical WH			\$21,525.3091	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN106450225629100000000854	111111111	Central Physical WH			\$3,960.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN106450225214500000000176	111111111	Central Physical WH			\$19,800.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN106450225477800000000485	222222222	Western Physical WH			\$10,325.3091	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDIGENN105432695344400000000218	111111111	Central Physical WH			\$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**

## Document Find window

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

## Retek Invoice Matching

You are logged in as: Admin User ADMIN BB URL: jdb:oracle thin:@mspdev36.1521:dev11. Data Source: ms10 Log Path: A01Awebadmin\oc4j\_mso6c4904\_jsm11\RaIMLog.txt 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    
Reason Code  Quantity    
VAT Code - Rate

Delete	Item	Description	Reason Code	Description	Amt 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

**Retek**

### Document Detail Maintenance window

- 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 opens.

#### Document Summary Match Find window

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



#### Document Summary Match List window

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 opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@nspdev28:1524:devrkl1, Data Source: msl0 Log Path: A01Armbachin/oc4j\_eros/oc4j904\_retail/ReIMLog/Art1019 Authentication: DATABASE

### Document Detail Match List

In Discrepancy Items										In Balance Items			
Item		Unit Cost		Quantity		VAT							
Select	Item	Item Description	CHR Cost	Credit Note Cost	Variance	W/in Tolerance	CHR Qty	Credit Note Qty	Variance	W/in Tolerance	CH VAT Code/VAT Rate	CHR VAT Code/VAT Rate	
<input type="checkbox"/>	100023007	Regressino ReIM Item 3		(1.0000)				100			S 10.0		
<input type="checkbox"/>	100003006	isa item 1 dept 1221	(10.0000)				20					S 10.0	
<input type="checkbox"/>	100021001	Regression ReIM Item - 2000 VAT Region		(1.0000)				100			S 10.0		

### Detail Item Grouping



Credit Note							Credit Note Request								
Select	Item	Credit Note	Credit Note Date	Unit Cost	Credit Note Qty	Extended Cost	VAT Code/VAT Rate	Select	Item	Credit Note	CHR Date	Unit Cost	CHR Qty	Extended Cost	VAT Code/VAT Rate
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

**Retek**

### Document Detail Match List window

4. To match items on credit notes to items on credit note requests:
  - 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.
5. 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.

### 6. Resolve discrepancies:

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

### 8. Click **Detail Match**. The items are ready match.

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

## View the In Balance Items tab

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@nsapdev361521.dortk11, Data Source: ms10 Log Path: A01/webadmin/oc4j\_ems/oc4j904\_reim11/RaIMLogAct 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

**Document Summary Match Find window**



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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@nsupdev38-1524-dmork11, Data Source: ms10 Log Path: A01Awebchmshoc4j\_ens/oc4904\_retail/ReDMLog/A01019 Authentication: DATABASE

### Document Summary Match List

Supplier: 2005-01 ReIM test supplier

Credit Notes - Unmatched										Credit Note Requests - Unmatched													
Select	RTV	Order No	Supp	Location	Credit Note	Credit Note Date	Total Qty	Total Merch Cost	Total VAT	Curr	Dets	Select	RTV	Order No	Supp	Location	Credit Note Request	CHR Date	Total Qty	Total Merch Cost	Total VAT	Curr	Dets
No records found												<input type="checkbox"/> 12001 cjt ReIM test supplier 10000000001 12001A 03-09-2001 10.0 (250.000) -12.5 EUR <input checked="" type="checkbox"/>											

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

Calculate Totals [A] [V]

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

Totals Cost Quantity  
 Credit Note Request  
 Credit Note  
 Variance  
 Within Tolerance N/A N/A  
 VAT Discrepancy No

Details Online Match Cancel

Retek

### Document Summary Match List window

2. Click **Details**. The Document Detail Match List window opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@nsupdev38-1524-dmork11, Data Source: ms10 Log Path: A01Awebchmshoc4j\_ens/oc4904\_retail/ReDMLog/A01019 Authentication: DATABASE

### Document Detail Match List

In Discrepancy Items										In Balance Items									
Select	Item	Item Description	CHR Cost	Credit Note Cost	Variance	Win Tolerance	CHR Qty	Credit Note Qty	Variance	Win Tolerance	CHR VAT Code/VAT Rate	CNR VAT Code/VAT Rate							
<input type="checkbox"/>	100023007	Regressino ReIM Item 3		(1.0000)				100			S 10.0								
<input type="checkbox"/>	100003006	isa item 1 dept 1221	(10.0000)				20					S 10.0							
<input type="checkbox"/>	100021001	Regression ReIM Item - 2000 VAT Region		(1.0000)				100			S 10.0								

[A] [V]

#### Detail Item Grouping

Credit Note						Credit Note Request								
Select	Item	Credit Note	Credit Note Date	Unit Cost	Extended Cost	VAT Code/VAT Rate	Select	Item	Credit Note	CHR Date	Unit Cost	CHR Qty	Extended Cost	VAT Code/VAT Rate
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 VAT Resolution

Retek

### Document Detail Match List window

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 opens.

### Document Summary Match Find window

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.

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.A.	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.A.	2345670000	56	14
Levi Strauss Pty Ltd	2222220000	48	20

### Document Summary Match - Supplier List window

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@nsprod58-1524-dentk11 Data Source: ms10 Log Path: A01Ambschuloc4\_ams/oc4904\_rvm11/RetMLog/Aut1019 Authentication:

**Document Summary Match List**  
Supplier: 2005-cj ReIM test supplier

Credit Notes - Unmatched										Credit Note Requests - Unmatched												
Select	RTV	Supp	Location	Credit	Credit	Total	Total	Total	Curr	Dets	Select	RTV	Supp	Location	Credit	CHR	Total	Total	Total	Curr	Dets	
	Order No	Name		Note	Note Date	Qty	Merch	Cost	VAT	Code		Order No	Name		Note	Date	Qty	Merch	Cost	VAT	Code	
No records found										<input type="checkbox"/> 12001 cj ReIM test supplier 1000000001 12001A 03-09-2001 10.0 (250.000) -12.5 EUR <input checked="" type="checkbox"/>												

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

Calculate Totals A V

Credit Notes - Unmatched										Credit Note Requests - Unmatched												
Select	RTV	Supp	Location	Credit	Credit	Total	Total	Total	Curr	Dets	Select	RTV	Supp	Location	Credit	CHR	Total	Total	Total	Curr	Dets	
	Order No	Name		Note	Note Date	Qty	Merch	Cost	VAT	Code		Order No	Name		Note	Date	Qty	Merch	Cost	VAT	Code	
No records found										No records found												

Totals Cost Quantity

Credit Note Request

Credit Note

Variance

Within Tolerance N/A N/A

VAT Discrepancy No

Details Online Match Cancel

Retek

### Document Summary Match List window

- 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 opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@supdev36:1521:devdb11, Data Source: ms10 Log Path: Ad11webadmin\oc4j\_ems\oc4j904\_rpm11\RaDMLog\Act Authentication: DATABASE

### Document Summary Match Find

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

**Credit Note**  
Order Number:   
Location:   
Document ID (% for partial search):   
Item:   
Due Date:  to   
Document Date:  to   
Details Exist:   
Currency:   
Document Cost:  to

**Credit Note Request**  
Order Number:   
Location:   
Document ID (% for partial search):   
Item:   
Due Date:  to   
Document Date:  to   
Details Exist:   
Currency:   
Document Cost:  to

OK Refresh Cancel

**Retek**

### Document Summary Match Find window

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@supdev36:1524:devdb11, Data Source: ms10 Log Path: Ad11webadmin\oc4j\_ems\oc4j904\_rpm11\RaDMLog\Act1019 Authentication: DATABASE

### Document Summary Match List

Supplier: 2005-cj ReIM test supplier

**Credit Notes - Unmatched**  

RTV	Supp	Location	Credit Note	Credit Note Date	Total Qty	Total Merch Cost	Total VAT	Curr Code	Dets Ext
Select	Order No	Supp Name	All						

No records found

**Credit Note Requests - Unmatched**  

RTV	Supp	Location	Credit Note Request	CHR Date	Total Qty	Total Merch Cost	Total VAT	Curr Code	Dets Ext
Select	Order No	Supp Name	All						
<input type="checkbox"/>	12001	cj ReIM test supplier	1000000001	12001A	03-09-2001	10.0	(250.000)	-12.5	EUR

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

Calculate Totals A V

**Credit Notes - Unmatched**  

RTV	Supp	Location	Credit Note	Credit Note Date	Total Qty	Total Merch Cost	Total VAT	Curr Code	Dets Ext
Select	Order No	Supp Name	All						

No records found

**Credit Note Requests - Unmatched**  

RTV	Supp	Location	Credit Note Request	CHR Date	Total Qty	Total Merch Cost	Total VAT	Curr Code	Dets Ext
Select	Order No	Supp Name	All						



No records found


Totals Cost Quantity  
Credit Note Request  
Credit Note  
Variance  
Within Tolerance N/A N/A  
VAT Discrepancy No

Details Online Match Cancel

**Retek**

### Document Summary Match List window

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 opens.

The screenshot shows the 'Invoice Summary Match Find' window. It has a header bar with user information and a status bar with the Retek logo. The main area is split into 'Invoice' and 'Receipt' sections. The 'Invoice' section has fields for Order Number, Location, Status, Document ID, Item, Due Date, Document Date, Details Exist, Currency, and Document Cost. The 'Receipt' section has fields for Order Number, Location, Receipt ID, Item, Receipt Date, Currency, and Receipt Cost. There are checkboxes for 'Include Suppliers In Group' and 'Limit to invoice driven search'. At the bottom, there are buttons for OK, Refresh, and Cancel.

### Invoice Summary Match Find window

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

The screenshot shows the 'Summary Match List' window. It has a header bar with user information and a status bar with the Retek logo. The main area is divided into four sections: 'Invoices - Unmatched', 'Receipts - Unmatched', 'Groups - Auto', and 'Groups - Manual'. The 'Invoices - Unmatched' and 'Receipts - Unmatched' sections contain tables with columns for Order No., Supp Name, Location, Invoice/Receipt, Date, Total Qty, Total Merch Cost, Curr, In, and Ext. The 'Groups - Auto' and 'Groups - Manual' sections contain tables with columns for Select, Order No./Manual Group Number, Location, Earliest Due Date, Cost Variance, and Quantity Variance. At the bottom, there are buttons for Calculate Totals, Group, Combine, and Cancel.

### Summary Match List window

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

4. Click **Details**. The Detail Matching window opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mapdev36:1521:devdb11, Data Source: map10 Log Path: A01/webchm/oc4j\_servlets/oc4j904\_retail/ReIMLog/Act Authentication: DATABASE

### Detail Matching

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

Detail Item Grouping

Invoice								Receipt							
Select	Item	Invoice	Invoice Date	Unit Cost	Invoice Qty	Extended Cost	Invoice Deals	Select	Item	Receipt	Receipt Date	Unit Cost	Receipt Qty	Extended Cost	Order Deals
<input type="checkbox"/>	100004050	ETEST175905	03-10-2001	\$20.0000	500	\$10,000.0000	No	<input type="checkbox"/>	100006514	62207	05-13-2003	\$10.0000	10	\$100.0000	No



Totals: Total Qty: 500 Total Cost: \$10,000.0000 Total Qty: 10 Total Cost: \$100.0000

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

### Detail Matching window

5. To match items on invoices to items on receipts:
  - a. On the In Discrepancy Items tab, select the check box to the left of the item you want to match.
  - b. Click the down arrow  button. The document is added to the Detail Item Grouping area.
6. Remove line items as necessary:
  - a. In the Detail Item Grouping area select the check box to the line item you want to remove.
  - b. Click the up  arrow button. The line item is removed from the Detail Item Grouping area.
7. If the invoice and receipt match within tolerance:
  - Click **Cost Resolution** to resolve cost discrepancies. The Cost Selection window opens.
  - Click **Qty Resolution** to resolve quantity discrepancies. The Quantity Selection window opens.
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 opens.

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



**Note:** The quantity you removed from the receipt appears 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 opens.

### Invoice Summary Match Find window

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 opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mapdev36:1521:devtk11, Data Source: msa10 Log Path: A01Awebadmin/oc4j\_oms/oc4j904\_reim11/ReIMLogArt 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

### Invoice Summary Match Find window

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 opens.
  - In the Receipt area, click Yes in the Order Deals Exist column. The Invoice Deals window opens.
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 opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mapdev36:1521:dev011, Data Source: map10 Log Path: A01Awbachmah/oc4\_ore/oc4j04\_jvm11/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"/>	
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

Invoice Summary Match Find window

## Retek Invoice Matching

1. Enter criteria as desired to make the search more restrictive. You must enter at least one search criterion.
2. 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:@mapdev36:1521:dev011, Data Source: msi10 Log Path: A01\retechadmin\oc4j\_ems\oc4j904\_retech11\ReIDLog\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 P.L	2345670000	10	173
Levi Strauss Ptv Ltd	2222220000	40	144

Cancel

**Retek**

### Summary Match - Supplier List window

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mapdev36:1521:dev011, Data Source: msi10 Log Path: A01\retechadmin\oc4j\_ems\oc4j904\_retech11\ReIDLog\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 Code	In Det	Ext
<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	\$12,000.0000	USD
<input type="checkbox"/>	10215	Long March	1000000002	71951	06-03-2003	1,200	\$12,000.0000	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	\$72,032.6400	7,200
<input type="checkbox"/>	8110	1000000001	06-29-2003	\$3,870.0000	300

Combine Cancel

**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)

**Retek**

### Summary Match List window

- a. If the records for that supplier are in use, the **View Locks** button appears.
- b. Click **View Locks**. The View Locks window opens.



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

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

## Create groups

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@supdev36:1521:devtk11, Data Source: ms10 Log Path: A01\msadmin\oc4j\_oms\oc4j904\_jms\11\ReIDLog\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"/>	
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

### Invoice Summary Match Find window

- Search for and retrieve a supplier whose invoices you want to match. The Summary Match List window opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@supdev36:1521:devtk11, Data Source: ms10 Log Path: A01\msadmin\oc4j\_oms\oc4j904\_jms\11\ReIDLog\Art 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 Bets
<input type="checkbox"/>	8164	Long March Shoe Company	11111111112	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	

Calculate Totals Group

Groups - Auto					
Select	Order No.	Location	Earliest Due Date	Cost Variance	Quantity Variance
<input type="checkbox"/>	16420	1000000001	06-29-2003	(\$933,4000)	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

### Summary Match List window

2. To create a manual group:
  - a. In the Invoices - Unmatched area, select the check box to the left of the invoice you want to match.
  - b. In the Receipts - Unmatched area, select the check box to the left of the receipt you want to match.
  - c. Click **Group**. The match appears in the Manual Match - Group area.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@uspdev38:1524:devst11, Data Source: ms10 Log Path: Ad11Armbadma/oc4j\_oms/oc4j904\_retail/EdMLLogAr1019 Authentication: DATABASE

### Summary Match List

Supplier: 2345670000-David Fashion Creations P/L

#### Invoices - Unmatched

Select	Order No.	Supp Name	Location	Invoice	Date	Total Qty	Total Merch Cost	Curr	In Code	Res
<input type="checkbox"/>	17301	David Fashion Creations P/L	1000000014	17301B	03-04-2001	250	250.0000	USD	Q	

#### Receipts - Unmatched

Select	Order No.	Supp Name	Location	Receipt	Date	Total Qty	Total Merch Cost	Curr	Avail Total	Avail Merch Cost
<input type="checkbox"/>	12606	David Fashion Creations P/L	1000000000	10706	03-09-2001	198	594.0000	USD		

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

---

### Summary Match - Manual Match - Group Number 2601

#### Invoices - Unmatched

Select	Order No.	Supp Name	Location	Invoice	Date	Total Qty	Total Merch Cost	Adj Total Merch Cost	Curr	In Code	Ext	Sta
<input type="checkbox"/>	1303	David Fashion Creations P/L	1000000014	GRP1	03-09-2001	1001,000.0000	1,000.0000	USD				

#### Receipts - Unmatched

Select	Order No.	Supp Name	Location	Receipt	Date	Total Qty	Total Merch Cost	Adj Total Merch Cost	Curr	Avail Total	Avail Merch Cost
<input type="checkbox"/>	8601	David Fashion Creations P/L	1000000014	6301	03-09-2001	100	100101.0000	101.0000	USD		

Totals Cost Quantity VAT

Receipts 101.0000 100

Invoices 1,000.0000 100

Variance (899.0000) 0


Within Tolerance No Yes No

OK Details Online Match Cancel

Retek

### Summary Match List Manual Match - Group 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 appears in the Manual Match - Group 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 opens.

The screenshot shows the 'Invoice Summary Match Find' window. It has a header bar with user information and a search bar. Below the search bar, there are two main sections: 'Invoice' and 'Receipt'. Each section contains several input fields for searching documents. The 'Invoice' section includes fields for Order Number, Location, Status, Document ID, Item, Due Date, Document Date, Details Exist, Currency, and Document Cost. The 'Receipt' section includes fields for Order Number, Location, Receipt (% for partial search), Item, Receipt Date, Currency, and Receipt Cost. There are also checkboxes for 'Include Suppliers In Group' and 'Limit to invoice driven search'. At the bottom, there are 'OK', 'Refresh', and 'Cancel' buttons.



### Invoice Summary Match Find window


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

The screenshot shows the 'Summary Match List' window. It has a header bar with user information and a search bar. Below the search bar, there are two main sections: 'Invoices - Unmatched' and 'Receipts - Unmatched'. Each section contains a table of data. The 'Invoices - Unmatched' table has columns for Order No., Location, Invoice Date, Total Qty, Total Merch Cost, Curr, In, Code, Rev, and Ext. The 'Receipts - Unmatched' table has columns for Order No., Location, Receipt Date, Total Qty, Total Merch Cost, Curr, In, Code, Rev, and Ext. There are also sections for 'Groups - Auto' and 'Groups - Manual' at the bottom. Each section contains a table of data with columns for Order No., Location, Earliest Due Date, Cost Variance, and Quantity Variance. There are also 'Calculate Totals' and 'Group' buttons.

### Summary Match List window

2. To begin matching, in the Groups area:
  - In the Groups - Auto area, click the Order No. The Summary Match - Auto Match area appears.
  - In the Groups - Manual area, click the Manual Group Number. The Summary Match - Manual Match area appears.

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 opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@usapdev36:1521:dev011, Data Source: ms10 Log Path: A01/webchubs/oc4j\_ems/oc4j904\_rtm11/ReIMLog/Art 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	All	All	All	All	All	All	All	All	All	All
1414	1000	1313130000	Long March Shoe Company	Merchandise Invoice	03-13-2001	Yes	03-10-2001	1114	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	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	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	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	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	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	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	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	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	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	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	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	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	1000000000	Fargo	1	\$12,274,9200 USD		Demo Users
1221	1000	2345670000	David Fashion Creations PL	Merchandise Invoice	03-13-2001	Yes	03-10-2001	10223	1000000000	Fargo	1	\$11,069,2600 USD		Demo Users

1 2 3 4 5 6 7 (Next)

Cancel

Retek

#### Cost Review List window

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@usapdev36:1521:dev011, Data Source: ms10 Log Path: A01/webchubs/oc4j\_ems/oc4j904\_rtm11/ReIMLog/Art Authentication: DATABASE

**Cost Review Detail**

Merchandise Invoice EDIGEN1054326952212000000000 Supplier: 1313130000-Long March Shoe Company Location: 1000000000-Fargo

Department: 1414-Activewear Class: 1000-Lifestyle 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

#### Cost Review Detail window

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@usapdev36:1521:dev011, Data Source: ms10 Log Path: A01/webchubs/oc4j\_ems/oc4j904\_rtm11/ReIMLog/Art Authentication: DATABASE

**Cost Selection**

Merchandise Invoice EDIGEN1054326952212000000000 Item: 100008051-Test Item 100008051 Location: 1000000000-Fargo

Order: 1114 Supplier: 1313130000-Long March Shoe Company Currency: USD

**Correct Unit Cost**

☒ Order \$10.0000  
☐ Invoice \$9.6489  
☐ Other




Back Next

Retek

- 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 opens.

**Cost Variance Resolution window**

5. In the Apply area:
- 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.
- In the Amount field, enter the monetary amount of the discrepancy.
  - Add comments as necessary.
  - 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.
  - Click **Apply**. The information is added to the Resolution area.
6. To delete a resolution you have added:
- On the list of cost discrepancy resolutions, select the check box next to the resolution you want to delete.
  - Click **Delete**.
  - You are prompted to confirm the deletion. Click **OK**.
7. Click **OK** to save your changes and close the window.



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

You are logged in as: Admin User ADMIN! DB URL: jdbc:oracle:thin:@usapdev36:1521:devr11, Data Source: msi10 Log Path: A01/webadmin/oc4j\_ems/oc4j904\_rpm11/PaIDLog/Art Authentication: DATABASE

**Quantity Selection**

Merchandise Invoice EDIGENN10543269532740000000195

Item 100008051-Test Item 100008051

**Correct Quantity**

☒ Receipt 1,200  
☐ Invoice 400  
☐ Other

Receipt	Quantity
8150	400
8151	400
72131	400

Back Next

Retek

3. 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.
4. Click **Next**. The Quantity Variance Resolution window opens.

You are logged in as: Admin User ADMIN! DB URL: jdbc:oracle:thin:@usapdev36:1521:devr11, Data Source: msi10 Log Path: A01/webadmin/oc4j\_ems/oc4j904\_rpm11/PaIDLog/Art Authentication: DATABASE

**Quantity Variance Resolution**

Merchandise Invoice EDIGENN10543269532740000000195

Order 8125

Item 100008051-Test Item 100008051

Location 1000000001-Minneapolis

Quantity Variance 800

Receipt(s) 8150, 8151, 72131

Outstanding Variance 800

**Apply**

Enter Reason

Quantity

Re-route to Group

Receipt

Comments Hint

Comments

Apply




**Resolutions**

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

Back OK Delete Cancel

Retek

### Quantity Variance Resolution window

5. In the Apply area:
  - a. In the Enter Reason field, enter the reason ID, or click the LOV  button and select a reason.
  -  **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 the delete.
  - b. Click **Delete**.
  - c. You are prompted to confirm the deletion. Click **OK**.
7. Click **OK** to save your changes and close the window.

# Review VAT discrepancies

## Overview

A Value Added Tax (VAT) discrepancy is the difference between the VAT on a receipt and the VAT on a merchandise invoice. When there is a VAT discrepancy in the system, in either the retailer's or supplier's favor, a reviewer must do a VAT review. VAT discrepancies can also exist for header only invoices.

When a VAT discrepancy is identified, you need to review and reconcile the discrepancy. Discrepancies are routed to reviewer groups. The VAT 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 these windows or all discrepancies. Header only VAT discrepancies are resolved on the Invoice maintenance Header and Detail windows.

VAT discrepancies for header level only invoices are created during the auto-match process when the invoice VAT does not match the purchase order VAT.

VAT discrepancies for invoices with details are created after the invoice is created when the entered VAT information for an item does not match the system maintained VAT information for the item.

## Procedures

### Resolve VAT discrepancies

- ⇒ **Navigate:** On the Invoice Matching tab, click VAT Review List. The VAT Review List window opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@nspdev38-1524-dev011, Data Source: ms10 Log Path: A01AWebAdmin\oc4j\_apps\oc4904\_retail\RetailLogs\Art1019 Authentication: DATABASE

**VAT Review List**

Supplier	Supplier Name	Document Type	Resolve By Date	Route Date	Order	Location	Location Description	Total Document Amount	Currency	No. of Line Exceptions
2345670000	David Fashion Creations P.L.	Merchandise Invoice	03-11-2001	03-09-2001	17401	1000000014	Baltimore	250.0000	USD	1
1313130000	Long March Shoe Company	Merchandise Invoice	03-11-2001	03-09-2001	19201	1111111111	Central Physical WH	100.0000	USD	1
1313130000	Long March Shoe Company	Merchandise Invoice	03-11-2001	03-09-2001	19201	1111111111	Central Physical WH	100.0000	USD	1
1313130000	Long March Shoe Company	Merchandise Invoice	03-11-2001	03-09-2001	19501	1111111111	Central Physical WH	100.0000	USD	1

Cancel

Retek

#### VAT Review List window

- In the No. of Line Exceptions column, click a numbered line exception. The VAT Discrepancy Detail window opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@nspdev38-1524-dev011, Data Source: ms10 Log Path: A01AWebAdmin\oc4j\_apps\oc4904\_retail\RetailLogs\Art1019 Authentication: DATABASE

**VAT Discrepancy Detail**

Merchandise Invoice 25502 Supplier: 2345670000-David Fashion Creations P.L. Location: 1000000014-Baltimore

Order: 17401 Resolve By Date: 03-11-2001 Currency: USD

Item	Description	System Vat Code	System Vat Rate	Document Vat Code	Document Vat Rate	Order UPC	VPII
100012003	RelM QC Item	S	10	I	8		

Cancel

Retek


#### VAT Discrepancy Detail window

- In the Item column, click the item number of the line you want to resolve. The VAT Discrepancy Detail Selection window opens.

### VAT Discrepancy Detail Selection window

- In the Correct VAT area, select the correct VAT for the item: System VAT or Invoice VAT.
- Click **Next**. The VAT Discrepancy Detail Resolution window opens.

### VAT Discrepancy Detail Resolution window

- In the Apply area:
  - In the Enter Reason ID field, enter the reason ID, or click the LOV  button and select a reason.
  - Add comments as necessary.
- Click **OK** to save your changes and close the window.



## Resolve header level VAT discrepancies

⇒ **Navigate:** On the Invoice Matching tab, click VAT Review List. The VAT Review List window opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@nspdev38.1524.dcorb11, Data Source: ms10 Log Path: A01Awebadmin/oc4\_eres/oc4904\_rehall/ReIMLog/As1019 Authentication: DATABASE

**VAT Review List**

Supplier	Supplier Name	Document Type	Resolve By Date	Route Date	Order	Location	Location Description	Total Document Amount	Currency	No. of Line Exceptions
All	All	All			All	All				
2345670000	David Fashion Creations P.A.	Merchandise Invoice	03-11-2001	03-09-2001	17401	1000000014	Baltimore	250.0000 USD		1
1313130000	Long March Shoe Company	Merchandise Invoice	03-11-2001	03-09-2001	19201	1111111111	Central Physical WH	100.0000 USD		1
1313130000	Long March Shoe Company	Merchandise Invoice	03-11-2001	03-09-2001	19201	1111111111	Central Physical WH	100.0000 USD		1
1313130000	Long March Shoe Company	Merchandise Invoice	03-11-2001	03-09-2001	19501	1111111111	Central Physical WH	100.0000 USD		1

Cancel

**Retek**

### VAT Review List window

- In the No. of Line Exceptions column, click a 0 line exception. The Invoice Maintenance Header window opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@nspdev38.1524.dcorb11, Data Source: ms10 Log Path: A01Awebadmin/oc4\_eres/oc4904\_rehall/ReIMLog/As1019 Authentication: DATABASE

**Invoice Maintenance Header**

Document Type: Merchandise Invoice

Invoice: 2001

Invoice Status: VAT Discrepancy

Invoice Date: 03-09-2001

Match Date:

Invoice Terms: 02 1.5% 30 Days

Order Terms: 02 1.5% 30 Days

Supplier Terms: 02 1.5% 30 Days

Due Date: 04-09-2001

Freight Payment Type:

Vendor Type: Supplier

Vendor: 1313130000 Long March Shoe Company

Order No.: 20001

Location: 1111111111 Central Physical WH

Invoice Currency: USD Exchange Rate: 1

☐ EDI Invoice

☐ Pre-Paid

☐ Manually-Paid

☐ Details Attached

☐ Consignment

Total Merchandise Cost Ex VAT: 100.0000 Calculate

Total Non-Merch Cost Ex VAT: 0.0000

Total Cost Ex VAT: 100.0000

Total VAT Cost: 0.0000

Total Cost Inc VAT: 110.0000

Invoice Qty: 100

Total Allowances: 0.0000

Ref No. 1:

Ref No. 2:

Ref No. 3:

Ref No. 4:

TERMS

Terms Date:

Best Terms:

OK Details Comments Cancel

**Retek**

### VAT Discrepancy Detail window

2. Add or Update the VAT breakdown:
  - a. Click the Total VAT Cost hyperlink. The VAT Breakdown window opens.

Ex VAT Basis	VAT Code	VAT Rate	VAT Amounts
	I	8	0.0000
	P	8.25	0.0000
	Z	0	0.0000
	S	10	0.0000
	E	5	0.0000
	C	15	0.0000

Total: 0.0000

OK Calculate Total Cancel

### VAT Breakdown window

- 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 appears in the total field.

## Add invoice details

1. Click **Details**. The Invoice Maintenance Detail window opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@usgdev38-1524-dentell, Data Source: ms10 Log Path: A01Amebschms/oc4j\_ems/oc4j904\_retail/FaDMLogs/Act1019 Authentication: DATABASE

### Invoice Maintenance Detail

Invoice: 2001  
 Supplier: 1313130000-Long March Shoe Company  
 Total Invoice Merch Cost: 100.0000  
 Currency: USD  
 Total Invoice Qty: 100

Select	Receipt	Receiving Location	Description	Order No.	Total Receipt Amount	Receipt Qty	Avail Total Qty	Receipt Date
<input type="checkbox"/>	17801	1111111111	Central Physical VMH	20001	100.0000	100	100	03-09-2001

[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](#)

<b>Totals</b>	Total Items: 0	Total Invoice Quantity:	0	Total Extended Cost:	0.0000
		Invoice Quantity Variance:	(100)	Extended Cost Variance:	(100.0000)

[OK](#) [Delete Items](#) [Cancel](#)

**Retek**

### Invoice Maintenance Detail window

2. Add details as necessary. See Add Details to a Merchandise Invoice for more information.
3. Click **OK** to save the changes and close the Invoice Maintenance Detail window.
4. Click **OK** to save the changes and close the Invoice Header Maintenance window. You are returned to the VAT Review List 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 opens.

The screenshot shows the 'Document Search' window. At the top, a status bar indicates the user is logged in as 'Admin User ADMIN' and provides system details like 'DB URL', 'Data Source', and 'Log Path'. The window title is 'Document Search'. Below the title bar, there are several search criteria fields arranged in two columns. On the left side, fields include 'Document Type' (dropdown), 'Status' (dropdown), 'Vendor Type' (dropdown), 'Order Number' (text), 'AP Reviewer' (text), 'In Cost Review' (dropdown), 'In Quantity Review' (dropdown), 'Document Date Range' (date range), 'Currency' (text), 'Document Cost Range' (text), 'Receipt' (checkbox), 'Payment Terms' (text), and 'Details Exist' (dropdown). On the right side, fields include 'Document ID (% for partial search)' (text), 'Vendor' (text), 'Location' (text), 'Cost Reviewer Group' (text), 'Quantity Reviewer Group' (text), 'Due Date Range' (date range), 'Consignment' (dropdown), 'Deal' (dropdown), 'Quantity Range' (text), 'Item' (text), 'Freight Payment Type' (dropdown), and 'Pre-paid Invoice' (checkbox). At the bottom, there are four buttons: 'OK', 'Search', 'Refresh', and 'Cancel'. The Retek logo is visible in the bottom left corner of the window.

Document Search window


1. In the Action field, select New.
2. In the Document Type field, select the appropriate document type.
3. Click **OK**. The Document Maintenance Header window opens.

#### Document Maintenance Header window

4. In the Document ID field, enter the number of the document.
5. In the Supplier field, enter the supplier ID, or click the LOV  button and select a supplier.
6. In the Order No. field, enter the order ID associated with the document, or click the LOV  button and select a document number.



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

7. In the Location field, enter the location ID, or click the LOV  button and select a location.

8. Add non-merchandise costs as necessary.
  - a. In the Total Non-Merch Cost field, click the amount. The Non Merchandise Cost window opens.

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

### Non Merchandise Cost window

- b. In the non-merchandise fields, enter the appropriate non-merchandise charges.
  - c. Click **Calculate Total**. The sum of the costs appears 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 opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@proddev36:1521:devdb11 Data Source: mms10 Log Path: A01Awebadmin/oc4j\_oms/oc4j904\_phtml1/ReIMLog/Act Authentication: DATABASE

**Document Maintenance Detail**

Document ID: OMCASDFASDF Document Type: Credit Memo - Cost  
 Currency: USD Supplier: 222220000-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	Amt 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

### Document Maintenance Detail window

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 opens.
1. Search for and retrieve a debit memo in View mode. The Document Maintenance Header window opens.
  2. Click **Details**. The Document Maintenance Detail window opens.
  3. Adjust the details so that the quantities and amounts in question remain.
  4. Click **OK**. The Document Maintenance Header window opens.
  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 opens.
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 opens.
  5. Click **Void**.
  6. Click **OK** to close the window.



# Chapter 6 – System Administration

## Maintain system options

### Overview

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

Updated settings are available for all users who log on after the changes are made. To see the changes reflected in Retek Invoice Matching, you must log out and log on.

## Procedures

### Maintain the system variables

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@nsapdev38:1524:dev011, Data Source: rme10 Log  
Path: A901Ambedunhu/oc4j\_www/oc4j904\_portal/ReIMLogArt1019 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="0.25"/>	Days Before Due Date	<input type="text" value="3"/>
Default Pay Now Terms	<input type="text" value="01"/> 2.5% 30 Days		
Include VAT Processing	<input type="button" value="Yes"/>	VAT Resolution Due Days	<input type="text" value="2"/>
Calc Tolerance %	<input type="text" value="5.0"/>	VAT Validation Type	<input type="button" value="Invoice VAT"/>
Default Header VAT from Details	<input type="button" value="Yes"/>	VAT Document Creation Level	<input type="button" value="Item"/>
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="CNG"/>
Credit Memo Prefix-Cost	<input type="text" value="CMC"/>	Credit Memo Prefix-Qty	<input type="text" value="CMQ"/>
Debit Memo VAT Prefix-Qty	<input type="text" value="DMV"/>		

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

**Retek**

#### System Options window

- On the upper part of the screen, edit the enabled fields as necessary.
  - Document history days:** The length of time documents stay the ReIM system before they are purged.
  - Post dated document days:** How many days old a document can be when entered into the system.
  - Debit Memo Send Days:** The number of days following the receipt of an invoice before a debit memo can be sent out.
  - Max Tolerance %:** The maximum tolerance that is allowed for any invoice throughout the system.
  - Default Pay Now Terms:** The terms that are applied to an invoice that is due immediately.
  - Close open receipt days:** The number of days that a shipment can remain in "Ready for Match" status before it is automatically closed.
  - Cost Resolution Due Days:** The number of days a reviewer has to resolve a cost discrepancy.
  - Qty Resolution Due Days:** The number of days the buyer has to resolve a quantity discrepancy. Also seen as Qty resolution due days.
  - Days Before Due Date:** The number of days you have to wait before routing begins.
  - Include VAT Processing:** Indicates whether ReIM should check for Value Added Tax on invoices and differences between the Value Added Tax on invoices and receipts.

- **Calc Tolerance %:** The percentage by which header and detail amounts can differ and still be considered equal. This is used to account for insignificant errors in rounding between header and detail level totals. For example, a header may show an invoice total as \$1025.31, while the detail area may show it as \$1025.308. If the percentage difference is less than the calc tolerance %, the amounts will be considered equal.
  - **Default Header VAT from Details:** Indicates whether header level VAT information must be entered before invoice details can be entered. Set to Yes to be able to proceed to the details screen without entering VAT information. Set to No to require VAT information in the header before invoice details can be entered.
  - **VAT Resolution Due Days:** The number of days VAT discrepancies should be resolved in.
  - **VAT Validation Type:** The method the system uses when matching Value Added Tax amounts. VAT Resolution requires the VAT on the invoice and receipt to match. Invoice VAT uses the VAT on the invoice. System VAT uses the VAT on the receipt.
  - **VAT Document Creation Level:** Indicates whether VAT debit memos and VAT credit note requests are created at the Item or Full Invoice level.
  - **Debit Memo Prefix-Cost:** The prefix that indicates a document is a debit memo due to cost.
  - **Credit Note Request Prefix-Cost:** The prefix that indicates a document is a credit note request due to cost.
  - **Credit Memo Prefix-Cost:** The prefix that indicates a document is a credit memo due to cost.
  - **Debit Memo VAT Prefix-Qty:** The prefix that indicates a document is a debit memo due to VAT quantity.
  - **Debit Memo Prefix-Qty:** The prefix that indicates a document is a debit memo due to quantity.
  - **Credit Note Request Prefix-Qty:** The prefix that indicates a document is a credit note request due to quantity.
  - **Credit Memo Prefix-Qty:** The prefix that indicates a document is a credit memo due to quantity.
2. Click **OK** to save your changes and close the window.



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

### Maintain the document prefixes

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mapdev38.1524-dentk11, Data Source: ms10 Log Path: A01/ArubaAdmin/oc4j\_eros/oc4j904\_retail/RetekLogs/As1019 Authentication: DATABASE

### System Options

Document History Days	20	Close Open Receipt Days	90
Post Dated Document Days	10	Cost Resolution Due Days	3
Debit Memo Send Days	1	Qty Resolution Due Days	2
Max Tolerance %	0.25	Days Before Due Date	3
Default Pay Now Terms	01		2.5% 30 Days
Include VAT Processing	Yes	VAT Resolution Due Days	2
Calc Tolerance %	5.0	VAT Validation Type	Invoice VAT
Default Header VAT from Details	Yes	VAT Document Creation Level	Item
Debit Memo Prefix-Cost	DMC	Debit Memo Prefix-Qty	DMQ
Credit Note Request Prefix-Cost	CNC	Credit Note Request Prefix-Qty	CNQ
Credit Memo Prefix-Cost	CMC	Credit Memo Prefix-Qty	CMQ
Debit Memo VAT Prefix-Qty	DMV		

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

OK Cancel

Retek

#### System Options window

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 opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: rms10 Log Path: A:\01\webadmin\oc4j\_ews\oc4j904\_reiml1\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** 

#### Supplier Options window

1. In the Supplier field, enter the supplier ID, or click the LOV  button and select a supplier.
2. Click **Query**. The supplier details are displayed.
3. 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.
5. 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 opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: rms10 Log Path: A:\01\webadmin\oc4j\_ews\oc4j904\_reiml1\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**


Supplier Options window

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: rns10 Log Path: A:\01\Awebadmin\oc4j\_ews\oc4j904\_reim11\ReIMLogs\st Authentication: DATABASE


### Supplier Group Options


Supplier: 2345670000-David Fashion Creations PL

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 opens.


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


### 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

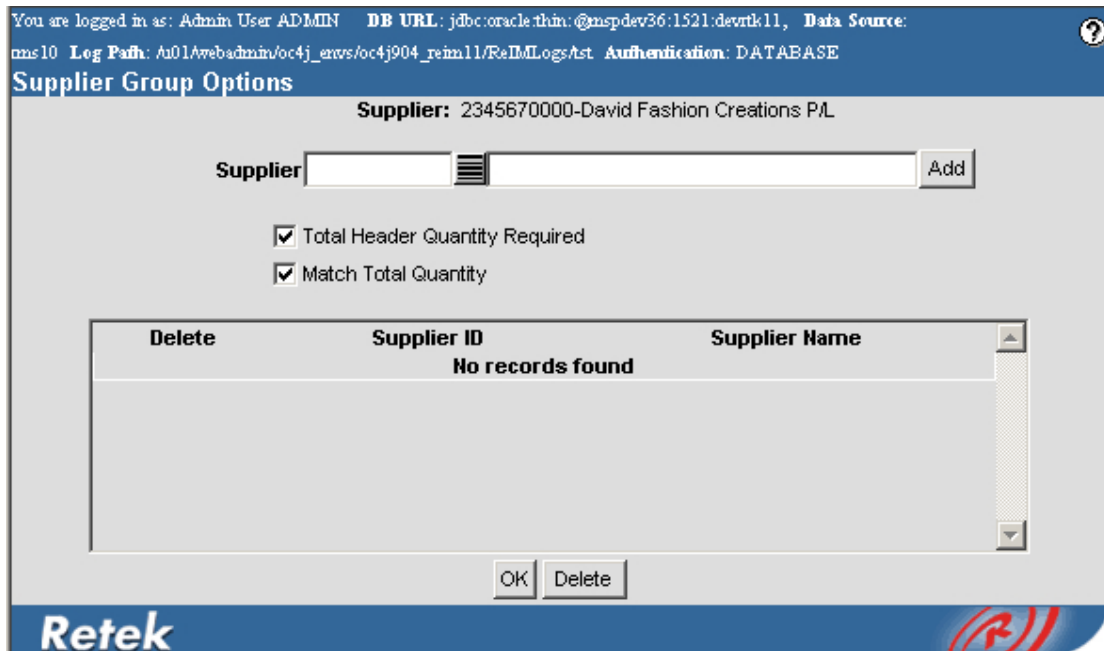
Send Debit Memo  

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 opens.



You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrtk11, Data Source: rns10 Log Path: A:\01\Awebadmin\oc4j\_ews\oc4j904\_reim11\ReIMLogs\st Authentication: DATABASE

### Supplier Group Options


Supplier: 2345670000-David Fashion Creations PL

Supplier   Add

☒ Total Header Quantity Required  
☒ Match Total Quantity

Delete	Supplier ID	Supplier Name
No records found		

OK Delete

**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 opens.

#### GL Cross Reference window

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



**Note:** If a segment has been marked dynamic, you may leave the field blank.

5. Click **OK** to save your changes and close the window.

## Define general ledger options

⇒ **Navigate:** On the Administration tab, click GL Options. The GL Options window opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrtk11, 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		<input type="checkbox"/>
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**

### GL Options window

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



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

# Maintain reason codes

## Overview

The Reason Code Maintenance window allows you to set up and maintain 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 opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: ms10 Log Path: A01/webadmin/oc4j\_extras/oc4j904\_rain11/ReIMLogs/str Authentication: DATABASE

### Reason Code Maintenance

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

Comments Hint

Apply

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 DF1 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-DFH1 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"/>	
<input type="checkbox"/> Cost Discrepancy		Repay Cost Claim-DFR3 Allow clmd wrong-				

OK Delete Cancel

Retek

Reason Code Maintenance window

1. In the Reason Code Type field, select the type of discrepancy for which you are creating a reason code.
2. In the Reason Code field, enter 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 opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devmk11, Data Source: ms10 Leg

Path: Au01/webadmin/oc4j\_envs/oc4j904\_realm1/ReIMLogs/ist Authentication: DATABASE

**GL Cross-reference**

Cross-reference Type: Non-merchandise Codes

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

## GL Cross Reference window

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 opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36.1521.deortk11, Data Source: ms10 Log Path: A01Awebadmin/oc4j\_ews/oc4j904\_reim11/ReIMLogs/As 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

### Reason Code Maintenance window

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 opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36.1521.dworth11, Data Source: ms10 Log Path: A:\01\webadmin\oc4j\_ews\oc4j904\_reim11\FaRMLog\Asst 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

### Reason Code Maintenance window

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

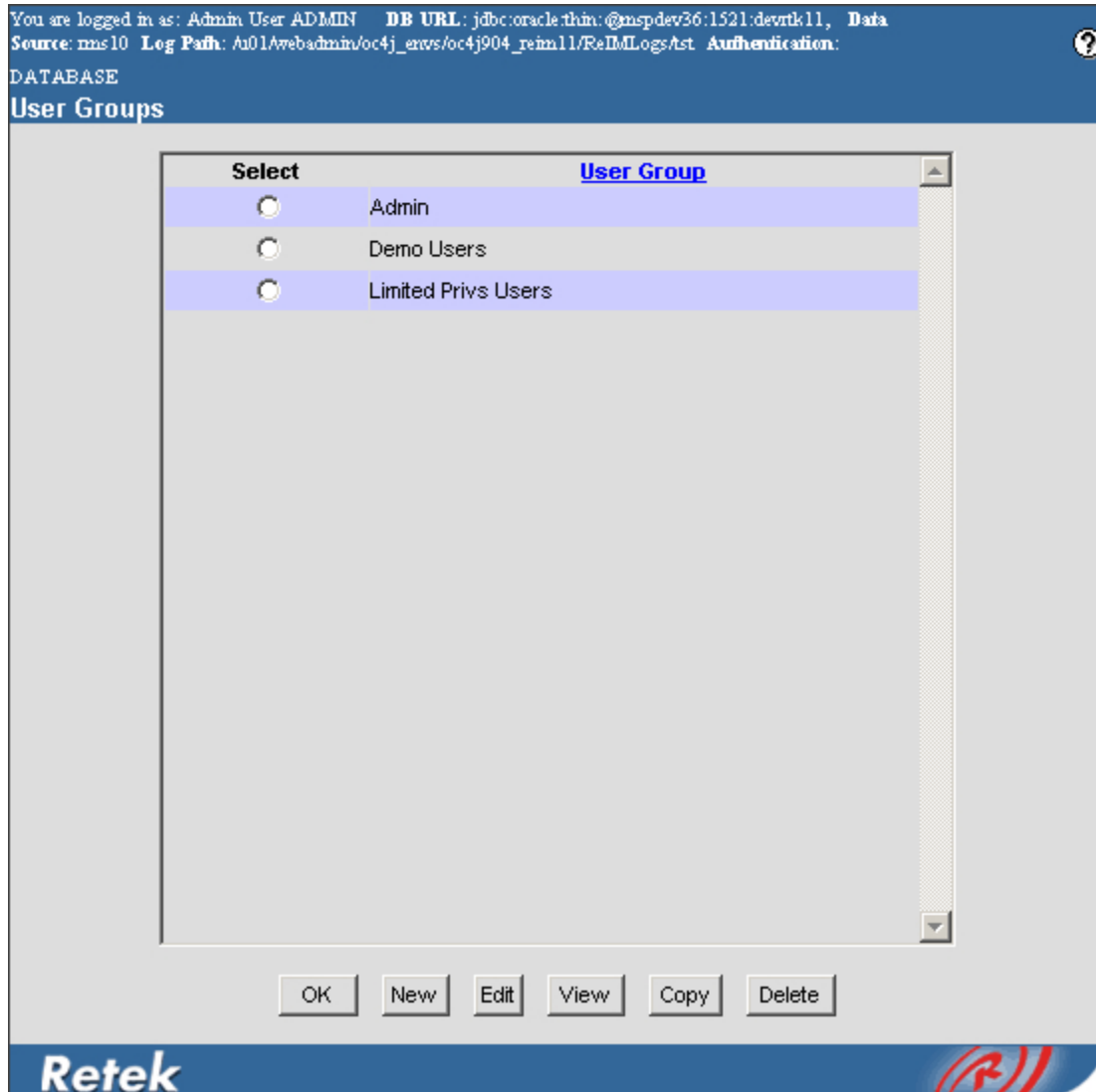
### Overview

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 opens.



User Groups window

1. Click **New**. The User Group Details window opens.

You are logged in as: Admin User ADMIN DD URL: jdbc:oracle:thin:@uspdev38:1524:devrkl1, Data Source: me10 Log Path: A01Awebadminoc4j\_ore/oc4j904\_rsm11/RetekLogs/str1019 Authentication: DATABASE

### User Group Details

User Group:

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	None
Quantity Discrepancy Maintenance	None
VAT Discrepancy Maintenance	None
Cost Discrepancies Review	None
Quantity Discrepancies Review	None
Accounts Payable Review	Yes
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

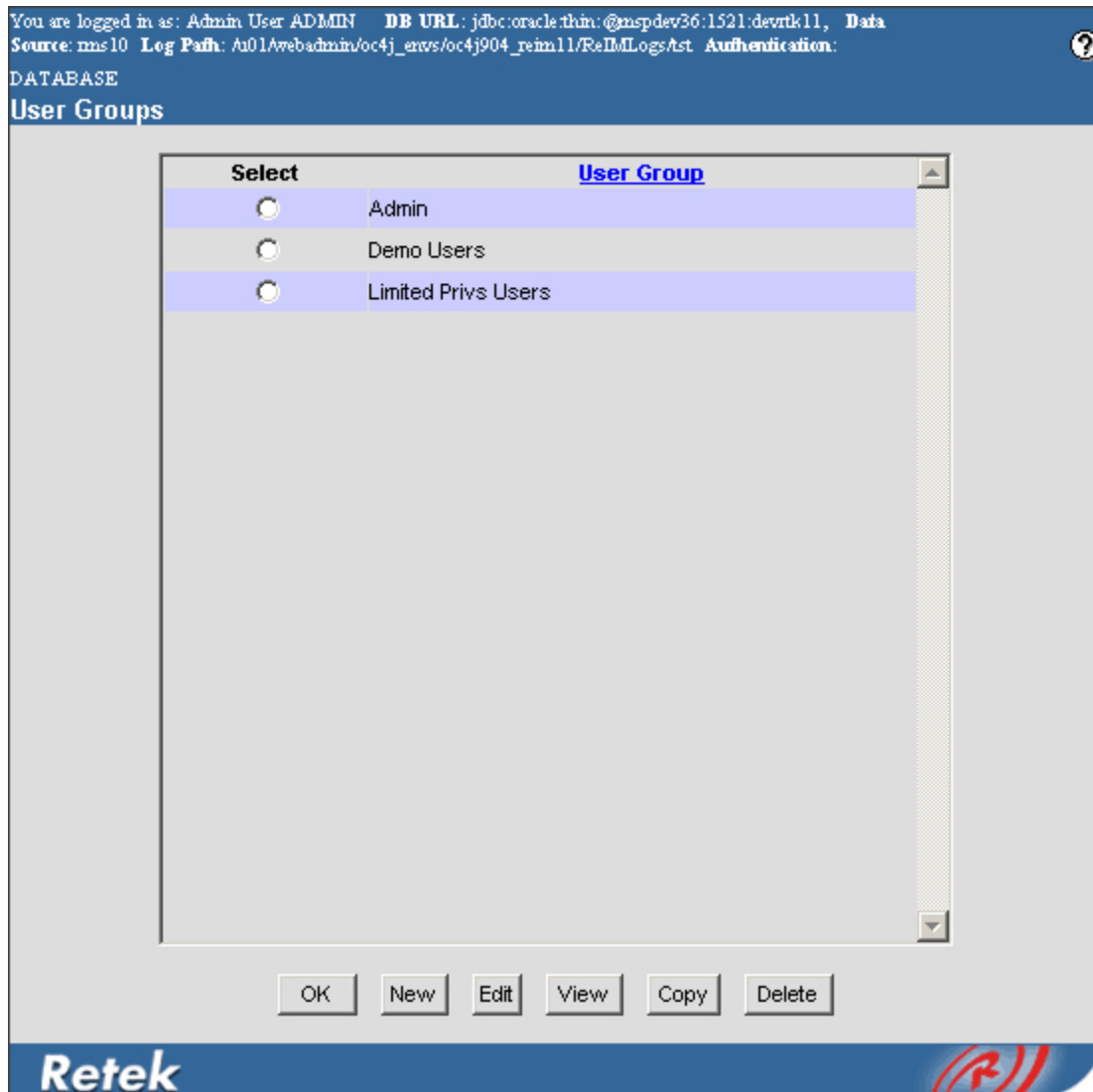
**Retek**

### User Group Details window

2. In the User Group field, enter the name of the user group.
3. In the remaining fields, select the type of permissions a member of 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 opens.

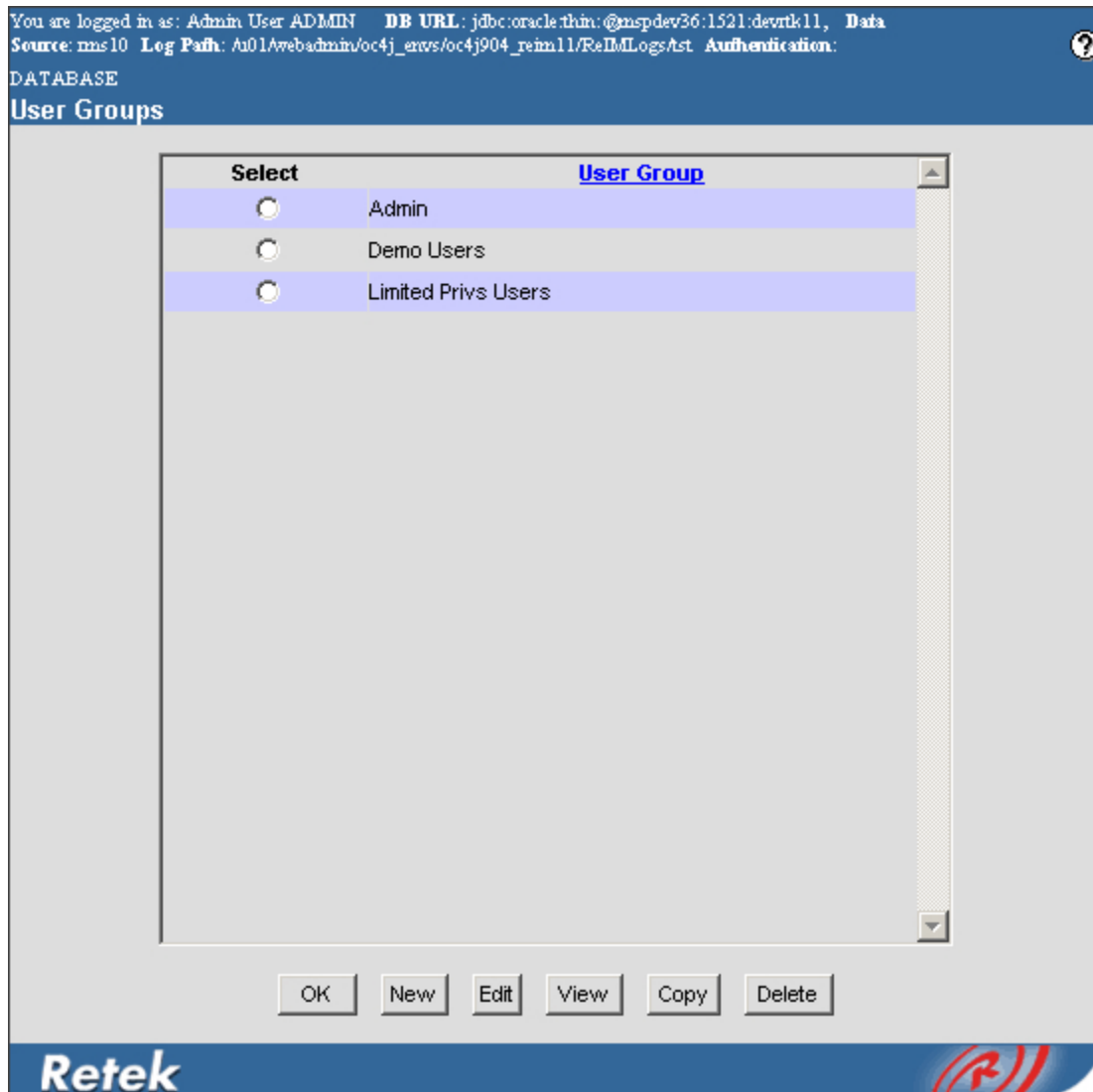


User Groups window

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 opens.



User Groups window

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

The screenshot shows the 'User Group Details' window. At the top, it displays the user's login information: 'You are logged in as: Admin User ADMIN', the database URL 'DB URL: jdbc:oracle:thin:@nsupdev28-1524.dcomhill', the data source 'Data Source: ms10', the log path 'Log Path: A01/webadmin/oc4j\_eros/oc4j904\_retail/RaIMLogs/st1019', and the authentication method 'Authentication: DATABASE'. The window title is 'User Group Details'. Below the title bar, there is a list of system options on the left and a corresponding 'Edit' dropdown menu on the right. The options include: User Group, System Options, Supplier Options, User Group Maintenance, Reason Code Maintenance, General Ledger Account Maintenance, Tolerance Maintenance, Invoice Entry, Document Entry, Invoice Delete, Group Entry Approval, EDI Review, Group Entry, Invoice Matching, Cost Discrepancy Maintenance, Quantity Discrepancy Maintenance, VAT Discrepancy Maintenance, Cost Discrepancies Review, Quantity Discrepancies Review, Accounts Payable Review, and Deal Document Approval. At the bottom, there is a note: 'Note: To activate any user group changes made, the user must first log out of Retek Invoice Matching.' and a set of buttons: OK, Members, Department/Classes, Locations, Reason Codes, and Cancel. The Retek logo is visible in the bottom right corner.

### User Group Details window

3. Click **Members**. The User Group Members window opens.


The screenshot shows the 'User Group Members' window. At the top, it displays the user's login information: 'You are logged in as: Admin User ADMIN', the database URL 'DB URL: jdbc:oracle:thin:@nsupdev26-1521.dcomhill', the data source 'Data Source: ms10', the log path 'Log Path: A01/webadmin/oc4j\_eros/oc4j904\_retail/RaIMLogs/st1019', and the authentication method 'Authentication: DATABASE'. The window title is 'User Group Members'. Below the title bar, there is a tab labeled 'User Group Admin'. The window is divided into two main sections: 'Available Members' on the left and 'Selected Members' on the right. Both sections have a 'Select' checkbox and a 'User' label. The 'Available Members' section has a 'Group' dropdown menu set to 'All' and a list of users: User, Demo 1 (Demo Users), User, Demo 2 (Demo Users), User, Demo 3 (Demo Users), User, Demo 4 (Demo Users), User, Demo 5 (Demo Users), User, Demo 6 (Demo Users), and User, Limited Privs (Limited Privs Users). The 'Selected Members' section has a 'Group' dropdown menu set to 'All' and a list of users: User, Admin (Admin). Between the two sections are '>' and '<' buttons. At the bottom, there are 'OK' and 'Cancel' buttons. The Retek logo is visible in the bottom right corner.

### User Group Members window

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.

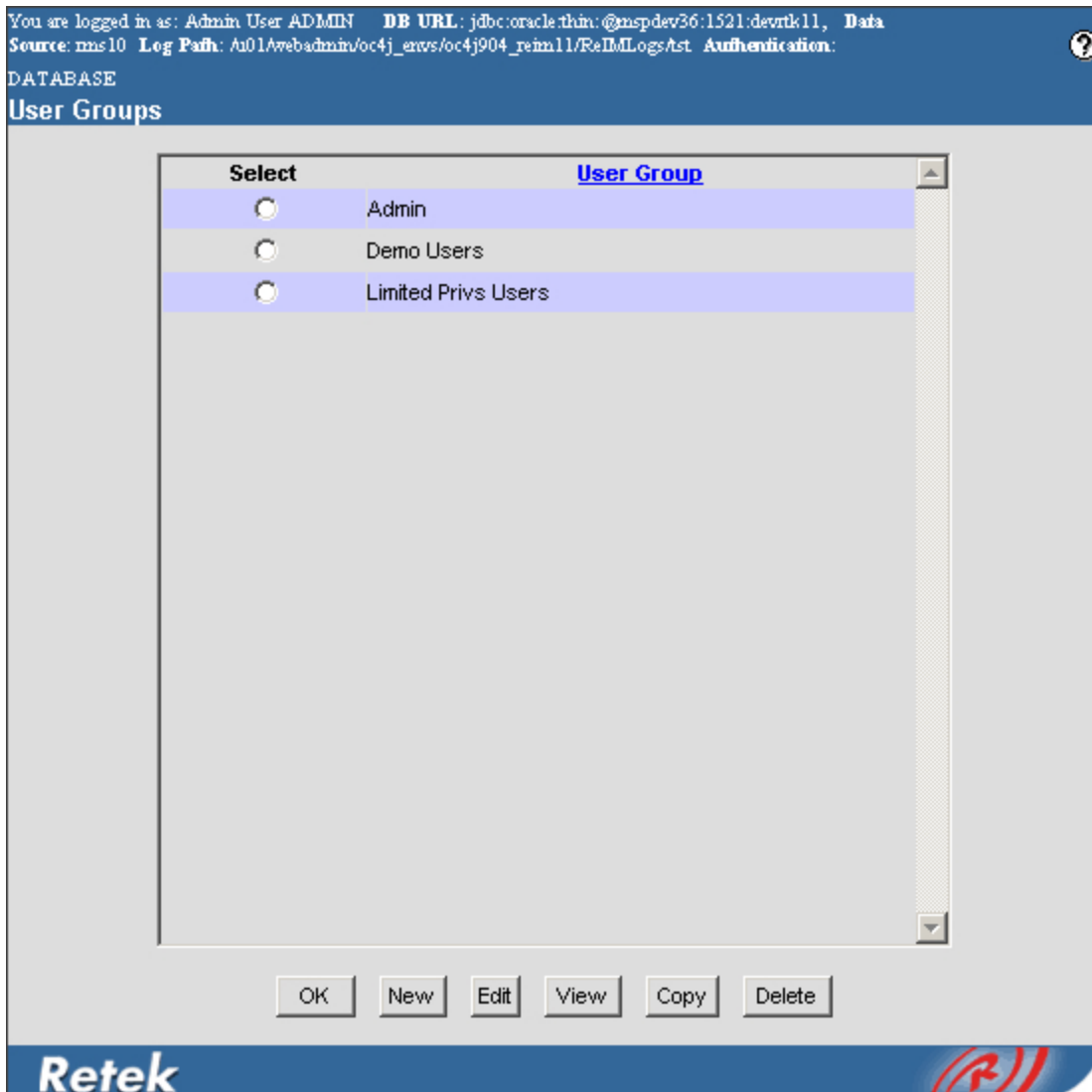


**Note:** To select all members, select the check box in the header area.

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 opens.



User Groups window

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

The screenshot shows the 'User Group Details' window. At the top, it displays the user's login information: 'You are logged in as: Admin User ADMIN', the database URL 'DB URL: jdbc:oracle:thin:@nsupdev28-1524.dcomhill', the data source 'Data Source: ms10', the log path 'Log Path: A01/webadmin/oc4j\_eros/oc4j904\_retail/RaIMLogs/st1019', and the authentication method 'Authentication: DATABASE'. The window title is 'User Group Details'. Below the title bar, there is a list of system options on the left and a corresponding 'Edit' dropdown menu on the right. The options include: User Group, System Options, Supplier Options, User Group Maintenance, Reason Code Maintenance, General Ledger Account Maintenance, Tolerance Maintenance, Invoice Entry, Document Entry, Invoice Delete, Group Entry Approval, EDI Review, Group Entry, Invoice Matching, Cost Discrepancy Maintenance, Quantity Discrepancy Maintenance, VAT Discrepancy Maintenance, Cost Discrepancies Review, Quantity Discrepancies Review, Accounts Payable Review, and Deal Document Approval. At the bottom, there is a note: 'Note: To activate any user group changes made, the user must first log out of Retek Invoice Matching.' and a set of buttons: OK, Members, Department/Classes, Locations, Reason Codes, and Cancel. The Retek logo is visible in the bottom right corner.

### User Group Details window

3. Click **Members**. The User Group Members window opens.

The screenshot shows the 'User Group Members' window. At the top, it displays the user's login information: 'You are logged in as: Admin User ADMIN', the database URL 'DB URL: jdbc:oracle:thin:@nsupdev26-1521.dcomhill', the data source 'Data Source: ms10', the log path 'Log Path: A01/webadmin/oc4j\_eros/oc4j904\_retail/RaIMLogs/st1019', and the authentication method 'Authentication: DATABASE'. The window title is 'User Group Members'. Below the title bar, there is a tab labeled 'User Group Admin'. The window is divided into two main sections: 'Available Members' on the left and 'Selected Members' on the right. Both sections have a 'Select' checkbox and a 'User' label. The 'Available Members' section has a 'Group' dropdown menu set to 'All' and a list of users: User, Demo 1 (Demo Users), User, Demo 2 (Demo Users), User, Demo 3 (Demo Users), User, Demo 4 (Demo Users), User, Demo 5 (Demo Users), User, Demo 6 (Demo Users), and User, Limited Privs (Limited Privs Users). The 'Selected Members' section has a 'Group' dropdown menu set to 'All' and a list of users: User, Admin (Admin). Between the two sections are two buttons: '>' and '<'. At the bottom, there are buttons for OK and Cancel. The Retek logo is visible in the bottom right corner.


### User Group Members window



4. 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.

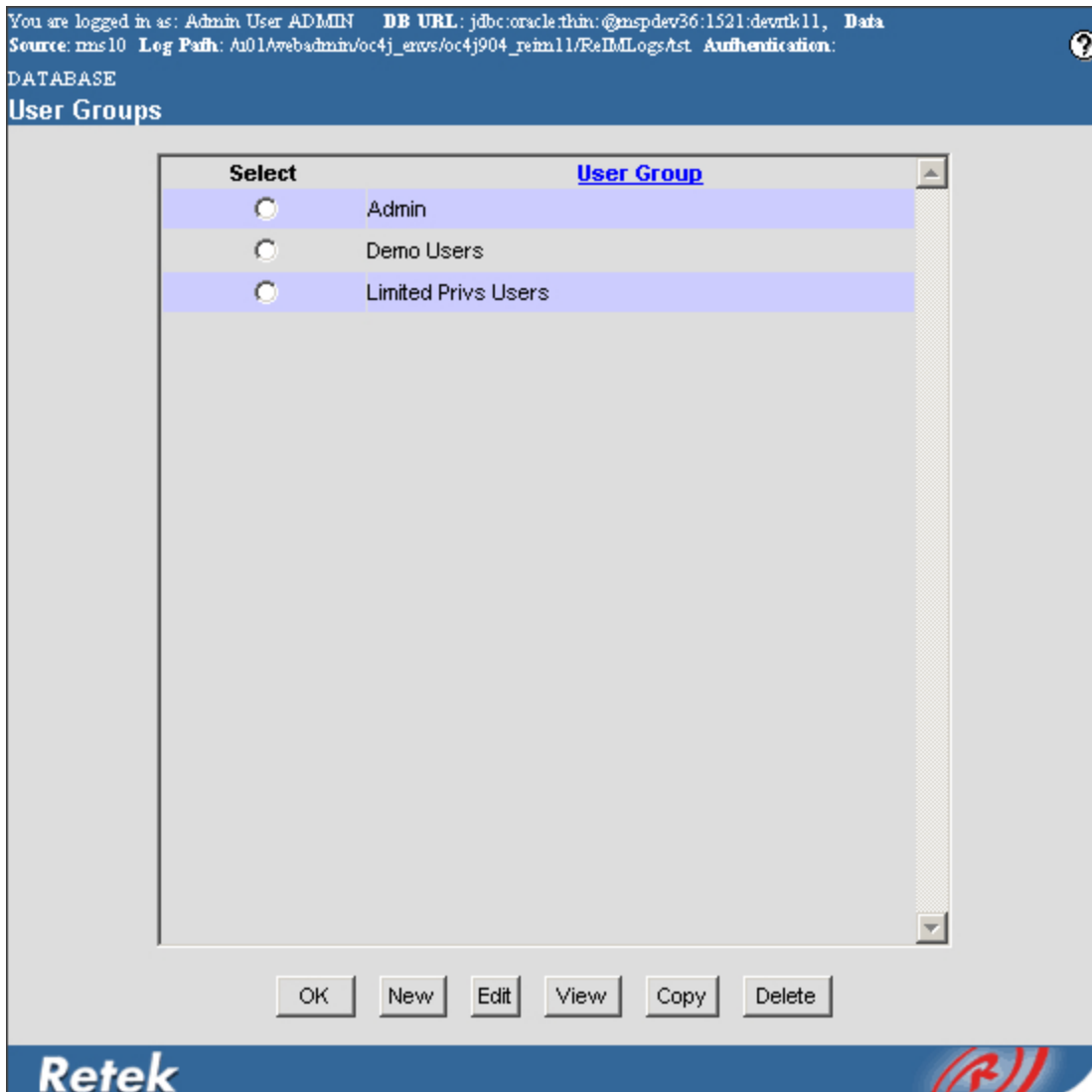


**Note:** To select all members, select the check box in the header area.

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

### Assign a department/class to a user group

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



User Groups window

## Retek Invoice Matching

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@nsppdev28-1524.dcomh11, Data Source: ms10 Log Path: A01Aweb-admin/oc4j\_aws/oc4j904\_retail/RetekLogs/st1019 Authentication: DATABASE

### User Group Details

User Group:

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	None
Quantity Discrepancy Maintenance	None
VAT Discrepancy Maintenance	None
Cost Discrepancies Review	None
Quantity Discrepancies Review	None
Accounts Payable Review	Yes
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

### User Group Details window

3. Click **Department/Classes**. The User Group Department/Classes window opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@nsppdev26-1521.dcomh11, Data Source: ms10 Log Path: A01Aweb-admin/oc4j\_aws/oc4j904\_retail/RetekLogs/st Authentication: DATABASE

### User Group Department/Classes

User Group: Admin

Available Department/Classes					Selected Department/Classes						
Select	Department	Dept ID	Class	Class ID	Group	Select	Department	Dept ID	Class	Class ID	Group
<input type="checkbox"/>	Activewear	1414	Sports Clothes	1000	Demo Users	<input type="checkbox"/>	No records found				
<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						

OK Cancel


Retek

### User Group Department/Classes window

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.

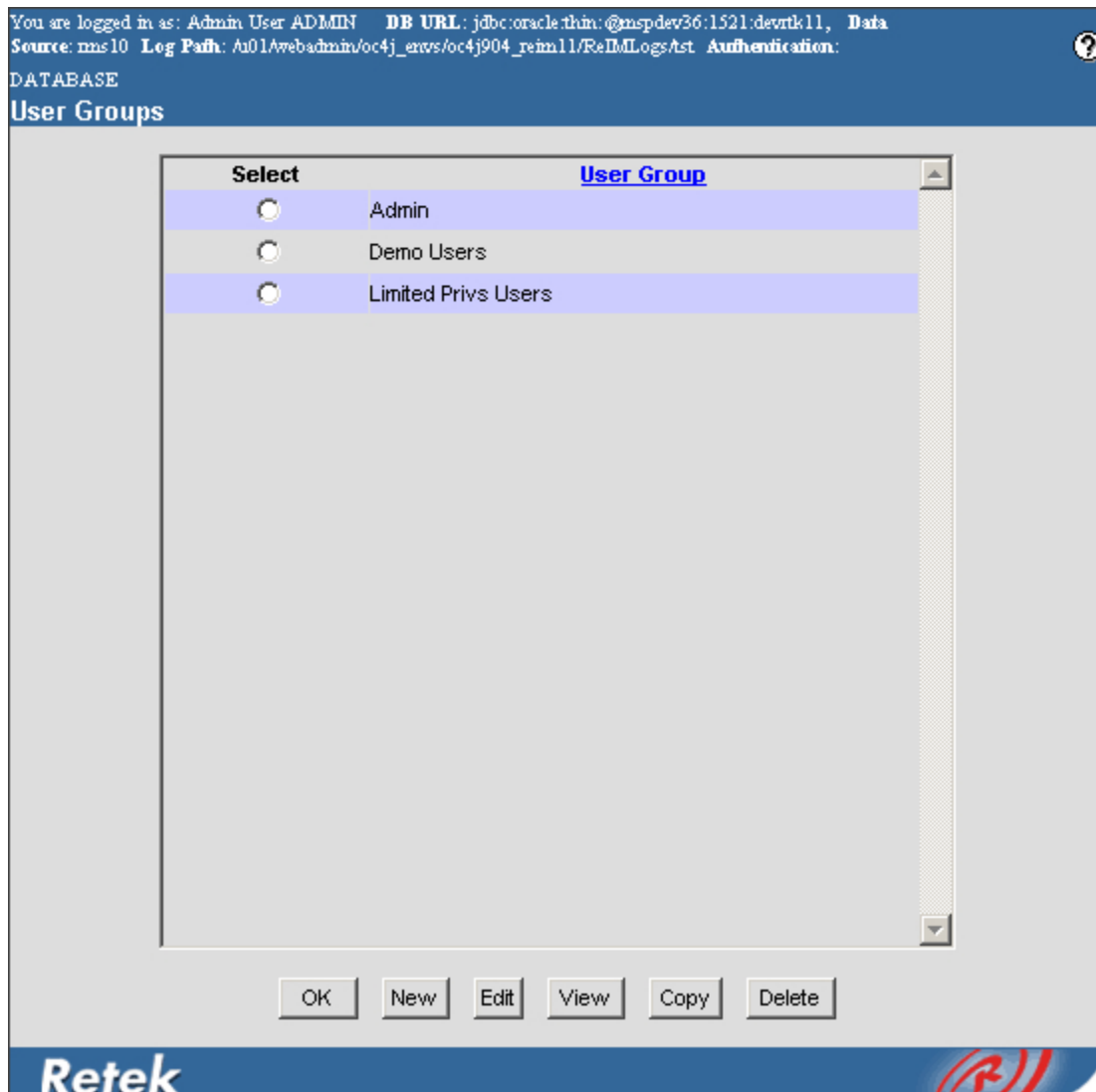


**Note:** To select all department/classes, select the check box in the header area.

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 opens.



User Groups window

## Retek Invoice Matching

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@nsppdev28-1524.dcomh11, Data Source: ms10 Log Path: A01/ArbAdmin/oc4j\_aws/oc4j904\_retail/RetkLogs/st1019 Authentication: DATABASE

### User Group Details

User Group:

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	None
Quantity Discrepancy Maintenance	None
VAT Discrepancy Maintenance	None
Cost Discrepancies Review	None
Quantity Discrepancies Review	None
Accounts Payable Review	Yes
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**

### User Group Details window

3. Click **Department/Classes**. The User Group Department/Classes window opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@nsppdev26-1521.dcomh11, Data Source: ms10 Log Path: A01/ArbAdmin/oc4j\_aws/oc4j904\_retail/RetkLogs/st1019 Authentication: DATABASE

### User Group Department/Classes

User Group: Admin

Available Department/Classes					Selected Department/Classes						
Select	Department	Dept ID	Class	Class ID	Group	Select	Department	Dept ID	Class	Class ID	Group
<input type="checkbox"/>	Activewear	1414	Sports Clothes	1000	Demo Users	<input type="checkbox"/>	No records found				
<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						

OK Cancel


**Retek**

### User Group Department/Classes window

4. 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.

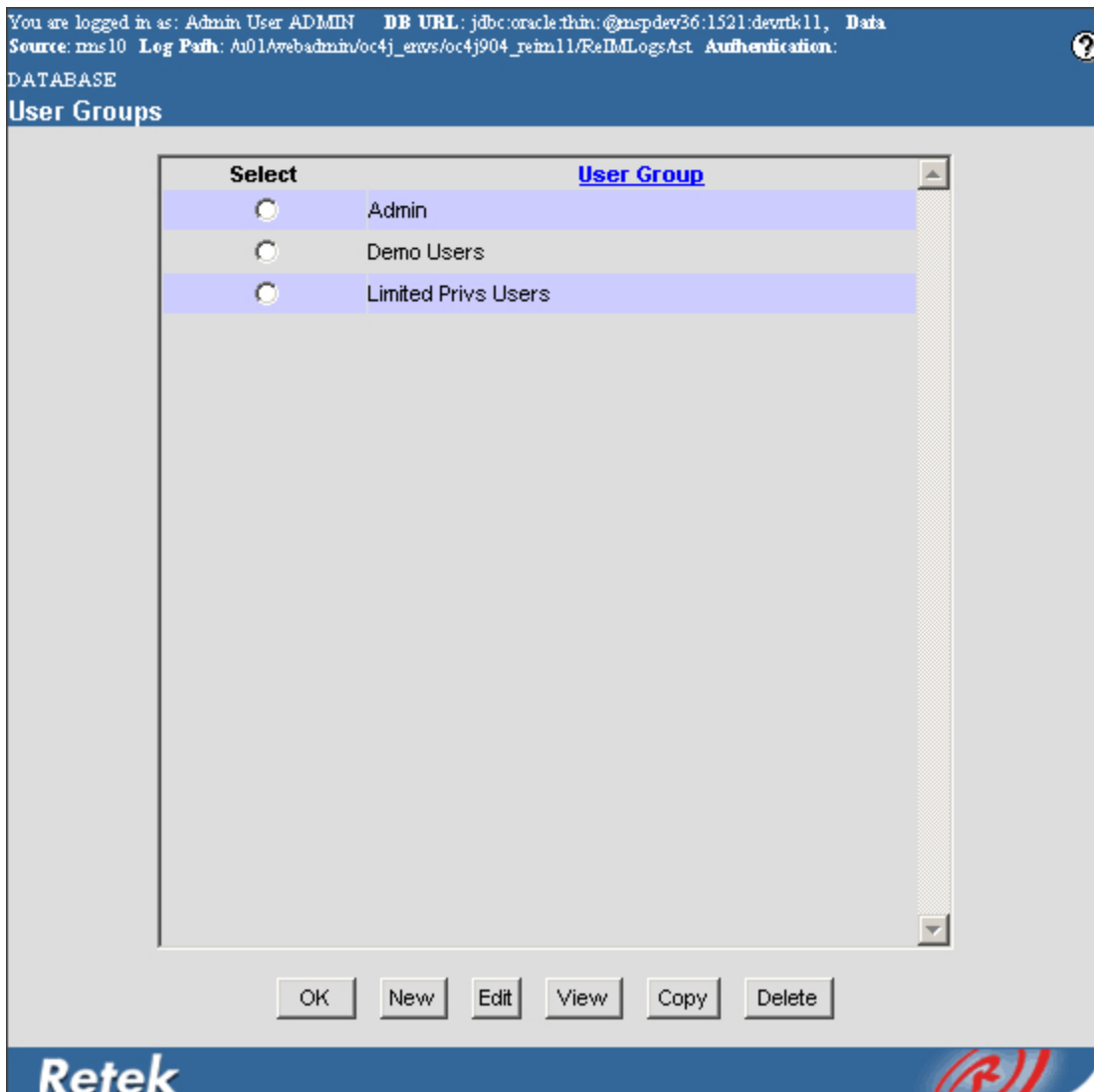


**Note:** To select all department/classes, select the check box in the header area.

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



User Groups window

## Retek Invoice Matching

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@nspdev38:1524:devrill, Data Source: ms10 Log Path: A01\msbadmin\oc4j\_ems\oc4j904\_retail\FaIMLogs\st1019 Authentication: DATABASE

### User Group Details

User Group:

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	None
Quantity Discrepancy Maintenance	None
VAT Discrepancy Maintenance	None
Cost Discrepancies Review	None
Quantity Discrepancies Review	None
Accounts Payable Review	Yes
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**

### User Group Details window

3. Click **Locations**. The User Group Locations window opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@nspdev36:1521:devrill, Data Source: ms10 Log Path: A01\msbadmin\oc4j\_ems\oc4j904\_retail\FaIMLogs\st1 Authentication: DATABASE

### User Group Locations

User Group: Admin

Available Locations				Selected Locations			
Select	Location	Loc ID	Loc Type	Select	Location	Loc ID	Loc Type
<input type="checkbox"/>			All	<input type="checkbox"/>			All
No records found				<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**

### User Group Locations window

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.

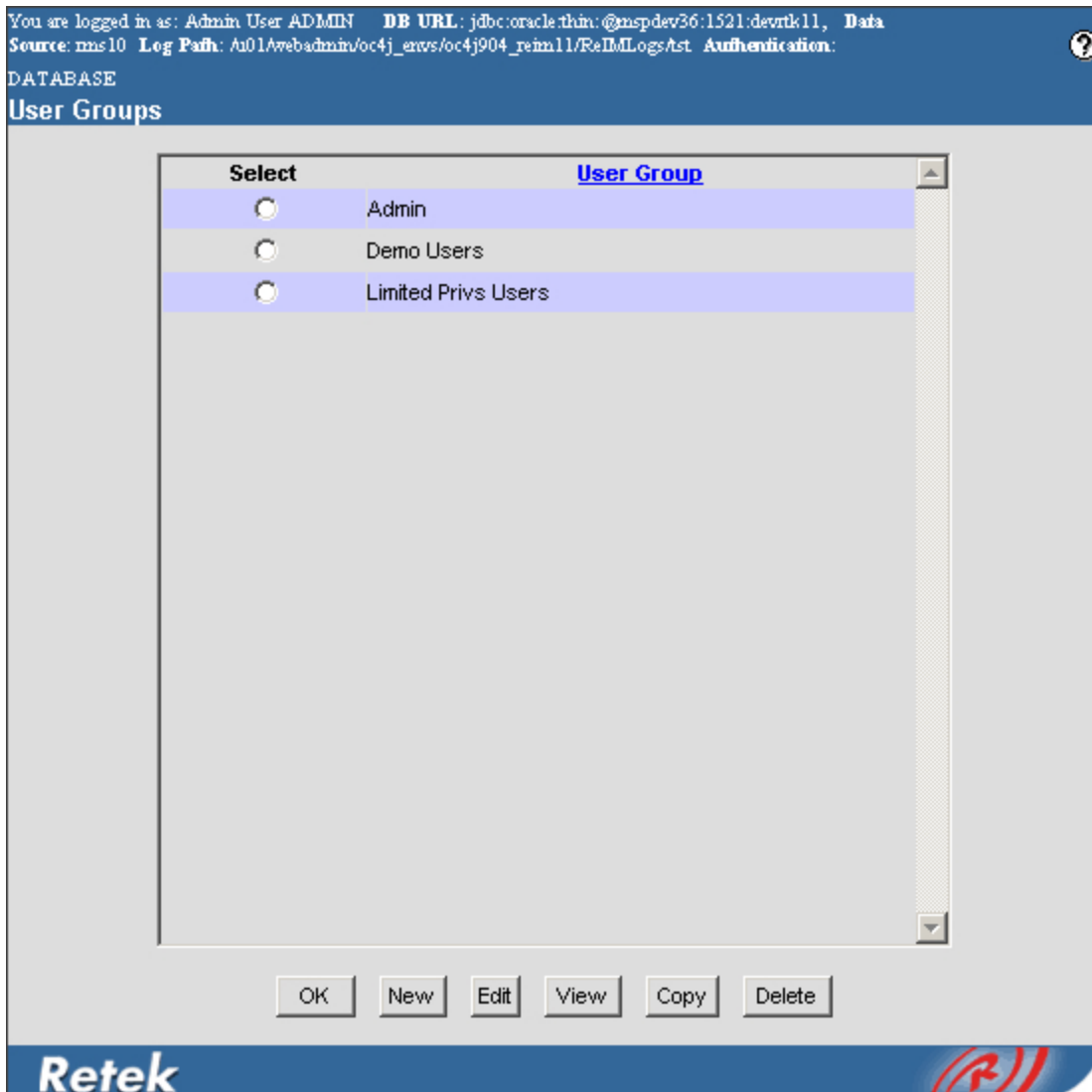


**Note:** To select all locations, select the check box in the header area.

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 opens.



User Groups window

## Retek Invoice Matching

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@nspdev36:1524:devrhill, Data Source: ms10 Log Path: A01\msbadmin\oc4j\_ems\oc4j904\_retail\FaIMLogs\st1019 Authentication: DATABASE

### User Group Details

User Group:

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	None
Quantity Discrepancy Maintenance	None
VAT Discrepancy Maintenance	None
Cost Discrepancies Review	None
Quantity Discrepancies Review	None
Accounts Payable Review	Yes
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**

### User Group Details window

3. Click **Locations**. The User Group Locations window opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@nspdev36:1521:devrhill, Data Source: ms10 Log Path: A01\msbadmin\oc4j\_ems\oc4j904\_retail\FaIMLogs\st1 Authentication: DATABASE

### User Group Locations

User Group: Admin

Available Locations				Selected Locations			
Select	Location	Loc ID	Loc Type	Select	Location	Loc ID	Loc Type
<input type="checkbox"/>			All	<input type="checkbox"/>			All
No records found				<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**


### User Group Locations window



- 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.

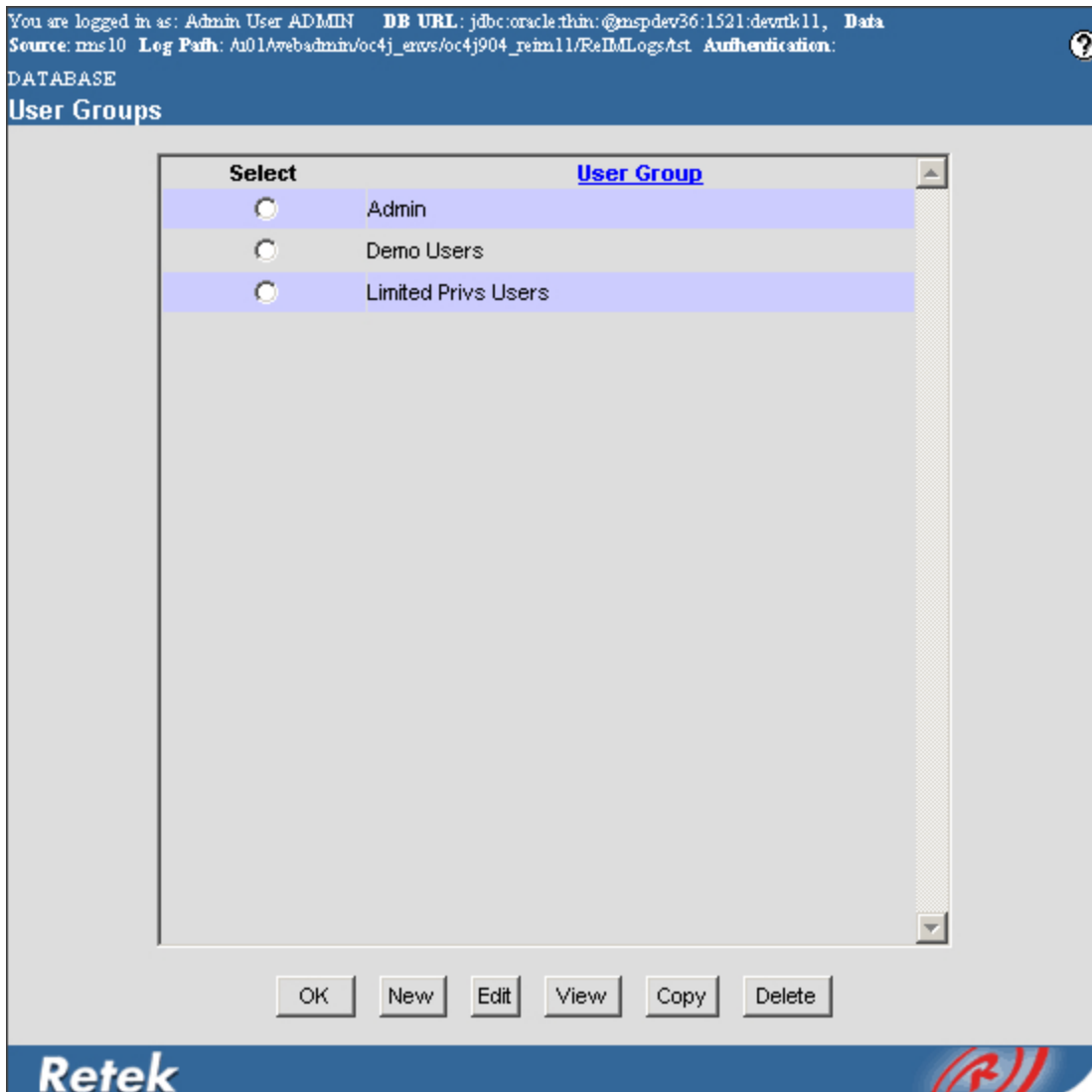


**Note:** To select all locations, select the check box in the header area.

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



User Groups window

## Retek Invoice Matching

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev28:1524:devdb11, Data Source: ms10 Log Path: A01/webadmin/oc4j\_aws/oc4j904\_retail/RetekLogs/ret1019 Authentication: DATABASE

### User Group Details

User Group:

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	None
Quantity Discrepancy Maintenance	None
VAT Discrepancy Maintenance	None
Cost Discrepancies Review	None
Quantity Discrepancies Review	None
Accounts Payable Review	Yes
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**

### User Group Details window

3. Click **Reason Codes**. The User Group Reason Codes window opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev28:1524:devdb11, Data Source: ms10 Log Path: A01/webadmin/oc4j\_aws/oc4j904\_retail/RetekLogs/ret1019 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"/>				<input type="checkbox"/>	440	Qty Short Claim- Requires Inventory Control action	Reroute Quantity Discrepancy
<input type="checkbox"/>				<input type="checkbox"/>	445	Qty Short Claim- Requires Location action	Reroute Quantity Discrepancy
<input type="checkbox"/>				<input type="checkbox"/>	450	Qty Short Claim- Requires Accounts	Reroute Quantity Discrepancy

OK Cancel


**Retek**

### User Group Reason Codes window

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.

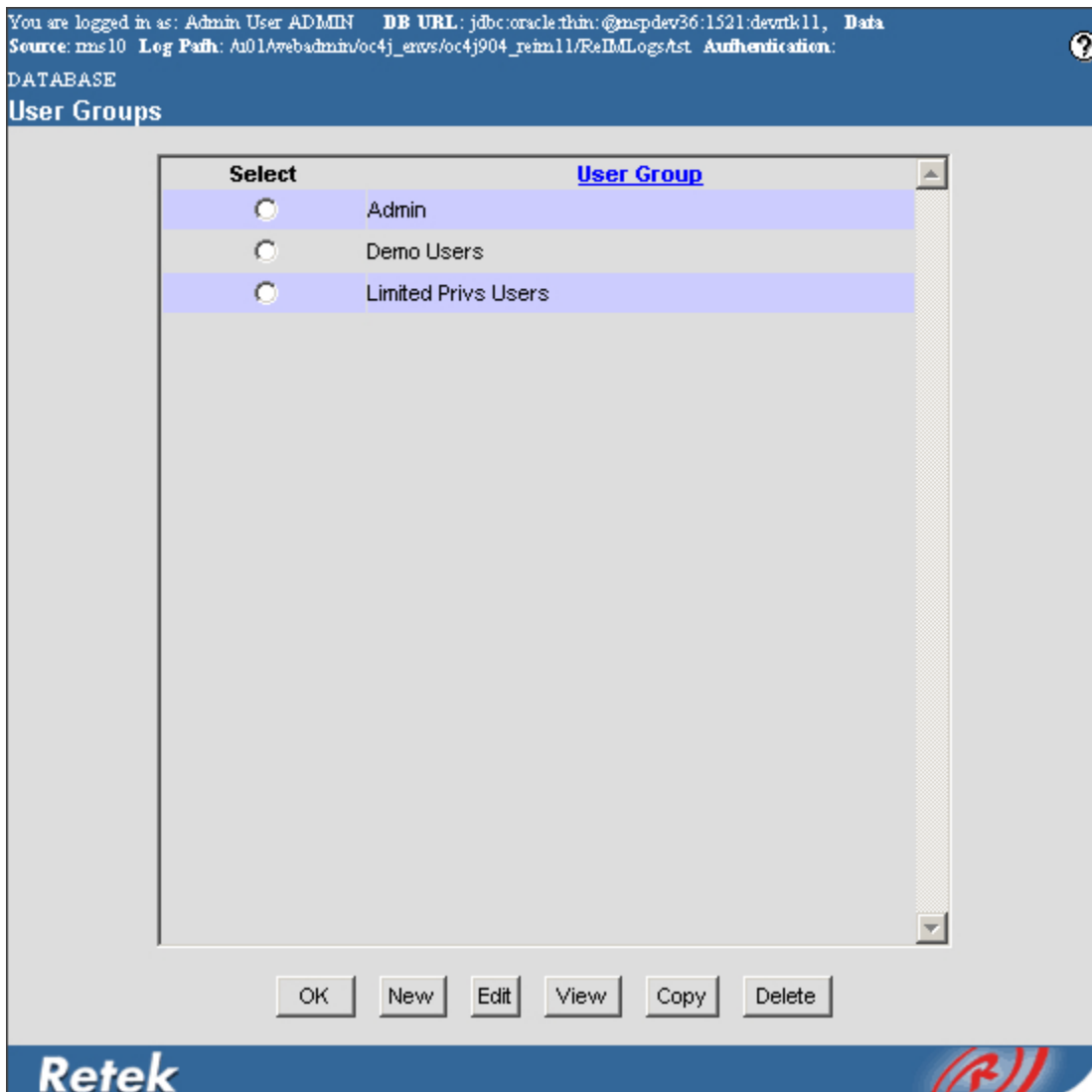


**Note:** To select all reason codes, select the check box in the header area.

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 opens.



User Groups window

## Retek Invoice Matching

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev28:1524:devdb11, Data Source: ms10 Log Path: A01/webadmin/oc4j\_aws/oc4j904\_retail/RetekLogs/ret1019 Authentication: DATABASE

### User Group Details

User Group:

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	None
Quantity Discrepancy Maintenance	None
VAT Discrepancy Maintenance	None
Cost Discrepancies Review	None
Quantity Discrepancies Review	None
Accounts Payable Review	Yes
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**

### User Group Details window

3. Click **Reason Codes**. The User Group Reason Codes window opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev28:1524:devdb11, Data Source: ms10 Log Path: A01/webadmin/oc4j\_aws/oc4j904\_retail/RetekLogs/ret1019 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"/>				<input type="checkbox"/>	440	Qty Short Claim- Requires Inventory Control action	Reroute Quantity Discrepancy
<input type="checkbox"/>				<input type="checkbox"/>	445	Qty Short Claim- Requires Location action	Reroute Quantity Discrepancy
<input type="checkbox"/>				<input type="checkbox"/>	450	Qty Short Claim- Requires Accounts	Reroute Quantity Discrepancy

OK Cancel


**Retek**

### User Group Reason Codes window

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:

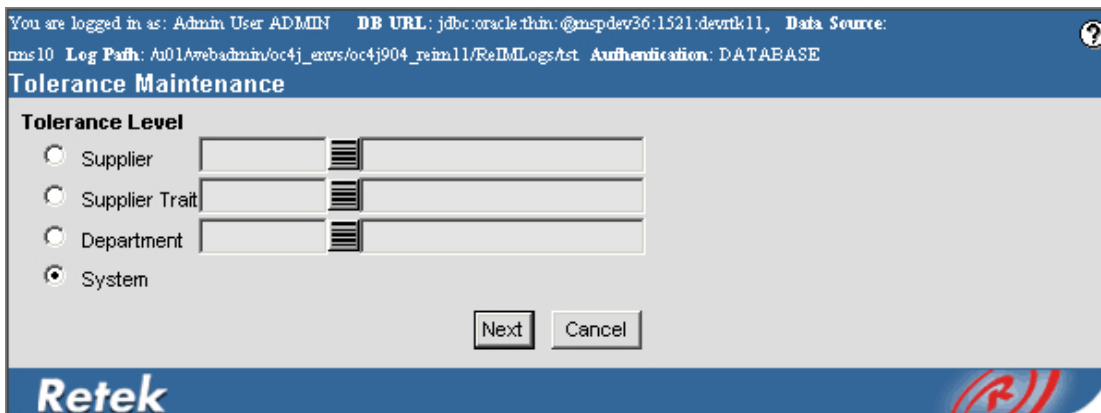
- Invoice/document summary cost
- Invoice/document summary quantity
- Invoice/document line item cost
- Invoice/document line item quantity

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 opens.



You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrtk11, Data Source: mns10 Log Path: A:\01\webadmin\oc4j\_ews\oc4j904\_reim11\ReIMLogs\st Authentication: DATABASE

### Tolerance Maintenance

**Tolerance Level**

☐ Supplier
 ☐ Supplier Trait
 ☐ Department
 ☒ System

Next Cancel

**Retek**

**Tolerance Maintenance window**

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: ms10 Log Path: A:\01\msdevadmin\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**

### Tolerance Maintenance Detail window

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 opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: nms10 Log Path: A01Awebadmin/oc4j\_ews/oc4j904\_reim11/ReIMLogs/tst Authentication: DATABASE

### Tolerance Maintenance

Tolerance Level	
<input type="radio"/> Supplier	
<input type="radio"/> Supplier Trait	
<input type="radio"/> Department	
<input checked="" type="radio"/> System	

Next Cancel

Retek

### Tolerance Maintenance window

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: ms10 Log Path: A:\01Awebadmin\oc4j\_envs\oc4j904\_rehml1\ReIMLogs\st 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**

**Tolerance Maintenance Detail window**

- 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.

- Click **Delete**. You are prompted to confirm the deletion.
- Click **OK**. The tolerance is deleted from the system.
- 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 opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: nms10 Log Path: A:\01Awebadmin\oc4j\_ews\oc4j904\_reim11\ReIMLogs\st Authentication: DATABASE

### Tolerance Maintenance

**Tolerance Level**

☐ Supplier
 ☐ Supplier Trait
 ☐ Department
 ☒ System

Next Cancel

Retek

### Tolerance Maintenance window

- 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 opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: mms10 Log Path: A:\01Awebadmin\oc4j\_envs\oc4j904\_rehml1\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**

**Tolerance Maintenance Detail window**

- 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 opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: nms10 Log Path: A:\01Awebadmin\oc4j\_ews\oc4j904\_reim11\ReIMLogs\st Authentication: DATABASE

### Tolerance Maintenance

**Tolerance Level**

☐ Supplier
 ☐ Supplier Trait
 ☐ Department
 ☒ System

Next Cancel

Retek

### Tolerance Maintenance window

- 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 opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: ms10 Log Path: A:\01Awebadmin\oc4j\_envs\oc4j904\_rehml1\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**

**Tolerance Maintenance Detail window**

- 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.

- Click **Delete**. You are prompted to confirm the deletion.
- Click **OK**. The tolerance is deleted from the system.
- 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 opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: nms10 Log Path: A01Awebadmin/oc4j\_ews/oc4j904\_reim11/ReIMLogs/tst Authentication: DATABASE

### Tolerance Maintenance

**Tolerance Level**

☐ Supplier

☐ Supplier Trait

☐ Department

☒ System

**Retek**

### Tolerance Maintenance window

- 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 opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: ms10 Log Path: A:\01Awebadmin\oc4j\_envs\oc4j904\_rehml1\ReIMLogs\st 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

**Retek**

**Tolerance Maintenance Detail window**

- 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

**Accounts Payable:** The amount due to a creditor on an account.

**Accounts payable reviewer:** The user who can review 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.

**Avail Total Qty:** The unmatched quantity from a partially matched receipt.

## B

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

## C

**Calc tolerance %:** The percentage by which header and detail amounts can differ and still be considered equal. This is used to account for insignificant errors in rounding between header and detail level totals. For example, a header may show an invoice total as \$1025.31, while the detail area may show it as \$1025.308. If the percentage difference is less than the calc tolerance %, the amounts will be considered equal.

**Calculated count:** The number of invoices in the group that have been entered to this point.

**Calculated total:** The total monetary 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.

**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.

**Close open receipt days:** The number of days that a shipment can remain in "Ready for Match" status before it is automatically closed.

**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 monetary 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 if the discrepancy is outside tolerances.

**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 cost and the receipt cost.

**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 memo prefix-cost:** The prefix that indicates a document is a credit memo due to cost.

**Credit memo prefix-qty:** The prefix that indicates a document is a credit memo due to quantity.

**Credit note:** A response from the supplier indicating agreement to the terms outlined in a credit note request. A credit note may also be sent by a supplier without a credit note request being sent to the supplier.

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

**Credit note request prefix-cost:** The prefix that indicates a document is a credit note request due to cost.

**Credit note request prefix-qty:** The prefix that indicates a document is a credit note request due to quantity.

**Cross reference:** The association between a general ledger account number and a ReIM transaction code.

**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.



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## D

- Date range:** A period of time. Date ranges allow you to limit a search by the dates you specify. You may specify ranges for documents, due dates, or receipt dates.
- Days before due date:** The number of days you have to wait before routing begins.
- Deal:** The agreement between a retailer and a vendor for rebates or discounts applied to an item when ordered from the supplier or sold to the customer 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 prefix-cost:** The prefix that indicates a document is a debit memo due to cost.
- Debit memo prefix-qty:** The prefix that indicates a document is a debit memo due to quantity.
- Debit Memo Send Days:** The number of days following the receipt of an invoice before a debit memo can be sent out.
- Debit memo VAT prefix-qty:** The prefix that indicates a document is a debit memo due to VAT quantity.
- Default header VAT from details:** Indicates whether header level VAT information must be entered before invoice details can be entered. Set to Yes to be able to proceed to the details screen without entering VAT information. Set to No to require VAT information in the header before invoice details can be entered.
- 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 or code.
- 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:** Accounting paperwork. Document can refer to invoices, debit memos, credit notes, credit note requests and credit memos.
- Document cost:** The total cost of the items from the document.
- Document date:** The date the document was created.
- Document group:** A document group is a collection of documents. Only documents that are manually entered belong to a document group. The document group is a means of facilitating data entry.
- Document group status:** The status of a document group indicates the availability of the invoices to process in the system. A document group may be in Worksheet or Submitted status.
- Document history days:** 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:** 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.

## Retek Invoice Matching

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

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

## E

**Earliest due date:** The soonest date that an invoice must be paid.

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

**Electronic data interchange (EDI):** The standard term for electronic transmission of data. ReIM uses EDI to upload and download documents, such as invoices, memos, and notes.

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

**Exchange Rate:** The factor used to convert a monetary amount of one currency 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.

## F

**Freight payment type:** Indicates how the merchandise was shipped, and how shipping was paid for.

## G

**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.

## I

**Include VAT Processing:** Indicates whether ReIM should check for Value Added Tax on invoices and differences between the Value Added Tax on invoices and receipts.

**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 date:** The date the invoice was created.

**Invoice date range:** The series of dates when the invoice was issued by the supplier.

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

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

**Invoice quantity variance:** The difference between the invoice quantity and the receipt quantity.

**Invoice status:** The status of the invoice indicates where in the matching process.

**Invoice unit cost:** The cost for one unit of one item on an invoice.

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

### L

**Linked supplier:** A linked supplier is two or more suppliers that are 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. In the system, the location field or column will display the location number, the location description, or both.

**Location description:** The name or identifying note for a location.

**Location ID:** The number that identifies a location.

**Location type:** Indicates whether the location is a store or a warehouse.

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

### M

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

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

**Manually paid:** An invoice that had been paid without matching.

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

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

**Max tolerance %:** The maximum tolerance that is allowed for any invoice throughout the system.

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

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

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

## N

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

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

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

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

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

## O

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

**Order comments:** Comments associated with the purchase order.

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

**Order Number:** 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.

### P

**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 for resale to a retailer.

**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:** How many days old a document can be when entered into the system.

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

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

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

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

### Q

**Quantity:** The total number of an item.

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

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

**Quantity discrepancy days before routing:** The number of days a quantity can exist before it is sent for payment.

**Quantity discrepancy review:** The process of reviewing variances between the invoice, the receipt, and the purchase order, to determine the correct amount to pay.

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

**Quantity variance:** The amount of difference between the invoice quantity and the receipt quantity.

## R

- Ready for match:** The invoice has not been matched to a receipt. The match is based on a common supplier, purchase order, and location.
- Reason code:** The resolution or reason that is applied to an event that occurs within a system.
- Receipt:** A receipt is a document stating that the goods that have arrived to the store or warehouse. For the purposes of ReIM, only goods associated with purchase order are considered.
- Receipt cost:** The unit cost of the items, according to the receipt.
- Receipt date:** The date the goods arrived to the store or warehouse.
- Receipt quantity:** The number of item that were received at the location
- Receiving location:** The store or warehouse where the items arrived.
- Reject reason:** Indicates the reason that the document could not be loaded into the system via EDI.
- Resolution document:** A resolution document can be used to resolve an invoice-to-receipt discrepancy: debit memo, credit memo, credit note, and credit note requests.
- Resolve by date:** The date by which invoice issues should be completed by in order to pay the invoice.
- Reviewer group:** Indicates which group will review the invoice discrepancy.
- ROG:** Receipt of goods.
- ROG date:** The day the items on a purchase order were actually received at the location.
- Route date:** The day the invoice was sent for discrepancy review.

## S

- Segment 1 - 10:** Used to build the correct account numbers and ensure that transactions are credited/debited from the appropriate financial accounts.
- Segment label:** The name for the numeric section of the account number.
- Segment position:** The place in the account number where the segment label is found.
- Shipment:** A shipment is a group of items that are in transit. A shipment may be the result on an intra-company transfer or the goods on a purchase order.
- Source:** The origin of the terms that are applied to an invoice.
- Status:** When an invoice or group of invoices is added to the system, it must go through a series of checks before it is accessible in the system. Depending on your user role, you may not be able to move the invoice or group of invoices to the next status.
- Summary matching:** The process of comparing invoice and receipt totals to find matches or discrepancies.
- Supplier:** 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 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.

### T

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

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

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

**Total allowances:** The amount that a deal has saved for all merchandise items across an invoice.

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

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

**Total items:** The number of items on an invoice.

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

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

**Total quantity variance:** The difference between the invoice quantity and the and the receipt quantity.

### U

**Undistributed cost:** The amount remaining on a multiple location invoice that needs to be distributed to a single location.

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

**Unit Cost:** The cost 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.



## V

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

**VAT:** Value Added Taxes. A common taxation system that adds taxes when value is added to the production of items. It applies to both the purchase and sale of items.

**VAT document creation level:** Indicates whether VAT debit memos and VAT credit note requests are created at the Item or Full Invoice level.

**VAT resolution due days:** The number of days VAT discrepancies should be resolved in.

**VAT validation type:** The method the system uses when matching Value Added Tax amounts. VAT Resolution requires the VAT on the invoice and receipt to match. Invoice VAT uses the VAT on the invoice. System VAT uses the VAT on the receipt.

**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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