

**Oracle[®] Retail Invoice Matching
User Guide
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Oracle Retail Invoice Matching User Guide is a complete guide to the user interface of Oracle Retail Invoice Matching.

Audience

This document is intended for the users of Oracle Retail Invoice Matching.

Related Documents

For more information on Oracle Retail Invoice Matching, please see these documents:

- Oracle Retail Invoice Matching Installation Guide
- Oracle Retail Invoice Matching Release Notes
- Oracle Retail Invoice Matching Operations Guide
- Oracle Retail Invoice Matching Data Model
- Oracle Retail Invoice Matching Batch Schedule
- Oracle Retail Invoice Matching Online Help

Customer Support

- <https://metalink.oracle.com>

When contacting Customer Support, please provide:

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

Oracle Retail Invoice Matching

Oracle Retail Invoice Matching (ReIM) supports verification of merchandise invoice cost and quantity prior to payment. ReIM receives invoice data via electronic data interchange (EDI) or manually entered into the system through a group or single invoice entry facility.

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

If invoices and receipts are not matched at the summary level after a specified period of time, the auto-matching process attempts to match at the line-level within tolerances. If matches are not identified at the line level, the process calculates a cost or quantity discrepancy. The discrepancy is routed to defined user groups for resolution.

Discrepancies are resolved by applying reason codes based on a set of defined actions (for example, charge-back supplier) which determine disposition of the discrepancies.

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

Business Process

Resolve Discrepancies

- 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

Invoice Matching Navigation

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

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

Log on to and Exit ReIM

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

Log on to ReIM

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

Exit ReIM

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

Navigate Within a Window

Use a Drop-Down list

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

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

Use a List of Values Button

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

Note: The list of values is empty if no values have been defined for the list.

1. Click the LOV  button. A list of options is displayed.
2. Select an option from the list.
OR
You may double click on an option in the list to populate a field.
3. Click **OK**. The selected option is entered in the appropriate field.

Sort and Filter Information

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

Filter Information

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

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

Sort Information

Many windows use underlined column headings to sort table data.

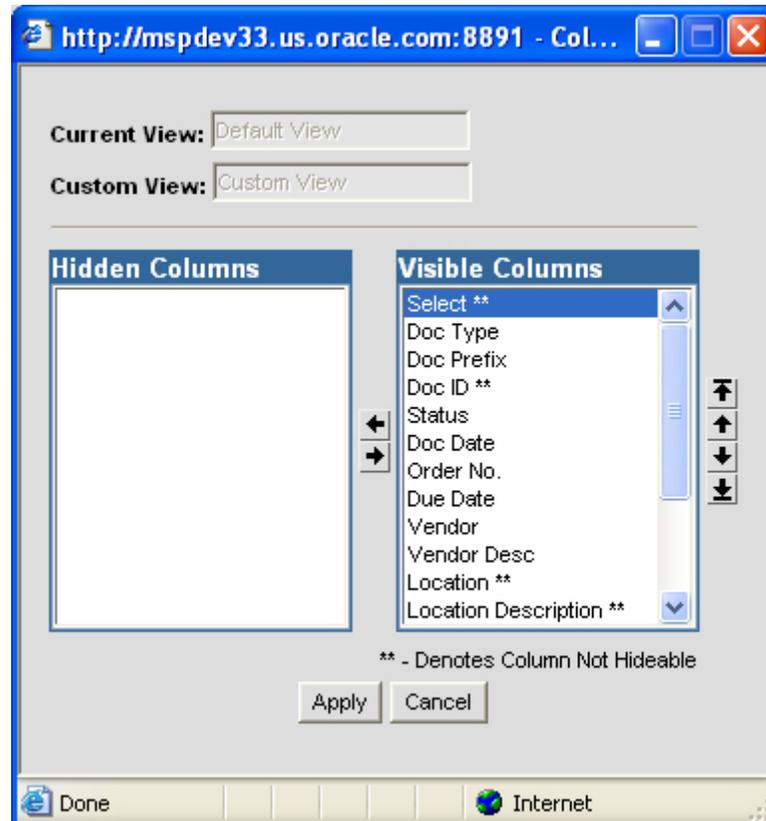
- To sort the list, click any underlined column heading. You can only sort by one column at a time. An arrow indicates the column that is currently sorted, as well as the sort order.
- To reverse the current sort order, click the same column heading again.

Flexible Columns

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

Hide or Display a Column

1. Click the column  button, found to the left of the window name. The Column Ordering window opens.



Column Ordering Window

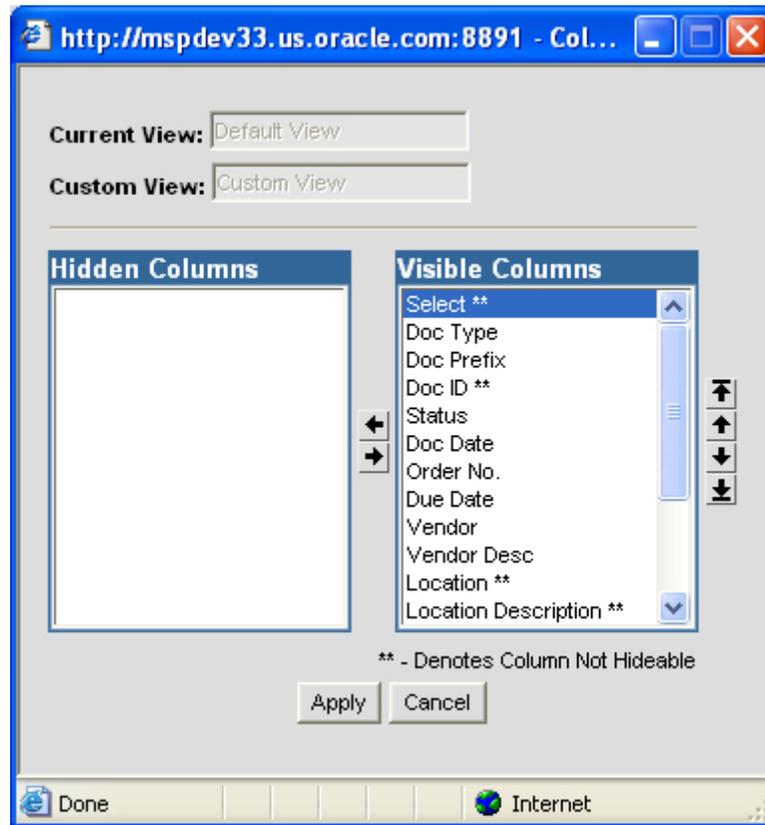
2. Select a column heading.
3. Use the left arrow  button or the right arrow  button to move the column heading to the Hidden Columns or the Visible Columns area.

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

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

Change the Column Order

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



Column Ordering Window

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

Document Groups

Enter Document Groups

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

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

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.

Delete	Group ID	Entry Date	Status	Control Total	Calculated Total	Variance Total	Control Count	Calculated Count	Variance Count	Currency Code	Create ID
<input type="checkbox"/>	92514	03-10-2001	Worksheet	\$0.0000	\$4,100.0000	\$4,100.0000	0	3	3	USD	ADMIN
<input type="checkbox"/>	92523	03-10-2001	Worksheet	\$0.0000	\$1,000.0000	\$1,000.0000	0	1	1	USD	ADMIN
<input type="checkbox"/>	92524	03-10-2001	Worksheet	\$0.0000	\$10.0000	\$10.0000	0	1	1	USD	ADMIN
<input type="checkbox"/>	92525	03-10-2001	Worksheet	\$0.0000	\$1,000.0000	\$1,000.0000	0	3	3	USD	ADMIN
<input type="checkbox"/>	92526	03-10-2001	Worksheet	\$100,000,000,000.0000	\$100,000,000,000.0000	\$0.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	92529	03-10-2001	Worksheet	\$1,000,000,000,000.0000	\$100,000,000,000.0000	(\$999,800,000,000.0000)	0	1	1	USD	DEMO1
<input type="checkbox"/>	92708	03-10-2001	Worksheet	\$99,999,999,999.0000	\$8,777,777,777,779,280.0000	\$8,777,677,777,779,281.0000	3	3	0	USD	DEMO1
<input type="checkbox"/>	92806	03-10-2001	Worksheet	\$88,888,888,888.0000	\$8,888,888,888,888,890.0000	\$8,800,000,000,002.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	92807	03-10-2001	Submitted	\$100.0000	\$100.0000	\$0.0000	1	1	0	USD	DEMO1
<input type="checkbox"/>	92809	03-10-2001	Worksheet	\$0.0000	\$444.0000	\$444.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	92810	03-10-2001	Worksheet	\$0.0000	\$42,855.0000	\$42,855.0000	0	2	2	USD	DEMO1
<input type="checkbox"/>	92811	03-10-2001	Worksheet	\$0.0000	\$558.0000	\$558.0000	0	2	2	USD	DEMO1
<input type="checkbox"/>	92908	03-10-2001	Worksheet	\$0.0000	\$999,999,999,999.5560	\$999,999,999,999.5560	0	1	1	USD	DEMO1
<input type="checkbox"/>	93306	03-10-2001	Worksheet	\$234.0000	\$234.0000	\$0.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	93307	03-10-2001	Worksheet	\$0.0000	\$45.0000	\$45.0000	0	1	1	USD	DEMO1

Group Entry List Window

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

Group Entry

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

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

Document Type	Vendor Type	Doc No.	Document Date	Terms	Order No.	Location	Total Qty	Total Cost	Non-Merch Ref No. 1	Ref No. 2	Ref No. 3
Merchandise Invoice	Supplier						0				

Existing Documents: No records found

Summary

Calculated Total	\$0.0000	Calculated Count	0
Control Total	\$0.0000	Control Count	0
Variance	\$0.0000	Variance	0

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.

	Amount	VAT Code - Rate
Ancillary Services	0.0000	
Banded Premium	0.0000	
Extraneous Items	0.0000	
Freight Code	0.0000	
Indirect Expense	0.0000	
Kanban	0.0000	
Miscellaneous	0.0000	
Repacking	0.0000	
Sales Tax	0.0000	

GL Cross-reference for										
	Segment 1	Segment 2	Segment 3	Segment 4	Segment 5	Segment 6	Segment 7	Segment 8	Segment 9	Segment 10
Type:	Company	Location	Account	Department	Class	Affiliate	Future1	Future2	Future3	Future4
										Total: 0.0000

Non Merchandise Cost Window

- b. In the non merchandise fields, enter the appropriate charges.
- c. In the VAT Code - Rate field, select the appropriate VAT information for the non-merchandise charge.
- d. Click **Calculate Total**. The sum of the non-merchandise costs appears in the Total field.
- e. Click **OK** to save your changes and close the window.

2. Add the invoice VAT cost.
 - a. In the Document Entry area, click the amount in the Total VAT Amt field. The VAT Breakdown window opens.

Ex VAT Basis	VAT Code	VAT Rate	VAT Amounts
	C	20	0.0000
	Z	0	0.0000
	E	30	0.0000
	S	10	0.0000

Total: 0.0000

OK Calculate Total Cancel

VAT Breakdown Window

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

Edit a Document Group

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

Delete	Group ID	Entry Date	Status	Control Total	Calculated Total	Variance Total	Control Count	Calculated Count	Variance Count	Currency Code	Create ID
<input type="checkbox"/>	92514	03-10-2001	Worksheet	\$0.0000	\$4,100.0000	\$4,100.0000	0	3	3	USD	ADMIN
<input type="checkbox"/>	92523	03-10-2001	Worksheet	\$0.0000	\$1,000.0000	\$1,000.0000	0	1	1	USD	ADMIN
<input type="checkbox"/>	92524	03-10-2001	Worksheet	\$0.0000	\$10.0000	\$10.0000	0	1	1	USD	ADMIN
<input type="checkbox"/>	92525	03-10-2001	Worksheet	\$0.0000	\$1,000.0000	\$1,000.0000	0	3	3	USD	ADMIN
<input type="checkbox"/>	92526	03-10-2001	Worksheet	\$100,000,000,000.0000	\$100,000,000,000.0000	\$0.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	92529	03-10-2001	Worksheet	\$1,000,000,000,000.0000	\$100,000,000,000.0000	(\$999,900,000,000.0000)	0	1	1	USD	DEMO1
<input type="checkbox"/>	92708	03-10-2001	Worksheet	\$99,999,999,999.0000	\$8,777,777,779,280.0000	\$8,777,877,779,281.0000	3	3	0	USD	DEMO1
<input type="checkbox"/>	92806	03-10-2001	Worksheet	\$88,888,888,888.0000	\$8,888,888,888,880.0000	\$8,800,000,000,002.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	92807	03-10-2001	Submitted	\$100.0000	\$100.0000	\$0.0000	1	1	0	USD	DEMO1
<input type="checkbox"/>	92809	03-10-2001	Worksheet	\$0.0000	\$444.0000	\$444.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	92810	03-10-2001	Worksheet	\$0.0000	\$42,855.0000	\$42,855.0000	0	2	2	USD	DEMO1
<input type="checkbox"/>	92811	03-10-2001	Worksheet	\$0.0000	\$558.0000	\$558.0000	0	2	2	USD	DEMO1
<input type="checkbox"/>	92908	03-10-2001	Worksheet	\$0.0000	\$999,999,999,999.5560	\$999,999,999,999.5560	0	1	1	USD	DEMO1
<input type="checkbox"/>	93306	03-10-2001	Worksheet	\$234.0000	\$234.0000	\$0.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	93307	03-10-2001	Worksheet	\$0.0000	\$45.0000	\$45.0000	0	1	1	USD	DEMO1

Group Entry List Window

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

Document ID: (% for partial search)

Document Type:

Vendor Type:

Vendor:

Order Number:

Currency: No Dollar

Total Cost: to

Document Group Status:

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.

Delete	Vendor	Vendor Desc	Doc No.	Document Type	Document Date	Terms	Due Date	Total Qty	Merch Cost	Non Merch Cost	Total Cost	Order No.	Location	Location Description
<input type="checkbox"/>	1212120000	Glassware Products Ltd.	14554	Merchandise Invoice	03-09-2001	02-1.5%-30 Days	03-09-2001	150	\$1,490.0000	\$10.0000	\$1,500.0000	77013	1111111111	Central Physical WH
<input type="checkbox"/>	5000000000	Test Supplier	234	Merchandise Invoice	03-06-2001	000.00% 014 014	03-20-2001	4,324	\$7,777,777,777,778.0000	\$0.0000	\$7,777,777,777,778.0000	76904	1000000018	Charleston
<input type="checkbox"/>	5000000000	Test Supplier	324	Merchandise Invoice	03-06-2001	000.00% 014 014	03-20-2001	4	\$1,000,000,000,000.0000	\$0.0000	\$1,000,000,000,000.0000	76904	1000000018	Charleston

Calculated Total \$8,777,777,779,280.0000 **Calculated Count** 3
Control Total \$99,999,999,999.0000 **Control Count** 3
Variance \$8,777,877,779,281.0000 **Variance** 0

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.

Delete	Vendor	Vendor Desc	Doc No.	Document Type	Document Date	Terms	Due Date	Total Qty	Merch Cost	Non-Merch Cost	Total Cost	Order No.	Location	Location Description
<input type="checkbox"/>	1212120000	Glassware Products Ltd.	14554	Merchandise Invoice	03-09-2001	02-1.5% 30 Days	03-09-2001	150	\$1,490,000.00	\$10,000.00	\$1,500,000.00	77013	1111111111	Central Physical VH
<input type="checkbox"/>	5000000000	Test Supplier	234	Merchandise Invoice	03-06-2001	113-01 000.00% 014 014	03-20-2001	4,324	\$7,777,777,777,777,780.0000	\$0.0000	\$7,777,777,777,780.0000	76904	1000000018	Charleston
<input type="checkbox"/>	5000000000	Test Supplier	324	Merchandise Invoice	03-06-2001	113-01 000.00% 014 014	03-20-2001	4	\$1,000,000,000,000,000.0000	\$0.0000	\$1,000,000,000,000,000.0000	76904	1000000018	Charleston

Calculated Total	\$8,777,777,777,779,280.0000	Calculated Count	3
Control Total	\$99,999,999,999.0000	Control Count	3
Variance	\$8,777,677,777,779,281.0000	Variance	0

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.

You are logged in as: Admin User AD34DI BB URL: jdb:cn=ch.dtm:cn=adm36:1521:dem011, Data Source: ms10 Log Path: Ad34/rev/adv/adv4_mss/adv4/994_mss/11/9x/ID/Log.txt Authentication: DATABASE

Group Entry List Default View

Delete	Group ID	Entry Date	Status	Control Total	Calculated Total	Variance Total	Control Count	Calculated Count	Variance Count	Currency Code	Create ID
<input type="checkbox"/>	92514	03-10-2001	Worksheet	\$0.0000	\$4,100.0000	\$4,100.0000	0	3	3	USD	ADMIN
<input type="checkbox"/>	92523	03-10-2001	Worksheet	\$0.0000	\$1,000.0000	\$1,000.0000	0	1	1	USD	ADMIN
<input type="checkbox"/>	92524	03-10-2001	Worksheet	\$0.0000	\$10.0000	\$10.0000	0	1	1	USD	ADMIN
<input type="checkbox"/>	92525	03-10-2001	Worksheet	\$0.0000	\$1,000.0000	\$1,000.0000	0	3	3	USD	ADMIN
<input type="checkbox"/>	92526	03-10-2001	Worksheet	\$100,000,000,000.0000	\$100,000,000,000.0000	\$0.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	92529	03-10-2001	Worksheet	\$1,000,000,000,000.0000	\$100,000,000,000.0000	(\$999,800,000,000.0000)	0	1	1	USD	DEMO1
<input type="checkbox"/>	92708	03-10-2001	Worksheet	\$99,999,999,999.0000	\$8,777,777,779,280.0000	\$8,777,877,779,281.0000	3	3	0	USD	DEMO1
<input type="checkbox"/>	92806	03-10-2001	Worksheet	\$88,888,888,888.0000	\$8,888,888,888,880.0000	\$8,800,000,000,002.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	92807	03-10-2001	Submitted	\$100.0000	\$100.0000	\$0.0000	1	1	0	USD	DEMO1
<input type="checkbox"/>	92809	03-10-2001	Worksheet	\$0.0000	\$444.0000	\$444.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	92810	03-10-2001	Worksheet	\$0.0000	\$42,855.0000	\$42,855.0000	0	2	2	USD	DEMO1
<input type="checkbox"/>	92811	03-10-2001	Worksheet	\$0.0000	\$558.0000	\$558.0000	0	2	2	USD	DEMO1
<input type="checkbox"/>	92908	03-10-2001	Worksheet	\$0.0000	\$999,999,999,999.5560	\$999,999,999,999.5560	0	1	1	USD	DEMO1
<input type="checkbox"/>	93306	03-10-2001	Worksheet	\$234.0000	\$234.0000	\$0.0000	0	1	1	USD	DEMO1
<input type="checkbox"/>	93307	03-10-2001	Worksheet	\$0.0000	\$45.0000	\$45.0000	0	1	1	USD	DEMO1

1 2 3 4 (Next)

Advanced Search Clear Advanced Search New Delete Cancel

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

There are three ways invoices are loaded into the system: EDI, group entry, and single invoice entry. The majority of invoices are sent to Oracle Retail Invoice Matching via Electronic Data Interchange (EDI). If the data on the invoices can be verified, then they will be ready to match. If the data cannot be verified, then you need to manually correct the inaccurate data on each invoice.

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

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.

Delete	Supplier	Invoice Number	Invoice Date	Total Invoice Cost	Reject Reason
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIKENH0543021214300000000143	03-10-2001	\$3,943.1900	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDIKENH0543021200000000000306	03-10-2001	\$29,219.3891	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDIKENH0543021256840000000240	03-10-2001	\$20,710.7600	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIKENH0543202550100000000721	03-10-2001	\$26,879.0400	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIKENH0543202584210000000721	03-10-2001	\$2,720.6300	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIKENH0543202593200000000745	03-10-2001	\$27,572.1600	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIKENH0543021209570000000136	03-10-2001	\$4,024.9200	Invalid duplicate UPC
<input type="checkbox"/>	5000000002-Test Supplier 5000000002	EDIKENH0543021278070000000301	03-10-2001	\$29,521.3782	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIKENH0543021210580000000138	03-10-2001	\$12,412.8591	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDIKENH0543202580410000000722	03-10-2004	\$20,105.8400	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIKENH0543021209470000000134	03-10-2001	\$12,304.8691	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIKENH0543021213200000000144	03-10-2001	\$2,601.1600	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDIKENH0543021241300000000303	03-10-2001	\$36,055.8600	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDIKENH0543021274070000000292	03-10-2001	\$54,711.8400	Invalid duplicate UPC
<input type="checkbox"/>	5000000002-Test Supplier 5000000002	EDIKENH0543021253540000000229	03-10-2001	\$13,767.6200	Invalid duplicate UPC
<input type="checkbox"/>	5000000004-Test Supplier 5000000004	EDIKENH0543021263050000000263	03-10-2001	\$1,999.2800	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIKENH0543202595430000000750	03-10-2001	\$41,872.4000	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIKENH0553097816340000000002	03-10-2001	\$40,984.8200	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDIKENH054302127493200000000301	03-10-2001	\$36,000.0000	Invalid UPC

EDI Maintenance Window

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

Reject Reason: Invalid duplicate UPC

Invoice: EDIKENH0543021209470000000134

Supplier: 5000000005 - Test Supplier 5000000005

Invoice Date: 03-10-2001

Terms: 30 Net 30 Days

Order No.: 05457

Location: 1111111111 - Central Physical VM

UPC / Supplement / SKI	Quantity	Unit Cost	Total Line Item Cost
100004250 - Test Item 100004250	400	\$1.0000	\$400.0000
100004250 - Test Item 100004250	400	\$1.0203	\$408.1200
100004250 - Test Item 100004250	400	\$0.9359	\$374.3600
100005010 - Test Item 100005010	400	\$0.2945	\$117.8000
100005010 - Test Item 100005010	400	\$0.3000	\$120.0000
100005010 - Test Item 100005010	400	\$0.3000	\$120.0000
7777777777777 - CCC-14 Test Item	400	\$1.9082	\$763.2800
7777777777777 - CCC-14 Test Item	400	\$2.1895	\$875.8000
7777777777777 - CCC-14 Test Item	400	\$2.0000	\$800.0000

EDI Rejected Invoice Detail Window

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

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

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

Delete EDI Invoices

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

Delete	Supplier	Invoice Number	Invoice Date	Total Invoice Cost	Reject Reason
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH0543021214300000000168	03-10-2001	\$3,943.1900	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDIGENH0543021290000000000306	03-10-2001	\$29,219.3891	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDIGENH0543021256840000000240	03-10-2001	\$20,710.7600	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIGENH0543202550100000000721	03-10-2001	\$26,079.0400	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH05432025504210000000721	03-10-2001	\$2,720.6300	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIGENH0543202550320000000745	03-10-2001	\$27,572.1600	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH0543021209570000000136	03-10-2001	\$4,024.9200	Invalid duplicate UPC
<input type="checkbox"/>	5000000002-Test Supplier 5000000002	EDIGENH0543021278070000000301	03-10-2001	\$29,521.3782	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH0543021210580000000138	03-10-2001	\$12,412.8591	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDIGENH0543202550041000000172	03-10-2004	\$20,105.6400	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH0543021209470000000134	03-10-2001	\$12,304.6691	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH0543021213200000000144	03-10-2001	\$2,601.1600	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDIGENH0543021241300000000301	03-10-2001	\$36,055.8600	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDIGENH0543021274670000000292	03-10-2001	\$54,711.6400	Invalid duplicate UPC
<input type="checkbox"/>	5000000002-Test Supplier 5000000002	EDIGENH0543021253540000000229	03-10-2001	\$13,767.6200	Invalid duplicate UPC
<input type="checkbox"/>	5000000004-Test Supplier 5000000004	EDIGENH0543021263050000000263	03-10-2001	\$1,999.2800	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIGENH0543202550543000000190	03-10-2001	\$41,072.4000	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIGENH0557097816340000000092	03-10-2001	\$40,984.6200	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDIGENH0538127493260000000091	03-10-2001	\$36,000.0000	Invalid UPC

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

Correct Multiple Rejected EDI Invoices

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

Delete	Supplier	Invoice Number	Invoice Date	Total Invoice Cost	Reject Reason
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH0543021214300000000149	03-10-2001	\$3,943.1900	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDIGENH0543021200000000000306	03-10-2001	\$29,219.3899	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDIGENH0543021256840000000240	03-10-2001	\$20,710.7600	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIGENH0543095500100000000721	03-10-2001	\$26,079.0400	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH0543095504210000000721	03-10-2001	\$2,720.6300	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIGENH0543095503200000000745	03-10-2001	\$27,672.1600	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH0543021209570000000136	03-10-2001	\$4,024.9200	Invalid duplicate UPC
<input type="checkbox"/>	5000000002-Test Supplier 5000000002	EDIGENH0543021278010000000301	03-10-2001	\$29,521.3782	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH0543021210500000000138	03-10-2001	\$12,412.8599	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDIGENH0543095500410000000722	03-10-2004	\$20,105.6400	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH0543021209470000000134	03-10-2001	\$12,304.6699	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH0543021213200000000144	03-10-2001	\$2,601.1600	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDIGENH0543021241300000000303	03-10-2001	\$36,055.8600	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDIGENH0543021274070000000292	03-10-2001	\$54,711.6400	Invalid duplicate UPC
<input type="checkbox"/>	5000000002-Test Supplier 5000000002	EDIGENH0543021253540000000293	03-10-2001	\$13,767.6200	Invalid duplicate UPC
<input type="checkbox"/>	5000000004-Test Supplier 5000000004	EDIGENH0543021263050000000263	03-10-2001	\$1,999.2800	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIGENH0543095504300000000750	03-10-2001	\$41,072.4000	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIGENH0557097916340000000002	03-10-2001	\$40,984.6200	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDIGENH056301274992600000000001	03-10-2001	\$36,000.0000	Invalid UPC

EDI Maintenance Window

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

EDI Reject Mass Correction Window

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

Delete Multiple Rejected EDI Invoices

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

Delete	Supplier	Invoice Number	Invoice Date	Total Invoice Cost	Reject Reason
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH0543021214300000000168	03-10-2001	\$3,943.1900	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDIGENH0543021209000000000306	03-10-2001	\$29,219.3899	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDIGENH0543021256840000000248	03-10-2001	\$20,710.7600	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIGENH0543095950100000000721	03-10-2001	\$26,879.0400	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH0543095942100000000721	03-10-2001	\$2,720.6300	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIGENH0543095953200000000745	03-10-2001	\$27,672.1600	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH0543021209570000000136	03-10-2001	\$4,024.9200	Invalid duplicate UPC
<input type="checkbox"/>	5000000002-Test Supplier 5000000002	EDIGENH0543021278070000000301	03-10-2001	\$29,521.3782	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH0543021210580000000138	03-10-2001	\$12,412.8599	Invalid duplicate UPC
<input type="checkbox"/>	5000000003-Test Supplier 5000000003	EDIGENH0543095950410000000722	03-10-2004	\$20,105.6400	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH0543021209470000000134	03-10-2001	\$12,304.6699	Invalid duplicate UPC
<input type="checkbox"/>	5000000005-Test Supplier 5000000005	EDIGENH0543021213200000000144	03-10-2001	\$2,601.1600	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDIGENH0543021241330000000303	03-10-2001	\$36,055.8600	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDIGENH0543021247467000000292	03-10-2001	\$54,711.6400	Invalid duplicate UPC
<input type="checkbox"/>	5000000002-Test Supplier 5000000002	EDIGENH054302125354000000029	03-10-2001	\$13,767.6200	Invalid duplicate UPC
<input type="checkbox"/>	5000000004-Test Supplier 5000000004	EDIGENH0543021263050000000263	03-10-2001	\$1,999.2800	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIGENH05430959543000000750	03-10-2001	\$41,072.4000	Invalid duplicate UPC
<input type="checkbox"/>	1212120000-Glassware Products Ltd.	EDIGENH055709781634000000002	03-10-2001	\$40,984.6200	Invalid duplicate UPC
<input type="checkbox"/>	5000000001-Test Supplier	EDIGENH056301749926000000001	03-10-2001	\$36,000.0000	Invalid UPC

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

Add Child Invoices

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

Edit Child Invoices

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

Delete a Child Invoice

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

Complete the Distribution

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

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

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 ID	Supplier	Purchase Order	Location	Currency	Total Invoice Cost	Total Quantity	Invoice Terms	Invoice Date	Split Indicator
EDIGENN1055894748646000000000	5000000001	76062	1111111111-Central Physical VH	USD	\$70,650.6182	5,400	2.5% 30 Days	03-10-2001	Y
EDIGENN1055895953963000000000	5000000001	76070	1111111111-Central Physical VH	USD	\$54,000.0000	5,400	2.5% 30 Days	03-10-2001	Y
EDIGENN105589474878600000000005	5000000001	76068	2222222222-Western Physical VH	USD	\$36,000.0000	3,600	2.5% 30 Days	03-10-2001	Y
EDIGENN105589594941600000000001	5000000001	76078	2222222222-Western Physical VH	USD	\$36,000.0000	3,600	2.5% 30 Days	03-10-2001	Y
EDIGENN105589474864600000000006	5000000001	76067	1111111111-Central Physical VH	USD	\$54,000.0000	5,400	2.5% 30 Days	03-10-2001	Y
EDIGENN105589895402900000000004	5000000001	76075	1111111111-Central Physical VH	USD	\$54,184.6200	5,400	2.5% 30 Days	03-10-2001	Y
EDIGENN105589594946600000000002	5000000001	76079	1111111111-Central Physical VH	USD	\$54,000.0000	5,400	2.5% 30 Days	03-10-2001	N
EDIGENN106253550316600000000000	1212120000	64927	1111111111-Central Physical VH	USD	\$49,217.6191	3,600	1.5% 30 Days	03-10-2001	Y
EDIGENN106320542545600000000000	5000000001	76088	1111111111-Central Physical VH	USD	\$62,325.3091	5,400	2.5% 30 Days	03-10-2001	Y

Parent Invoice List Window

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

Parent Invoice ID	Supplier	Purchase Order	Location	Total Merchandise Cost	Total Non-merchandise Cost	Total Invoice Cost	Total Quantity	Invoice Date	Invoice Terms	Manually Paid
EDIGENN106329542545600000000000	5000000001-Test Supplier	76088	1111111111-Central Physical VH	\$54,000.0000	\$8,325.3091	\$62,325.3091	5,400	03-10-2001	01-2.5% 30 Days	N

Child Invoice ID	Document Type	Order	Location	Total Merchandise Cost	Total Invoice Quantity
EDIGENN106329542545600000000000	Merchandise Invoice	76088	Central Physical VH	\$54,000.0000	5,400
EDIGENN106329542545600000000000	Non-Merchandise Invoice	76088	Central Physical VH	\$8,325.3091	0

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 child invoices, edit child invoices, and delete a child invoice as necessary.
5. Complete the distribution.

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**. The record is updated.

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.

Merchandise Invoices

Create a Merchandise Invoice

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.

The screenshot shows the 'Document Search' window with the following fields and controls:

- Document Type:** Dropdown menu.
- Status:** Dropdown menu.
- Vendor Type:** Dropdown menu (set to 'Supplier').
- Order Number:** Text input field.
- AP Reviewer:** Text input field.
- In Cost Review:** Dropdown menu.
- In Quantity Review:** Dropdown menu.
- Document Date Range:** Date range selector (from to).
- Currency:** Text input field.
- Document Cost Range:** Text input field (to).
- Receipt:** Text input field.
- Payment Terms:** Text input field.
- Details Exist:** Dropdown menu.
- Action:** Dropdown menu (set to 'View').
- Document ID (% for partial search):** Text input field.
- Vendor:** Text input field.
- Location:** Text input field.
- Cost Reviewer Group:** Text input field.
- Quantity Reviewer Group:** Text input field.
- Due Date Range:** Date range selector (from to).
- Consignment:** Dropdown menu (set to 'Deal').
- Quantity Range:** Text input field (to).
- Item:** Text input field.
- Freight Payment Type:** Dropdown menu.
- Pre-paid Invoice:** Dropdown menu.
- Buttons:** OK, Search, Refresh, Cancel.

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.

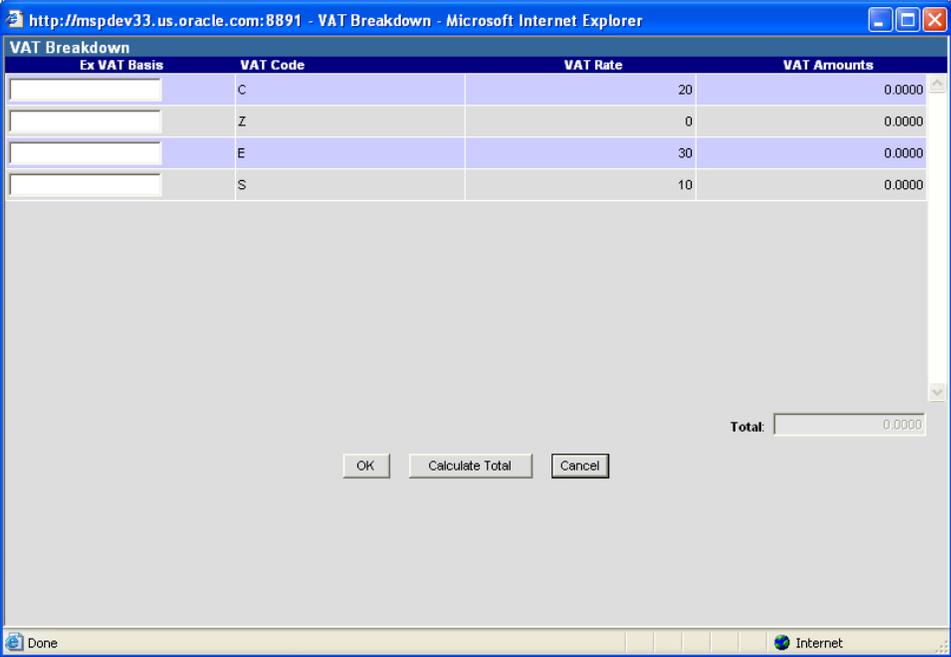
Invoice Maintenance Header Window

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.

	Amount	VAT Code - Rate
Ancillary Services	0.0000	
Banded Premium	0.0000	
Extraneous Items	0.0000	
Freight Code	0.0000	
Indirect Expense	0.0000	
Kanban	0.0000	
Miscellaneous	0.0000	
Repacking	0.0000	
Sales Tax	0.0000	

GL Cross-reference for										
	Segment 1	Segment 2	Segment 3	Segment 4	Segment 5	Segment 6	Segment 7	Segment 8	Segment 9	Segment 10
Type:	Company	Location	Account	Department	Class	Affiliate	Future1	Future2	Future3	Future4
										Total: 0.0000

Non Merchandise Cost Window

- b. In the 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.

You are logged in as: Admin User: ADMIN DB URL: jdbc:oracle:thin:@narp-dev98:1524-dev9811, Data Source: narp10 Log Path: A01AmbAdmin/oc4j_www/oc4j904_psn11/RaIMLogA011019 Authentication: DATABASE

Invoice Maintenance Detail

Invoice: MRCHINVC1306
 Supplier: 2345670000-David Fashion Creations PAL Currency: USD
 Total Invoice Merch Cost: 30,000.0000 Total Invoice Qty: 1500

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

select all
clear all

Default from Receipts Default from Order

Items

Item | Invoice Qty | Unit Cost | VAT Code - Rate |

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

select all
clear all

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

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.

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

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

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

Invoice Maintenance Detail Window

3. To default item details from a purchase order, click **Default from Order**. The item details from the purchase order you assigned to the invoice are displayed in the table.

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

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

Non Merchandise Invoices

Create a Non Merchandise Invoice

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

This section includes the following non merchandise invoice instructions:

- Create a Non Merchandise Invoice

Create a Non Merchandise Invoice

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

The screenshot shows the 'Document Search' window with the following fields and values:

- Action:** View
- Document Type:** Supplier
- Document ID (% for partial search):** (empty)
- Vendor:** (empty)
- Location:** (empty)
- Cost Reviewer Group:** (empty)
- Quantity Reviewer Group:** (empty)
- Due Date Range:** (empty)
- Consignment:** Deal
- Quantity Range:** (empty)
- Item:** (empty)
- Freight Payment Type:** (empty)
- Pre-paid Invoice:** (empty)
- Details Exist:** (empty)

Buttons at the bottom: OK, Search, Refresh, Cancel.

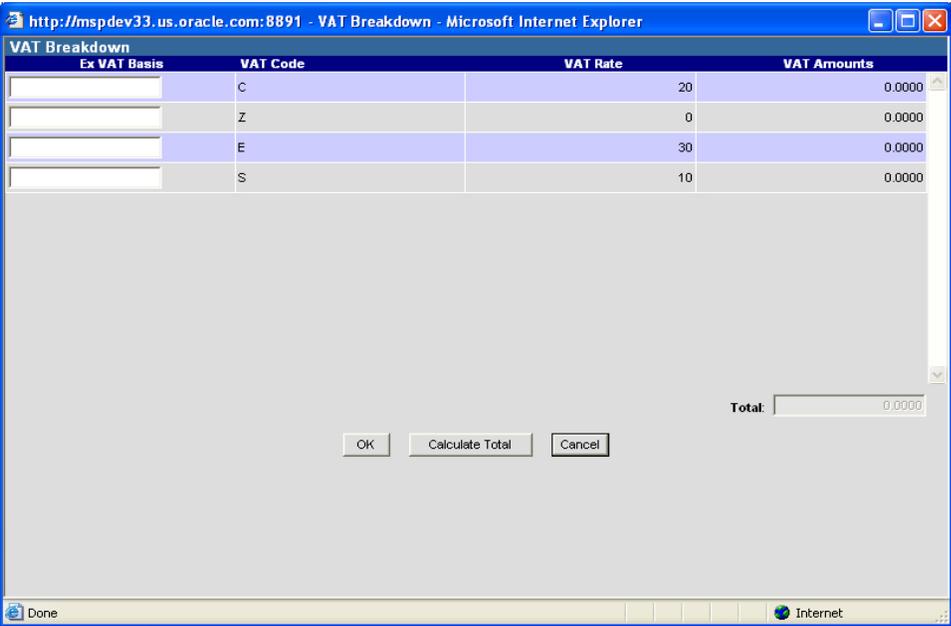
Document Search Window

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 you are receiving the invoice from.
6. In the Vendor field, enter the vendor ID, or click the LOV  button and select a vendor.
7. In the Location field, enter the location ID, or click the LOV  button and select a location
8. In the Invoice Date field, enter the date the invoice was created, or click the calendar  button and select a date.
9. To calculate the payment due date, click the calculator  button found to the right of the Due Date field.
10. Enter additional information in the enabled fields as necessary.

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



VAT Breakdown Window

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

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

	Amount	VAT Code - Rate
Ancillary Services	0.0000	
Banded Premium	0.0000	
Extraneous Items	0.0000	
Freight Code	0.0000	
Indirect Expense	0.0000	
Kanban	0.0000	
Miscellaneous	0.0000	
Repacking	0.0000	
Sales Tax	0.0000	

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

Total: 0.0000

Non Merchandise Cost Window

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

Document Maintenance

Maintain Documents

The document maintenance windows allow you to search for an invoice, edit a merchandise invoice, pay an unmatched invoice, and view the details of all documents.

A credit note or a debit memo that is based on a return to vendor (RTV) may be sent from the merchandising system to invoice matching in approved status. If this is the case, the RTV Chargeback indicator is selected and the RTV number appears on the Document Maintenance Header window.

This section includes the following document maintenance instructions:

- Search for a Document
- Maintain the Document Header
- Maintain the Document Details
- Pay an Unmatched Invoice
- View a Document

Search for a Document

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

Document Search Window

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

Note: You can only edit merchandise invoices.

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

Maintain a Document Header

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

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

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

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

Maintain Document Details

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

Document Search Window

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

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

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

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

Pay an Unmatched Invoice

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

Document Search Window

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

Select	Doc Type	Doc Prefix	Doc ID	Location	Location Description	Freight Type	Document Amount	EDI Invoice	Receipts Exist for PO	Details Exist	AP Reviewer	Consignor
<input type="checkbox"/>	Merchandise Invoice	EDGEENN10645022510430000000081	2222222222	Western Physical WH			\$13,200.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDGEENN30645022522750000000192	1111111111	Central Physical WH			\$19,800.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDGEENN306450225121300000000076	1111111111	Central Physical WH			\$19,984.6200	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDGEENN106450225423800000000426	1111111111	Central Physical WH			\$3,184.6200	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDGEENN206450225315600000000297	2222222222	Western Physical WH			\$22,017.6191	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDGEENN106450225146400000000103	2222222222	Western Physical WH			\$13,200.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDGEENN105432695541700000000496	1000000002	Madison			\$12,157.3200	Yes	Yes	Yes	HOENEII	No
<input type="checkbox"/>	Merchandise Invoice	EDGEENN105432695466800000000390	1000000001	Minneapolis			\$12,055.8700	Yes	Yes	Yes	HDESAI	No
<input type="checkbox"/>	Merchandise Invoice	EDGEENN105432695680800000000584	1111111111	Central Physical WH			\$12,019.8000	Yes	Yes	Yes	HOENEII	No
<input type="checkbox"/>	Merchandise Invoice	EDGEENN106450225133300000000089	2222222222	Western Physical WH			\$13,200.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDGEENN106450225101300000000057	2222222222	Western Physical WH			\$21,525.3091	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDGEENN106450225629100000000654	1111111111	Central Physical WH			\$3,960.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDGEENN306450225214500000000176	1111111111	Central Physical WH			\$19,800.0000	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDGEENN106450225477800000000485	2222222222	Western Physical WH			\$10,325.3091	Yes	Yes	Yes	DEMO1	No
<input type="checkbox"/>	Merchandise Invoice	EDGEENN10543269534440000000218	1111111111	Central Physical WH			\$12,000.0000	Yes	Yes	Yes	DEMO1	No

Document Find Window

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

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

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.

The screenshot shows the 'Document Summary Match Find' window. At the top, it displays the user's login information: 'You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@supplier26:1521:devtk11, Data Source: ms10 Log Path: A01/mehsham/04j_000/04904_rsm11/RunMLLog.txt Authentication: DATABASE'. Below this, the window title is 'Document Summary Match Find'. There are two main sections: 'Credit Note' and 'Credit Note Request'. Each section has fields for Order Number, Location, Document ID (% for partial search), Item, Due Date, Document Date, Details Exist, Currency, and Document Cost. A checkbox 'Include Suppliers In Group' is checked. At the bottom, there are buttons for 'OK', 'Refresh', and 'Cancel'.

Document Summary Match Find Window

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

The screenshot shows the 'Document Summary Match - Supplier List' window. It displays a table with the following data:

Supplier Name	Supplier	No. of Credit Notes	No. of Credit Note Requests
Test Supplier 5000000003	5000000003	158	1
Test Supplier 5000000002	5000000002	189	0
Test Supplier	5000000001	29	0
The Furniture Company PA	5678900000	1	1
Lorna March Shoe Company	1313130000	38	1
Shoppers Products Ltd.	1212120000	52	12
Max Brown Wholesale	1234560000	38	10
David Fashion Creations PL	2345670000	56	14
Levi Strauss Plv Ltd	2222220000	48	20

At the bottom of the table, there is a 'Cancel' button.

Document Summary Match - Supplier List Window

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

Match Documents

You are logged in as: Admin User: ADMIN DB URL: jdbc:oracle:thin:@map-dev38:1524:dev011, Data Source: mms10 Log Path: A01/web/chain/oc4j_oms/oc4j904_rsm11/EaTMLogAtt1019 Authentication:

DATABASE

Document Summary Match List

Supplier: 2005-cl ReIM test supplier

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

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

Calculate Totals [A] [V]

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

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

Details Online Match Cancel

Document Summary Match List Window

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 to match. The Document Summary Match List window opens.

Document Summary Match List Window

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

3. If the Credit Notes and the Credit Note Requests match within tolerance, click **Online Match**. You are returned to the main menu.

Note: If you fail to create a summary match, you may begin detail matching. Click **Details** to open the Detail Matching window. If details are not present, you can add details to a credit note. Click the Document Number to begin adding details.

4. When finished making summary matches, click **Cancel** to close the windows 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: the In Discrepancy Items tab and the In Balance Items tab.

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

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

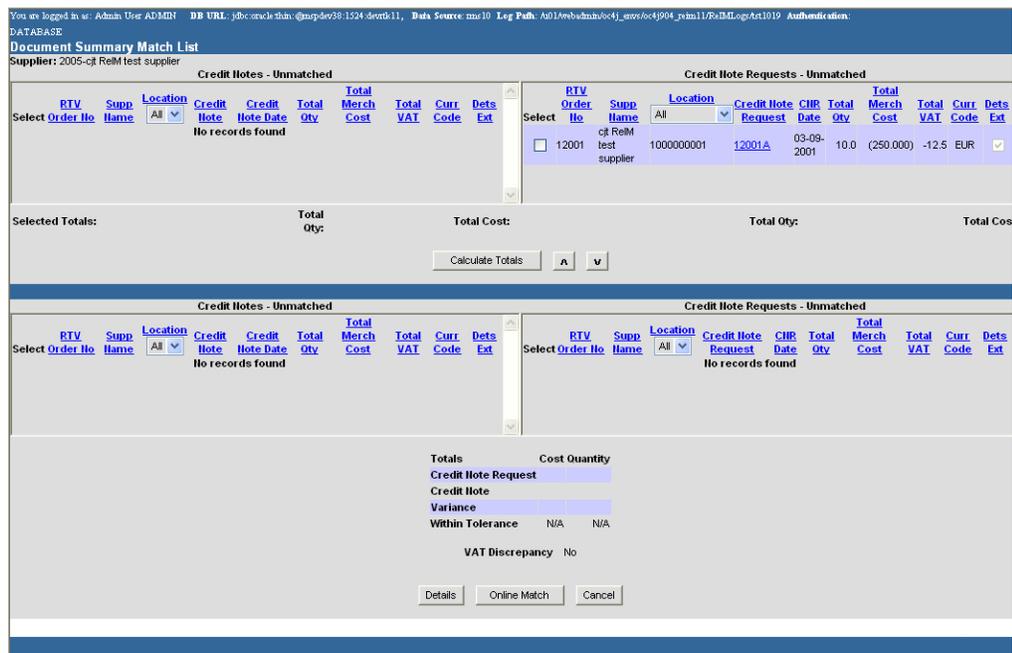
Group Credit Notes and Credit Note Requests for Detail Matching

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

The screenshot shows the 'Document Summary Match Find' window. At the top, it displays the user's login information: 'You are logged in as: Admin User ADMIN', the database URL, data source, log path, and authentication type. Below this, there are fields for 'AP Reviewer' (set to ADMIN) and 'Supplier'. A checkbox labeled 'Include Suppliers In Group' is checked. The window is divided into two main sections: 'Credit Note' and 'Credit Note Request'. Each section contains the following search criteria: Order Number, Location, Document ID (% for partial search), Item, Due Date (with a date range selector), Document Date (with a date range selector), Details Exist (a dropdown menu), Currency, and Document Cost (with a range selector). At the bottom of the window, there are three buttons: 'OK', 'Refresh', and 'Cancel'.

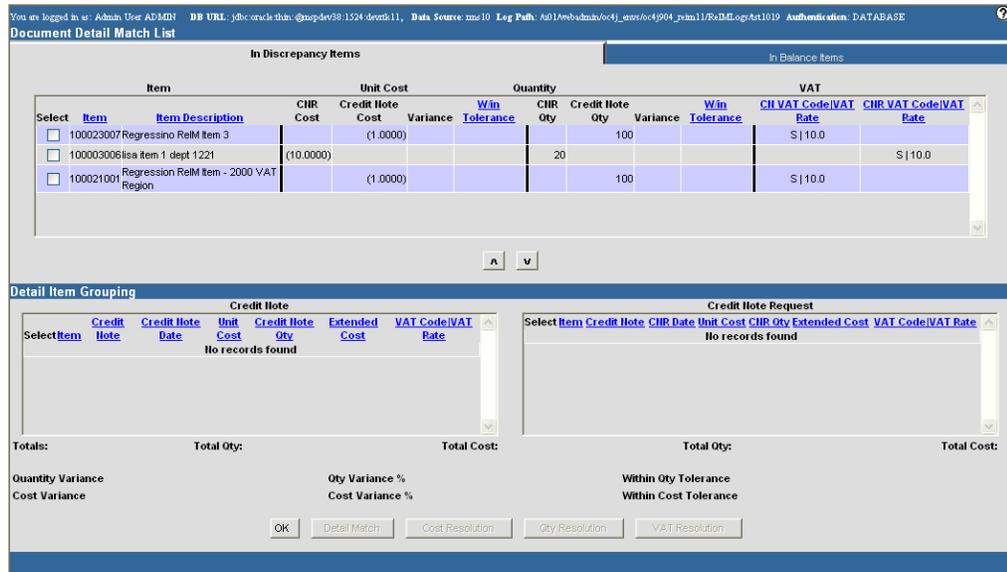
Document Summary Match Find Window

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



Document Summary Match List Window

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



Document Detail Match List Window

4. To match items on credit notes to items on credit note requests:
 - a. On the In Discrepancy Items tab, select the check box to the left of the item you want to match.
 - b. Click the down arrow  button. The document is added to the Detail Item Grouping area.
5. Remove line items as necessary:
 - a. In the Detail Item Grouping area select the check box to the line item you want to remove.
 - b. Click the up  arrow button. The line item is removed from the Detail Item Grouping area.
6. Resolve discrepancies:
 - Click **Cost Resolution** to resolve cost discrepancies. The Cost Selection window opens.
 - Click **Qty Resolution** to resolve quantity discrepancies. The Quantity Selection window opens.
 - Click **VAT Resolution** to resolve VAT discrepancies. The VAT Selection window opens.
7. Click **Detail Match**. The items are ready 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.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@msp-dev36-1521.dentek11, Data Source: ms10 Log Path: A01Ambschun/oc4_ams/oc4904_rsm11/ReIMLog/At Authentication: DATABASE

Document Summary Match Find

AP Reviewer: ADMIN User, Admin
 Supplier:
 Include Suppliers in Group

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

OK Refresh Cancel

Document Summary Match Find Window

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@msp-dev38-1524.dentek11, Data Source: ms10 Log Path: A01Ambschun/oc4_ams/oc4904_rsm11/ReIMLog/At1019 Authentication: DATABASE

Document Summary Match List

Supplier: 2005-GF ReIM test supplier

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

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

Calculate Totals A V

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

Totals Cost Quantity

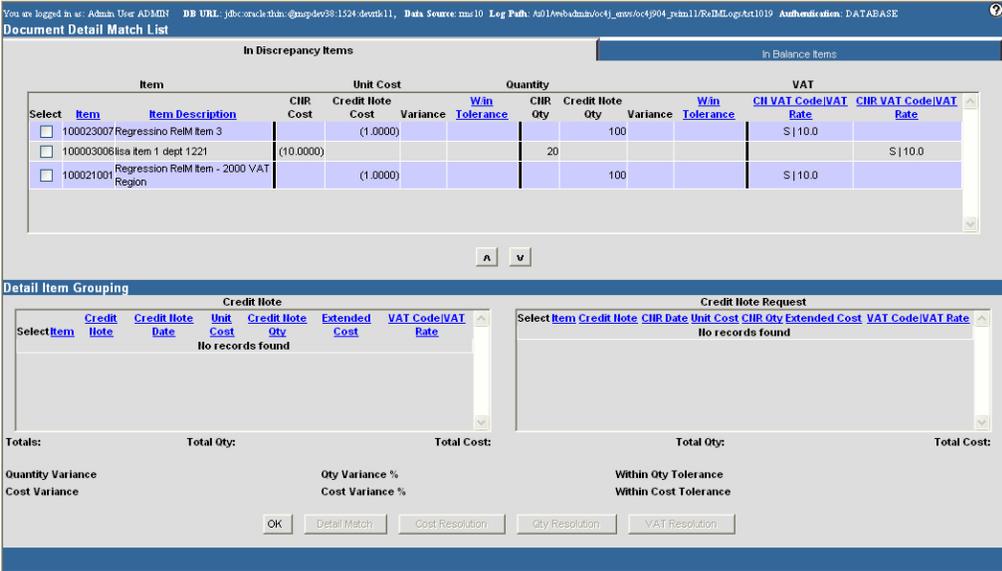
Credit Note Request		
Credit Note		
Variance		
Within Tolerance	N/A	N/A

VAT Discrepancy: No

Details Online Match Cancel

Document Summary Match List Window

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



Document Detail Match List Window

- 3. Click on the In Balance Items tab.
- 4. Click **OK** to close the window.

Match Invoices

Summary Match Invoices

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

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

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

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.

You are logged in as: Admin User ADMIN BB URL: jdb:oracle.thin:@mspdev36:1521:devtk11, Data Source: ms10 Leg Path: A01/websham/004j_006/004904_reml1/ReIMLogArt Authentication: DATABASE

Invoice Summary Match Find

AP Reviewer

Supplier

Include Suppliers in Group

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

OK Refresh Cancel

Invoice 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 number invoices and receipts for each supplier that match the search criteria.

You are logged in as: ADMIN User ADMIN DB URL: jdbc:oracle:thin:@supdsv36:1521:devr11, Data Source: ms10 Log Path: A01/mbvchmba/oc4j_www/oc4904_rms11/ra/IMLogrArt Authentication: DATABASE

Summary Match - Supplier List

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

Cancel

Summary Match - Supplier List Window

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

You are logged in as: ADMIN User ADMIN DB URL: jdbc:oracle:thin:@supdsv36:1521:devr11, Data Source: ms10 Log Path: A01/mbvchmba/oc4j_www/oc4904_rms11/ra/IMLogrArt Authentication: DATABASE

Summary Match List

Supplier: 1313130000-Long March Shoe Company

Invoices - Unmatched										Receipts - Unmatched									
Select	Order No.	Supp Name	Location	Invoice	Invoice Date	Total Qty	Total Merch Cost	Curr Code	In Det	Ext	Select	Order No.	Supp Name	Location	Receipt	Receipt Date	Total Qty	Total Merch Cost	Curr Code
<input type="checkbox"/>	9164	Long March Shoe Company	1111111112	DAVID1234	03-02-2004		2\$110,000,000.0000	USD			<input type="checkbox"/>	10215	Long March Shoe Company	1000000003	9655	02-11-2003	1,200	\$12,000.0000	USD
<input type="checkbox"/>											<input type="checkbox"/>	10215	Long March	1000000002	71951	06-03-2003	1,200	\$12,000.0000	USD

Selected Totals: Total Qty: Total Cost: Calculate Totals Group

Groups - Auto						Groups - Manual					
Select	Order No.	Location	Earliest Due Date	Cost Variance	Quantity Variance	Select	Manual Group Number	Earliest Due Date	Cost Variance	Quantity Variance	
<input type="checkbox"/>	16420	1000000001	06-29-2003	(\$833,4000)	0	<input type="checkbox"/>	1403	03-10-2001	(\$9,800,0000)	(480)	
<input type="checkbox"/>	10212	1000000001	06-29-2003	\$200,2000	0	<input type="checkbox"/>	1303	04-24-2001	(\$993,700,0000)	(9,370)	
<input type="checkbox"/>	10212	1000000000	06-29-2003	(\$274,9200)	0	<input type="checkbox"/>	401	04-09-2001	(\$1,000,0000)	(10)	
<input type="checkbox"/>	8122	1000000002	06-29-2003	\$72,032,6400	7,200						
<input type="checkbox"/>	8110	1000000001	06-29-2003	\$3,870,0000	300						

Combine Cancel

Summary Match List Window

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

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

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

Create Groups

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

Invoice Summary Match Find Window

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

Invoices - Unmatched									
Select	Order No.	Supp Name	Location	Invoice	Invoice Date	Total Qty	Total Merch Cost	Curr	In Det
<input type="checkbox"/>	9164	Long March Shoe Company	1111111112	DAVID1234	03-02-2004		2\$110,000,000.0000	USD	

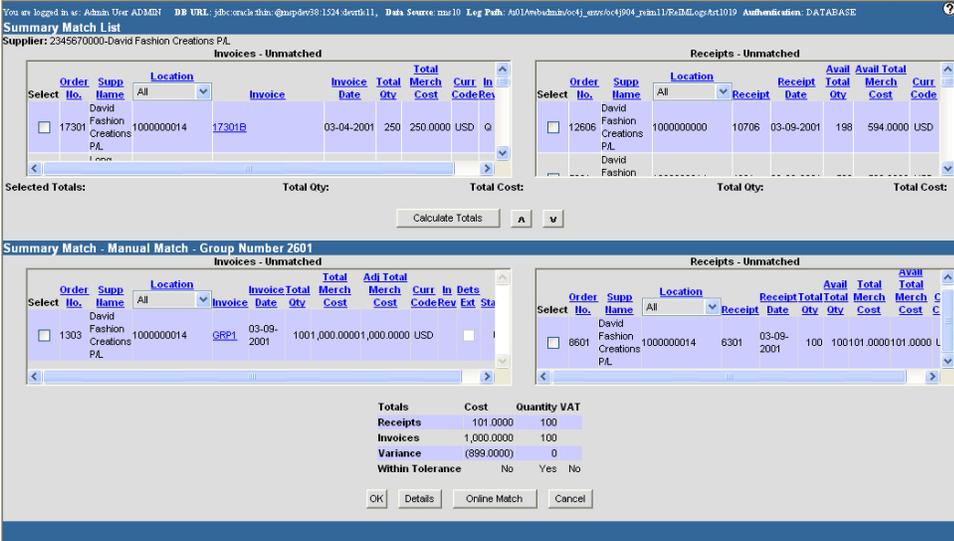
Receipts - Unmatched									
Select	Order No.	Supp Name	Location	Receipt	Receipt Date	Total Qty	Total Merch Cost	Curr	Code
<input type="checkbox"/>	10215	Long March Shoe Company	1000000003	9655	02-11-2003	1,200	\$12,000.0000	USD	
<input type="checkbox"/>	10215	Long March ...	1000000002	71951	06-03-2003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

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

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

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.



Summary Match List Manual Match - Group area

3. To combine multiple groups:
 - a. In the appropriate group area, select the check box to the left of groups you want to combine.

Note: You can combine auto-groups with auto-groups, auto-groups with manual groups, or manual groups with manual groups.
 - b. Click **Combine**. Your new group appears in the Manual Match - Group area.
4. Click **OK** to continue creating manual groups.

Summary Match Invoices and Receipts

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

Invoice Summary Match Find Window

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

Invoices - Unmatched

Select	Order No.	Supp Name	Location	Invoice Date	Invoice Qty	Total Merch Cost	Curr	In Det
<input type="checkbox"/>	9164	Long March Shoe Company	1111111112	DAVID1234 03-02-2004		2\$110,000,000.0000	USD	

Receipts - Unmatched

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

Groups - Auto

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

Groups - Manual

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

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

5. When 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 - the In Discrepancy Items tab and the In Balance Items tab.

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

This section includes the following detail invoice matching instructions:

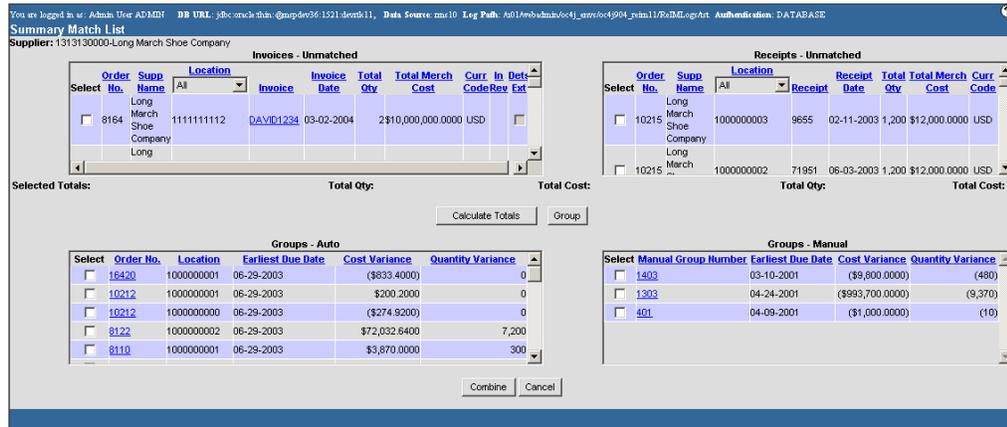
- Group Invoices and Receipts for Detail Matching
- Split a Receipt
- View the In Balance Items Tab
- View Deals Associated with Invoices or Orders

Group Invoices and Receipts for Detail Matching

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

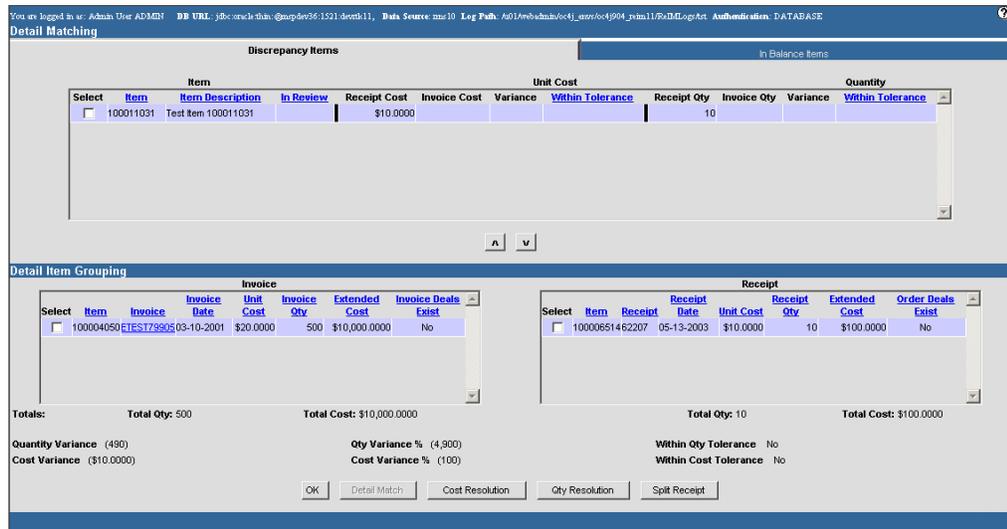
Invoice Summary Match Find Window

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.



Detail Matching Window

5. To match items on invoices to items on receipts:
 - a. On the In Discrepancy Items tab, select the check box to the left of the item you want to match.
 - b. Click the down arrow  button. The document is added to the Detail Item Grouping area.

6. Remove line items as necessary:
 - a. In the Detail Item Grouping area select the check box to the line item you want to remove.
 - b. Click the up  arrow button. The line item is removed from the Detail Item Grouping area.
7. If the invoice and receipt match within tolerance:
 - Click **Cost Resolution** to resolve cost discrepancies. The Cost Selection window opens.
 - Click **Qty Resolution** to resolve quantity discrepancies. The Quantity Selection window opens.
8. Click **Detail Match**. The items are posted for payment.
9. After you have matched all the items on an invoice, click **OK** to post the invoice for payment.

Split a Receipt

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

1. Search for and retrieve invoices and receipts for detail matching.
2. Group invoices and receipts as necessary.
3. In the Detail Item Grouping area, select the check box to the left of the receipt you want to split.
4. Click **Split Receipt**. The Split Receipt window opens.
5. In the Excess Quantity field, enter the amount you want to remove from the receipt.
6. Click **OK**. The Detail Matching window opens.

Note: The quantity you removed from the receipt appears on the In Discrepancy Item tab on the Detail Matching window.

View the In Balance Items Tab

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

The screenshot shows the 'Invoice Summary Match Find' window. At the top, it displays the user's login information: 'You are logged in as: Admin User ADMIN', the URL 'BB URL: jdb:oracle.thin:@mspder26.1221.demk11', 'Data Source: ms10', 'Log Path: f011msbchms/oc4j_oms/oc4j04_jam11/PaMLog.txt', and 'Authentication: DATABASE'. Below this, there are input fields for 'AP Reviewer' and 'Supplier', and a checked checkbox for 'Include Suppliers in Group'. The main area is split into two columns: 'Invoice' and 'Receipt'. The 'Invoice' column contains fields for Order Number, Location, Status (dropdown), Document ID (% for partial search), Item, Due Date (range), Document Date (range), Details Exist (dropdown), Currency, and Document Cost (range). There is also a checkbox for 'Limit to invoice driven search'. The 'Receipt' column contains fields for Order Number, Location, Receipt (% for partial search), Item, Receipt Date (range), Currency, and Receipt Cost (range). There is a checked checkbox for 'Hide groups with receipt overages'. At the bottom, there are three buttons: 'OK', 'Refresh', and 'Cancel'.

Invoice Summary Match Find Window

1. Search for and retrieve invoices and receipts for detail matching.
2. Click on the In Balance Items tab.
3. Click **OK** to close the window.

View Deals Associated with Invoices or Orders

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

You are logged in as: Admin User ADMIN BB URL: jdb/oracle.thin:@mspdev36.1521.devtb11, Data Source: ms10 Leg Path: A01/peebsham/604j_ams/6c4904_reml1/RaIMLogArt Authentication: DATABASE

Invoice Summary Match Find

AP Reviewer

Supplier

Include Suppliers in Group

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

OK Refresh Cancel

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.

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

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

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.

You are logged in as: Admin User ADMIN DE URL: jibc-osach-thin:@sapdev26-1521.devt11, Data Source: ms10 Log Path: A01\msbshms\oc4_mvs\oc4904_jam11\RaIMLogArt Authentication: DATABASE

Cost Review List

Department	Class	Supplier	Supplier Name	Document Type	Resolve By Date	Cash Discount	Route Date	Order	Location	Location Description	No. of Line Exceptions	Total Document Amount	Currency	Review Group
1414	1000	1313130000	Long March Shoe Company	Merchandise Invoice	03-13-2001	Yes	03-10-2001	1114	1000000000	Fargo	1	\$20,086,6591	USD	Demo Users
5678	1002	1313130000	Long March Shoe Company	Merchandise Invoice	03-13-2001	Yes	03-10-2001	1114	1000000000	Fargo	1	\$20,086,6591	USD	Demo Users
1221	1000	1234560000	Max Brown Wholesales	Merchandise Invoice	03-13-2001	Yes	03-10-2001	8115	1000000000	Fargo	1	\$12,385,4400	USD	Demo Users
2345	1001	1234560000	Max Brown Wholesales	Merchandise Invoice	03-13-2001	Yes	03-10-2001	8115	1000000000	Fargo	1	\$12,385,4400	USD	Demo Users
1414	1000	1212120000	Glassware Products Ltd.	Merchandise Invoice	03-13-2001	Yes	03-10-2001	8116	1000000000	Fargo	1	\$11,915,8800	USD	Demo Users
5678	1002	1212120000	Glassware Products Ltd.	Merchandise Invoice	03-13-2001	Yes	03-10-2001	8116	1000000000	Fargo	1	\$11,915,8800	USD	Demo Users
5678	1002	1313130000	Long March Shoe Company	Merchandise Invoice	03-13-2001	Yes	03-10-2001	8137	1000000000	Fargo	1	\$11,475,7600	USD	Demo Users
1221	1000	1234560000	Max Brown Wholesales	Merchandise Invoice	03-13-2001	Yes	03-10-2001	8150	1000000000	Fargo	1	\$20,950,4991	USD	Demo Users
1234	1001	1234560000	Max Brown Wholesales	Merchandise Invoice	03-13-2001	Yes	03-10-2001	8150	1000000000	Fargo	1	\$20,950,4991	USD	Demo Users
2345	1001	1234560000	Max Brown Wholesales	Merchandise Invoice	03-13-2001	Yes	03-10-2001	8150	1000000000	Fargo	1	\$20,950,4991	USD	Demo Users
1414	1000	1234560000	Max Brown Wholesales	Merchandise Invoice	03-13-2001	Yes	03-10-2001	10205	1000000000	Fargo	1	\$11,762,2800	USD	Demo Users
1234	1001	1234560000	Max Brown Wholesales	Merchandise Invoice	03-13-2001	Yes	03-10-2001	10206	1000000000	Fargo	1	\$20,576,1491	USD	Demo Users
1414	1000	1234560000	Max Brown Wholesales	Merchandise Invoice	03-13-2001	Yes	03-10-2001	10206	1000000000	Fargo	1	\$20,576,1491	USD	Demo Users
5678	1002	1313130000	Long March Shoe Company	Merchandise Invoice	03-13-2001	Yes	03-10-2001	10212	1000000000	Fargo	1	\$12,274,9200	USD	Demo Users
1221	1000	2345670000	David Fashion Creations PL	Merchandise Invoice	03-13-2001	Yes	03-10-2001	10223	1000000000	Fargo	1	\$11,069,2600	USD	Demo Users

1 2 3 4 5 6 7 (Next)

Cancel

Cost Review List Window

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

You are logged in as: Admin User ADMIN DE URL: jibc-osach-thin:@sapdev26-1521.devt11, Data Source: ms10 Log Path: A01\msbshms\oc4_mvs\oc4904_jam11\RaIMLogArt Authentication: DATABASE

Cost Review Detail

Merchandise Invoice EDIGENN1054326952212000000060 Supplier 1313130000-Long March Shoe Company Location 1000000000-Fargo
 Department 1414-Activewear Class 1000-Litensite Resolve By Date 03-13-2001 Currency USD
 Order 1114

Discrepancy Comments	Item	Description	Orig. Order Cost	Current Order Cost	Document Cost	Unit Cost Variance Fav(UnFav)	Unit Cost Variance Percent Fav(UnFav)	Order Cost Source	Order UPC	VPN
No	100008051	Test Item 100008051		\$10.0000	\$9.6489	\$0.3511	3.511% Supplier			

Cancel

Cost Review Detail Window

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

You are logged in as: Admin User ADMIN DE URL: jibc-osach-thin:@sapdev26-1521.devt11, Data Source: ms10 Log Path: A01\msbshms\oc4_mvs\oc4904_jam11\RaIMLogArt Authentication: DATABASE

Cost Selection

Merchandise Invoice EDIGENN1054326952212000000060 Item 100008051-Test Item 100008051 Location 1000000000-Fargo
 Order 1114 Supplier 1313130000-Long March Shoe Company Currency USD

Correct Unit Cost

Order \$10.0000
 Invoice \$9.6489
 Other

Back Next

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

You are logged in as: ADMIN User ADMIN DB URL: jdbc:oracle:thin:@usprdev36:1521:devr411, Data Source: ms10 Log Path: A01/Amc/edms/oc4j_ws/oc4j904_rima11/FullMLog.txt Authentication: DATABASE

Cost Variance Resolution

Merchandise Invoice EDIGENNN0543269522120000000060 Item 100008051-Test Item 100008051 Location 1000000000-Fargo
 Order 1114 Currency USD
 Cost Variance \$0.3511 Outstanding Variance \$0.3511

Apply

Enter Reason Amount

Action Re-route to Group

Comments Hint

Apply

Resolutions

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

Back OK Delete Apply All Cancel

Cost Variance Resolution Window

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

Note: You cannot apply a reason code of Debit Memo Cost or Credit Memo Cost to a child invoice that results from a split invoice. The invoice must be routed to Accounts Payable for resolution.
 - b. In the Amount field, enter the monetary amount of the discrepancy.
 - c. Add comments as necessary.
 - d. If necessary, in the Re-route to Group field, enter the ID of the review group you want to send this to, or click the LOV  button and select a group.
 - e. Click **Apply**. The information is added to the Resolution area.
6. To delete a resolution you have added:
 - a. On the list of cost discrepancy resolutions, select the check box next to the resolution you want to delete.
 - b. Click **Delete**.
 - c. You are prompted to confirm the deletion. Click **OK**.
7. Click **OK** to save your changes and close the window.

Quantity Discrepancies

Review Quantity Discrepancies

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

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

This section includes the following quantity discrepancy resolution instructions:

- Resolve Quantity Discrepancies

Resolve Quantity Discrepancies

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mgpdr36:1521:devr11, Data Source: ms10 Log Path: A01/mehbdmso/c4_ems/cv4j904_psm11/PaIDLog.txt Authentication: DATABASE

Quantity Review List

Past Due Indicator	Resolve By Date	Supplier	Supplier Name	Document Type	Location	Order	Freight Payment Type	Document	Quantity Difference	Invoice Date
<input checked="" type="checkbox"/>	03-12-2001	2345670000	David Fashion Creations P.L.	Merchandise Invoice	1111111111	55207		EDIGENN1054242120834000000001	(21)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1313130000	Long March Shoe Company	Merchandise Invoice	1111111111	64404		EDIGENN1054242120894000000006	(41)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1313130000	Long March Shoe Company	Merchandise Invoice	1111111111	66807		EDIGENN10543021290990000000334	(40)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1313130000	Long March Shoe Company	Merchandise Invoice	1000000000	8137		EDIGENN10543269536940000000254	(1,200)	03-10-2001
<input checked="" type="checkbox"/>	06-28-2003	1313130000	Long March Shoe Company	Merchandise Invoice	1000000003	8137		EDIGENN10543269537040000000257	(1,200)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1234500000	James Hardie Industries Ltd	Merchandise Invoice	1000000002	10226		EDIGENN10543269556670000000531	(1,200)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1234500000	James Hardie Industries Ltd	Merchandise Invoice	1000000003	10226		EDIGENN10543269556670000000532	(1,200)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1234500000	James Hardie Industries Ltd	Merchandise Invoice	1000000000	10229		EDIGENN10543269557470000000544	(1,200)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1234500000	James Hardie Industries Ltd	Merchandise Invoice	1000000001	10229		EDIGENN10543269557470000000545	(1,200)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1234560000	Max Brown Wholesales	Merchandise Invoice	1000000000	8115		EDIGENN10543269529130000000144	(1,200)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1234560000	Max Brown Wholesales	Merchandise Invoice	1000000001	8115		EDIGENN1054326952920000000145	(1,200)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1212120000	Glassware Products Ltd.	Merchandise Invoice	1000000000	8116		EDIGENN1054326952930000000149	(1,200)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1212120000	Glassware Products Ltd.	Merchandise Invoice	1000000001	8116		EDIGENN1054326952930000000150	(1,200)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1313130000	Long March Shoe Company	Merchandise Invoice	1000000003	8119		EDIGENN10543269530830000000167	(1,200)	03-10-2001
<input checked="" type="checkbox"/>	03-12-2001	1313130000	Long March Shoe Company	Merchandise Invoice	1000000001	8125		EDIGENN10543269532740000000195	(1,200)	03-10-2001

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

Cancel

Quantity Review List Window

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mgpdr36:1521:devr11, Data Source: ms10 Log Path: A01/mehbdmso/c4_ems/cv4j904_psm11/PaIDLog.txt Authentication: DATABASE

Quantity Review Detail

Merchandise Invoice: EDIGENN1054326953274000000195 Supplier: 1313130000-Long March Shoe Company Location: 1000000001-Minneapolis Resolve By Date: 03-12-2001
 Order: 8125 Order Comments: ORDERS FOR EDI Receipt(s): 8150, 8151, 72131

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

1

Cancel

Quantity Review Detail Window

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devtk11, Data Source: ms10 Log Path: A01Awb3ahm3oc4j_aws6c4904_rsm11/PaIDLogArt Authentication: DATABASE

Quantity Selection

Merchandise Invoice EDIGENNH054326953274000000195
 Order 8125
 Item 100008051-Test Item 100008051
 Correct Quantity 800

Receipt 1,200
 Invoice 400
 Other

Receipt	Quantity
8150	400
8151	400
72131	400

Back Next

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devtk11, Data Source: ms10 Log Path: A01Awb3ahm3oc4j_aws6c4904_rsm11/PaIDLogArt Authentication: DATABASE

Quantity Variance Resolution

Merchandise Invoice EDIGENNH054326953274000000195
 Order 8125
 Item 100008051-Test Item 100008051
 Location 1000000001-Minneapolis
 Receipt(s) 8150, 8151, 72131
 Outstanding Variance 800

Apply

Enter Reason

Action

Comments Hint

Re-route to Group

Receipt

Apply

Resolutions

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

Back OK Delete Cancel

Quantity Variance Resolution Window

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

Note: You cannot apply a reason code of Debit Memo Quantity or Credit Memo Quantity to a child invoice that results from a split invoice. The invoice must be routed to Transportation for resolution.
 - b. In the Quantity field, enter the number of units in dispute.
 - c. Add comments as necessary.
 - d. If necessary, in the Re-route to Group field, enter the ID of the group you want to send this to, or click the LOV button and select a group.
 - e. In the Receipt field, identify the receipt associated with the discrepancy.
 - f. Click **Apply**. The information is added to the Resolution area.

6. To delete a resolution you have added:
 - a. On the list of quantity discrepancy resolutions, select the check box next to the resolution you want 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.

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 the system, in either the retailer's or supplier's favor, a reviewer must do a VAT review. VAT discrepancies can also exist for header only invoices.

When a VAT discrepancy is identified, you need to review and reconcile the discrepancy. Discrepancies are routed to reviewer groups. The VAT discrepancy is based on a comparison between the invoice and the receipt. If a receipt is not available, the invoice is compared to the purchase order. Depending on your user permissions, you may or may not be able to access these windows or all discrepancies. Header only VAT discrepancies are resolved on the Invoice maintenance Header and Detail windows.

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

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

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.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mp-dev38:1524:devrkl1, Data Source: ms10 Log Path: A01/webadmin/oc4j_apps/oc4j904_retail/RetailLog/At1019 Authentication: DATABASE

VAT Review List

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

Cancel

VAT Review List Window

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mp-dev38:1524:devrkl1, Data Source: ms10 Log Path: A01/webadmin/oc4j_apps/oc4j904_retail/RetailLog/At1019 Authentication: DATABASE

VAT Discrepancy Detail

Merchandise Invoice 25502 Supplier: 2345670000-David Fashion Creations PL Location: 1000000014-Baltimore
 Order: 17401 Resolve By Date: 03-11-2001 Currency: USD

Item	Description	System Vat Code	System Vat Rate	Document Vat Code	Document Vat Rate	Order UPC	VPII
100012009	ReM QC Item	S	10	I	8		

Cancel

VAT Discrepancy Detail Window

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

VAT Discrepancy Detail Selection Window

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.

VAT Discrepancy Detail Resolution Window

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mp-dev39-1524-dentk11, Data Source: ms10 Log Path: A01/web-admin/oc4j_oms/oc4j904_psm11/ReDMLLog:Act1019 Authentication: DATABASE

VAT Review List

Supplier	Supplier Name	Document Type	Resolve By Date	Route Date	Order	Location	Location Description	Total Document Amount	Currency	Ho. of Line Exceptions
All	All	All			All	All				
2345670000	David Fashion Creations P.L.	Merchandise Invoice	03-11-2001	03-09-2001	17401	1000000014	Baltimore	250.0000	USD	1
1313130000	Long March Shoe Company	Merchandise Invoice	03-11-2001	03-09-2001	19201	1111111111	Central Physical WH	100.0000	USD	1
1313130000	Long March Shoe Company	Merchandise Invoice	03-11-2001	03-09-2001	19201	1111111111	Central Physical WH	100.0000	USD	1
1313130000	Long March Shoe Company	Merchandise Invoice	03-11-2001	03-09-2001	19501	1111111111	Central Physical WH	100.0000	USD	1

Cancel

VAT Review List Window

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mp-dev39-1524-dentk11, Data Source: ms10 Log Path: A01/web-admin/oc4j_oms/oc4j904_psm11/ReDMLLog:Act1019 Authentication: DATABASE

Invoice Maintenance Header

Document Type: Merchandise Invoice

Invoice: 2001

Invoice Status: VAT Discrepancy

Invoice Date: 03-09-2001

Match Date:

Invoice Terms: 02 1.5% 30 Days

Order Terms: 02 1.5% 30 Days

Supplier Terms: 02 1.5% 30 Days

Due Date: 04-08-2001

Freight Payment Type:

Vendor Type: Supplier

Vendor: 1313130000 Long March Shoe Company

Order No: 20001

Location: 1111111111 Central Physical WH

Invoice Currency: USD Exchange Rate: 1

EDI Invoice

Pre-Paid

Manually-Paid

Details Attached

Consignment

Total Merchandise Cost Ex VAT: 100.0000 Calculate

Total Non-Merch Cost Ex VAT: 0.0000

Total Cost Ex VAT: 100.0000

Total VAT Cost: 0.0000

Total Cost Inc VAT: 110.0000

Invoice Qty: 100

Total Allowances: 0.0000

Ref No. 1:

Ref No. 2:

Ref No. 3:

Ref No. 4:

TERMS SOURCE

Terms Date:

Best Terms:

OK Details Comments Cancel

VAT Discrepancy Detail Window

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

VAT Breakdown				
Ex VAT Basis	VAT Code	VAT Rate	VAT Amounts	
<input type="text"/>	I	8	0.0000	
<input type="text"/>	P	8.25	0.0000	
<input type="text"/>	Z	0	0.0000	
<input type="text"/>	S	10	0.0000	
<input type="text"/>	E	5	0.0000	
<input type="text"/>	C	15	0.0000	
			Total:	0.0000

VAT Breakdown Window

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

Add Invoice Details

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@usg-dev28-1524-devdb11, Data Source: msa10 Log Path: A01/webadmin/oc4j_oms/oc4j904_jms11/RxIDLogAct1019 Authentication: DATABASE

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

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

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

Items

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

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

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

Totals	Total Items: 0	Total Invoice Quantity: 0	Total Extended Cost: 0.0000
		Invoice Quantity Variance: (100)	Extended Cost Variance: (100.0000)

Invoice Maintenance Detail Window

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

Memos and Requests

Create Memos and Requests

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

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

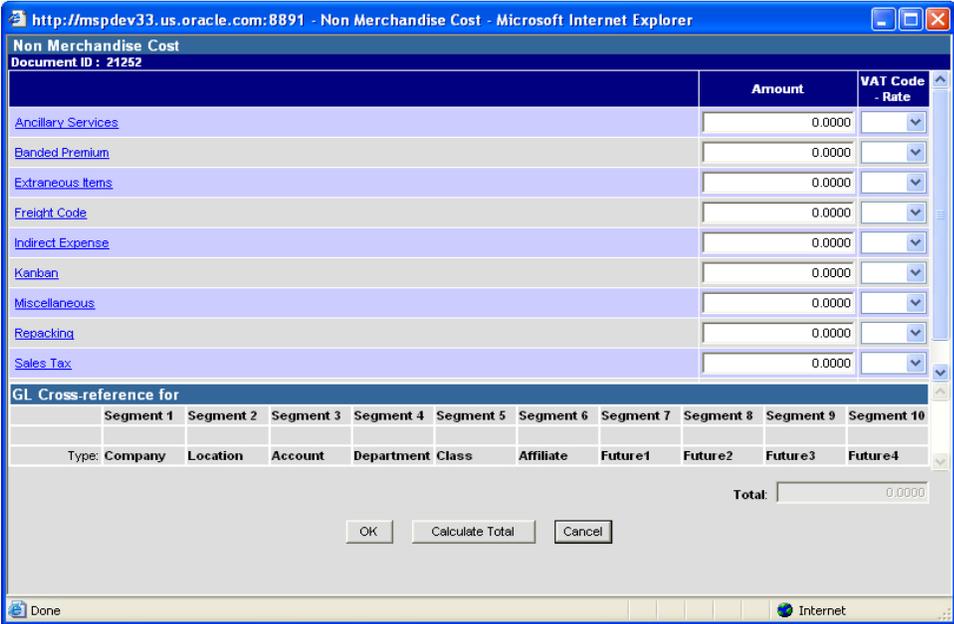
1. In the Action field, select New.
2. In the Document Type field, select the appropriate document type.
3. Click **OK**. The Document Maintenance Header window opens.

Document Maintenance Header Window

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

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

- 7. In the Location field, enter the location ID, or click the LOV  button and select a location.
- 8. Add non-merchandise costs as necessary.
 - a. In the Total Non-Merch Cost field, click the amount. The Non Merchandise Cost window opens.



Non Merchandise Cost Window

- b. In the non-merchandise fields, enter the appropriate non-merchandise charges.
 - c. Click **Calculate Total**. The sum of the costs appears in the Total field.
 - d. Click **OK** to save your changes and close the window.
- 9. Add comments as necessary.

Add Details to the Document

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

Document Maintenance Detail Window

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

Reverse a Debit Memo

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

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

Void a Credit Note Request

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

1. In the Action field, select Void Credit Note Requests.
2. In the Document Type field, select the appropriate document type.
3. Click **Search**. The Document Find window displays the documents that match the search criteria.
4. To display the item information, click a document number. The Document Maintenance Header window opens.
5. Click **Void**.
6. Click **OK** to close the window.

System Options

Maintain System Options

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

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

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.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mpdsv28-1524-dcmr111, Data Source: rmi10 Log Path: /u01/webadmin/oc4j_eros/oc4j904_reim11/ReIMLogs/rt1019 Authentication: DATABASE

System Options

Document History Days	<input type="text" value="20"/>	Close Open Receipt Days	<input type="text" value="90"/>
Post Dated Document Days	<input type="text" value="10"/>	Cost Resolution Due Days	<input type="text" value="3"/>
Debit Memo Send Days	<input type="text" value="1"/>	Qty Resolution Due Days	<input type="text" value="2"/>
Max Tolerance %	<input type="text" value="0.25"/>	Days Before Due Date	<input type="text" value="3"/>
Default Pay Now Terms	<input type="text" value="01"/> <small>2.5% 30 Days</small>		
Include VAT Processing	<input type="button" value="Yes"/>	VAT Resolution Due Days	<input type="text" value="2"/>
Calc Tolerance %	<input type="text" value="5.0"/>	VAT Validation Type	<input type="button" value="Invoice VAT"/>
Default Header VAT from Details	<input type="button" value="Yes"/>	VAT Document Creation Level	<input type="button" value="Item"/>
Debit Memo Prefix-Cost	<input type="text" value="DMC"/>	Debit Memo Prefix-Gty	<input type="text" value="DMG"/>
Credit Note Request Prefix-Cost	<input type="text" value="CNC"/>	Credit Note Request Prefix-Gty	<input type="text" value="CNG"/>
Credit Memo Prefix-Cost	<input type="text" value="CMC"/>	Credit Memo Prefix-Gty	<input type="text" value="CMQ"/>
Debit Memo VAT Prefix-Gty	<input type="text" value="DMV"/>		

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

System Options Window

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

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

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

Maintain the Document Prefixes

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev38:1524:devrdb11, Data Source: rms10 Log Path: A:\01\Awb-admin\oc4j_eros\oc4j904_reim11\ReIMLogs\rt1019 Authentication: DATABASE

System Options

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

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

System Options Window

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

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

Supplier Options

Maintain Supplier Options

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

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.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: rns10 Log Path: A:\01\webadmin\oc4j_ews\oc4j904_reim11\ReIMLogs\st Authentication: DATABASE

Supplier Options

Supplier 

Details

AP Reviewer 

Invoices For Supplier Manually-Paid
 Match Invoices to Receipts from other Suppliers
 Always Use Invoice Terms
 ROG Date Allowed

Send Debit Memo 

Close Open Receipt Days

Discrepancy Days Before Routing

Supplier Options Window

1. In the Supplier field, enter the supplier ID, or click the LOV  button and select a supplier.
2. Click **Query**. The supplier details are displayed.
3. In the AP Reviewer field, enter the ID of an accounts payable reviewer, or click the LOV  button and select the reviewer that you want to associate with the supplier.
4. Edit the enabled fields as necessary:
 - **Invoices for Supplier Manually Paid:** Select the check box to indicate that invoices from this supplier should be manually paid.
 - **Match Invoices to Receipts from other Suppliers:** Select the check box to indicate that the retailer can pay suppliers other than the one listed for the invoice.
 - **Always Use Invoice Terms:** Select the check box to indicate that the terms date on the invoice is always used to pay an invoice.
 - **ROG Date Allowed:** Select the check box to use the receipt of goods date to determine the due date of an invoice.
 - **Send Debit Memo:** Select the appropriate frequency to indicate when to send a debit memo.

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrk11, Data Source: rns10 Log Path: A01/webadmin/oc4j_erws/oc4j904_reim11/ReIMLogs/ast Authentication: DATABASE

Supplier Group Options

Supplier: 2345670000-David Fashion Creations P/L

Supplier 

Total Header Quantity Required
 Match Total Quantity

Delete	Supplier ID	Supplier Name
No records found		

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

Delete a Grouped Supplier

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

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

DATABASE

Supplier Options

Supplier 

Details

AP Reviewer 

Invoices For Supplier Manually-Paid
 Match Invoices to Receipts from other Suppliers
 Always Use Invoice Terms
 ROG Date Allowed

Send Debit Memo

Close Open Receipt Days

Discrepancy Days Before Routing

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source:
oms10 Log Path: /u01/webadmin/oc4j_ews/oc4j904_reim11/ReIMLogs/tst Authentication: DATABASE

Supplier Group Options

Supplier: 2345670000-David Fashion Creations P/L

Supplier

Total Header Quantity Required
 Match Total Quantity

Delete	Supplier ID	Supplier Name
No records found		

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.

Define General Ledger Options

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

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

GL Options

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

OK Cancel

GL Options Window

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

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

Reason Codes

Maintain Reason Codes

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

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

Reason Code Maintenance Window

1. In the Reason Code Type field, select the type of discrepancy for which you are creating a reason code.
2. In the Reason Code field, enter an ID for the reason code.
3. In the Reason Code Description field, enter the description of the reason code.
4. In the Action field, select the appropriate action to resolve the discrepancy.

5. In the Comments Hint field, enter additional information that may be needed to resolve the discrepancy.
6. If a comment is required when a reviewer is resolving the discrepancy, select the Comments Required check box.

Associate a General Ledger Account with a Reason Code

1. Click **Accounting Distribution**. The GL Cross Reference window opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@nspdev36.1521:devrtk11, Data Source: ms10 Leg
 Path: /A01Awebadmin/oc4j_apps/oc4j904_rehml1/ReIMLogsAvt Authentication: DATABASE

GL Cross-reference

Cross-reference Type: Non-merchandise Codes

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

GL Cross Reference Window

2. Create the general ledger account cross reference.
3. Click **Apply**. The reason code is added to the table.
4. Click **OK** to save your changes and close the window.

Edit Reason Codes

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspder26.1521.demk11, Data Source: ms10 Log Path: A01/webadmin/oc4j_servlet/oc4j904_rema11/ReIMLogServlet Authentication: DATABASE

Reason Code Maintenance

Reason Code Type: Cost Discrepancy Reason Code: Reason Code Description: Approve Dispute Accounting Distribution: Comment Required:

Comments Hint

Apply

Delete	Reason Code Type	Reason Code	Reason Code Description	Action	Accounting Distribution	Comment Required	Comments Hint
<input type="checkbox"/>	Quantity Discrepancy	430	Qty Short Claim-Freight Claim to be filed w/carrier	Reroute Quantity Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Quantity Discrepancy	435	Qty Short Claim-Under received-New receipt created	Match to Receipt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Quantity Discrepancy	440	Qty Short Claim-Requires Inventory Control action	Reroute Quantity Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Quantity Discrepancy	445	Qty Short Claim-Requires Location action	Reroute Quantity Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Quantity Discrepancy	450	Qty Short Claim-Requires Accounts Payable action	Reroute Quantity Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Quantity Discrepancy	455	Qty Short Claim-Requires Transportation action	Reroute Quantity Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	505	Repay Cost Claim-Pr Pro. Applied wrong-Adjust WAC	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	510	Repay Cost Claim-Pr Drop Applied wrong-Adjust WAC	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	515	Repay Cost Claim-MDF DF1 Allow cimd wrong-RMDF AR	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	520	Repay Cost Claim-Freight Allow cimd wrong-R FAR	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	525	Repay Cost Claim-Defective Allow cimd wrong-R DAR	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	530	Repay Cost Claim-DF11 Allow cimd wrong-Adjust WAC	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	535	Repay Cost Claim-DF12 Allow cimd wrong-Adjust WAC	Discrepancy Write-Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
			Repay Cost Claim-DF13 Allow cimd wrong-				

OK Delete Cancel

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.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspder26.1521.demk11, Data Source: ms10 Log Path: A01/retadmin/oc4j_error/oc4j904_retail/ReIMLogs.txt Authentication: DATABASE

Reason Code Maintenance

Reason Code Type: Cost Discrepancy Reason Code: Reason Code Description: Approve Dispute Accounting Distribution: Comment Required:

Comments Hint

Apply

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

OK Delete Cancel

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

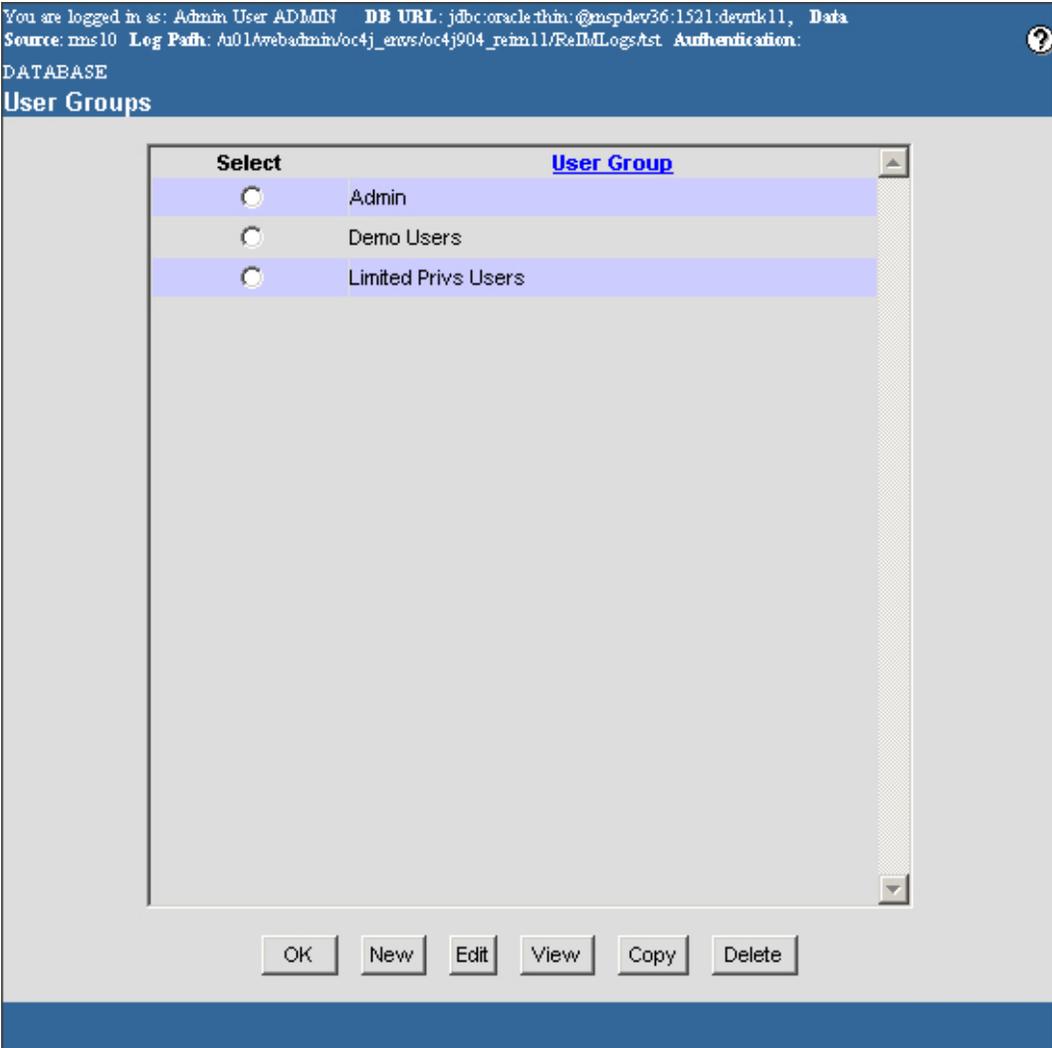
The user group windows allow you to define the level of access that a user has to Oracle Retail Invoice Matching. You can group people together and assign them the same level of access. Once you create a role, you can further limit a user to specific locations, departments/classes, or reason codes.

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

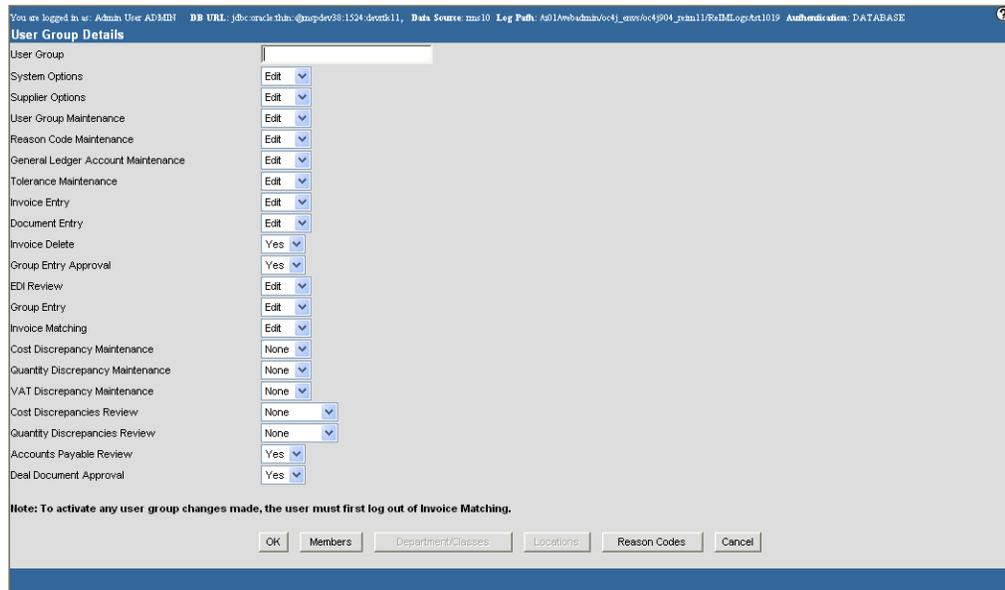
Create a User Group

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.

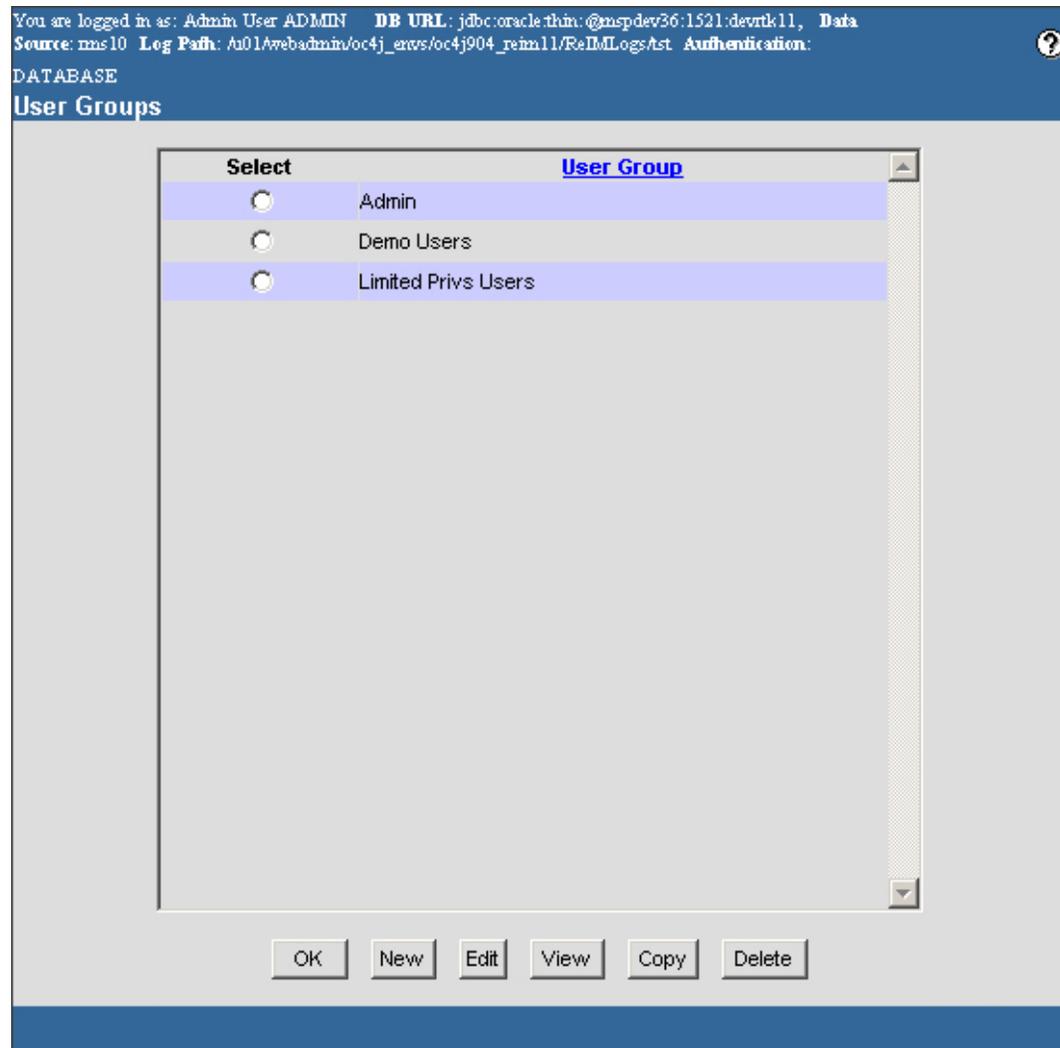


User Group Details Window

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.

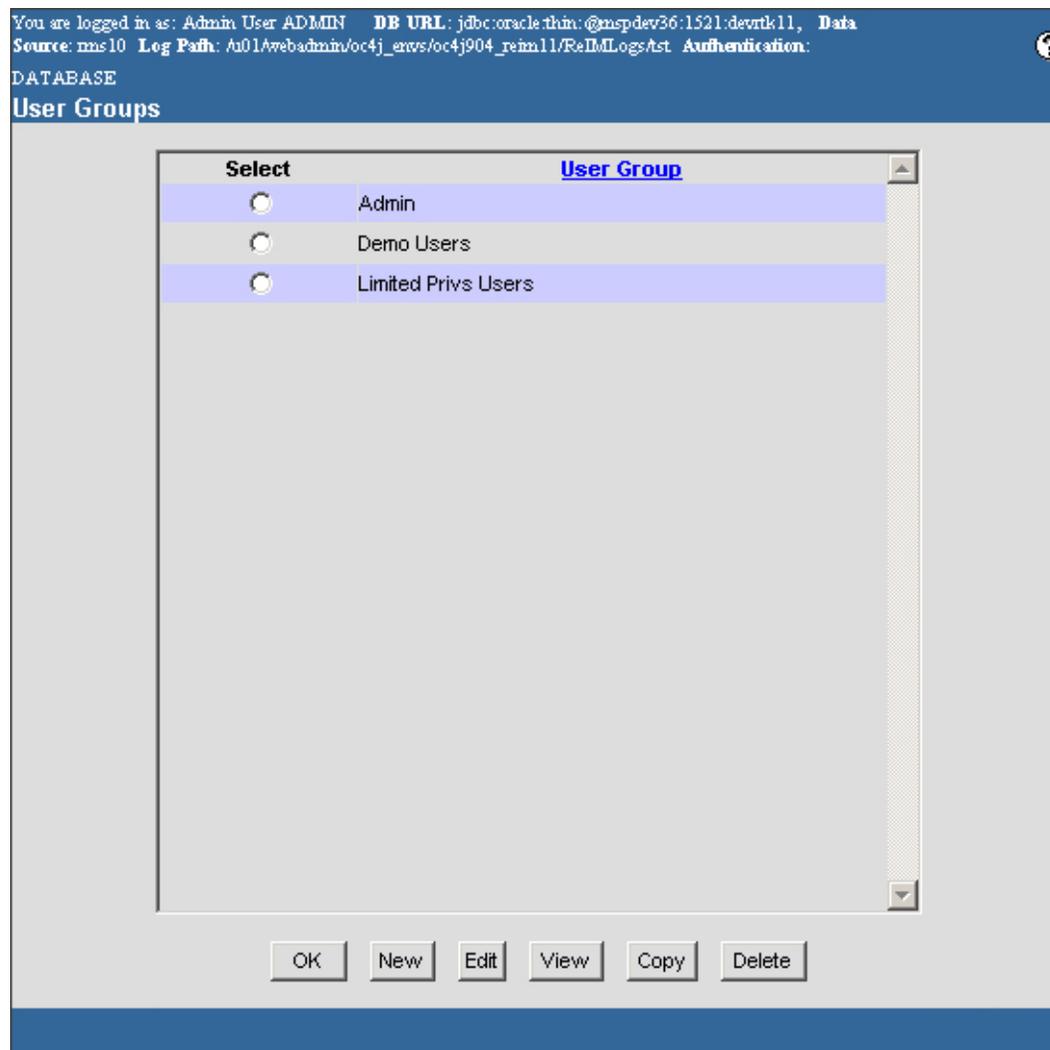


User Groups Window

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.

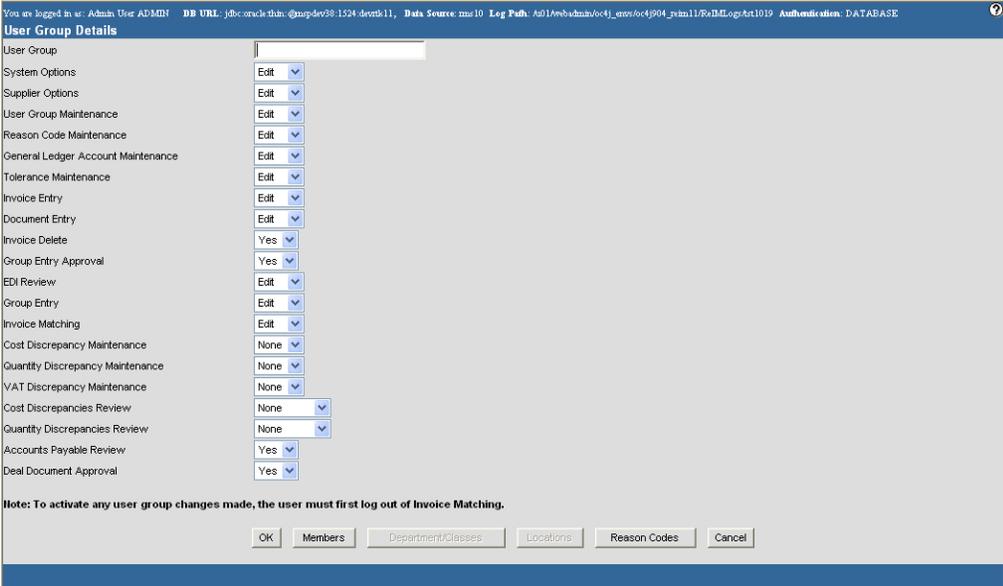
Assign Users to a User Group

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



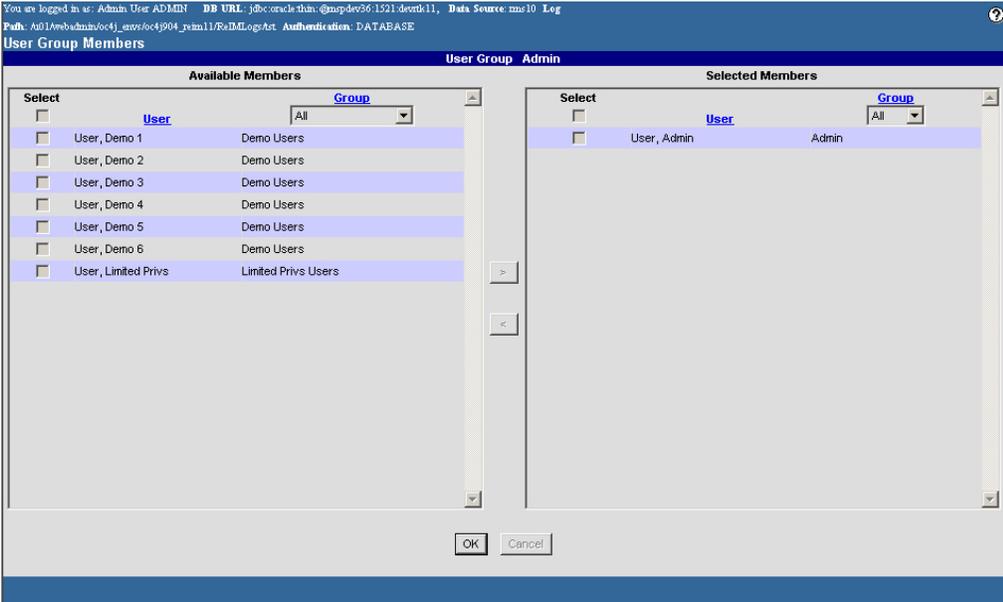
User Groups Window

- 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

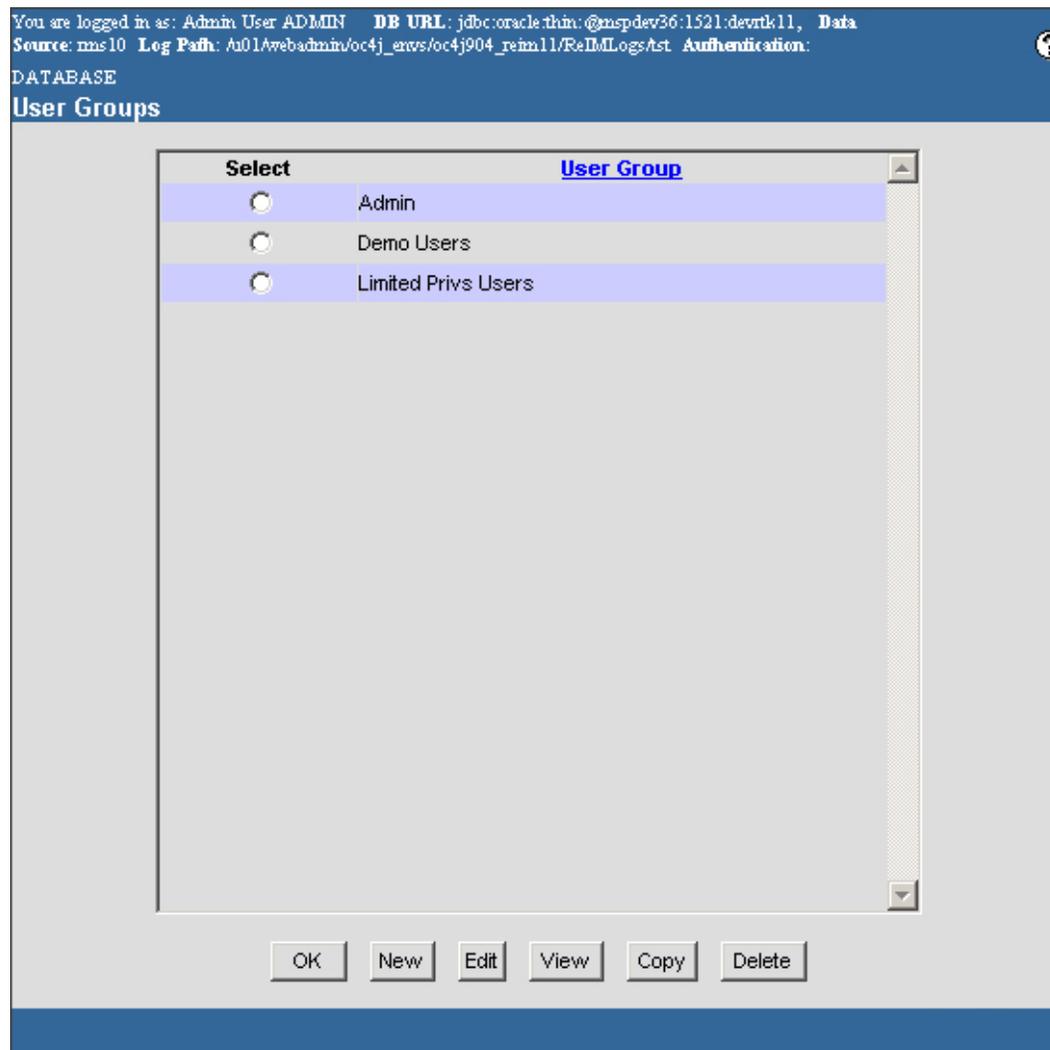
4. In the Available Members column, select the check box in the Select column next to each user you want to add to the user group.

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.

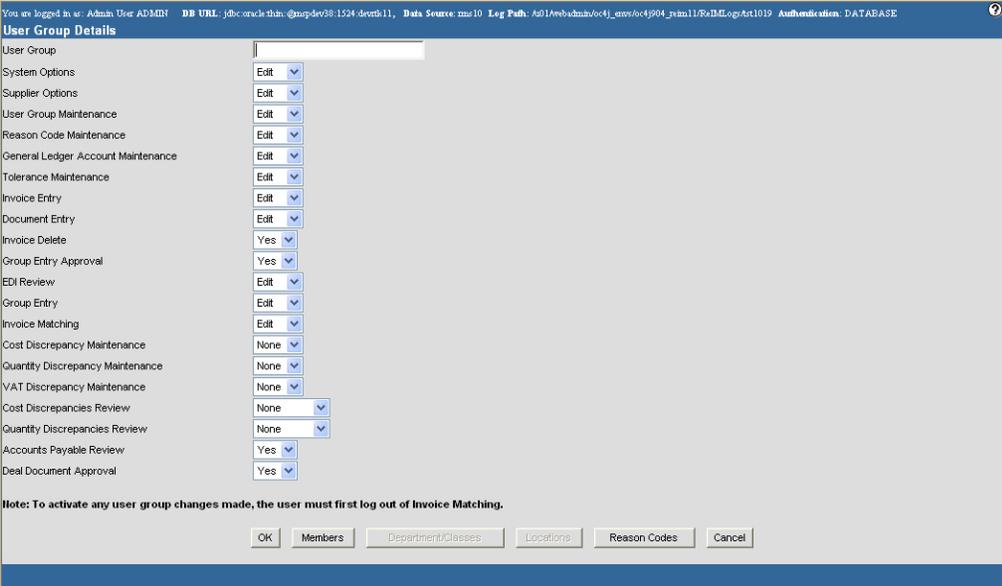
Delete a User from a Group

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



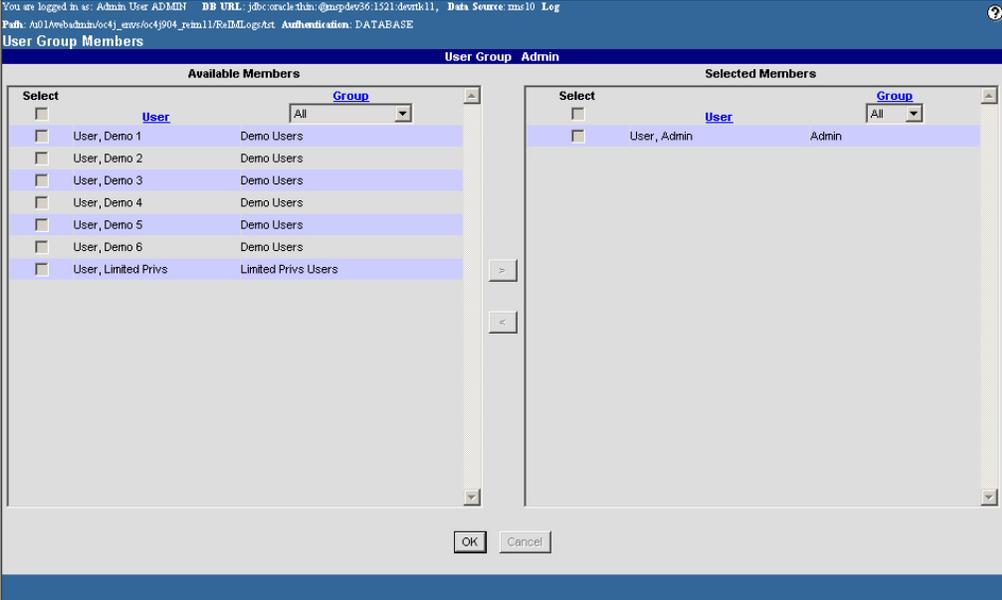
User Groups Window

- 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

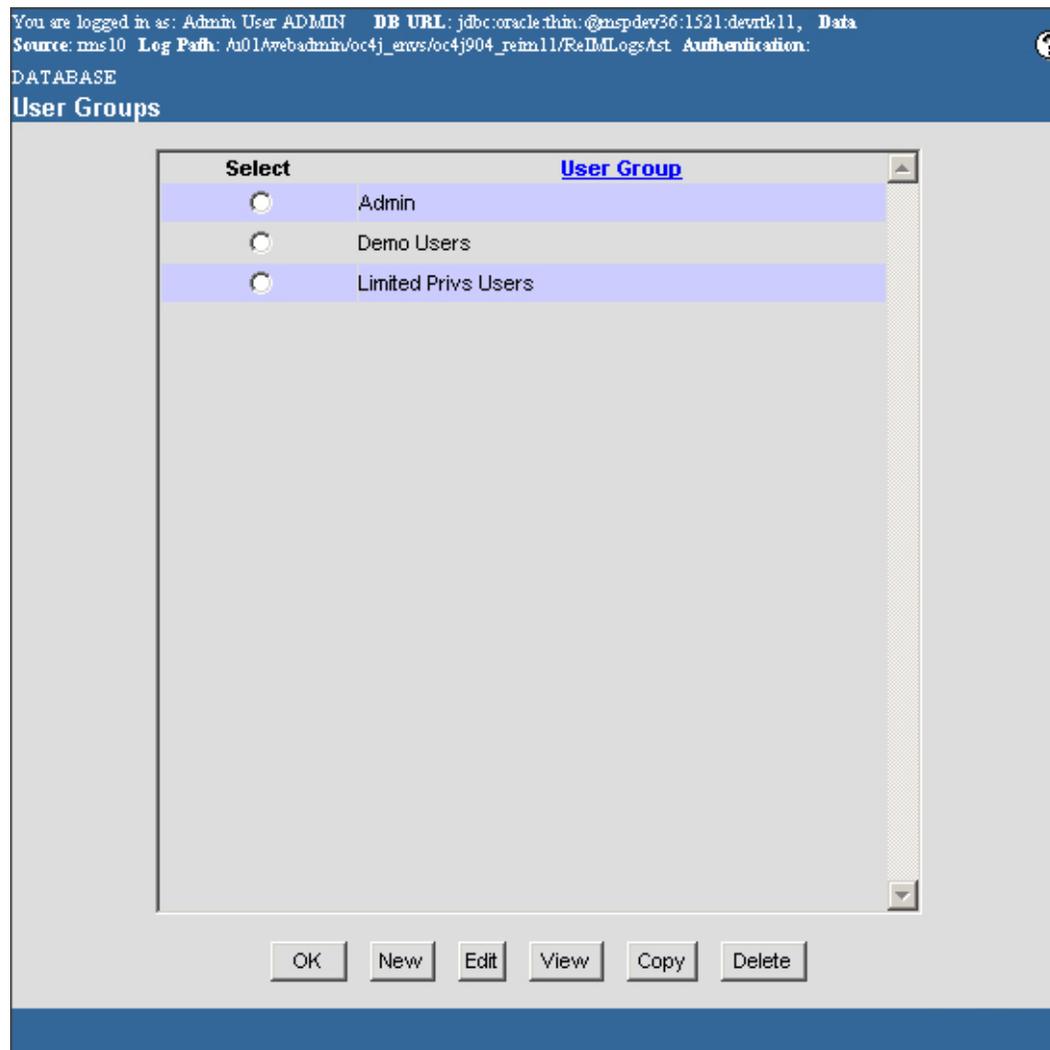
4. In the Selected Members column, select the check box in the Select column next to each user you want to remove from the user group.

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 opens.



User Groups Window

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mp-dev36:1521:devtk11, Data Source: nms10 Log Path: A01Awbadmin/oc4_ew/oc4904_rsm11/ReIMLog/Art Authentication: DATABASE

User Group Details

User Group:

System Options Edit

Supplier Options Edit

User Group Maintenance Edit

Reason Code Maintenance Edit

General Ledger Account Maintenance Edit

Tolerance Maintenance Edit

Invoice Entry Edit

Document Entry Edit

Invoice Delete Yes

Group Entry Approval Yes

EDI Review Edit

Group Entry Edit

Invoice Matching Edit

Cost Discrepancy Maintenance None

Quantity Discrepancy Maintenance None

VAT Discrepancy Maintenance None

Cost Discrepancies Review None

Quantity Discrepancies Review None

Accounts Payable Review Yes

Deal Document Approval Yes

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

OK Members Department/Classes Locations Reason Codes Cancel

User Group Details Window

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mp-dev36:1521:devtk11, Data Source: nms10 Log Path: A01Awbadmin/oc4_ew/oc4904_rsm11/ReIMLog/Art Authentication: DATABASE

User Group Department/Classes

User Group: Admin

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

Select

Department Dept ID Class Class ID Group

No records found

OK Cancel

User Group Department/Classes Window

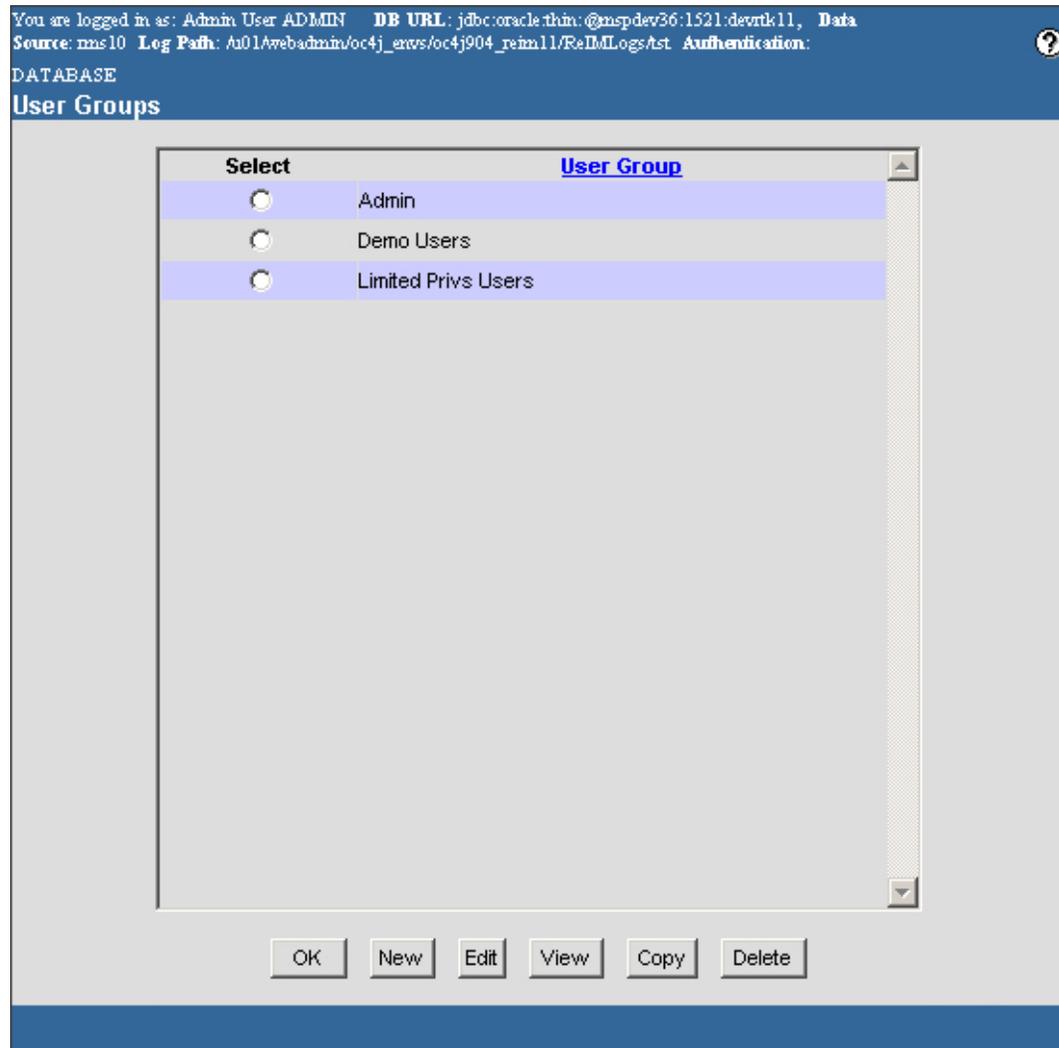
4. In the Available Department/Classes column, select the check box in the Select column next to each department/class you want to add to the user group.

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.

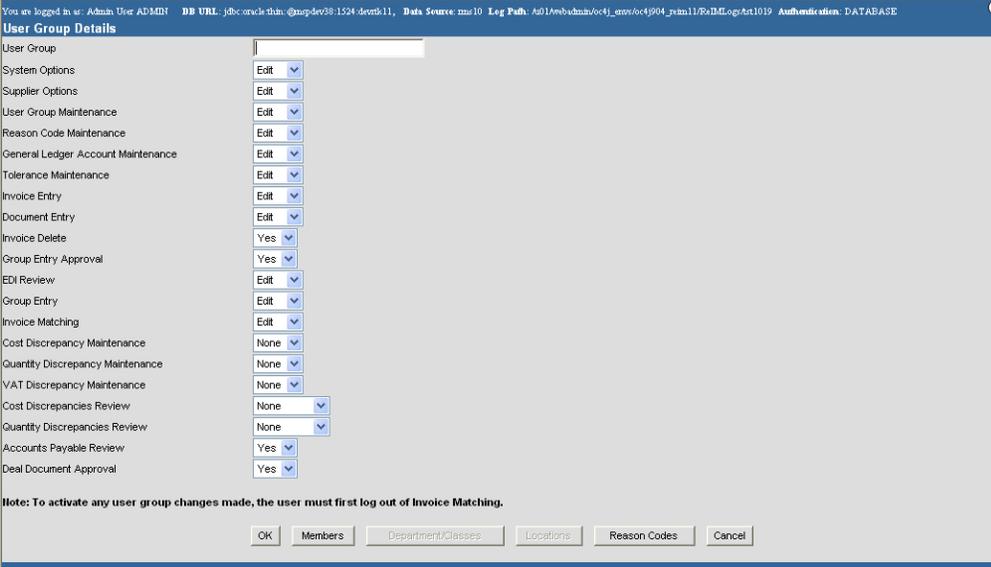
Delete a Department/Class from a User Group

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.



You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mp-dev36:1521:devtk11, Data Source: nms10 Log Path: A01Awbadmin/oc4_ews/oc4904_rsm11/ReIMLog/Art Authentication: DATABASE

User Group Details

User Group:

System Options

Supplier Options

User Group Maintenance

Reason Code Maintenance

General Ledger Account Maintenance

Tolerance Maintenance

Invoice Entry

Document Entry

Invoice Delete

Group Entry Approval

EDI Review

Group Entry

Invoice Matching

Cost Discrepancy Maintenance

Quantity Discrepancy Maintenance

VAT Discrepancy Maintenance

Cost Discrepancies Review

Quantity Discrepancies Review

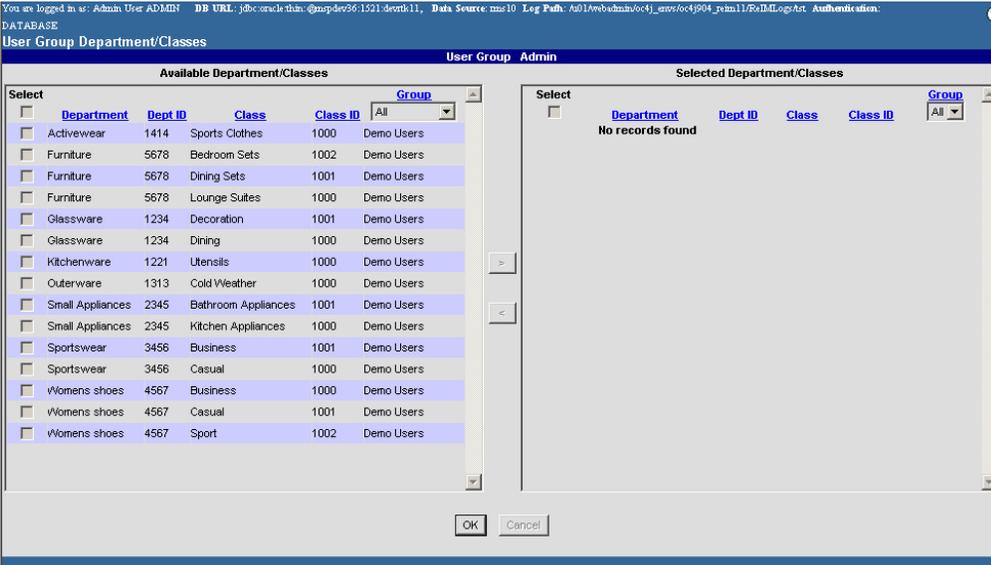
Accounts Payable Review

Deal Document Approval

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

User Group Details Window

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



You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mp-dev36:1521:devtk11, Data Source: nms10 Log Path: A01Awbadmin/oc4_ews/oc4904_rsm11/ReIMLog/Art Authentication: DATABASE

User Group Department/Classes

User Group: Admin

Available Department/Classes					Selected Department/Classes						
Select	Department	Dept ID	Class	Class ID	Group	Select	Department	Dept ID	Class	Class ID	Group
<input type="checkbox"/>	Activewear	1414	Sports Clothes	1000	Demo Users	<input type="checkbox"/>	No records found				
<input type="checkbox"/>	Furniture	5678	Bedroom Sets	1002	Demo Users						
<input type="checkbox"/>	Furniture	5678	Dining Sets	1001	Demo Users						
<input type="checkbox"/>	Furniture	5678	Lounge Suites	1000	Demo Users						
<input type="checkbox"/>	Glassware	1234	Decoration	1001	Demo Users						
<input type="checkbox"/>	Glassware	1234	Dining	1000	Demo Users						
<input type="checkbox"/>	Kitchenware	1221	Utensils	1000	Demo Users						
<input type="checkbox"/>	Outerware	1313	Cold Weather	1000	Demo Users						
<input type="checkbox"/>	Small Appliances	2345	Bathroom Appliances	1001	Demo Users						
<input type="checkbox"/>	Small Appliances	2345	Kitchen Appliances	1000	Demo Users						
<input type="checkbox"/>	Sportswear	3456	Business	1001	Demo Users						
<input type="checkbox"/>	Sportswear	3456	Casual	1000	Demo Users						
<input type="checkbox"/>	Womens shoes	4567	Business	1000	Demo Users						
<input type="checkbox"/>	Womens shoes	4567	Casual	1001	Demo Users						
<input type="checkbox"/>	Womens shoes	4567	Sport	1002	Demo Users						

User Group Department/Classes Window

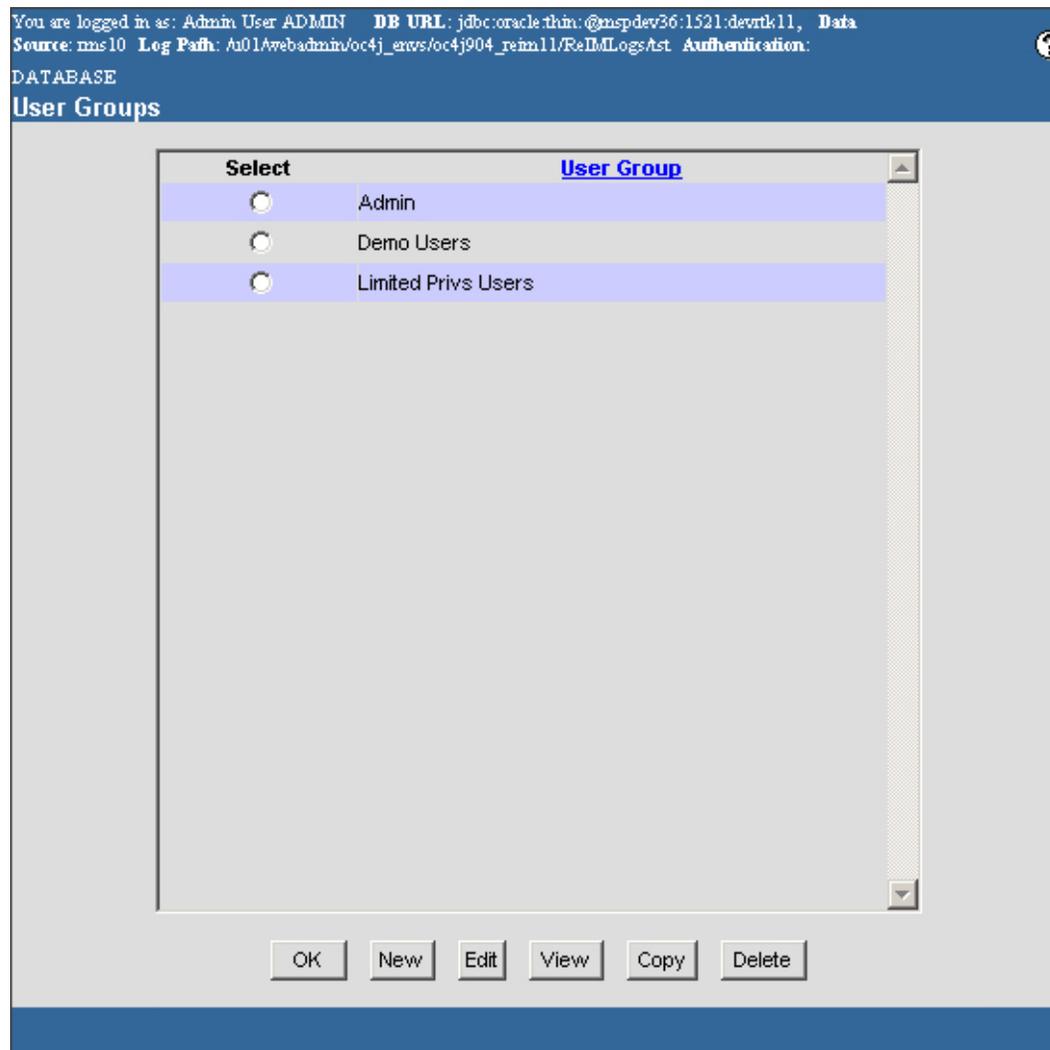
4. In the Selected Department/Classes column, select the check box in the Select column next to each department/class you want to remove from the user group.

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.

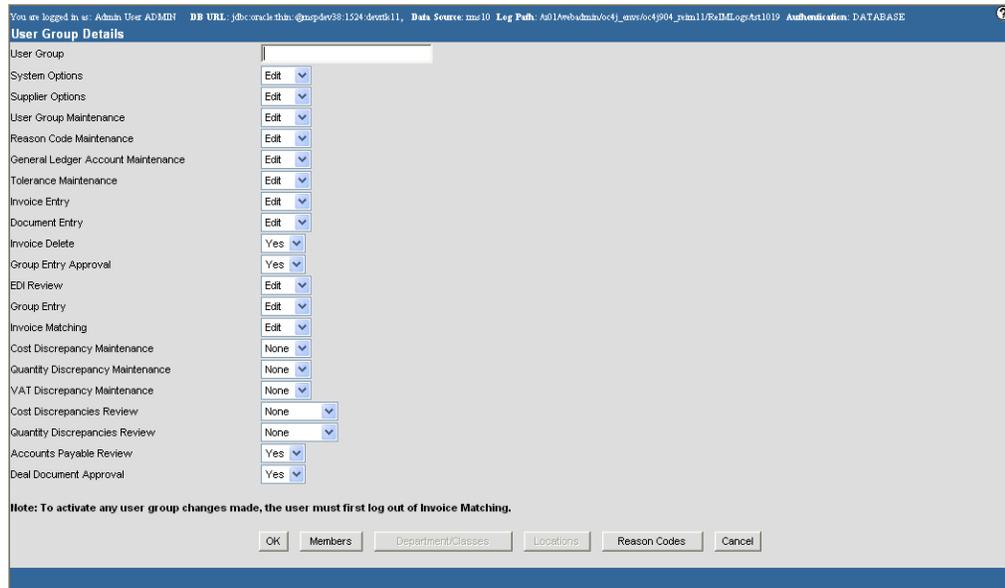
Assign a Location to a User Group

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



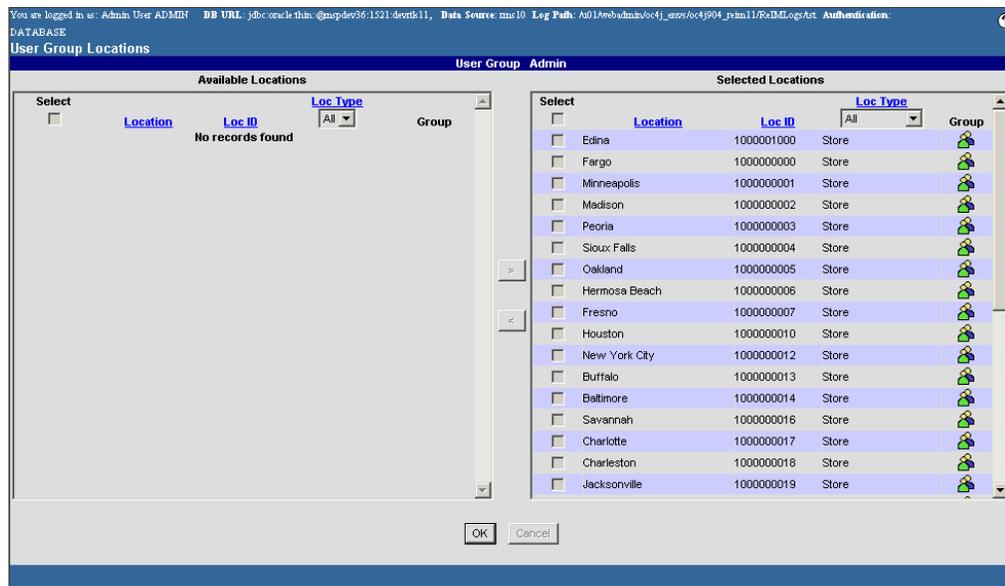
User Groups Window

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

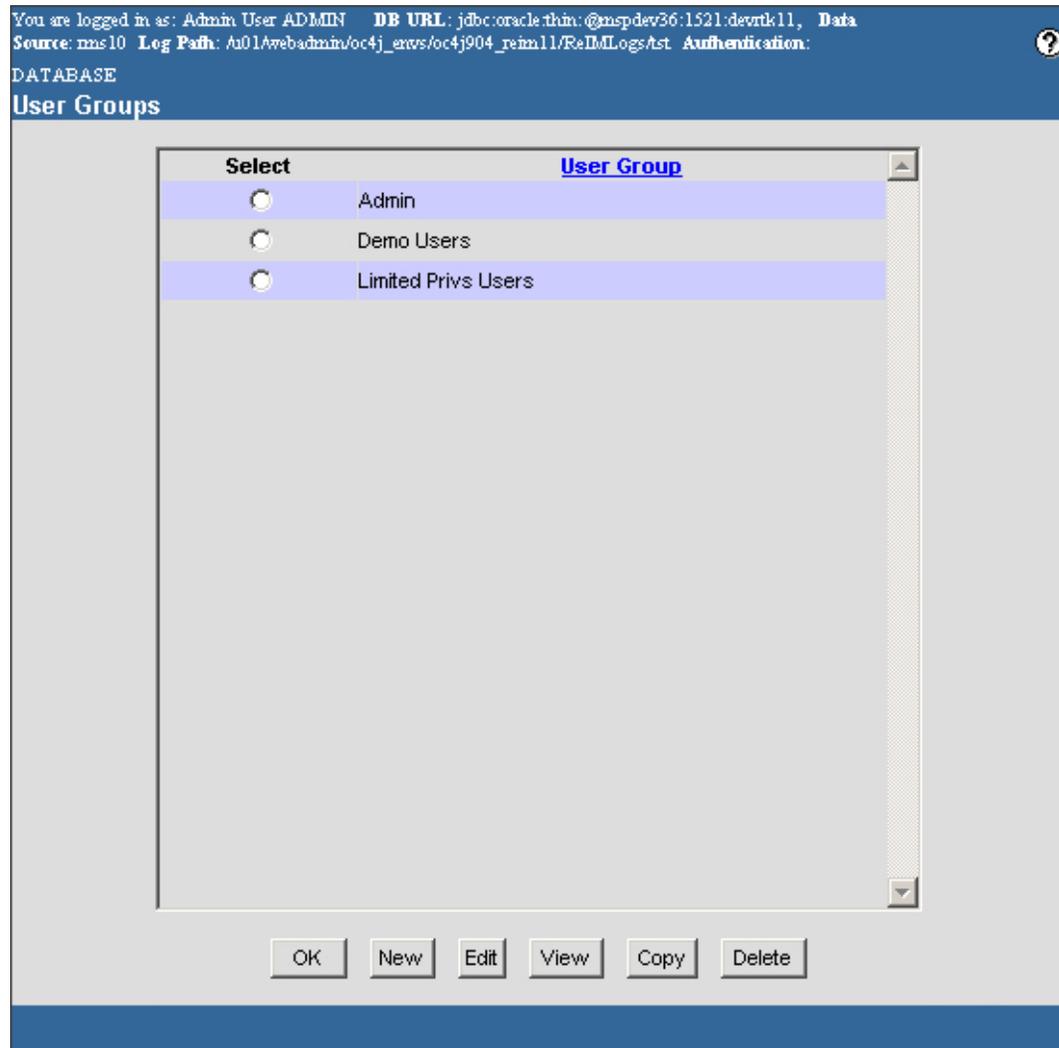
4. In the Available Locations column, select the check box in the Select column next to the each location you want to add to the user group.

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.

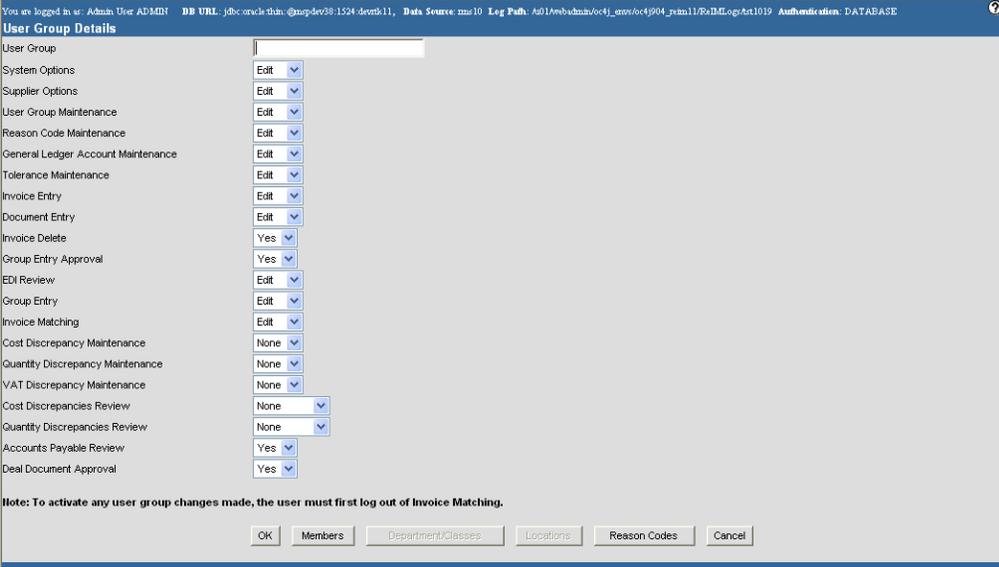
Delete a Location from a User Group

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.



You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mp-dev38-1524-devork11, Data Source: ms10 Log Path: A01Awebadmin/oc4j_www/oc4j904_retail/RetailLogArt1019 Authentication: DATABASE

User Group Details

User Group: []

System Options: Edit

Supplier Options: Edit

User Group Maintenance: Edit

Reason Code Maintenance: Edit

General Ledger Account Maintenance: Edit

Tolerance Maintenance: Edit

Invoice Entry: Edit

Document Entry: Edit

Invoice Delete: Yes

Group Entry Approval: Yes

EDI Review: Edit

Group Entry: Edit

Invoice Matching: Edit

Cost Discrepancy Maintenance: None

Quantity Discrepancy Maintenance: None

VAT Discrepancy Maintenance: None

Cost Discrepancies Review: None

Quantity Discrepancies Review: None

Accounts Payable Review: Yes

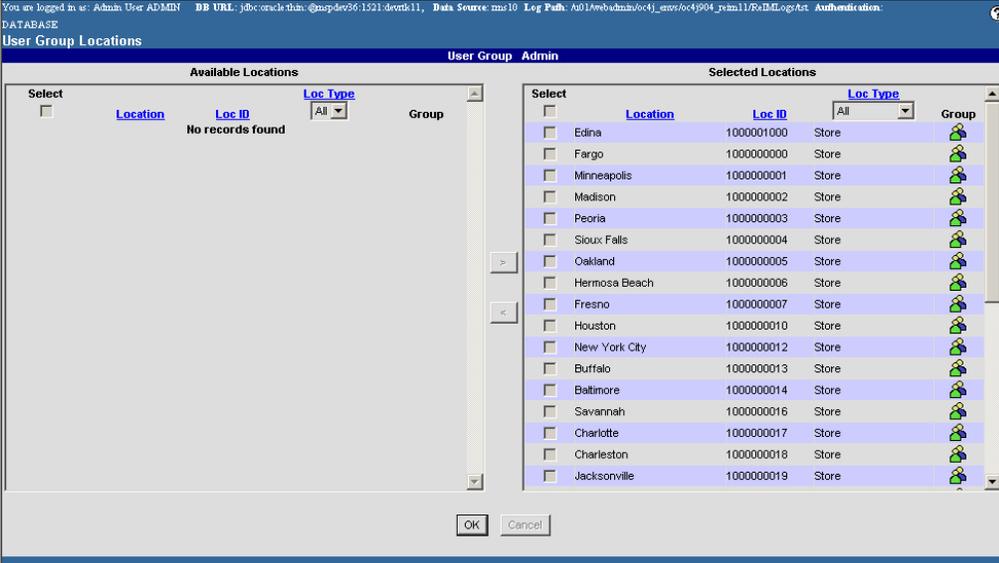
Deal Document Approval: Yes

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

OK Members Department/Classes Locations Reason Codes Cancel

User Group Details Window

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



You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mp-dev36-1521-devork11, Data Source: ms10 Log Path: A01Awebadmin/oc4j_www/oc4j904_retail/RetailLogArt Authentication: DATABASE

User Group Locations

User Group: Admin

Available Locations

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

No records found

Selected Locations

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

OK Cancel

User Group Locations Window

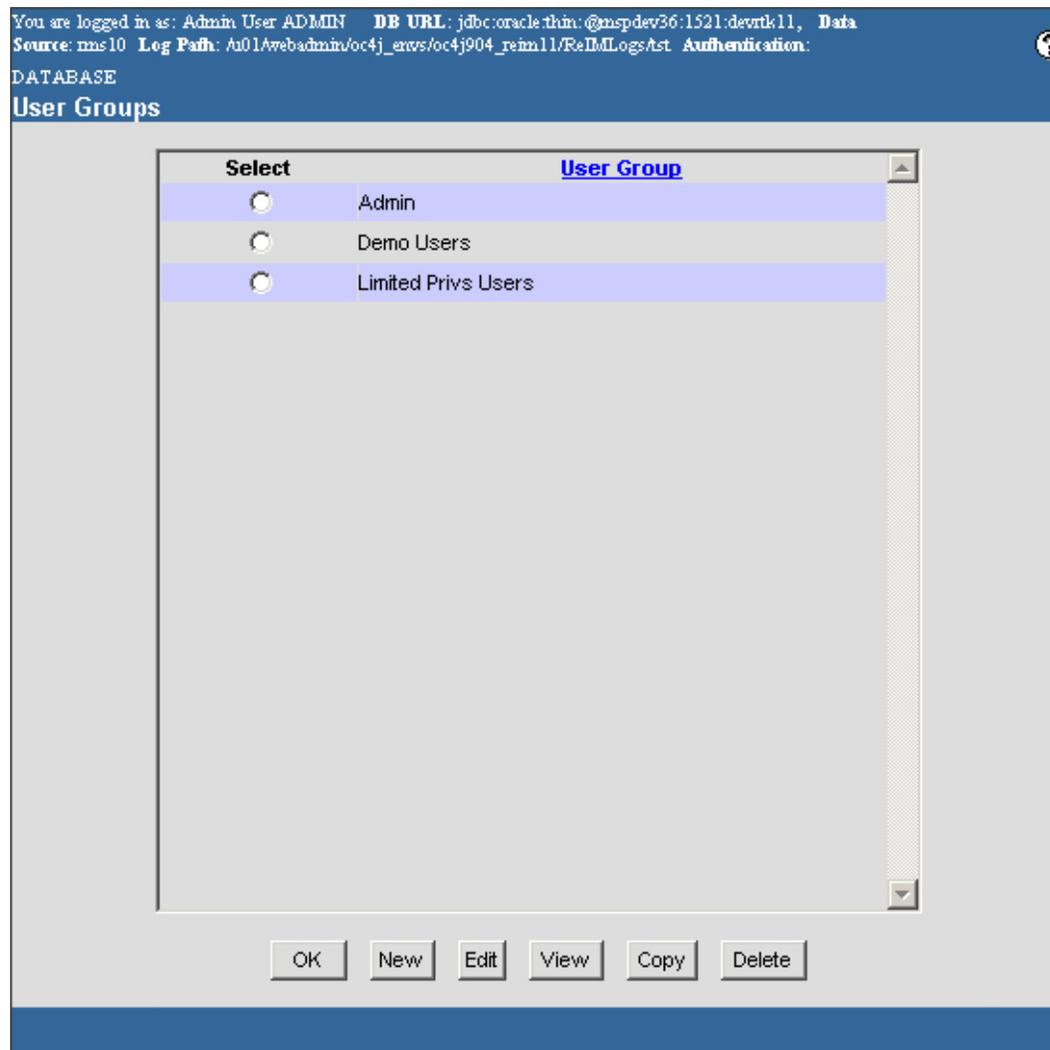
4. In the Selected Locations column, select the check box in the Select column next to each location you want to remove from the user group.

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.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mp-dev38-1524-deorb11, Data Source: ms10 Leg Path: A01Awb-admin/oc4_aws/oc4904_rsm11/Pa/IMLog/Act1019 Authentication: DATABASE

User Group Details

User Group:

System Options:

Supplier Options:

User Group Maintenance:

Reason Code Maintenance:

General Ledger Account Maintenance:

Tolerance Maintenance:

Invoice Entry:

Document Entry:

Invoice Delete:

Group Entry Approval:

EDI Review:

Group Entry:

Invoice Matching:

Cost Discrepancy Maintenance:

Quantity Discrepancy Maintenance:

VAT Discrepancy Maintenance:

Cost Discrepancies Review:

Quantity Discrepancies Review:

Accounts Payable Review:

Deal Document Approval:

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

User Group Details Window

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mp-dev38-1521-deorb11, Data Source: ms10 Leg Path: A01Awb-admin/oc4_aws/oc4904_rsm11/Pa/IMLog/Act Authentication: DATABASE

User Group Reason Codes

User Group: Admin

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

User Group Reason Codes Window

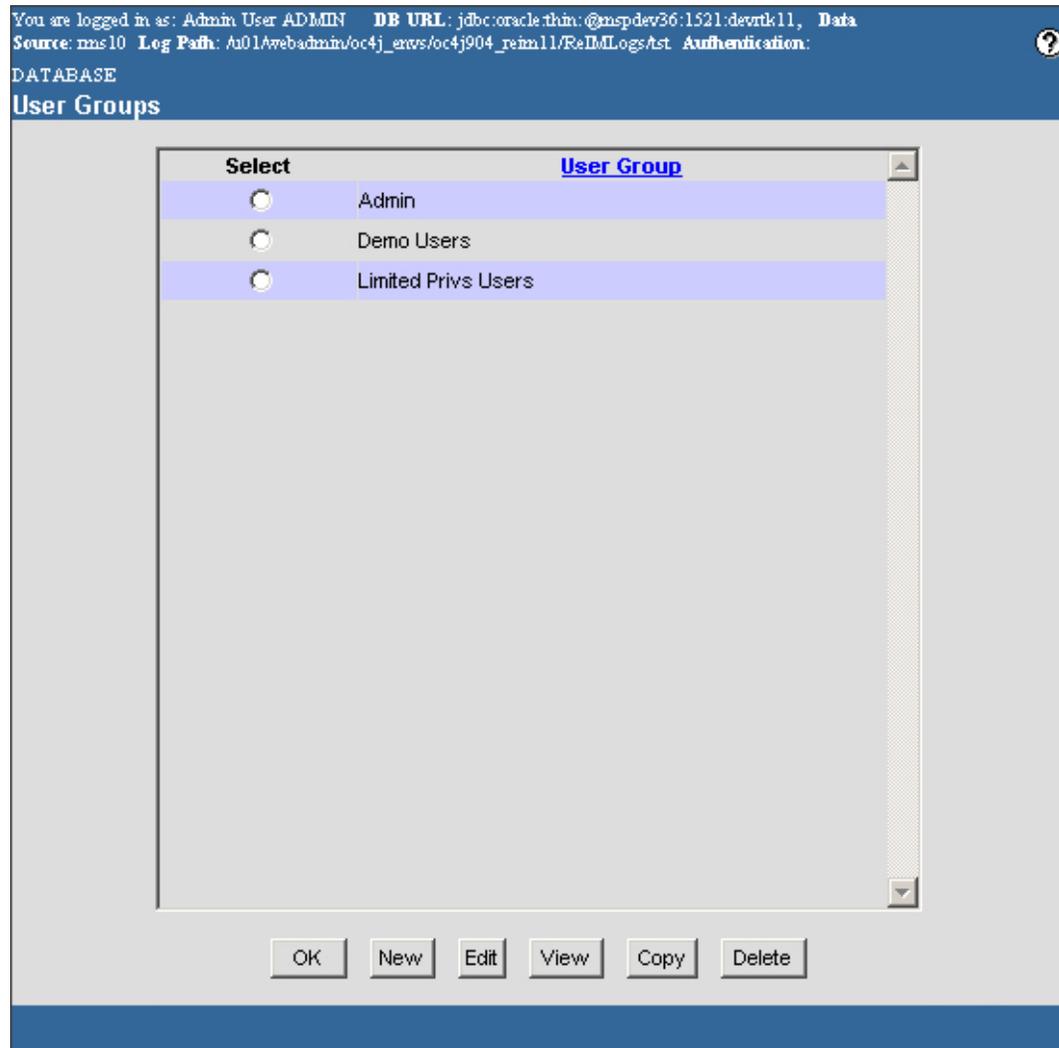
4. In the Available Reason Codes column, select the check box in the Select column next to each reason code you want to add to the user group.

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.

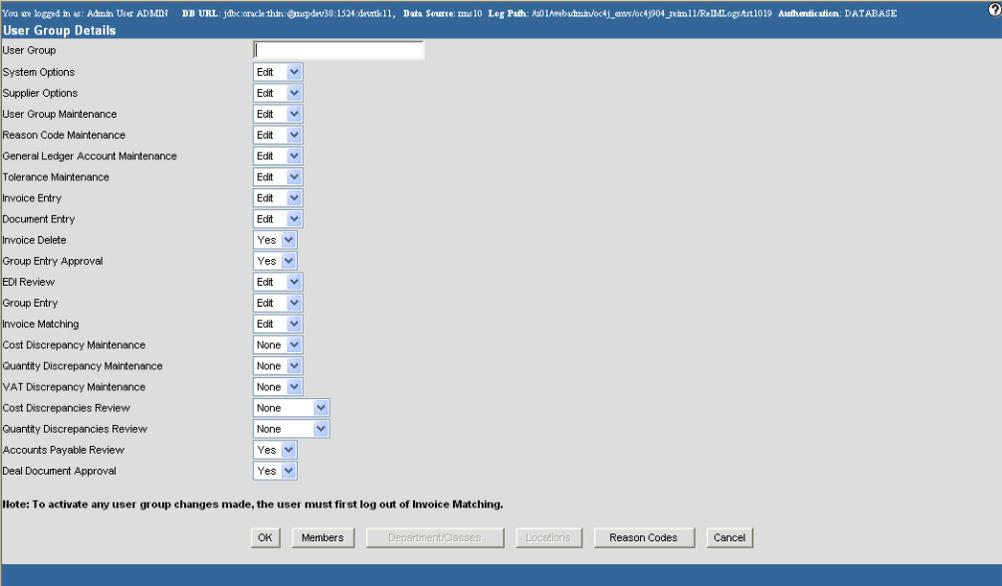
Delete a Reason Code from a User Group

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

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

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

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

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.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrtd11, Data Source: mms10 Log Path: A:\01Avebadmin\oc4j_exvs\oc4j904_reim11\ReIMLogs\tst Authentication: DATABASE

Tolerance Maintenance

Tolerance Level

Supplier
 Supplier Trait
 Department
 System

Next Cancel

Tolerance Maintenance Window

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: mms10 Log Path: A:\01Awebadmin\oc4j_ews\oc4j904_reim11\F&MLogs\st Authentication: DATABASE

Tolerance Maintenance Detail

Tolerance Level: System Currency: GBP

Tolerance: All Difference In Favor Of: All

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

OK OK+Repeat Refresh Add Defaults Delete Cancel

Tolerance Maintenance Detail Window

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

Define the Tolerance Level for the System

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: mms10 Log Path: A01Avebadmin/oc4j_exts/oc4j904_reim11/ReIMLogs/tst Authentication: DATABASE

Tolerance Maintenance

Tolerance Level

Supplier

Supplier Trait

Department

System

Next Cancel

Tolerance Maintenance Window

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: mms10 Log Path: A:\01\arebadm\oc4j_ews\oc4j904_reml11\FaIMLogs\st Authentication: DATABASE

Tolerance Maintenance Detail

Tolerance Level: System Currency: GBP

Tolerance: All Difference In Favor Of: All

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

OK OK+Repeat Refresh Add Defaults Delete Cancel

Tolerance Maintenance Detail Window

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

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

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: mms10 Log Path: A:\01\avebadm\oc4j_ews\oc4j904_reml11\FaIMLogs\st Authentication: DATABASE

Tolerance Maintenance Detail

Tolerance Level: System Currency: GBP

Tolerance: All Difference In Favor Of: All

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

OK OK+Repeat Refresh Add Defaults Delete Cancel

Tolerance Maintenance Detail Window

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

Delete a Tolerance Level for 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 and select a supplier.
 - Select Supplier Trait to create a supplier trait tolerance level. In the Supplier Trait field, enter the supplier trait ID, or click the LOV button and select a supplier trait.
 - Select Department to create a department tolerance level. In the Department field, enter the department ID, or click the LOV button and select a department.
2. Click **Next**. The Tolerance Maintenance Detail window opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: mms10 Log Path: A:\01\arebadm\oc4j_ews\oc4j904_reml1\FaIMLogs\st Authentication: DATABASE

Tolerance Maintenance Detail

Tolerance Level: System Currency: GBP

Tolerance: All Difference In Favor Of: All

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

OK OK+Repeat Refresh Add Defaults Delete Cancel

Tolerance Maintenance Detail Window

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

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

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

Set 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 and select a supplier.
 - Select Supplier Trait to create a supplier trait tolerance level. In the Supplier Trait field, enter the supplier trait ID, or click the LOV button and select a supplier trait.
 - Select Department to create a department tolerance level. In the Department field, enter the department ID, or click the LOV button and select a department.
2. Click **Next**. The Tolerance Maintenance Detail window opens.

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspdev36:1521:devrkl1, Data Source: mms10 Log Path: A:\01\arebadm\oc4j_ews\oc4j904_reml1\FaIMLogs\st Authentication: DATABASE

Tolerance Maintenance Detail

Tolerance Level: System Currency: GBP

Tolerance: All Difference In Favor Of: All

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

OK OK+Repeat Refresh Add Defaults Delete Cancel

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.

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 and a vendor for rebates or discounts applied to an item when ordered from the supplier or sold to the customer in certain quantities.

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

Debit memo prefix-cost: The prefix that indicates a document is a debit memo due to cost.

Debit memo prefix-qty: The prefix that indicates a document is a debit memo due to quantity.

Debit Memo Send Days: The number of days following the receipt of an invoice before a debit memo can be sent out.

Debit memo VAT prefix-qty: The prefix that indicates a document is a debit memo due to VAT quantity.

Default header VAT from details: Indicates whether header level VAT information must be entered before invoice details can be entered. Set to Yes to be able to proceed to the details screen without entering VAT information. Set to No to require VAT information in the header before invoice details can be entered.

Default pay now terms: The terms that are applied to an invoice that is due immediately.

Department: Belongs to a group in the merchandise hierarchy and provides a way to define the areas of a group. A department is the fourth division in the merchandise hierarchy.

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

Description: The name or identifying note for an ID or code.

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

Discrepancy comments: Comments that pertain to a discrepancy on an invoice.

Document: Accounting paperwork. Document can refer to invoices, debit memos, credit notes, credit note requests and credit memos.

Document cost: The total cost of the items from the document.

Document date: The date the document was created.

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

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

Document history days: The length of time documents stay the ReIM system before they are purged.

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

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

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

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

E

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

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

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

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

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

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

Extended cost variance: The difference between the invoice extended cost and the purchase order extended cost.

F

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

G

General Ledger: A company's accounting records. It contains all of the financial accounts and statements.

Group: The sixth level of the merchandise hierarchy.

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

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

I

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

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

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

Invoice date: The date the invoice was created.

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

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

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

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

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

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

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

L

Linked supplier: A linked supplier is two or more suppliers that are connected within the system. For example, a receipt to the supplier can be matched to purchase orders from any of the linked suppliers.

Location: The store or warehouse involved in an event. In the system, the location field or column will display the location number, the location description, or both.

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

Location ID: The number that identifies a location.

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

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

M

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

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

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

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

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

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

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

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

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

N

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

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

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

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

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

O

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

Order comments: Comments associated with the purchase order.

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

Order Number: The identifying number on a purchase order.

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

Order UPC: Indicates the UPC associated with the item.

Original Order Cost: The cost of the purchase order after the off invoice deals are deducted.

P

Parent invoice ID: A unique number that identifies an invoice with multiple locations.

Partner: A person or entity that has an association with your organization in various areas of the procurement process. Partners can include those involved in transporting goods, escheatment, providing credit, and providing services. A partner does not provide items for resale to a retailer.

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

Payment date: The date the invoice was paid.

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

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

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

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

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

Q

Quantity: The total number of an item.

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

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

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

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

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

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

R

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

Reason code: The resolution or reason that is applied to an event that occurs within a system.

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

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

Receipt date: The date the goods arrived to the store or warehouse.

Receipt quantity: The number of item that were received at the location

Receiving location: The store or warehouse where the items arrived.

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

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

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

Reviewer group: Indicates which group will review the invoice discrepancy.

ROG: Receipt of goods.

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

Route date: The day the invoice was sent for discrepancy review.

S

Segment 1 - 10: Used to build the correct account numbers and ensure that transactions are credited/debited from the appropriate financial accounts.

Segment label: The name for the numeric section of the account number.

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

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

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

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

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

Supplier: The person or entity that provides items to a retailer.

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

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

Supplier Trait: An attribute assigned to a supplier.

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

System Unit Gross: The total amount a unit costs before any deals are applied.

T

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

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

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

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

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

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

Total items: The number of items on an invoice.

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

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

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

U

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

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

Unit Cost: The cost per unit of the item.

Unit cost variance: The difference between the current order cost and the current invoice cost.

Unit cost variance percent: The percentage representation of the unit cost variance.

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

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

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

User: A person who is authorized to use the system.

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

V

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

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

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

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

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

Vendor: A generic, inclusive term used to mean either partner or supplier.

Vendor description: The name of the vendor.

Vendor Type: See Vendor.

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