

# Retek<sup>®</sup> Invoice Matching<sup>™</sup> 11.0

## Release Notes



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

## Functional enhancements

For ReIM 11.0 the following functional enhancements were added to improve user productivity:

- Dynamic Purchase Order Lookup
- Credit Note Matching
- RTV Charge Backs
- Consignment Invoicing
- Matching at Gross
- VAT
- Complex Payment Terms
- Quantity Restrictions
- Supplier Deals
- Receiver Adjustments

### Dynamic Purchase Order Lookup

The purchase order (PO) number is required for all invoices entered into the system. A valid PO number is required to link invoices with receipts to support the automatic matching process. In some cases, vendors do not record PO numbers on their invoices. Functionality providing additional search criteria assists users in determining the appropriate PO number for the invoice. The function allows users search for PO numbers based on one or a combination of the following criteria:

- Receipt number
- Location
- Date range of receipt

The function also considers the supplier number in returning valid PO numbers to the user

### Credit Note Matching

In ReIM, when the user is resolving a discrepancy, they may select to send a credit note request (CNR) to the supplier. In return the retailer will be expecting back a credit note from the supplier. The credit note received by the retailer may not agree with the original CNR. The supplier may send back a credit note for an incorrect amount, or consolidate a number of CNRs into one credit note. Clearly, the retailer wants to ensure all monies due have been received via the credit note. The new credit note matching functionality in ReIM will provide an online means to perform this reconciliation.

ReIM provides ability to create CNRs to resolve invoice overpayments, in lieu of RTV billings, etc. Credit notes can be received via EDI or entered on-line. ReIM allows the user to associate a single CNR to a credit note at the time of entry (using the single document entry dialog). Individual CNR's may also be voided in current functionality.

The credit note matching dialog allows the user to identify and match sets of unmatched credit notes and available (unmatched) CNRs. Criteria such as supplier number, location, various date parameters, and order number are used to select and display a subset of available credit notes and CNRs. Users then select appropriate credit notes and CNRs into groups, and submit each group as a candidate for summary matching. Groups are considered matched if the variance in total value of the credit notes and CNRs is within user-defined tolerances. Once a credit note is matched to a CNR, the credit note will be posted to the financial staging table, while the CNR will be deleted in ReIM.

The credit note matching dialog also supports line-level (detail) matching, allowing one or more detail lines of a credit note to be matched against one or more CNR detail lines. Users will be able to match certain lines of a credit note to a CNR; for the remaining lines, the user is directed to a variance resolution dialog. On these screens, the user is able to assign reason codes to explain the out-of-tolerance discrepancy between a specific item line on a credit note and the corresponding lines on the CNR. Once all the lines have been resolved, the credit note is posted to the financial staging table, while the CNR will be deleted in ReIM.

Currently, when credit notes are entered on-line, item-level details may be entered individually or defaulted from the corresponding CNR.

A supplier-level option allows conversion of CNRs into debit memos after a system-defined period. This function allows retailers to address situations where the vendor has not responded to a request for credit in timely fashion. In this new version, ReIM will reverse any linked CNR-converted debit memos when matching a CNR. In other words, if the CNR being deleted has already been charged to the supplier (as a debit memo), then the system will create an offsetting credit memo to pay the supplier back.

### RTV (Return To Vendor) Charge Backs

When an RTV is created in RMS, a charge-back document will be created in approved status in ReIM. The RTV will interface from RMS through the EDI upload, and depending upon the supplier option, create either a 'credit note request - quantity' or a 'debit memo - quantity'. If a credit note request - quantity has been created, the user will have the ability to match the CNR to a corresponding credit note.

## Consignment Invoicing

RMS processes consignment sales based on daily point-of-sale activity received from each retail location. Consignment sale transactions are identified by checking for a non-zero consignment rate. For consignment transactions, the system records sale and purchase transaction records (which update the stock ledger). The sale transaction is recorded at the retail value provided by the POS. The consignment purchase transaction is created based on the consignment sale transaction, as a percentage of the retail selling price. The purchase transaction is cross-referenced to a specific consignment purchase order for the corresponding supplier (consignor) and department. (If the order does not already exist, it will be created.)

The consignment purchase transaction self-bills by automatically creating a merchandise invoice from the consignment supplier. If an invoice already exists for the specific purchase order, then the new consignment purchase is added to this invoice, otherwise a new invoice is created.

Consignment returns are handled in a similar fashion. Daily uploads from the POS are checked for these transactions. For consignment returns, the system records a return transaction at cost and retail, but not at the POS-uploaded Unit Retail. The Return transaction is not cross-referenced to a Consignment Purchase Order.

The return transaction creates a charge-back document (either a debit memo or a CNR).

All consignment data is interfaced from RMS to ReIM via the EDI upload program.

## Matching at Gross

A new field was added to the Invoice Maintenance Detail screen titled "System Unit Gross". This field was added to provide a view of the gross unit cost of an item before any deals were applied. This will assist the user in creating off-invoice item detail when invoices are received with gross unit costs to support the matching process (ReIM matches invoices and receipts at off-invoice cost).

## VAT

To support VAT validation requirements, the following modifications were made to the ReIM:

First, the system now requires specific VAT information to be entered (and stored) at invoice header and detail levels.

VAT is also captured for non-merchandise lines and for non-invoice document totals. Each non-merchandise cost allows the user to select the appropriate VAT code and rate applicable. For documents total, all VAT code and rates applicable to at least one non-merchandise cost or item is quoted, as well as the 'excluded VAT' amount on which it is applied.

Second, as soon as the document detail exists, VAT rate is defined at detail level.

Finally, VAT on the invoice is validated against VAT on the RMS tables. If VAT cannot be recalculated within tolerance, the invoice is rejected. The tolerance level is defined in the system options.

VAT management is activated through a system-level variable set at system implementation. This variable should not be modified after implementation.

### Complex Payment Terms

- ReIM will now support expanded payment terms definitions, such as “end of month” type terms. To support this functionality, RMS was modified to accept an expanded set of attributes to which are used by ReIM to calculate invoice due dates. The invoice due date is stored and available for export to the retailer’s accounts payable solution.

### Quantity Restrictions

Since retailers do not always require a quantity entered ReIM, modifications were made to make total invoice quantity entry optional. Total quantity entry will no longer be required on the following screens:

- EDI Upload
- Group Entry
- Single Invoice Entry (Document Maintenance)
- Parent Invoice Split

A new supplier option, ‘Total Header Quantity Required’, was created, on the Linked Suppliers screen. The total quantity restriction will then be applied only if an invoice’s supplier has this indicator selected.

### Supplier Deals

Bill back type deals created in RMS are now integrated with ReIM to create corresponding charge-back records and available for posting to the retailer’s accounts payable solution. RMS supports several types of deals for bill back to the supplier (see RMS documentation for further information). Invoicing allows the automatic invoicing of suppliers or partners based on net purchases or sales (depending upon the deal type), the billing period of the deal and the calculated deal income. This information is held on the vendor-funding dialog.

Bill back-type deals created in RMS are available for automatic invoicing in ReIM. For each deal, the user can select whether to automatically or manually approve a ‘debit memo - cost’ or a ‘credit note request - cost’. The charge back type is created in ReIM based on the corresponding supplier option setting. RMS will create an income accrual for bill back deals, posting through ReIM to the accounts payable solution will reclassify the accrued receivable and support the collection process (as a deduction from future payment to the supplier).

For bill back-type deals, a deal extraction process is used to transfer data from the RMS fixed and complex deal staging tables to the ReIM tables. Two new tables to hold this data were added: IM\_FIXED\_DEAL\_DETAIL and IM\_COMPLEX\_DEAL\_DETAIL. Depending on the value of the document (positive or negative), the document type selected, and the approval method selected, a deal charge back or credit memo document will be created in ReIM.

Due to the large amount of data associated with rebate-type deals, which is extracted from RMS into the above-noted tables, a new service was created in ReIM to support separate purging of these records.

### Receiver Adjustments

Receiver cost and unit adjustments initiated in ReIM as part of the discrepancy resolution process will now automatically update inventory in RMS (see RMS documentation for further information on this process).



## Functional integration enhancements

The ReIM 11.0 application is integrated with Retek Navigator to provide single sign-on capabilities. Single sign-on allows a user to enter a username and password in one location and provide the ability to move between various Retek applications. This enhancement will improve the user experience by eliminating time lost exiting and entering different Retek products.

The following functional integration enhancements have been made between ReIM and Retek Information Systems (RMS)

- Support for consignment sales and returns, integrated via flat file from RMS through the ReIM EDI upload to support creation of invoices and documents.
- Support for RTV's, integrated via flat file from RMS into the ReIM EDI upload to support creation of charge-back documents.
- Support for deal bill backs through a process that extracts complex and fixed deal data from RMS staging tables and creates charge-back documents in ReIM.
- Receiver cost and unit adjustments: RMS extracts the receiver adjustment information from associated staging table to update inventory.

## Functionality removed from ReIM 10.2

On the Document Entry screen the 'Void Credit Note Request' option was removed due to duplicate functionality. The user can perform the same task from the Document Find screen.

## Technical enhancements

### OC4J 9.0.4

The ReIM 11.0 application was tested on OC4J 9.0.4.

### JVM

The Java Virtual Machine (JVM) was upgraded from 1.3.1 to 1.4.1

### JUnit Framework

The JUnit framework in ReIM 11.0 was expanded to include Struts Action classes. In addition, a mock testing layer was added to improve the test coverage of the application. For example, if the ReIM code calls the database to retrieve data then that call is mocked to return the expected results. This approach saves a trip to the database and speeds up the running of the JUnit test suite.

# Known issues

Listed below are known issues with the ReIM 11.0 application, which Retek intends to resolve in the ReIM 11.0.1 patch.

- Invoices generated in RTM and RMS are not passing the correct information to ReIM for invoice match processing.
  - Self-billing invoices (Consignment = 'C', DSD = 'D') that are already matched need to be excluded from the invoice matching process in ReIM. RMS will need to pass ReIM an indicator through the ReIM EDI upload file. The ReIM EDI Upload program would set matching status of invoice types 'C' and 'D' to MATCHED status so that they are only available for viewing in ReIM. Direct Store Delivery Invoices must also include location (based on receipt location) and VAT amounts corresponding to each item on the invoice
  - Evaluated Receipts Settlement (ERS) invoices ('E') do require matching. Invoices received with the indicator 'E' should be set to READY FOR MATCH status, in the ReIM Upload program. ERS invoices must include location (based on receipt location) and VAT amounts corresponding to each item on the invoice.
  - ReSA - Paid Out invoices require using an indicator or another method to identify non-merchandise invoices extracted from RMS to ReIM via the EDI Upload. The VAT validation process in the EDI Upload should ignore these invoices.
- RMS is not persisting VAT region for vendors types = 'Partner'. Therefore, invoices associated with partners cannot be processed in ReIM 11.0.