

Oracle® Retail Invoice Matching
User Guide
Release 13.0.1

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Preface

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

Audience

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

Related Documents

For more information, see the following documents in the Oracle Retail Invoice Matching Release 13.0.1 documentation set and the documents in the Oracle Retail Merchandising set:

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

Customer Support

<https://metalink.oracle.com>

When contacting Customer Support, please provide the following:

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

Review Patch Documentation

For a base release (".0" release, such as 13.0), Oracle Retail strongly recommends that you read all patch documentation before you begin installation procedures. Patch documentation can contain critical information related to the base release, based on new information and code changes that have been made since the base release.

Oracle Retail Documentation on the Oracle Technology Network

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

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

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

Conventions

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

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

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

A [hyperlink](#) appears like this.

Oracle Retail Invoice Matching

Welcome to Oracle Retail Invoice Matching

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

An automatic matching process verifies Invoice records against associated receipts. If invoices are matched to receipts within tolerance at a summary level, they are evaluated for best payment terms and posted to a staging table. The staging table interfaces with your accounts payable system, where payments are processed and corresponding accounting entries are posted.

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

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

Business Processes

Resolve Discrepancies

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

Enter and Review Invoices

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

Match Documents

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

Maintain Invoice Matching Settings

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

Navigate Invoice Matching

Invoice Matching Navigation

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

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

Log In and Exit ReIM

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

Log In to ReIM


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


Exit ReIM

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


Navigate Within a Window

Use a Drop-Down list


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

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

Use a List of Values Button

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

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

1. Click the LOV  button. A list of options is displayed.
2. Select an option from the list.
3. Click **OK**. The selected option is entered in the field.

Filter and Sort Information

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

Filter Information

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


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

Sort Information


Many windows use underlined column headings to sort table data.

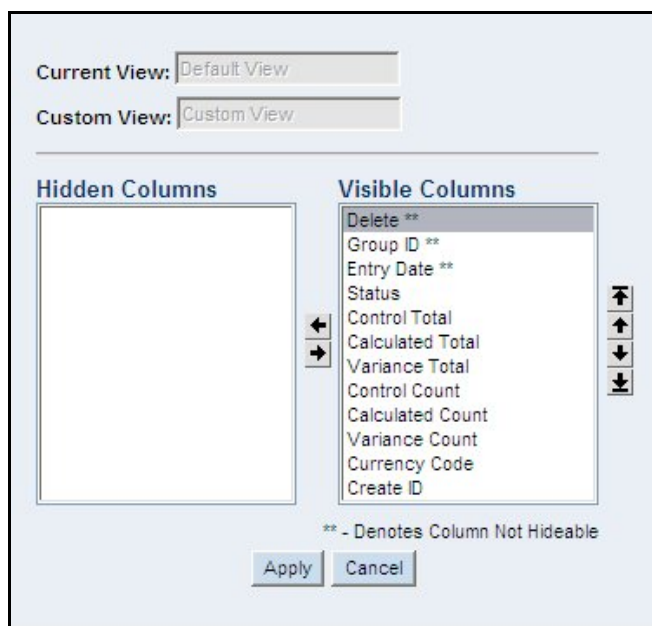
1. To sort the list, click on the underlined column heading of the column you want to use for sorting. You can only sort by one column at a time. An arrow indicates the column that is currently sorted, as well as the sort order.
2. To reverse the sort order, click the same column heading again.

Flexible Columns



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

Hide or Display a Column

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








Column Ordering Window

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

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

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

Change the Column Order

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

Comments

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

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

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvol04, Data Source: rms12 Log
Path: /u00/webadmin/product/10.1.3/OracleAS_2/j2ee/reim13_MOSB_VatOfflog Authentication: DATABASE

Comments
Document ID SKG12021624100990000000000000000001
Document Type Merchandise Invoice

Add

Usage Type External
Item
Comment

Add

Existing Comments

Comments Window

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

Enter Documents

Document Groups

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

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

This section includes the following document group instructions:

- [Create an Invoice Group](#)
- [Edit a Document Group](#)
- [Delete a 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"/>	201	01-23-2008	Worksheet	0.0000	10,000.0000	10,000.0000	0	1	1	USD	ADMIN

Advanced Search Clear Advanced Search New Delete Cancel

Group Entry List Window

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

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci://dvol04 Data Source: rms12 Log
Path: /u00/webadmin/product/10.1.3/OracleAS_2/2ee/teim13_empty/rog Authentication: DATABASE

Group Entry
Group ID: 601 Entry Date: 12-22-2007 Currency: USD US Dollar Status: Worksheet

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

Document Entry Default View
Document Type: Merchandise Invoice Vendor Type: Supplier Doc No.: Document Date: Terms: Order No.: Location: Total Qty: Total:
Add Refresh

Existing Documents Default View
Delete Document Type Vendor Doc No. Document Date Terms Due Date Order No. Location Total Qty Merch Cost Non Merch Cost Total Cost Ref No. 1
No records found

Summary
Calculated Total: 0.0000 Calculated Count: 0
Control Total: 0.0000 Control Count: 0
Variance: 0.0000 Variance: 0
OK Delete Calculate Variance Cancel

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.

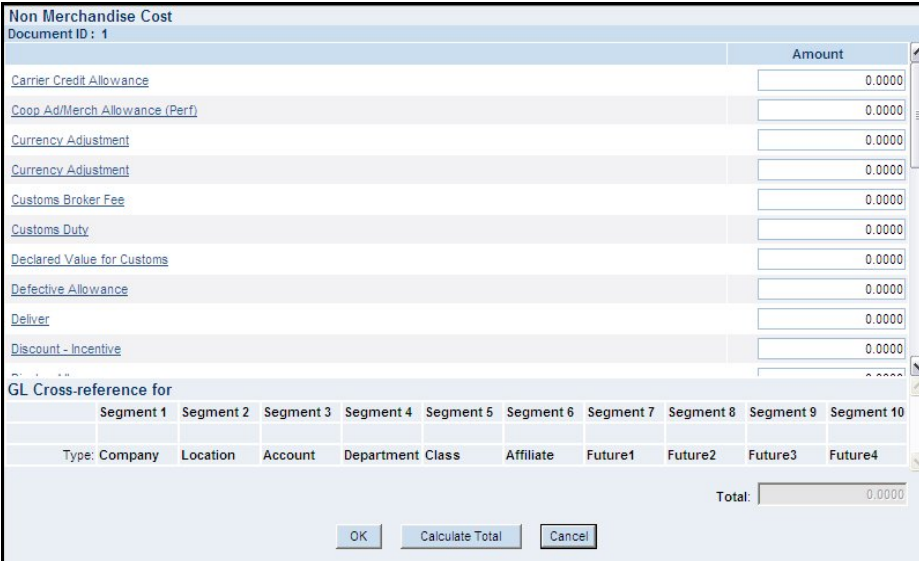
11. In the Total Cost Ex VAT field, enter the total cost on the document.
12. Complete the document group.

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.



The screenshot shows the 'Non Merchandise Cost' window for Document ID: 1. It features a table with various cost categories and their amounts, all currently set to 0.0000. Below the table is a 'GL Cross-reference for' section with a grid for segments 1 through 10, including fields for Type, Company, Location, Account, Department, Class, Affiliate, Future1, Future2, Future3, and Future4. At the bottom right, there is a 'Total' field showing 0.0000 and three buttons: 'OK', 'Calculate Total', and 'Cancel'.

	Amount
Carrier Credit Allowance	0.0000
Coop Ad/Merch Allowance (Perf)	0.0000
Currency Adjustment	0.0000
Currency Adjustment	0.0000
Customs Broker Fee	0.0000
Customs Duty	0.0000
Declared Value for Customs	0.0000
Defective Allowance	0.0000
Deliver	0.0000
Discount - Incentive	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

OK Calculate Total Cancel

Non Merchandise Cost Window

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

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

Ex VAT Basis	VAT Code	VAT Rate	VAT Amounts
0.0000	CEN	10	0.0000
0.0000	C	10	0.0000
0.0000	E	30	0.0000
0.0000	Z	0	0.0000
0.0000	AEK	22	0.0000
5,397.0000	V	40	2,158.8000
0.0000	S	10	0.0000

Total: 2,158.8000

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. You return to the Group Entry List window.

Edit a Document Group

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

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"/>	201	01-23-2008	Worksheet	0.0000	10,000.0000	10,000.0000	0	1	1	USD	ADMIN

Advanced Search Clear Advanced Search New Delete Cancel

Group Entry List Window

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

Group Entry Advanced Search Window

- b. Enter the criteria to restrict your search.
 - c. Click **Search**. The Group Entry List window opens.
2. In the Group ID column, click a group ID. The Group Entry Detail window opens.

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"/>	2400	Coca Cola - Charlotte	1	Merchandise Invoice	01-20-2008	02-15% 30 Days	02-19-2008	0	5.0000	0.0000	5.0000	3901	1421	Portland

Calculated Total: 5.0000 Calculated Count: 1
 Control Total: 0.0000 Control Count: 0
 Variance: 5.0000 Variance: 1

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.

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci@dvol04, Data Source: rms12 Log
Path: /u00/webadmin/product/10.1.3/OracleAS_2/j2ee/reim13_MOSB_VaIOfflog Authentication: DATABASE

Group Entry Detail
Group ID 103 Entry Date 03-07-2008 Currency USD Status Worksheet

Existing Documents

Delete	Vendor	Vendor Desc	Doc No	Document Type	Document Date	Terms	Due Date	Total Qty	Merch Cost	Non Merch Cost	Total Cost	Order No	Location	Location Description
<input type="checkbox"/>	2400	Coca Cola - Charlotte	1	Merchandise Invoice	01-20-2008	02-1.5% 30 Days	02-19-2008	0	5.0000	0.0000	5.0000	3901	1421	Portland

Calculated Total 5.0000 Calculated Count 1
Control Total 0.0000 Control Count 0
Variance 5.0000 Variance 1

OK Worksheet Submit Approve Calculate Variance Add Delete Cancel

Group Entry Detail Window

1. In the Delete column, select the document group you are deleting.
2. Click **Delete**. You are prompted to confirm the deletion.
3. Click **OK**. The document group is deleted from the system.
4. Click **Cancel** to close the window and save your changes.

Approve a Document Group

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

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci@dvol04, Data Source: rms12 Log
Path: /u00/webadmin/product/10.1.3/OracleAS_2/j2ee/reim13_emptylog 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"/>	201	01-23-2008	Worksheet	0.0000	10,000.0000	10,000.0000	0	1	1	1 USD	ADMIN

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

Invoices can be loaded through Electronic Data Interchange (EDI), group entry, and single invoice entry. The majority of invoices are sent to Invoice Matching through EDI. When the data on the invoices can be verified, the invoices are ready to match. If the data cannot be verified, you must manually correct the inaccurate data on each invoice. In the EDI Maintenance window, you can update invoice data for invoices that were uploaded with inaccurate data. You can correct the invoices one at a time, or you can correct the order number or item number on multiple invoices. If you correct the order number or item number for all invoices, all invoices with the old value are updated with the new value.

This section includes the following EDI instructions:

- [Correct a Rejected EDI Invoice](#)
- [Delete EDI Invoices](#)
- [Correct Multiple Rejected EDI Invoices](#)
- [Delete Multiple Rejected EDI Invoices](#)



Correct a Rejected EDI Invoice





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

EDI Maintenance Window

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

EDI Rejected Invoice Details Window

2. The fields that must be edited are enabled.
 - a. To select a different supplier, in the Supplier field, enter the correct supplier ID, or click the LOV  button and select a supplier.
 - b. 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.

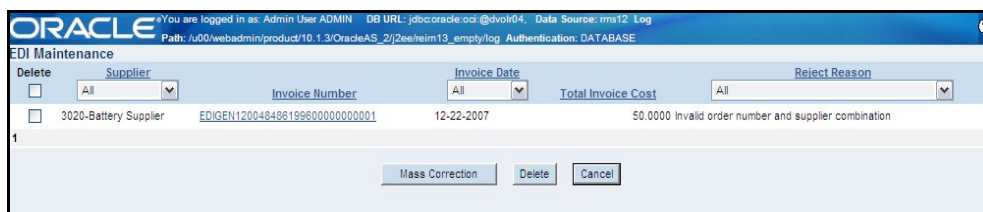
- c. To select different terms, in the Terms field, enter the correct term ID, or click the LOV  button and select a term.
 - d. To select a different order number, in the Order No. field, enter the correct order number, or click the LOV  button and select an order number.
 - e. To select a different location, in the Location field, enter the correct location, or click the LOV  button and select a location.
 - f. To select a different UPC, on the table in the UPC/Supplement/SKU/VPN field, enter the correct UPC, or click the LOV  button and select a UPC.
3. Click **Retry Invoice**. You are returned to the EDI Maintenance window.

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

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

Delete EDI Invoices

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



EDI Maintenance Window

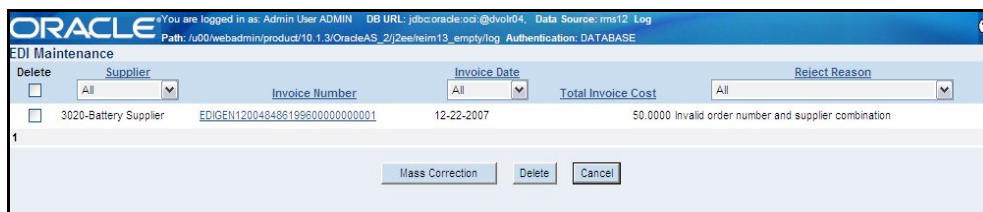
1. In the Delete column, select the check box to the left of the invoice you are deleting.

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

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

Correct Multiple Rejected EDI Invoices

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



EDI Maintenance Window

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

EDI Reject Mass Correction Window

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

Delete Multiple Rejected EDI Invoices

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

EDI Maintenance Window

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

EDI Reject Mass Correction Window

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

Note: You can only delete orders.

4. In the Old Order field, enter the order ID, or click the LOV button and select the order that is being deleted.
5. Click **Delete**. You are prompted to complete the deletion.

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

Split Invoices

This section includes the following invoice splitting instructions:

- [Split Invoices with Multiple Locations](#)
- [Set Default Child Invoice Information from a Purchase Order](#)
- [Add Invoice Details to a Child Invoice](#)

Splitting Invoices with Multiple Locations

The parent invoice windows allow you take an invoice with multiple locations and simplify the invoice by splitting it into multiple invoices, each for a single location. An invoice with multiple locations (a parent invoice) cannot begin any matching process until it is split out into the single locations (child invoices). When you are splitting an invoice with multiple locations, you must assign the total cost and total quantity to the single locations before you can save your changes.

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
EDIGENN120042054207900000000000	3020	5605	1111-Charlotte *	USD	50.0000		50 Net 30 Days	12-22-2007	N
EDIGENN120042054234600000000001	3020	5605	1121-Atlanta	USD	50.0000		50 Net 30 Days	12-22-2007	N

Parent Invoice List Window

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

Parent Invoice Header	
Parent Invoice ID: EDIGENN120042054207900000000000	Total Merchandise Cost: 50.0000
Supplier: 3020-Battery Supplier	Total Non-merchandise Cost: 0.0000
Purchase Order: 5605	Total Invoice Cost: 50.0000
Location: 1111-Charlotte *	Total Quantity: 50
Invoice Date: 12-22-2007	Invoice Terms: 04-Net 30 Days
	Manually Paid: N
Default From Order: [Search]	Defaults
Location: [Search]	Child Merchandise Cost: [Text] Child Quantity: [Text] [Apply] [Update]
Undistributed Cost: 50.0000	Undistributed Quantity: 50
[OK] [Delete] [Cancel]	

Parent Invoice Header Window

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

Add Child Invoices

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

Edit Child Invoices

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

Delete a Child Invoice

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

Complete the Distribution

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

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

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

Set Default Child Invoice Information from a Purchase Order

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

Parent Invoice ID	Supplier	Purchase Order	Location	Currency	Total Invoice Cost	Total Quantity	Invoice Terms	Invoice Date	Split Indicator
EDIGENW120042054207900000000000	3020	5605	1111-Charlotte*	USD	50.0000	50	Net 30 Days	12-22-2007	N
EDIGENW120042054234600000000001	3020	5605	1121-Atlanta	USD	50.0000	50	Net 30 Days	12-22-2007	N

Parent Invoice List Window

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


ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvol04 Data Source: rms12 Log
Path: /u00/webadmin/product/10.1.3/OracleAS_2/j2ee/reim13_empty.log Authentication: DATABASE

Parent Invoice Header

Parent Invoice ID: EDIGENN120042054207900000000000
Supplier: 3020-Battery Supplier
Purchase Order: 5605
Location: 1111-Charlotte *

Total Merchandise Cost: 50.0000
Total Non-merchandise Cost: 0.0000
Total Invoice Cost: 50.0000
Total Quantity: 50

Invoice Date: 12-22-2007
Invoice Terms: 04-Net 30 Days
Manually Paid: N


Default From Order: 

Location: Child Merchandise Cost: Child Quantity:

Undistributed Cost: 50.0000 Undistributed Quantity: 50

Parent Invoice Header Window

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

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

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

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

Add Invoice Details to a Child Invoice

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

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvol04 Data Source: rms12 Log
Path: /u00/webadmin/product/10.1.3/OracleAS_2/j2ee/reim13_empty.log Authentication: DATABASE

Parent Invoice List

Parent Invoice ID	Supplier	Purchase Order	Location	Currency	Total Invoice Cost	Total Quantity	Invoice Terms	Invoice Date	Split Indicator
EDIGENN120042054207900000000000	3020	5605	1111-Charlotte *	USD	50.0000	50	Net 30 Days	12-22-2007	N
EDIGENN120042054234600000000001	3020	5605	1121-Atlanta	USD	50.0000	50	Net 30 Days	12-22-2007	N

1

Parent Invoice List Window

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

Parent Invoice Header Window

- ### Child Invoice Detail Window

- ### Edit an Item

- Enter Documents 19

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.

Create Documents

Merchandise Invoices

There are three ways invoices are loaded into the system: EDI, group entry, and single invoice entry. An invoice is the bill for goods or services received from a supplier or partner. A merchandise invoice is a document that a supplier sends to a retailer for merchandise items. A merchandise invoice can also contain additional non-merchandise costs. Because a merchandise invoice must involve items, only suppliers can send merchandise invoices.

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

This section includes the following merchandise invoice instructions:

- [Create a Merchandise Invoice](#)
- [Add Details to a Merchandise Invoice](#)
- [Set Default Item Details from a Receipt or Purchase Order](#)

Create a Merchandise Invoice

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

Document Search Window

Create the Merchandise Invoice Header

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

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

Invoice Maintenance Header Window

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

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

- In the Invoice Date field, enter the date the invoice was created, or click the calendar button and select a date.
- In the Location field, enter the location ID, or click the LOV button and select a location.
- To calculate the payment due date, click the calculator button, found to the right of the Due Date field.
- In the Total Cost Ex VAT field, enter the total amount of the merchandise and non-merchandise costs of the invoice before VAT is applied.
- In the Total Cost Inc VAT, enter the total amount of the merchandise and non-merchandise costs of the invoice after VAT is applied.
- Click **Calculate** to calculate the total merchandise cost of the invoice.
- In the Invoice Qty field, enter the number of items on the invoice.
- Add the invoice VAT cost.
 - In the Total VAT Cost field, click the amount. The VAT Breakdown window opens.

Ex VAT Basis	VAT Code	VAT Rate	VAT Amounts
0.0000	CEN	10	0.0000
0.0000	C	10	0.0000
0.0000	E	30	0.0000
0.0000	Z	0	0.0000
0.0000	AEK	22	0.0000
5,397.0000	V	40	2,158.8000
0.0000	S	10	0.0000

Total: 2,158.8000

OK Calculate Total Cancel

VAT Breakdown Window

- b. In the Ex VAT Basis field, enter the amount on the invoice that is subject to VAT.
 - c. Click **Calculate Total**. The amount of VAT appears in the total field.
 - d. Click **OK** to close the window.
15. Add non-merchandise costs as necessary.
- a. In the Total Non-Merch Cost field, click the amount. The Non-Merchandise Cost window opens.

	Amount
Carrier Credit Allowance	0.0000
Coop Ad/Merch Allowance (Perf)	0.0000
Currency Adjustment	0.0000
Currency Adjustment	0.0000
Customs Broker Fee	0.0000
Customs Duty	0.0000
Declared Value for Customs	0.0000
Defective Allowance	0.0000
Deliver	0.0000
Discount - Incentive	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

OK Calculate Total Cancel

Non-Merchandise Cost Window

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



Add Details to a Merchandise Invoice

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

Document Search Window

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

Invoice Maintenance Detail Window

3. Click to select Item, enter the item ID or click on the LOV  button and select an item ID. You can also select VPN and enter the VPN number or click on the LOV  button and select the VPN number.
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.

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvolr04, Data Source: rms12 Log
Path: /u00/webadmin/product/10.1.3/OracleAS_2/j2ee/reim13_MOSB_ValOff/1og Authentication: DATABASE

Invoice Maintenance Detail
 Invoice: SKG120216241009900000000000000001
 Supplier: 2400-Coca Cola - Charlotte Currency: USD
 Total Invoice Merch Cost: 100.0000 Total Invoice Qty: 10

Select	Receipt	Receiving Location	Description	Order No.	Total Receipt Amount	Receipt Qty	Avail Total Qty	Receipt Date
<input type="checkbox"/>	4010	1511	Phoenix	4503	100.0000	10		0 01-18-2008

select all
clear all

Default from Receipts Default from Order

Items

Item Invoice Qty Unit Cost Add Item Update Item

Delete	Item	Description	Invoice Qty	Supplier Unit Cost	Inv. Unit Cost	Extended Cost
<input type="checkbox"/>	100145004	SKG Item 100145004	10	10.0000	10.0000	100.0000

select all
clear all

Totals	Total Items: 1	Total Invoice Quantity: 10	Total Extended Cost: 100.0000
		Invoice Quantity Variance: 0	Extended Cost Variance: 0.0000

OK Delete Items Cancel

Invoice Maintenance Detail Window

- 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.

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

Non-Merchandise Invoices




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

Create a Non-Merchandise Invoice

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

Document Search Window

Invoice Maintenance Header Window

7. In the Location field, enter the location ID, or click the LOV  button and select a location
8. In the Invoice Date field, enter the date the invoice was created, or click the calendar  button and select a date.
9. To calculate the payment due date, click the calculator  button found to the right of the Due Date field.
10. Enter additional information in the enabled fields as necessary.
11. Add the invoice VAT cost.
 - a. In the Total VAT Cost field, click the amount. The VAT Breakdown window opens.



Ex VAT Basis	VAT Code	VAT Rate	VAT Amounts
0.0000	CEN	10	0.0000
0.0000	C	10	0.0000
0.0000	E	30	0.0000
0.0000	Z	0	0.0000
0.0000	AEK	22	0.0000
5,397.0000	V	40	2,158.8000
0.0000	S	10	0.0000

Total: 2,158.8000

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 VAT amount appears in the total field.
 - d. Click **OK** to close the window.
12. Add non-merchandise costs as necessary.
 - a. In the Total Non-Merch Cost field, click the amount. The Non-Merchandise Cost window opens.

Non Merchandise Cost
Document ID : 1

	Amount
Carrier Credit Allowance	0.0000
Coop Ad/Merch Allowance (Perf)	0.0000
Currency Adjustment	0.0000
Currency Adjustment	0.0000
Customs Broker Fee	0.0000
Customs Duty	0.0000
Declared Value for Customs	0.0000
Defective Allowance	0.0000
Deliver	0.0000
Discount - Incentive	0.0000
...	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

OK Calculate Total Cancel

Non-Merchandise Cost Window

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

Document Maintenance

In the document maintenance windows, you can search for an invoice, edit a merchandise invoice, pay an unmatched invoice, or view the details of all documents. A credit note or a debit memo that is based on a return to vendor (RTV) can 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.

ORACLE® You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@volr04, Data Source: rms12 Log
 Path: /u00/webadmin/product/10.1.3/OracleAS_2/j2ee/reim13_MOSB_VatOfflog Authentication: DATABASE

Document Search

Action

Document Type <input type="text"/>	Document ID (% for partial search) <input type="text"/>
Status <input type="text" value="ALL (Except Posted)"/>	
Vendor Type <input type="text" value="Supplier"/>	Vendor <input type="text"/>
Order Number <input type="text"/>	Location <input type="text"/>
AP Reviewer <input type="text"/>	
In Cost Review <input type="text"/>	Cost Review Group <input type="text"/>
In Quantity Review <input type="text"/>	Quantity Review Group <input type="text"/>
Document Date Range <input type="text" value="6/1"/> to <input type="text" value="6/1"/>	Due Date Range <input type="text" value="6/1"/> to <input type="text" value="6/1"/>
Currency <input type="text"/>	Consignment <input type="text" value="Deal"/>
Document Cost Range <input type="text"/> to <input type="text"/>	Quantity Range <input type="text"/> to <input type="text"/>
Receipt <input type="text"/>	Item <input type="text"/>
Payment Terms <input type="text"/>	Freight Payment Type <input type="text"/>
Details Exist <input type="text"/>	Pre-paid Invoice <input type="text"/>



Document Search Window

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

Note: You can edit only merchandise invoices.

2. Enter additional criteria as needed to make the search more restrictive.
3. Click **Search**. The Document Find window displays the documents that match the search criteria.

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci://dvol04, Data Source: rms12 Log Path: /u00/webadmin/product/10.1.3/OracleAS_2

Document Find  Default View 

Select	Doc Type	Doc Prefix	Doc ID	Status	Doc Date	Order No.	Due Date	Vendor	Vendor Desc	Location	Location Desc
<input type="checkbox"/>	Merchandise Invoice	SKG120216241009900000000000000001		Matched	01-17-2008	4503	02-17-2008	2400	Coca Cola - Charlotte	1511	Phoenix
<input type="checkbox"/>	Merchandise Invoice	SKG120181385154500000000000000001		Ready for Match	01-14-2008	3901	03-31-2008	2400	Coca Cola - Charlotte	1511	Phoenix
<input type="checkbox"/>	Merchandise Invoice	INV 3001		Ready for Match	01-12-2008	3001	02-11-2008	3020	Battery Supplier	1111	Charlotte *
<input type="checkbox"/>	Merchandise Invoice	SKG120216240985300000000000000000		Matched	01-17-2008	4503	02-17-2008	2400	Coca Cola - Charlotte	1421	Portland
<input type="checkbox"/>	Merchandise Invoice	INV 3002		Ready for Match	01-12-2008	3002	02-11-2008	999	MSOB_Supplier1_US	400	MSOB_Store3_O
<input type="checkbox"/>	Merchandise Invoice	SKG120181385132300000000000000000		Ready for Match	01-14-2008	3901	03-31-2008	2400	Coca Cola - Charlotte	1421	Portland

1

Document Find Window

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.

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvolr04, Data Source: rms12 Log Path: /u00/webadmin/product/10.1.3/OracleAS_2j2ee/reim13_MOSB_VatOff/log Authentication: DATABASE

Document Search

Action:

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

Status:

Vendor Type: Vendor:

Order Number: Location:

AP Reviewer:

In Cost Review:

Cost Reviewer Group:

In Quantity Review:

Quantity Reviewer Group:

Document Date Range: to

Due Date Range: to

Currency:

Consignment:

Document Cost Range: to

Quantity Range: to

Receipt:

Item:

Payment Terms:

Freight Payment Type:

Details Exist:

Pre-paid Invoice:

Document Search Window

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.

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvolr04, Data Source: rms12 Log Path: /u00/webadmin/product/10.1.3/OracleAS_2j2ee/reim13_MOSB_VatOff/log Authentication: DATABASE

Invoice Maintenance Header

Document Type: Merchandise Invoice Invoice: 05505 Group ID: 3803

Vendor Type: Vendor: 05505

Invoice Status: Matched Order No: 05505

Invoice Date: 06-01-2008 Location: 200

Match Date: 06-01-2008 Invoice Currency: USD Exchange Rate: 1

Invoice Terms: 01 002.50% 030 060

Order Terms: 1 01 002.50% 030 060

Supplier Terms: 1 01 002.50% 030 060

Due Date: 07-01-2008

Freight Payment Type:

Payment Hold Status: Held

EDI Invoice ☐

Pre-Paid ☐

Manually-Paid ☐

Details Attached ☐

Consignment ☐

Total Merchandise Cost Ex VAT: 150.0000

Total Non-Merch Cost Ex VAT: 0.0000

Total Cost Ex VAT: 150.0000

Total VAT Cost: 15.0000

Total Cost Inc VAT: 165.0000

Invoice Qty: 100

Total Allowances: 0.0000

Ref No. 1:

Ref No. 2:

Ref No. 3:

Ref No. 4:

TERMS: Terms Date: 06-01-2008 SOURCE: Receipt of Goods Date

Best Terms: 01 002.50% 030 060 Invoice Terms

Invoice Maintenance Header Window

2. Edit the enabled fields as necessary.

Note: The **Release Hold** button is visible only if you want to edit the document, which implies that the invoice is on hold and you will be able to remove the hold. Otherwise the button will not be displayed at all.

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.

The screenshot shows the Oracle Document Search window. The header includes the Oracle logo and login information: "You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvofr04 Data Source: rms12 Log Path: /u00/webadmin/product/10.1.3/OracleAS_2/j2ee/reim13_MOSB_VatOff/log Authentication: DATABASE". The main content area is titled "Document Search" and features an "Action" dropdown set to "View". Below this are several search criteria sections: Document Type, Status (set to "ALL (Except Posted)"), Document ID (for partial search), Vendor Type (set to "Supplier"), Vendor, Order Number, Location, AP Reviewer, In Cost Review, Cost Reviewer Group, In Quantity Review, Quantity Reviewer Group, Document Date Range, Due Date Range, Currency, Consignment (set to "Deal"), Document Cost Range, Quantity Range, Receipt, Item, Payment Terms, Freight Payment Type, Details Exist, and Pre-paid Invoice. At the bottom are buttons for "OK", "Search", "Refresh", and "Cancel".

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.

ORACLE #You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvolr04, Data Source: rms12, Log Path: /u00/webadmin/product/10.1.3/OracleAS_2/j2ee/reim13_MOSB_ValOff/rog Authentication: DATABASE

Document Maintenance Detail
 Document ID: 1 Document Type: Credit Note
 Currency: USD Supplier: 3020-Battery Supplier

Items

Item Amount Doc Prefix Document ID Add All Items
 Reason Per Unit Quantity Add Item
 Code


Delete	Item	Description	Reason Code	Description	Amt Per Unit	Quantity	Extended Cost
No records found							

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

Total Items: 0 Totals 0 0.0000

OK Delete Items Cancel

Document Maintenance Detail Window

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.

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@v01r04, Data Source: rms12 Log
 Path: /u00/webadmin/product/10.1.3/OracleAS_2/j2ee/reim13_MOSB_VatOfflog Authentication: DATABASE

Document Search

Action

View

Document Type

Status

ALL (Except Posted)

Vendor Type

Supplier

Order Number

AP Reviewer

In Cost Review

In Quantity Review

Document Date Range

to

Currency

Document Cost Range

to

Receipt

Payment Terms

Details Exist

Document ID (%)

for partial search)

Vendor

Location

Cost Reviewer

Group

Quantity Reviewer

Group

Due Date Range

to

Consignment

Deal

Quantity Range

to

Item

Freight Payment

Type

Pre-paid Invoice

OK

Search

Refresh

Cancel

Document Search Window

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

You are logged in as: Admin User ADMIN
DB URL: jdbc:oracle:oci:@dvol04,
Data Source: rms12
Log Path: /u00/webadmin/product/10.1.3/OracleAS_2

Document Find
Default View

Select	Doc Type	Doc Prefix	Doc ID	Status	Doc Date	Order No.	Due Date	Vendor	Vendor Desc	Location	Location Desc
				All	All	All	All	All	All	All	All
<input type="checkbox"/>	Merchandise Invoice		SKG12016241009000000000000000000000	Matched	01-17-2008	4503	02-17-2008	2400	Coca Cola - Charlotte	1511	Phoenix
<input type="checkbox"/>	Merchandise Invoice		SKG12018138515450000000000000000000	Ready for Match	01-14-2008	3901	03-31-2008	2400	Coca Cola - Charlotte	1511	Phoenix
<input type="checkbox"/>	Merchandise Invoice	INV 3001		Ready for Match	01-12-2008	3001	02-11-2008	3020	Battery Supplier	1111	Charlotte *
<input type="checkbox"/>	Merchandise Invoice		SKG12016240885300000000000000000000	Matched	01-17-2008	4503	02-17-2008	2400	Coca Cola - Charlotte	1421	Portland
<input type="checkbox"/>	Merchandise Invoice	INV 3002		Ready for Match	01-12-2008	3002	02-11-2008	999	MSOB_Supplier1_US	400	MSOB_Store3_0
<input type="checkbox"/>	Merchandise Invoice		SKG12018138513230000000000000000000	Ready for Match	01-14-2008	3901	03-31-2008	2400	Coca Cola - Charlotte	1421	Portland

Document Find Window

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

View a Document

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

Document Search Window

Document Find Window

Document Maintenance Detail Window

- b. To view comments associated with the document, click **Comments**.
 - c. 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 window.

Match Documents

Match Credit Notes

Summary Match Credit Notes

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

- [Search for Credit Note Requests and Credit Notes to Match](#)
- [Summary Match Credit Notes and Credit Note Requests](#)

Search for Credit Note Requests and Credit Notes to Match

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

Document Summary Match Find Window

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

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dv01r04, Data Source: rms12 Log
Path: /u00/webadmin/product/10.1.3/OracleAS_2/j2ee/reim13_MOSB_VatOff/log Authentication: DATABASE

Summary Match - Supplier List

Supplier Name	Supplier	No. of Invoices	No. of Receipts
MSOB_Supplier1_US	999	1	8
General Book Supplier	3030	0	1
Local Supplier #1	2900	0	2
Local Grocery Supplier #1	6000	0	2
MSOB_Supplier2_CZ	666	0	1
Battery Supplier	3020	1	0
Coca Cola - Charlotte	2400	2	4

Cancel

Summary Match - Supplier List Window

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

ORACLE
 You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspvip79.us.oracle.com:1521:dv01022 Data Source: rmsdev121 Authentication: DATABASE
 Path: /reim12/logs/reim-online.log

Summary Match List
 Supplier: 1234500000-James Hardie Industries Ltd

Invoices - Unmatched

Select	Order No.	Supp Name	Location	Invoice No.	Invoice Date	Total Qty	Total Merch Cost	Curr Code	In Ext
<input type="checkbox"/>	281701	James Hardie Industries Ltd	99100	INV 281701	08-07-2003	100.0000	8,000.0000	USD	

Receipts - Unmatched

Select	Order No.	Supp Name	Location	Receipt No.	Receipt Date	Total Qty	Avail Total	Merch Cost
<input type="checkbox"/>	281801	James Hardie Industries Ltd	605	227301	08-07-2003	100.0000	100.0000	

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

Groups - Auto

Select	Order No.	Location	Earliest Due Date	Cost Variance	Quantity Variance	Currency
<input type="checkbox"/>	282101	99100	09-06-2003	0.0000	0.0000	USD

Groups - Manual

Select	Manual Group Number	Earliest Due Date	Cost Variance	Quantity Variance
<input type="checkbox"/>	601	09-06-2003	(102.0000)	(102.0000)

Summary Match List Window

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

Summary Match Credit Notes and Credit Note Requests

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

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvol04 Data Source: rms12 Log
Path: /u09/webadmin/product/10.1.3/OracleAS_2/2ee/ieim13_MOSB_ValOfflog Authentication: DATABASE

Document Summary Match Find

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

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

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

OK Refresh Cancel

Document Summary Match Find Window

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

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspvip73.us.oracle.com:1521:dvol022 Data Source: rmsdev121 Authentication: DATABASE
Path: /ieim12/iegs/ieim-online.log

Summary Match List
Supplier: 123450000-James Hardie Industries Ltd

Invoices - Unmatched

Select	Order No.	Supp Name	Location	Invoice No.	Invoice Date	Total Qty	Total Merch Cost	Curr	In Rev	Dets Ext
<input type="checkbox"/>	281701	James Hardie Industries Ltd	99100	INV 281701	08-07-2003	100.0000	8,000.0000	USD		

Receipts - Unmatched

Select	Order No.	Supp Name	Location	Receipt No.	Receipt Date	Total Qty	Avail Merch Cost
<input type="checkbox"/>	281801	James Hardie Industries Ltd	605	227301	08-07-2003	100.0000	100.00

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

Calculate Totals Group

Groups - Auto

Select	Order No.	Location	Earliest Due Date	Cost Variance	Quantity Variance	Currency
<input type="checkbox"/>	282101	99100	09-06-2003	0.0000	0.0000	USD

Groups - Manual

Select	Manual Group Number	Earliest Due Date	Cost Variance	Quantity Variance
<input type="checkbox"/>	601	09-06-2003	(102.0000)	(102.0000)

Combine Cancel

Summary Match List Window

2. In the unmatched area, select the credit notes and credit note requests you want to match.
 - a. To add credit notes or credit note requests to the matching area, select the check box to the left of the invoice or the receipt you want to add. Click the down arrow button.
 - b. To remove credit notes or credit note requests from the matching area, select the check box to the left of the invoice or the receipt you want to remove. Click the up arrow button.
3. If the Credit Notes and the Credit Note Requests match within tolerance, click **Online Match**. You return to the main menu.

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

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

Detail Match Credit Notes

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

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

This section includes the following detail credit note matching instructions:

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

Group Credit Notes and Credit Note Requests for Detail Matching

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

The screenshot shows the 'Document Summary Match Find' window in Oracle. At the top, it displays the user's login information: 'You are logged in as: Admin User ADMIN' and the database URL. Below this, there are search criteria for 'Credit Note' and 'Credit Note Request'. The 'Credit Note' section includes fields for Order Number, Location, Document ID (with a partial search option), Item, Due Date, Document Date, Details Exist (a dropdown menu), Currency, and Document Cost. The 'Credit Note Request' section has identical fields. There is a checkbox labeled 'Include Suppliers In Group' which is checked. At the bottom of the window, there are three buttons: 'OK', 'Refresh', and 'Cancel'.

Document Summary Match Find Window

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

ORACLE *You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mapvip73.us.oracle.com:1521:dv01022 Data Source: rmasdev121 Authentication: DATABASE Log Path: /aim12/ogg/aim-online.log

Summary Match List

Supplier: 123450000-James Hardie Industries Ltd

Invoices - Unmatched										Receipts - Unmatched							
Select	Order No.	Location	Invoice No.	Invoice Date	Total Qty	Total Merch Cost	Curr Code	Rev	Ext	Select	Order No.	Location	Receipt No.	Receipt Date	Avail Total Qty	Merch Cost	
<input type="checkbox"/>	281701	James Hardie Industries Ltd	99100	INV 281701	08-07-2003	100.0000	8,000.0000	USD		<input type="checkbox"/>	281801	James Hardie Industries Ltd	605	227301	08-07-2003	100.0000	100.0000



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

Calculate Totals Group

Groups - Auto							Groups - Manual				
Select	Order No.	Location	Earliest Due Date	Cost Variance	Quantity Variance	Currency	Select	Manual Group Number	Earliest Due Date	Cost Variance	Quantity Variance
<input type="checkbox"/>	282101	99100	09-06-2003	0.0000	0.0000	USD	<input type="checkbox"/>	601	09-06-2003	(102.0000)	(102.0000)

Combine Cancel

Summary Match List Window

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

ORACLE *You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mapvip73.us.oracle.com:1521:dv01022 Data Source: rmasdev121 Authentication: DATABASE Log Path: /aim12/ogg/aim-online.log

Detail Matching

In Discrepancy Items										In Balance Items									
Select	Item	Item Description	VPN	In Rev Match	Receipt Cost	Order Cost	Invoice Cost	Unit Cost	Variance	W/in Tolerance	Receipt Qty	Invoice Qty	Quantity Variance	W/in Tolerance					
<input type="checkbox"/>	100662001	re	Q	C		1.0000	1.0000	0.0000		Yes	102.0000	102.0000	(102.0000)	No					

Detail Item Grouping

Invoice							Receipt										
Select	Item	VPN	Invoice	Unit Cost	Order Cost	Invoice Cost	Extended Cost	Match Deals	Select	Item	VPN	Receipt	Receipt Date	Unit Cost	Receipt Qty	Extended Cost	Match Deals
No records found									No records found								



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

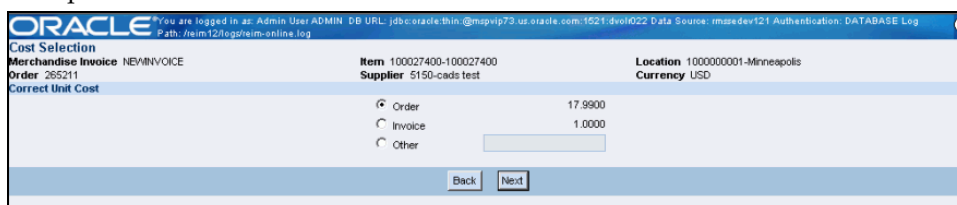
Quantity Variance Cost Variance Qty Variance % Cost Variance % Within Qty Tolerance Within Cost Tolerance

OK Detail Match Cost Resolution Qty Resolution Split Receipt

Detail Matching Window

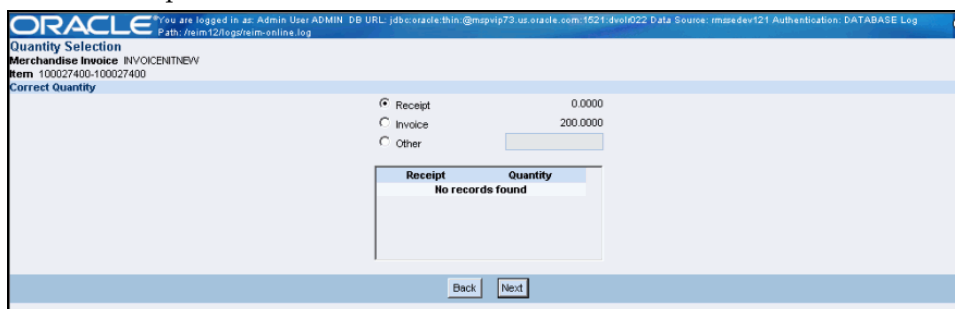
4. To match items on credit notes to items on credit note requests:

- 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:
 - a. Click **Cost Resolution** to resolve cost discrepancies. The Cost Selection window opens.



Cost Selection Window

- b. Click **Qty Resolution** to resolve quantity discrepancies. The Quantity Selection window opens.



Quantity Selection Window

- c. Click **VAT Resolution** to resolve VAT discrepancies. The VAT Selection window opens.
7. Click **Detail Match**. The items are ready to 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.

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvol04 Data Source: ms12 Log
Path: /u00/webadmin/product/10.1.3/OracleAS_2/2ee/heim13_MOSB_VatOff.log Authentication: DATABASE

Document Summary Match Find

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

Credit Note

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

Credit Note Request

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

OK Refresh Cancel

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.

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@msprip73.us.oracle.com:1521:dev121 Authentication: DATABASE
Path: /heim12/egs/heim-online.log

Summary Match List
Supplier: 123450000-James Hardie Industries Ltd

Invoices - Unmatched

Select	Order No.	Supp Name	Location	Invoice	Date	Total Qty	Total Merch Cost	Curr	In	Dets
<input type="checkbox"/>	281701	James Hardie Industries Ltd	99100	INV 281701	08-07-2003	100.0000	8,000.0000	USD		<input checked="" type="checkbox"/>

Receipts - Unmatched

Select	Order No.	Supp Name	Location	Receipt	Date	Avail Total Qty	Merch Cost
<input type="checkbox"/>	281801	James Hardie Industries Ltd	905	227301	08-07-2003	100.0000	100.00

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

Calculate Totals Group

Groups - Auto

Select	Order No.	Location	Earliest Due Date	Cost Variance	Quantity Variance	Currency
<input type="checkbox"/>	282101	99100	09-06-2003	0.0000	0.0000	USD

Groups - Manual

Select	Manual Group Number	Earliest Due Date	Cost Variance	Quantity Variance
<input type="checkbox"/>	801	09-06-2003	(102.0000)	(102.0000)

Combine Cancel

Summary Match List Window

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

Match Invoices

Summary Match Invoices

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

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

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

This section includes the following summary invoice matching instructions:

- [Search for Invoices and Receipts to Match](#)
- [Create Groups](#)
- [Summary Match Invoices and Receipts](#)

Search for Invoices and Receipts to Match

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

The screenshot shows the 'Invoice Summary Match Find' window. At the top, the Oracle logo and a status bar indicate the user is logged in as 'Admin User ADMIN'. Below this, there are search fields for 'AP Reviewer' (set to 'ADMIN') and 'Supplier'. A checkbox labeled 'Include Suppliers in Group' is checked. The main area is split into two panels: 'Invoice' and 'Receipt'. The 'Invoice' panel contains fields for Order Number, Location, Status (a dropdown), Document ID (with a note '% for partial search'), Item, Due Date (with a date range picker), Document Date (with a date range picker), Details Exist (a dropdown), Currency, and Document Cost (with a range picker). There is also a checkbox 'Limit to invoice driven search'. The 'Receipt' panel contains fields for Order Number, Location, Receipt, Item, Receipt Date (with a date range picker), Currency, and Receipt Cost (with a range picker). A checkbox 'Hide groups with receipt overages' is checked. At the bottom of the window are 'OK', 'Refresh', and 'Cancel' buttons.

Invoice Summary Match Find Window

1. Enter criteria to make the search more restrictive. You must enter at least one search criterion.
2. Click **OK**. The Summary Match - Supplier List window displays the invoices and receipts for each supplier that match the search criteria.

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvolr04, Data Source: rms12 Log
Path: /u00/webadmin/product/10.1.3/OracleAS_2/j2ee/reim13_MOSB_VatOff/log Authentication: DATABASE

Summary Match - Supplier List

Supplier Name	Supplier	No. of Invoices	No. of Receipts
MSOB_Supplier1_US	999	1	8
General Book Supplier	3030	0	1
Local Supplier #1	2900	0	2
Local Grocery Supplier #1	6000	0	2
MSOB_Supplier2_CZ	666	0	1
Battery Supplier	3020	1	0
Coca Cola - Charlotte	2400	2	4

Cancel

Summary Match - Supplier List Window

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

ORACLE

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvolr04, Data Source: rms12 Log Path: /u00/webadmin/product/10.1.3/OracleAS_2/j2ee/reim13_MOSB_VatOfflog Authentication: DATABASE

Summary Match List

Supplier: 3030-General Book Supplier

Invoices - Unmatched

Select	Order No.	Supp Name	Location	Invoice	Invoice Date	Total Qty	Total Merch Cost	Curr Code	In Rev	Dets Ext
No records found										

Receipts - Unmatched

Select	Order No.	Supp Name	Location	Receipt	Receipt Date	Avail Total Qty	Avail Total Merch Cost	Curr Code
<input type="checkbox"/>	3601	General Book Supplier	1111	3301	01-12-2008	30	300.0000	USD

Selected Totals:

Total Qty:

Total Cost:

Calculate Totals

Group

Total Qty:

Total Cost:

Groups - Auto

Select	Order No.	Location	Earliest Due Date	Cost Variance	Quantity Variance	Currency
No records found						

Groups - Manual

Select	Manual Group Number	Earliest Due Date	Cost Variance	Quantity Variance	Currency
No records found					

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 the tabs.

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

Create Groups

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

Invoice Summary Match Find Window

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

Supplier Name	Supplier	No. of Invoices	No. of Receipts
MSOB Supplier1 US	999	1	8
General Book Supplier	3030	0	1
Local Supplier #1	2900	0	2
Local Grocery Supplier #1	6000	0	2
MSOB Supplier2 CZ	666	0	1
Battery Supplier	3020	1	0
Coca Cola - Charlotte	2400	2	4

Summary Match List Window

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

Note: You can combine auto-groups with auto-groups, auto-groups with manual groups, or manual groups with manual groups.

 - b. Click **Combine**. Your new group appears in the Manual Match - Group area.
4. Click **OK** to continue creating manual groups.

Summary Match Invoices and Receipts



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

Invoice Summary Match Find Window

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

Summary Match List Window

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

- a. 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.
 - b. Removing invoices or receipts from the matching area. In the Summary Match area, select the check box to the left of the invoice or the receipt you want to remove. Click the up arrow  button.
4. Click **Online Match**. If a match is created, the Summary Match List window displays the auto-groups and manual groups.

Note: If you fail to create a summary match, you can begin detail matching. Click **Details** to open the Detail Matching window.

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

Detail Match Invoices

Detail matching provides the last level of matching possible. The Detail Matching window contains two tabs to help you match invoices and receipts at the line item level.

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

This section includes the following detail invoice matching instructions:

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

Group Invoices and Receipts for Detail Matching

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

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvok04 Data Source: rms12 Log
Path: /u00/webadmin/product/10.1.3/OracleAS_2/j2ee/raim13_MOSB_ValOfflog Authentication: DATABASE

Invoice Summary Match Find

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

Invoice

Order Number

Location

Status

Document ID (% for partial search)

Item

Due Date to

Document Date to

Details Exist

Currency

Document Cost to

☐ Limit to invoice driven search

Receipt

Order Number

Location

Receipt

Item

Receipt Date to

Currency

Receipt Cost to

☒ Hide groups with receipt overages

OK Refresh Cancel

Invoice Summary Match Find Window

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

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvok04 Data Source: rms12 Log
Path: /u00/webadmin/product/10.1.3/OracleAS_2/j2ee/raim13_MOSB_ValOfflog Authentication: DATABASE

Summary Match List

Supplier: 3030-General Book Supplier

Invoices - Unmatched

Select	Order No.	Supp Name	Location	Invoice Date	Total Qty	Total Merch Cost	Curr Code	In Rev	Details
No records found									

Receipts - Unmatched

Select	Order No.	Supp Name	Location	Receipt Date	Avail Total Qty	Avail Total Merch Cost	Curr Code
<input type="checkbox"/>	3601	General Book Supplier	1111	3301 01-12-2008	30	300.0000	USD

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

Calculate Totals Group

Groups - Auto

Select	Order No.	Location	Earliest Due Date	Cost Variance	Quantity Variance	Currency
No records found						

Groups - Manual

Select	Manual Group Number	Earliest Due Date	Cost Variance	Quantity Variance	Currency
No records found					

Combine Cancel

Summary Match List Window

2. Group invoices and receipts as necessary.
3. In the selected totals area:
 - a. In the Groups - Auto area, click the Order No. The Summary Match - Auto Match area opens.
 - b. 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.

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mapvip73-us.oracle.com:1521:dev1022 Data Source: mmsdev121 Authentication: DATABASE Log Path: /eim12/logeim-online.log

Detail Matching

In Discrepancy Items

Item	Unit Cost	Quantity
No records found		

In Balance Items

Select	Item	Item Description	VPIN	In Rec	Match	Receipt Cost	Order Cost	Invoice Cost	Variance	Win Tolerance	Receipt Qty	Invoice Qty	Variance	Win Tolerance
No records found														

Detail Item Grouping

Invoice

Select	Item	VPIN	Invoice Date	Unit Cost	Order Cost	Invoice Qty	Extended Cost	Match	Deals
<input checked="" type="checkbox"/>	100662001	INV2000041	08-07-2003	1.0000	1.0000	102.0000	102.0000	C	No

Receipt



Select	Item	VPIN	Receipt Date	Unit Cost	Receipt Qty	Extended Cost	Deals
<input checked="" type="checkbox"/>	100662001	227301	08-07-2003	1.0000	100.0000	100.0000	No

Totals: Total Qty: 102.0000 Total Cost: 102.0000 Total Qty: 100.0000 Total Cost: 100.0000

Quantity Variance (2.0000) Qty Variance % (2.0000) Within Qty Tolerance No
Cost Variance 0.0000 Cost Variance % 0.0000 Within Cost Tolerance Yes

OK Detail Match Cost Resolution Qty Resolution Split Receipt

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:
 - a. Click **Cost Resolution** to resolve cost discrepancies. The Cost Selection window opens.
 - b. Click **Qty Resolution** to resolve quantity discrepancies. The Quantity Selection window opens.
8. Click **Detail Match**. The items are posted for payment.
9. After you have matched all the items on an invoice, click **OK** to post the invoice for payment.

Split a Receipt

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

Invoice Summary Match Find Window

1. Search for and retrieve invoices and receipts for detail matching.
2. Group invoices and receipts as necessary.
3. In the Detail Item Grouping area, select the check box to the left of the receipt you want to split.
4. Click **Split Receipt**. The Split Receipt window opens.

Split Receipt Window

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

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

View the In Balance Items Tab

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

Invoice Summary Match Find Window

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

View Deals Associated with Invoices or Orders

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

Invoice Summary Match Find Window

1. Search for and retrieve invoices and receipts for detail matching.
2. Group invoices and receipts as necessary.
3. To view deal associations:

- a. In the Invoice area, click Yes in the Invoice Deals Exist column. The Invoice Deals window opens.
 - b. In the Receipt area, click Yes in the Order Deals Exist column. The Invoice Deals window opens.
4. Click **OK** to close the window.

Resolve Discrepancies

Cost Discrepancies

Resolve Cost Discrepancies

A cost discrepancy is the difference between the cost on a receipt and the cost on a merchandise invoice. When there is a cost discrepancy in the system, in either the retailer's or supplier's favor, a reviewer must do a cost review.

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

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

This section includes the following cost discrepancy resolution instructions:

- Resolve Cost Discrepancies

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

Cost Review List Window

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

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

- b. In the Amount field, enter the monetary amount of the discrepancy.
- c. Add comments as necessary.

- d. If necessary, in the Re-route to Group field, enter the ID of the review group to which you want to send this, or click the LOV button to select a group.
 - e. Click **Apply**. The information is added to the Resolution area.
6. To delete a resolution you have added:
 - a. On the list of cost discrepancy resolutions, select the check box next to the resolution you want to delete.
 - b. Click **Delete**.
 - c. You are prompted to confirm the deletion. Click **OK**.
7. Click **OK** to save your changes and close the window.

Quantity Discrepancies

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

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

Resolve Quantity Discrepancies

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

Quantity Review List Window

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

Note: You cannot apply a reason code of Debit Memo Quantity or Credit Memo Quantity to a child invoice that results from a split invoice. The invoice must be routed to Transportation for resolution.

- b. In the Quantity field, enter the number of units in dispute.
 - c. Add comments as necessary.

- d. If necessary, in the Re-route to Group field, enter the ID of the group to which you want to send this, or click the LOV button to select a group.
- e. In the Receipt field, identify the receipt associated with the discrepancy.
- f. Click **Apply**. The information is added to the Resolution area.
6. To delete a resolution you have added:
 - a. On the list of quantity discrepancy resolutions, select the check box next to the resolution you want the delete.
 - b. Click **Delete**.
 - c. You are prompted to confirm the deletion. Click **OK**.
7. Click **OK** to save your changes and close the window.

VAT Discrepancies

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

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

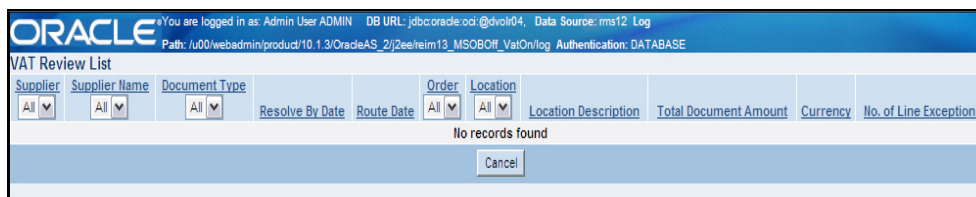
VAT discrepancies for header-level-only invoices are created during the auto-match process when the invoice VAT does not match the purchase order VAT. VAT discrepancies for invoices with details are created after the invoice is created, when the entered VAT information for an item does not match the system-maintained VAT information for the item.

This section includes the following VAT discrepancy resolution instructions:

- [Resolve VAT Discrepancies](#)
- [Resolve Header Level VAT Discrepancies](#)

Resolve VAT Discrepancies

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



VAT Review List Window

1. In the No. of Line Exceptions column, click a numbered line exception. The VAT Discrepancy Detail window opens.
2. In the Item column, click the item number of the line you want to resolve. The VAT Discrepancy Detail Selection window opens.
3. In the Correct VAT area, select the correct VAT for the item: System VAT or Invoice VAT.

4. Click **Next**. The VAT Discrepancy Detail Resolution window opens.
5. In the Apply area:
 - a. In the Enter Reason ID field, enter the reason ID, or click the LOV button to select a reason.
 - b. Add comments as necessary.
6. Click **OK** to save your changes and close the window.

Resolve Header Level VAT Discrepancies

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

VAT Review List Window

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

Ex VAT Basis	VAT Code	VAT Rate	VAT Amounts
0.0000	CEN	10	0.0000
0.0000	C	10	0.0000
0.0000	E	30	0.0000
0.0000	Z	0	0.0000
0.0000	AEK	22	0.0000
5,397.0000	V	40	2,158.8000
0.0000	S	10	0.0000

Total: 2,158.8000

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.

ORACLE *You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mapip73.us.oracle.com:1521:dv01022 Data Source: mmsdev121 Authentication: DATABASE Log Path: /eim12/ogg/eim-online.log

Invoice Maintenance Detail
 Invoice: INV281801
 Supplier: 123450000-James Hardie Industries Ltd
 Currency: USD
 Total Invoice Merch Cost: 101.0000
 Total Invoice Qty: 101.0000

Select	Receipt	Receiving Location	Description	Order No.	Total Receipt Amount	Receipt Qty	Avail Total Qty	Receipt Date
<input type="checkbox"/>	227301	605	ABC	281801	100.0000	100.0000	100.0000	08-07-2003

select all
clear all

Items

Item VPN 100662001 Invoice Qty 101.0000 Unit Cost 1.0000 VAT Code - Rate S - 10.0 Add Item Update Item

Delete	Item	VPN	Description	Invoice Qty	Supplier Unit Cost	Inv. Unit Cost	VAT Code	VAT Rate	VAT Discrepancy Resolved	Extended Cost Ex VAT
<input type="checkbox"/>	100662001	re		100.0000	1.0000	1.0000	S	10	<input type="checkbox"/>	100.0000

select all
clear all

Totals	Total Items: 1	Total Invoice Quantity:	100.0000	Total Extended Cost:	100.0000
		Invoice Quantity Variance:	(1.0000)	Extended Cost Variance:	(1.0000)

OK Delete Items Cancel

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 return to the VAT Review List window.

Memos and Requests

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

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

This section includes the following credit memo and request instructions:

- [Create a Credit or Debit Document](#)
- [Reverse a Debit Memo](#)
- [Void a Credit Note Request](#)

Create a Credit or Debit Document


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

Document Search Window


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

Document Maintenance Header Window

4. In the Document ID field, enter the number of the document.
5. In the Supplier field, enter the supplier ID, or click the LOV button to select a supplier.

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

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

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

Non Merchandise Cost										
Document ID : 1										
	Amount									
Carrier Credit Allowance	0.0000									
Coop Ad/Merch Allowance (Perf)	0.0000									
Currency Adjustment	0.0000									
Currency Adjustment	0.0000									
Customs Broker Fee	0.0000									
Customs Duty	0.0000									
Declared Value for Customs	0.0000									
Defective Allowance	0.0000									
Deliver	0.0000									
Discount - Incentive	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
<div> <input type="button" value="OK"/> <input type="button" value="Calculate Total"/> <input type="button" value="Cancel"/> </div>										

Non-Merchandise Cost Window

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

Add Details to the Document

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

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvolr04, Data Source: rms12 Log
Path: /u00/webadmin/product/10.1.3/OracleAS_2/j2ee/reim13_MOSB_VatOff/log Authentication: DATABASE

Document Maintenance Detail
Document ID: 1 Document Type: Credit Note
Currency: USD Supplier: 3020-Battery Supplier

Items

Item Amount Per Unit Doc Prefix Document ID Add All Items
Reason Code Quantity Add Item

Delete	Item	Description	Reason Code Description	Amt Per Unit	Quantity	Extended Cost
No records found						

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

Total Items: 0 Totals 0 0.0000

OK Delete Items Cancel

Document Maintenance Detail Window

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

Reverse a Debit Memo

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

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvolr04, Data Source: rms12 Log
Path: /u00/webadmin/product/10.1.3/OracleAS_2/j2ee/reim13_MOSB_VatOff/log Authentication: DATABASE

Document Search

Action New

Document Type Credit Note Document ID (% for partial search)

Status

Vendor Type Vendor

Order Number Location

AP Reviewer

In Cost Review

In Quantity Review

Cost Reviewer Group

Quantity Reviewer Group

Document Date Range to

Due Date Range to

Currency

Consignment Deal

Document Cost Range to

Quantity Range to

Receipt

Item

Payment Terms

Freight Payment Type

Details Exist

Pre-paid Invoice

OK Search Refresh Cancel

Document Search Window

1. Search for and retrieve a debit memo in View mode. The Document Maintenance Header window opens.

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dv01r04, Data Source: rms12 Log
Path: /u00/webadmin/product/10.1.3/OracleAS_2/j2ee/reim13_MOSB_VatOff/log Authentication: DATABASE

Document Maintenance Header

Create ID: ADMIN

Document ID:

Supplier:

Order No:

Location:

Document Type: Credit Note

Document Currency:

Exchange Rate:

Document Status:

RTV Chargeback Ind: ☐

RTV Order No:

Approve Date:

Document Date: 01-20-2008

Payment Terms: 163

Due Date: 03-05-2008

Deal:

Total Merchandise Cost: 0.0000

Total Non-Merch Cost: 0.0000

Total Document Cost: 0.0000

Document Qty: 0

Ref No. 1:

Ref No. 2:

Ref No. 3:

Ref No. 4:

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

Document Maintenance Header Window

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

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dv01r04, Data Source: rms12 Log
Path: /u00/webadmin/product/10.1.3/OracleAS_2/j2ee/reim13_MOSB_VatOff/log Authentication: DATABASE

Document Maintenance Detail

Document ID: 1 Document Type: Credit Note

Currency: USD Supplier: 3020-Battery Supplier

Items

Item Amount Per Unit Doc Prefix Document ID Add All Items

Reason Code Quantity Add Item

Delete	Item	Description	Reason Code	Description	Amt Per Unit	Quantity	Extended Cost
No records found							

select all
clear all

Total Items: 0 Totals 0 0.0000

OK Delete Items Cancel

Document Maintenance Detail Window

3. Adjust the details so that the quantities and amounts in question remain.
4. Click **OK**. The Document Maintenance Header window opens.

- 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.

Document Search Window

- In the Action field, select Void Credit Note Requests.
- In the Document Type field, select the appropriate document type.
- Click **Search**. The Document Find window displays the documents that match the search criteria.

ORACLE

You are logged in as: Admin User ADMIN

DB URL: jdbc:oracle:oci:@dvolr04,

Data Source: rms12

Log Path: /u00/webadmin/product/10.1.3/OracleAS_2/2ee/reim13_MOSB_VatOff/log

Authentication: DATABASE

Document Find

Default View

Select	Doc Type	Doc Prefix	Doc ID	Status	Doc Date	Order No.	Due Date	Vendor	Vendor Desc	Location	Location Desc
<input type="checkbox"/>	Merchandise Invoice	SKG120216241009900000000000000001		Matched	01-17-2008	4503	02-17-2008	2400	Coca Cola - Charlotte	1511	Phoenix
<input type="checkbox"/>	Merchandise Invoice	SKG120181385154500000000000000001		Ready for Match	01-14-2008	3901	03-31-2008	2400	Coca Cola - Charlotte	1511	Phoenix
<input type="checkbox"/>	Merchandise Invoice	INV 3001		Ready for Match	01-12-2008	3001	02-11-2008	3020	Battery Supplier	1111	Charlotte *
<input type="checkbox"/>	Merchandise Invoice	SKG120216240985300000000000000000		Matched	01-17-2008	4503	02-17-2008	2400	Coca Cola - Charlotte	1421	Portland
<input type="checkbox"/>	Merchandise Invoice	INV 3002		Ready for Match	01-12-2008	3002	02-11-2008	999	MSOB_Supplier1_US	400	MSOB_Store3_O
<input type="checkbox"/>	Merchandise Invoice	SKG120181385132300000000000000000		Ready for Match	01-14-2008	3901	03-31-2008	2400	Coca Cola - Charlotte	1421	Portland

1

Pay Invoice

Delete

Cancel

Document Find Window

- To display the item information, click a document number. The Document Maintenance Header window opens.

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvolr04, Data Source: rms12 Log
 Path: /u00/webadmin/product/10.1.3/OracleAS_2/j2ee/reim13_MOSB_VatOff/log Authentication: DATABASE

Document Maintenance Header

Create ID: ADMIN

Document ID:

Supplier:

Order No:

Location:

Document Type: Credit Note

Document Status:

RTV Chargeback Ind: ☐

RTV Order No:

Approve Date:

Document Date: 01-20-2008

Payment Terms: 163 01.001.00% 045 045

Due Date: 03-05-2008

Deal:

Document Currency:

Exchange Rate:

☐ Consignment

☐ Fixed Deal

☐ Complex Deal

Total Merchandise Cost: 0.0000

Total Non-Merch Cost: 0.0000

Total Document Cost: 0.0000

Document Qty: 0

Ref No. 1:

Ref No. 2:

Ref No. 3:

Ref No. 4:

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

Document Maintenance Header

5. Click **Void**.
6. Click **OK** to close the window.

System Administration

System Options

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

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

This section includes the following system options instructions:

- [Maintain the System Variables](#)
- [Maintain the Document Prefixes](#)

Maintain the System Variables

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

System Options Window

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

Field	Description
Document History Days	The number of days documents stay the Invoice Matching system before they are purged.
Post Dated Document Days	How many days old a document can be when entered into the system.
Debit Memo Send Days:	The number of days after the receipt of an invoice before a debit memo can be sent.

Max Tolerance %	The maximum tolerance allowed for any invoice throughout the system.
Default Pay Now Terms	The terms applied to an invoice that is due immediately.
Close Open Receipt Days	The number of days that a shipment can remain in Ready for Match status before it is automatically closed.
Cost Resolution Due Days	The number of days in which a reviewer must resolve a cost discrepancy.
Qty Resolution Due Days	The number of days in which the buyer must resolve a quantity discrepancy (also seen as Qty Resolution Due Days).
Days Before Due Date	The number of days you must wait before routing begins.
Include VAT Processing	Whether Invoice Matching should check for value added tax on invoices and differences between the value added tax on invoices and receipts.
Calc Tolerance %	The percentage by which header and detail amounts can differ and still be considered equal. This is used to account for insignificant errors in rounding between header and detail level totals. For example, a header may show an invoice total as \$1025.31, while the detail area may show it as \$1025.308. If the percentage difference is less than the Calc Tolerance % value, the amounts will be considered equal.
Default Header VAT from Details	Whether header level VAT information must be entered before invoice details can be entered. Set this to Yes to be able to proceed to the details screen without entering VAT information. Set this to No to require VAT information in the header before invoice details can be entered.
VAT Resolution Due Days	The number of days in which VAT discrepancies should be resolved.
VAT Validation Type	The method to use when matching value added tax amounts. VAT resolution requires the VAT on the invoice and receipt to match. Invoice VAT uses the VAT on the invoice. System VAT uses the VAT on the receipt.
VAT Document Creation Level	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 that a document is a debit memo due to cost.
Credit Note Request Prefix-Cost	The prefix that indicates that a document is a credit note request due to cost.
Credit Memo Prefix-Cost	The prefix that indicates a document is a credit memo due to cost.
Debit Memo VAT Prefix-Qty	The prefix that indicates that a document is a debit memo

	due to VAT quantity.
Debit Memo Prefix-Qty	The prefix that indicates that a document is a debit memo due to quantity.
Credit Note Request Prefix-Qty	The prefix that indicates that a document is a credit note request due to quantity.
Credit Memo Prefix-Qty	The prefix that indicates that a document is a credit memo due to quantity.

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

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

Maintain the Document Prefixes

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

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvol04, Data Source: rms12 Log Path: /u00/webadmin/product/10.1.3/OracleAS_2/j2ee/reim13_MQSB_VatOfflog Authentication: DATABASE

System Options

Document History Days: 20 Close Open Receipt Days: 90
Post Dated Document Days: 10 Cost Resolution Due Days: 3
Debit Memo Send Days: 1 Qty Resolution Due Days: 2
Max Tolerance %: 100.000 Days Before Due Date: 3
Default Pay Now Terms: 163 [?] 01.001.00% 045 045
Include VAT Processing: No VAT Resolution Due Days: 0
Calc Tolerance: ☒ Percent ☐ Amount 10.0000 % VAT Validation Type:
Default Header VAT from Details: No VAT Document Creation Level: Item

Debit Memo Prefix-Cost: DMC Debit Memo Prefix-Qty: DMQ
Credit Note Request Prefix-Cost: CNC Credit Note Request Prefix-Qty: CNQ
Credit Memo Prefix-Cost: CMC Credit Memo Prefix-Qty: CMQ
Debit Memo Prefix-VAT: DMV Credit Note Request Prefix-VAT: CNV

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

OK Cancel

System Options Window

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

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

Supplier Options

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



This section includes the following supplier options instructions:

- [Maintain a Supplier](#)
- [Create a Grouped Supplier](#)
- [Delete a Grouped Supplier](#)

Maintain a Supplier

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

Supplier Options Window

1. In the Supplier field, enter the supplier ID, or click the LOV  button to select a supplier.
2. Click **Query**. The supplier details are displayed.
3. In the AP Reviewer field, enter the ID of an accounts payable reviewer, or click the LOV  button to select the reviewer that you want to associate with the supplier.
4. Edit the enabled fields as necessary:
 - **Invoices for Supplier Manually Paid:** Select the check box to indicate that invoices from this supplier should be paid manually.
 - **Match Invoices to Receipts from Other Suppliers:** Select the check box to indicate that the retailer can pay suppliers other than the one listed for the invoice.
 - **Always Use Invoice Terms:** Select the check box to indicate that the terms date on the invoice is always used to pay an invoice.
 - **ROG Date Allowed:** Select the check box to use the receipt of goods date to determine the due date of an invoice.
 - **Send Debit Memo:** Select the frequency to indicate when to send a debit memo. The Send Debit memo is set to **Always**. In case Send Debit Memo is set to **Never** or **Only when Credit Note** is late, the credit note request document can be sent. The Supplier Option window will have the field - Hold Invoice until Credit Note received enabled.

System Options Window


- Close Open Receipt Days: Enter the number of days that a receipt remains in the system without an invoice. After the number of days has passed, the receipt is posted for payment.
 - Discrepancy Days Before Routing: Enter the number of days that quantity discrepancies should be held before routing for resolution.
5. Click **OK** to save your changes and close the window.

Create a Grouped Supplier


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

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

Supplier Options Window

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

Supplier Group Options Window


4. In the Supplier field, enter the supplier ID, or click the LOV  button to select a supplier.
5. Click **Add**.

6. Select the enabled options as necessary:
 - Total Header Quantity Required: Select the check box to indicate that each invoice requires a total quantity be entered.
 - Match Total Quantity: Select the check box to indicate that the total quantity must be matched for the invoice and the receipt.
7. Click **OK** to save your changes and close the window.

Delete a Grouped Supplier

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

Supplier Options Window

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

Supplier Group Options Window

4. On the list of suppliers that are linked to the original supplier, select the check box next to the supplier you want to delete.
5. Click **Delete**.
6. You are prompted to confirm the deletion. Click **OK**.
7. Click **OK** to save your changes and close the window.

General Ledger Accounts

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

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

This section includes the following general ledger accounts instructions:

- [Create a General Ledger Account Cross Reference](#)
- [Define General Ledger Options](#)


Create a General Ledger Account Cross Reference

Navigate: On the Administration tab, click GL Cross Reference. The GL Cross-Reference window opens.

GL Cross-reference Window

1. In the Set of Books ID field, enter the identifier that applies to this cross reference.

Note: The Set of Books ID field appears only if your system uses multiple sets of books. Multiple sets of books is enabled or disabled by a system option set by the system administrator.

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

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

5. Click **OK**, the GL Cross-reference Details window opens.


GL Cross-reference Details Window

- Click OK to save your changes and close the window.

Define General Ledger Options

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

GL Options Window

- In the Set of Books ID field, click on the LOV  button to select the Set of Book.
- Click on the Query button to view the corresponding GL Options. The GL Options Details window opens.

GL Options Details Window

- Click OK to save your changes and close the window.

Reason Codes

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

This section includes the following reason code instructions:

- [Create Reason Codes](#)
- [Edit Reason Codes](#)
- [Delete a Reason Code](#)

Create Reason Codes

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

Reason Code Type	Reason Code	Reason Code Description	Action	Accounting Distribution	Comment Required	Comments Hint
Cost Discrepancy			Discrepancy Write-Off	Accounting Distribution	<input type="checkbox"/>	

Delete	Reason Code Type	Reason Code	Reason Code Description	Action	Accounting Distribution	Comment Required	Comments Hint
<input type="checkbox"/>	Cost Discrepancy	105	Pos. Cost Discrep-Price Protection not taken	Receiver Cost Adjustment Order/Receipt/Supplier Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	110	Pos. Cost Discrep-Price Drop	Receiver Cost Adjustment Order/Receipt/Supplier Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	115	Pos. Cost Discrep-MDF DFI Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	120	Pos. Cost Discrep-Freight Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	125	Pos. Cost Discrep-Defective Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	130	Pos. Cost Discrep-DFI1 Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	135	Pos. Cost Discrep-DFI2 Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	140	Pos. Cost Discrep-DFI3 Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	145	Cost Discrep-Requires Accounts Payable action	Reroute Cost Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	150	Cost Discrep-Requires Buyer action	Reroute Cost Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	205	Cost Claim-Price Protection not given on invoice	Debit Memo Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	210	Cost Claim-Price Drop not given on invoice	Debit Memo Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	215	Cost Claim-MDF DFI Allow not given on invoice	Debit Memo Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	220	Cost Claim-Freight Allow not given on invoice	Debit Memo Cost	<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 action to resolve the discrepancy.
5. In the Comments Hint field, enter additional information that may be needed to resolve the discrepancy.
6. If a comment is required when a reviewer is resolving the discrepancy, select the Comments Required check box.

Associate a General Ledger Account with a Reason Code

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

GL Cross-reference Window

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

Edit Reason Codes

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

Delete	Reason Code Type	Reason Code	Reason Code Description	Action	Accounting Distribution	Comment Required	Comments Hint
<input type="checkbox"/>	Cost Discrepancy	105	Pos. Cost Discrep-Price Protection not taken	Receiver Cost Adjustment Order/Receipt/Supplier Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	110	Pos. Cost Discrep-Price Drop	Receiver Cost Adjustment Order/Receipt/Supplier Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	115	Pos. Cost Discrep-MDF DFI Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	120	Pos. Cost Discrep-Freight Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	125	Pos. Cost Discrep-Defective Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	130	Pos. Cost Discrep-DFI1 Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	135	Pos. Cost Discrep-DFI2 Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	140	Pos. Cost Discrep-DFI3 Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	145	Cost Discrep-Requires Accounts Payable action	Reroute Cost Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	150	Cost Discrep-Requires Buyer action	Reroute Cost Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	205	Cost Claim-Price Protection not given on invoice	Debit Memo Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	210	Cost Claim-Price Drop not given on invoice	Debit Memo Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	215	Cost Claim-MDF DFI Allow not given on invoice	Debit Memo Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cost Discrepancy	220	Cost Claim-Freight Allow not given on invoice	Debit Memo Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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.

The screenshot shows the Oracle Reason Code Maintenance window. At the top, there is a header bar with the Oracle logo and login information. Below the header, there is a form area with fields for Reason Code Type, Reason Code, Reason Code Description, Action, Accounting Distribution, and Comment Required. Below this form is a table with columns: Reason Code Type, Reason Code, Reason Code Description, Action, Accounting Distribution, Comment Required, and Comments Hint. The table contains 15 rows of data, each representing a reason code. A 'Delete' button is located at the bottom left of the table. At the bottom of the window, there are 'OK', 'Delete', and 'Cancel' buttons.

Reason Code Type	Reason Code	Reason Code Description	Action	Accounting Distribution	Comment Required	Comments Hint
Cost Discrepancy	105	Pos. Cost Discrep-Price Protection not taken	Receiver Cost Adjustment Order/Receipt/Supplier Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	110	Pos. Cost Discrep-Price Drop	Receiver Cost Adjustment Order/Receipt/Supplier Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	115	Pos. Cost Discrep-MDF DFI Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	120	Pos. Cost Discrep-Freight Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	125	Pos. Cost Discrep-Defective Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	130	Pos. Cost Discrep-DFI1 Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	135	Pos. Cost Discrep-DFI2 Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	140	Pos. Cost Discrep-DFI3 Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	145	Cost Discrep-Requires Accounts Payable action	Reroute Cost Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Cost Discrepancy	150	Cost Discrep-Requires Buyer action	Reroute Cost Discrepancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Cost Discrepancy	205	Cost Claim-Price Protection not given on invoice	Debit Memo Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	210	Cost Claim-Price Drop not given on invoice	Debit Memo Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	215	Cost Claim-MDF DFI Allow not given on invoice	Debit Memo Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	220	Cost Claim-Freight Allow not given on invoice	Debit Memo Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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

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

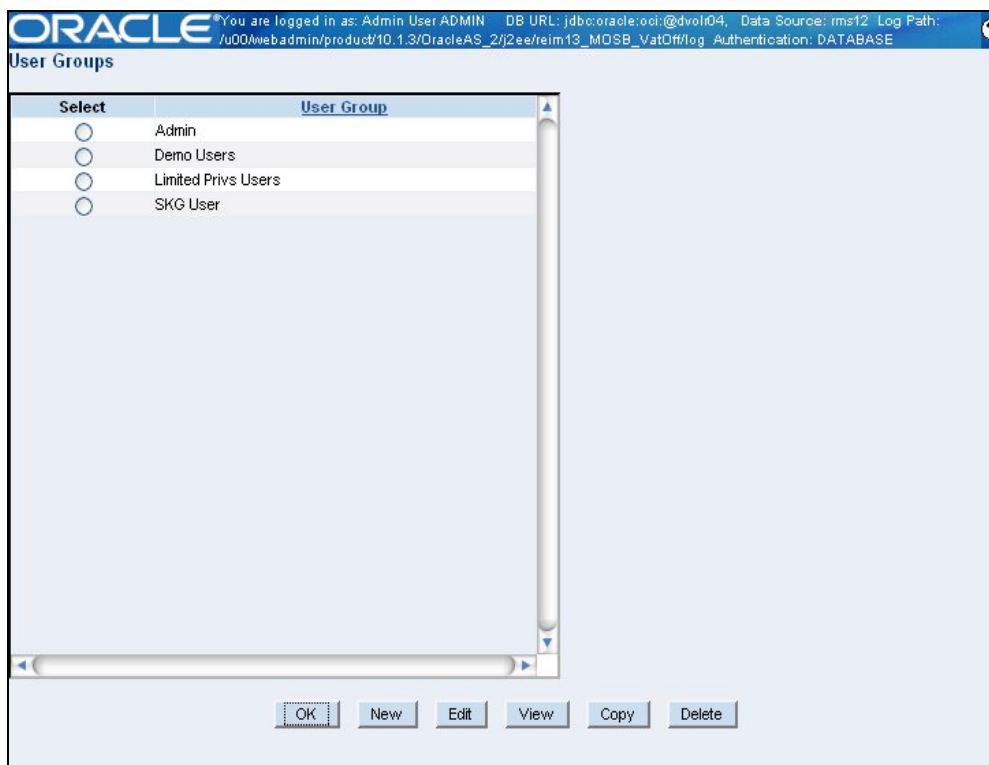
This section includes the following user group instructions:

- [Create a User Group](#)
- [Delete a User Group](#)
- [Assign Users to a User Group](#)
- [Delete a User from a Group](#)
- [Assign a Department/Class to a User Group](#)
- [Delete a Department/Class from a User Group](#)
- [Assign a Location to a User Group](#)

- Delete a Location from a User Group
- Assign a Reason Code to a User Group
- Delete a Reason Code from a User Group

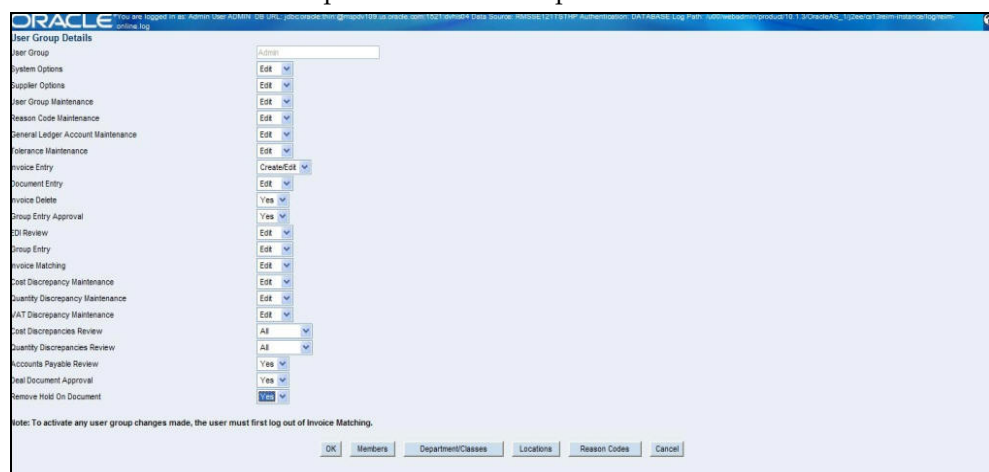
Create a User Group

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



User Groups Window

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



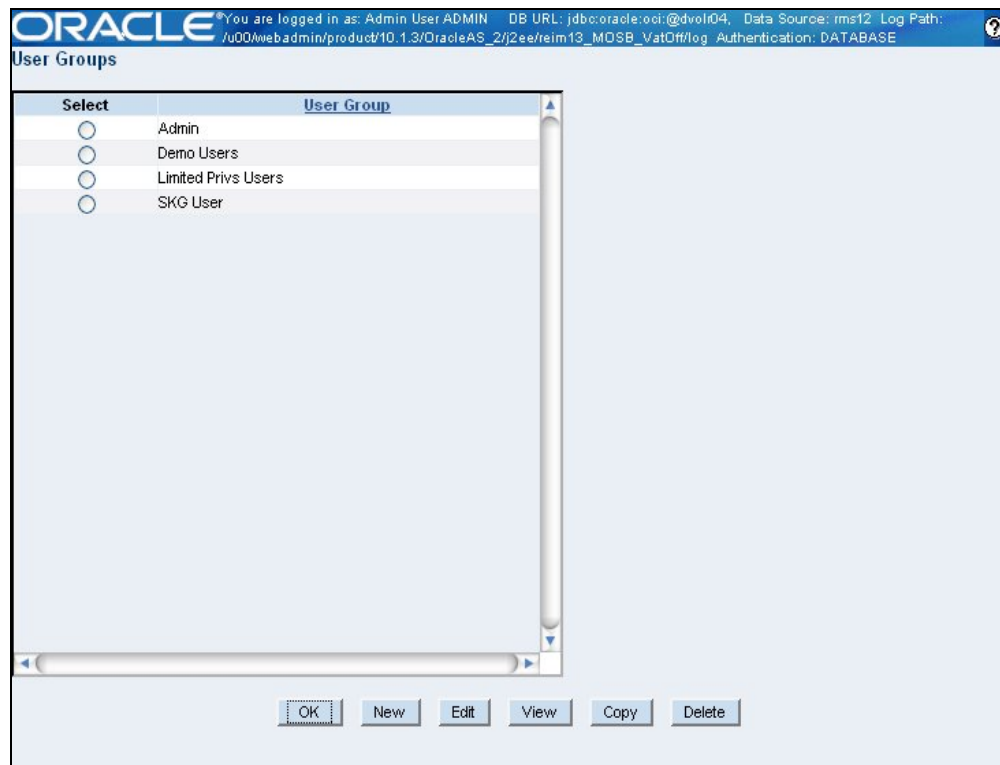
User Group Details Window

2. In the User Group field, enter the name of the user group.

3. In the remaining fields, select the type of permissions a member of the user group will have:
 - Edit: User group members can add to and update the areas they are assigned to.
 - View: User group members can access the designated areas, but they cannot make any changes.
 - None: User group members cannot edit or view the designated areas.
 - Yes: User group members can perform the designated task.
 - No: User group members cannot perform the designated task.
 - All: All user group members can perform the designated function.
 - Users Only: Only designated users within the group can perform the designated function.
4. Click **OK** to save any changes and close the window.

Delete a User Group

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

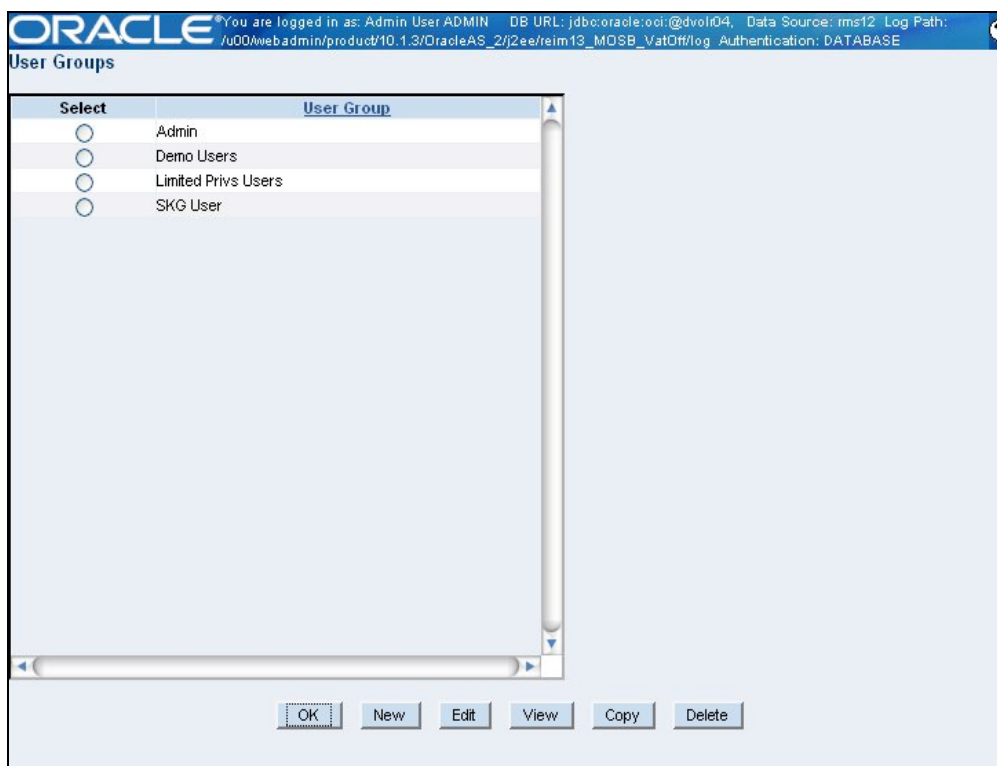


User Groups Window

1. Select a user group.
2. Click **Delete**.
3. You are prompted to confirm the deletion. Click **OK**.
4. Click **OK** to save any changes and close the window.

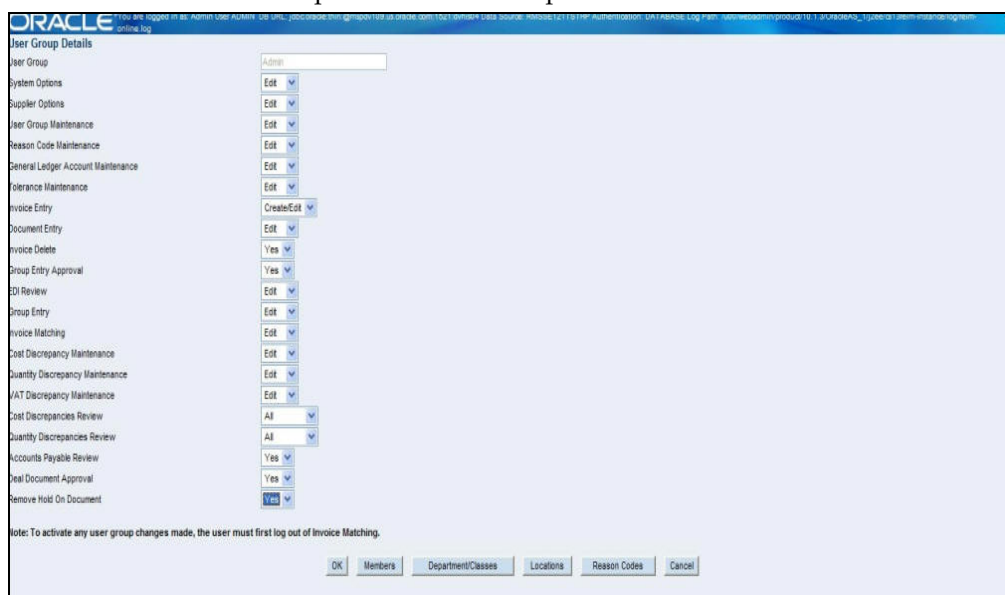
Assign Users to a User Group

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



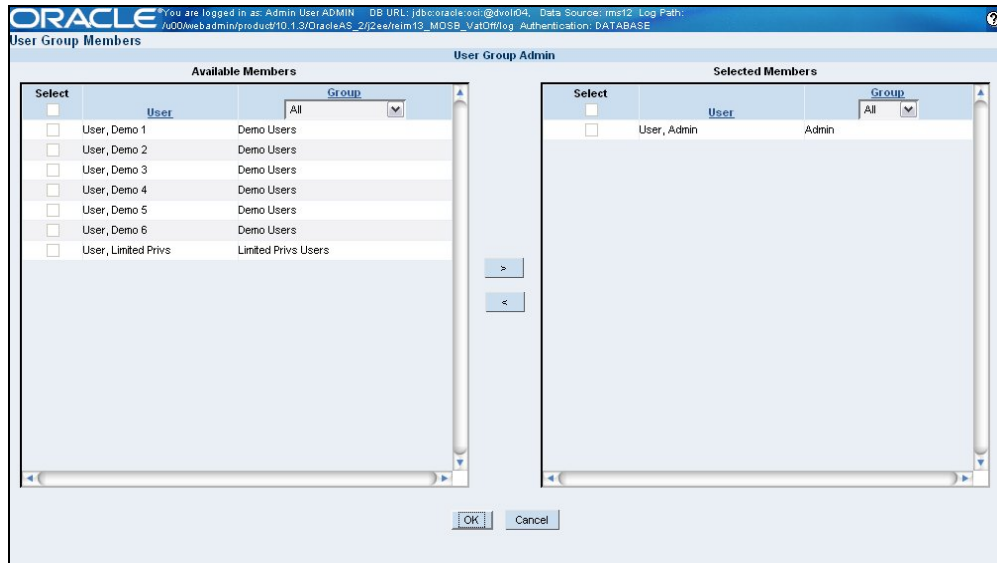
User Groups Window

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



User Group Details Window


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



User Group Members Window

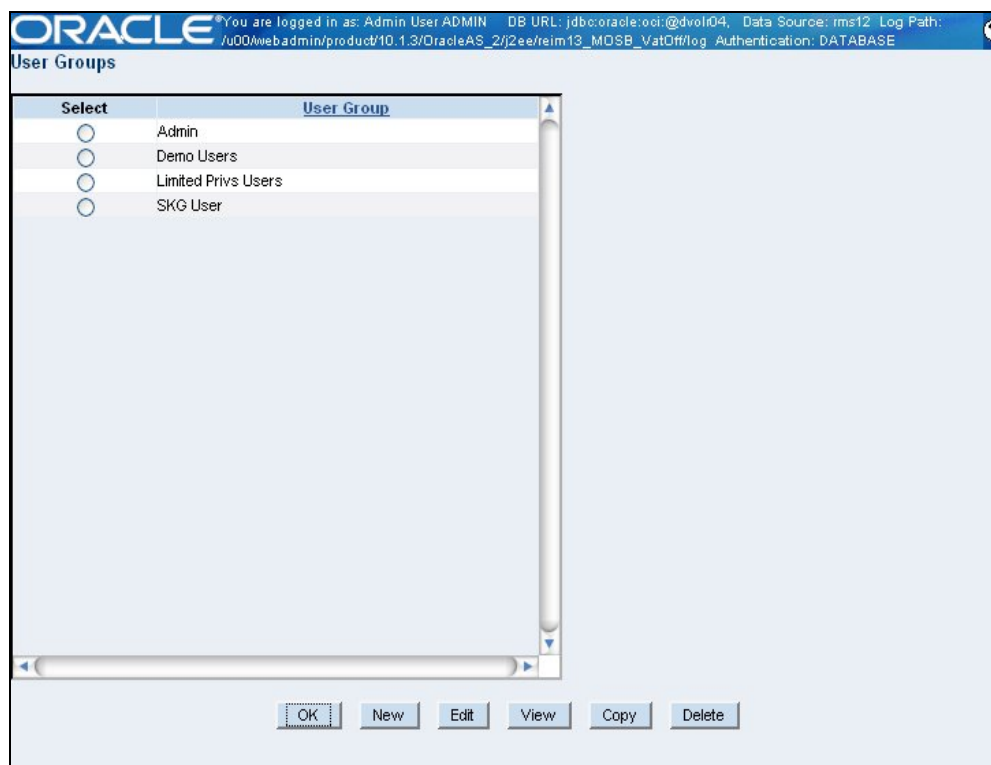
- In the Available Members column, select the check box in the Select column next to each user you want to add to the user group.

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

- Click the right arrow  button to move the users into the Selected Members column.
- Click **OK** to save any changes and close the window.

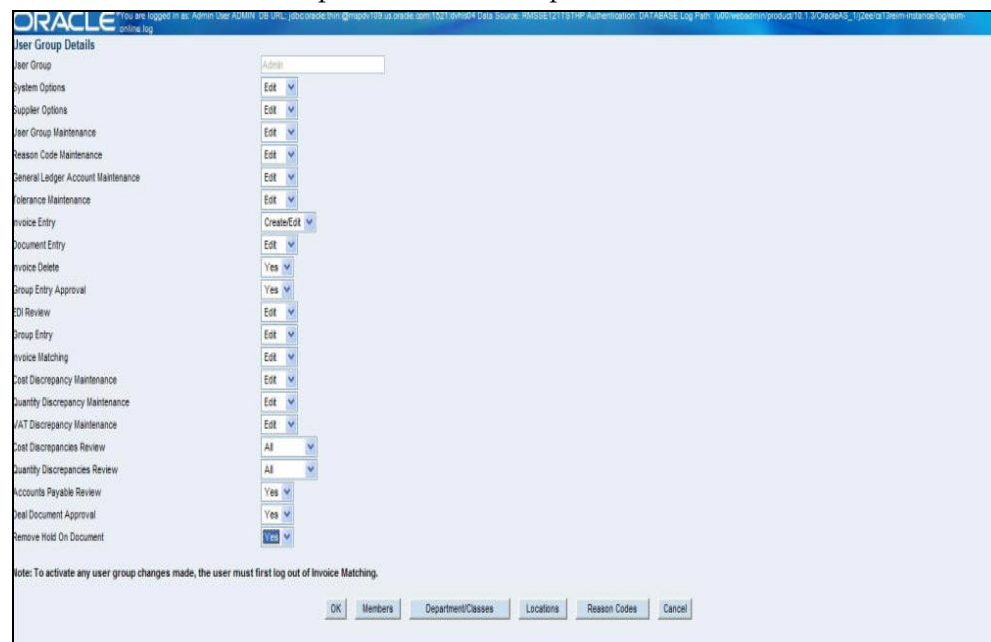
Delete a User from a Group

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



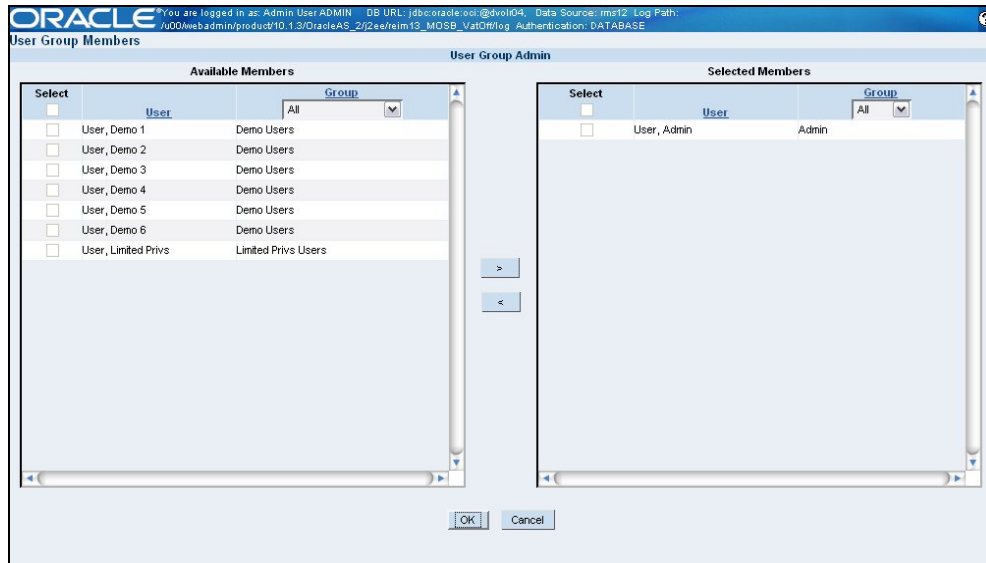
User Groups Window

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



User Group Deatils Window


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



User Group Members Window

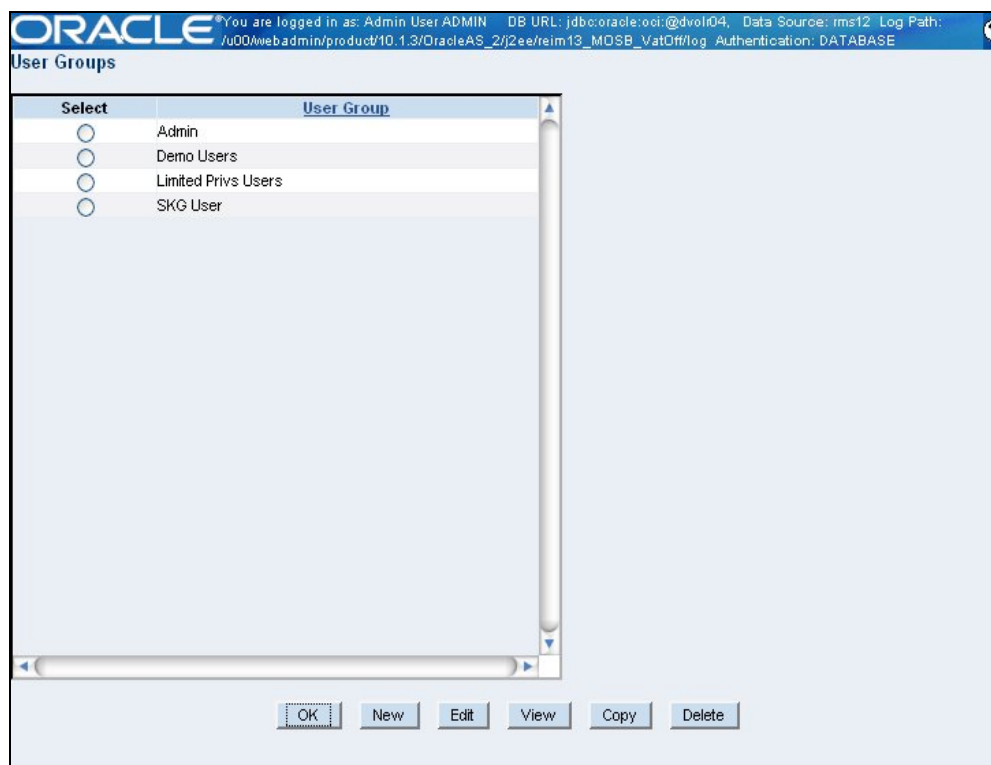
4. In the Selected Members column, select the check box in the Select column next to each user you want to remove from the user group.

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.

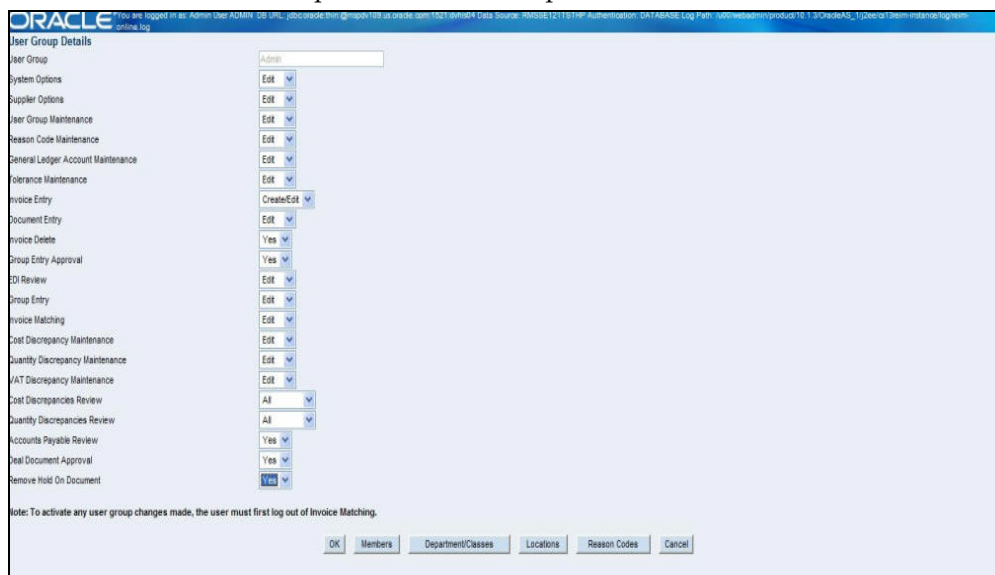
Assign a Department/Class to a User Group

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

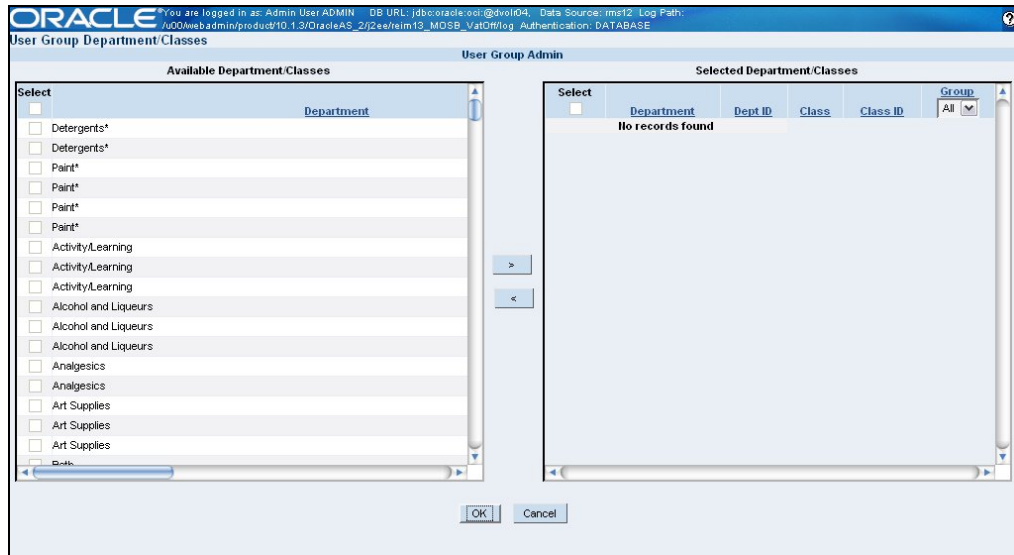


User Groups Window

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




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



User Group Department/Classes Window

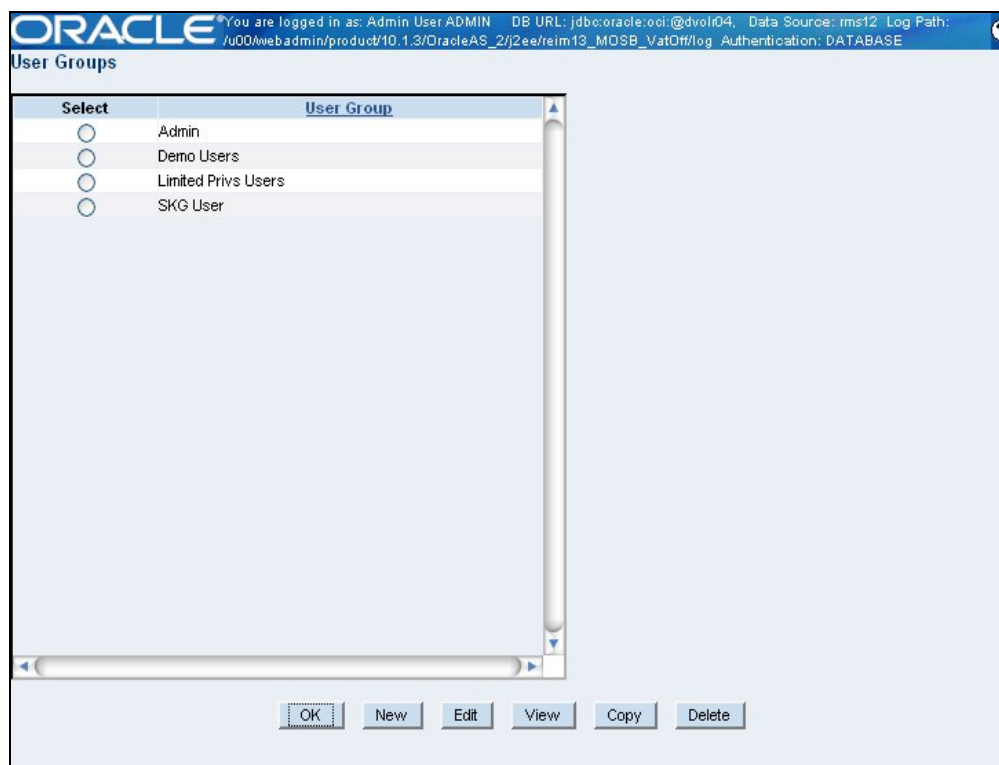
4. In the Available Department/Classes column, select the check box in the Select column next to each department/class you want to add to the user group.

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

5. Click the right arrow  button to move the department/classes into the Selected Department/Classes column.
6. Click **OK** to save any changes and close the window.

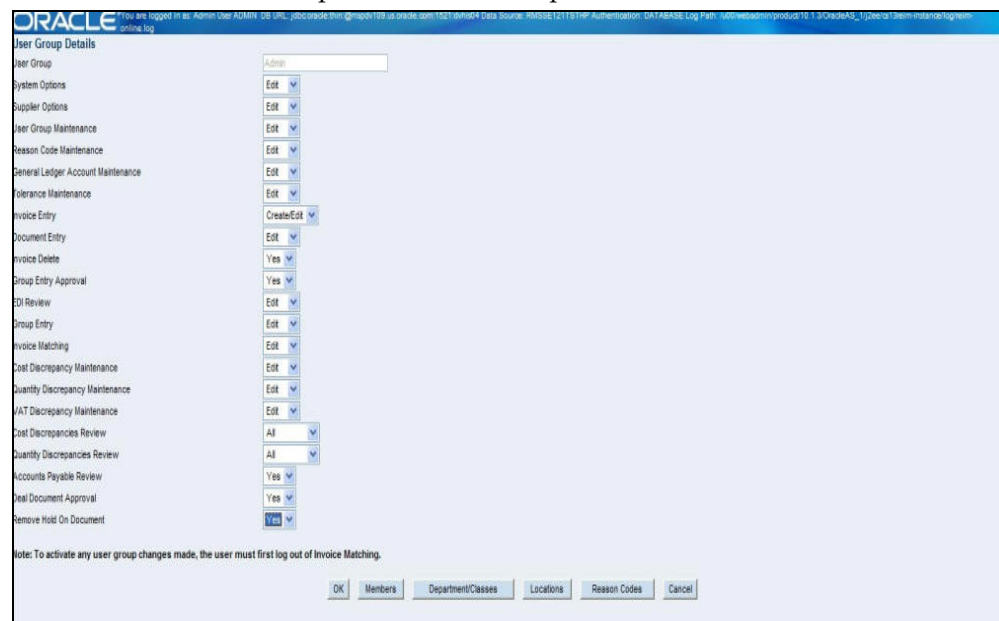
Delete a Department/Class from a User Group

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



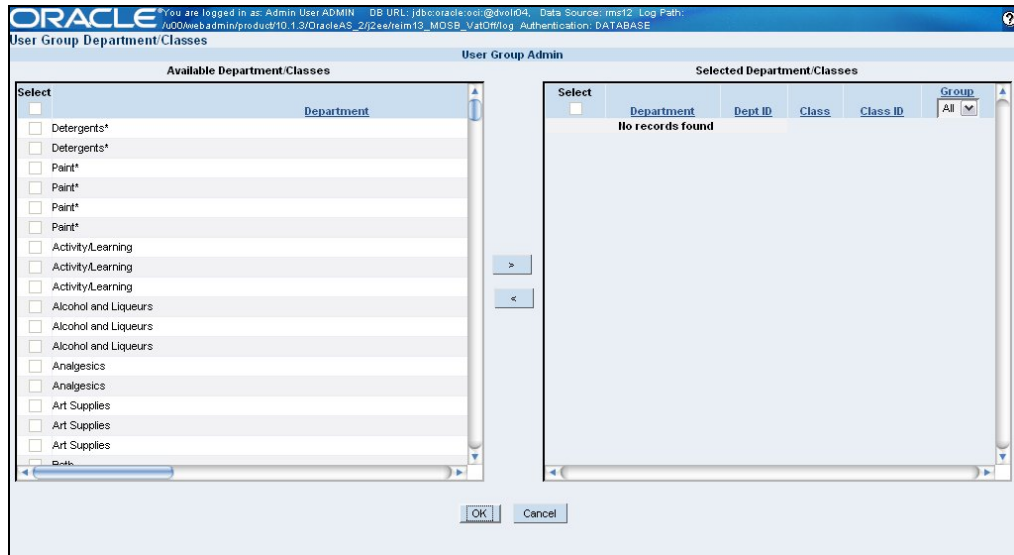
User Groups Window

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



User Groups Details Window


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



User Group Department/Classes Window

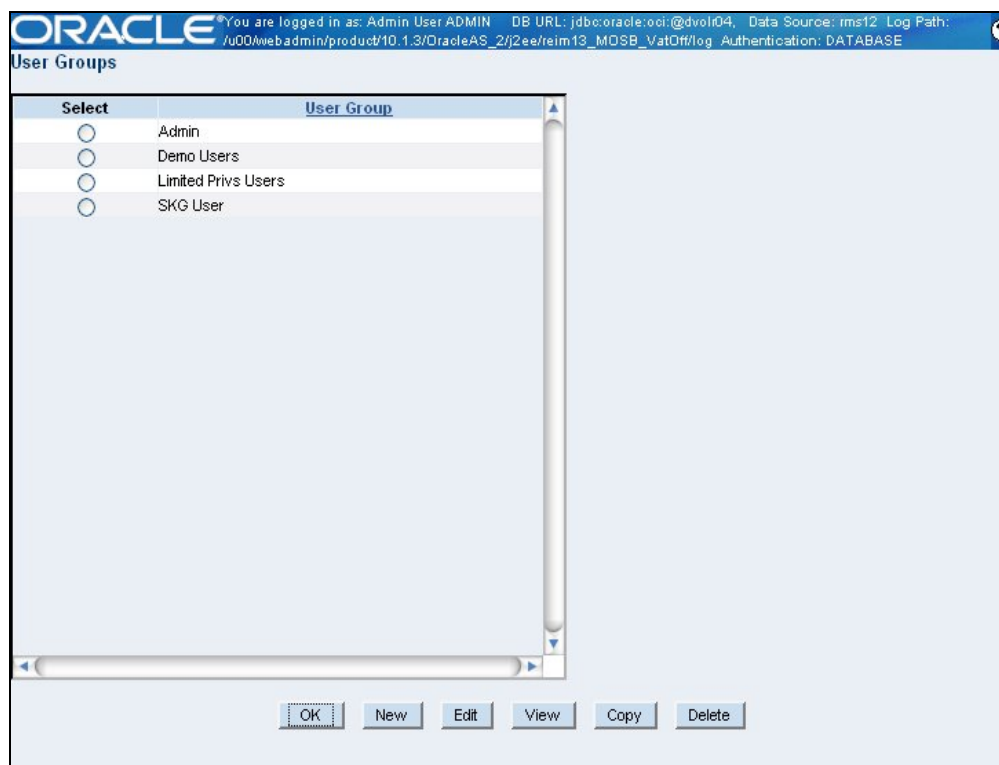
4. In the Selected Department/Classes column, select the check box in the Select column next to each department/class you want to remove from the user group.

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

5. Click the left arrow  button to move the department/classes into the Available Department/Classes column.
6. Click **OK** to save any changes and close the window.

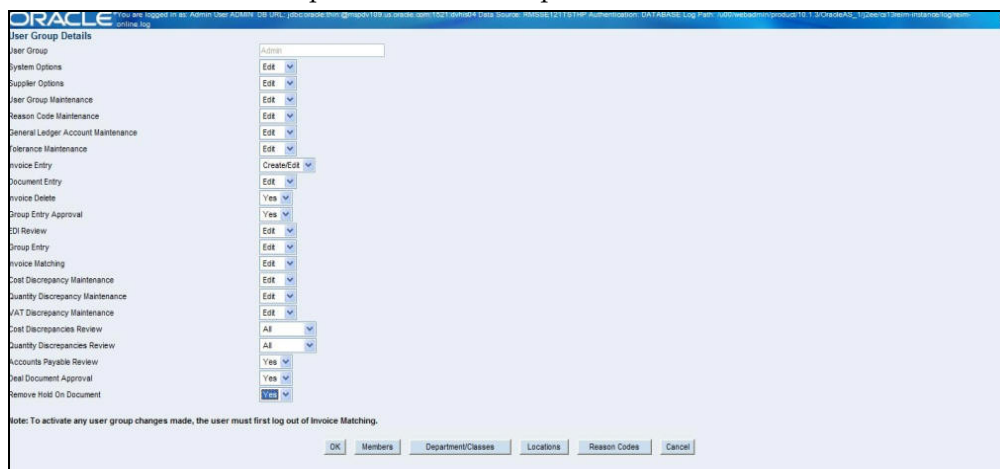
Assign a Location to a User Group

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



User Groups Window

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



User Group Details Window

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

ORACLE® You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci://dvolr04. Data Source: rms12 Log Path: /u00/webadmin/product/10.1.3/OracleAS_2/2ee/reim/3_MOSB_VatOrflog Authentication: DATABASE

User Group Locations

User Group Admin

Select	Location	Loc ID	Loc Type	Group
<input type="checkbox"/>	MOSB Test Loc for list	201	Store	
<input type="checkbox"/>	MOSB_Test_Store_Vikas	8585	Store	
<input type="checkbox"/>	Test store for loc list	202	Store	
<input type="checkbox"/>	test1	10000000	Store	
<input type="checkbox"/>	Store-A	7440	Store	
<input type="checkbox"/>	Store-B	7441	Store	
<input type="checkbox"/>	Store-C	7442	Store	
<input type="checkbox"/>	Store-D	7443	Store	
<input type="checkbox"/>	Store-E	7444	Store	
<input type="checkbox"/>	test store - do not use	123456	Store	
<input type="checkbox"/>	MOSB_Store4_OU2_EUR	4000000000	Store	
<input type="checkbox"/>	MOSB_Inter_comp_tsf_store	203	Store	
<input type="checkbox"/>	Test Old Feature WH	996633	Warehouse	
<input type="checkbox"/>	PS Warehouse	9999	Warehouse	
<input type="checkbox"/>	WH-STA	744020	Warehouse	
<input type="checkbox"/>	Test_warehouse_Raj	1100	Warehouse	


Select	Location	Loc ID	Loc Type	Group
<input type="checkbox"/>	MOSB_store1_OU1_USD	200	Store	
<input type="checkbox"/>	MOSB_Store2_OU2_USD	2000000000	Store	
<input type="checkbox"/>	jo company store 1	7003	Store	
<input type="checkbox"/>	Charlotte *	1111	Store	
<input type="checkbox"/>	Toronto	3211	Store	
<input type="checkbox"/>	Ottawa	3212	Store	
<input type="checkbox"/>	Vancouver	3311	Store	
<input type="checkbox"/>	Atlanta	1121	Store	
<input type="checkbox"/>	Jacksonville	1131	Store	
<input type="checkbox"/>	Sydney*	5111	Store	
<input type="checkbox"/>	Melbourne	5141	Store	
<input type="checkbox"/>	Oceania Outlet	6000	Store	
<input type="checkbox"/>	Nashville	1141	Store	
<input type="checkbox"/>	Dallas	1151	Store	
<input type="checkbox"/>	Boston	1211	Store	
<input type="checkbox"/>	New York	1221	Store	
<input type="checkbox"/>	Philadelphia*	1231	Store	
<input type="checkbox"/>	Cleveland	1241	Store	

OK Cancel

User Group Locations Window

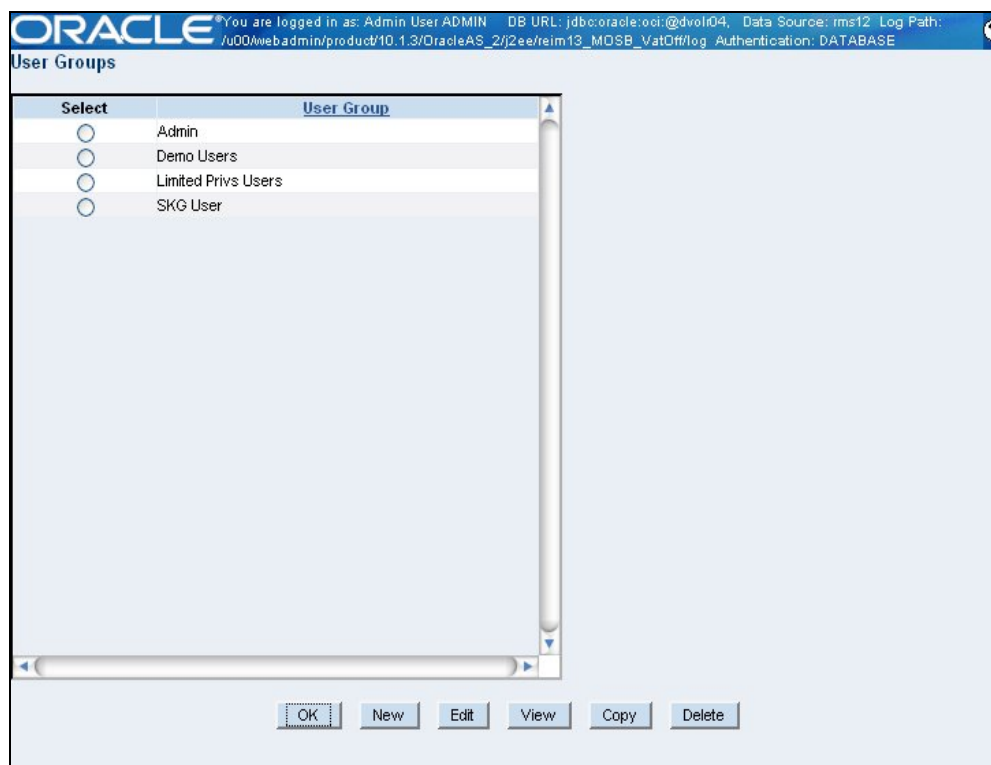
- In the Available Locations column, select the check box in the Select column next to the each location you want to add to the user group.

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

- Click the right arrow  button to move the locations into the Selected Locations column.
- Click **OK** to save any changes and close the window.

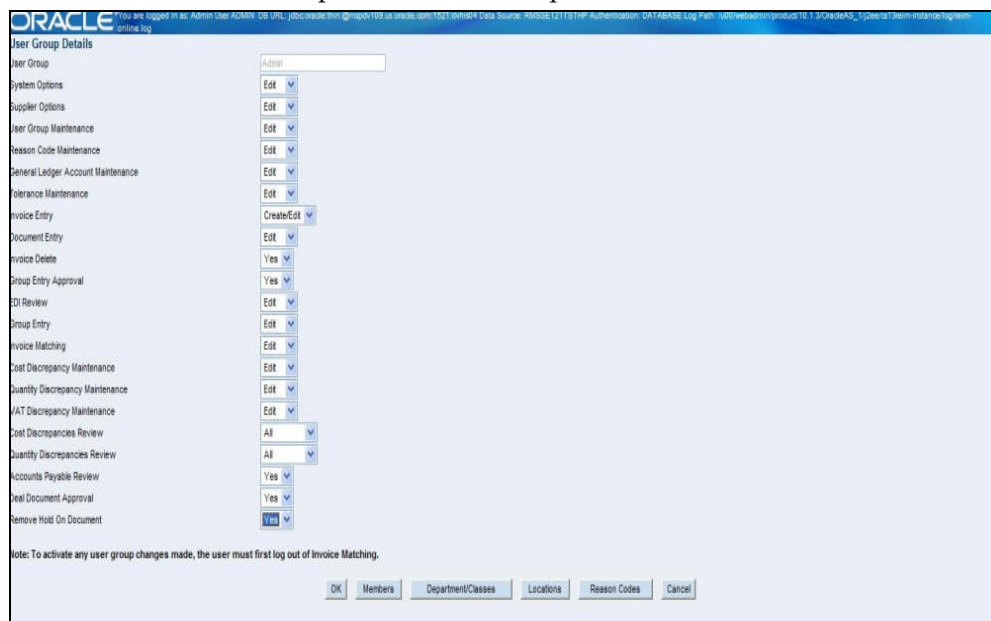
Delete a Location from a User Group

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



User Groups Window

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



User Group Details Window

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

ORACLE® You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci://dvolr04. Data Source: rms12 Log Path: /u00/webadmin/product/10.1.3/OracleAS_2/2ee/reim/13_MOSB_VatChflog Authentication: DATABASE

User Group Locations

User Group Admin

Select	Location	Loc ID	Loc Type	Group
<input type="checkbox"/>	MOSB Test Loc for list	201	Store	
<input type="checkbox"/>	MOSB_Test_Store_Vikas	8585	Store	
<input type="checkbox"/>	Test store for loc list	202	Store	
<input type="checkbox"/>	test1	10000000	Store	
<input type="checkbox"/>	Store-A	7440	Store	
<input type="checkbox"/>	Store-B	7441	Store	
<input type="checkbox"/>	Store-C	7442	Store	
<input type="checkbox"/>	Store-D	7443	Store	
<input type="checkbox"/>	Store-E	7444	Store	
<input type="checkbox"/>	test store - do not use	123456	Store	
<input type="checkbox"/>	MOSB_Store4_OU2_EUR	4000000000	Store	
<input type="checkbox"/>	MOSB_Inter_comp_tsf_store	203	Store	
<input type="checkbox"/>	Test Old Feature WH	996633	Warehouse	
<input type="checkbox"/>	PS Warehouse	9999	Warehouse	
<input type="checkbox"/>	WH-STA	744020	Warehouse	
<input type="checkbox"/>	Test_warehouse_Raj	1100	Warehouse	


Select	Location	Loc ID	Loc Type	Group
<input type="checkbox"/>	MOSB_store1_OU1_USD	200	Store	
<input type="checkbox"/>	MOSB_Store2_OU2_USD	2000000000	Store	
<input type="checkbox"/>	jo company store 1	7003	Store	
<input type="checkbox"/>	Charlotte *	1111	Store	
<input type="checkbox"/>	Toronto	3211	Store	
<input type="checkbox"/>	Ottawa	3212	Store	
<input type="checkbox"/>	Vancouver	3311	Store	
<input type="checkbox"/>	Atlanta	1121	Store	
<input type="checkbox"/>	Jacksonville	1131	Store	
<input type="checkbox"/>	Sydney*	5111	Store	
<input type="checkbox"/>	Melbourne	5141	Store	
<input type="checkbox"/>	Oceania Outlet	6000	Store	
<input type="checkbox"/>	Nashville	1141	Store	
<input type="checkbox"/>	Dallas	1151	Store	
<input type="checkbox"/>	Boston	1211	Store	
<input type="checkbox"/>	New York	1221	Store	
<input type="checkbox"/>	Philadelphia*	1231	Store	
<input type="checkbox"/>	Cleveland	1241	Store	

OK Cancel

User Group Locations Window

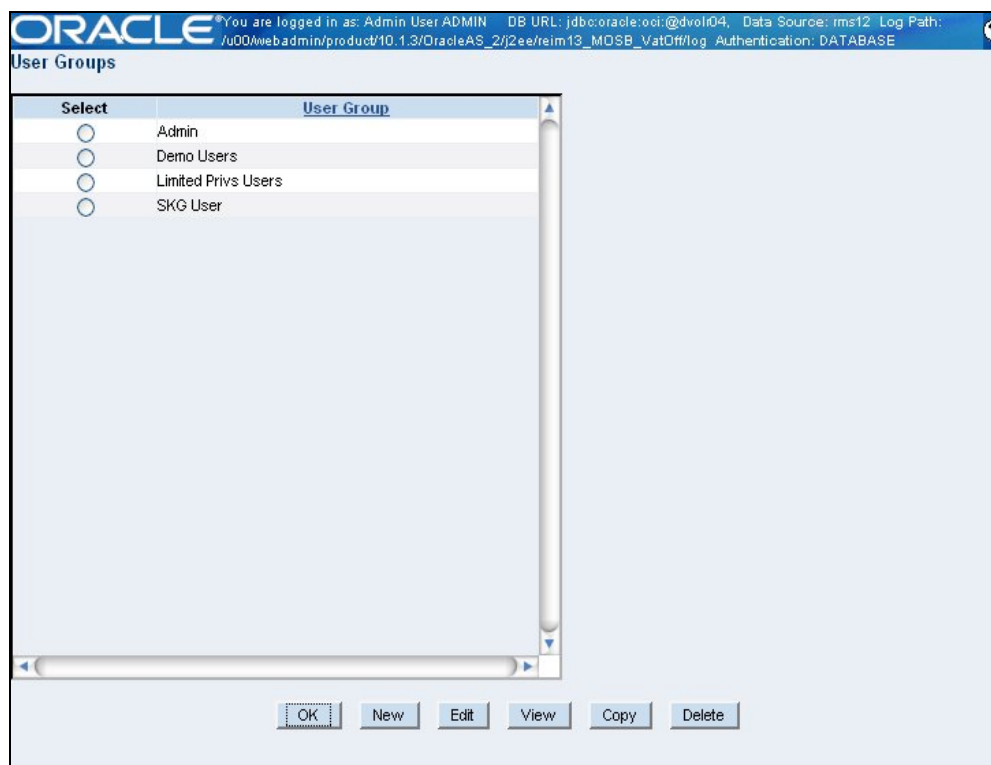
- In the Selected Locations column, select the check box in the Select column next to each location you want to remove from the user group.

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

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

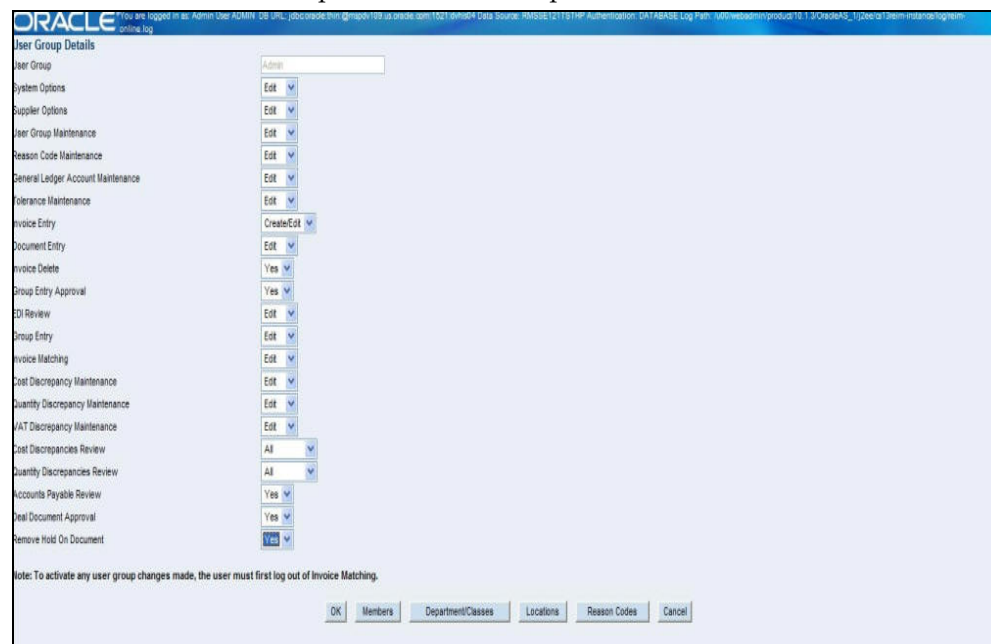
Assign a Reason Code to a User Group

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



User Groups Window

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.


Select	Reason Codes	Reason Codes Description	Action Types
<input type="checkbox"/>	Reason Codes	Reason Codes Description	All
No records found			

Select	Reason Codes	Reason Codes Description	Action Types
<input type="checkbox"/>	105	Pos. Cost Discrep-Price Protection not taken	Receiver Cost Adjustment Order/Receipt/Supplier Cost
<input type="checkbox"/>	110	Pos. Cost Discrep-Price Drop	Receiver Cost Adjustment Order/Receipt/Supplier Cost
<input type="checkbox"/>	115	Pos. Cost Discrep-MDF DFI Allowance not taken	Receiver Cost Adjustment Order and Receipt Only
<input type="checkbox"/>	120	Pos. Cost Discrep-Freight Allowance not taken	Receiver Cost Adjustment Order and Receipt Only
<input type="checkbox"/>	125	Pos. Cost Discrep-Defective Allowance not taken	Receiver Cost Adjustment Order and Receipt Only
<input type="checkbox"/>	130	Pos. Cost Discrep-DFI1 Allowance not taken	Receiver Cost Adjustment Order and Receipt Only
<input type="checkbox"/>	135	Pos. Cost Discrep-DFI2 Allowance not taken	Receiver Cost Adjustment Order and Receipt Only

User Group Reason Codes Window

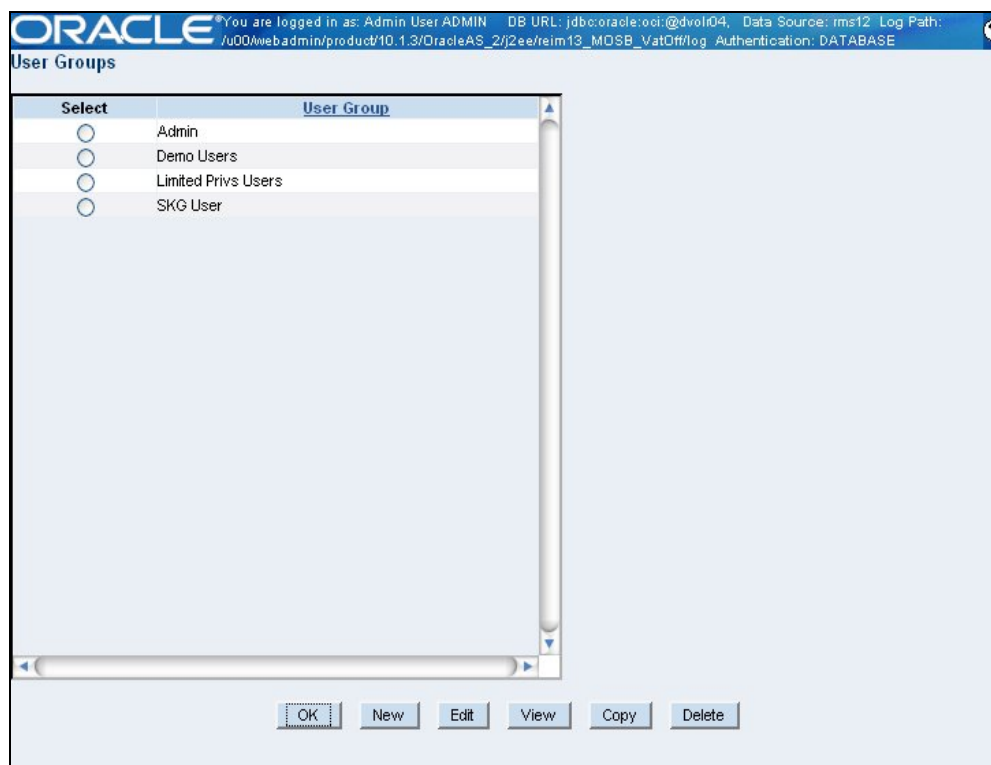
- In the Available Reason Codes column, select the check box in the Select column next to each reason code you want to add to the user group.

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

- Click the right arrow  button to move the reason codes into the Selected Reason Codes column.
- Click **OK** to save any changes and close the window.

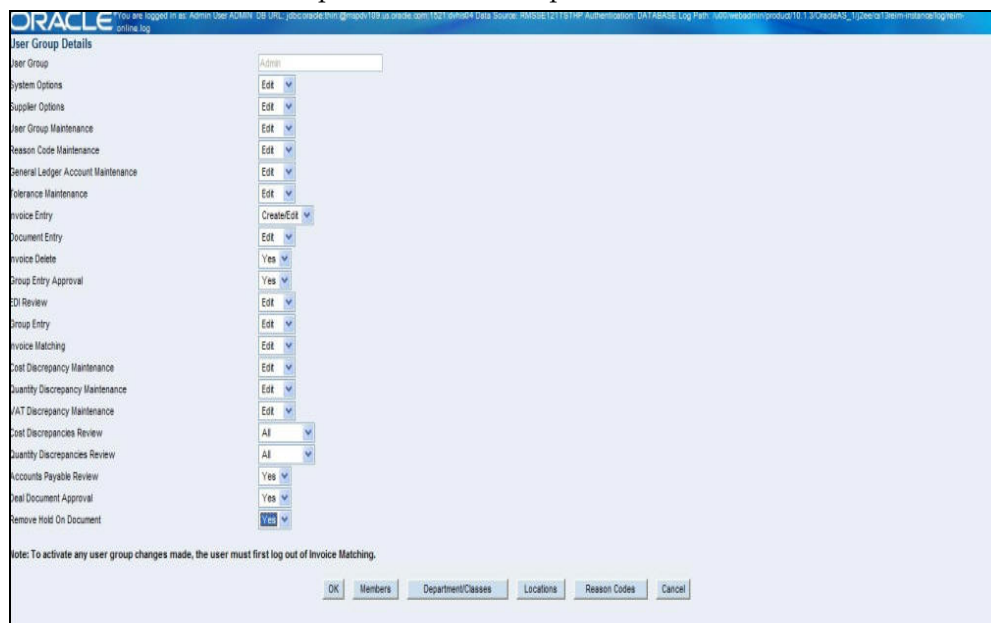
Delete a Reason Code from a User Group

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



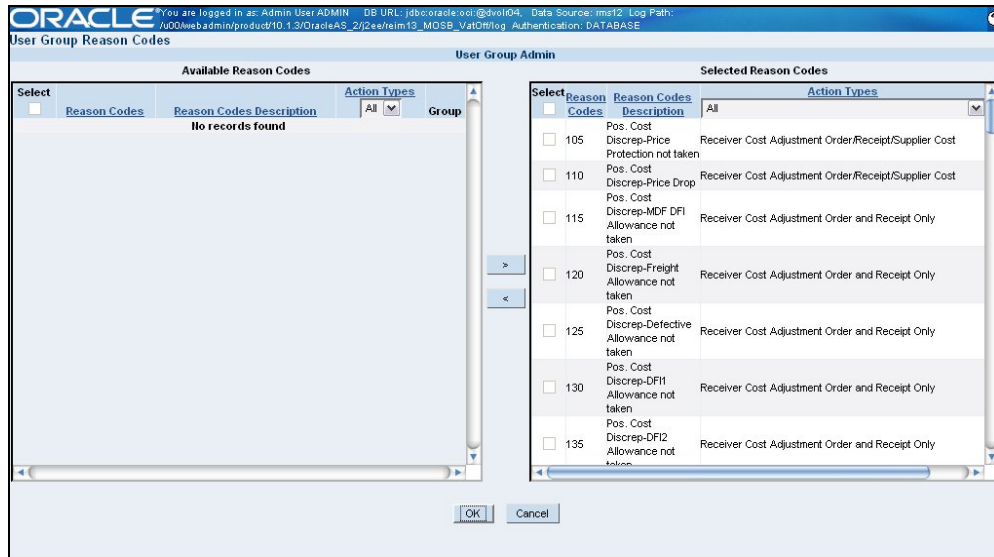
User Groups Window

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

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

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

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

This section includes the following tolerance level instructions:

- [Define the Tolerance Level for the System](#)
- [Delete a Tolerance Level for the System](#)
- [Define the Tolerance Level for a Supplier, Supplier Trait, or Department](#)
- [Delete a Tolerance Level for a Supplier, Supplier Trait, or Department](#)
- [Set Default Tolerance Level for a Supplier, Supplier Trait, or Department](#)

Define the Tolerance Level for the System

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

Tolerance Maintenance Window

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

Delete	Tolerance	Difference In Favor Of	Lower Limit Inclusive	Upper Limit Exclusive	Tolerance Value	Tolerance Type
<input type="checkbox"/>	Invoice/Document Summary Cost	Supplier	0.0000	1,000,000,000.0000	5%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Qty	Supplier	0	1,000,000,000	4.5%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Qty	Retailer	0	1,000,000,000	5.5%	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Retailer	0	1,000,000,000	6%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Cost	Retailer	0.0000	1,000,000,000.0000	5.5%	Percent
<input type="checkbox"/>	Invoice/Document Summary Cost	Retailer	0.0000	1,000,000,000.0000	6%	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Supplier	0	1,000,000,000	5%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Cost	Supplier	0.0000	1,000,000,000.0000	4.5%	Percent

Tolerance Maintenance Detail Window

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

Delete the Tolerance Level for the System

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

ORACLE *You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvol04, Data Source: rms12 Log Path: /u00/webadmin/product/10.1.3/OracleAS_2/j2ee/reim13_MOSB_VatOff/log 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.

ORACLE *You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvol04, Data Source: rms12 Log Path: /u00/webadmin/product/10.1.3/OracleAS_2/j2ee/reim13_MOSB_VatOff/log Authentication: DATABASE

Tolerance Maintenance Detail Currency: USD

Tolerance: All Difference In Favor: All

Delete	Tolerance	Difference In Favor Of	Lower Limit Inclusive	Upper Limit Exclusive	Tolerance Value	Tolerance Type
<input type="checkbox"/>	Invoice/Document Summary Cost	Supplier	0.0000	1,000,000,000.0000	5%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Qty	Supplier	0	1,000,000,000	4.5%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Qty	Retailer	0	1,000,000,000	5.5%	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Retailer	0	1,000,000,000	6%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Cost	Retailer	0.0000	1,000,000,000.0000	5.5%	Percent
<input type="checkbox"/>	Invoice/Document Summary Cost	Retailer	0.0000	1,000,000,000.0000	6%	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Supplier	0	1,000,000,000	5%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Cost	Supplier	0.0000	1,000,000,000.0000	4.5%	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 in whose favor the tolerance should be.
5. Click **Add**. The next available line is enabled.
6. In the Lower Limit Inclusive and Upper Limit Exclusive fields, enter the tolerance values.
7. In the Tolerance Value field, indicate the total amount allowed for the variance.
8. In the Tolerance Type field, indicate how the variance should be measured.
9. Click **OK** to save your changes and close the window.

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

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

Tolerance Maintenance Window

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

Delete	Tolerance	Difference In Favor Of	Lower Limit Inclusive	Upper Limit Exclusive	Tolerance Value	Tolerance Type
<input type="checkbox"/>	Invoice/Document Summary Cost	Supplier	0.0000	1,000,000,000.0000	5%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Qty	Supplier	0	1,000,000,000	4.5%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Qty	Retailer	0	1,000,000,000	5.5%	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Retailer	0	1,000,000,000	6%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Cost	Retailer	0.0000	1,000,000,000.0000	5.5%	Percent
<input type="checkbox"/>	Invoice/Document Summary Cost	Retailer	0.0000	1,000,000,000.0000	6%	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Supplier	0	1,000,000,000	5%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Cost	Supplier	0.0000	1,000,000,000.0000	4.5%	Percent

Tolerance Maintenance Detail Window

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

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

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

Tolerance Maintenance Window

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

Delete	Tolerance	Difference In Favor Of	Lower Limit Inclusive	Upper Limit Exclusive	Tolerance Value	Tolerance Type
<input type="checkbox"/>	Invoice/Document Summary Cost	Supplier	0.0000	1,000,000,000.0000	5%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Qty	Supplier	0	1,000,000,000	4.5%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Qty	Retailer	0	1,000,000,000	5.5%	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Retailer	0	1,000,000,000	6%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Cost	Retailer	0.0000	1,000,000,000.0000	5.5%	Percent
<input type="checkbox"/>	Invoice/Document Summary Cost	Retailer	0.0000	1,000,000,000.0000	6%	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Supplier	0	1,000,000,000	5%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Cost	Supplier	0.0000	1,000,000,000.0000	4.5%	Percent

Tolerance Maintenance Detail Window

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

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

4. Click **Delete**. You are prompted to confirm the deletion.

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

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

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

Tolerance Maintenance Window

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

Delete	Tolerance	Difference In Favor Of	Lower Limit Inclusive	Upper Limit Exclusive	Tolerance Value	Tolerance Type
<input type="checkbox"/>	Invoice/Document Summary Cost	Supplier	0.0000	1,000,000,000.0000	5%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Qty	Supplier	0	1,000,000,000	4.5%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Qty	Retailer	0	1,000,000,000	5.5%	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Retailer	0	1,000,000,000	6%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Cost	Retailer	0.0000	1,000,000,000.0000	5.5%	Percent
<input type="checkbox"/>	Invoice/Document Summary Cost	Retailer	0.0000	1,000,000,000.0000	6%	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Supplier	0	1,000,000,000	5%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Cost	Supplier	0.0000	1,000,000,000.0000	4.5%	Percent

Tolerance Maintenance Detail Window

3. Click **Defaults**. You are prompted to confirm the restoration.
4. Click **OK**. The system defaults are displayed.

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

Glossary

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.

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.

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.

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.

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.

Freight payment type

Indicates how the merchandise was shipped, and how shipping was paid for.

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.

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.

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.

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.

Non-merchandise costs

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

Non-merchandise invoice

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

Number of invoices

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

Number of line exceptions

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

Number of receipts

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

Open receipt

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

Order comments

Comments associated with the purchase order.

Order cost source

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

Order Number

The identifying number on a purchase order.

Order terms

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

Order UPC

Indicates the UPC associated with the item.

Original Order Cost

The cost of the purchase order after the off invoice deals are deducted.

Parent invoice ID

A unique number that identifies an invoice with multiple locations.

Partner

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

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.

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.

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 discounts 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

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

System Unit Gross

The total amount a unit costs before any deals are applied.

Terms

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

Terms date

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

Tolerance

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

Total allowances

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

Total cost

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

Total extended cost

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

Total items

The number of items on an invoice.

Total line item cost

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

Total quantity

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

Total quantity variance

The difference between the invoice quantity and the receipt quantity.

Undistributed cost

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

Undistributed quantity

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

Unit Cost

The cost per unit of the item.

Unit cost variance

The difference between the current order cost and the current invoice cost.

Unit cost variance percent

The percentage representation of the unit cost variance.

Unresolved match

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

UPC

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

Upper limit

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

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

User group

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

Variance

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

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.