Oracle® Retail Invoice Matching

User Guide

Release 12.1.0.15

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ORACLE

Oracle® Retail Invoice Matching User Guide, Release 12.1.0.15

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Preface

The Oracle Retail Invoice Matching User Guide describes the application user interface and how to navigate through it.

Audience

This document is intended for the users and administrators of Oracle Retail Invoice Matching. This may include merchandisers, buyers, and business analysts.

Related Documents

For more information, see the following documents in the Oracle Retail Invoice Matching Release 12.1.0.15 documentation set:

- Oracle Retail Invoice Matching Data Model
- Oracle Retail Invoice Matching Online Help
- Oracle Retail Invoice Matching Operations Guide

Customer Support

To contact Oracle Customer Support, access My Oracle Support at the following URL:

https://support.oracle.com

When contacting Customer Support, please provide the following:

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

Review Patch Documentation

If you are installing the application for the first time, you install either a base release (for example, 13.0) or a later patch release (for example, 13.0.2). If you are installing a software version other than the base release, be sure to read the documentation for each patch release (since the base release) before you begin installation. Patch documentation can contain critical information related to the base release and code changes that have been made since the base release.

Oracle Retail Documentation on the Oracle Technology Network

In addition to being packaged with each product release (on the base or patch level), all Oracle Retail documentation is available on the following Web site (with the exception of the Data Model which is only available with the release packaged code):

http://www.oracle.com/technology/documentation/oracle_retail.html

Documentation should be available on this Web site within a month after a product release. Note that documentation is always available with the packaged code on the release date.

Conventions

Navigate: This is a navigate statement. It tells you how to get to the start of the procedure and ends with a screen shot of the starting point and the statement "the Window Name window opens."

> **Note:** This is a note. It is used to call out information that is important, but not necessarily part of the procedure.

```
This is a code sample
    It is used to display examples of code
```

A hyperlink appears like this.

1

Oracle Retail Invoice Matching

Oracle Retail Invoice Matching (ReIM) allows you to verify merchandise invoice costs and quantities before payment. ReIM receives invoice data through Electronic Data Interchange (EDI), or data can be entered manually.

An automatic matching process verifies Invoice records against associated receipts. 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 interfaces with your 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. Discrepancies are routed to defined user groups for resolution. You resolve discrepancies by applying reason codes based on a set of defined actions (for example, charge-back supplier). The reason codes determine disposition of the discrepancies.

The auto-match process routes discrepancies so that you can begin manual identification of summary and detail level matches. You can resolve line-level discrepancies, and you can access invoices and receipts.

Business Processes

Resolve Discrepancies

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

Enter and Review Invoices

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

Match Documents

- Summary match invoices
- Detail match invoices
- Summary match credit notes
- Detail match credit notes

Maintain Invoice Matching Settings

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

Navigate Invoice Matching

This section describes how to navigate within ReIM. It describes how to:

- Log on to and exit ReIM
- Navigate within a window
- Sort and filter columns

Log In and Exit ReIM

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

Log In to ReIM

1. In 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 return 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. These 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 is displayed.
2. Select a value from the drop-down list. The selected option is entered in the 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.
3. Click **OK**. The selected option is entered in the field.

Filter and Sort Information

You can sort and filter data so that you can view the information you want.

Filter Information

Many windows use filters. You can use a filter to limit the records listed to those that match certain criteria.

- To select the criteria, choose from the values in the drop-down list associated with the field. You can filter multiple columns at the same time.
- To display all records, select *All* from each drop-down list.

Sort Information

Many windows use underlined column headings to sort table data.

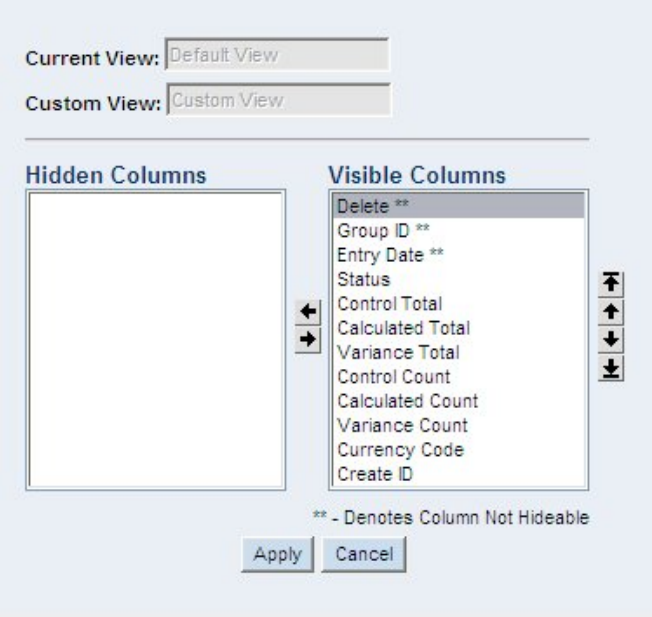
- To sort the list, click on the underlined column heading of the column you want to use for sorting. You can only sort by one column at a time. An arrow indicates the column that is currently sorted, as well as the sort order.
- To reverse the sort order, click the same column heading again.

Flexible Columns

You can customize your window view by clicking on the column button. You can change the columns that are hidden or displayed, or the order in which columns appear. After you rearrange the columns, the window view is the same every time you open the window.

Hide or Display a Column

1. Click the column button 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 return to your previous work area.

Change the Column Order

1. Click the column button. The Column Ordering window opens.
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

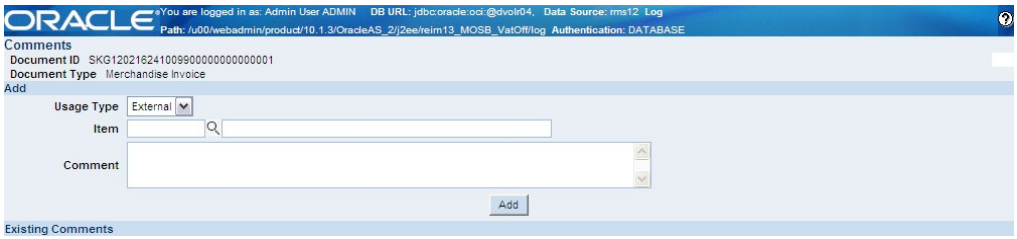
d. To move a column to the bottom of the list, select the column heading and click the bottom button.

3. When the columns are in the desired order, click **Apply**. You are returned to your previous work area.

Comments

In the Comments window, you can add additional information about a specific area of a window.

1. Click **Comments**. The Comments window opens.



Comments Window

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

2

Enter Documents

Enter Document Groups

Invoices can be loaded through Electronic Data Interchange (EDI), group entry, or single invoice entry. In the Group Entry window, you can manually enter merchandise invoices, non-merchandise invoices, and credit notes.

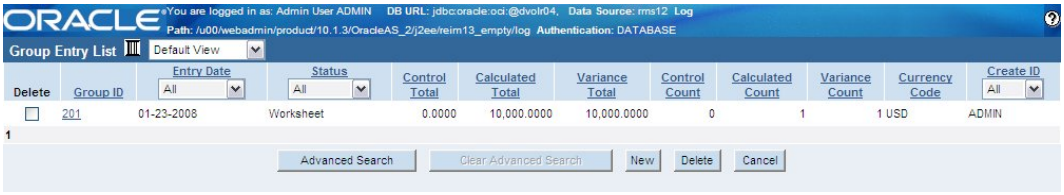
When you enter document groups, you can define default criteria that apply to multiple invoices. Alternatively, you can enter invoices without applying default information. After you have entered all the invoices in the group, the control quantity should match the calculated quantity, and the control cost should match the calculated cost of the documents you have entered. When the totals match, you can submit the group for approval. After the group is approved, you can begin matching the invoices.

This section includes the following document group instructions:

- Create an Invoice Group
- Edit a Document Group
- Delete an Document Group
- Approve a Document Group

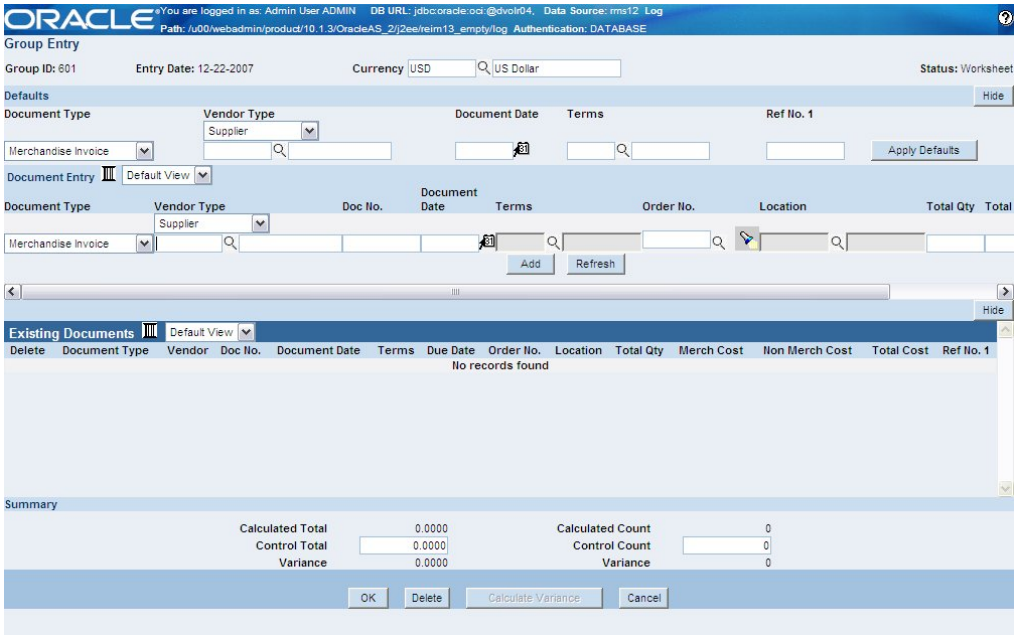
Create an Invoice Group

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



Group Entry List Window

1. Click **New**. The Group Entry window opens.



Group Entry Window

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

Add Documents Using Default Information

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

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

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

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

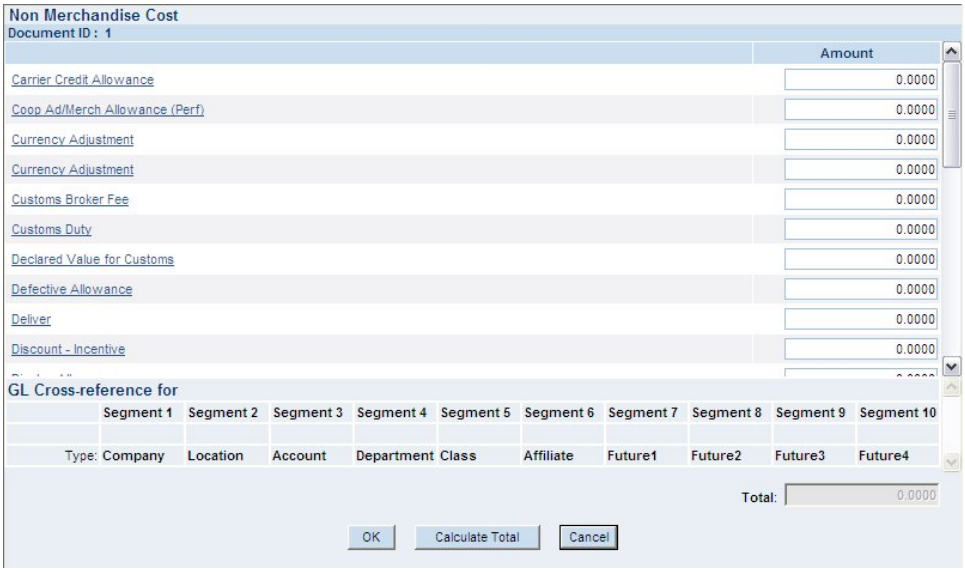
9. In the Location field, enter the location ID, or click the LOV button and select a location ID.
10. In the Total Qty field, enter the total number of items on the document.
11. In the Total Cost Ex VAT field, enter the total cost on the document.
12. Complete the document group.

Add Documents Without Default Information

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

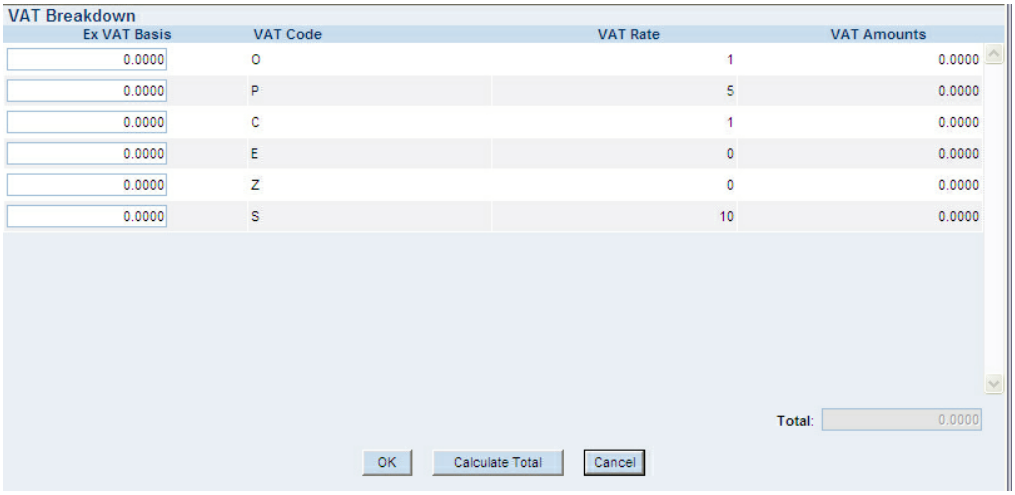
Complete the Document Group

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



Non-Merchandise Cost Window

   b. In the non-merchandise fields, enter the needed charges.
   c. In the VAT Code - Rate field, select the 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.
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.



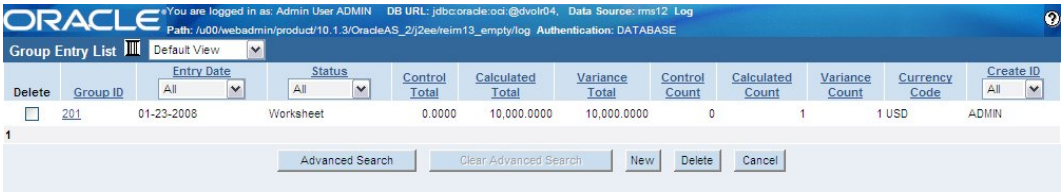
VAT Breakdown Window

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. You return to the Group Entry List window.

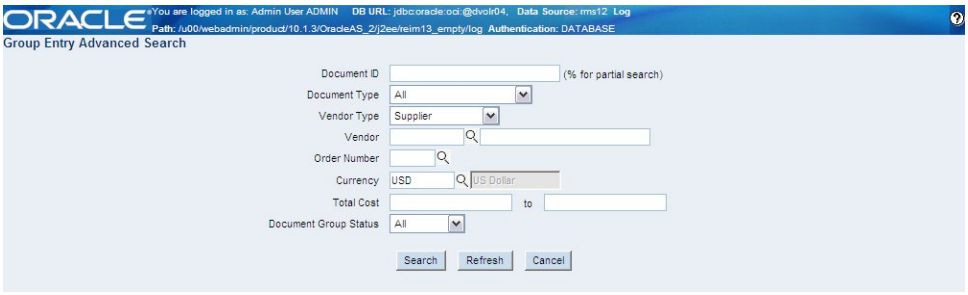
Edit a Document Group

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



Group Entry List Window

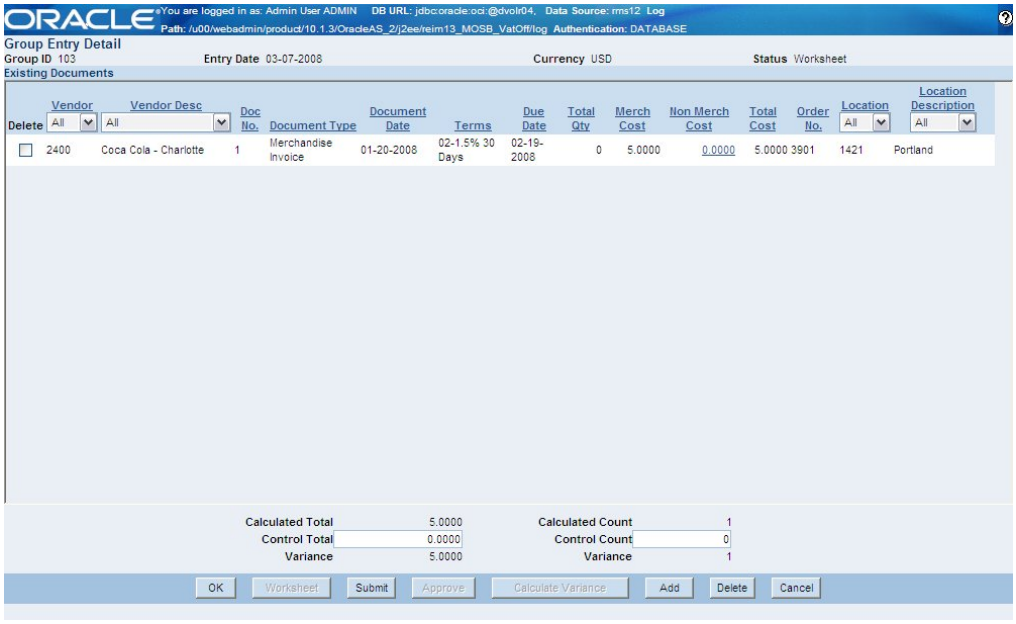
1. To search for a document group:
   a. Click **Advanced Search**. The Group Entry Advanced Search window opens.



Group Entry Advanced Search Window

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

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

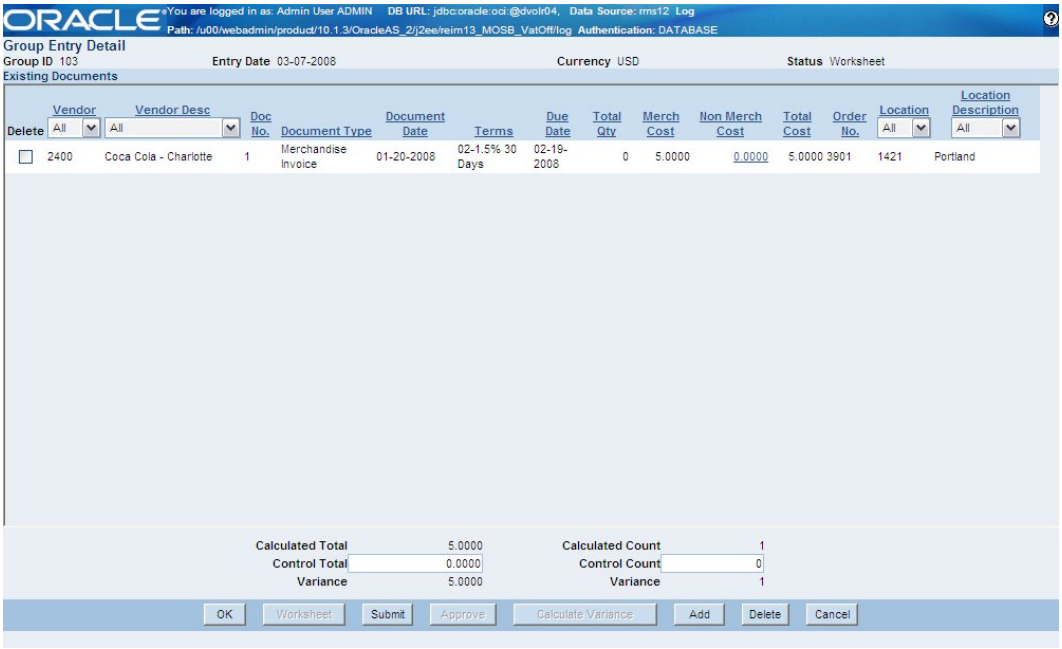


Group Entry Detail Window

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

Delete a Document Group

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

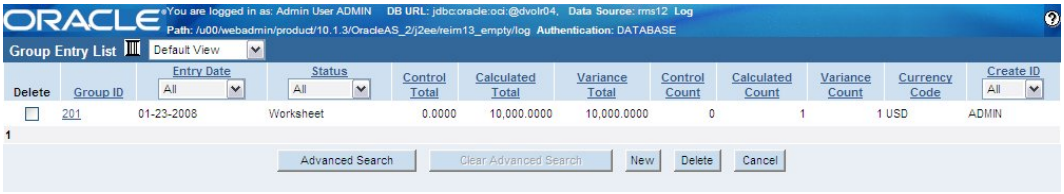


Group Entry Detail Window

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 opens.



Group Entry List Window

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

1. In the Group ID column, click the group ID of a document group that has a status of Submitted. The Group Entry Detail window 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.

EDI Uploads

Review EDI Uploads

Invoices can be loaded through Electronic Data Interchange (EDI), group entry, and single invoice entry. The majority of invoices are sent to Invoice Matching through EDI. When the data on the invoices can be verified, the invoices are ready to match. If the data cannot be verified, you must manually correct the inaccurate data on each invoice.

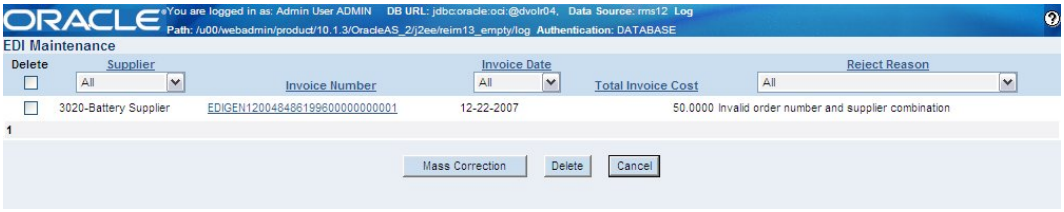
In the EDI Maintenance window, you can update invoice data for invoices that were uploaded with inaccurate data. You can correct the invoices one at a time, or you can correct the order number or item number on multiple invoices. If you correct the order number or item number for all invoices, all invoices with the old value are updated with the new value.

This section includes the following EDI instructions:

- Correct a Rejected EDI Invoice
- Delete EDI Invoices
- Correct Multiple Rejected EDI Invoices
- Delete Multiple Rejected EDI Invoices

Correct a Rejected EDI Invoice

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



EDI Maintenance Window

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

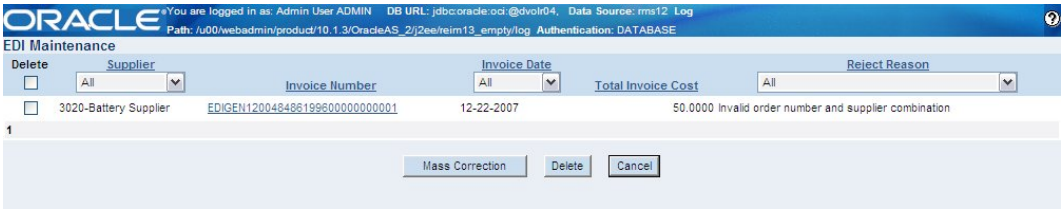
3. Click **Retry Invoice**. You are returned to the EDI Maintenance window.

> **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.



EDI Maintenance Window

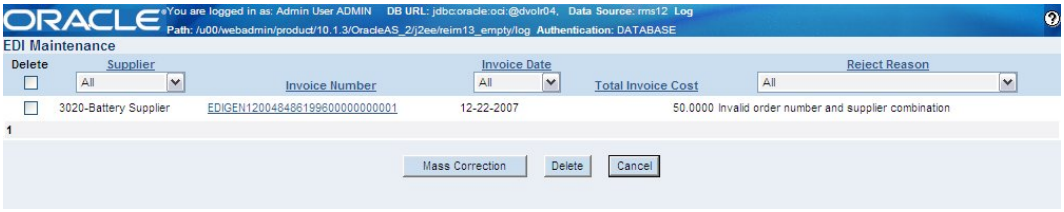
1. In the Delete column, select the check box to the left of the invoice you are deleting.

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

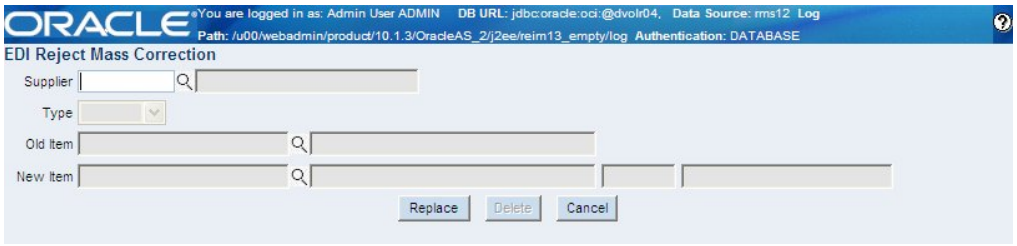
Correct Multiple Rejected EDI Invoices

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



EDI Maintenance Window

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

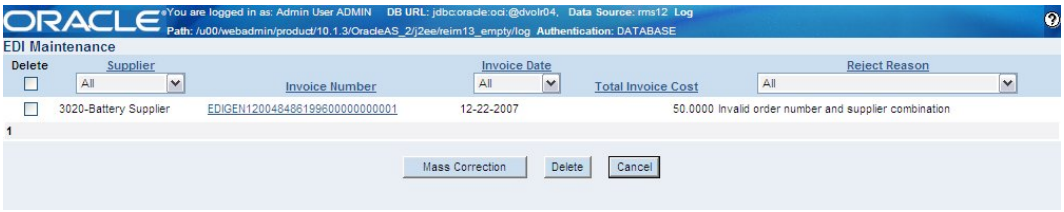


EDI Reject Mass Correction Window

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 (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.

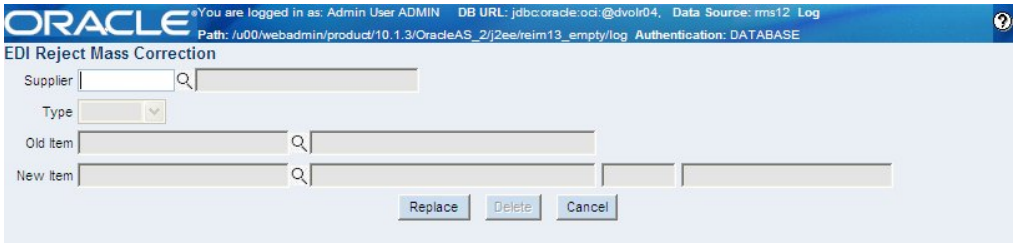
Delete Multiple Rejected EDI Invoices

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



EDI Maintenance Window

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



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 return to the EDI Maintenance window.
7. Click **Cancel** to return to the main menu.

Split Invoices

Splitting Invoices with Multiple Locations

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.

This section includes the following invoice splitting instructions:

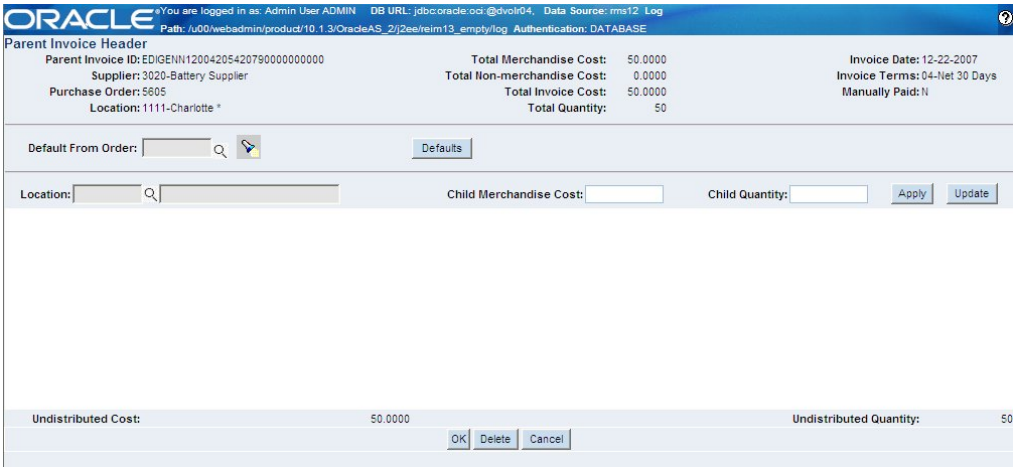
- Split Invoices with Multiple Locations
- Set Default Child Invoice Information from a Purchase Order
- Add Invoice Details to a Child Invoice

Split Invoices with Multiple Locations

Navigate: On the Document Entry tab, click Parent Invoice List. The Parent Invoice List window opens.

Parent Invoice List Window

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



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**.

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**.

Complete the Distribution

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

   Note: After you click **OK**, you cannot change the cost and quantity distributions.

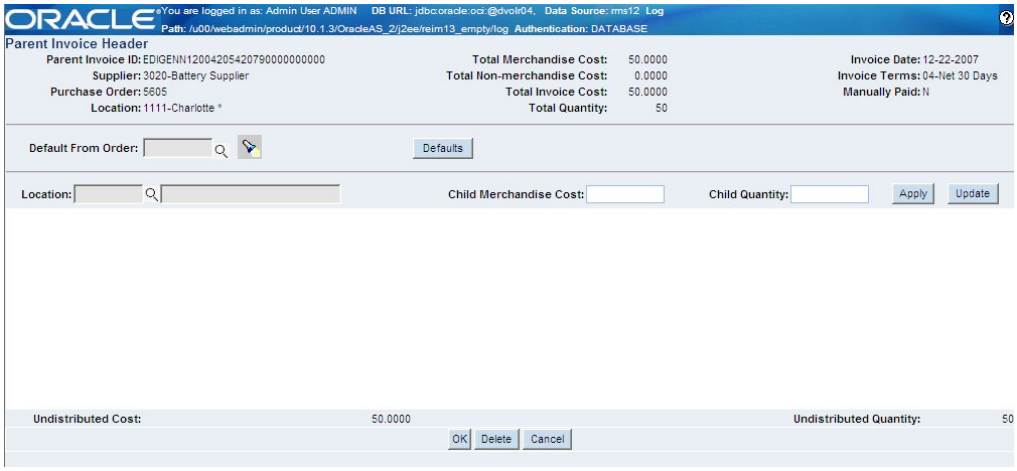
2. Click **OK** to save the changes and close the window.

Set Default Child Invoice Information from a Purchase Order

Navigate: On the Document Entry tab, click Parent Invoice List. The Parent Invoice List window opens.

Parent Invoice List Window

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



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. 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.

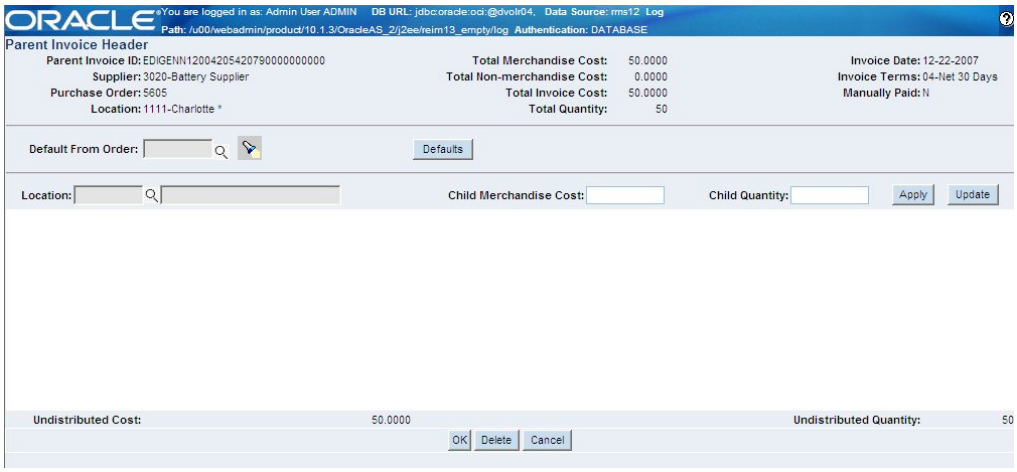
3. Click **Defaults**. The location, merchandise cost, and quantity as assigned on the purchase order are displayed in the table.
4. Add, edit, and delete child invoices as necessary.
5. Complete the distribution.

Add Invoice Details to a Child Invoice

Navigate: On the Document Entry tab, click Parent Invoice List. The Parent Invoice List window opens.

Parent Invoice List Window

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



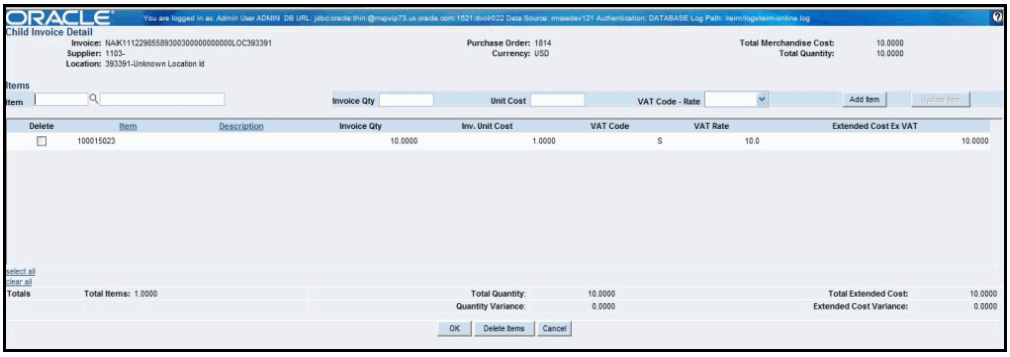
Parent Invoice Header Window

> **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.

3. In the Child Invoice ID field, click the child invoice ID. The Child Invoice Detail window opens.



Child Invoice Detail Window

4. In the Item field, enter the item ID, or click the LOV button and select an item ID.
5. In the Invoice Qty field, enter the number of units on the invoice.
6. In the Unit Cost field, enter the cost of one unit of the item.
7. In the VAT Code - Rate field, select the VAT rate that is applied for this invoice
8. 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**.

Delete an Item

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

> **Note:** To delete all items on the Child Invoice 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 Child Invoice Detail window.
2. Click **OK** to save the changes and close the Parent Invoice Header window.

3

Create Documents

Merchandise Invoices

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.

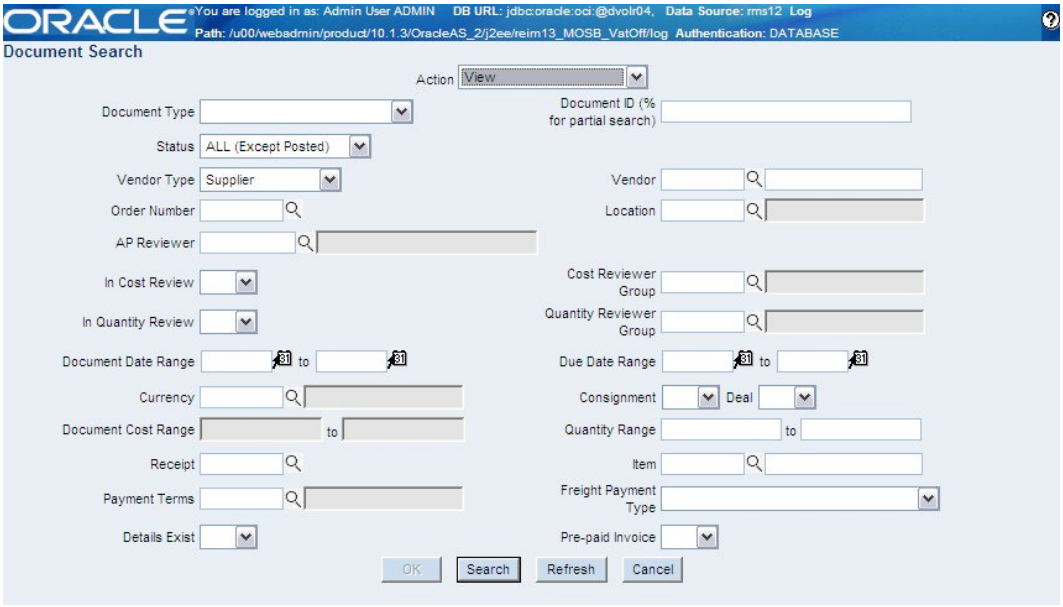
In addition, deal bill backs will be available for automatic invoicing, sent to the ReIM from the merchandising system. Any non-merchandise invoices resulting from a deal will be created in either Submitted or Approved status, depending on the system setting selected in the merchandising system.

This section includes the following merchandise invoice instructions:

- Create a Merchandise Invoice
- Add Details to a Merchandise Invoice
- Set Default Item Details from a Receipt or Purchase Order

Create a Merchandise Invoice

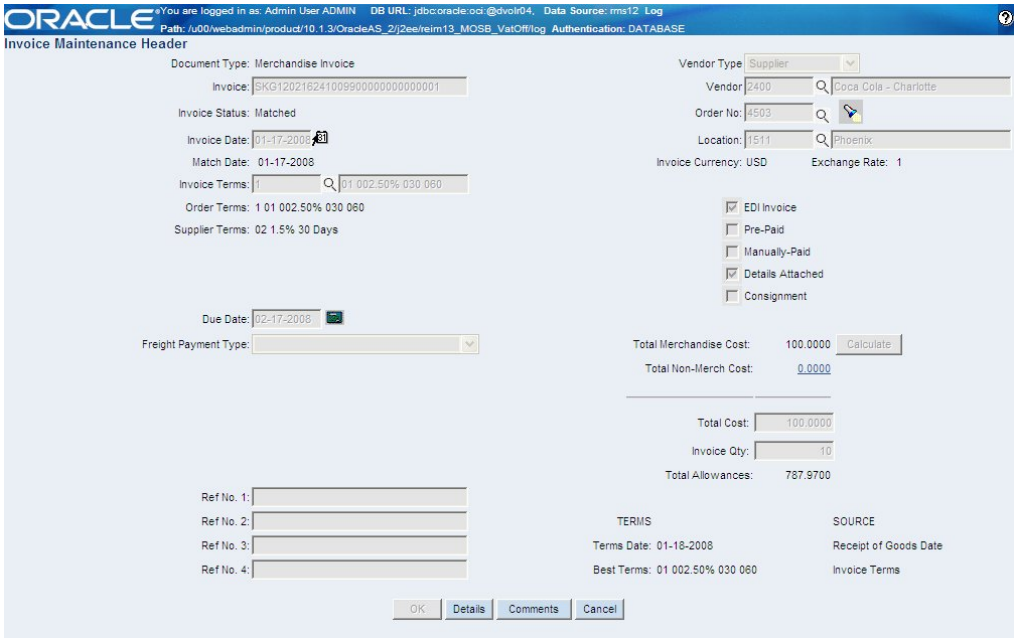
Navigate: On the Document Maintenance tab, click Document Search. The Document Search window opens.



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.



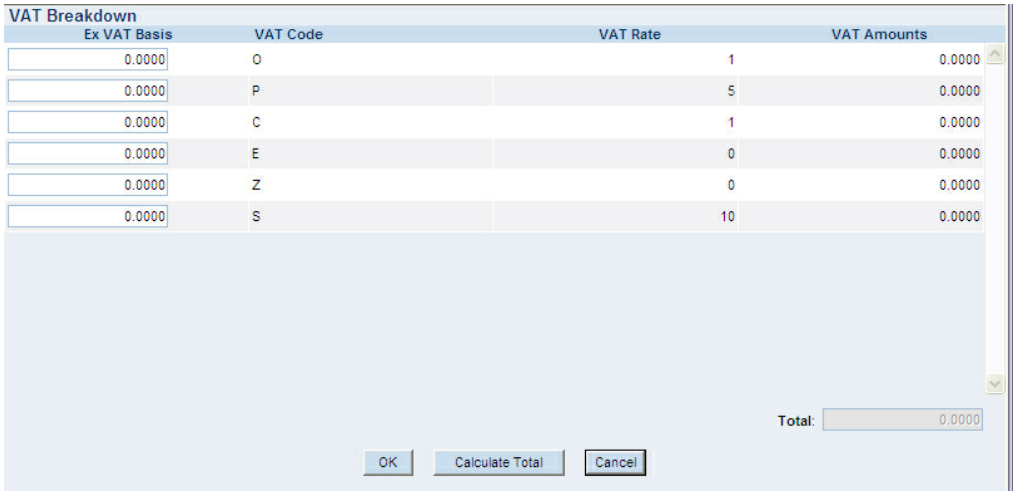
Invoice Maintenance Header Window

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.

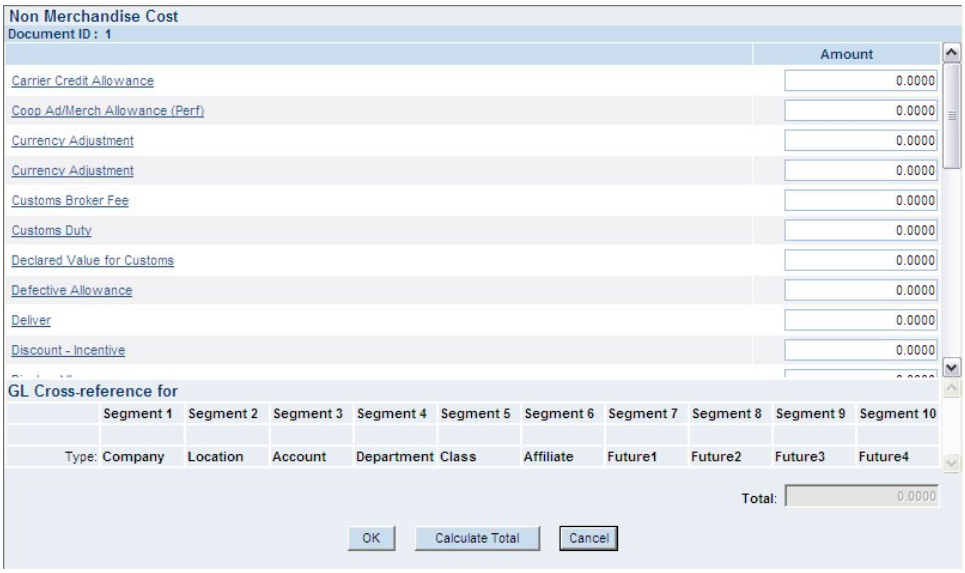
14. Add the invoice VAT cost.
    a. In the Total VAT Cost field, click the amount. The VAT Breakdown window opens.



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



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.

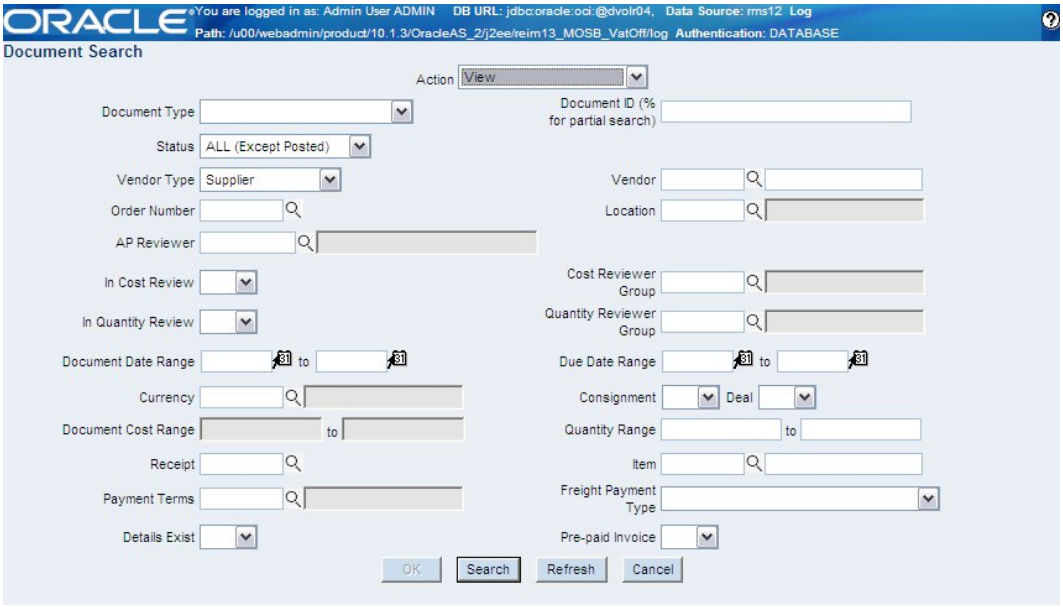
e. Click **OK** to save your changes and close the window.

16. Add comments as necessary.

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

Add Details to a Merchandise Invoice

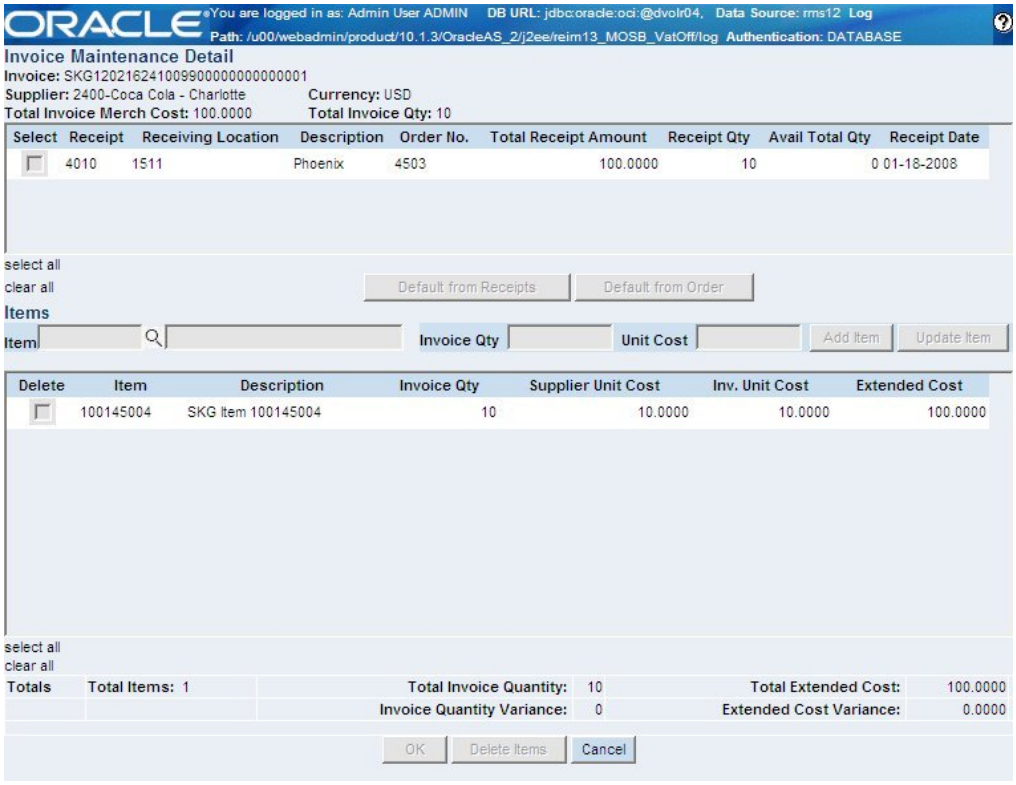
Navigate: On the Document Maintenance tab, click Document Search. The Document Search window opens.



Document Search Window

1. Create the merchandise invoice header.

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



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.

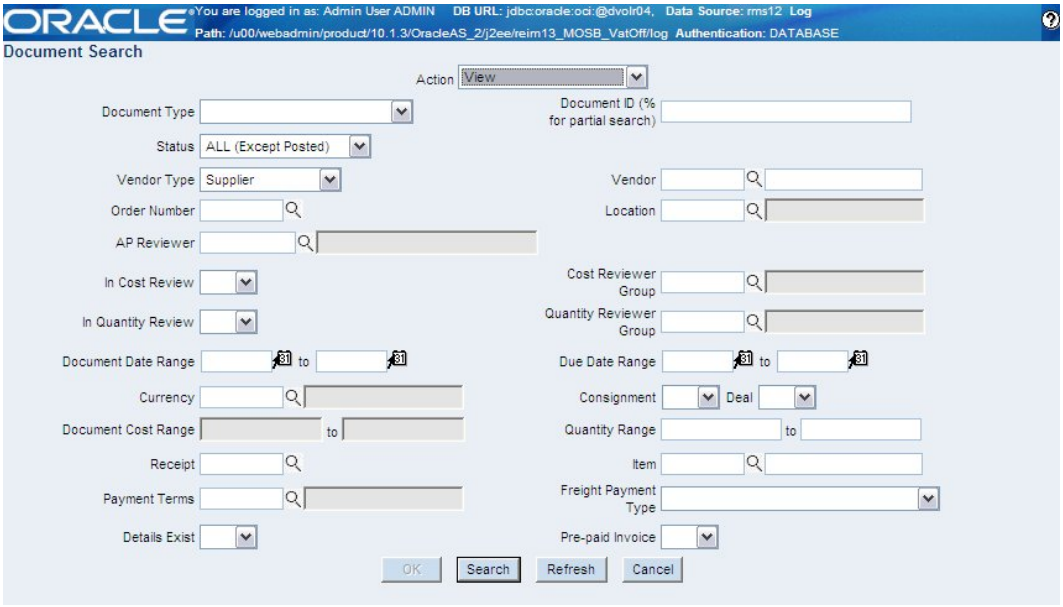
2. Click **Delete Items**. You are prompted to confirm the deletion.
3. Click **OK**. The item is deleted.

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.

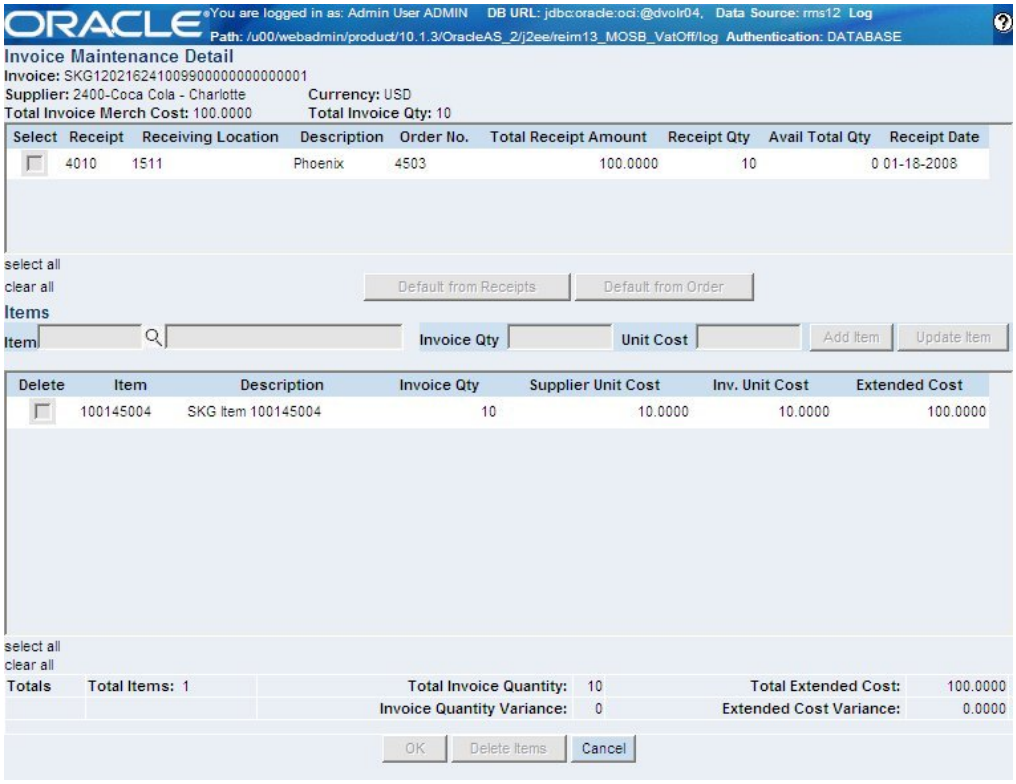
Set Default Item Details from a Receipt or Purchase Order

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 Details window opens.



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.

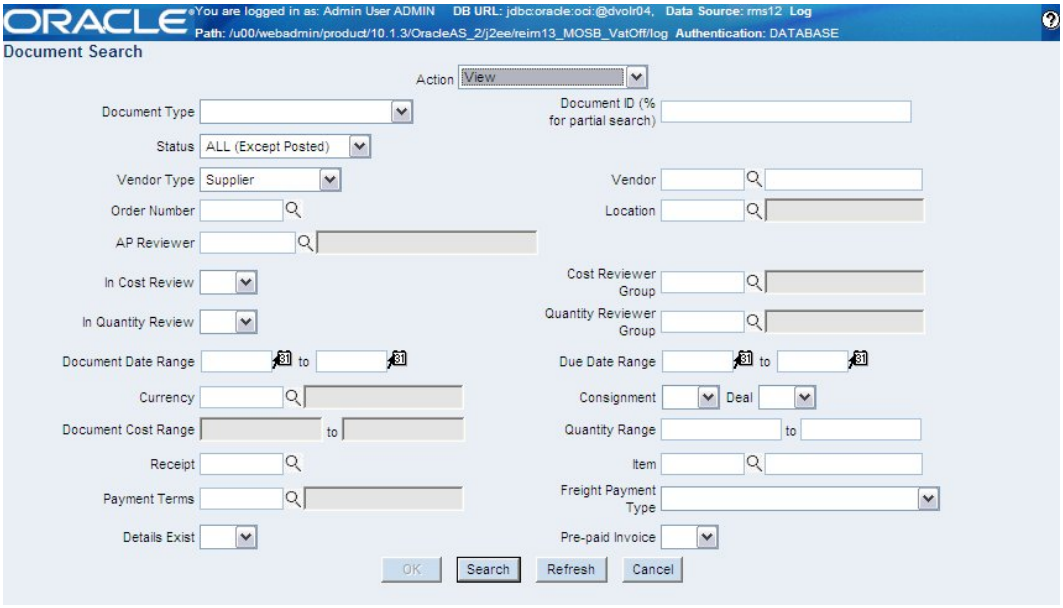
   To default item details from a receipt, click **Default from Receipts**. The available item details from the receipts you assigned to the invoice are displayed in the table.
4. Add, edit, and delete items as necessary.
5. Complete the invoice.

Non-Merchandise Invoices

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

Create a Non-Merchandise Invoice

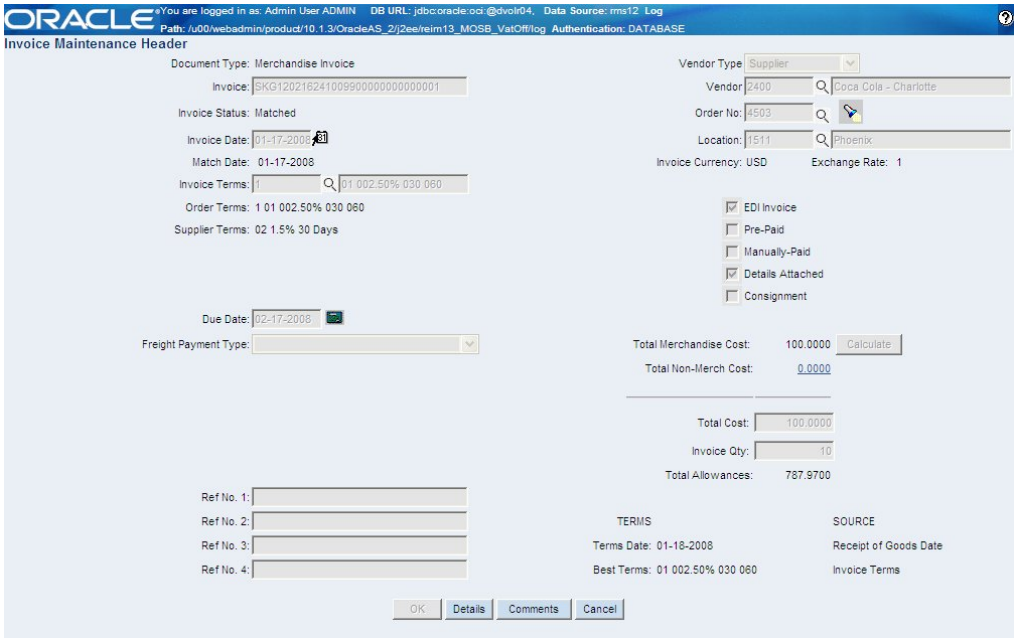
Navigate: On the Document Maintenance tab, click Document Search. The Document Search window opens.



Document Search Window

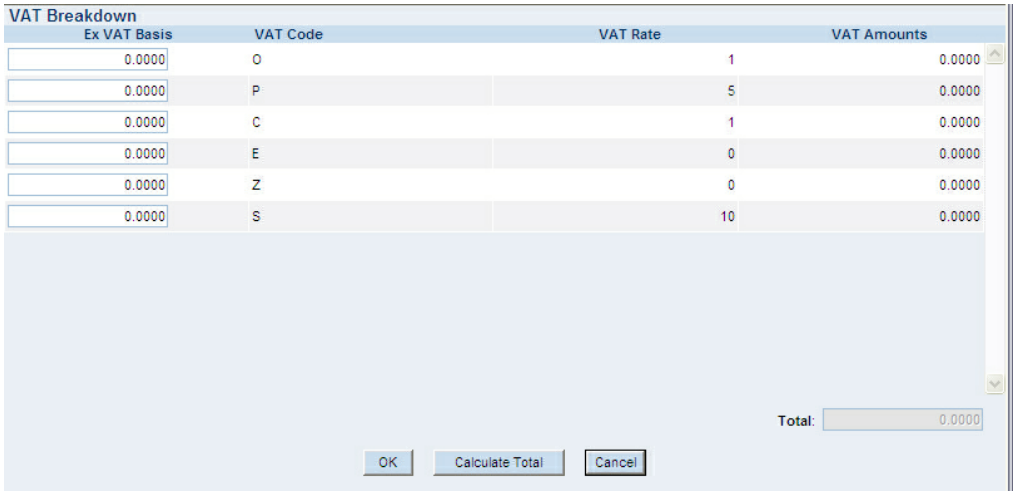
1. In the Action field, select New.
2. In the Document Type field, select Non-Merchandise Invoice.

3. Click **OK**. The Invoice Maintenance Header window opens.



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 from whom you are receiving the invoice.
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.



VAT Breakdown Window

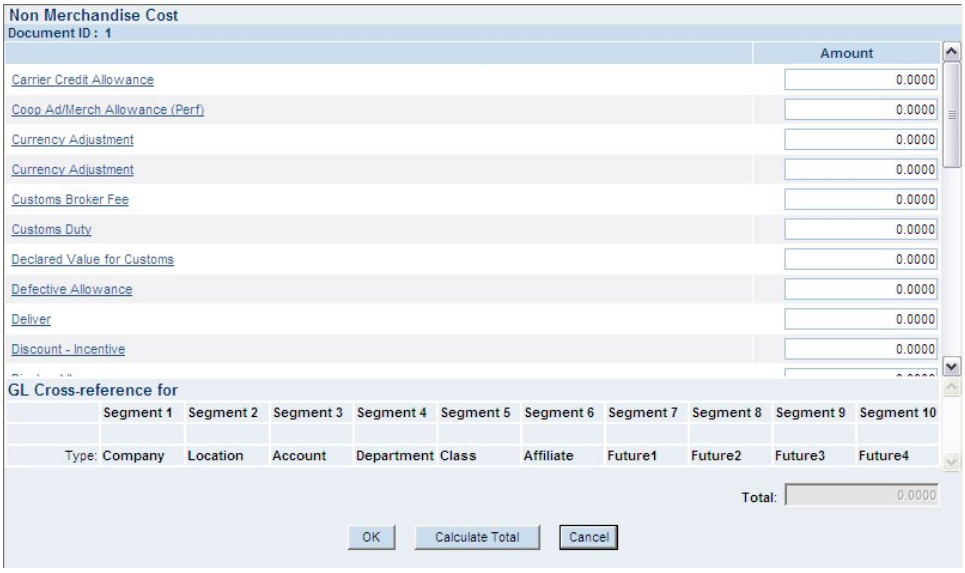
b. In the Ex VAT Basis field, enter the amount on the invoice that is subject to VAT.

c. Click **Calculate Total**. The VAT amount 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 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 comments as necessary.

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

Document Maintenance

In the document maintenance windows, you can edit documents, pay unmatched invoices, and view documents.

This section includes the following document maintenance instructions:

- Edit a Document
- Pay an Unmatched Invoice
- View a Document

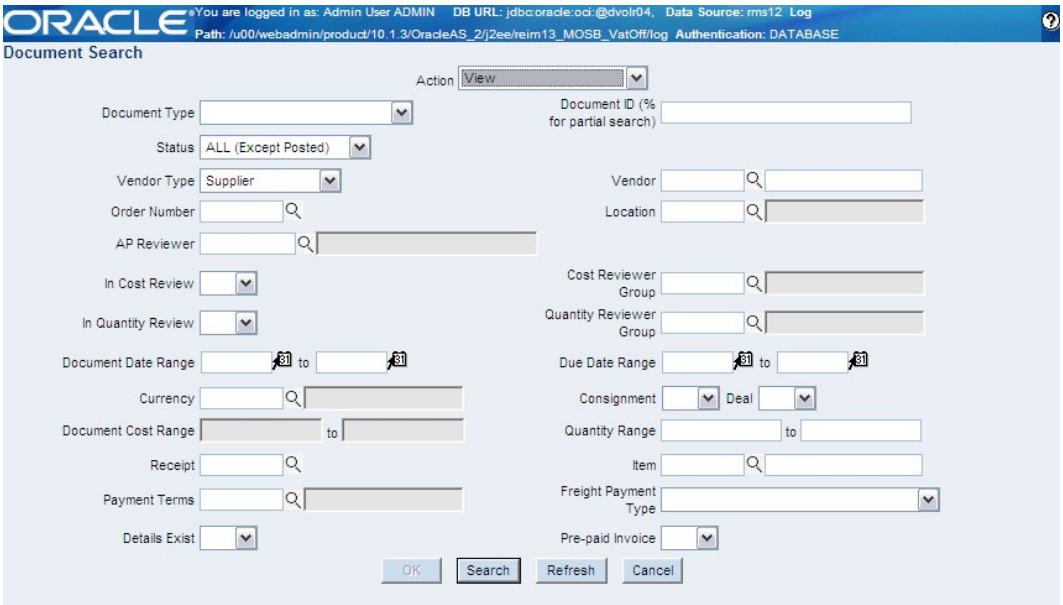
Edit a Document

You can edit documents of the following types:

- Merchandise Invoice
- Credit Memo - Cost or Quantity
- Credit Note
- Credit Note Request - Cost, Quantity, or VAT
- Debit Memo - Cost, Quantity, or VAT

> **Note:** You can edit only those documents that were created manually. Documents that were created through system processes are not editable. An error message is displayed if a document you select cannot be edited.

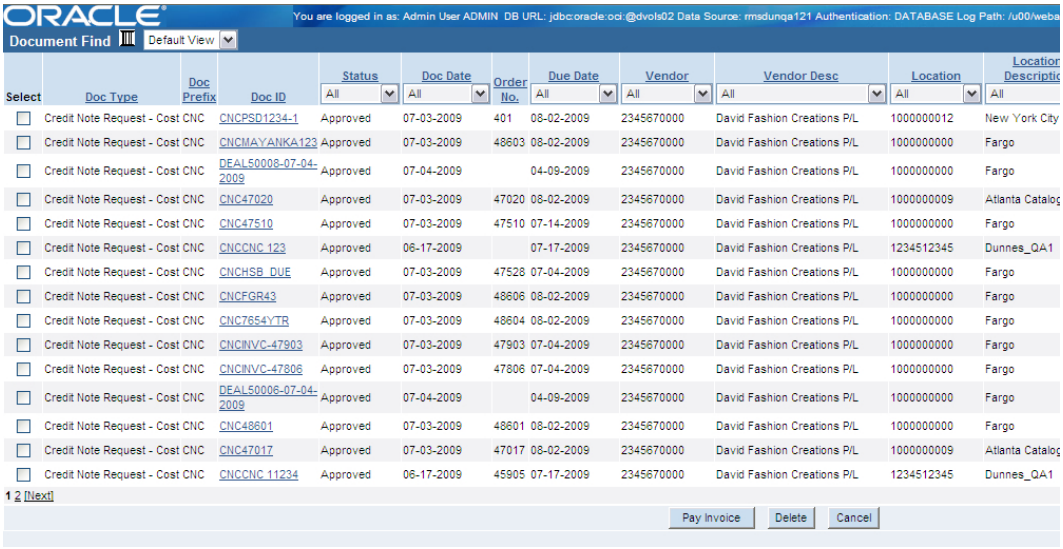
Navigate: On the Document Maintenance tab, click Document Search. The Document Search window opens.



Document Search Window

1. In the Action field, select Edit.
2. In the Document Type field, select the type of document you want to update.
3. Enter additional criteria as needed to make the search more restrictive.

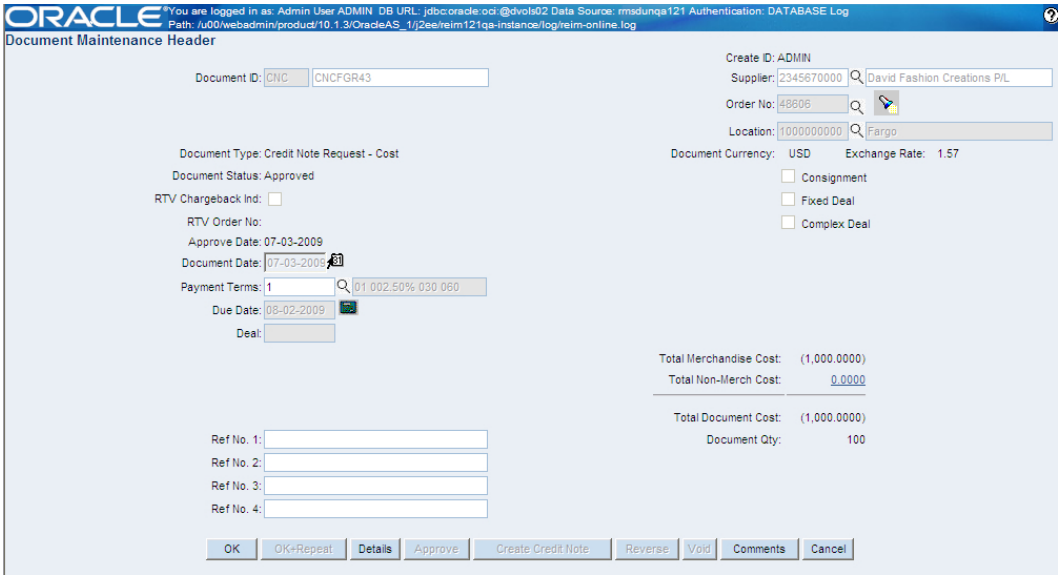
4. Click **Search**. The Document Find window lists the documents that match the search criteria.



Document Find Window

5. In the Doc ID column, click a document number.

   If you select an invoice, the Invoice Maintenance Header window opens. For other document types, the Document Maintenance Header window opens.



Document Maintenance Header Window

6. Edit the enabled fields as necessary.
7. Click **Details**.

   For an invoice, the Invoice Maintenance Detail window opens. For other document types, the Document Maintenance Detail window opens.
8. Add items to the document as necessary.
   a. In the Item field, enter an item ID or description and click the LOV button to select an item.
   b. Complete the other enabled fields.

c. Click **Add Item**. The item is added to the document.

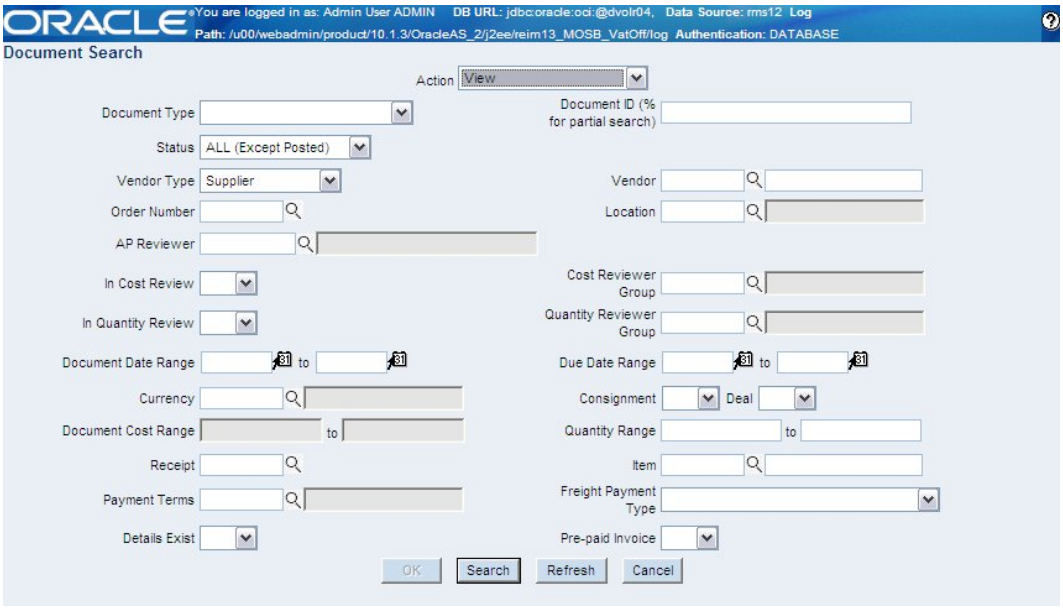
9. Delete items from the document as necessary.
   a. In the Delete column, select the item you are deleting.

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

   b. Click **Delete Items**. You are prompted to confirm the deletion.
   c. Click **OK**. The item is deleted.
10. Click **OK** to save your changes to details and close the window.
11. Click **OK** again to save your changes to the header and close the window. You return to the Document Find window.

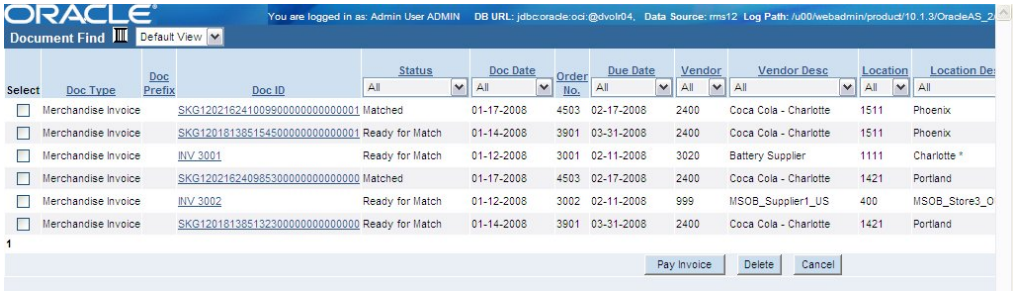
Pay an Unmatched Invoice

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.



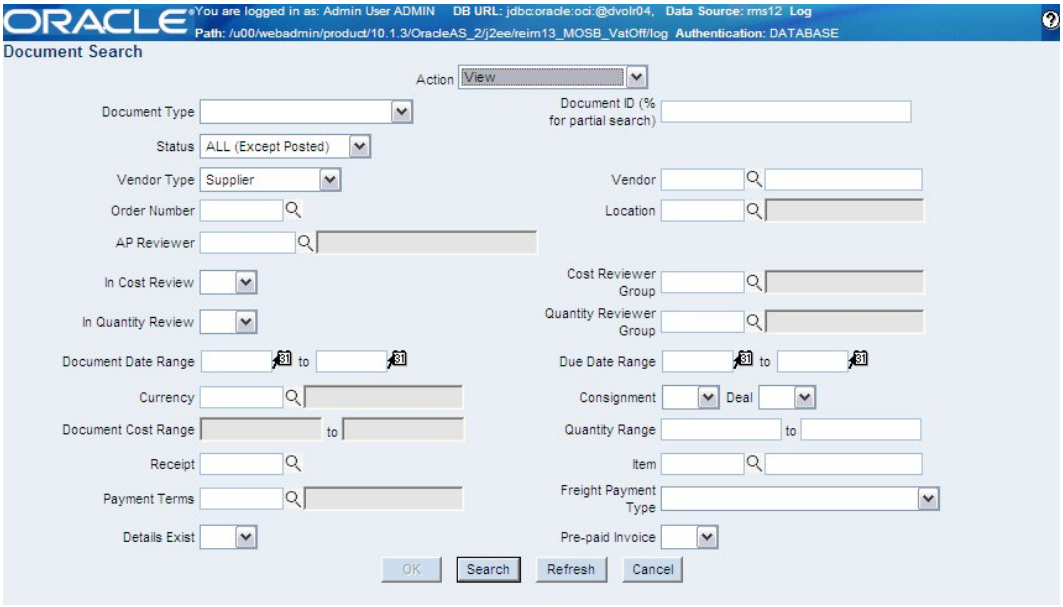
Document Find Window

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.

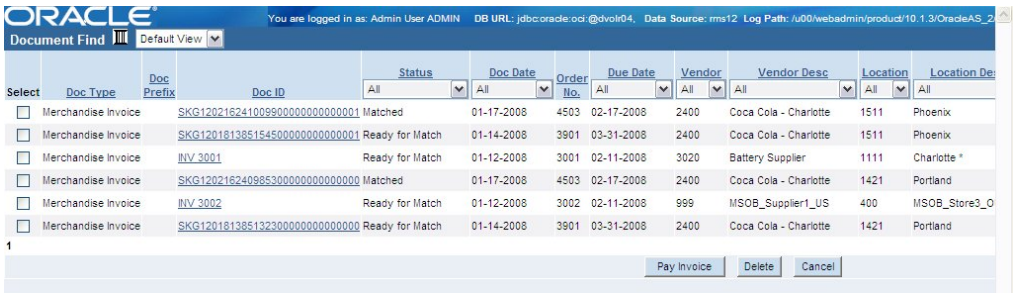
View a Document

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



Document Search Window

1. Search for a document in View mode. The Document Find window displays the documents that match the search criteria.



Document Find Window

- To view the detail of a document, click **Details**. Click **Cancel** to close the details window.
- To view comments associated with the document, click **Comments**. Click **OK** to close the comments window.
- 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 header window. You return to the Document Find window.

4

Match Documents

Match Credit Notes

Summary Match Credit Notes

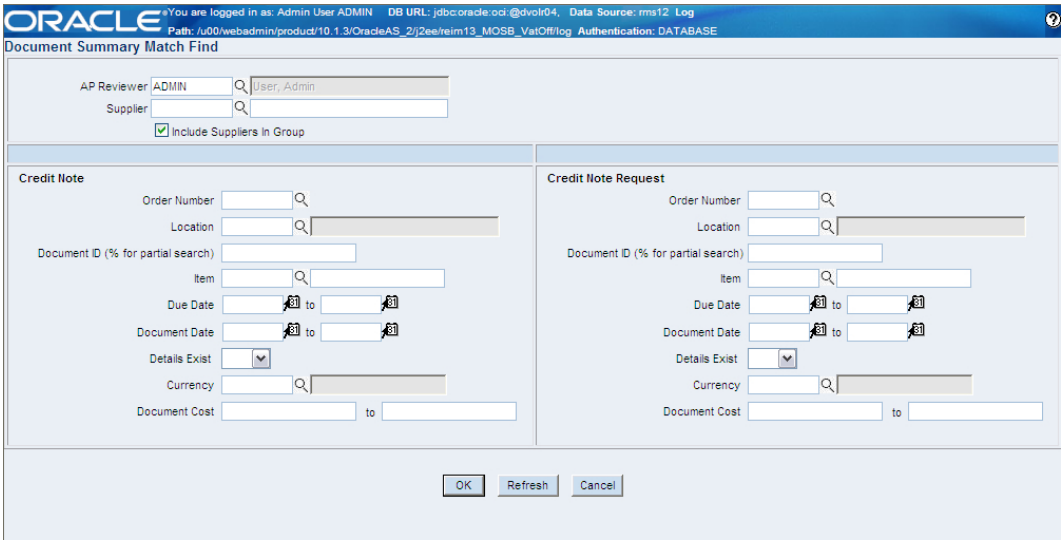
The summary matching windows allow you to match credit notes and credit notes requests. By limiting the credit note request and credit note criteria on the Summary Match Find window, you can view credit note requests and credit notes with similarities.

This section includes the following summary credit note matching instructions:

- Search for Credit Note Requests and Credit Notes to Match
- Summary Match Credit Notes and Credit Note Requests

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.

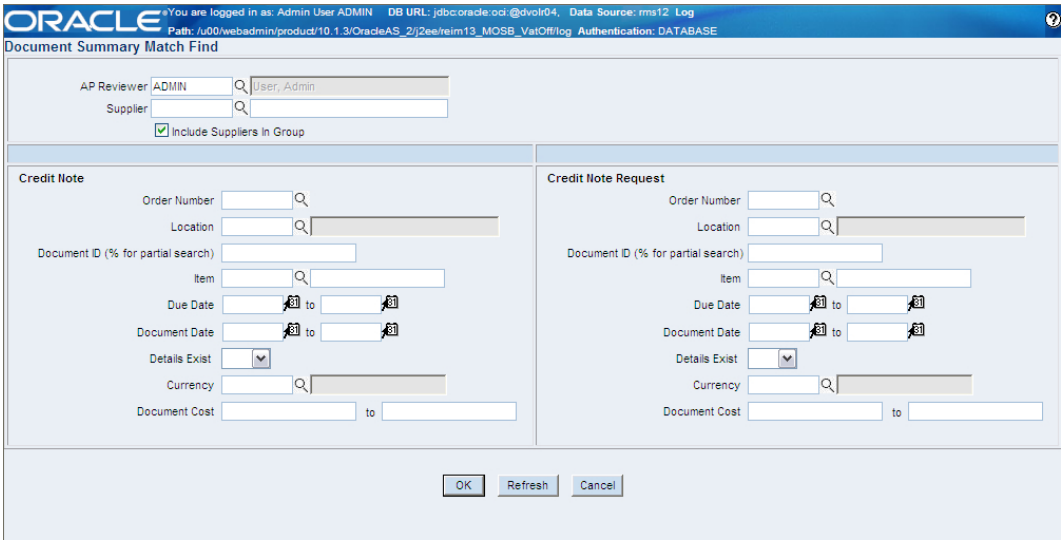
2. Click **OK**. The Summary Match - Supplier List window displays the credit note requests and credit notes for each supplier that match the search criteria.

Summary Match - Supplier List Window

3. In the Supplier Name field, click a supplier name. The Document Summary Match List window opens.
4. Click **Cancel** to close the window without saving any changes.

Summary Match Credit Notes and Credit Note Requests

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



Document Summary Match Find Window

1. Search for and retrieve a supplier whose credit notes you want to match. The Document Summary Match List window opens.
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, 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, select the check box to the left of the invoice or the receipt you want to remove. Click the up arrow button.

3. If the Credit Notes and the Credit Note Requests match within tolerance, click **Online Match**. You return 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.

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

Detail Match Credit Notes

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.

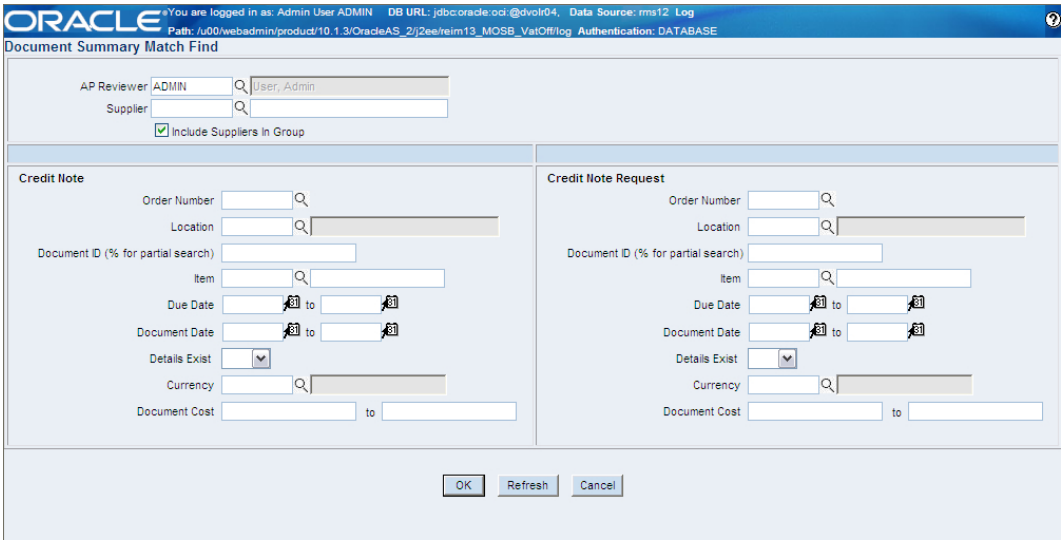
- In Discrepancy Items tab: Use this tab to match line items on credit notes and credit note requests. Discrepancies can be sent for cost resolution or quantity resolution.
- In Balance Items tab: Use this tab to view line items on a credit note and credit note request that match within tolerance.

This section includes the following detail credit note matching instructions:

- Group Credit Notes and Credit Note Requests for Detail Matching
- View the In Balance Items Tab

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.



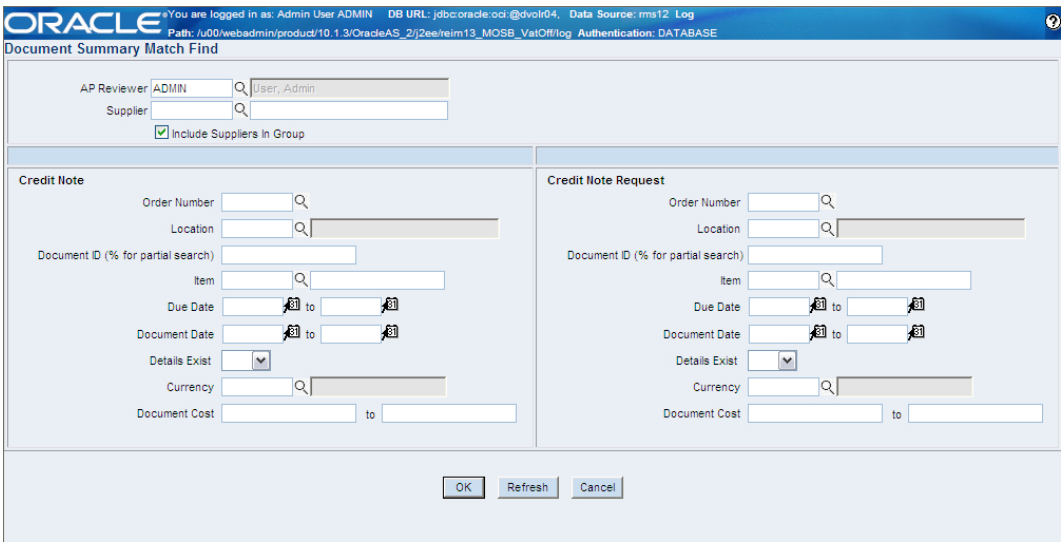
Document Summary Match Find Window

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

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, 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, 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.
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.
7. Click **Detail Match**. The items are readyto match.
8. 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.



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.
2. Click **Details**. The Document Detail Match List window opens.
3. Click the In Balance Items tab.
4. Click **OK** to close the window.

Match Invoices

Summary Match Invoices

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

After you find the invoices and receipts you want to match, you can match auto-groups or manual groups. Auto-groups are created when you when you enter the Summary Match window. An auto-group is created by ReIM and consists of potential matches between receipts and invoices. If you modify an auto-group in any way, it becomes a manual group.

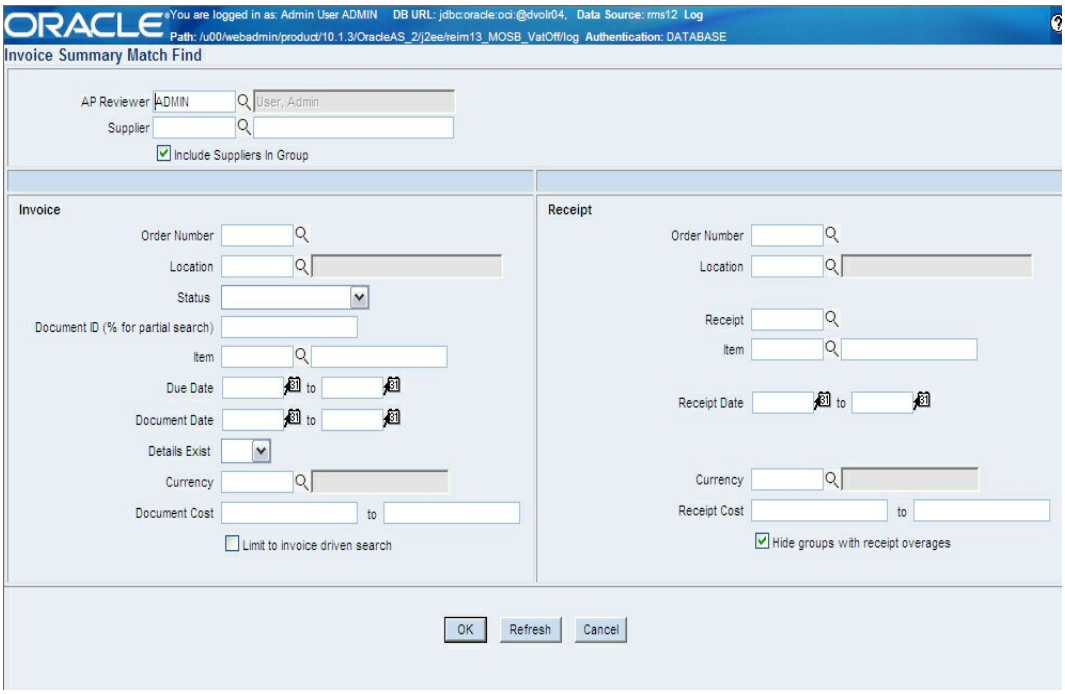
Manual groups are created when you select an invoice and a receipt in the unmatched area. Your selection is held in the Group - Manual area until you verify that the variances fall within tolerance.

This section includes the following summary invoice matching instructions:

- Search for Invoices and Receipts to Match
- Create Groups
- Summary Match Invoices and Receipts

Search for Invoices and Receipts to Match

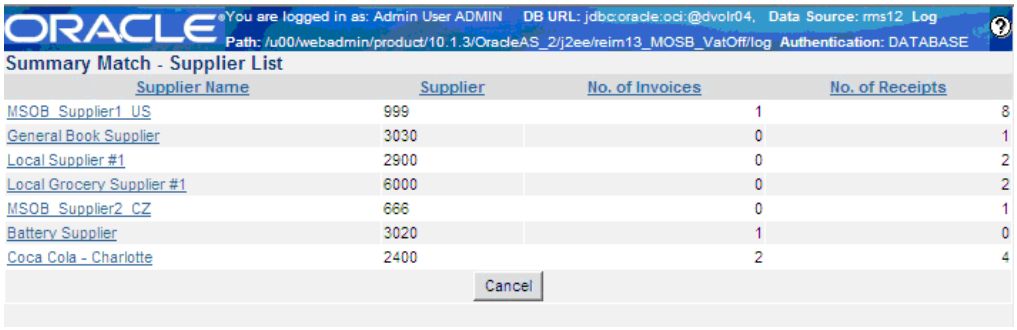
Navigate: On the Invoice Matching tab, click Summary Match. The Invoice Summary Match Find window opens.



Invoice Summary Match Find Window

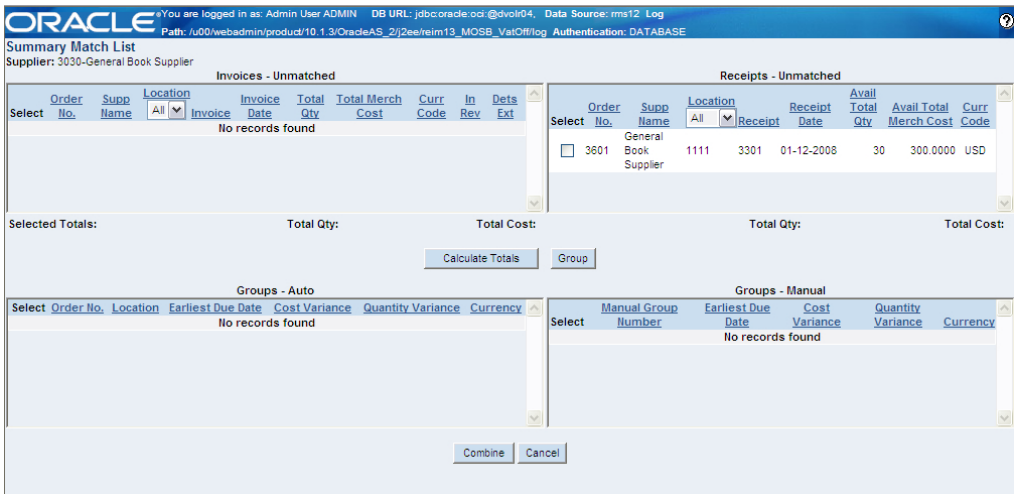
1. Enter criteria to make the search more restrictive. You must enter at least one search criterion.

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



Summary Match - Supplier List Window

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



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.

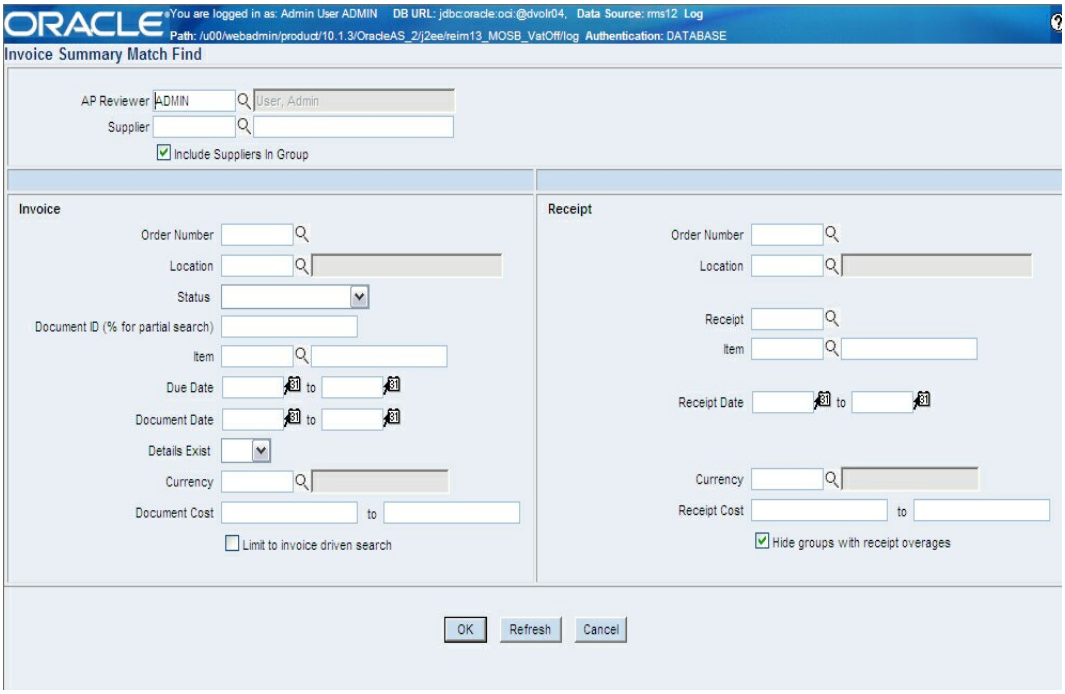
> **Note:** To switch between the locked invoices and locked receipts views, click the tabs.

   c. Click **Cancel** to close the window.

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

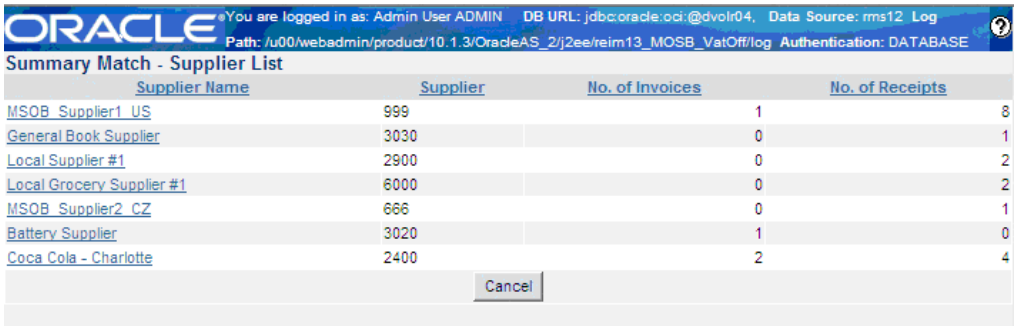
Create Groups

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



Invoice Summary Match Find Window

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



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.

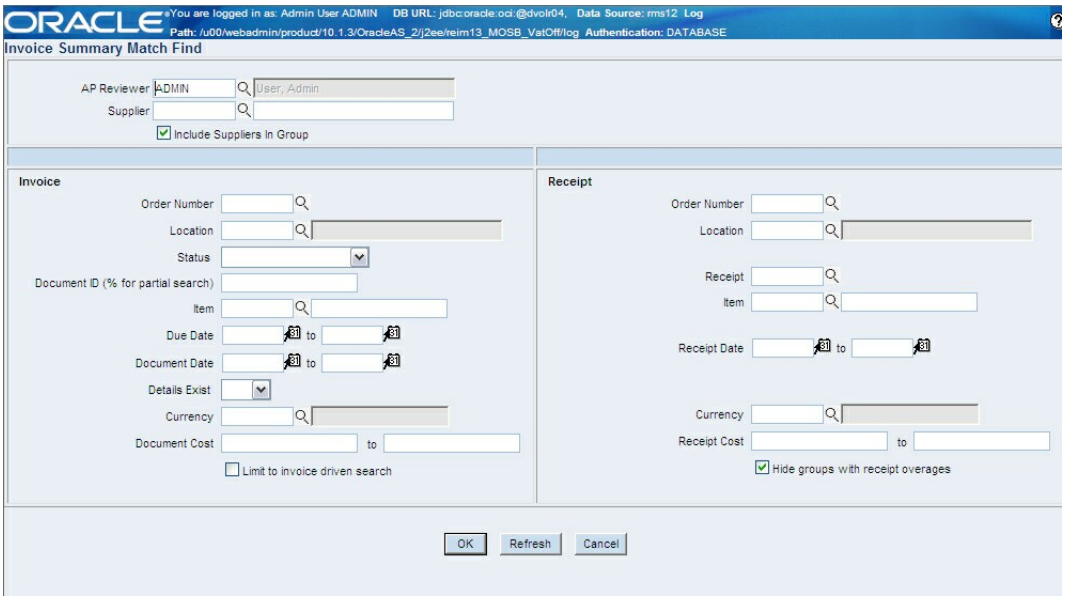
3. To combine multiple groups:
   a. Select the check boxes to the left of groups you want to combine.

      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.

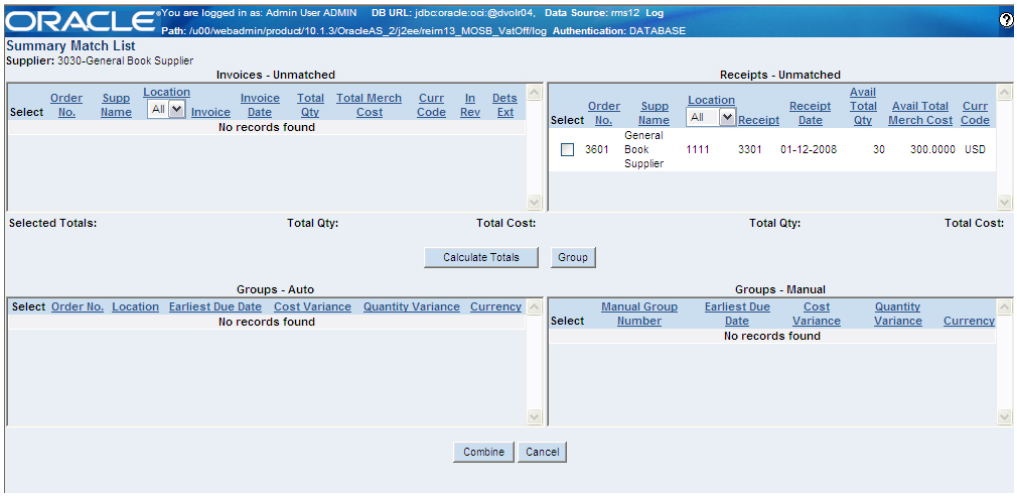
Summary Match Invoices and Receipts

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



Invoice Summary Match Find Window

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



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.
4. 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 can begin detail matching. Click **Details** to open the Detail Matching window.

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

Detail Match Invoices

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.

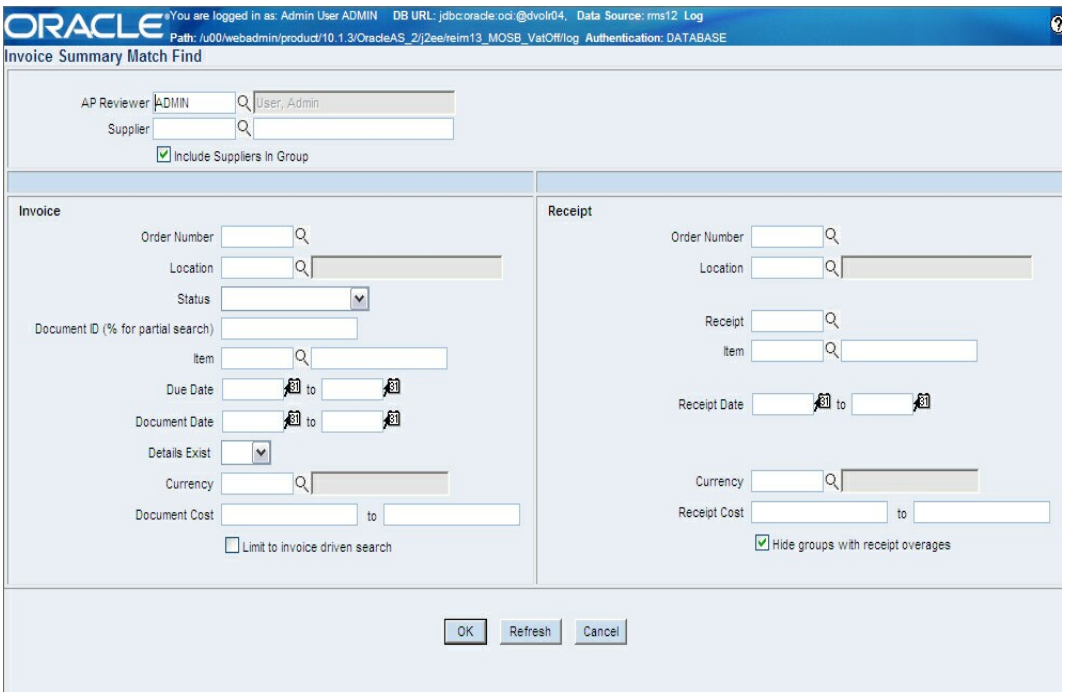
- In Discrepancy Items tab: Use this tab to match line items on invoices and receipts. Discrepancies can be sent for cost resolution or quantity resolution, or you can split a receipt quantity.
- In Balance Items tab: Use this tab to view line items on an invoice and receipts that match within tolerance.

This section includes the following detail invoice matching instructions:

- Group Invoices and Receipts for Detail Matching
- Split a Receipt
- View the In Balance Items Tab
- View Deals Associated with Invoices or Orders

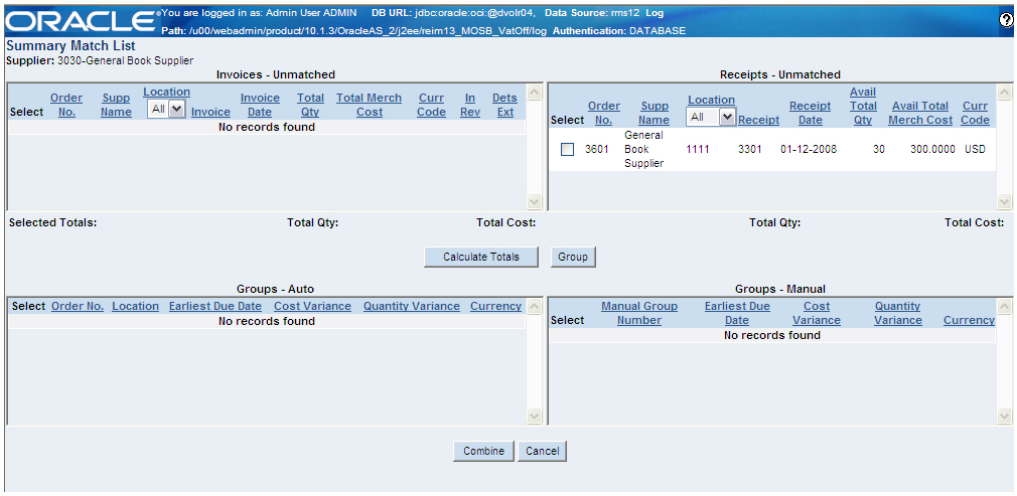
Group Invoices and Receipts for Detail Matching

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. The Summary Match List window opens.



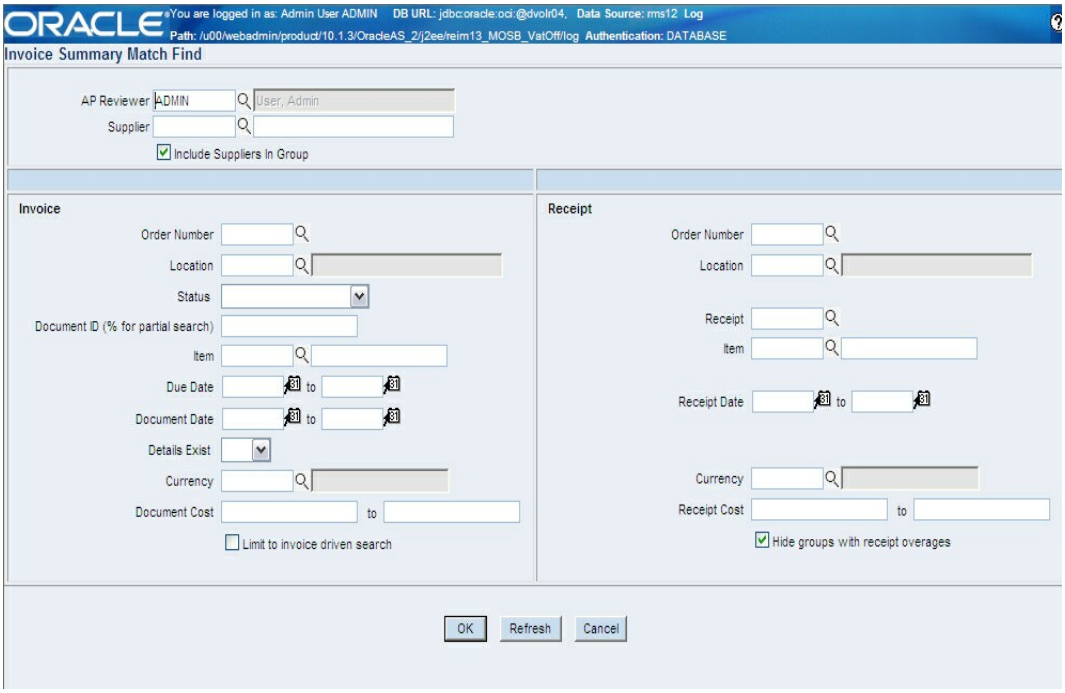
Summary Match List Window

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.
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 Invoice Summary Match Find window opens.



Invoice Summary Match Find Window

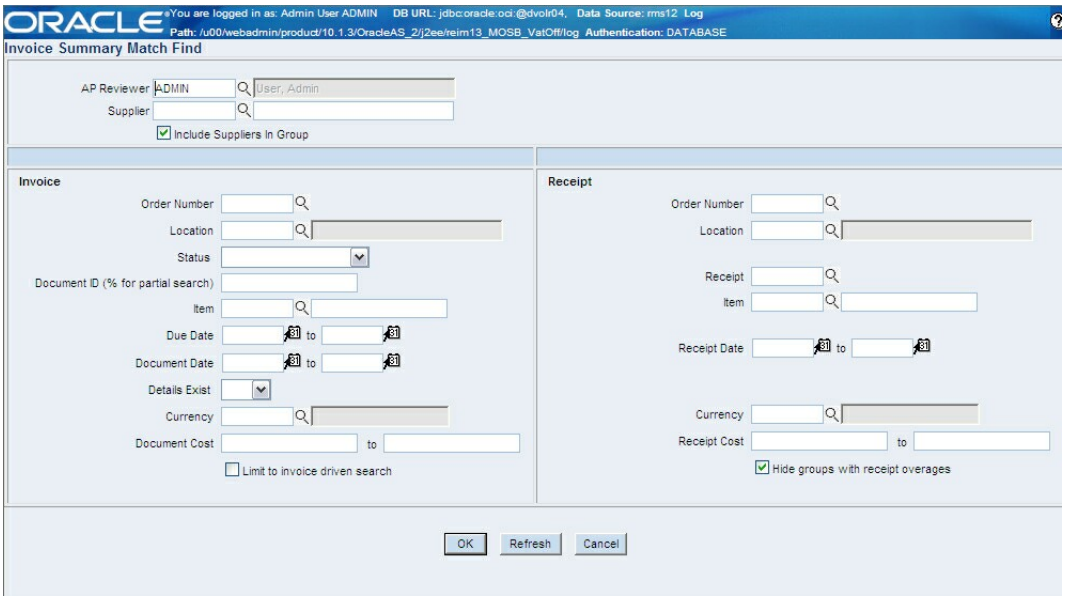
1. Search for and retrieve invoices and receipts for detail matching.
2. Group invoices and receipts as necessary.

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.

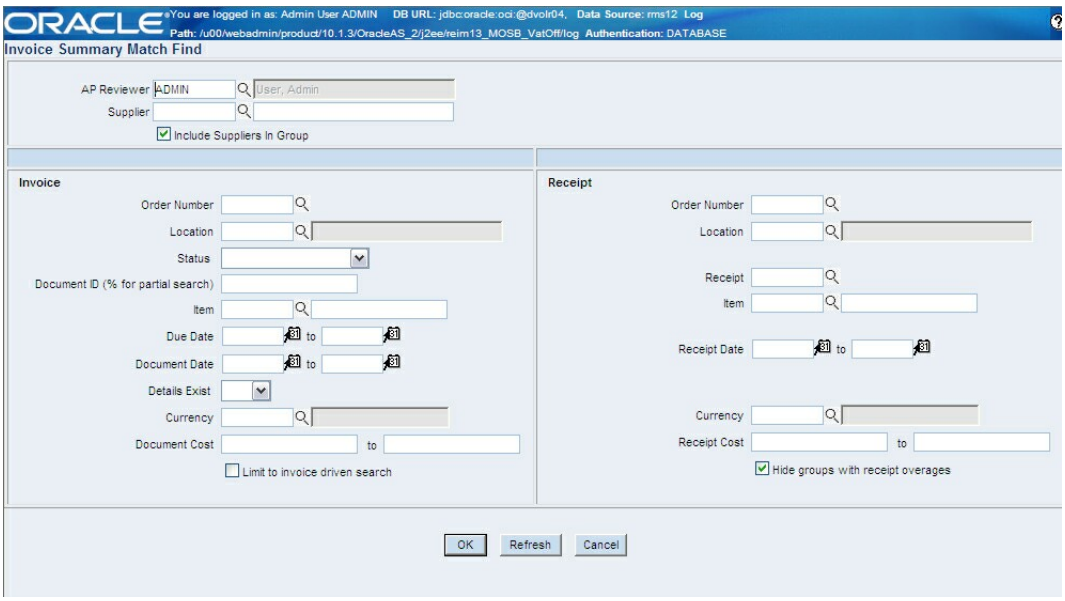


Invoice Summary Match Find Window

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.



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.

5

Resolve Discrepancies

Cost Discrepancies

Review Cost Discrepancies

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 must 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.

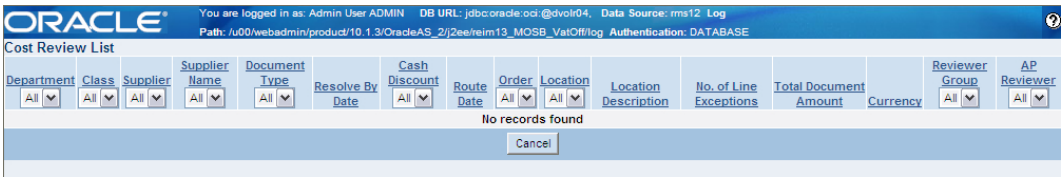
Cost discrepancies are created during the auto-match process when the invoice cost does not match the purchase order cost. Cost discrepancies are also created when a debit memo is disputed.

This section includes the following cost discrepancy resolution instructions:

- Resolve Cost Discrepancies

Resolve Cost Discrepancies

Navigate: On the Invoice Matching tab, click Cost Review List. The Cost Review List window opens.



Cost Review List Window

1. In the No. of Line Exceptions column, click the line exception. The Cost Review Detail window opens.
2. In the Item column, click the item number of the line you want to resolve. The Cost Selection window opens.
3. In the Correct Unit Cost area, select the correct cost of the item: order, invoice, or other. If you select Other, enter the amount in the field to the right.
4. Click **Next**. The Cost Variance Resolution window opens.
5. In the Apply area:
   a. In the Enter Reason ID field, enter the reason ID, or click the LOV button to select a reason.

> **Note:** You cannot apply a reason code of Debit Memo Cost or Credit Memo Cost to a child invoice that results from a split invoice. The invoice must be routed to Accounts Payable for resolution.

b. In the Amount field, enter the monetary amount of the discrepancy.
c. Add comments as necessary.
d. If necessary, in the Re-route to Group field, enter the ID of the review group to which you want to send this, or click the LOV button to select a group.
e. Click **Apply**. The information is added to the Resolution area.

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

Quantity Discrepancies

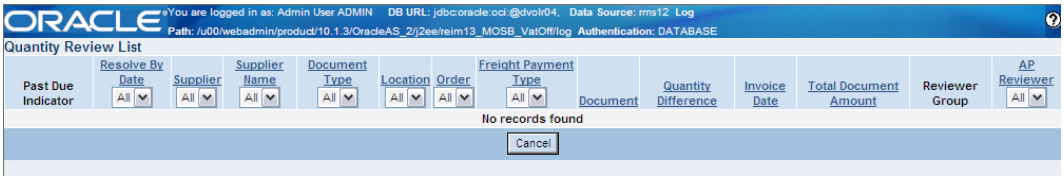
Review Quantity Discrepancies

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

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

Resolve Quantity Discrepancies

Navigate: On the Invoice Matching tab, click Quantity Review List. The Quantity Review List window opens.



Quantity Review List Window

1. In the Quantity Difference column, click the amount. The Quantity Review Detail window opens.
2. In the Item column, click the item number of the line you want to resolve. The Quantity Selection window opens.
3. In the Correct Quantity area, select the quantity of the item. If you select Other, enter the quantity in the field to the right.
4. Click **Next**. The Quantity Variance Resolution window opens.
5. In the Apply area:
   a. In the Enter Reason field, enter the reason ID, or click the LOV button to 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 to which you want to send this, or click the LOV button to 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.

VAT Discrepancies

Review VAT Discrepancies

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 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 must 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.

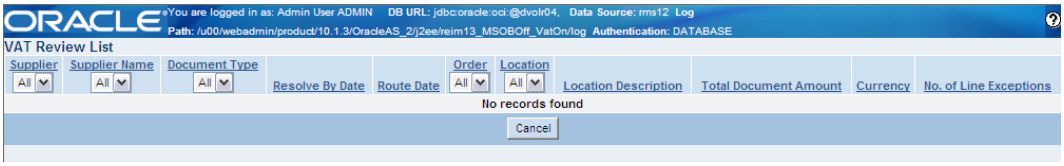
VAT discrepancies for invoices with details are created after the invoice is created, when the entered VAT information for an item does not match the system-maintained VAT information for the item.

This section includes the following VAT discrepancy resolution instructions:

- Resolve VAT Discrepancies
- Resolve Header Level VAT Discrepancies

Resolve VAT Discrepancies

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

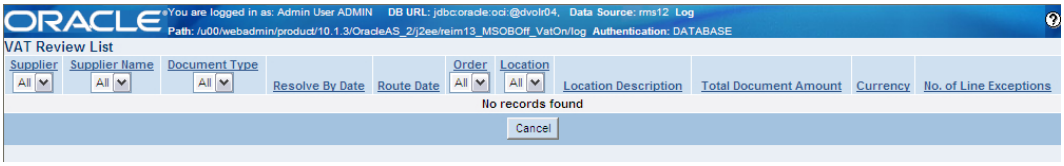


VAT Review List Window

1. In the No. of Line Exceptions column, click a numbered line exception. The VAT Discrepancy Detail window opens.
2. In the Item column, click the item number of the line you want to resolve. The VAT Discrepancy Detail Selection window opens.
3. In the Correct VAT area, select the correct VAT for the item: System VAT or Invoice VAT.
4. Click **Next**. The VAT Discrepancy Detail Resolution window opens.
5. In the Apply area:
   a. In the Enter Reason ID field, enter the reason ID, or click the LOV button to select a reason.
   b. Add comments as necessary.
6. Click **OK** to save your changes and close the window.

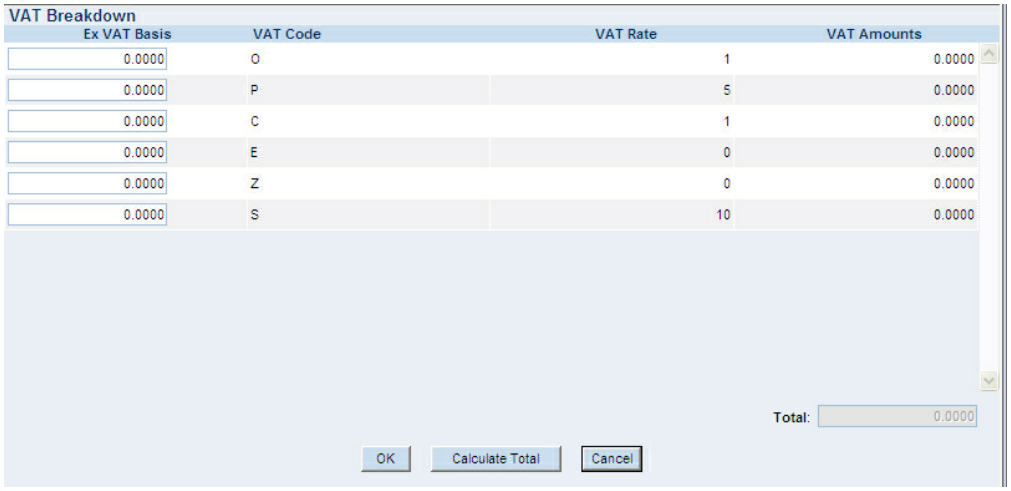
Resolve Header Level VAT Discrepancies

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



VAT Review List Window

1. In the No. of Line Exceptions column, click a 0 line exception. The Invoice Maintenance Header window opens.
2. Add or Update the VAT breakdown:
   a. Click the Total VAT Cost hyperlink. The VAT Breakdown window opens.



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.
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 return to the VAT Review List window.

Create Memos and Requests

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

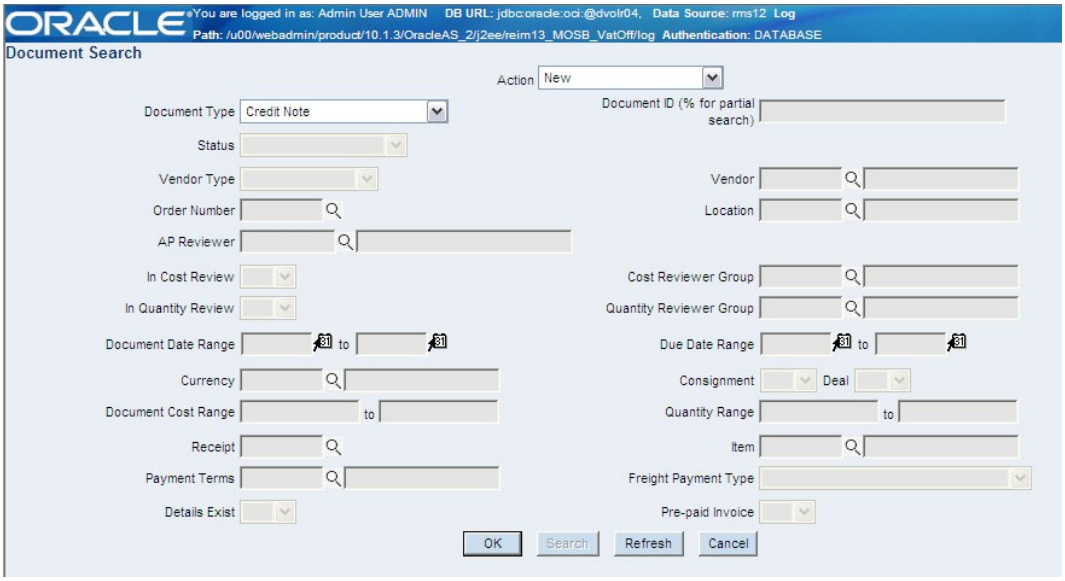
- Credit memo - cost
- Credit memo - quantity
- Credit note
- Credit note request - cost
- Credit note request - quantity
- Credit note request - VAT
- Debit memo - cost
- Debit memo - quantity
- Debit memo - VAT

This section includes the following credit memo and request instructions:

- Create a Credit or Debit Document
- Reverse a Debit Memo
- Void a Credit Note Request

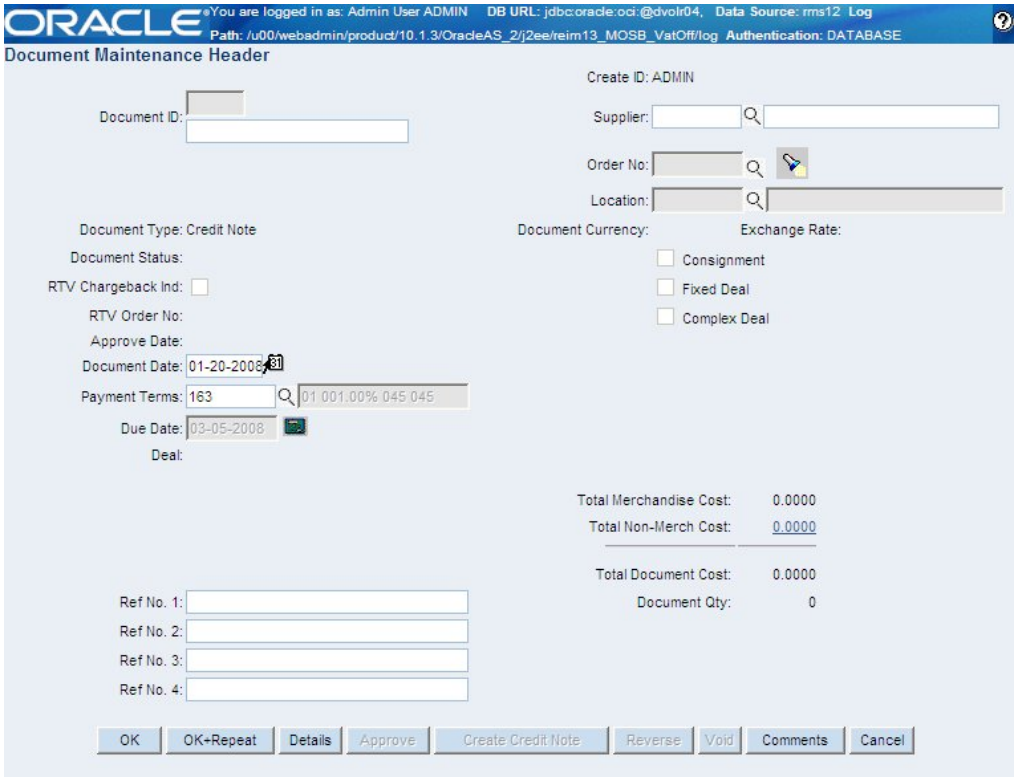
Create a Credit or Debit Document

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



Document Search Window

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

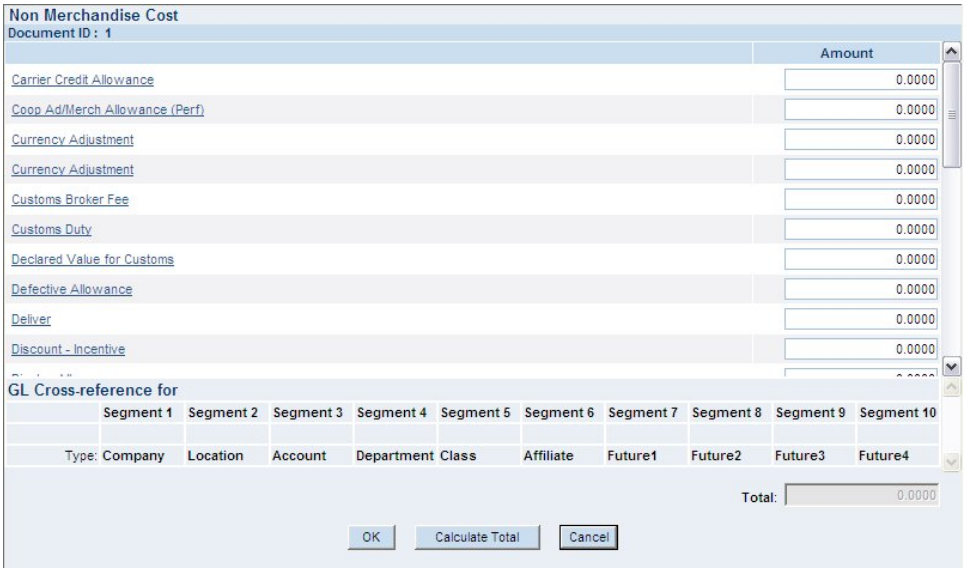


Document Maintenance Header Window

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 to select a supplier.
6. In the Order No. field, enter the order ID associated with the document, or click the LOV button to 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 to 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.

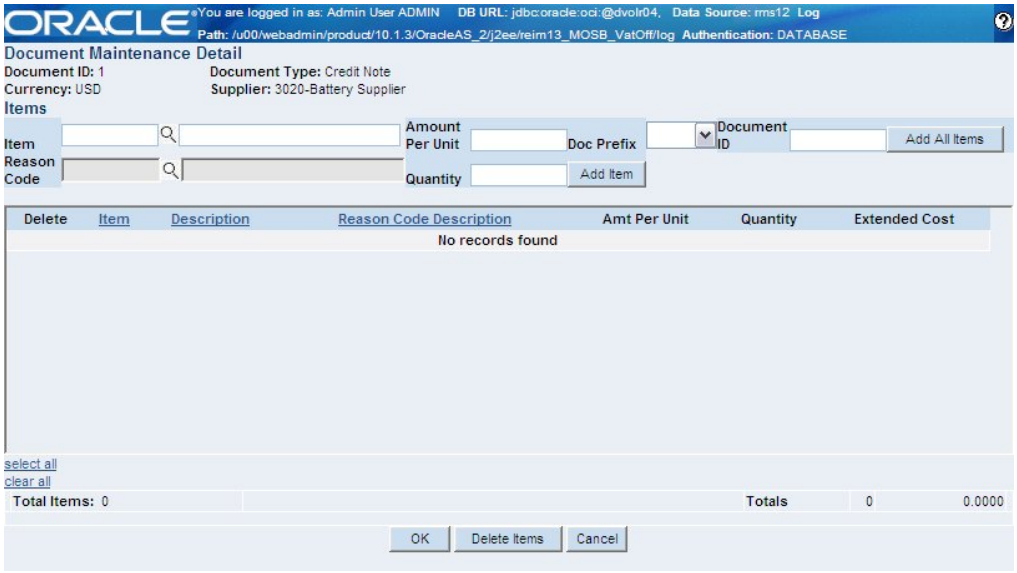


Non-Merchandise Cost Window

   b. In the non-merchandise fields, enter the 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.



Document Maintenance Detail Window

2. In the Item field, enter the item ID, or click the LOV button to 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 that 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 VAT information.
7. Click **Add Item**.
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.

6

System Administration

System Options

Maintain System Options

In the System Options window, you can define system-wide parameters that affect the functions of Oracle Retail Invoice Matching. You indicate how long the system maintains various documents, and you enter the unique codes that ReIM uses to identify document types.

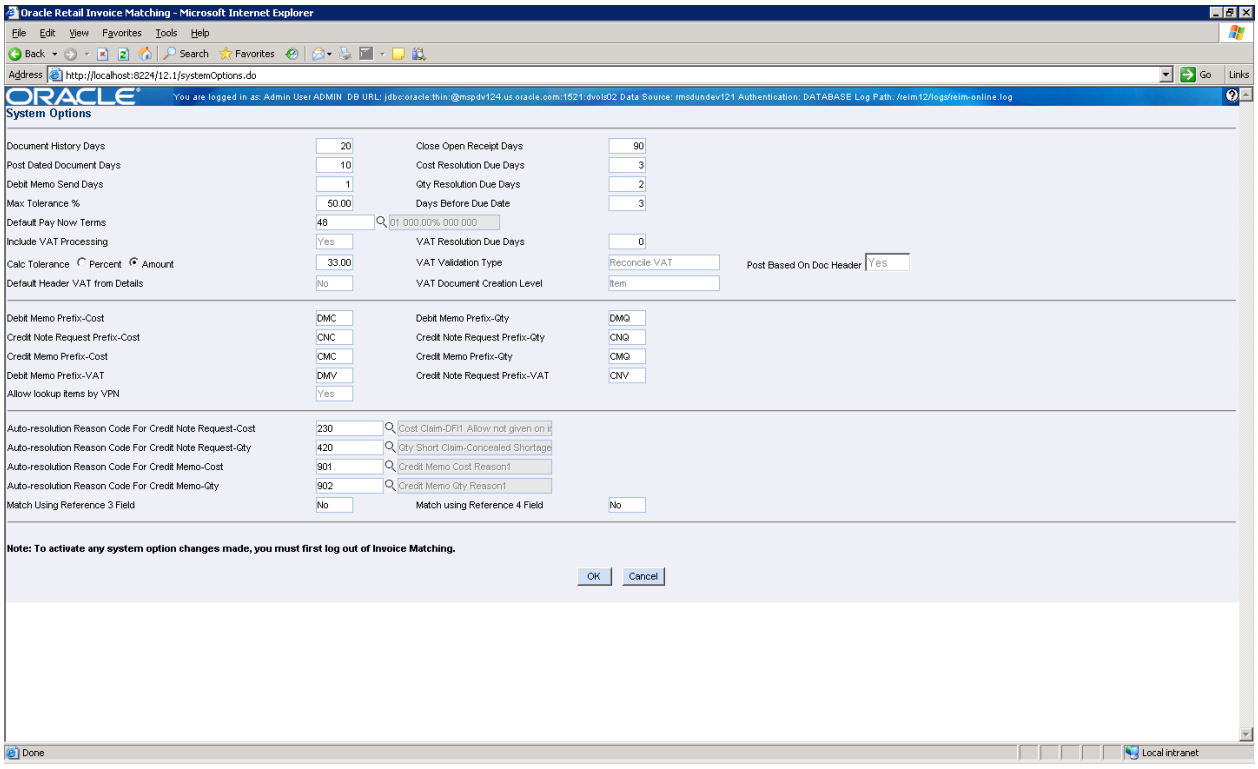
Updated settings are available for all users who log on after the changes are made. To see the changes reflected in Oracle Retail Invoice Matching, you must log out and log on again.

This section includes the following system options instructions:

- Maintain the System Variables
- Maintain the Document Prefixes

Maintain the System Variables

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



System Options Window

1. On the upper part of the screen, edit the enabled fields as necessary.

Field	Description
Document History Days	The number of days documents stay the Invoice Matching 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 after the receipt of an invoice before a debit memo can be sent.
Max Tolerance %	The maximum tolerance allowed for any invoice throughout the system.
Default Pay Now Terms	The terms 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 in which a reviewer must resolve a cost discrepancy.
Qty Resolution Due Days	The number of days in which the buyer must resolve a quantity discrepancy (also seen as Qty Resolution Due Days).
Days Before Due Date	The number of days you must wait before routing begins.
Include VAT Processing	Whether Invoice Matching 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 % value, the amounts will be considered equal.
Default Header VAT from Details	Whether header level VAT information must be entered before invoice details can be entered. Set this to Yes to be able to proceed to the details screen without entering VAT information. Set this to No to require VAT information in the header before invoice details can be entered.
VAT Resolution Due Days	The number of days in which VAT discrepancies should be resolved.
VAT Validation Type	The method to use 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.
Post Based on Doc Header	If this value is Yes, posting reflects the header amount from the document. If this value is No, all posting to the financial system is based on the accumulated details from the document.
VAT Document Creation Level	Whether VAT debit memos and VAT credit note requests are created at the Item or Full Invoice level.

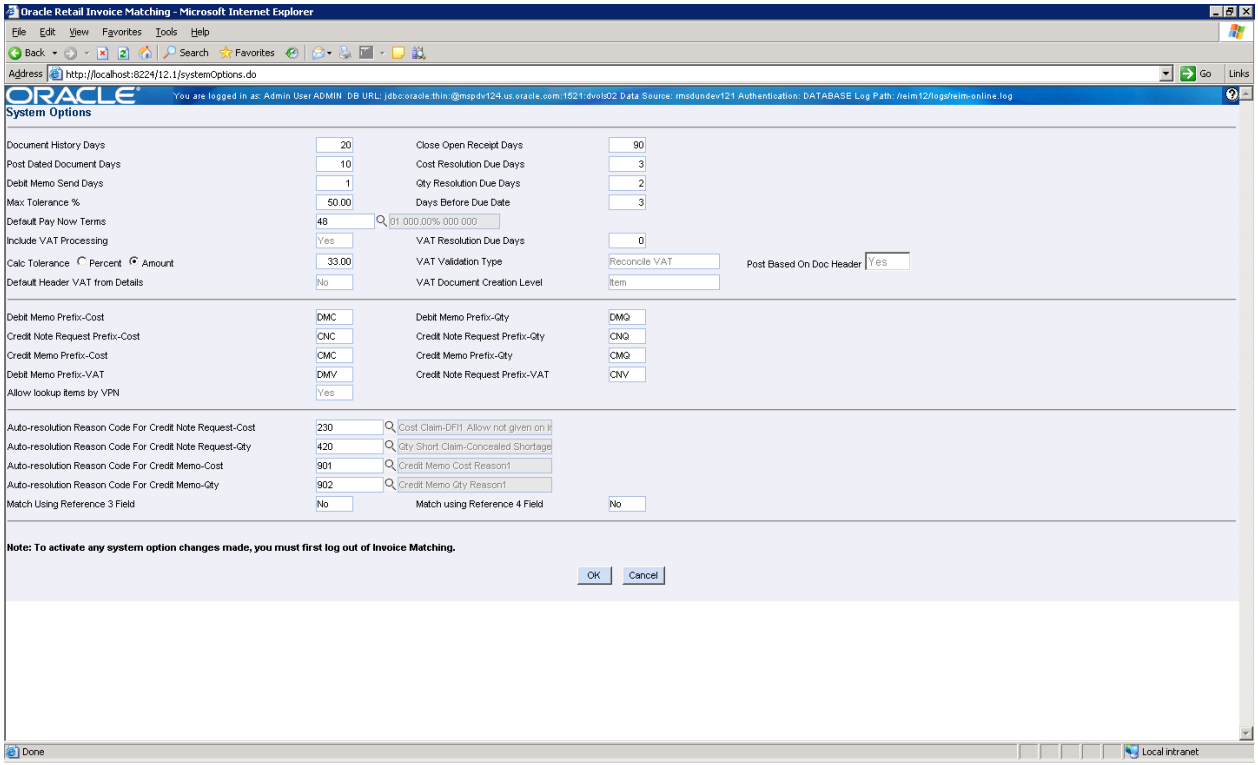
Field	Description
Debit Memo Prefix-Cost	The prefix that indicates that a document is a debit memo due to cost.
Credit Note Request Prefix-Cost	The prefix that indicates that a document is a credit note request due to cost.
Credit Memo Prefix-Cost	The prefix that indicates a document is a credit memo due to cost.
Debit Memo Prefix-VAT	The prefix that indicates that a document is a debit memo due to VAT quantity.
Debit Memo Prefix-Qty	The prefix that indicates that a document is a debit memo due to quantity.
Credit Note Request Prefix-Qty	The prefix that indicates that a document is a credit note request due to quantity.
Credit Memo Prefix-Qty	The prefix that indicates that a document is a credit memo due to quantity.
Credit Note Request Prefix-VAT	The prefix that indicates that a document is a credit note request due to VAT quantity.
Auto-resolution Reason Code for Credit Note Request-Cost	The business reason code used for credit note matching when a cost discrepancy is matched automatically with the generation of a Credit Note Request-Cost. If this field is empty, automatic cost discrepancy resolution using credit note requests is not performed.
Auto-resolution Reason Code for Credit Note Request-Qty	The business reason code used for credit note matching when a cost discrepancy is matched automatically with the generation of a Credit Note Request-Qty. If this field is empty, automatic cost discrepancy resolution using credit note requests is not performed.
Auto-resolution Reason Code for Credit Memo-Cost	The business reason code used for credit note matching when a cost discrepancy is matched automatically with the generation of a Credit Memo-Cost. If this field is empty, automatic cost discrepancy resolution using credit memos is not performed.
Auto-resolution Reason Code for Credit Memo-Qty	The business reason code used for credit note matching when a cost discrepancy is matched automatically with the generation of a Credit Memo-Qty. If this field is empty, automatic cost discrepancy resolution using credit memos is not performed.
Match Using Reference 3 Field	If the value of this option is Yes, automatic credit note matching uses the value in the Reference 3 field to attempt matching.
Match Using Reference 4 Field	If the value of this option is Yes, automatic credit note matching uses the value in the Reference 4 field to attempt matching.

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

> **Note:** Changes are available to users who log on after you have completed the changes. To see the changes reflected, you must log out and log on again.

Maintain the Document Prefixes

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



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:** Changes are available to users who log on after you have completed the changes. To see the changes reflected, you must log out and log on again.

Supplier Options

Maintain Supplier Options

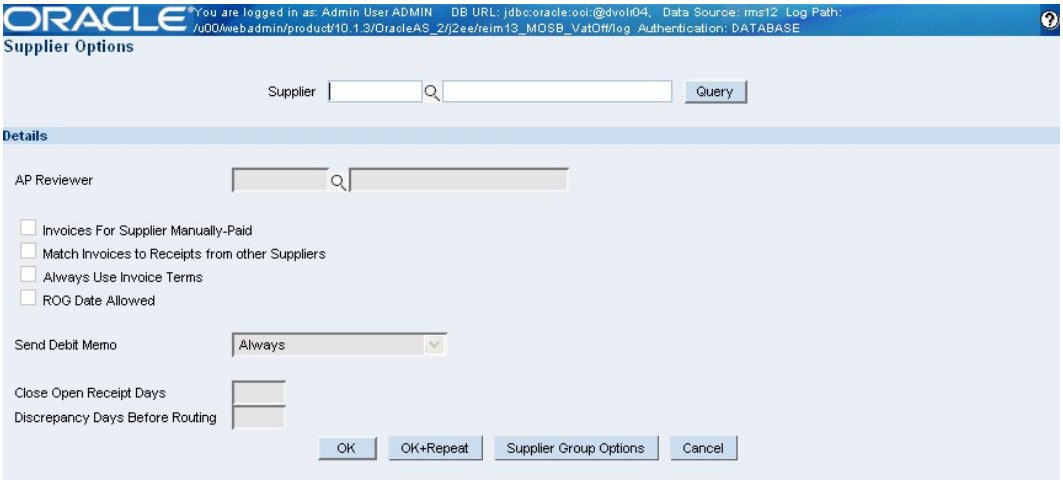
In the Supplier Options window, you can indicate how invoices from each supplier should be matched. You can associate a specific accounts payable reviewer to a supplier, and you can create linked suppliers.

This section includes the following supplier options instructions:

- Maintain a Supplier
- Create a Grouped Supplier
- Delete a Grouped Supplier

Maintain a Supplier

Navigate: On the Administration tab, click Supplier Options. The Supplier Options window opens.



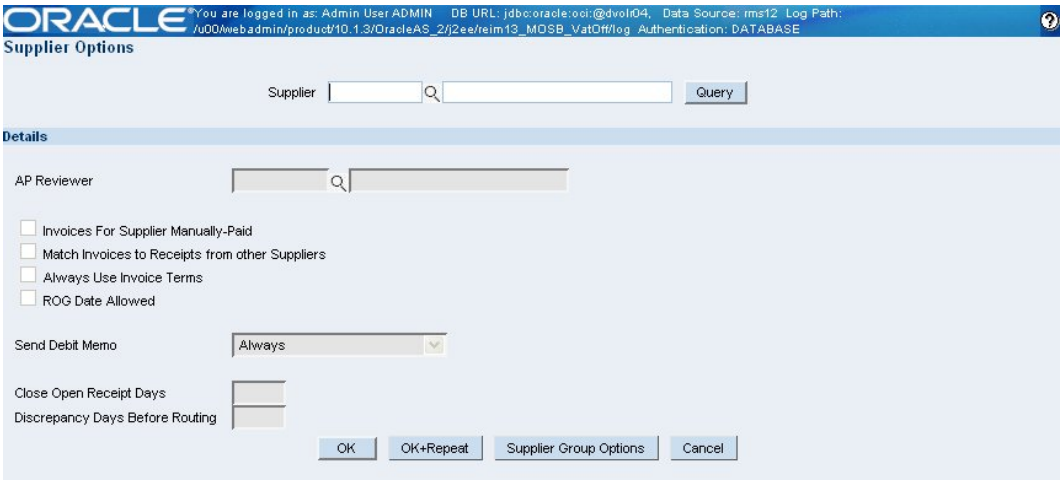
Supplier Options Window

1. In the Supplier field, enter the supplier ID, or click the LOV button to 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 to 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 paid manually.
   - 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 frequency to indicate when to send a debit memo.
   - Close Open Receipt Days: Enter the number of days that 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 that quantity discrepancies should be held before routing for resolution.
5. Click **OK** to save your changes and close the window.

Create a Grouped Supplier

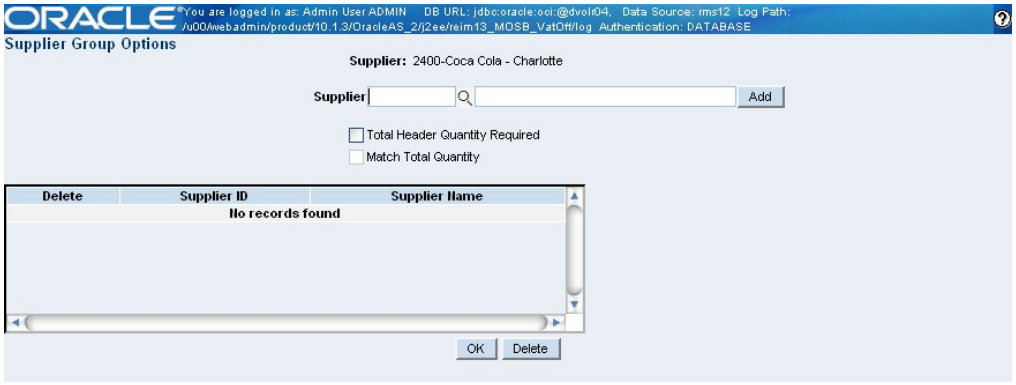
> **Note:** Any changes you make to one supplier in a group applies to all suppliers in the group

Navigate: On the Administration tab, click Supplier Options. The Supplier Options window opens.



Supplier Options Window

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

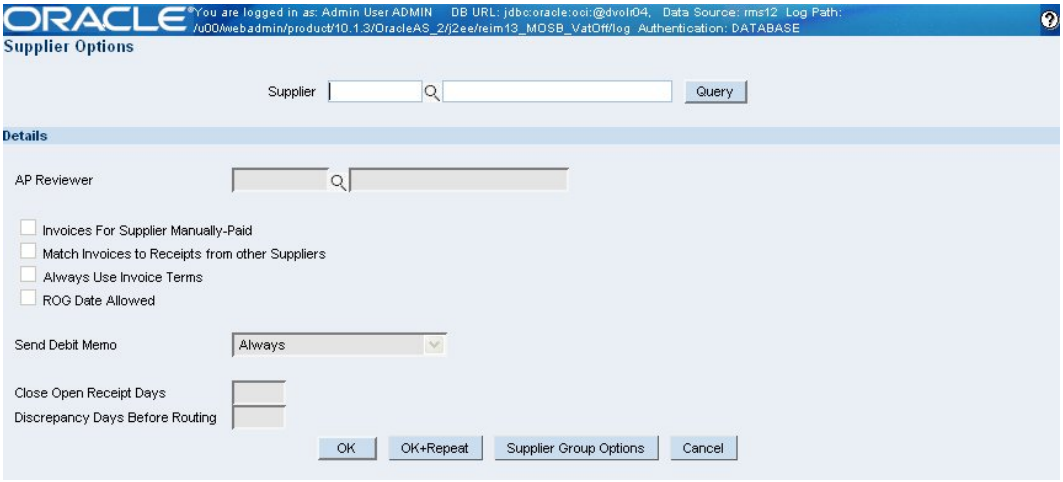


Supplier Group Options Window

4. In the Supplier field, enter the supplier ID, or click the LOV button to 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.

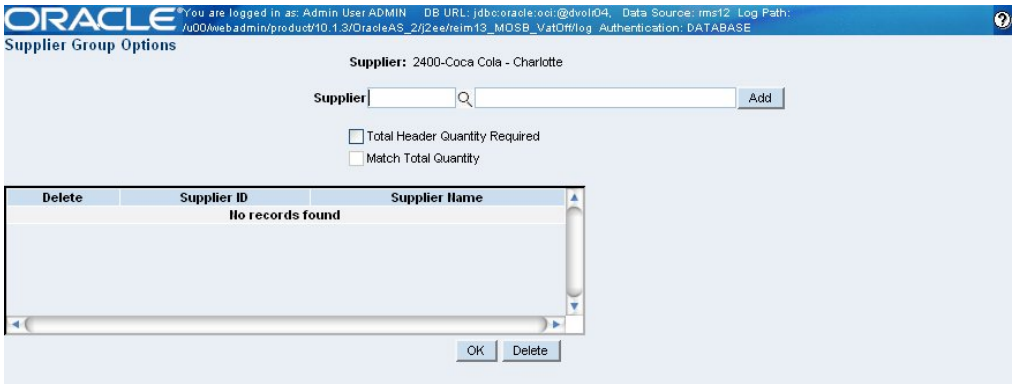
Delete a Grouped Supplier

Navigate: On the Administration tab, click Supplier Options. The Supplier Options window opens.



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.



Supplier Group Options Window

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.

General Ledger Accounts

Maintain General Ledger Accounts

Use the general ledger accounts windows to maintain the parameters that determine the accounts to which the invoices are exported in the financial system. You must create the accounts to which the invoices are assigned.

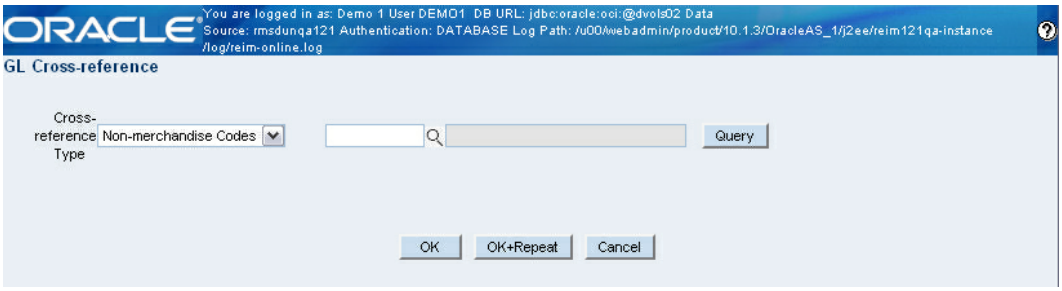
In the GL Option window, you can create a template for the general ledger account that your company uses. You can also assign dynamic segments to accounts, so that invoices post to accounts based on company, department, class, or location. After the general ledger account format has been assigned, it cannot be changed.

This section includes the following general ledger accounts instructions:

- Create a General Ledger Account Cross Reference
- Define General Ledger Options

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

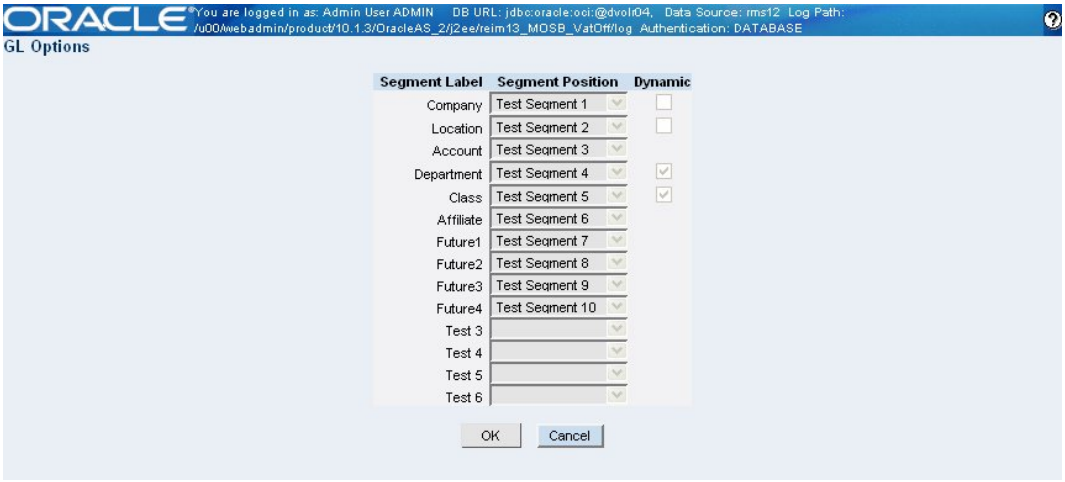
1. In the Cross Reference Type field, select the account category.
2. In the next field, enter the ID of the type of account you are creating, or click the LOV button to select an account type.
3. Click **Query**. The account segment fields are enabled.
4. In the Segment fields, enter the account segments.

   Note: If a segment has been marked dynamic, you can 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.



GL Options Window

1. For each segment label, select the 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:** After you have created the account format, you cannot edit the account format.

Reason Codes

Maintain Reason Codes

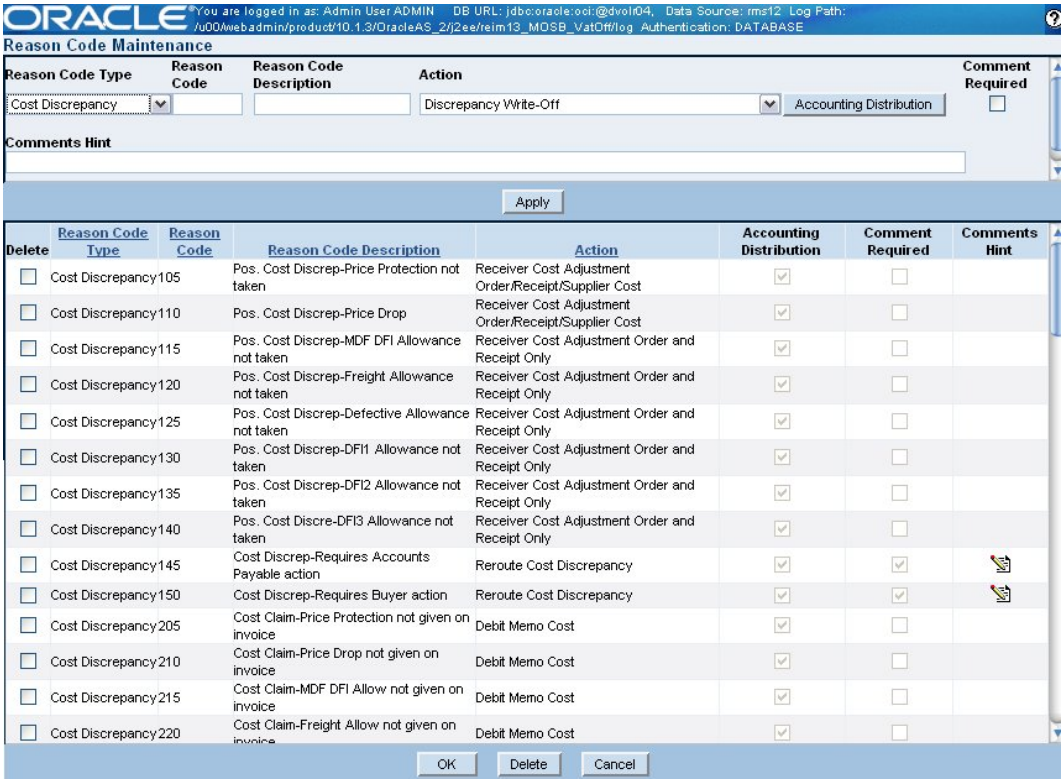
In the Reason Code Maintenance window, you can set up and maintain reason codes. Reason codes are used to resolve discrepancies between receipts and invoices. A discrepancy originates when the price or quantity variance exceeds acceptable tolerance levels. After you create the reason code, you must associate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

This section includes the following reason code instructions:

- Create Reason Codes
- Edit Reason Codes
- Delete a Reason Code

Create Reason Codes

Navigate: On the Administration tab, click Reason Code Maintenance. The Reason Code Maintenance window opens.

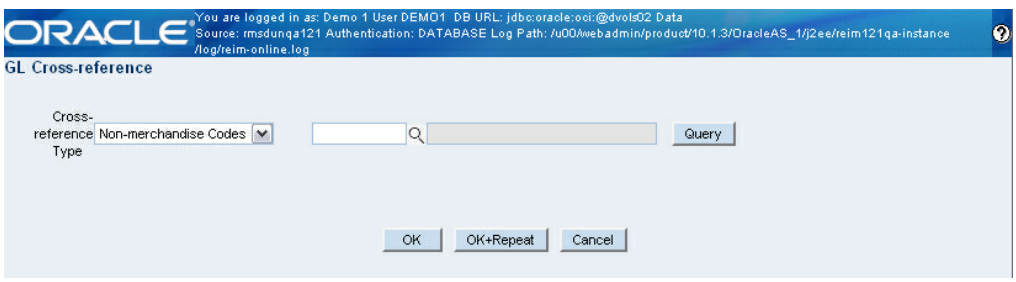


Reason Code Maintenance Window

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 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.

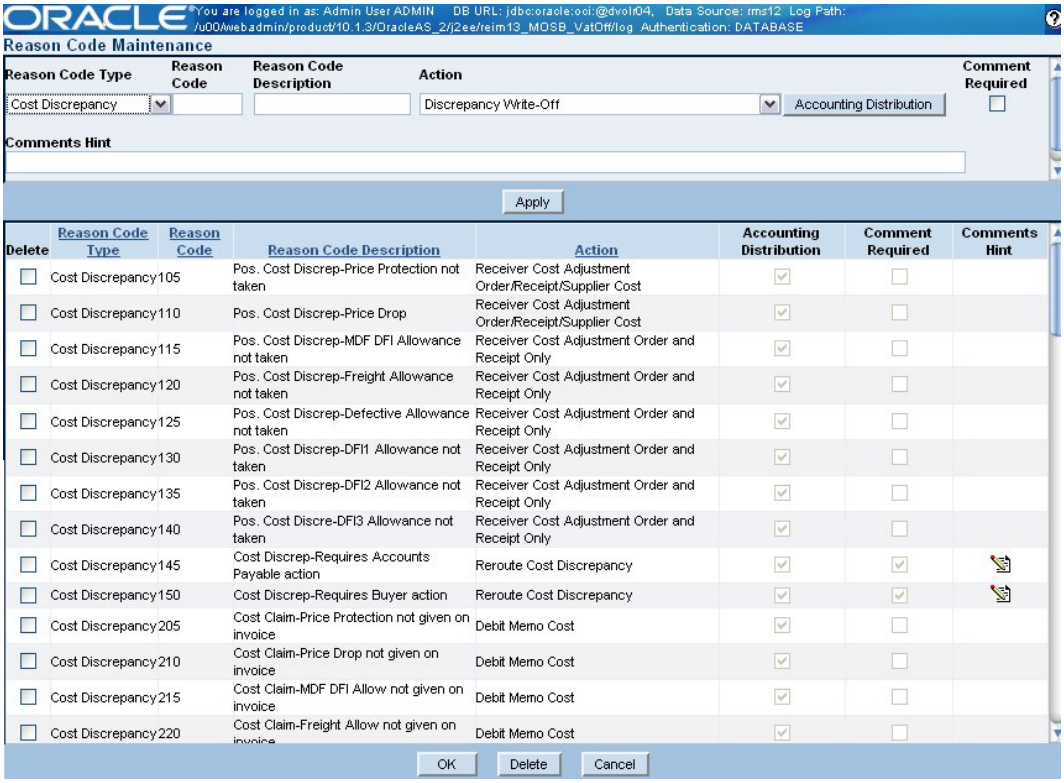


GL Cross Reference Window

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.

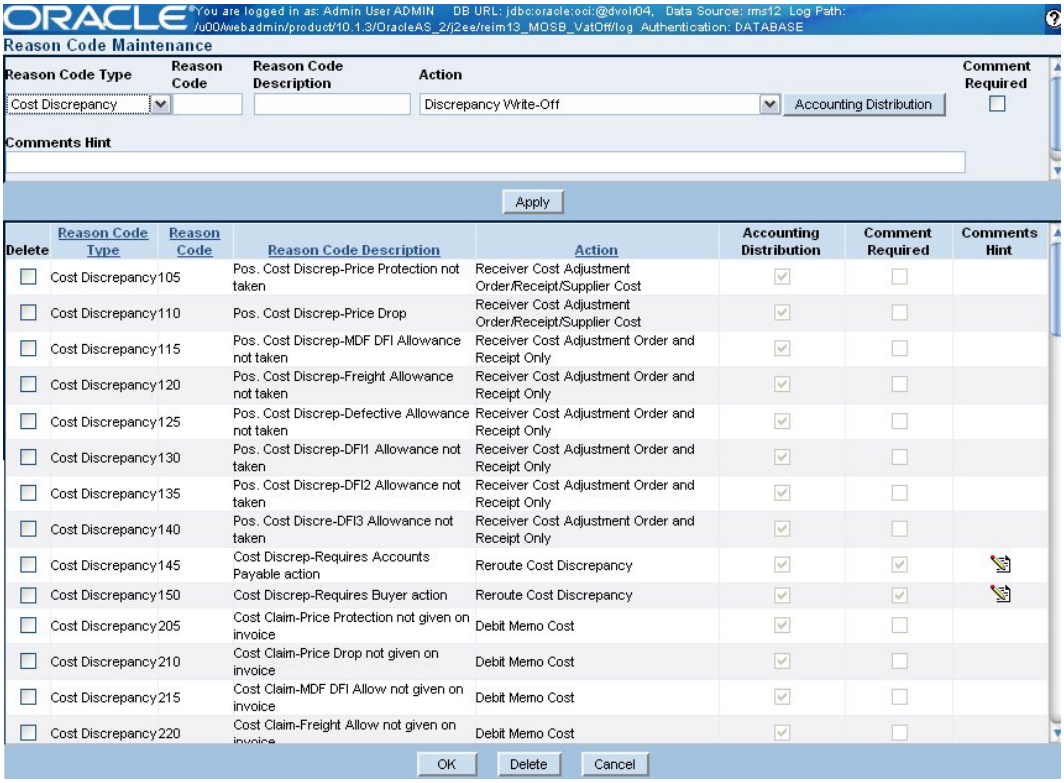


Reason Code Maintenance Window

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 Reason Codes

Navigate: On the Administration tab, click Reason Code Maintenance. The Reason Code Maintenance window opens.



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.

User Groups

Maintain User Groups

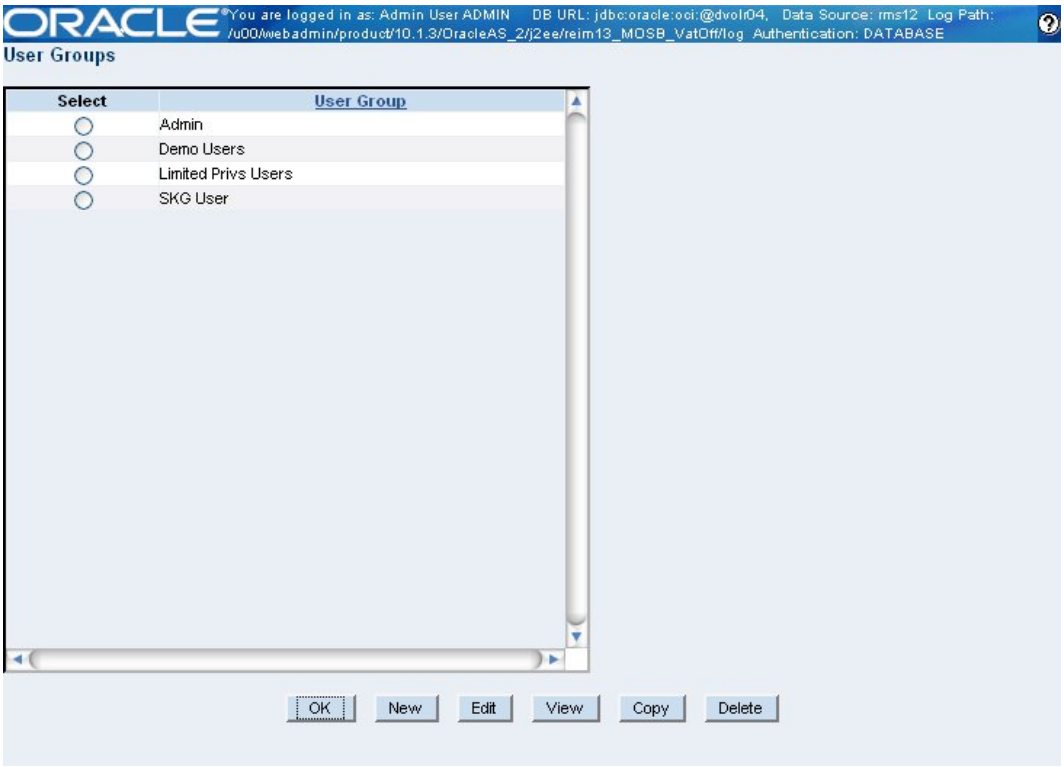
In the user group windows, you can define the level of access that each user has to Oracle Retail Invoice Matching. You can assign the same level of access to a group of people. After you create a role, you can further limit a user to specific locations, departments/classes, or reason codes.

This section includes the following user group instructions:

- Create a User Group
- Delete a User Group
- Assign Users to a User Group
- Delete a User from a Group
- Assign a Department/Class to a User Group
- Delete a Department/Class from a User Group
- Assign a Location to a User Group
- Delete a Location from a User Group
- Assign a Reason Code to a User Group
- Delete a Reason Code from a User Group

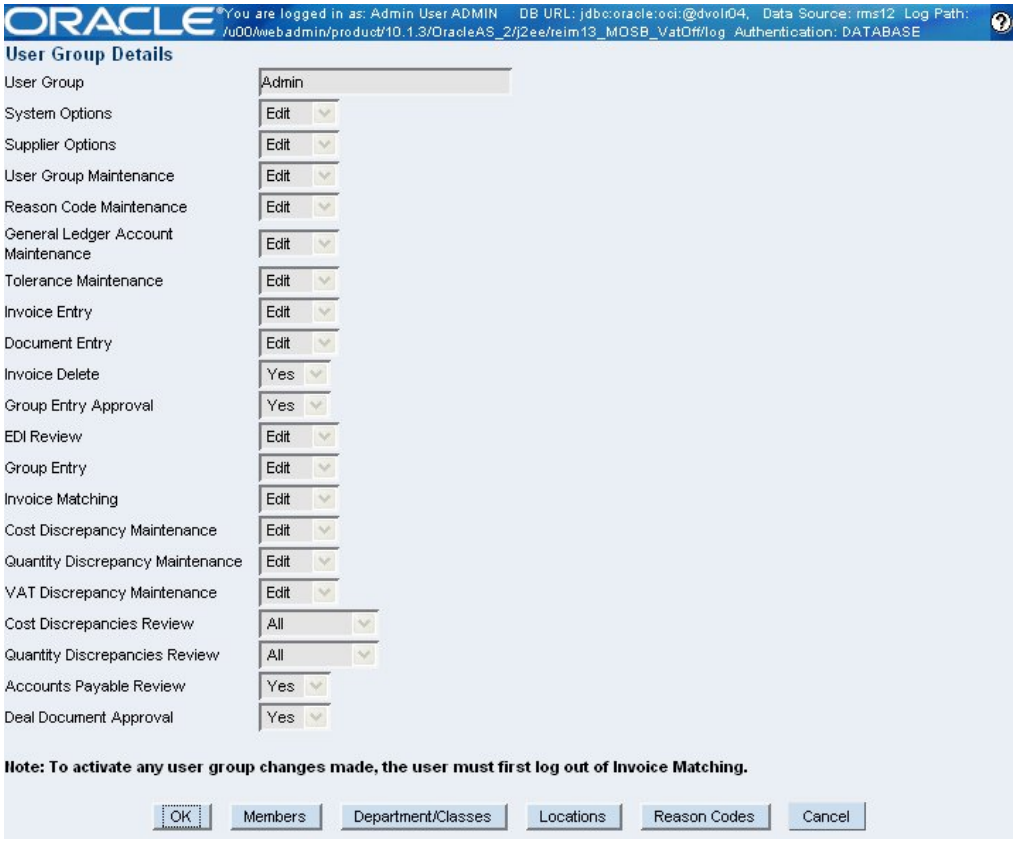
Create a User Group

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.

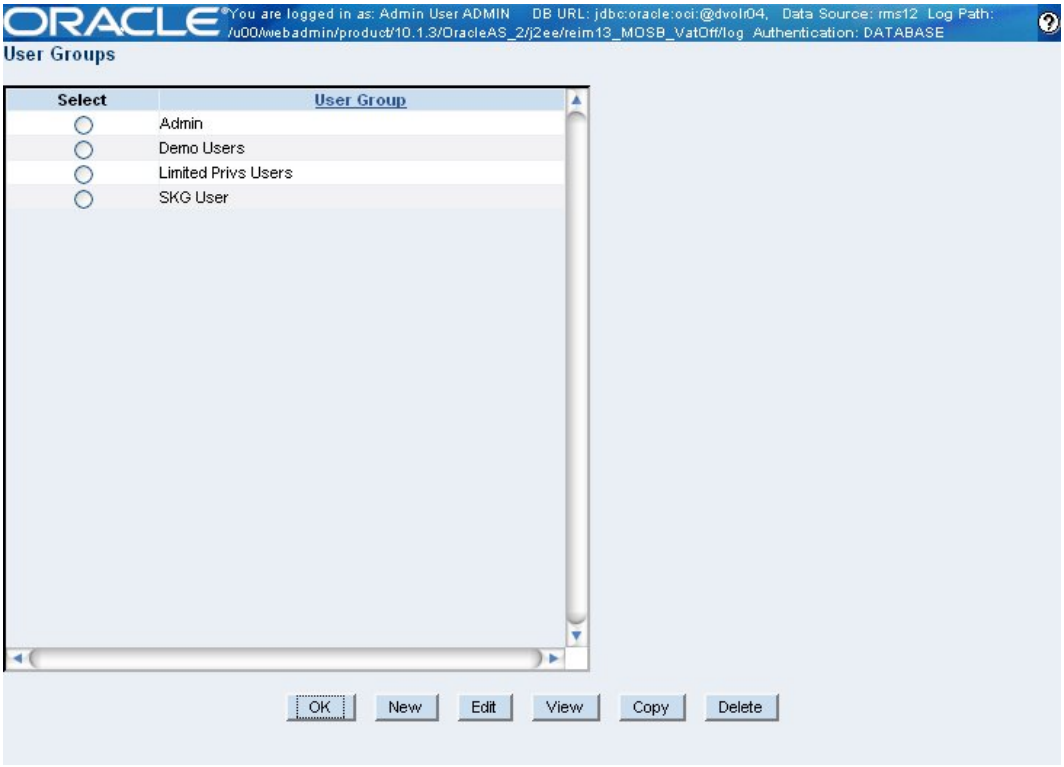


User Group Details Window

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.

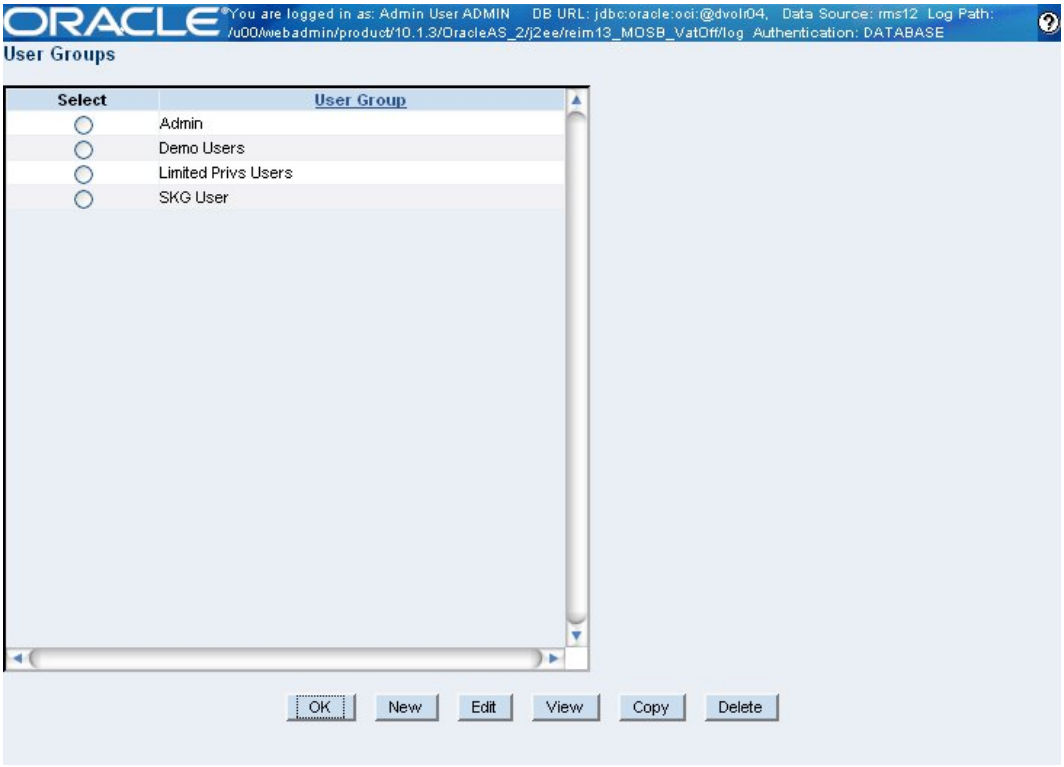


User Groups Window

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.

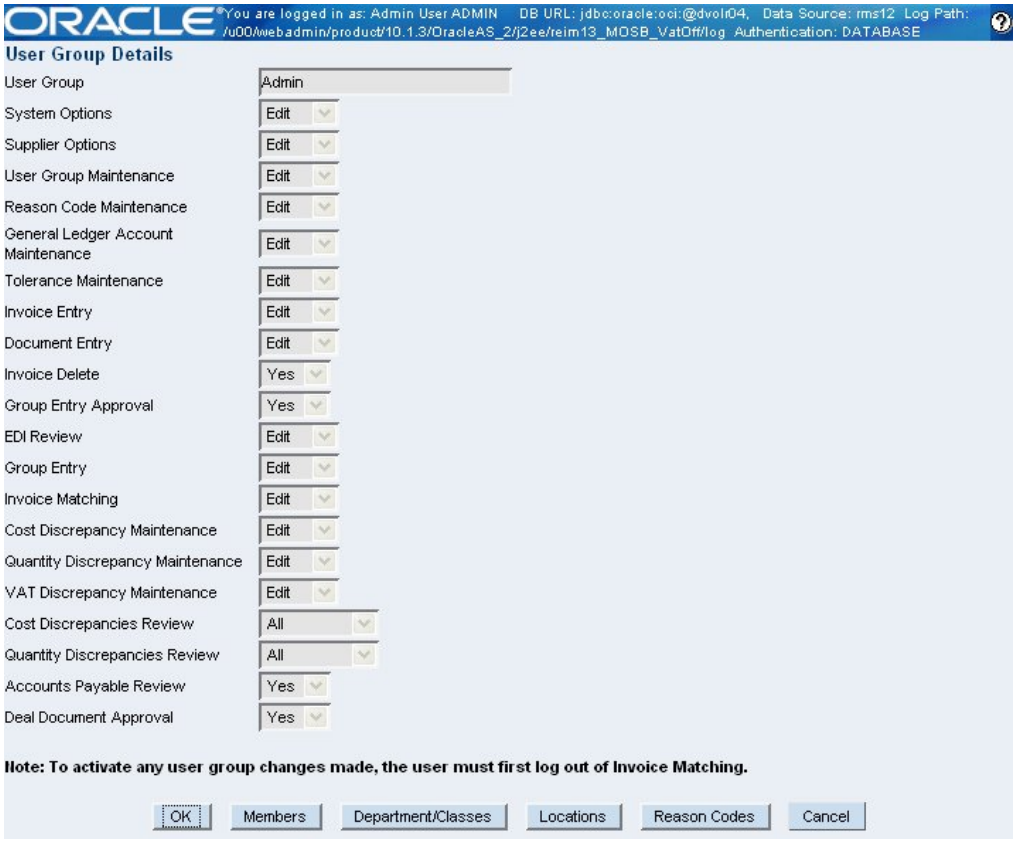
Assign Users to a User Group

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



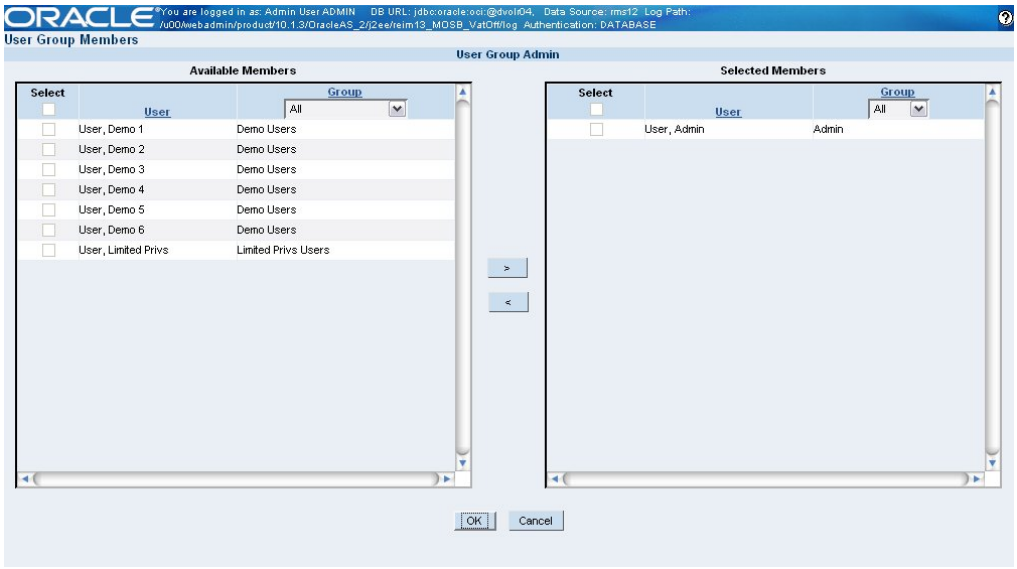
User Groups Window

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



User Group Details Window

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



User Group Members Window

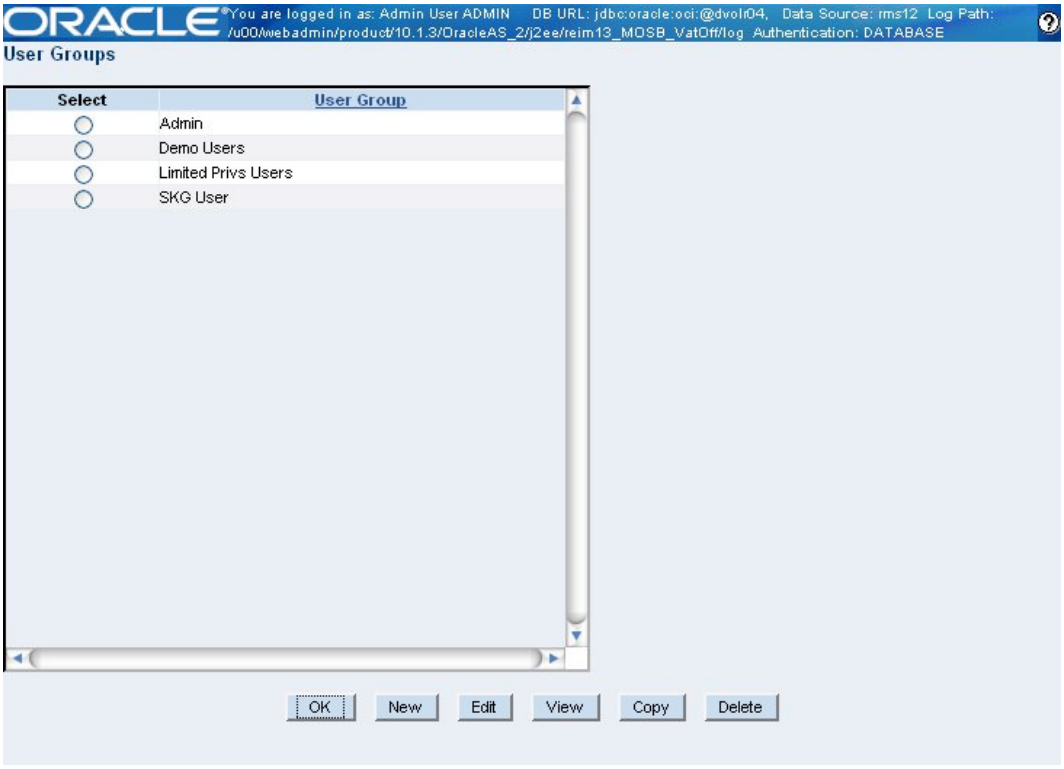
4. In the Available Members column, select the check box in the Select column next to each user you want to add to the user group.

> **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.

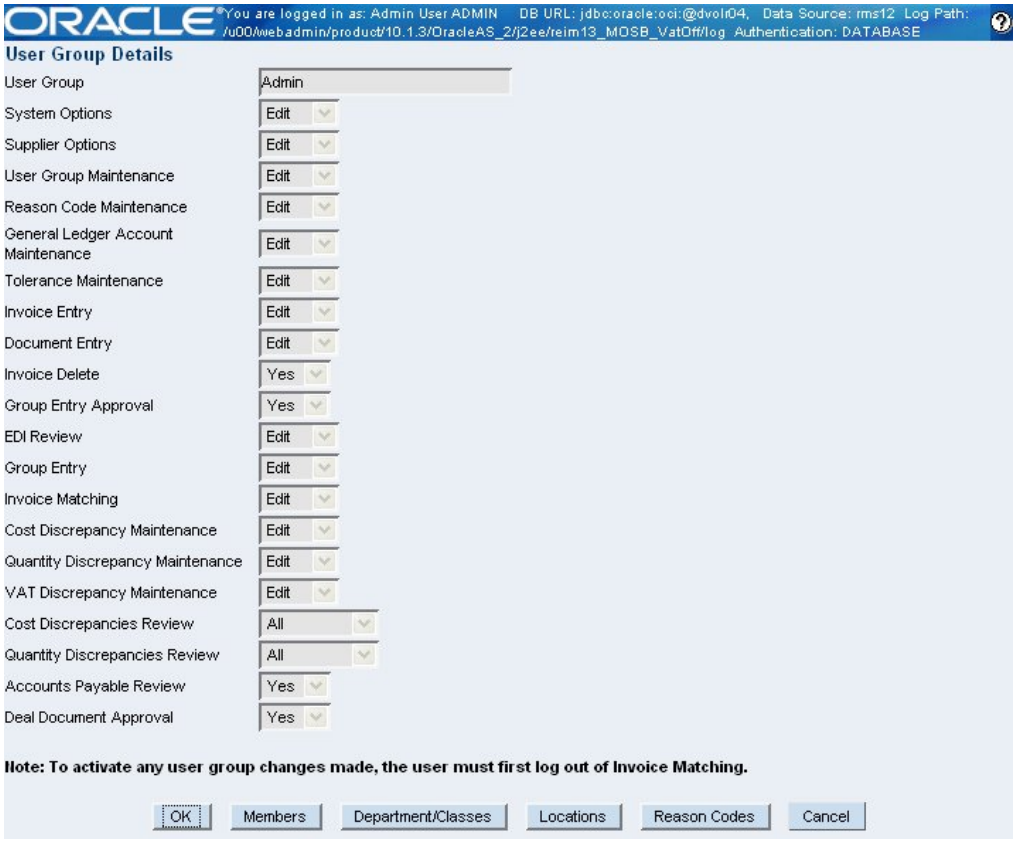
Delete a User from a Group

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



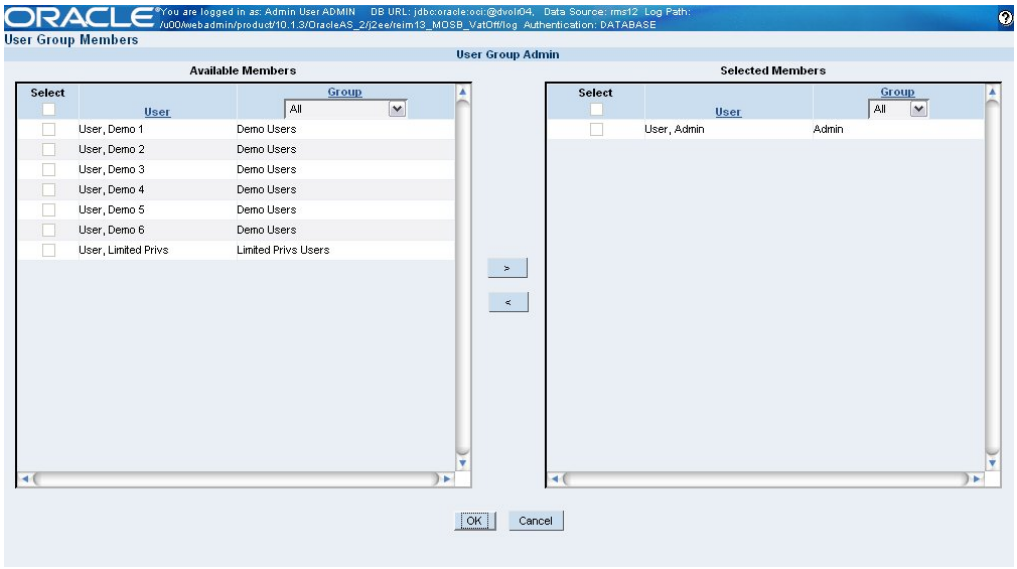
User Groups Window

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



User Group Details Window

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



User Group Members Window

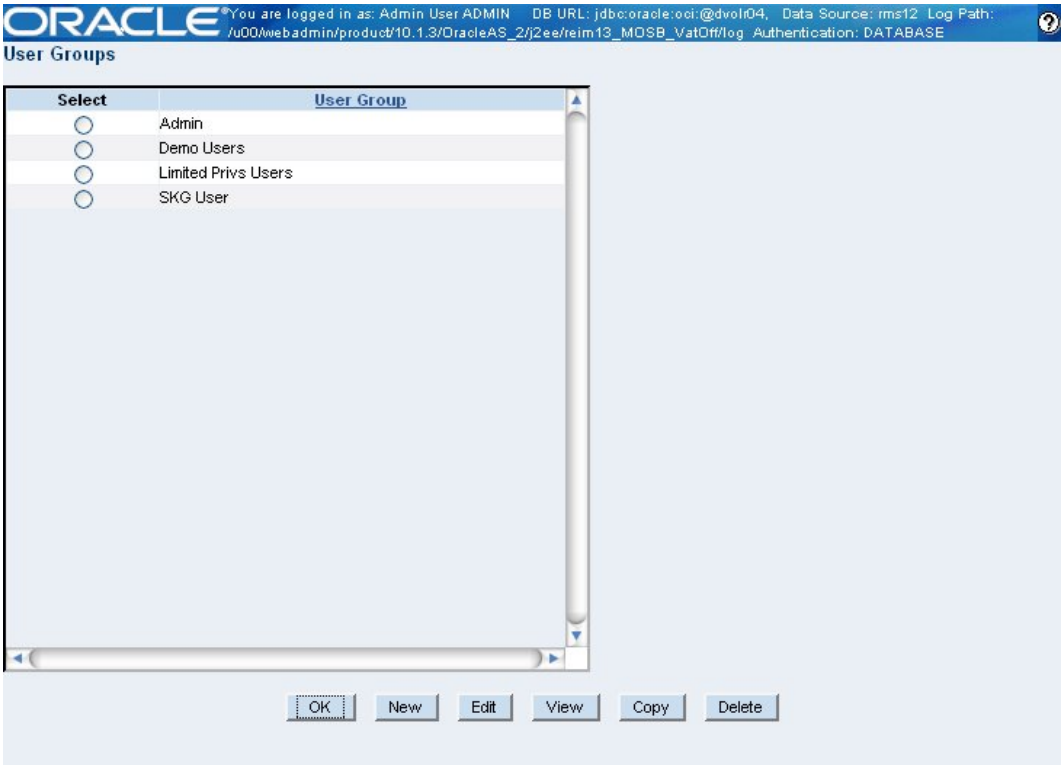
4. In the Selected Members column, select the check box in the Select column next to each user you want to remove from the user group.

> **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.

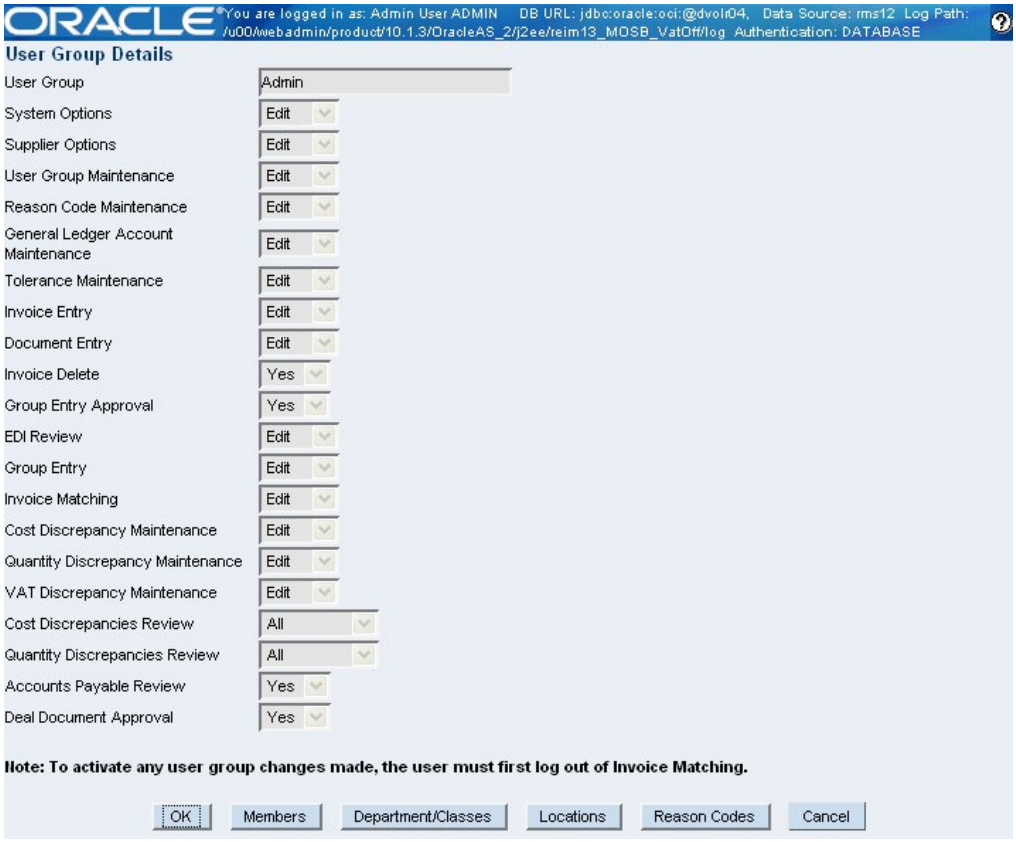
Assign a Department/Class to a User Group

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



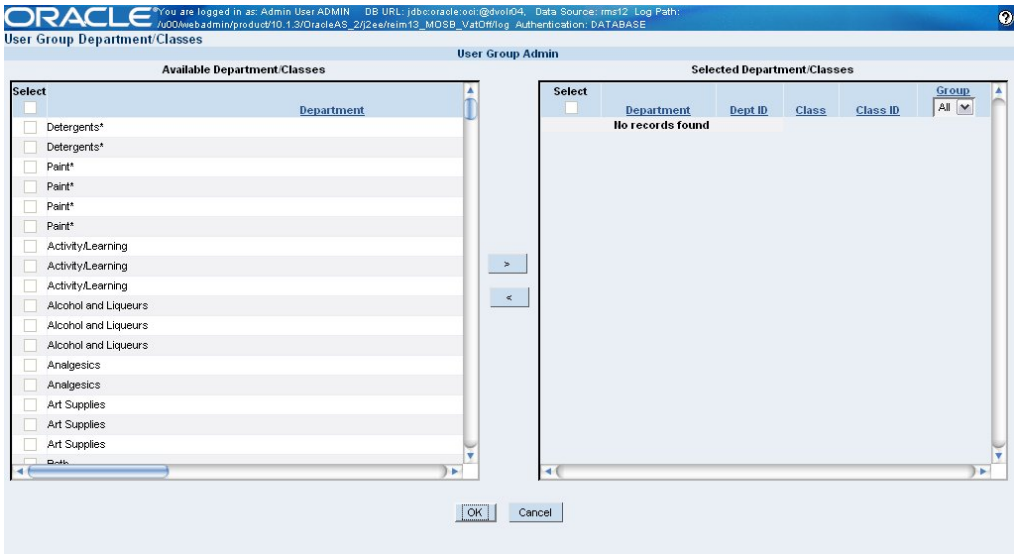
User Groups Window

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



User Group Details Window

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



User Group Department/Classes Window

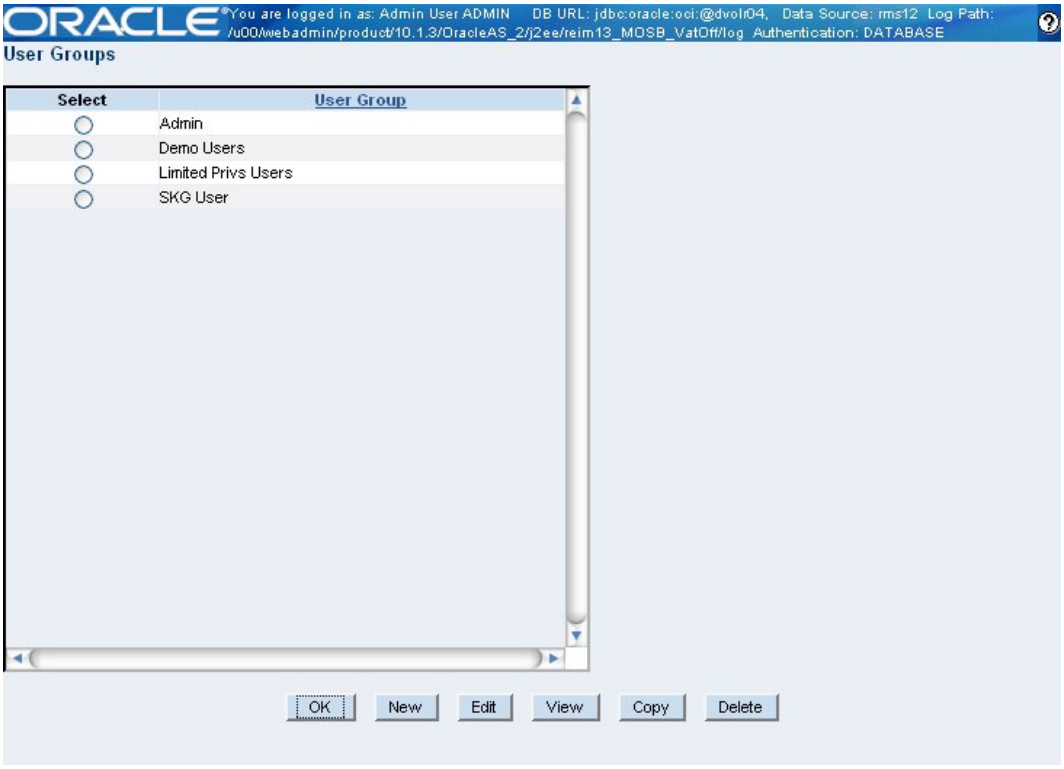
4. In the Available Department/Classes column, select the check box in the Select column next to each department/class you want to add to the user group.

> **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.

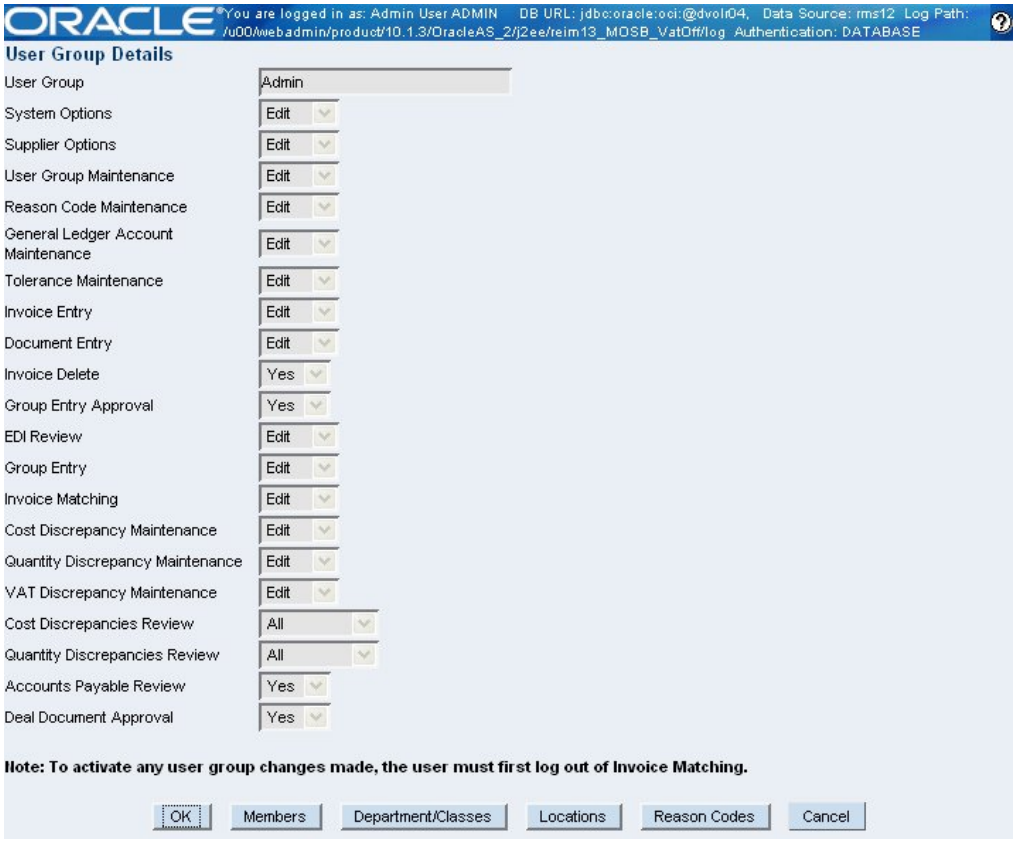
Delete a Department/Class from a User Group

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



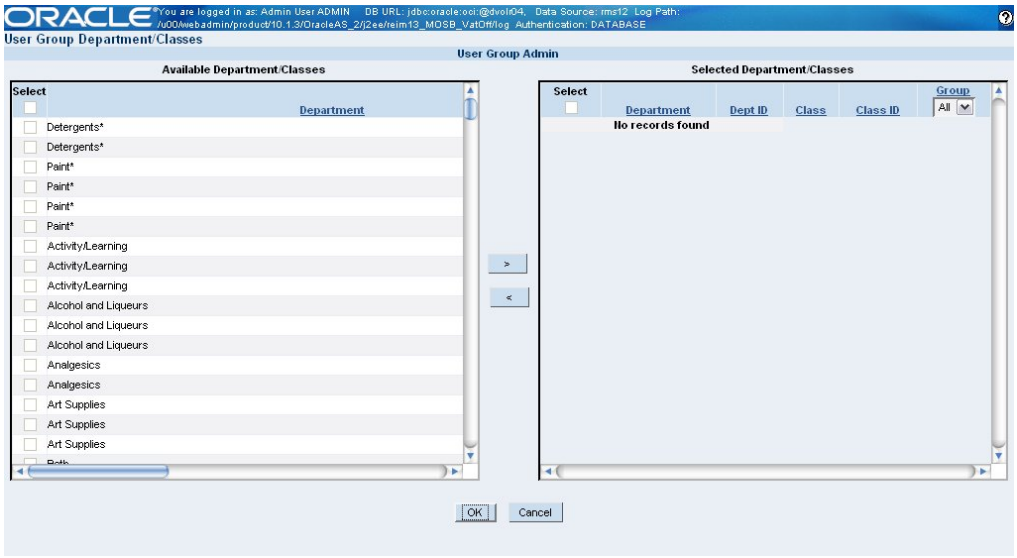
User Groups Window

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



User Group Details Window

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



User Group Department/Classes Window

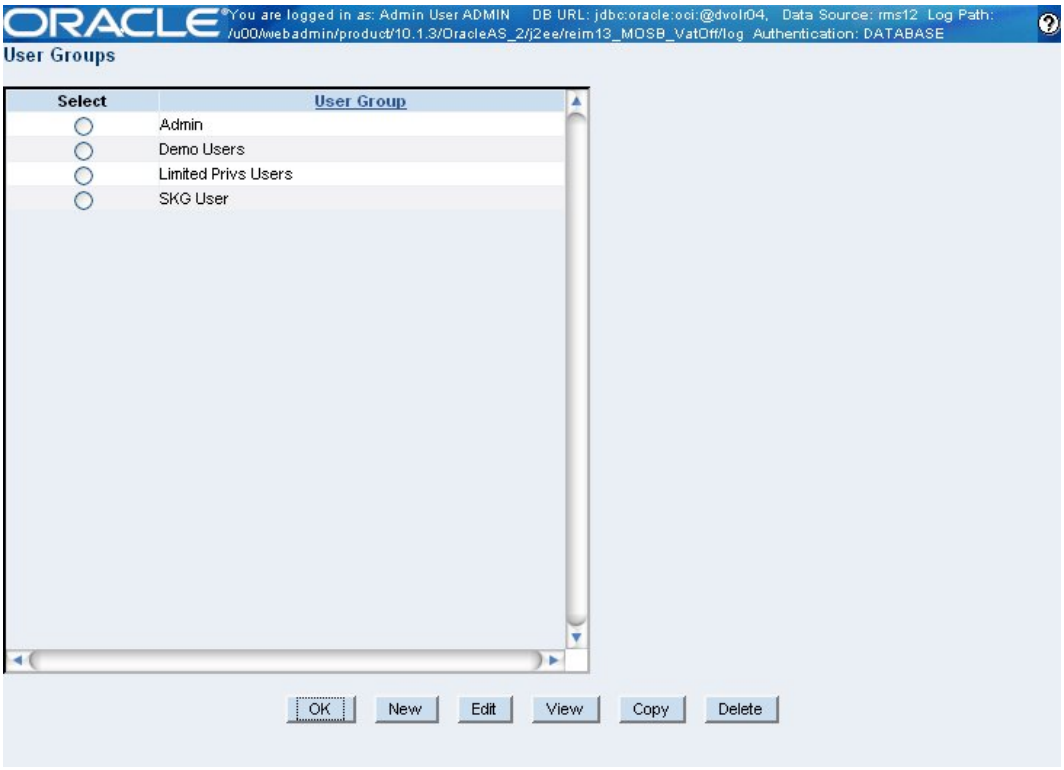
4. In the Selected Department/Classes column, select the check box in the Select column next to each department/class you want to remove from the user group.

> **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

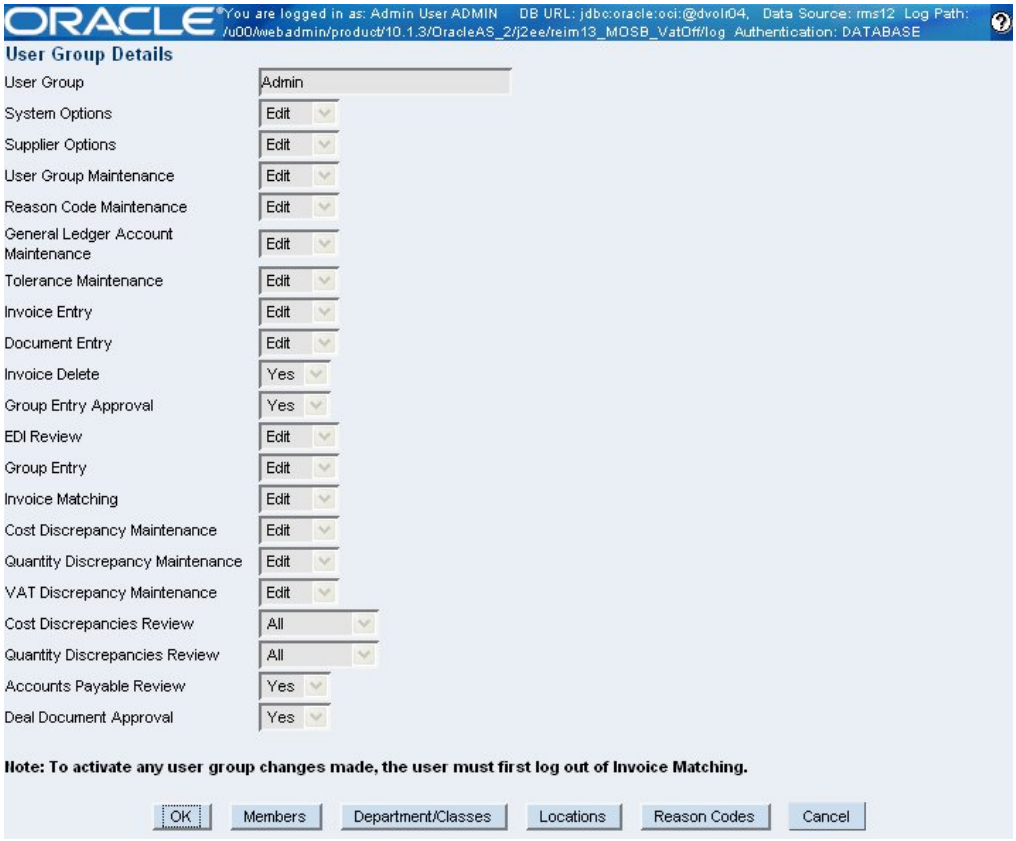
Navigate: On the Administration tab, click User Group Maintenance. The User Groups window opens.



User Groups Window

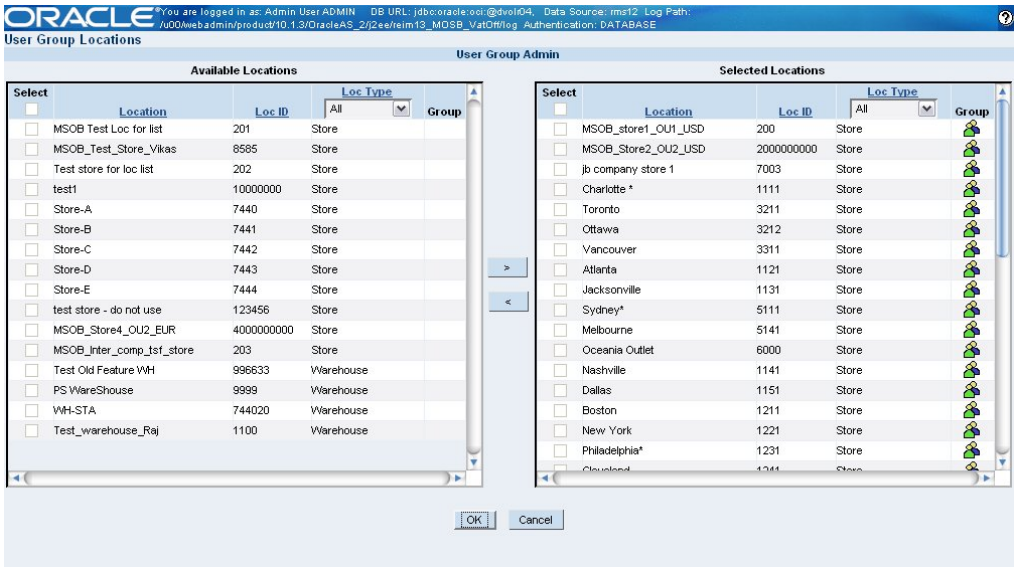
1. Select a user group.

2. Click **Edit**. The User Group Details window opens.



User Group Details Window

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



User Group Locations Window

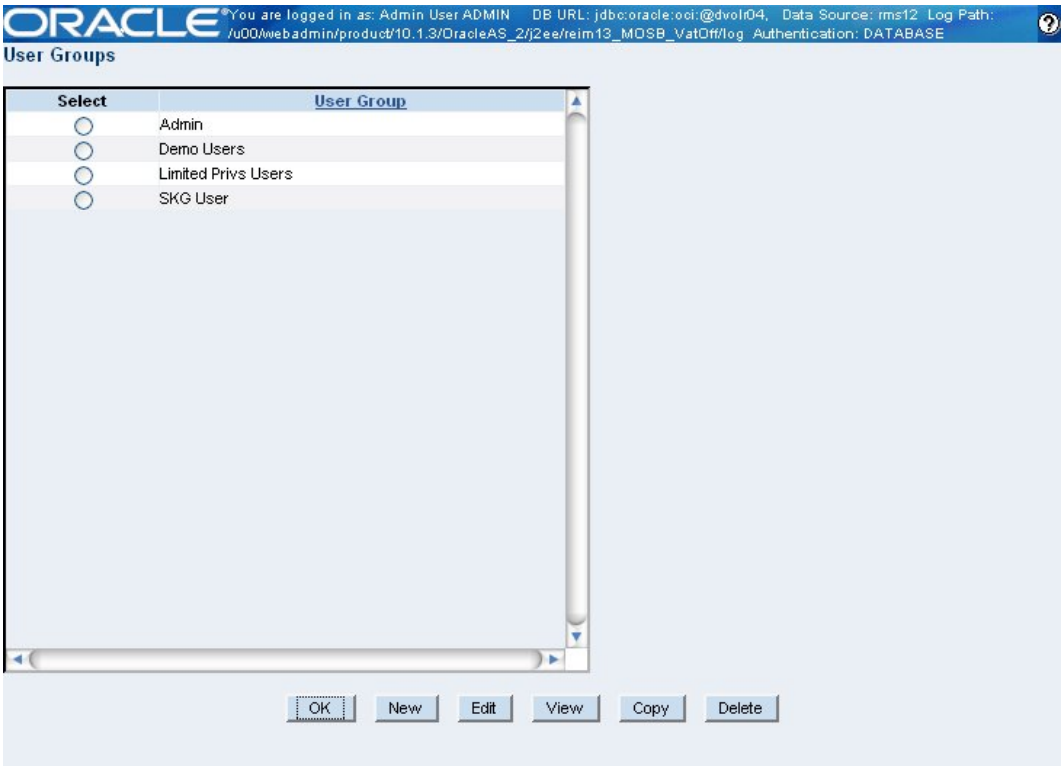
4. In the Available Locations column, select the check box in the Select column next to the each location you want to add to the user group.

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.

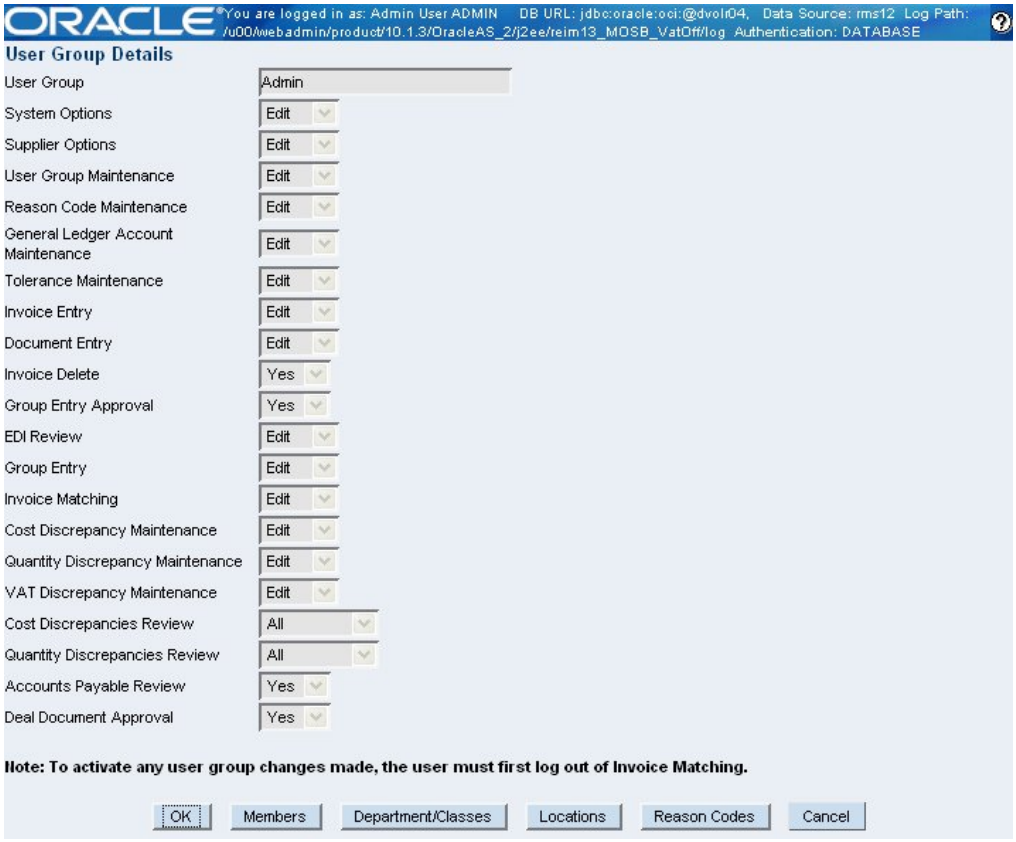
Delete a Location from a User Group

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



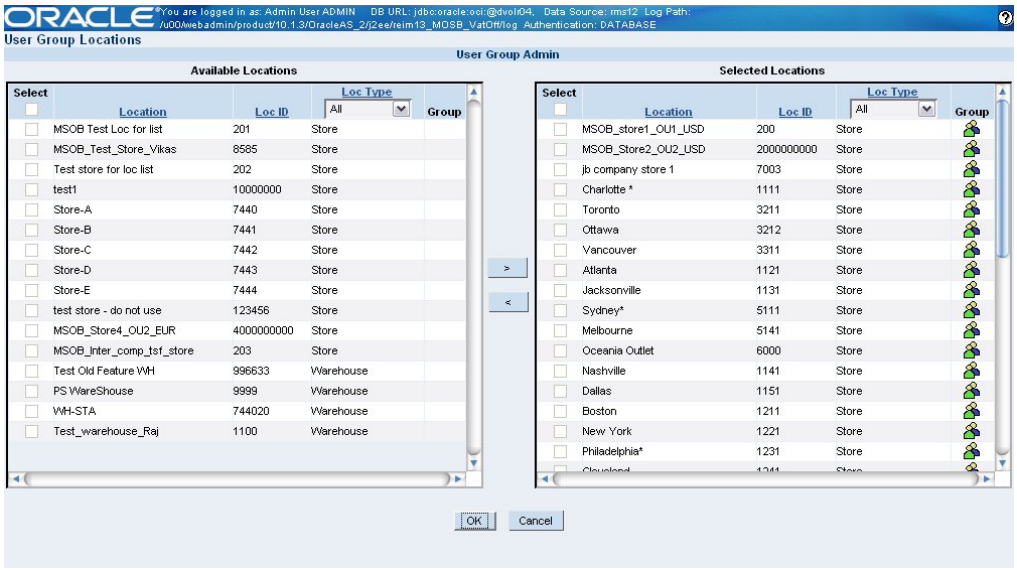
User Groups Window

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



User Group Details Window

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



User Group Locations Window

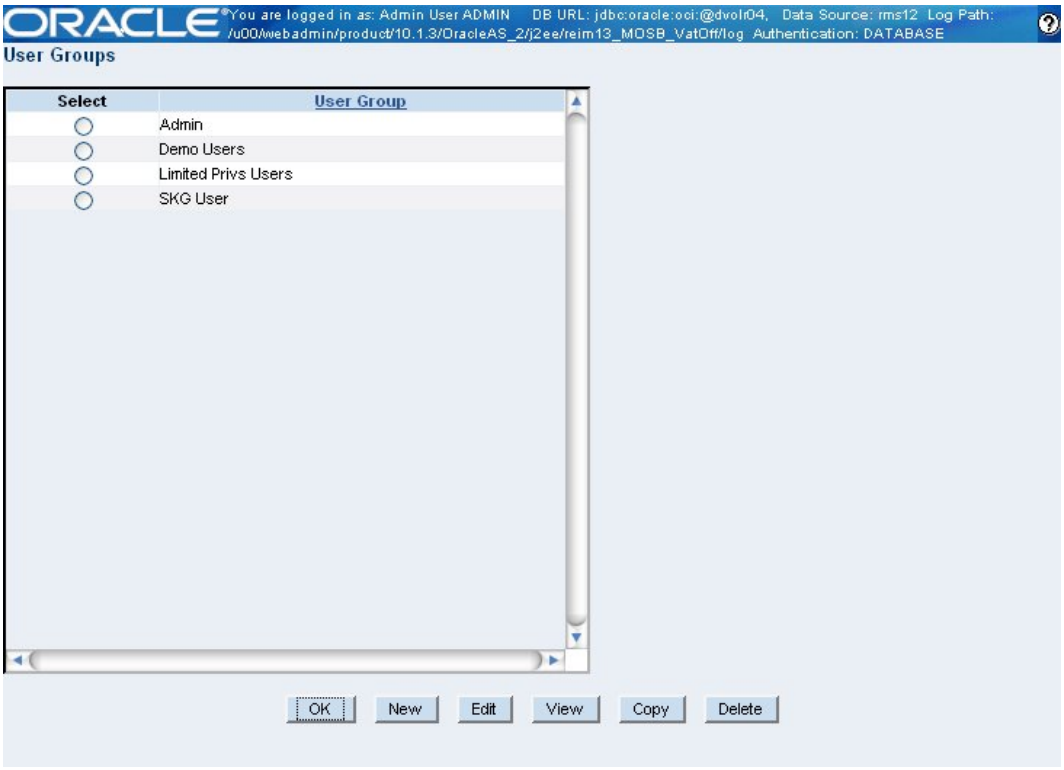
4. In the Selected Locations column, select the check box in the Select column next to each location you want to remove from the user group.

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

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

Assign a Reason Code to a User Group

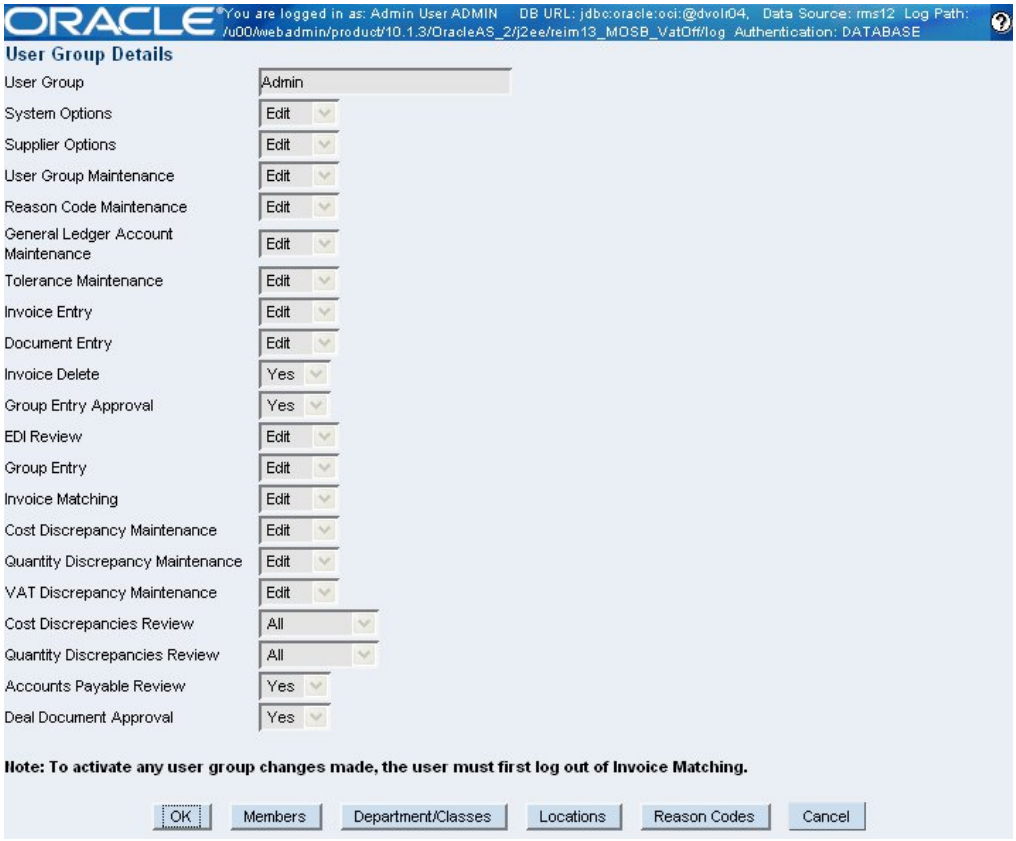
Navigate: On the Administration tab, click User Group Maintenance. The User Groups window opens.



User Groups Window

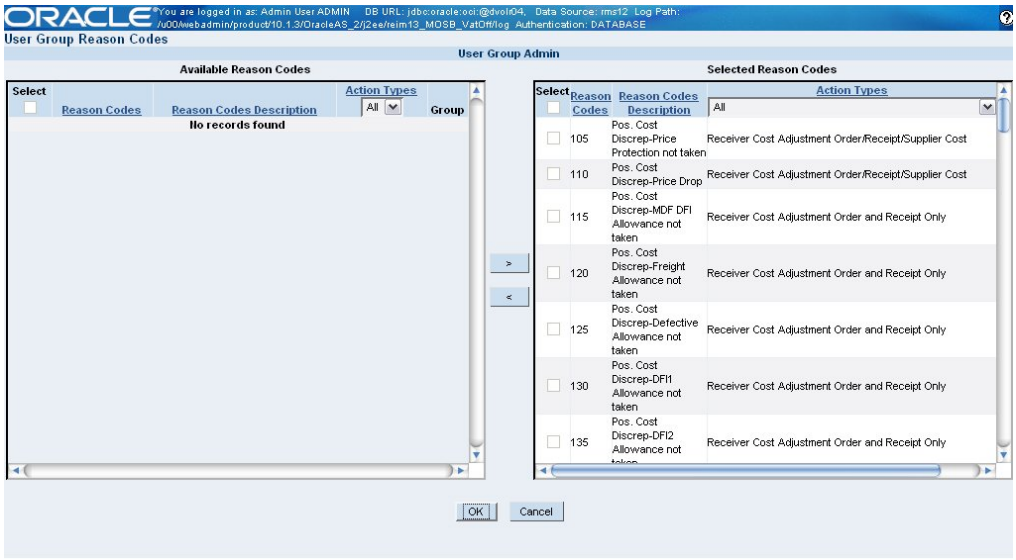
1. Select a user group.

2. Click **Edit**. The User Group Details window opens.



User Group Details Window

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



User Group Reason Codes Window

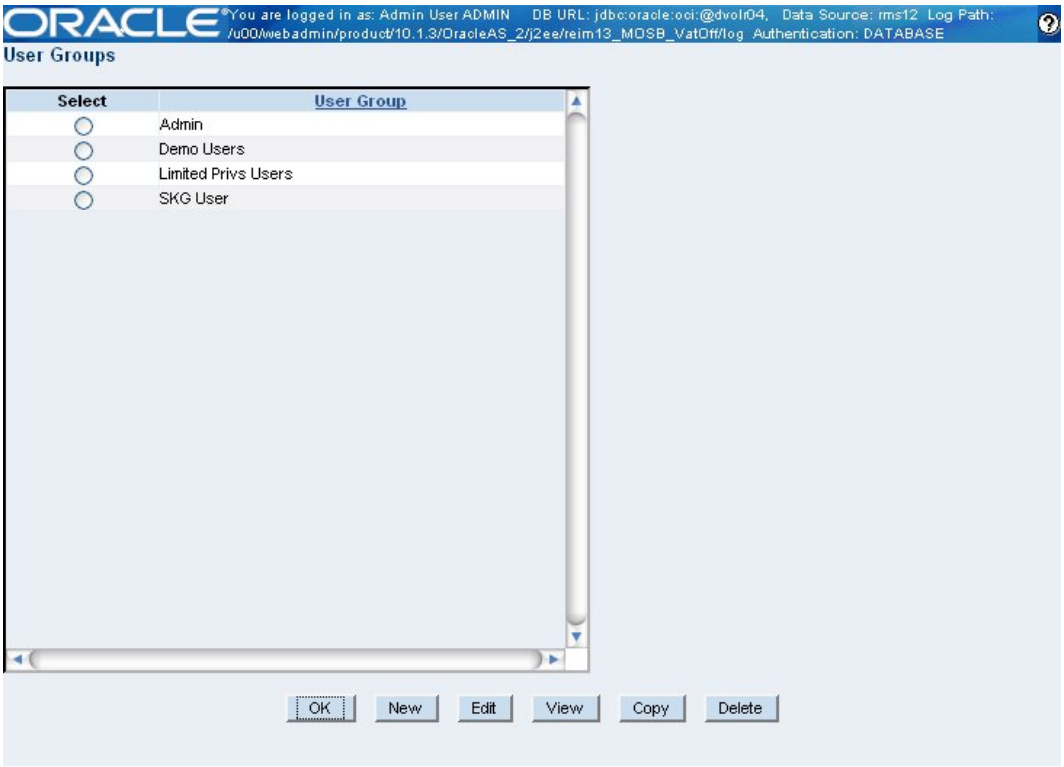
4. In the Available Reason Codes column, select the check box in the Select column next to each reason code you want to add to the user group.

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

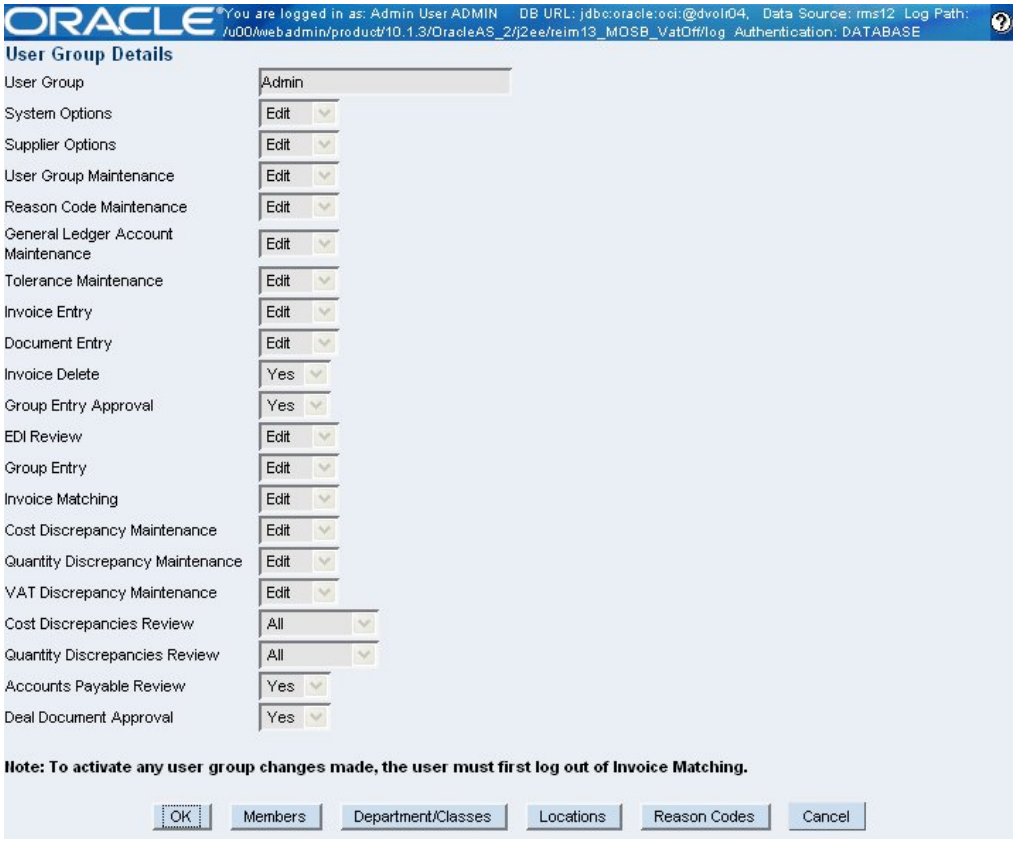
Navigate: On the Administration tab, click User Group Maintenance. The User Groups window opens.



User Groups Window

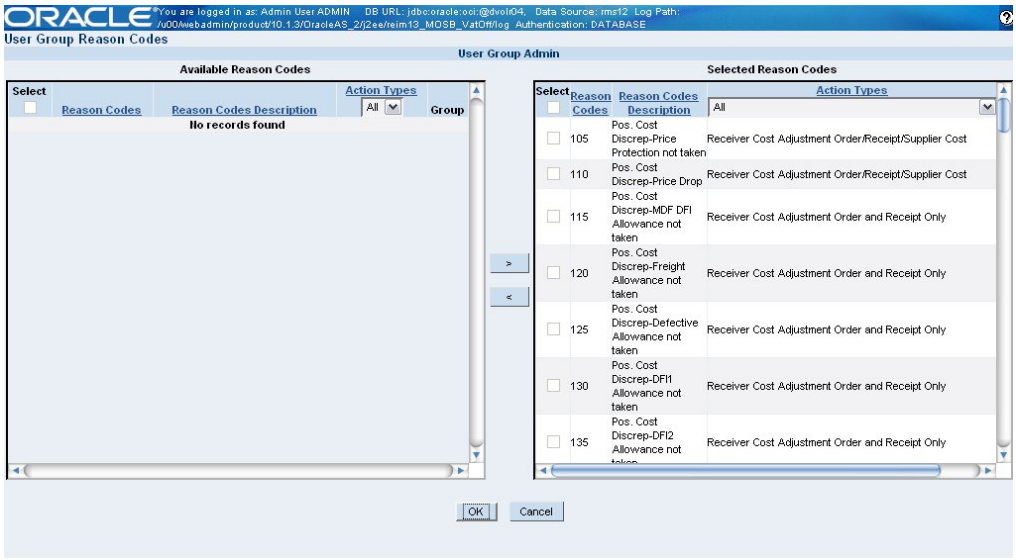
1. Select a user group.

2. Click **Edit**. The User Group Details window opens.



User Group Details Window

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



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.

Tolerance Levels

Maintain Tolerance Levels

In the tolerance windows, you can define the amount of variance allowed between an invoice and a receipt. If the variance is within the defined tolerances, the invoice can be considered a match. You can 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

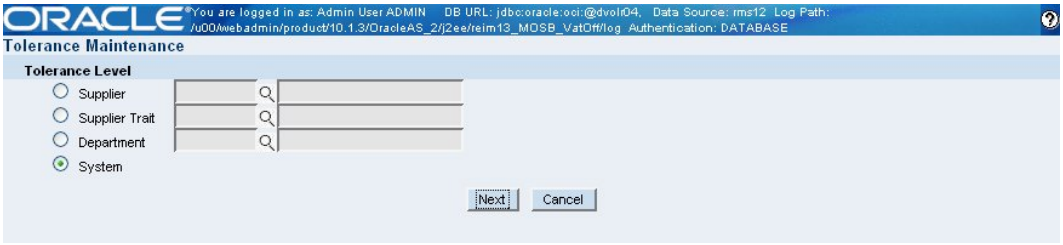
You can define a tolerance only to the maximum percentage of system tolerance. When you define a tolerance, the lower tolerance is included when calculating variance, while the upper tolerance is excluded.

This section includes the following tolerance level instructions:

- Define the Tolerance Level for the System
- Delete a Tolerance Level for the System
- Define the Tolerance Level for a Supplier, Supplier Trait, or Department
- Delete a Tolerance Level for a Supplier, Supplier Trait, or Department
- Set Default Tolerance Level for a Supplier, Supplier Trait, or Department

Define the Tolerance Level for the System

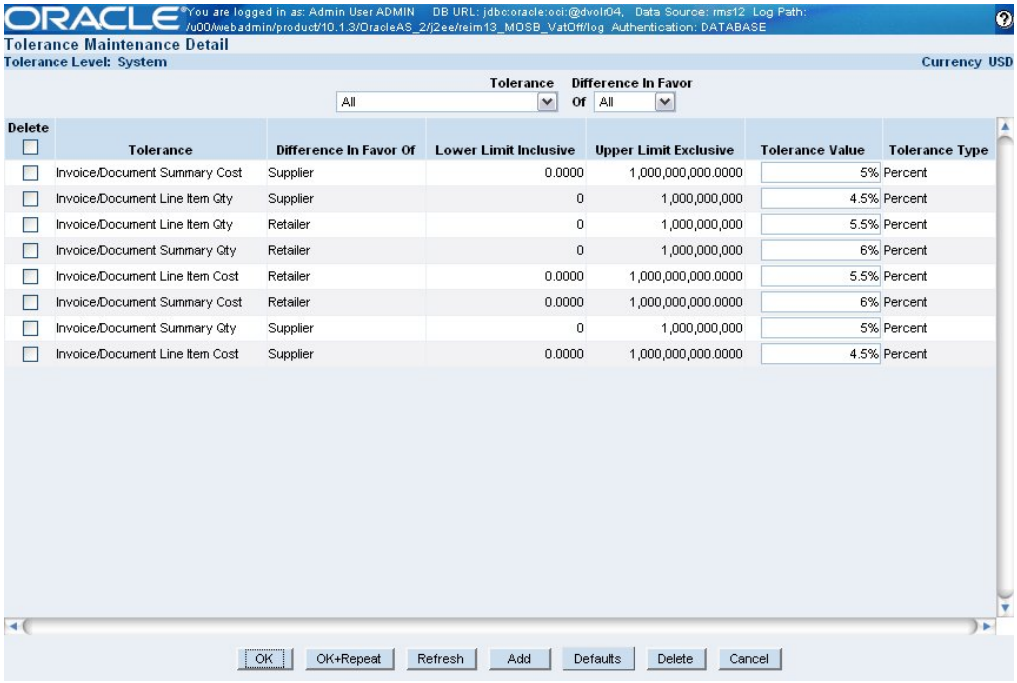
Navigate: On the Administration tab, click Tolerance Maintenance. The Tolerance Maintenance window opens.



Tolerance Maintenance Window

1. In the Tolerance Level column, select System.

2. Click **Next**. The Tolerance Maintenance Detail window opens.

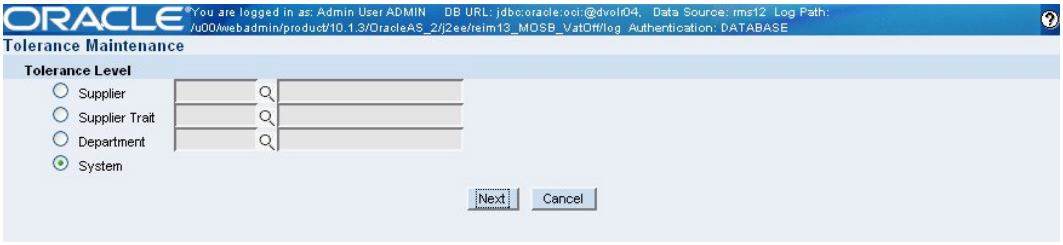


Tolerance Maintenance Detail Window

3. In the Tolerance field, select the type of tolerance you are creating.
4. In the Difference in Favor field, indicate in whose favor the tolerance should be.
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 allowed for the variance.
8. In the Tolerance Type field, indicate how the variance should be measured.
9. Click **OK** to save your changes and close the window.

Define the Tolerance Level for the System

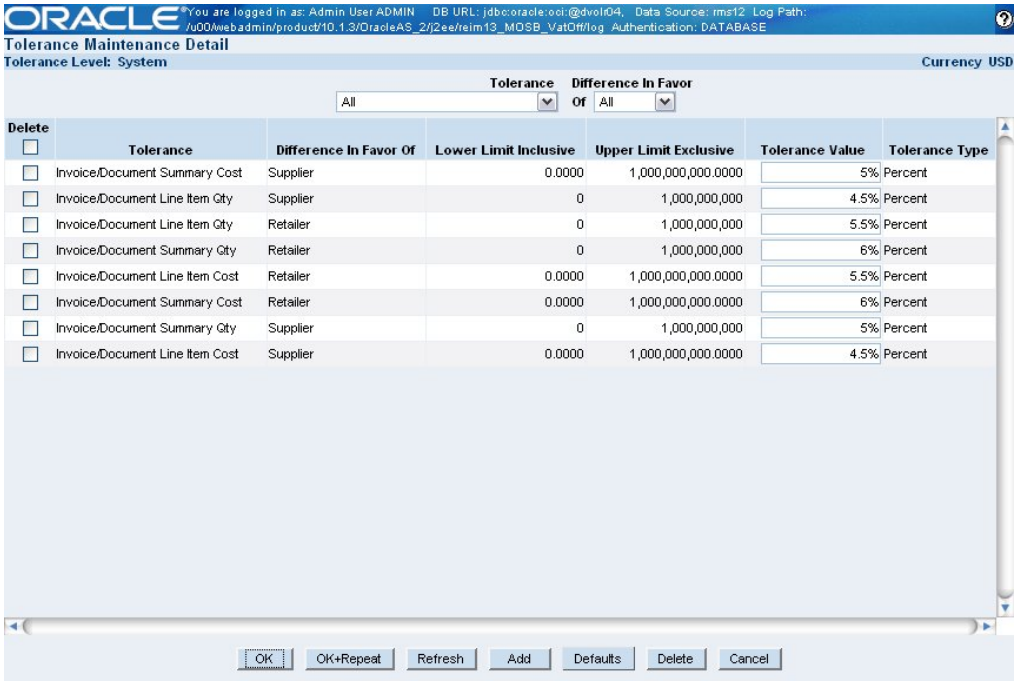
Navigate: On the Administration tab, click Tolerance Maintenance. The Tolerance Maintenance window opens.



Tolerance Maintenance Window

1. In the Tolerance Level column, select System.

2. Click **Next**. The Tolerance Maintenance Detail window opens.

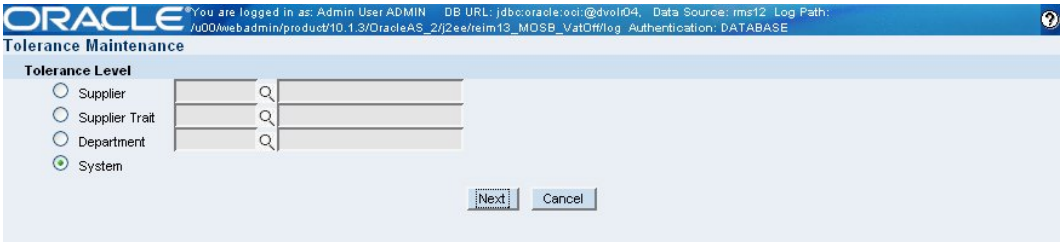


Tolerance Maintenance Detail Window

3. In the Tolerance field, select the type of tolerance you are creating.
4. In the Difference in Favor field, indicate in whose favor the tolerance should be.
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 allowed for the variance.
8. In the Tolerance Type field, indicate how the variance should be measured.
9. Click **OK** to save your changes and close the window.

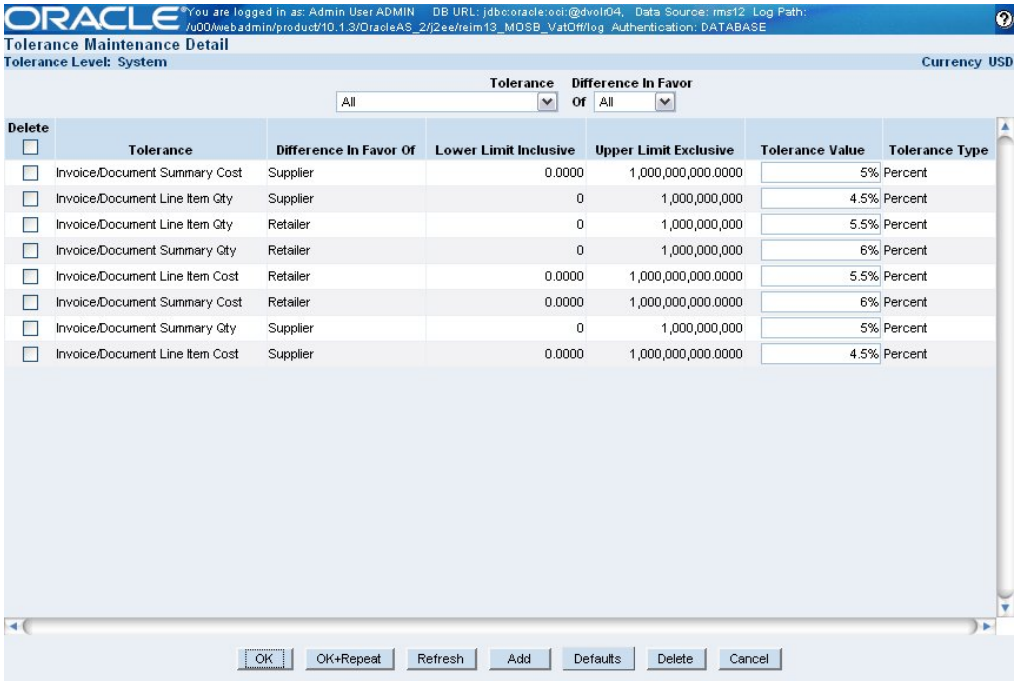
Define the Tolerance Level for a Supplier, Supplier Trait, or Department

Navigate: On the Administration tab, click Tolerance Maintenance. The Tolerance Maintenance window opens.



Tolerance Maintenance Window

1. In the Tolerance Level column:
   - Select Supplier to create a supplier tolerance level. In the Supplier field, enter the supplier ID, or click the LOV button to 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 to 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 to select a department.
2. Click **Next**. The Tolerance Maintenance Detail window opens.

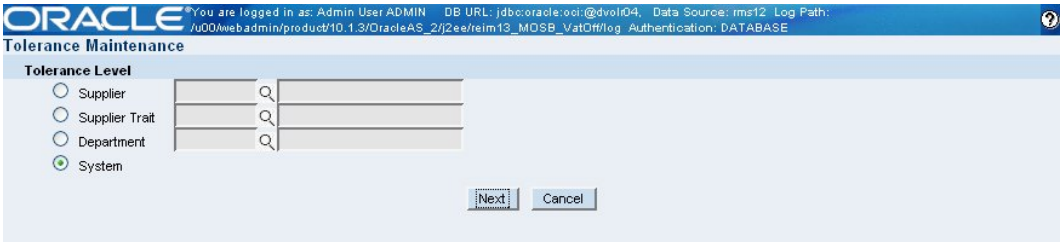


Tolerance Maintenance Detail Window

3. In the Tolerance field, select the type of tolerance you are creating.
4. In the Difference in Favor field, indicate in whose favor the tolerance should be.
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 allowed for the variance.
8. In the Tolerance Type field, indicate how the variance should be measured.
9. Click **OK** to save your changes and close the window.

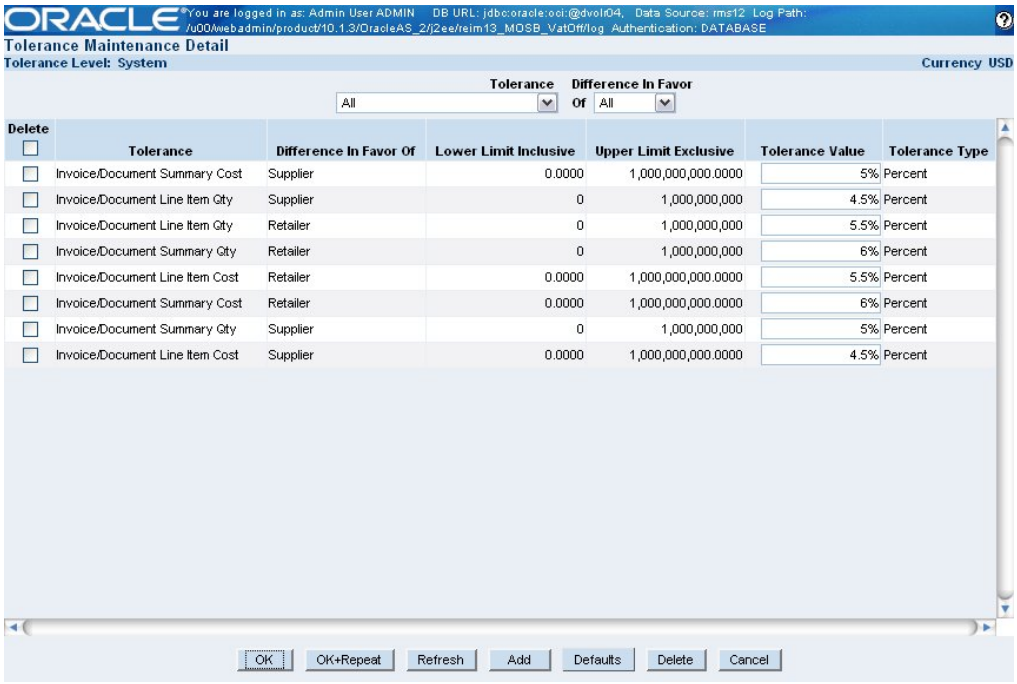
Delete a Tolerance Level for a Supplier, Supplier Trait, or Department

Navigate: On the Administration tab, click Tolerance Maintenance. The Tolerance Maintenance window opens.



Tolerance Maintenance Window

1. In the Tolerance Level column:
   - Select Supplier to create a supplier tolerance level. In the Supplier field, enter the supplier ID, or click the LOV button to 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 to 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 to select a department.
2. Click **Next**. The Tolerance Maintenance Detail window opens.



Tolerance Maintenance Detail Window

3. In the Delete column, select the type of tolerance you are deleting.

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

4. Click **Delete**. You are prompted to confirm the deletion.
5. Click **OK**.
6. Click **OK** to close the window and save your changes.

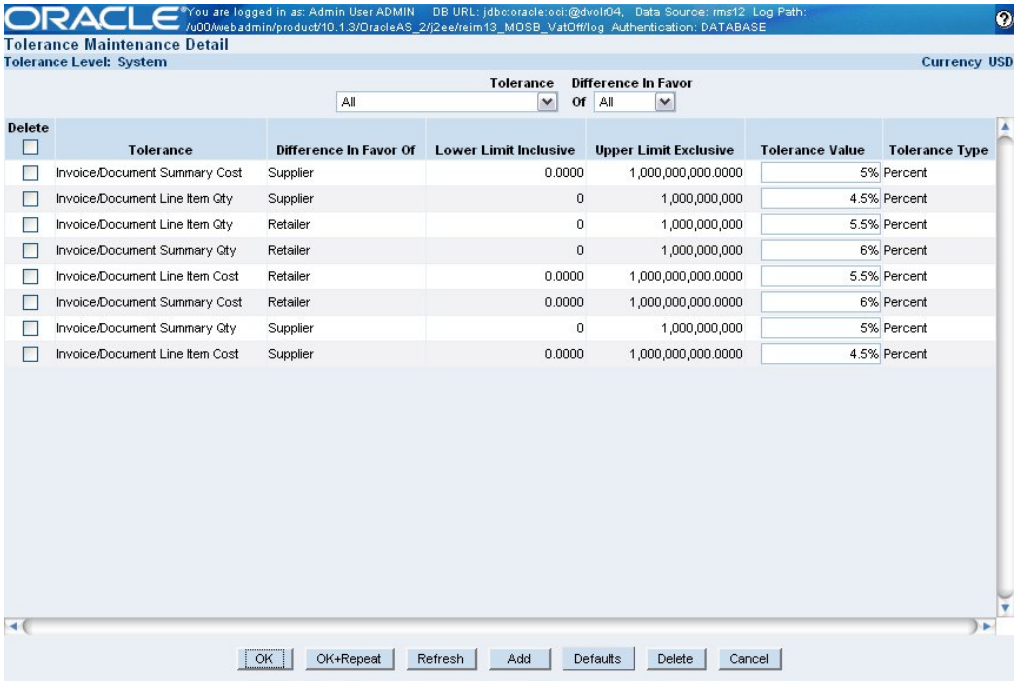
Set Default Tolerance Level for a Supplier, Supplier Trait, or Department

Navigate: On the Administration tab, click Tolerance Maintenance. The Tolerance Maintenance window opens.

Tolerance Maintenance Window

1. In the Tolerance Level column:
   - Select Supplier to create a supplier tolerance level. In the Supplier field, enter the supplier ID, or click the LOV button to 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 to 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 to select a department.

2. Click **Next**. The Tolerance Maintenance Detail window opens.



Tolerance Maintenance Detail Window

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

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.

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 an 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.

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: Oracle Retail 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 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 betwen 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.