

Oracle® Retail Invoice Matching

User Guide, Release 13.1.1

E38597-02

December 2012

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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 13.1 documentation set or in the Oracle Retail Invoice Matching Release 13.1.1 documentation set:

- *Oracle Retail Invoice Matching Release Notes*
- *Oracle Retail Invoice Matching Installation Guide*
- *Oracle Retail Invoice Matching User Guide*
- *Oracle Retail Invoice Matching Online Help*
- *Oracle Retail Invoice Matching Operations Guide*
- *Oracle Retail Invoice Matching Data Model*
- *Oracle Retail Merchandising Batch Schedule*
- *Oracle Retail Merchandising Implementation Guide*
- *Oracle Retail Merchandising Licensing Information*
- *Oracle Retail Extract, Transform, and Load documentation*

Customer Support

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

- <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 recreate

- Exact error message received
- Screen shots of each step you take

Review Patch Documentation

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

Oracle Retail Documentation on the Oracle Technology Network

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

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

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

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
<code>monospace</code>	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

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 can 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 also access invoices and receipts.

Navigation

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

- [Log In 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

This section describes the navigation within the ReIM 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.

Sort and Filter Columns

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 a certain criteria.

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

To display all records, select **All** from each drop-down list.

Sort Information

Many windows use underlined column headings to sort table data.

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

To reverse the sort order, click the same column heading again.

Flexible Columns

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

Hide or Display a Column

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

Figure 1–1 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: 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

Figure 1–2 Comments Window

ORACLE You are logged in as Admin User ADMIN DB URL: jdbc:oracle:oci://dbs004 Data Source: ms12 Log Path: /u01/app/oracle/product/10.1.3/OracleAS_2i/seedheim13_MQSB_ValDBlog Authentication: DATABASE

Comments
Document ID : SKD12621624100000000000000000000001
Document Type : Merchandise Invoice

Add

Usage Type External

Item

Comment

Add

2. In the Usage Type drop-down 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

Enter Document Groups

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

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

This section includes the following document group instructions:

- [Create an Invoice Group](#)
- [Edit a Document Group](#)
- [Delete a Document Group](#)
- [Approve a Document Group](#)

Create an Invoice Group

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

Figure 2–1 Group Entry List Window

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

1

Advanced Search Clear Advanced Search New Delete Cancel

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

Figure 2–2 Group Entry Window

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

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 Vendor Type field, select the type of vendor that sent you the document.
2. Enter the vendor ID, or click the LOV button and select the vendor.
3. In the Document Type field, select the type of document that is being added to the group.
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 Tax field, enter the total cost on the document.
12. Complete the document group.

Add Documents Without Default Information

1. In the Vendor Type field, select the type of vendor that sent you the document.
2. In the Document Type field, select the type of document that is being added to the group.
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 Tax 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.

Figure 2-3 Non-Merchandise Cost Window

Non Merchandise Cost										
Document ID : 1										
	Amount									
<u>Carrier Credit Allowance</u>										0.0000
<u>Coop Ad/Merch Allowance (Perf)</u>										0.0000
<u>Currency Adjustment</u>										0.0000
<u>Currency Adjustment</u>										0.0000
<u>Customs Broker Fee</u>										0.0000
<u>Customs Duty</u>										0.0000
<u>Declared Value for Customs</u>										0.0000
<u>Defective Allowance</u>										0.0000
<u>Deliver</u>										0.0000
<u>Discount - Incentive</u>										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

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

- c. In the Tax Code - Rate field, select the appropriate tax 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 tax cost.
 - a. In the Document Entry area, click the amount in the Total Tax Amt field. The Tax Breakdown window opens.

Figure 2–4 Tax Breakdown Window

Ex Tax Basis	Tax Code	Tax Rate	Tax Amounts
0.0000	C	7	0.0000
0.0000	E	5	0.0000
0.0000	Z	0	0.0000
0.0000	S	10	0.0000

Total: 0.0000

OK Calculate Total Cancel

- b. Enter either of the following:
 - In the Ex Tax Basis column, enter the amount on the invoice that is subject to Tax. The Tax Amount is calculated.
 - In the Tax Amounts column, enter the tax amount. The Ex Tax Basis is calculated.
 - c. Click **Calculate Total**. The amount of Tax 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: In the Document Entry tab, click **Group Entry**. The Group Entry List window opens.

Figure 2-5 Group Entry List Window

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_empty/log 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	USD	ADMIN

Advanced Search Clear Advanced Search New Delete Cancel

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

Figure 2-6 Group Entry Advanced Search Window

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_empty/log Authentication: DATABASE

Group Entry Advanced Search

Document ID (% for partial search)

Document Type All

Vendor Type Supplier

Vendor

Order Number

Currency USD US Dollar

Total Cost to

Document Group Status All

Search Refresh Cancel

- 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.

Figure 2–7 Group Entry Detail Window

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/reim13_MOSB_ValOfflog 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	5,000.00	0.0000	5,000.00	3901	1421	Portland

Calculated Total 5,000.00 Calculated Count 1
Control Total 0.0000 Control Count 0
Variance 5,000.00 Variance 1

OK Worksheet Submit Approve Calculate Variance Add Delete Cancel

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: In the Document Entry tab, click **Group Entry**. The Group Entry Detail window opens.

Figure 2–8 Group Entry Detail Window

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_ValOfn/ilog 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

1. In the Delete column, select the document group you want to delete.
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: In the Document Entry tab, click **Group Entry**. The Group Entry List window opens.

Figure 2–9 Group Entry List Window

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_empty/ilog 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

Note: 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.

Search for a Purchase Order

An invoice or document can be entered into ReIM through EDI, manually, or group entry. A purchase order (PO) number is required for all invoices. In some cases, vendors do not record purchase order numbers on their invoices. To enter a purchase order for an invoice, you can search for a purchase order number.

1. Click **Search**. The Purchase Order Search window opens.

Figure 2–10 Purchase Order Search Window

Note: You must use at least one search criterion, but you do not have to use all three criteria.

2. In the Receipt field, enter the receipt order with which the purchase order is associated, or click the LOV button and select a receipt.
3. In the Location field, enter the location ID of the location with which the purchase order is associated, or click the LOV button and select a location.
4. In the date fields, enter the dates for which receipts were received against the purchase order, or click the calendar button and select dates.
 - Receipt Date: Enter a Receipt Date to search for receipts containing a receipt date that is greater than or equal to the date entered.
 - To Date: Enter a To Date value to search for receipts with a receipt date that is less than or equal to the date entered.
 - Receipt Date and To Date: Enter a Receipt Date and a To Date to limit the search to receipts containing a receipt date that is greater than or equal to the receipt date and less than or equal to the to date.
5. Click **Search**. Purchase orders that match the criteria are displayed in the table.
6. In the Use Order Number field, select the check box of the order you want to use.
7. Click **OK**. The purchase order is displayed in the appropriate field.

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: In the Document Entry tab, click **EDI Maintenance**. The EDI Maintenance window opens.

Figure 2–11 EDI Maintenance Window

Delete	Supplier	Invoice Number	Invoice Date	Total Invoice Cost	Reject Reason
<input checked="" type="checkbox"/>	1234560000-Max Brown Wholesales	EDIGENH1167934831918000000000	05-01-2004	100.0000	Invalid UPC for specified supplier

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

Figure 2–12 EDI Rejected Invoice Details Window

Reject Reason Invalid UPC for specified supplier
 Invoice EDIGENH1167934831918000000000

Supplier 1234560000-Max Brown Wholesales
 Invoice Date 05-01-2004

Terms 02
 Order No. 0000000000
 Location 0000000000

UPC / Supplement / SKU / VPN	Quantity	Unit Cost	Total Line Item Cost
100030047	10	10.0000	100.0000

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

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

Note: If there are still errors in 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: In the Document Entry tab, click **EDI Maintenance**. The EDI Maintenance window opens.

Figure 2–13 EDI Maintenance Window

Delete	Supplier	Invoice Number	Invoice Date	Total Invoice Cost	Reject Reason
<input type="checkbox"/>	123456000-Max Brown Wholesales	EDIGENNY187924831918000000000	05-01-2004	100.0000	Invalid UPC for specified supplier

Mass Correction Delete Cancel

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: In the Document Entry tab, click **EDI Maintenance**. The EDI Maintenance window opens.

Figure 2–14 EDI Maintenance Window

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

Figure 2–15 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: In the Document Entry tab, click **EDI Maintenance**. The EDI Maintenance window opens.

Figure 2–16 EDI Maintenance Window

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

Figure 2–17 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

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

This section includes the following invoice splitting instructions:

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

Split Invoices with Multiple Locations

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

3. Click **Update**.

Delete a Child Invoice

1. In the Delete column, select the child invoice you want to delete.
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: In the Document Entry tab, click **Parent Invoice List**. The Parent Invoice List window opens.

Figure 2–20 Parent Invoice List Window

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

Figure 2–21 Parent Invoice Header Window

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

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

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

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

Add Invoice Details to a Child Invoice

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

Figure 2–22 Parent Invoice List Window

ORACLE
You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci://@vol04 Data Source: rms12 Log Path: /u00/webadmin/product/10.1.3/OracleAS_2/2ee/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
EDIGEN120042054207900000000000	3020	5605	1111-Charlotte *	USD	50.0000	50 Net 30 Days	12-22-2007	N	
EDIGEN120042054234800000000001	3020	5605	1121-Atlanta	USD	50.0000	50 Net 30 Days	12-22-2007	N	

1
Cancel

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

Figure 2–23 Parent Invoice Header Window

ORACLE® You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@myapp73.us.oracle.com:1521:dev022 Data Source: mmsdev021 Authentication: DATABASE Log Path: %userloghome\online.log

Parent Invoice Header

Parent Invoice ID: NAK111229655880030000000000
 Supplier: 1103-
 Purchase Order: 1014
 Location: 1000000000-Fargo

Total Merchandise Cost: 10,000
 Total Non-merchandise Cost: 0.0000
 Total Invoice Cost: 10,000
 Total Quantity: 10,000

Invoice Date: 03-09-2001
 Invoice Terms: 01-2.5% 30 Days
 Manually Paid: N

Default From Order: [Search] [Details]

Location: [Search] Child Merchandise Cost: [Search] Child Quantity: [Search] [Add] [Update]

Delete	Child Invoice ID	Document Type	Order	Location	Total Merchandise Cost	Total Invoice Quantity
<input type="checkbox"/>	NAK111229655880030000000000	Merchandise Invoice	1014	Unknown Location Id	10,000	10,000

Undistributed Cost: 0.0000 Undistributed Quantity: 0.0000 [OK] [Back] [Cancel]

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

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

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

3. In the Child Invoice ID field, click the child invoice ID. The Child Invoice Detail window opens.
4. In the Item field, enter the item ID, or click the LOV button and select an item ID.
5. In the Invoice Qty field, enter the number of units on the invoice.
6. In the Unit Cost field, enter the cost of one unit of the item.
7. In the Tax Code - Rate field, select the tax rate that is applied for this invoice
8. Click **Add Item**. The item is added to the invoice.

Edit an Item

1. In the table, double-click an item. The editable fields above the table are enabled.
2. Update the enabled fields as necessary.
3. Click **Update Item**.

Delete an Item

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

Note: To delete all items on the Child Invoice Detail window, click Select All.

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

Complete the Invoice

1. Click **OK** to save the changes and close the Child Invoice Detail window.
2. Click **OK** to save the changes and close the Parent Invoice Header window.

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

Figure 3–1 Document Search Window
Create the Merchandise Invoice Header

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

Figure 3–2 Invoice Maintenance Header Window

4. In the Invoice field, enter the number of the invoice.
5. In the Vendor field, enter the supplier ID, or click the LOV button and select a supplier. The supplier site field is disabled.

6. In the Supplier Site field, enter the supplier site ID, or click the LOV button and select a supplier site. The vendor details are populated in the vendor field.
7. 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.

8. In the Invoice Date field, enter the date the invoice was created, or click the calendar button and select a date.
9. In the Location field, enter the location ID, or click the LOV button and select a location.

Note: If the Order Number is related to the legal entity, the location LOV will contain the importer ID of the corresponding order.

10. To calculate the payment due date, click the calculator button that is to the right of the Due Date field.
11. In the Total Cost Ex Tax field, enter the total amount of the merchandise and non-merchandise costs of the invoice before tax is applied.
12. In the Total Cost Inc Tax, enter the total amount of the merchandise and non-merchandise costs of the invoice after tax is applied.
13. Click **Calculate** to calculate the total merchandise cost of the invoice.
14. In the Invoice Qty field, enter the number of items on the invoice.
15. Add the invoice Tax cost.
 - a. In the Total Tax Cost field, click the amount. The Tax Breakdown window opens.

Figure 3–3 Tax Breakdown Window

Ex Tax Basis	Tax Code	Tax Rate	Tax Amounts
0.0000	C	7	0.0000
0.0000	E	5	0.0000
0.0000	Z	0	0.0000
0.0000	S	10	0.0000

Total: 0.0000

OK Calculate Total Cancel

- b. Enter either of the following:
 - In the Ex Tax Basis column, enter the amount on the invoice that is subject to Tax. The Tax Amount is calculated.

- In the Tax Amounts column, enter the tax amount. The Ex Tax Basis is calculated.
 - c. Click **Calculate Total**. The amount of tax appears in the total field.
 - d. Click **OK** to close the window.
16. Add non-merchandise costs as necessary.
- a. In the Total Non-Merch Cost field, click the amount. The Non-Merchandise Cost window opens.

Figure 3–4 Non-Merchandise Cost Window

	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

- b. In the Amount field, enter the appropriate non-merchandise charges.
 - c. In the Tax Code - Rate field, select the tax 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.
17. Add comments as necessary.
18. Enter additional information in the enabled fields as necessary.

Add Details to a Merchandise Invoice

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

Figure 3–5 Document Search Window

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

Figure 3–6 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.

Search by VPN Number

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

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

Figure 3–7 Invoice Maintenance Detail Window

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/xeim13_MOSB_VatOff/log Authentication: DATABASE

Invoice Maintenance Detail
Invoice: SKG1202162410089000000000000001
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		01-18-2008

select all
clear all
Items

Default from Receipts Default from Order

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

3. Click to select VPN and enter the VPN number or click on the LOV button and select the VPN number. The LOV window opens.
4. Select the required VPN and click on **OK** to close the LOV window.
5. Click **OK** to save the changes and close the Invoice Maintenance Detail window.

Set Default Item Details from a Receipt or Purchase Order

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

Figure 3–8 Document Search Window

The screenshot shows the Oracle Document Search window. The top bar indicates the user is logged in as Admin User ADMIN and provides the database URL and data source. The window title is 'Document Search'. The interface includes a grid of search criteria fields. On the left, fields include Document Type, Status (set to 'ALL (Except Posted)'), Vendor Type (set to 'Supplier'), Order Number, AP Reviewer, In Cost Review, In Quantity Review, Document Date Range, Currency, Document Cost Range, Receipt, Payment Terms, and Details Exist. On the right, fields include Document ID (% for partial search), Vendor, Location, Cost Reviewer Group, Quantity Reviewer Group, Due Date Range, Consignment, Deal, Quantity Range, Item, Freight Payment Type, and Pre-paid Invoice. At the bottom, there are buttons for 'OK', 'Search', 'Refresh', and 'Cancel'.

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

Figure 3–9 Invoice Maintenance Detail Window

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

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		01-18-2008

select all
clear all

Items

Item Invoice Qty Unit Cost

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

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

Non-Merchandise Invoices

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

Create a Non-Merchandise Invoice

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

Figure 3–10 Document Search Window

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

Figure 3–11 Invoice Maintenance Header Window

4. In the Invoice field, enter the number of the invoice.

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

Figure 3–12 Tax Breakdown Window

Ex Tax Basis	Tax Code	Tax Rate	Tax Amounts
0.0000	C	7	0.0000
0.0000	E	5	0.0000
0.0000	Z	0	0.0000
0.0000	S	10	0.0000

Total: 0.0000

OK Calculate Total Cancel

- b. Enter either of the following:
 - In the Ex Tax Basis column, enter the amount on the invoice that is subject to Tax. The Tax Amount is calculated.
 - In the Tax Amounts column, enter the tax amount. The Ex Tax Basis is calculated.
 - c. Click **Calculate Total**. The tax 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.

Figure 3–13 Non-merchandise Cost Window

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

OK Calculate Total Cancel

- b. In the Amount field, enter the appropriate non-merchandise charges.
 - c. In the Tax Code - Rate field, select the tax 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 window, 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 a Document Header](#)
- [Maintain Document Details](#)
- [Pay an Unmatched Invoice](#)
- [View a Document](#)

Search for a Document

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

Figure 3–14 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.

Figure 3–15 Document Find Window

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	SKG1202162410099000000000000001		Matched	01-17-2008	4503	02-17-2008	2400	Coca Cola - Charlotte	1511	Phoenix
<input type="checkbox"/>	Merchandise Invoice	SKG1201613851545000000000000001		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	SKG1202162409853000000000000000		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	SKG1201813851323000000000000000		Ready for Match	01-14-2008	3901	03-31-2008	2400	Coca Cola - Charlotte	1421	Portland

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. The Merchandise invoice details are displayed.

Figure 3–16 Document Maintenance Header

The screenshot shows the 'Document Maintenance Header' window for a Merchandise Invoice. The window is divided into several sections:

- Document Information:** Document Type: Merchandise Invoice, Invoice: PREPAID 52501, Group ID: 15304.
- Invoice Status:** Posted.
- Dates and Terms:** Invoice Date: 02-06-2009, Match Date: 02-06-2009, Invoice Terms: 2211 Due Immediately, Order Terms: 2211 Due Immediately, Supplier Terms: 2209 2% Disc in 10 days, Net 30.
- Vendor Information:** Vendor Type: Supplier, Vendor: 2601, Supplier Site: , Order No: 52501, Location: 23333331, Invoice Currency: USD, Exchange Rate: 1.
- Payment Information:** Due Date: 02-06-2009, Freight Payment Type: , Payment Hold Status: Never Held.
- Costs and VAT:**
 - Total Merchandise Cost Ex VAT: 1,000.000
 - Total Non-Merch Cost Ex VAT: 0.000
 - Total Cost Ex VAT: 1,000.000
 - Total VAT Cost: 100.000
 - Total Cost Inc VAT: 1,100.000
 - Invoice Qty: 100
 - Total Allowances: 0.000
- TERMS:** Terms Date: 02-06-2009, Best Terms: Due Immediately.
- SOURCE:** Invoice Date, Invoice Terms.
- References:** Ref No. 1, 2, 3, 4 (empty fields).
- Buttons:** OK, Details, Comments, Drill To Finance, Drill To Payables, Cancel.

5. Click **OK** to save.

- Click **Details** to view the complete details of the selected invoice.
- Click **Comments** to add new comments to the invoice. You can also update the existing comments.
- Click **Drill To Finance** to view the financial transactions posted for the document in the financial system.

Note: The Drill To Finance button is enabled only if the Drill Forward functionality is supported by the Financial Application system.

- Click **Drill to Payables** to view the financial transactions posted for the document in the financial system.

Note: The Drill To Payables button is enabled only if the Drill Forward functionality is supported by the Financial Application system.

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

Note: When the invoice is posted to accounts payable, the Drill to Payables option is exercised.

In case of a pre-paid invoice, the Drill to Payables option is exercised before the invoice is matched.

In case of a pre-paid invoice, the Drill to Finance option is exercised after the invoice has been matched and posting done.

Maintain a Document Header

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

Figure 3–17 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.

- The Invoice or Document Maintenance Header window opens.

Figure 3–19 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.

Figure 3–20 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 want to delete.

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

Figure 3–21 Document Search Window

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

Figure 3–22 Document Find Window

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		SKG1202162410099000000000000001	Matched	01-17-2008	4503	02-17-2008	2400	Coca Cola - Charlotte	1511	Phoenix
<input type="checkbox"/>	Merchandise Invoice		SKG1201813851545000000000000001	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		SKG1202162409853000000000000000	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	MOSB_Supplier_US	400	MOSB_Store3_O
<input type="checkbox"/>	Merchandise Invoice		SKG1201813851323000000000000000	Ready for Match	01-14-2008	3901	03-31-2008	2400	Coca Cola - Charlotte	1421	Portland

1

Pay Invoice Delete Cancel

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

Figure 3–23 Document Search Window

Document Search

Action: **View**

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

Status: **ALL (Except Posted)** Vendor:

Vendor Type: **Supplier** Location:

Order Number: AP Reviewer:

In Cost Review: Cost Reviewer Group:

In Quantity Review: Quantity Reviewer Group:

Document Date Range: to Due Date Range: to

Currency: Consignment: Deal:

Document Cost Range: to Quantity Range: to

Receipt: Item:

Payment Terms: Freight Payment Type:

Details Exist: Pre-paid Invoice:

OK Search Refresh Cancel

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

Figure 3–24 Document Find Window

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_2.2

Document Find

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	SKG1202162410099000000000000001		Matched	01-17-2008	4503	02-17-2008	2400	Coca Cola - Charlotte	1511	Phoenix
<input type="checkbox"/>	Merchandise Invoice	SKG1201613851545000000000000001		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	SKG1202162409853000000000000000		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	SKG1201613851323000000000000000		Ready for Match	01-14-2008	3901	03-31-2008	2400	Coca Cola - Charlotte	1421	Portland

1

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

Figure 3–25 Document Maintenance Detail Window

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_2.2/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

Reason Code Quantity

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

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

Match Documents

Summary Match Credit Notes

The summary matching windows allow you to match credit notes and credit note 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.

View the In Balance Items Tab

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

Figure 4–1 Document Summary Match Find Window

The screenshot shows the 'Document Summary Match Find' window. At the top, there are fields for 'AP Reviewer' and 'Supplier', each with a search icon. Below these is a checkbox labeled 'Include Suppliers In Group'. The window is divided into two main panels: 'Credit Note' on the left and 'Credit Note Request' on the right. Each panel contains the following fields: 'Order Number' (with search icon), 'Location' (with search icon), 'Document ID (% for partial search)' (text field), 'Item' (with search icon), 'Due Date' (date range selector), 'Document Date' (date range selector), 'Details Exist' (dropdown menu), 'Currency' (with search icon), and 'Document Cost' (range selector). At the bottom of the window are three buttons: 'OK', 'Refresh', and 'Cancel'.

1. In the AP Reviewer field, enter the User ID, or click on the search button to select a reviewer.

2. In the Supplier field, enter the Supplier ID, or click on the search button to select a supplier.
3. Select the check box if you want to include the suppliers in the group.
4. Search for and retrieve credit notes and credit note requests for detail matching.
5. Click **OK**. The Document Summary Match List window opens.

Figure 4–2 Document Summary Match List Window

ORACLE® You are logged in as: Alain Frechon ALAIN.FRECHON DB URL: jdbc:oracle:thin:@msp4022.us.oracle.com:1521:qaolst1 Data Source: mms01 Authentication: DATABASE Log Path: /u00/webadmin/product/10.1.3.0_04/OracleAS_112ee/heim-instance/qlg/heim-online.log

Document Summary Match List
Supplier: 3020-Battery Supplier

RTV	Order	Supp	Location	Credit	Total	Total Merch	Total	Curr	Dets
Select	Order No	Name	AI	Credit Note	Note Date	Qty	Cost	Tax	Code
<input type="checkbox"/>	5801	Battery Supplier	5	CREDITNOTE	01-29-2010	90	(8,100.0000)	(810)	USD

RTV	Supp	Location	Credit Note	CHR	Total	Total Merch	Total	Curr	Dets
Select	Order No	Name	AI	Request	Date	Qty	Cost	Tax	Code
No records found									

Selected Totals: Total Qty: Tot Cost Ex Tax: Calculate Totals

RTV	Order	Supp	Location	Credit	Credit	Total	Total Merch	Total	Curr	Dets
Select	Order No	Name	AI	Credit Note	Note Date	Qty	Cost	Tax	Code	Ext
No records found										

RTV	Supp	Location	Credit Note	CHR	Total	Total Merch	Total	Curr	Dets
Select	Order No	Name	AI	Request	Date	Qty	Cost	Tax	Code
No records found									

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

6. Click **Details**. The Document Detail Match List window opens.
7. Click the In Balance Items tab.
8. Click **OK** to close the window.

Search for Credit Note Requests and Credit Notes to Match

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

Figure 4–3 Document Summary Match Find Window

Document Summary Match Find

AP Reviewer

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

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.

Figure 4–4 Summary Match Supplier List Window

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
MSQB Supplier1 US	999	1	8
General Book Supplier	3030	0	1
Local Supplier #1	2900	0	2
Local Grocery Supplier #1	6000	0	2
MSQB Supplier2 CZ	666	0	1
Battery Supplier	3020	1	0
Coca Cola - Charlotte	2400	2	4

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

Figure 4–5 Document Summary Match List Window

ORACLE
You are logged in as: Alain Frecon ALAINFRECON DB URL: jdbc:oracle:thin:@mupr022.us.oracle.com:1521:qaor11 Data Source: msd01 Authentication: DATABASE Log Path: /u00/webadmin/prod/or11.3_SOACIOracleAS_112/relm-instance/relm-instance.log

Document Summary Match List
Supplier: 3020-Battery Supplier

Credit Notes - Unmatched

RTV	Order No.	Supp Name	Location	Credit Note	Credit Date	Credit Qty	Total Merch Cost	Total Tax	Curr Code	Dets
	5801	Battery Supplier	5	CREDITNOTE	01-28-2010	90	(8,100,000)	(810)	USD	

Credit Note Requests - Unmatched

RTV	Order No.	Supp Name	Location	Credit Note Request	Request Date	Total Qty	Total Merch Cost	Total Tax	Curr Code	Dets
No records found										

Selected Totals: Total Qty: Tot Cost Ex Tax: Total Qty: Tot Cost Ex Tax:

Calculate Totals

Credit Notes - Unmatched

RTV	Order No.	Supp Name	Location	Credit Note	Credit Date	Credit Qty	Total Merch Cost	Total Tax	Curr Code	Dets
No records found										

Credit Note Requests - Unmatched

RTV	Order No.	Supp Name	Location	Credit Note Request	Request Date	Total Qty	Total Merch Cost	Total Tax	Curr Code	Dets
No records found										

Totals Cost Quantity

Credit Note Request	1	
Credit Note	1	
Variance	Within Tolerance	
Within Tolerance	N/A	N/A
Tax Discrepancy	No	

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

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:

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

Summary Match Invoices and Receipts

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

Figure 4–6 Invoice Summary Match Find Window

Invoice Summary Match Find

AP Reviewer

Supplier

Supplier Site

☒ 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

1. In the AP Reviewer field, enter the User ID, or click on the search button to select a reviewer.
2. In the Supplier field, enter the Supplier ID, or click on the search button to select a supplier.
3. In the Supplier Site field, enter the supplier site ID, or click on the search button to select a supplier site.
4. Select the check box if you want to include the suppliers in the group.
5. Search for and retrieve a supplier whose invoices you want to match. The Summary Match List window opens.

Figure 4–7 Summary Match List Window

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/reimf3_MOSB_VatOfflog 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	Dets Ext
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:

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					

6. To begin matching, in the Groups area:

- In the Groups - Auto area, click the Order No. The Summary Match - Auto Match area appears.
 - In the Groups - Manual area, click the Manual Group Number. The Summary Match - Manual Match area appears.
7. Groups must fall within tolerance before you can match them. You can try to eliminate the tolerance by:
 - Adding invoices or receipts to the matching area. In the unmatched area, select the check box to the left of the invoice or the receipt you want to add. Click the down arrow button.
 - Removing invoices or receipts from the matching area. In the Summary Match area, select the check box to the left of the invoice or the receipt you want to remove. Click the up arrow button.
 8. Click **Online Match**. If a match is created, the Summary Match List window displays the auto-groups and manual groups.

Figure 4–8 Summary Match List Window

Oracle Summary Match List window showing Supplier: 3030-General Book Supplier. The window displays unmatched invoices and receipts, and groups for auto and manual matching. The 'Invoices - Unmatched' and 'Groups - Auto' sections show 'No records found'. The 'Receipts - Unmatched' section shows one record for 'General Book Supplier' with order number 3601, location 1111, receipt date 01-12-2008, and a total cost of 300.0000 USD. The 'Groups - Manual' section also shows 'No records found'. At the bottom, there are buttons for 'Calculate Totals', 'Group', 'Combine', and 'Cancel'.

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

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

Create Groups

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

Figure 4–9 Invoice Summary Match Find Window

Invoice Summary Match Find

AP Reviewer

Supplier

Supplier Site

☒ 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

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

Figure 4–10 Summary Match Supplier List Window

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

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.

Search for Invoices and Receipts to Match

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

Figure 4–11 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.

Figure 4–12 Summary Match Supplier List Window

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

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

Figure 4–13 Summary Match List Window

Oracle Summary Match List window for Supplier: 3030-General Book Supplier. The window displays unmatched invoices and receipts. The 'Receipts - Unmatched' section shows a receipt for order 3601, dated 01-12-2008, with a quantity of 30 and a cost of 300,000 USD. The 'Groups - Auto' and 'Groups - Manual' sections are currently empty.

- 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.

Detail Match Invoices

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

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

This section includes the following detail invoice matching instructions:

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

View the In Balance Items Tab

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

Figure 4–14 Invoice Summary Match Find Window

The screenshot shows the 'Invoice Summary Match Find' window. It has a title bar and a main content area divided into two panes: 'Invoice' and 'Receipt'.
Top Section: Contains search filters for 'AP Reviewer', 'Supplier', and 'Supplier Site', each with a magnifying glass icon. There is a checkbox labeled 'Include Suppliers in Group'.
Invoice Pane: Contains fields for 'Order Number', 'Location', 'Status' (a dropdown menu), 'Document ID (% for partial search)', 'Item', 'Due Date' (with 'to' and calendar icons), 'Document Date' (with 'to' and calendar icons), 'Details Exist' (a dropdown menu), 'Currency', and 'Document Cost' (with 'to'). A checkbox 'Limit to invoice driven search' is at the bottom of this pane.
Receipt Pane: Contains fields for 'Order Number', 'Location', 'Receipt', 'Item', 'Receipt Date' (with 'to' and calendar icons), 'Currency', and 'Receipt Cost' (with 'to'). A checkbox 'Hide groups with receipt overages' is at the bottom of this pane.
Bottom: Three buttons: 'OK', 'Refresh', and 'Cancel'.

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.

Group Invoices and Receipts for Detail Matching

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

Figure 4–15 Invoice Summary Match Find Window

Invoice Summary Match Find

AP Reviewer

Supplier

Supplier Site

☒ 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

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

Figure 4–16 Summary Match List Window

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/heim13_MOSB_ValOff/log 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	Dets Ext
No records found									

Receipts - Unmatched

Select	Order No.	Supp Name	Location	Receipt Date	Receipt Qty	Avail Total Merch Cost	Avail Total 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:

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					

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

- In the Groups - Manual area, click the Manual Group Number. The Summary Match - Manual Match area opens.
4. Click **Details**. The Detail Matching window opens.

Figure 4–17 Detail Matching Window

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@sample36.1521.dcsdb11, Data Source: sample36.1521.dcsdb11 Log Path: /u01/app/oracle/oracle_10g/audit/audit11/audit11.log Authentication: DATABASE

Detail Matching

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

A V

Detail Item Grouping

Invoice							Receipt								
Select	Item	Invoice	Unit	Invoice	Extended	Invoice Deals	Select	Item	Receipt	Unit	Receipt	Extended	Order Deals		
		Date	Cost	Qty	Cost	Exist			Date	Cost	Qty	Cost	Exist		
<input type="checkbox"/>	1000004050	ETEST79905	03-10-2001	\$20.0000	500	\$10,000.0000	No	<input type="checkbox"/>	1000006514	62207	05-13-2003	\$10.0000	10	\$100.0000	No

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

Quantity Variance (490) Qty Variance % (4,900) Within Qty Tolerance No
 Cost Variance (\$10.0000) Cost Variance % (100) Within Cost Tolerance No

OK Detail Match Cost Resolution Qty Resolution Split Receipt

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

View Deals Associated with Invoices or Orders

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

Figure 4–18 Invoice Summary Match Find Window

1. Search for and retrieve invoices and receipts for detail matching.
2. Group invoices and receipts as necessary.
3. To view deal associations:
 - In the Invoice area, click Yes in the Invoice Deals Exist column. The Invoice Deals window opens.
 - In the Receipt area, click Yes in the Order Deals Exist column. The Invoice Deals window opens.
4. Click **OK** to close the window.

Split a Receipt

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

Figure 4–19 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.

Figure 4–20 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.

Resolve Discrepancies

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.

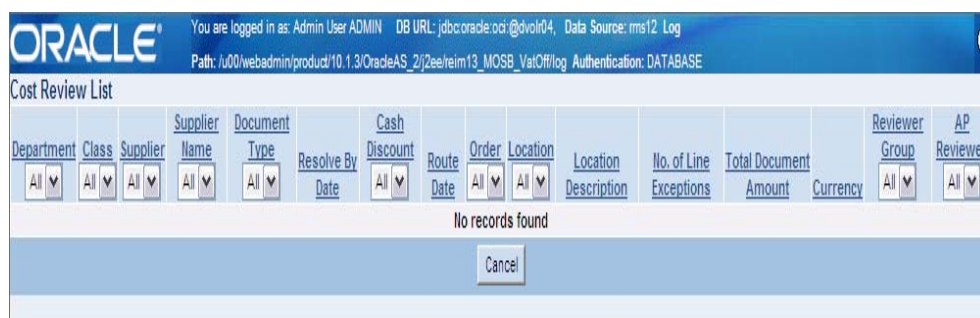
When a cost discrepancy is identified, you must review and reconcile the discrepancy. Discrepancies are routed to reviewer groups. The cost discrepancy is based on a comparison between the invoice and the receipt. If a receipt is not available, the invoice is compared to the purchase order. Depending 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.

Resolve Cost Discrepancies

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

Figure 5–1 Cost Review List Window



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

Figure 5–2 Cost Review Detail Window

You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@mspder96.1531.dentb11, Data Source: ms10 Log Path: h011retvchm\costj_err\040904_pzml1\FaDLogShot Authentication: DATABASE

Cost Review Detail

Merchandise Invoice: EDKGENN10543268522120000000060 Supplier: 1313130000-Long March Shoe Company Location: 1000000000-Fargo
 Department: 1414-Activewear Class: 1000-Utensils Currency: USD
 Order: 1114 Resolve By Date: 03-13-2001

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

Cancel

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

Figure 5–3 Cost Selection Window

Cost Selection

Merchandise Invoice: INV-PO-40114 Item: 101315520-3rd MAY ITEM ... SSR Location: 1211-Boston
 Order: 40114 Supplier: 3020-Battery Supplier Currency: USD

Correct Unit Cost

☒ Order
☐ Invoice

13.0000

Back Next

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

Figure 5–4 Cost Variance Resolution Window

You are logged in as: Admin User ADMIN1 DB URL: jdbc:oracle:thin:@sample06.1521.dentel11, Data Source: ms10 Log Path: A01/mv/submit/cv4_err/cv4904_p.html?o=1 Authentication: DATABASE

Cost Variance Resolution

Merchandise Invoice: EDIGEN10543269522120000000060 Item: 100008051-Test Item 100008051 Location: 1000000000-Fargo
 Order: 1114 Currency: USD
 Cost Variance: \$0.3511 Outstanding Variance: \$0.3511

Apply

Enter Reason: Amount:
 Action: Re-route to Group:
 Comments Hint:
 Comments:
 Apply

Resolutions

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

Back OK Delete Apply All Cancel

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 is 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

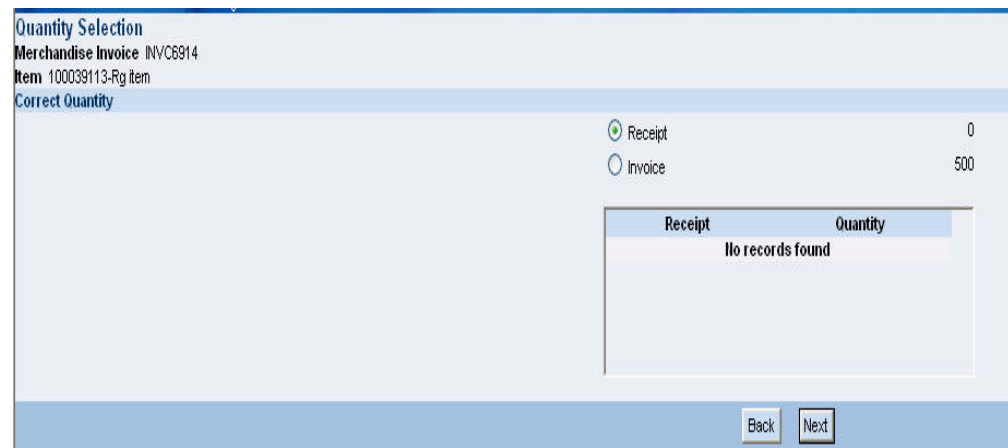
Navigate: In the Invoice Matching tab, click **Quantity Review List**. The Quantity Review List window opens.

Figure 5–5 Quantity Review List Window

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

Figure 5–6 Quantity Review Detail Window

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

Figure 5–7 Quantity Selection Window


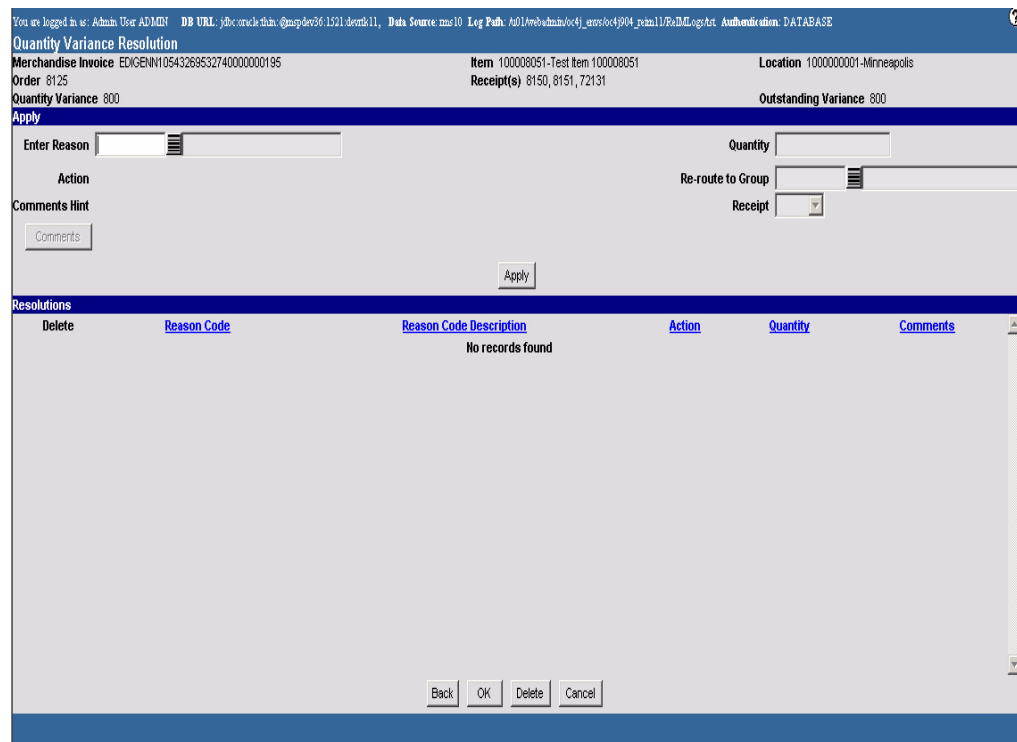
Quantity Selection
 Merchandise Invoice INVC6914
 Item 100039113-Rg item
 Correct Quantity

☒ Receipt 0
☐ Invoice 500

Receipt	Quantity
No records found	

Back Next

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.

Figure 5–8 Quantity Variance resolution Window


You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:thin:@usapdev06:1521:dev011, Data Source: rms10 Log Path: A01/webadmin/oc4j_eros/oc4j904_portal/FaRMLog.txt Authentication: DATABASE

Quantity Variance Resolution

Merchandise Invoice EDICENN10543269532740000000195 Item 100008051-Test Item 100008051 Location 1000000001-Minneapolis
 Order 8125 Receipt(s) 8150, 8151, 72131
 Quantity Variance 800 Outstanding Variance 800

Apply

Enter Reason Quantity
 Action Re-route to Group
 Comments Hint Receipt
 Comments Apply

Resolutions

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

Back OK Delete Cancel

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.

Tax Discrepancies

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

When a tax discrepancy is identified, you must review and reconcile the discrepancy. Discrepancies are routed to reviewer groups. The tax 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 tax discrepancies are resolved on the Invoice Maintenance Header and Detail windows.

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

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

This section includes the following tax discrepancy resolution instructions:

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

Resolve Tax Discrepancies

Navigate: In the Invoice Matching tab, click **Tax Review List**. The Tax Review List window opens.

Figure 5–9 Tax Review List Window

Tax Review List								
Supplier	Supplier Name	Document Type	Resolve By Date	Route Date	Order	Location	Location Description	Total Doc
All	All	All			All	All		
3020	Battery Supplier	Merchandise Invoice	11-14-2009	11-14-2009	33121	1521	Albuquerque	
3020	Battery Supplier	Merchandise Invoice	11-14-2009	11-14-2009	33504	1111	Charlotte *	
100	Lin Supplier	Merchandise Invoice	11-16-2009	11-16-2009	33512	200	Lin Comp Store 200	
100	Lin Supplier	Merchandise Invoice	11-29-2009	11-29-2009	34306	200	Lin Comp Store 200	
8000	Concession Supplier	Merchandise Invoice	11-29-2009	11-29-2009	34504	2000	ISCGA_PMH2000	
1								
Cancel								

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

Figure 5–10 Tax Discrepancy Detail Window

Item	Description	Tax Code Discrepancies	Tax Rate Discrepancy
101223490	Test W/ac for Simple Pack	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Cancel

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

Figure 5–11 Tax Discrepancy Detail Selection Window

Tax Discrepancy Detail Selection						
Merchandise Invoice: EDIGEN123971029076000000000000				Item: 101223490-Test W/ac for Simple Pack		
Order: 33121				Supplier: 3020-Battery Supplier		
Correct Taxes Selection						
<input checked="" type="radio"/> Invoice <input type="radio"/> SYSTEM						
Tax Code	Invoice Tax Rate (%)	Invoice Tax Amount	System Tax Rate	System Tax Amount	System Tax Basis Formula	System Tax Apply Order
S	10	10	---	---	CO	1
<input type="button" value="Back"/> <input type="button" value="Next"/>						

3. In the Correct Tax area, select the correct tax for the item: System Tax or Invoice Tax.
4. Click **Next**. The Tax Discrepancy Detail Resolution window opens.

Figure 5–12 Tax Discrepancy Detail Resolution Window

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

Resolve Header Level Tax Discrepancies

Navigate: In the Invoice Matching tab, click **Tax Review List**. The Tax Review List window opens.

Figure 5–13 Tax Review List Window

Tax Review List								
Supplier	Supplier Name	Document Type	Resolve By Date	Route Date	Order	Location	Location Description	Total D
All	All	All			All	All		
3020	Battery Supplier	Merchandise Invoice	11-14-2009	11-14-2009	33121	1521	Albuquerque	
3020	Battery Supplier	Merchandise Invoice	11-14-2009	11-14-2009	33504	1111	Charlotte *	
100	Lin Supplier	Merchandise Invoice	11-16-2009	11-16-2009	33512	200	Lin Comp Store 200	
100	Lin Supplier	Merchandise Invoice	11-29-2009	11-29-2009	34306	200	Lin Comp Store 200	
8000	Concession Supplier	Merchandise Invoice	11-29-2009	11-29-2009	34504	2000	ISCGA_PWH2000	
1								

1. In the No. of Line Exceptions column, click a 0 line exception. The Invoice Maintenance Header window opens.
2. Add or Update the tax breakdown:
 - a. Click the Total Tax Cost hyperlink. The Tax Breakdown window opens.
 - b. In the Ex Tax Basis field, enter the amount on the invoice that is subject to tax.
 - c. Click **Calculate Total**. The amount of tax appears in the Total field.

Add Invoice Details

1. Click **Details**. The Invoice Maintenance Detail window opens.
2. Add details as necessary. (See [Section , "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 Tax 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 - Tax
- Debit memo - cost
- Debit memo - quantity
- Debit memo - Tax

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

Figure 5–14 Document Search Window

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_ValOff/ilog 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: Deal:

Document Cost Range: to

Quantity Range: to

Receipt:

Item:

Payment Terms:

Freight Payment Type:

Details Exist:

Pre-paid Invoice:

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.

Figure 5–15 Document Maintenance Header Window

Document Type: Merchandise Invoice

Invoice: Group ID: 15304

Vendor Type:

Vendor:

Supplier Site:

Order No:

Location:

Invoice Currency: USD Exchange Rate: 1

Invoice Status: Posted

Invoice Date:

Match Date: 02-06-2009

Invoice Terms:

Order Terms: 2211 Due Immediately

Supplier Terms: 2209 2% Disc in 10 days, Net 30

Due Date:

Freight Payment Type:

Payment Hold Status: Never Held

ED Invoice ☐

Pre-Paid ☐

Manually-Paid ☐

Details Attached ☐

Consignment ☐

Total Merchandise Cost Ex VAT: 1,000,000

Total Non-Merch Cost Ex VAT: 0.000

Total Cost Ex VAT: 1,000,000

Total VAT Cost: 100,000

Total Cost Inc VAT: 1,100,000

Invoice Qty: 100

Total Allowances: 0.000

Ref No. 1:

Ref No. 2:

Ref No. 3:

Ref No. 4:

TERMS

Terms Date: 02-06-2009

Best Terms: Due Immediately

SOURCE

Invoice Date

Invoice Terms

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.

Figure 5–16 Non-Merchandise Cost Window

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
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

- 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.

Figure 5–17 Document Maintenance Detail Window

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/ilog 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

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 Tax Code - Rate field, select the tax information.
7. Click **Add Item**.
8. Click **OK** to save your changes and close the window.

Reverse a Debit Memo

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

Figure 5–18 Document Search Window

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_2/2ee/reim13_MOSB_VatOfflog Authentication: DATABASE

Document Search

Action: **View**

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

Status: **ALL (Except Posted)**

Vendor Type: **Supplier**

Vendor:

Order Number:

Location:

AP Reviewer:

In Cost Review: ☐

Cost Reviewer Group:

In Quantity Review: ☐

Quantity Reviewer Group:

Document Date Range: to

Due Date Range: to

Currency:

Consignment: Deal:

Document Cost Range: to

Quantity Range: to

Receipt:

Item:

Payment Terms:

Freight Payment Type:

Details Exist: ☐

Pre-paid Invoice: ☐

OK Search Refresh Cancel

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

Figure 5–19 Document Maintenance Header Window

Document Type: Merchandise Invoice

Invoice: **PREPAID 52501** Group ID: 15304

Vendor Type: **Supplier**

Vendor: **2601** Time's Supplier Create 021009 (UPD)

Supplier Site:

Order No: **52501**

Location: **23333331** Applevalley

Invoice Currency: USD Exchange Rate: 1

Invoice Status: **Posted**

Invoice Date: **02-06-2009**

Match Date: 02-06-2009

Invoice Terms: **2211** Due Immediately

Order Terms: 2211 Due Immediately

Supplier Terms: 2209 2% Disc in 10 days, Net 30

Due Date: **02-06-2009**

Freight Payment Type:

Payment Hold Status: Never Held

EDI Invoice ☐

Pre-Paid ☒

Manually-Paid ☐

Details Attached ☒

Consignment ☐

Total Merchandise Cost Ex VAT: 1,000,000 **Calculate**

Total Non-Merch Cost Ex VAT: 0.000

Total Cost Ex VAT: 1,000,000

Total VAT Cost: 100,000

Total Cost Inc VAT: 1,100,000

Invoice Qty: 100

Total Allowances: 0.000

Ref No. 1:

Ref No. 2:

Ref No. 3:

Ref No. 4:

TERMS

Terms Date: 02-06-2009

Best Terms: Due Immediately

SOURCE

Invoice Date

Invoice Terms

OK Details Comments Drill To Finance Drill To Payables Cancel

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

Figure 5–20 Document Maintenance Detail Window

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/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
 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

3. Adjust the details so that the quantities and amounts in question remain.
4. Click **OK**. The Document Maintenance Header window opens.
5. Click **Reverse**. A credit memo is created in disputed status.

Void a Credit Note Request

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

Figure 5–21 Document Search Window

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: View

Document Type: [Dropdown]
 Status: ALL (Except Posted) [Dropdown]
 Vendor Type: Supplier [Dropdown]
 Order Number: [Text]
 AP Reviewer: [Text]
 In Cost Review: [Dropdown]
 In Quantity Review: [Dropdown]
 Document Date Range: [Date] to [Date]
 Currency: [Text]
 Document Cost Range: [Text] to [Text]
 Receipt: [Text]
 Payment Terms: [Text]
 Details Exist: [Dropdown]
 Document ID (% for partial search): [Text]
 Vendor: [Text]
 Location: [Text]
 Cost Reviewer Group: [Text]
 Quantity Reviewer Group: [Text]
 Due Date Range: [Date] to [Date]
 Consignment: [Dropdown] Deal: [Dropdown]
 Quantity Range: [Text] to [Text]
 Item: [Text]
 Freight Payment Type: [Dropdown]
 Pre-paid Invoice: [Dropdown]

OK Search Refresh Cancel

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

Figure 5–22 Document Find Window

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

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	SKG1202162410099000000000000001	Matched	All	01-17-2008	4503	02-17-2008	2400	Coca Cola - Charlotte	1511	Phoenix
<input type="checkbox"/>	Merchandise Invoice	SKG1201613851545000000000000001	Ready for Match	All	01-14-2008	3901	03-31-2008	2400	Coca Cola - Charlotte	1511	Phoenix
<input type="checkbox"/>	Merchandise Invoice	INV 3001	Ready for Match	All	01-12-2008	3001	02-11-2008	3020	Battery Supplier	1111	Charlotte *
<input type="checkbox"/>	Merchandise Invoice	SKG1202162409853000000000000000	Matched	All	01-17-2008	4503	02-17-2008	2400	Coca Cola - Charlotte	1421	Portland
<input type="checkbox"/>	Merchandise Invoice	INV 3002	Ready for Match	All	01-12-2008	3002	02-11-2008	999	MISOB_Supplier_US	400	MISOB_Store3_0
<input type="checkbox"/>	Merchandise Invoice	SKG1201613851323000000000000000	Ready for Match	All	01-14-2008	3901	03-31-2008	2400	Coca Cola - Charlotte	1421	Portland

1

Pay Invoice Delete Cancel

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

Figure 5–23 Document Maintenance Header Window

Document Type: Merchandise Invoice

Invoice: PREPAID 52501 Group ID: 15304

Invoice Status: Posted

Invoice Date: 02-06-2009

Match Date: 02-06-2009

Invoice Terms: 2211 Due Immediately

Order Terms: 2211 Due Immediately

Supplier Terms: 2209 2% Disc in 10 days, Net 30

Due Date: 02-06-2009

Freight Payment Type:

Payment Hold Status: Never Held

Ref No. 1:

Ref No. 2:

Ref No. 3:

Ref No. 4:

Vendor Type: Supplier

Vendor: 2601 [Find's Supplier Create 021009 \(UPD\)](#)

Supplier Site:

Order No: 52501 [Find's Order](#)

Location: 23333331 [Find's Location](#)

Invoice Currency: USD Exchange Rate: 1

☐ EDI Invoice
☒ Pre-Paid
☐ Manually-Paid
☒ Details Attached
☐ Consignment

Total Merchandise Cost Ex VAT: 1,000,000 [Calculate](#)
 Total Non-Merch Cost Ex VAT: 0.000

Total Cost Ex VAT: 1,000,000
 Total VAT Cost: 100,000

Total Cost Inc VAT: 1,100,000
 Invoice Qty: 100
 Total Allowances: 0.000

TERMS
 Terms Date: 02-06-2009
 Best Terms: Due Immediately

SOURCE
 Invoice Date
 Invoice Terms

[OK](#) [Details](#) [Comments](#) [Drill To Finance](#) [Drill To Payables](#) [Cancel](#)

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 can 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 in again.

This section includes the following system options instructions:

Maintain the System Variables

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

Table 6–1 System Options

Field	Description
Document History Days	The number of days documents stay in 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.
Number of Allowed Taxes	The number of taxes that is allowed.
Tax Validation Source	Source of the tax validation.
Tax Validation Type	The method to use when matching value added tax amounts. Tax resolution requires the tax on the invoice and receipt to match. Invoice tax uses the tax on the invoice. System tax uses the tax on the receipt

Table 6–1 (Cont.) System Options

Field	Description
Default Header Tax From Details	Whether header level tax 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 tax information. Set this to No to require tax information in the header before invoice details can be entered.
Calc Tolerance	The percentage or amount 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 difference is less than the calc tolerance value, the amounts will be considered equal. In general, it is recommended that you use a calc tolerance amount rather than a percentage. Using a percentage can allow for a large variance for large value invoices which is not the intent of calc tolerance.
Tax resolution Due Days	The number of days in which tax discrepancies should be resolved
Tax Document Creation Level	Whether tax debit memos and tax 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.
Debit Memo Prefix-Qty	The prefix that indicates that a document is a debit memo due to quantity.
Credit Note Request Prefix-Cost	The prefix that indicates that a document is a credit note request due to cost.
Credit Note Request Prefix-Qty	The prefix that indicates that a document is a credit note request due to quantity.
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 that a document is a credit memo due to quantity.
Debit Memo Prefix-Tax	The prefix that indicates that a document is a debit memo due to tax.
Credit Note Request Prefix-Tax	The prefix that indicates that a document is a credit note request due to tax.
Allow lookup items by VPN	Enable or disable items lookup via VPN.
Auto-resolution Reason Code For Credit Note Request-Cost	The business reason code used for credit note matching when a cost discrepancy is matched automatically with the generation of a Credit Note Request-Cost. If this field is empty, automatic cost discrepancy resolution using credit note requests is not performed.
Auto-resolution Reason Code For Credit Note Request-Qty	The business reason code used for credit note matching when a cost discrepancy is matched automatically with the generation of a Credit Note Request-Qty. If this field is empty, automatic cost discrepancy resolution using credit note requests is not performed.
Auto-resolution Reason Code For Credit Memo-Cost	The business reason code used for credit note matching when a cost discrepancy is matched automatically with the generation of a Credit Memo-Cost. If this field is empty, automatic cost discrepancy resolution using credit memos is not performed.

Table 6–1 (Cont.) System Options

Field	Description
Auto-resolution Reason Code For Credit Memo-Qty	The business reason code used for credit note matching when a cost discrepancy is matched automatically with the generation of a Credit Memo-Qty. If this field is empty, automatic cost discrepancy resolution using credit memos is not performed.
Match Using Reference 3 Field	If the value of this option is Yes, automatic credit note matching uses the value in the Reference 3 field to attempt matching.
Match Using Reference 4 Field	If the value of this option is Yes, automatic credit note matching uses the value in the Reference 4 field to attempt matching.
Receipt Write Off # of days	Number of days for which the receipts write off history has to be retained in the system.

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

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

Main the Document Prefixes

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

Figure 6–2 System Options Window

ORACLE System Options

You are logged in as: Alan Fries ALAN.FRIES@oracle.com (ip:192.168.1.1) Data Source: mcs17/Arcticus Database Log Path: /home/alan.fries/oracle/13.3.0/ARCTICUS/logs/

Document History Days	20	Close Open Receipt Days	1	Receipt Write Off # of Days	30
Post Dated Document Days	10	Cost Resolution Due Days	3		
Debit Memo Send Days	1	Qty Resolution Due Days	2		
Max Tolerance %	100.0000	Days Before Due Date	3		
Default Pay Now Terms	163				
Number of Allowed Taxes	5				
Tax Validation Source	PMS				
Tax Validation Type	Reconcile Tax	Tax Resolution Due Days	0		
Default Header Tax from Details	No	Tax Document Creation Level	Item		
Calc Tolerance	<input checked="" type="radio"/> Percent <input type="radio"/> Amount				
	10.0000 %				

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-Tax	DMT	Credit Note Request Prefix-Tax	CNT
Allow Lookup Items by VPN	No		

Auto-resolution Reason Code For Credit Note Request-Cost	230	Cost Claim-Off: Allow not given on it	
Auto-resolution Reason Code For Credit Note Request-Qty	420	Qty Short Claim-Concealed Shortage	
Auto-resolution Reason Code For Credit Memo-Cost	100	Cost discrepancy	
Auto-resolution Reason Code For Credit Memo-Qty	111	Credit Memo Qty	
Match Using Reference 3 Field	No	Match using Reference 4 Field	No

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

OK Cancel

- In 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 in after you have completed the changes. To see the changes reflected, you must log out and log in again.

General Ledger Accounts

The general ledger accounts is used 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 business 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 General Ledger Account Cross Reference](#)
- [Define General Ledger Options](#)

Create General Ledger Account Cross Reference

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

Figure 6–3 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.

2. In the Cross Reference Type field, select the account category.
3. 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.
4. Click **Query**. The account segment fields are enabled.
5. In the Segment fields, enter the account segments.

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

6. Click **OK**. The GL Cross- Reference Details window opens.

Figure 6–4 GL Cross Reference Details Window

Set Of Books Id: 12

Cross-reference Type: Non-merchandise Codes

B720

Coop AdMerch Allowance (Pct)

Query

Company	Location	Account	Department	Class	Affiliate	Future1	Future2	Future3	Future4
NMCB720SEG1	NMCB720SEG2	NMCB720SEG3	NMCB720SEG4	NMCB720SEG5	NMCB720SEG6	NMCB720SEG7	NMCB720SEG8	NMCB720SEG9	NMCB720SEG10

OK OK+Repeat Cancel

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

Define General Ledger Options

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

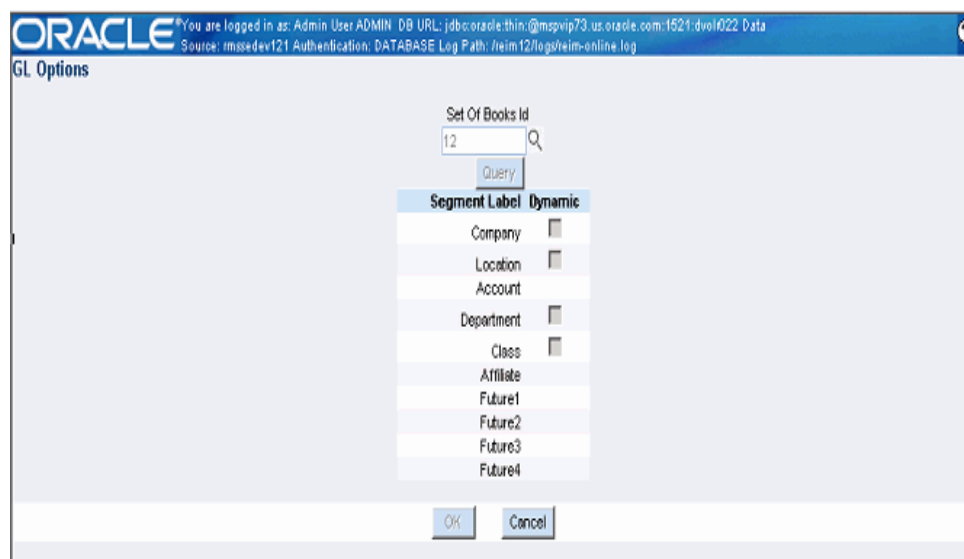
Figure 6–5 GL Options Window

Set Of Books Id

Query

OK Cancel

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

Figure 6–6 GL Options Details Window

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

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: In the Administration tab, click **Supplier Options**. The Supplier Options window opens.

Figure 6–7 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 Invoices until Credit Note is Received enabled.

Figure 6–8 Supplier Options Window

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_ValOff/og Authentication: DATABASE

Supplier Options

Supplier

Details

AP Reviewer

☐ Invoices For Supplier Manually-Paid

☐ Match Invoices to Receipts from other Suppliers

☐ Always Use Invoice Terms

☐ ROG Date Allowed

Send Debit Memo

Close Open Receipt Days

Discrepancy Days Before Routing

- **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: In the Administration tab, click **Supplier Options**. The Supplier Options window opens.

Figure 6–9 Supplier Options Window

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/reim13_MOSB_VatOff/log Authentication: DATABASE

Supplier Options

Supplier

Details

AP Reviewer

☐ Invoices For Supplier Manually-Paid

☐ Match Invoices to Receipts from other Suppliers

☐ Always Use Invoice Terms

☐ ROG Date Allowed

Send Debit Memo

Close Open Receipt Days

Discrepancy Days Before Routing

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

Figure 6–10 Supplier Group Options Window

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/reim13_MOSB_VatOff/log Authentication: DATABASE

Supplier Group Options

Supplier: 2400-Coca Cola - Charlotte

Supplier

☐ Total Header Quantity Required

☐ Match Total Quantity

Delete	Supplier ID	Supplier Name
No records found		

4. In the Supplier field, enter the supplier ID, or click the LOV button 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: In the Administration tab, click **Supplier Options**. The Supplier Options window opens.

Figure 6–11 Supplier Options Window

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/raim13_MDSB_VatOH/rog Authentication: DATABASE

Supplier Options

Supplier Q

Details

AP Reviewer Q

☐ Invoices For Supplier Manually-Paid

☐ Match Invoices to Receipts from other Suppliers

☐ Always Use Invoice Terms

☐ ROG Date Allowed

Send Debit Memo

Close Open Receipt Days

Discrepancy Days Before Routing

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

Figure 6–12 Supplier Group Options Window

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_MDSB_VatOff/log Authentication: DATABASE

Supplier Group Options

Supplier: 2400-Coca Cola - Charlotte

Supplier

☐ Total Header Quantity Required

☐ Match Total Quantity

Delete	Supplier ID	Supplier Name
No records found		

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

Reason Codes

Using 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](#)
- [Delete Reason Codes](#)
- [Edit Reason Codes](#)

Create Reason Codes

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

Figure 6–13 Reason Code Maintenance Window

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

Reason Code Maintenance

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

Comments Hint

Apply

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"/>	

OK Delete Cancel

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.

Figure 6–14 GL Cross Reference Window

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/heim13_MOSB_VatOff/log Authentication: DATABASE

GL Cross-reference

Set Of Books Id

Cross-reference Type Non-merchandise Codes Query

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

OK OK+Repeat Cancel

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.

Delete Reason Codes

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

Figure 6–15 Reason Code Maintenance Window



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/reim13_MOSB_VatOff/log Authentication: DATABASE

Reason Code Maintenance

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

Comments Hint

Apply

Delete	Reason Code Type	Reason Code	Reason Code Description	Action	Accounting Distribution	Comment Required	Comments Hint
<input type="checkbox"/>	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"/>	

OK Delete Cancel

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.

Edit Reason Codes

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

Figure 6–16 Reason Code Maintenance Window

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/reim13_MOSB_ValOff/log Authentication: DATABASE

Reason Code Maintenance

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

Comments Hint:

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"/>	

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.

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:

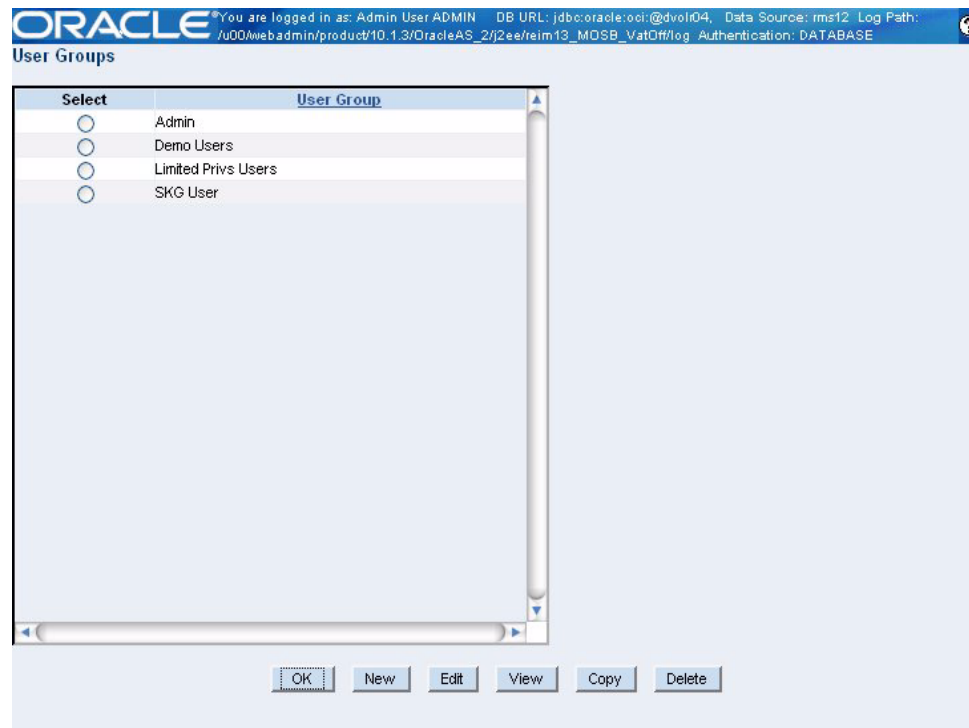
- [Create a User Group](#)
- [Delete a User Group](#)
- [Assign Users to a User Group](#)
- [Delete a User from a Group](#)
- [Assign a Department/Class to a User Group](#)
- [Delete a Department/Class from a User Group](#)
- [Assign a Location to a User Group](#)
- [Delete a Location from a User Group](#)

- [Assign a Reason Code to a User Group](#)
- [Delete a Reason Code from a User Group](#)

Create a User Group

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

Figure 6–17 User Groups Window



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

Figure 6–18 User Groups Details Window

ORACLE You are logged in as: Alain Frecon ALAIN FRECON DB URL: jdbc:oracle:thin:@mspdv322.us.oracle.com:1521:qaols11 Data Source: rms01 Authentication: DATABASE Log Path: online.log

User Group Details

User Group: Admin

System Options: Edit

Supplier Options: Edit

User Group Maintenance: Edit

Reason Code Maintenance: Edit

General Ledger Account Maintenance: Edit

Tolerance Maintenance: Edit

Invoice Entry: Create/Edit

Document Entry: Edit

Invoice Delete: Yes

Group Entry Approval: Yes

EDI Review: Edit

Group Entry: Edit

Invoice Matching: Edit

Cost Discrepancy Maintenance: Edit

Quantity Discrepancy Maintenance: Edit

Tax Discrepancy Maintenance: Edit

Cost Discrepancies Review: All

Quantity Discrepancies Review: All

Accounts Payable Review: No

Deal Document Approval: Yes

Remove Hold On Document: Yes

Receipt Write-Off History: Yes

Dynamic Mapping: Edit

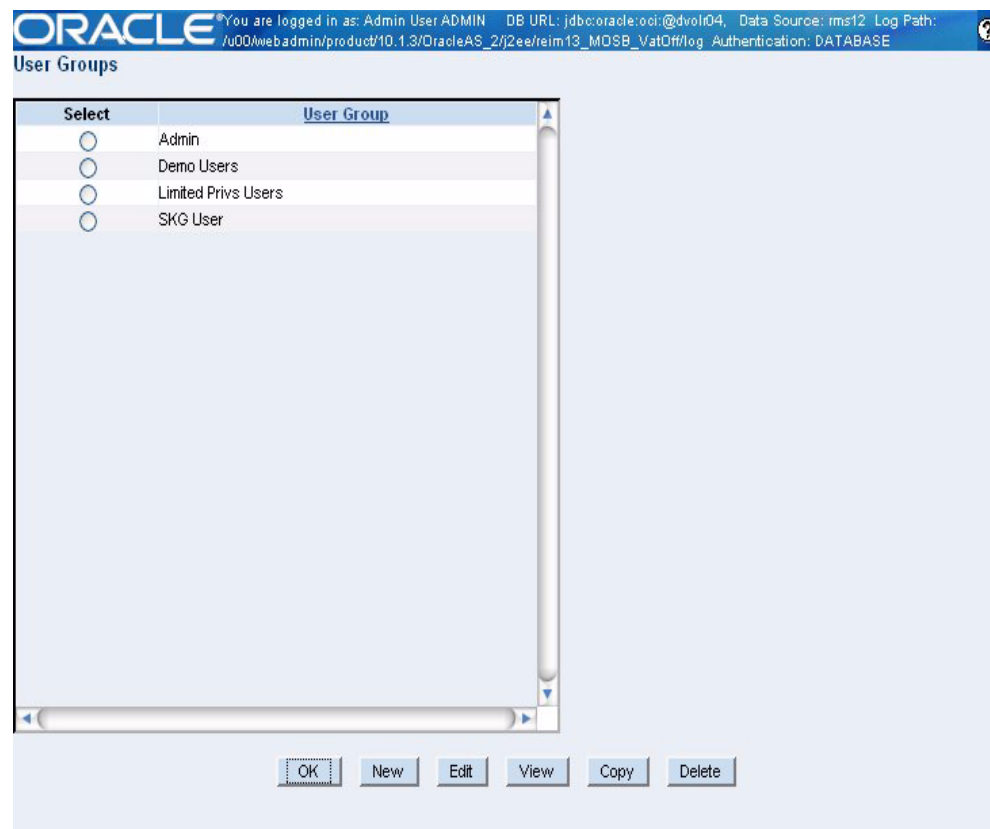
Note: To activate any user group changes made, the user must first log out of Invoice Matching.

OK Members Department/Classes Locations Reason Codes Cancel

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

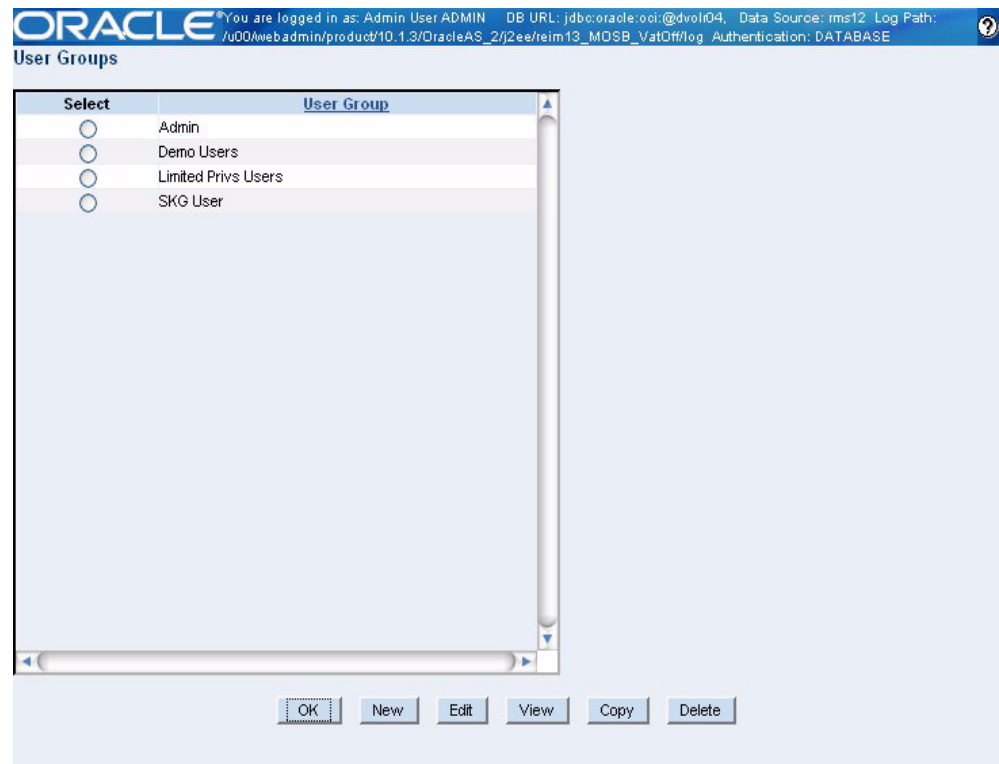
Navigate: In the Administration tab, click **User Group Maintenance**. The User Groups window opens.

Figure 6–19 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: In the Administration tab, click **User Group Maintenance**. The User Groups window opens.

Figure 6–20 User Groups Window

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

Figure 6–21 User Groups Details Window

ORACLE *You are logged in as: Alain Frecon ALAIN.FRECON DB URL: jdbc:oracle:thin:@mspdv322.us.oracle.com:1521:qaols11 Data Source: rms01 Authentication: DATABASE Log Path: online.log

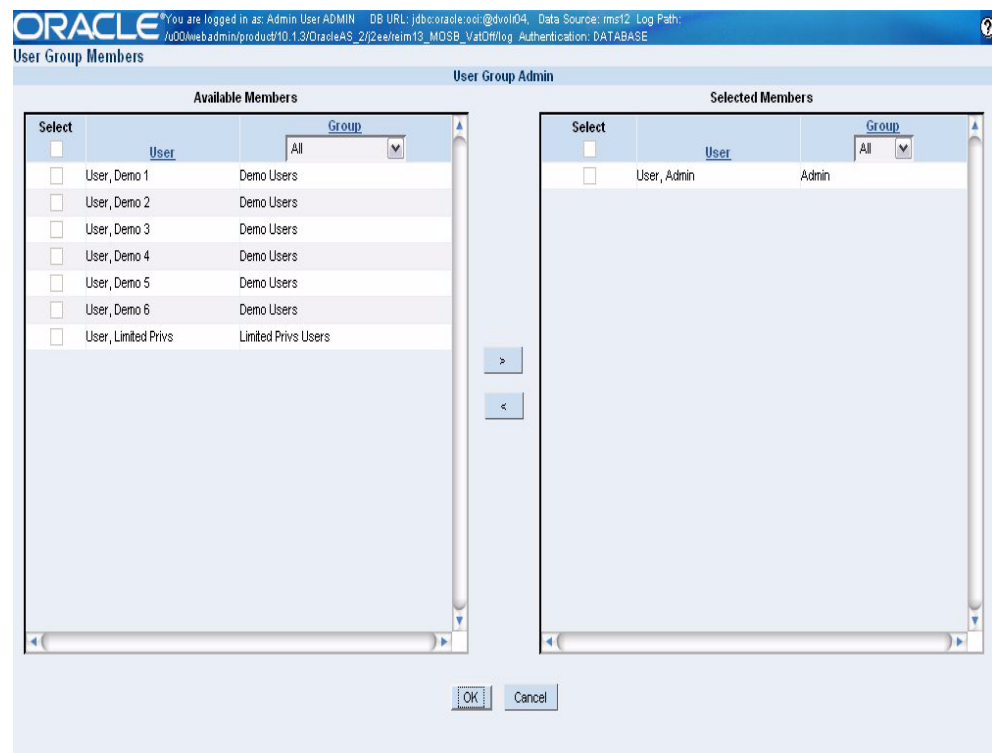
User Group Details

User Group:

System Options	<input type="button" value="Edit"/>
Supplier Options	<input type="button" value="Edit"/>
User Group Maintenance	<input type="button" value="Edit"/>
Reason Code Maintenance	<input type="button" value="Edit"/>
General Ledger Account Maintenance	<input type="button" value="Edit"/>
Tolerance Maintenance	<input type="button" value="Edit"/>
Invoice Entry	<input type="button" value="Create/Edit"/>
Document Entry	<input type="button" value="Edit"/>
Invoice Delete	<input type="button" value="Yes"/>
Group Entry Approval	<input type="button" value="Yes"/>
EDI Review	<input type="button" value="Edit"/>
Group Entry	<input type="button" value="Edit"/>
Invoice Matching	<input type="button" value="Edit"/>
Cost Discrepancy Maintenance	<input type="button" value="Edit"/>
Quantity Discrepancy Maintenance	<input type="button" value="Edit"/>
Tax Discrepancy Maintenance	<input type="button" value="Edit"/>
Cost Discrepancies Review	<input type="button" value="All"/>
Quantity Discrepancies Review	<input type="button" value="All"/>
Accounts Payable Review	<input type="button" value="No"/>
Deal Document Approval	<input type="button" value="Yes"/>
Remove Hold On Document	<input type="button" value="Yes"/>
Receipt Write-Off History	<input type="button" value="Yes"/>
Dynamic Mapping	<input type="button" value="Edit"/>

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

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

Figure 6–22 User Group Members Window

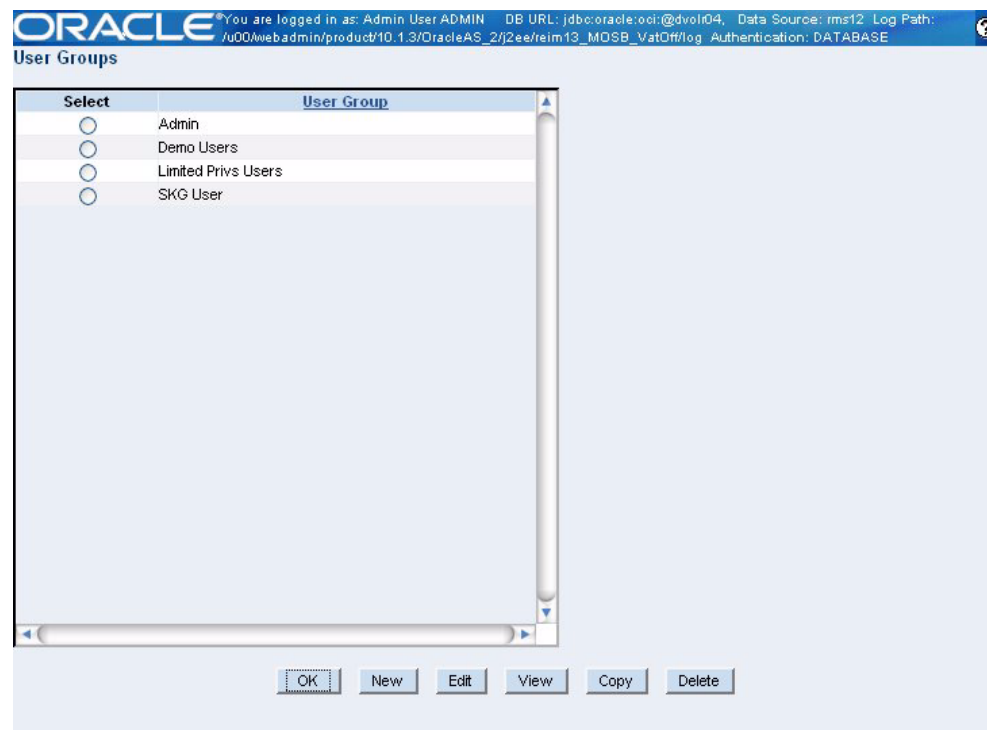
4. In the Available Members column, select the check box in the Select column next to each user you want to add to the user group.

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

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

Delete a User from a Group

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

Figure 6–23 User Groups Window

7. Select a user group.
8. Click **Edit**. The User Group Details window opens.

Figure 6–24 User Group Details Window

ORACLE You are logged in as: Alain Frecon ALAIN.FRECON DB URL: jdbc:oracle:thin:@mspdv322.us.oracle.com:1521:qaols11 Data Source: rms01 Authentication: DATABASE Log Path: online.log

User Group Details

User Group: Admin

System Options: Edit

Supplier Options: Edit

User Group Maintenance: Edit

Reason Code Maintenance: Edit

General Ledger Account Maintenance: Edit

Tolerance Maintenance: Edit

Invoice Entry: Create/Edit

Document Entry: Edit

Invoice Delete: Yes

Group Entry Approval: Yes

EDI Review: Edit

Group Entry: Edit

Invoice Matching: Edit

Cost Discrepancy Maintenance: Edit

Quantity Discrepancy Maintenance: Edit

Tax Discrepancy Maintenance: Edit

Cost Discrepancies Review: All

Quantity Discrepancies Review: All

Accounts Payable Review: No

Deal Document Approval: Yes

Remove Hold On Document: Yes

Receipt Write-Off History: Yes

Dynamic Mapping: Edit

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

OK Members Department/Classes Locations Reason Codes Cancel

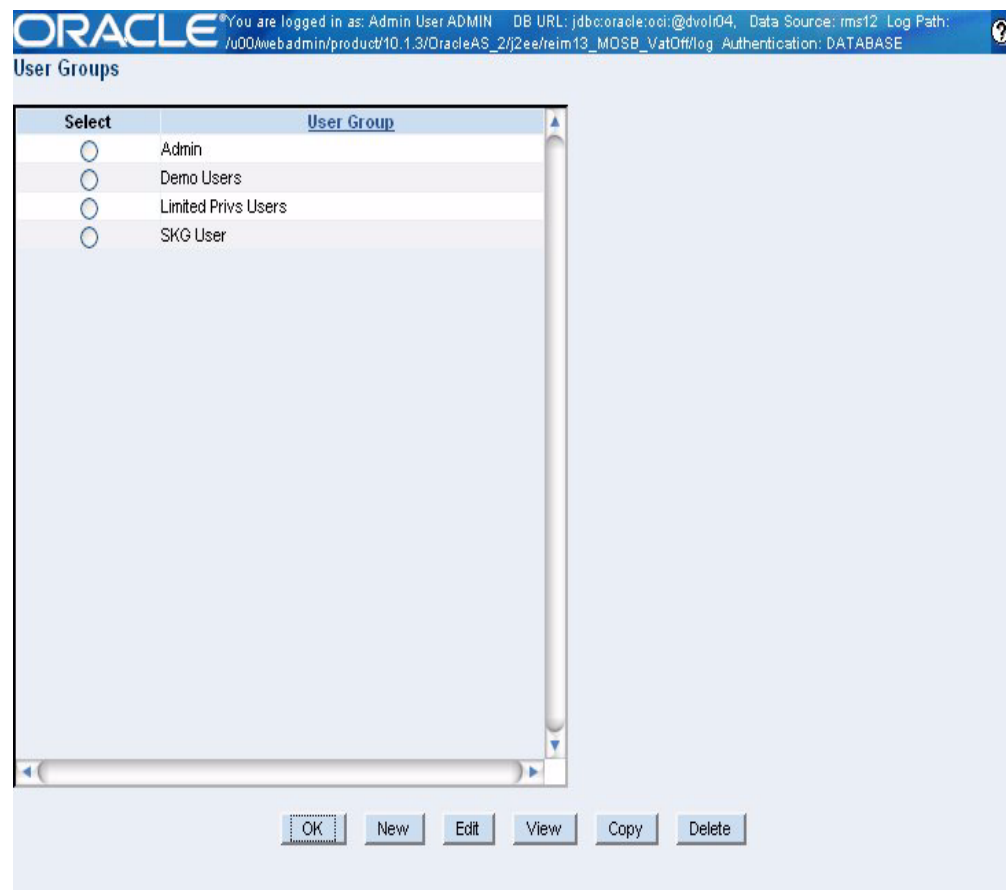
9. Click **Members**. The User Group Members window opens.
10. In the Selected Members column, select the check box in the Select column next to each user you want to remove from the user group.

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

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

Assign a Department/Class to a User Group

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

Figure 6–25 User Groups Window

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

Figure 6–26 User Group Details Window

ORACLE You are logged in as: Alain Frecon ALAIN.FRECON DB URL: jdbc:oracle:thin:@mspdv322.us.oracle.com:1521:qaols11 Data Source: rms01 Authentication: DATABASE Log Path: online.log

User Group Details

User Group	Admin
System Options	Edit
Supplier Options	Edit
User Group Maintenance	Edit
Reason Code Maintenance	Edit
General Ledger Account Maintenance	Edit
Tolerance Maintenance	Edit
Invoice Entry	Create/Edit
Document Entry	Edit
Invoice Delete	Yes
Group Entry Approval	Yes
EDI Review	Edit
Group Entry	Edit
Invoice Matching	Edit
Cost Discrepancy Maintenance	Edit
Quantity Discrepancy Maintenance	Edit
Tax Discrepancy Maintenance	Edit
Cost Discrepancies Review	All
Quantity Discrepancies Review	All
Accounts Payable Review	No
Deal Document Approval	Yes
Remove Hold On Document	Yes
Receipt Write-Off History	Yes
Dynamic Mapping	Edit

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

OK Members Department/Classes Locations Reason Codes Cancel

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

Figure 6–27 User Group Department/Classes Window

ORACLE® You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvol04, Data Source: rms12 Log Path: /u001/webadmin/product/10.1.3/OracleAS_2/2ee/reim13_MOSB_VatCtrllog Authentication: DATABASE

User Group Department/Classes

User Group Admin

Available Department/Classes

Select	Department
<input type="checkbox"/>	Detergents*
<input type="checkbox"/>	Detergents*
<input type="checkbox"/>	Paint*
<input type="checkbox"/>	Paint*
<input type="checkbox"/>	Paint*
<input type="checkbox"/>	Paint*
<input type="checkbox"/>	Activity/Learning
<input type="checkbox"/>	Activity/Learning
<input type="checkbox"/>	Activity/Learning
<input type="checkbox"/>	Alcohol and Liqueurs
<input type="checkbox"/>	Alcohol and Liqueurs
<input type="checkbox"/>	Alcohol and Liqueurs
<input type="checkbox"/>	Analgesics
<input type="checkbox"/>	Analgesics
<input type="checkbox"/>	Art Supplies
<input type="checkbox"/>	Art Supplies
<input type="checkbox"/>	Art Supplies
<input type="checkbox"/>	Art Supplies
<input type="checkbox"/>	Art Supplies

> <

Selected Department/Classes

Select	Department	Dept ID	Class	Class ID	Group
No records found					

OK Cancel

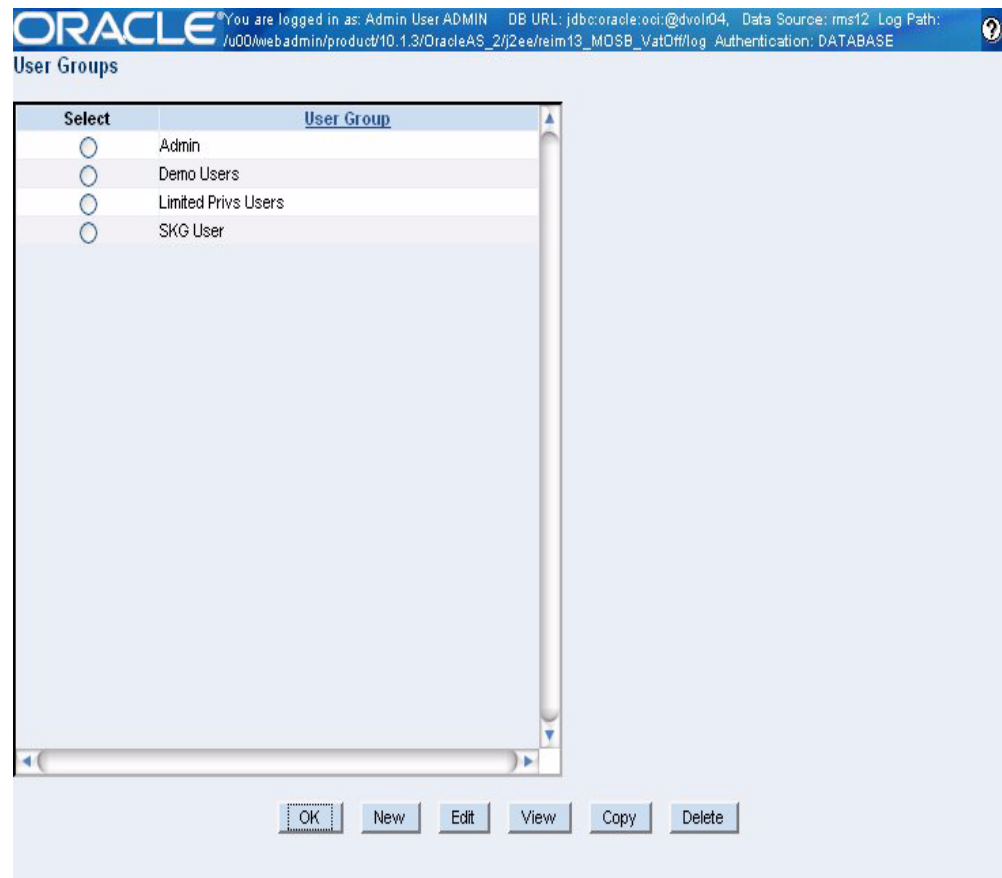
4. In the Available Department/Classes column, select the check box in the Select column next to each department/class you want to add to the user group.

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: In the Administration tab, click **User Group Maintenance**. The User Groups window opens.

Figure 6–28 User Groups Window

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

Figure 6–29 User Group Details Window

ORACLE® You are logged in as: Alain Frecon ALAIN.FRECON DB URL: jdbc:oracle:thin:@mspdv322.us.oracle.com:1521:qaols11 Data Source: rns01 Authentication: DATABASE Log Path: online.log

User Group Details

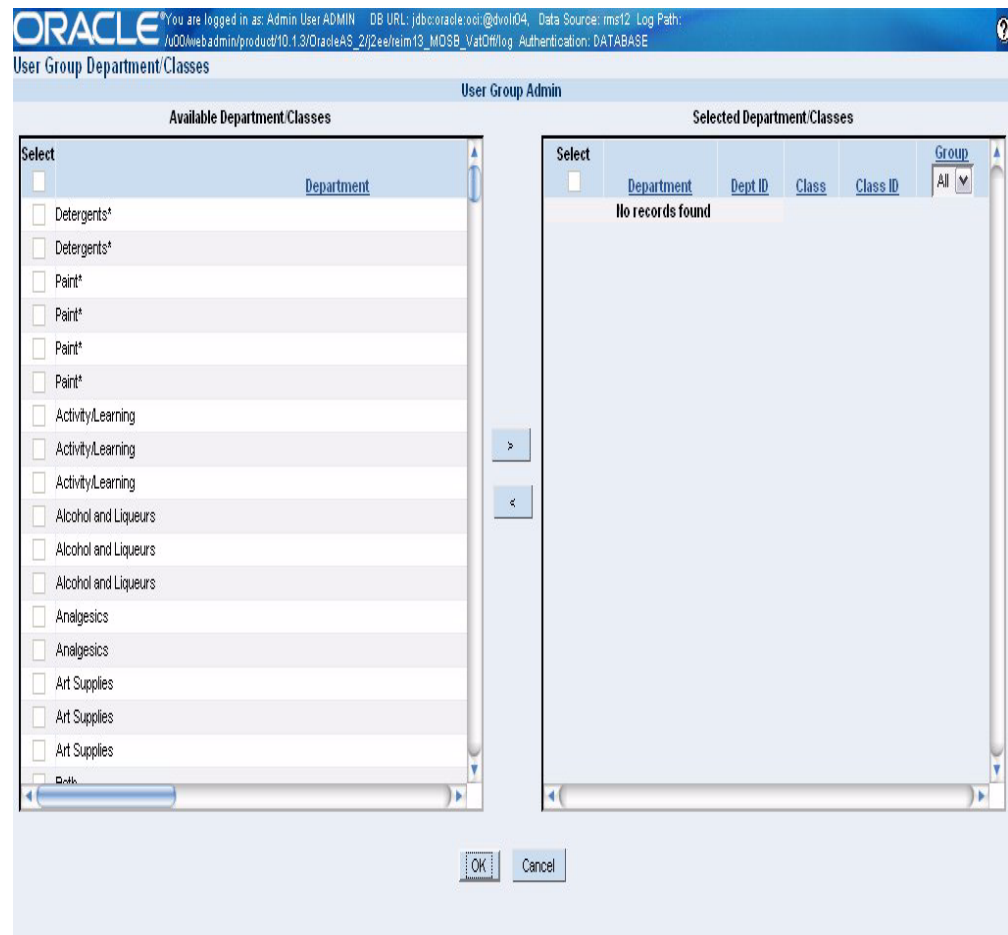
User Group:

System Options	Edit
Supplier Options	Edit
User Group Maintenance	Edit
Reason Code Maintenance	Edit
General Ledger Account Maintenance	Edit
Tolerance Maintenance	Edit
Invoice Entry	Create/Edit
Document Entry	Edit
Invoice Delete	Yes
Group Entry Approval	Yes
EDI Review	Edit
Group Entry	Edit
Invoice Matching	Edit
Cost Discrepancy Maintenance	Edit
Quantity Discrepancy Maintenance	Edit
Tax Discrepancy Maintenance	Edit
Cost Discrepancies Review	All
Quantity Discrepancies Review	All
Accounts Payable Review	No
Deal Document Approval	Yes
Remove Hold On Document	Yes
Receipt Write-Off History	Yes
Dynamic Mapping	Edit

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

OK Members Department/Classes Locations Reason Codes Cancel

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

Figure 6–30 User Group Department/Classes Window

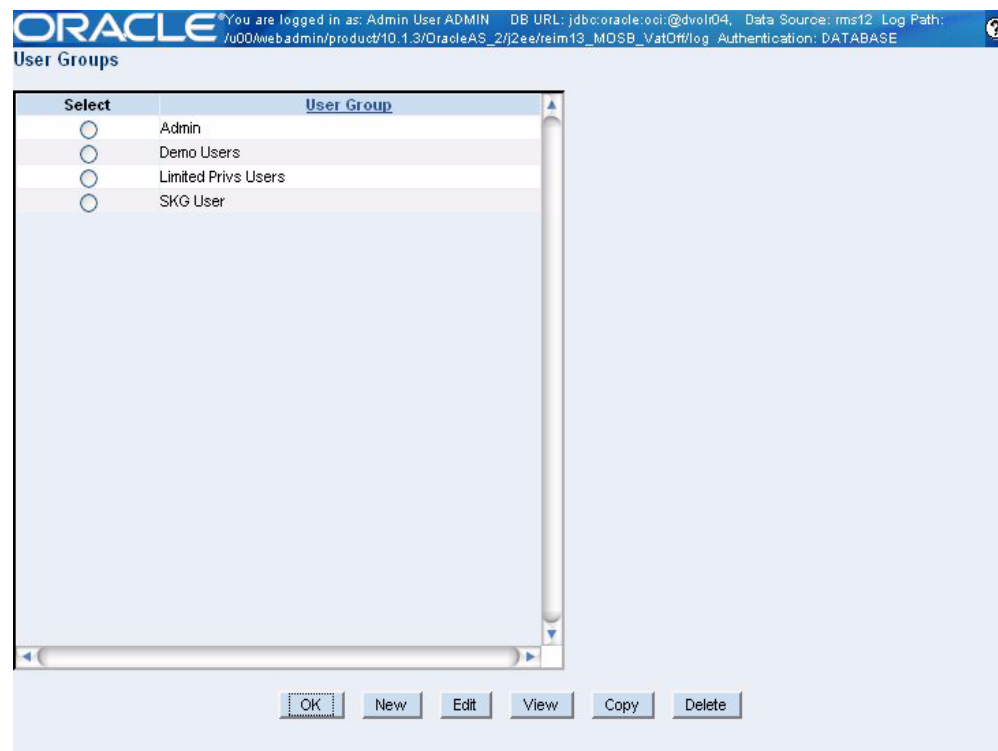
4. Click **Department/Classes**. The User Group Department/Classes window opens.
5. In the Selected Department/Classes column, select the check box in the Select column next to each department/class you want to remove from the user group.

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

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

Assign a Location to a User Group

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

Figure 6–31 User Groups Window

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

Figure 6–32 User Group Details Window

ORACLE You are logged in as: Alain Frecon ALAIN FRECON DB URL: jdbc:oracle:thin:@mopdv322.us.oracle.com:1521:qaole11 Data Source: rms01 Authentication: DATABASE Log Path: online.log

User Group Details

User Group: Admin

System Options	Edit
Supplier Options	Edit
User Group Maintenance	Edit
Reason Code Maintenance	Edit
General Ledger Account Maintenance	Edit
Tolerance Maintenance	Edit
Invoice Entry	Create/Edit
Document Entry	Edit
Invoice Delete	Yes
Group Entry Approval	Yes
EDI Review	Edit
Group Entry	Edit
Invoice Matching	Edit
Cost Discrepancy Maintenance	Edit
Quantity Discrepancy Maintenance	Edit
Tax Discrepancy Maintenance	Edit
Cost Discrepancies Review	All
Quantity Discrepancies Review	All
Accounts Payable Review	No
Deal Document Approval	Yes
Remove Hold On Document	Yes
Receipt Write-Off History	Yes
Dynamic Mapping	Edit

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

OK Members Department/Classes Locations Reason Codes Cancel

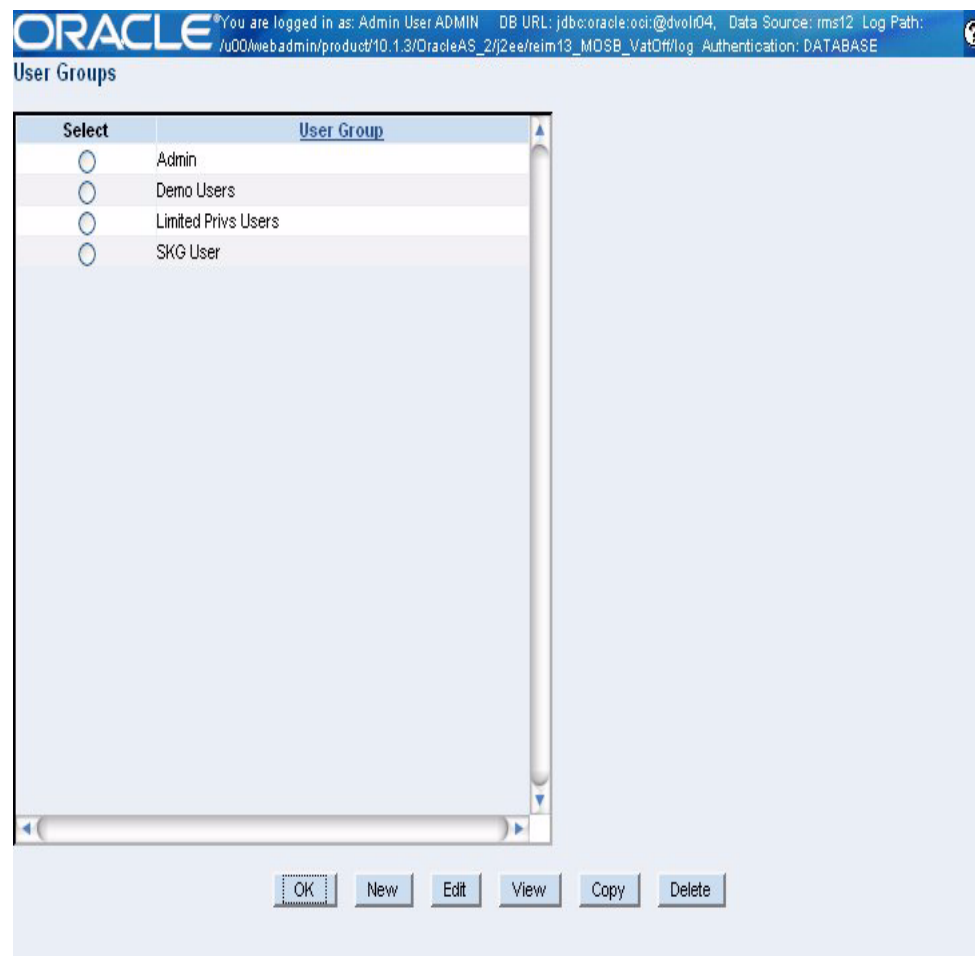
3. Click **Locations**. The User Group Locations window opens.
4. In the Available Locations column, select the check box in the Select column next to the each location you want to add to the user group.

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

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

Delete a Location from a User Group

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

Figure 6–33 User Groups Window

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

Figure 6–34 User Group Details Window

ORACLE *You are logged in as: Alain Frecon ALAIN FRECON DB URL: jdbc:oracle:thin:@mspdv322.us.oracle.com:1521:qaols11 Data Source: rms01 Authentication: DATABASE Log Path: online.log

User Group Details

User Group:

System Options	<input type="button" value="Edit"/>
Supplier Options	<input type="button" value="Edit"/>
User Group Maintenance	<input type="button" value="Edit"/>
Reason Code Maintenance	<input type="button" value="Edit"/>
General Ledger Account Maintenance	<input type="button" value="Edit"/>
Tolerance Maintenance	<input type="button" value="Edit"/>
Invoice Entry	<input type="button" value="Create/Edit"/>
Document Entry	<input type="button" value="Edit"/>
Invoice Delete	<input type="button" value="Yes"/>
Group Entry Approval	<input type="button" value="Yes"/>
EDI Review	<input type="button" value="Edit"/>
Group Entry	<input type="button" value="Edit"/>
Invoice Matching	<input type="button" value="Edit"/>
Cost Discrepancy Maintenance	<input type="button" value="Edit"/>
Quantity Discrepancy Maintenance	<input type="button" value="Edit"/>
Tax Discrepancy Maintenance	<input type="button" value="Edit"/>
Cost Discrepancies Review	<input type="button" value="All"/>
Quantity Discrepancies Review	<input type="button" value="All"/>
Accounts Payable Review	<input type="button" value="No"/>
Deal Document Approval	<input type="button" value="Yes"/>
Remove Hold On Document	<input type="button" value="Yes"/>
Receipt Write-Off History	<input type="button" value="Yes"/>
Dynamic Mapping	<input type="button" value="Edit"/>

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

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

Figure 6–35 User Group Locations Window

ORACLE® You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvo104, Data Source: rms12 Log Path: /u00/webadmin/product/10.1.3/OracleAS_2/2ee/raim13_MOSB_VatOfflog Authentication: DATABASE

User Group Locations

User Group Admin

Available Locations

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 WareShouse	9999	Warehouse	
<input type="checkbox"/>	WH-STA	744020	Warehouse	
<input type="checkbox"/>	Test_warehouse_Raj	1100	Warehouse	

Selected Locations

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

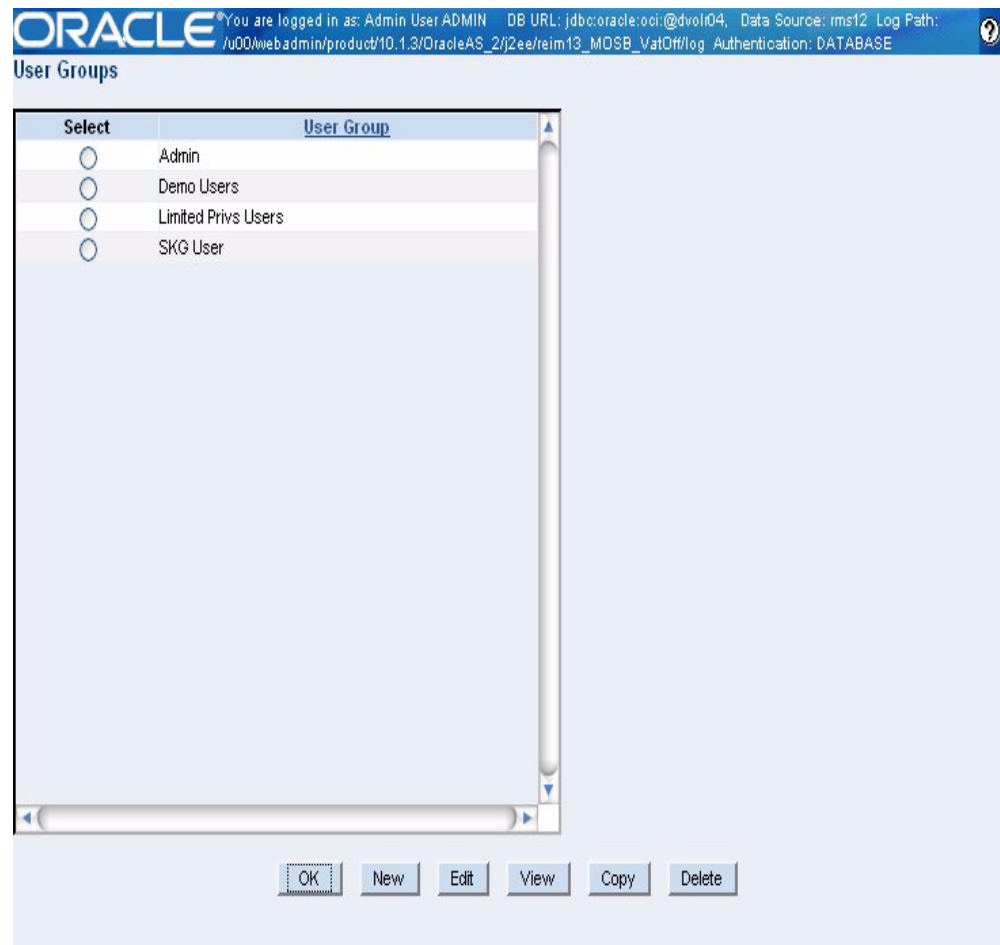
- In the Selected Locations column, select the check box in the Select column next to each location you want to remove from the user group.

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: In the Administration tab, click **User Group Maintenance**. The User Groups window opens.

Figure 6–36 User Groups Window

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

Figure 6–37 User Group Details Window

ORACLE You are logged in as: Alain Frecon ALAIN FRECON DB URL: jdbc:oracle:thin:@mcpdv322.us.oracle.com:1521:qaols11 Data Source: rms01 Authentication: DATABASE Log Path: online.log

User Group Details

User Group:

System Options	<input type="button" value="Edit"/>
Supplier Options	<input type="button" value="Edit"/>
User Group Maintenance	<input type="button" value="Edit"/>
Reason Code Maintenance	<input type="button" value="Edit"/>
General Ledger Account Maintenance	<input type="button" value="Edit"/>
Tolerance Maintenance	<input type="button" value="Edit"/>
Invoice Entry	<input type="button" value="Create/Edit"/>
Document Entry	<input type="button" value="Edit"/>
Invoice Delete	<input type="button" value="Yes"/>
Group Entry Approval	<input type="button" value="Yes"/>
EDI Review	<input type="button" value="Edit"/>
Group Entry	<input type="button" value="Edit"/>
Invoice Matching	<input type="button" value="Edit"/>
Cost Discrepancy Maintenance	<input type="button" value="Edit"/>
Quantity Discrepancy Maintenance	<input type="button" value="Edit"/>
Tax Discrepancy Maintenance	<input type="button" value="Edit"/>
Cost Discrepancies Review	<input type="button" value="All"/>
Quantity Discrepancies Review	<input type="button" value="All"/>
Accounts Payable Review	<input type="button" value="No"/>
Deal Document Approval	<input type="button" value="Yes"/>
Remove Hold On Document	<input type="button" value="Yes"/>
Receipt Write-Off History	<input type="button" value="Yes"/>
Dynamic Mapping	<input type="button" value="Edit"/>

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

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

Figure 6–38 User Group Reason Codes Window

ORACLE® You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvo104, Data Source: rns12 Log Path: /u00/webadmin/product/10.1.3/OracleAS_2/2ee/feim13_MQSB_VatOW/1og Authentication: DATABASE

User Group Reason Codes

User Group Admin

Available Reason Codes

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

> <

Selected Reason Codes

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

OK Cancel

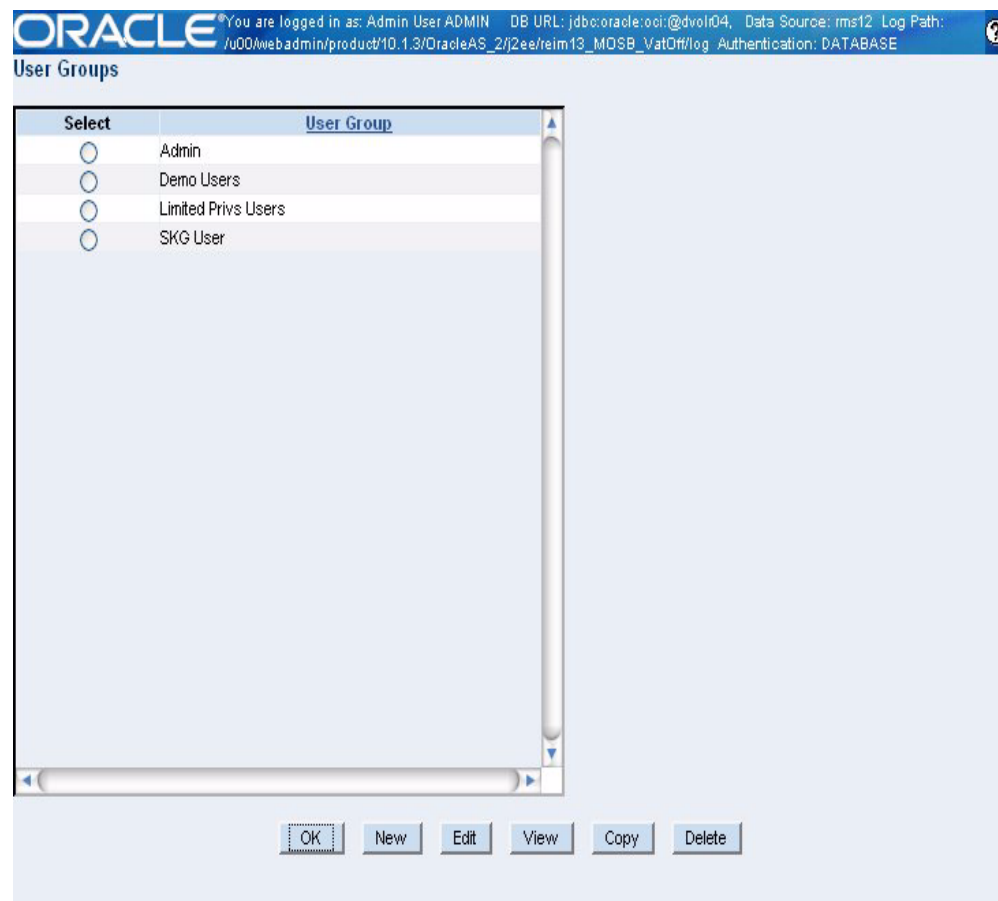
- In the Available Reason Codes column, select the check box in the Select column next to each reason code you want to add to the user group.

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: In the Administration tab, click **User Group Maintenance**. The User Groups window opens.

Figure 6–39 User Groups Window

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

Figure 6–40 User Group Details Window

ORACLE *You are logged in as: Alain Frecon ALAIN FRECON DB URL: jdbc:oracle:thin:@mspdv322.us.oracle.com:1521:qaols11 Data Source: msd01 Authentication: DATABASE Log Path: online.log

User Group Details

User Group	Admin
System Options	Edit
Supplier Options	Edit
User Group Maintenance	Edit
Reason Code Maintenance	Edit
General Ledger Account Maintenance	Edit
Tolerance Maintenance	Edit
Invoice Entry	Create/Edit
Document Entry	Edit
Invoice Delete	Yes
Group Entry Approval	Yes
EDI Review	Edit
Group Entry	Edit
Invoice Matching	Edit
Cost Discrepancy Maintenance	Edit
Quantity Discrepancy Maintenance	Edit
Tax Discrepancy Maintenance	Edit
Cost Discrepancies Review	All
Quantity Discrepancies Review	All
Accounts Payable Review	No
Deal Document Approval	Yes
Remove Hold On Document	Yes
Receipt Write-Off History	Yes
Dynamic Mapping	Edit

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

OK Members Department/Classes Locations Reason Codes Cancel

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

Figure 6–41 User Group Reason Codes Window

ORACLE® You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvo104, Data Source: rms12 Log Path: /u00/webadmin/product/10.1.3/OracleAS_2/2ee/teim13_MOSB_ValOff/log Authentication: DATABASE

User Group Reason Codes

User Group Admin

Available Reason Codes

Select Reason Codes Reason Codes Description Action Types All Group

No records found

Selected Reason Codes

Select Reason Codes Reason Codes Description Action Types All

<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

OK Cancel

- 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.

- Click the left arrow button to move the users into the Available Reason Codes column.
- 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 from 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: In the Administration tab, click **Tolerance Maintenance**. The Tolerance Maintenance window opens.

Figure 6–42 Tolerance Maintenance Window

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

Tolerance Maintenance

Tolerance Level

☐ Supplier
 ☐ Supplier Trait
 ☐ Department
 ☒ System

Next Cancel

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

Figure 6–43 Tolerance Maintenance Detail Window

ORACLE You are logged in as: Admin User ADMIN DB URL: jdbc:oracle:oci:@dvoln04, 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 Level: System

Tolerance: Difference In Favor:

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

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 from the System

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

Figure 6–44 Tolerance Maintenance Window

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/og Authentication: DATABASE

Tolerance Maintenance

Tolerance Level

☐ Supplier
 ☐ Supplier Trait
 ☐ Department
 ☒ System

Next Cancel

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

Figure 6–45 Tolerance Maintenance Detail Window

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/og Authentication: DATABASE

Tolerance Maintenance Detail

Tolerance Level: System Currency: USD

Tolerance: All Difference In Favor: Of

Delete	Tolerance	Difference In Favor Of	Lower Limit Inclusive	Upper Limit Exclusive	Tolerance Value	Tolerance Type
<input type="checkbox"/>	Invoice/Document 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

3. In the Delete column, select the type of tolerance you want to delete.

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.

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

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

Figure 6–46 Tolerance Maintenance Window

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

Figure 6–47 Tolerance Maintenance Detail Window

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/rog Authentication: DATABASE

Tolerance Maintenance Detail

Tolerance Level: System Currency: USD

Tolerance: All Difference In Favor: Of All

Delete	Tolerance	Difference In Favor Of	Lower Limit Inclusive	Upper Limit Exclusive	Tolerance Value	Tolerance Type
<input type="checkbox"/>	Invoice/Document 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

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

Figure 6–48 Tolerance Maintenance Window

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

Figure 6–49 Tolerance Maintenance Detail Window

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

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: In the Administration tab, click **Tolerance Maintenance**. The Tolerance Maintenance window opens.

Figure 6–50 Tolerance Maintenance Window

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

Figure 6–51 Tolerance Maintenance Detail Window

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 Tolerance Level: System Currency: USD

Tolerance: All Difference In Favor: Of All

Delete	Tolerance	Difference In Favor Of	Lower Limit Inclusive	Upper Limit Exclusive	Tolerance Value	Tolerance Type
<input type="checkbox"/>	Invoice/Document 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

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.

Receipt Write-Off History

A receipt is usually followed by an invoice. There is a possibility that some receipts do not receive invoices even after the stipulated period. These receipts are written off and posted to the financial system.

In the Receipt Write-Off History window, you can view a list of receipts that have been written off.

View Receipt Write-Off History

Navigate: In the Administration tab, click **Receipt Write-Off History**. The Receipt Write-Off History window opens.

Figure 6–52 Receipt Write-Off History Window

Receipt Write-Off History

Receipt:

Order: Status: Match Status:

Order Supplier:

Currency Code: Receive Date:

To Location:

Item	Quantity	Unit Cost	Extended Cost
No records found			

Total Write-Off:

1. In the Receipt field, enter the receipt number, or click the LOV button and select a receipt.
 - The receipt write off history details are displayed.
2. Click **Drill To Finance**. The Financial Application system opens up in a new window.

Note: The Drill To Finance button will be enabled only if the application is integrated with the Financial Application system.

- You will be prompted for a User ID and Password to log into the Financial Application system. Once logged in, you will be directed to the Journal Entries screen corresponding to the selected receipt.
3. Click **OK** to go back to the main screen.

Dynamic Mapping

In ReIM, four of the general ledger segments are allowed to be dynamic. Segments 1 and 2 are dynamic segments for the company and location, which vary based on the location column of the document within ReIM. Segments 4 and 5 are dynamic segments for department and class based on the department and class of the items associated with an invoice.

This section includes the following dynamic mappings:

- [Dynamic Mapping for Department and Class](#)
- [Dynamic Mapping for Location](#)

Dynamic Mapping for Department and Class

Navigate: In the Administration tab, go to Dynamic Mapping > Dynamic Mapping for Department and Class. The Dynamic Mapping for Department and Class window opens.

Figure 6–53 Dynamic Mapping for Department and Class Window

1. In the Set Of Books ID field, enter the ID, or click the LOV button and select the set of books.
2. In the Department field, enter the department ID, or click the LOV button and select the department.
3. In the Class field, enter the class ID, or click the LOV button and select the class.
4. Click **OK** to update the segment values for department and class.
 - Click **Add** to create new segments for department and class.
 - Click **Delete** to delete the selected segments of the department and class.
 - Click **Cancel** to go back to the main screen.

Dynamic Mapping for Location

Navigate: In the Administration tab, go to Dynamic Mapping > Dynamic Mapping for Location. The Dynamic Mapping for Location window opens.

Figure 6–54 Dynamic Mapping for Location Window

1. In the Location field, enter the location number, or click the LOV button and select the location.
The company segment and location segment details are displayed.
2. Click **OK** to update the segment values for the location.
 - Click **Add** to create new segments for the location.
 - Click **Delete** to delete the selected segments of the location.
 - Click **Cancel** to go back to the main screen.