

# **Oracle® Retail Invoice Matching**

User Guide

Release 13.2.3

October 2011

Copyright © 2011, Oracle and/or its affiliates. All rights reserved.

Primary Author: Kris Lange

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are "commercial computer software" or "commercial technical data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and documentation may provide access to or information on content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services.

### Value-Added Reseller (VAR) Language

#### Oracle Retail VAR Applications

The following restrictions and provisions only apply to the programs referred to in this section and licensed to you. You acknowledge that the programs may contain third party software (VAR applications) licensed to Oracle. Depending upon your product and its version number, the VAR applications may include:

- (i) the **MicroStrategy** Components developed and licensed by MicroStrategy Services Corporation (MicroStrategy) of McLean, Virginia to Oracle and imbedded in the MicroStrategy for Oracle Retail Data Warehouse and MicroStrategy for Oracle Retail Planning & Optimization applications.
- (ii) the **Wavelink** component developed and licensed by Wavelink Corporation (Wavelink) of Kirkland, Washington, to Oracle and imbedded in Oracle Retail Mobile Store Inventory Management.
- (iii) the software component known as **Access Via™** licensed by Access Via of Seattle, Washington, and imbedded in Oracle Retail Signs and Oracle Retail Labels and Tags.
- (iv) the software component known as **Adobe Flex™** licensed by Adobe Systems Incorporated of San Jose, California, and imbedded in Oracle Retail Promotion Planning & Optimization application.

You acknowledge and confirm that Oracle grants you use of only the object code of the VAR Applications. Oracle will not deliver source code to the VAR Applications to you. Notwithstanding any other term or condition of the agreement and this ordering document, you shall not cause or permit alteration of any VAR Applications. For purposes of this section, "alteration" refers to all alterations, translations, upgrades, enhancements, customizations or modifications of all or any portion of the VAR Applications including all reconfigurations, reassembly or reverse assembly, re-engineering or reverse engineering and recompilations or reverse compilations of the VAR Applications or any derivatives of the VAR Applications. You acknowledge that it shall be a breach of the agreement to utilize the relationship, and/or confidential information of the VAR Applications for purposes of competitive discovery.

The VAR Applications contain trade secrets of Oracle and Oracle's licensors and Customer shall not attempt, cause, or permit the alteration, decompilation, reverse engineering, disassembly or other reduction of the

VAR Applications to a human perceivable form. Oracle reserves the right to replace, with functional equivalent software, any of the VAR Applications in future releases of the applicable program.



# Contents

<b>Send Us Your Comments .....</b>	<b>ix</b>
<b>Preface .....</b>	<b>xi</b>
Audience .....	xi
Documentation Accessibility .....	xi
Related Documents .....	xii
Customer Support .....	xii
Review Patch Documentation .....	xii
Oracle Retail Documentation on the Oracle Technology Network .....	xii
Conventions .....	xiii
 <b>1 Invoice Matching</b>	
<b>Welcome to Oracle Retail Invoice Matching.....</b>	<b>1-1</b>
<b>Navigation .....</b>	<b>1-1</b>
Log In and Exit ReIM.....	1-2
Log In to ReIM.....	1-2
Exit ReIM.....	1-2
Navigate Within a Window.....	1-2
Use a Drop-Down List.....	1-2
Use a List of Values Button.....	1-2
Sort and Filter Columns .....	1-2
Filter Information.....	1-2
Sort Information .....	1-3
Flexible Columns .....	1-3
Hide or Display a Column.....	1-3
Change the Column Order .....	1-4
Comments .....	1-4
 <b>2 Enter Documents</b>	
<b>Enter Document Groups .....</b>	<b>2-1</b>
Create an Invoice Group .....	2-2
Add Documents Using Default Information .....	2-3
Add Documents Without Default Information .....	2-3
Complete the Document Group .....	2-4
Edit a Document Group .....	2-6
Delete a Document Group .....	2-8
Approve a Document Group.....	2-9
Search for a Purchase Order .....	2-10
EDI Uploads.....	2-11
Correct a Rejected EDI Invoice.....	2-11
Delete EDI Invoices.....	2-13
Correct Multiple Rejected EDI Invoices.....	2-14

Delete Multiple Rejected EDI Invoices .....	2-15
Split Invoices .....	2-16
Split Invoices with Multiple Locations .....	2-16
Add Child Invoices.....	2-17
Edit Child Invoices .....	2-17
Delete a Child Invoice .....	2-17
Complete the Distribution.....	2-17
Set Default Child Invoice Information from a Purchase Order .....	2-18
Add Invoice Details to a Child Invoice.....	2-19
Edit an Item .....	2-20
Delete an Item.....	2-20
Complete the Invoice .....	2-20

### 3 Create Documents

Merchandise Invoices .....	3-1
Create a Merchandise Invoice .....	3-2
Create the Merchandise Invoice Header .....	3-2
Add Details to a Merchandise Invoice .....	3-5
Edit an Item.....	3-6
Delete an Item.....	3-6
Complete the Invoice.....	3-6
Search by VPN Number.....	3-6
Set Default Item Details from a Receipt or Purchase Order .....	3-7
Non-Merchandise Invoices .....	3-8
Create a Non-Merchandise Invoice .....	3-8
Document Maintenance .....	3-11
Search for a Document .....	3-12
Maintain a Document Header.....	3-14
Maintain Document Details.....	3-15
Pay an Unmatched Invoice.....	3-16
View a Document.....	3-18

### 4 Match Documents

Summary Match Credit Notes .....	4-1
View the In Balance Items Tab .....	4-1
Search for Credit Note Requests and Credit Notes to Match.....	4-2
Summary Match Invoices .....	4-3
Summary Match Invoices and Receipts.....	4-4
Create Groups.....	4-6
Search for Invoices and Receipts to Match.....	4-7
Detail Match Invoices .....	4-9
View the In Balance Items Tab.....	4-9
Group Invoices and Receipts for Detail Matching .....	4-10
Split a Receipt .....	4-12

## 5 Resolve Discrepancies

<b>Cost Discrepancies .....</b>	<b>5-1</b>
Resolve Cost Discrepancies .....	5-1
Quantity Discrepancies .....	5-3
Resolve Quantity Discrepancies .....	5-3
Tax Discrepancies.....	5-5
Resolve Tax Discrepancies.....	5-6
Resolve Header Level Tax Discrepancies .....	5-7
Add Invoice Details .....	5-7
Memos and Requests .....	5-8
Create a Credit or Debit Document.....	5-8
Add Details to the Document .....	5-10
Reverse a Debit Memo .....	5-11
Void a Credit Note Request.....	5-12

## 6 System Administration

<b>System Options.....</b>	<b>6-1</b>
Maintain the System Variables.....	6-1
Main the Document Prefixes .....	6-4
General Ledger Accounts.....	6-5
Create General Ledger Account Cross Reference .....	6-5
Define General Ledger Options .....	6-6
Supplier Options .....	6-7
Maintain a Supplier .....	6-7
Create a Grouped Supplier .....	6-9
Delete a Grouped Supplier .....	6-10
Reason Codes.....	6-11
Create Reason Codes .....	6-11
Associate a General Ledger Account with a Reason Code.....	6-12
Delete Reason Codes .....	6-12
Edit Reason Codes .....	6-13
User Groups .....	6-13
Create a User Group .....	6-14
Delete a User Group .....	6-15
Assign Users to a User Group .....	6-16
Edit a User Group .....	6-17
Delete a User from a Group.....	6-19
Assign a Department/Class to a User Group.....	6-20
Delete a Department/Class from a User Group .....	6-22
Assign a Location to a User Group .....	6-23
Delete a Location from a User Group .....	6-25
Assign a Reason Code to a User Group.....	6-26
Delete a Reason Code from a User Group .....	6-28
Tolerance Levels.....	6-29
Define the Tolerance Level for the System.....	6-30
Delete a Tolerance Level from the System .....	6-31

Define the Tolerance Level for a Supplier, Supplier Trait, or Department .....	6-32
Delete a Tolerance Level for a Supplier, Supplier Trait, or Department .....	6-33
Set Default Tolerance Level for a Supplier, Supplier Trait, or Department.....	6-34
Receipt Write-Off History .....	6-35
View Receipt Write-Off History .....	6-35
Dynamic Mapping .....	6-36
Dynamic Mapping for Department and Class .....	6-36
Dynamic Mapping for Location.....	6-37



---

---

## Send Us Your Comments

Oracle® Retail Invoice Matching User Guide, Release 13.2.3

Oracle welcomes customers' comments and suggestions on the quality and usefulness of this document.

Your feedback is important, and helps us to best meet your needs as a user of our products. For example:

- Are the implementation steps correct and complete?
- Did you understand the context of the procedures?
- Did you find any errors in the information?
- Does the structure of the information help you with your tasks?
- Do you need different information or graphics? If so, where, and in what format?
- Are the examples correct? Do you need more examples?

If you find any errors or have any other suggestions for improvement, then please tell us your name, the name of the company who has licensed our products, the title and part number of the documentation and the chapter, section, and page number (if available).

---

---

**Note:** Before sending us your comments, you might like to check that you have the latest version of the document and if any concerns are already addressed. To do this, access the Online Documentation available on the Oracle Technology Network Web site. It contains the most current Documentation Library plus all documents revised or released recently.

---

---

Send your comments to us using the electronic mail address: [retail-doc\\_us@oracle.com](mailto:retail-doc_us@oracle.com)

Please give your name, address, electronic mail address, and telephone number (optional).

If you need assistance with Oracle software, then please contact your support representative or Oracle Support Services.

If you require training or instruction in using Oracle software, then please contact your Oracle local office and inquire about our Oracle University offerings. A list of Oracle offices is available on our Web site at <http://www.oracle.com>.



---

---

# 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.

## Documentation Accessibility

Our goal is to make Oracle products, services, and supporting documentation accessible to all users, including users that are disabled. To that end, our documentation includes features that make information available to users of assistive technology. This documentation is available in HTML format, and contains markup to facilitate access by the disabled community. Accessibility standards will continue to evolve over time, and Oracle is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For more information, visit the Oracle Accessibility Program Web site at <http://www.oracle.com/accessibility/>.

### Accessibility of Code Examples in Documentation

Screen readers may not always correctly read the code examples in this document. The conventions for writing code require that closing braces should appear on an otherwise empty line; however, some screen readers may not always read a line of text that consists solely of a bracket or brace.

### Accessibility of Links to External Web Sites in Documentation

This documentation may contain links to Web sites of other companies or organizations that Oracle does not own or control. Oracle neither evaluates nor makes any representations regarding the accessibility of these Web sites.

### Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/support/contact.html> or visit <http://www.oracle.com/accessibility/support.html> if you are hearing impaired.

## Related Documents

For more information, see the following documents in the Oracle Retail Invoice Matching Release 13.2.3 documentation set:

- *Oracle Retail Invoice Matching Release Notes*
- *Oracle Retail Invoice Matching Installation 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*

## Customer Support

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

<https://support.oracle.com>

When contacting Customer Support, please provide the following:

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

## Review Patch Documentation

When you install the application for the first time, you install either a base release (for example, 13.2) or a later patch release (for example, 13.2.3). If you are installing the base release, additional patch, and bundled hot fix releases, read the documentation for all releases that have occurred since the base release before you begin installation. Documentation for patch and bundled hot fix releases can contain critical information related to the base release, as well as information about code changes since the base release.

## Oracle Retail Documentation on the Oracle Technology Network

Documentation is packaged with each Oracle Retail product release. Oracle Retail product documentation is also available on the following Web site:

[http://www.oracle.com/technology/documentation/oracle\\_retail.html](http://www.oracle.com/technology/documentation/oracle_retail.html)

(Data Model documents are not available through Oracle Technology Network. These documents are packaged with released code, or you can obtain them through My Oracle Support.)

Documentation should be available on this Web site within a month after a product release.

# Conventions

The following text conventions are used in this document:

Convention	Meaning
<b>boldface</b>	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.

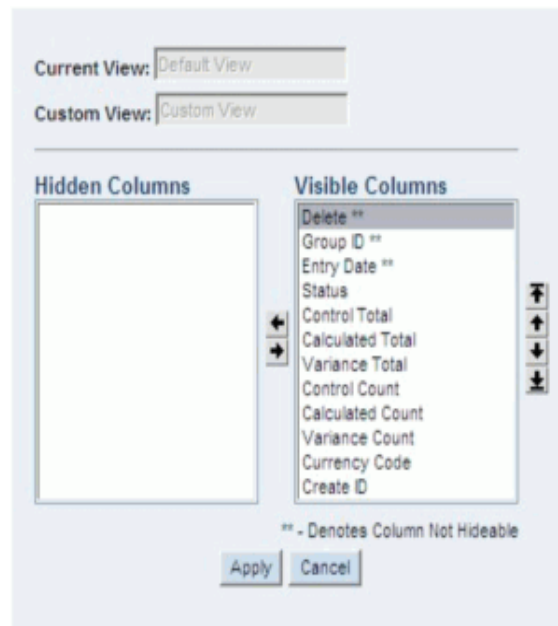
### Flexible Columns

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:** 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: RETAIL.USER User

**Comments**

Document ID - CNQBUG 9244213 - TOTAL AMOUNT IS NOT COMMING CORRECT

Document Type - Credit Note Request - Quantity

Add

Usage Type: External

Item: [Search]

Comment: [Text Area]

Add

Existing Comments

Usage Type	User ID	Date	Item	Comments
No records found				

OK

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"/>	29008	12-13-2010	Worksheet	0.00	100.00	100.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	29909	12-15-2010	Worksheet	0.00	100.00	100.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	18702	06-17-2010	Worksheet	0.00	10,000.00	10,000.00	1000	1	-999	USD	RETAIL.USER
<input type="checkbox"/>	27910	12-07-2010	Worksheet	0.00	100.00	100.00	0	1	1	USD	ADMIN
<input type="checkbox"/>	25507	11-17-2010	Worksheet	0.00	100.00	100.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	29009	12-13-2010	Worksheet	0.00	100.00	100.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	29002	12-13-2010	Worksheet	0.00	100.00	100.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	31910	08-02-2011	Worksheet	0.00	(20.00)	(20.00)	0	2	2	USD	RETAIL.USER
<input type="checkbox"/>	32002	08-03-2011	Worksheet	0.00	10.00	10.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	21102	07-08-2010	Worksheet	0.00	5,000.00	5,000.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	25703	11-19-2010	Worksheet	0.00	50.00	50.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	31920	08-02-2011	Worksheet	0.00	10.00	10.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	31911	08-02-2011	Worksheet	0.00	(10.00)	(10.00)	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	25702	11-19-2010	Worksheet	0.00	50.00	50.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	24106	11-01-2010	Worksheet	0.00	100.00	100.00	0	1	1	USD	RETAIL.USER

1 2 [Next]

Advanced Search Clear Advanced Search New Delete Cancel

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

**Figure 2–2 Group Entry Window**

Group Entry

Group ID: 32102 Entry Date: 01-07-2012 Currency: USD Status: Worksheet

Defaults

Document Type: Merchandise Invoice Vendor Type: Supplier Supplier Site: Document Date: Terms: Ref No. 1: Hide

Document Entry

Document Type: Merchandise Invoice Vendor Type: Supplier Doc No.: Document Date: Terms: Order No.: Location: Total Qty: Total Cost Ex Tax: Non-Merch Amt: Total Cost Inc Tax: Ref No. 1: Add Refresh

Existing Documents

Document Type: Vendor: Supplier Site: Doc No.: Document Date: Terms: Due Date: Order No.: Location: Total Qty: Merch Cost: Non-Merch Cost: Tot Cost Ex Tax: Ref No. 1: No records found

Summary

Ex Tax Calculated Total: 0.00 Calculated Count: 0

Ex Tax Control Total: 0.00 Control Count: 0

Variance: 0.00 Variance: 0

OK Delete Calculate Variance Cancel

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

	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 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**

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"/>	29008	12-13-2010	Worksheet	0.00	100.00	100.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	29909	12-15-2010	Worksheet	0.00	100.00	100.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	18702	06-17-2010	Worksheet	0.00	10,000.00	10,000.00	1000	1	-999	USD	RETAIL.USER
<input type="checkbox"/>	27910	12-07-2010	Worksheet	0.00	100.00	100.00	0	1	1	USD	ADMIN
<input type="checkbox"/>	25507	11-17-2010	Worksheet	0.00	100.00	100.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	29009	12-13-2010	Worksheet	0.00	100.00	100.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	29002	12-13-2010	Worksheet	0.00	100.00	100.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	31910	08-02-2011	Worksheet	0.00	(20.00)	(20.00)	0	2	2	USD	RETAIL.USER
<input type="checkbox"/>	32002	08-03-2011	Worksheet	0.00	10.00	10.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	21102	07-08-2010	Worksheet	0.00	5,000.00	5,000.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	25703	11-19-2010	Worksheet	0.00	50.00	50.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	31920	08-02-2011	Worksheet	0.00	10.00	10.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	31911	08-02-2011	Worksheet	0.00	(10.00)	(10.00)	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	25702	11-19-2010	Worksheet	0.00	50.00	50.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	24106	11-01-2010	Worksheet	0.00	100.00	100.00	0	1	1	USD	RETAIL.USER

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**

- 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: RETAILUSER User

Group Entry Detail  
Group ID 31911  
Entry Date 08-02-2011  
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	Tot Cost/Ex Tax	Order No.	Location	Location Description
<input type="checkbox"/>	9898	PS Supplier	TESTTETS	Credit Note	01-01-2012	121220-UPDATED TERMS	06-06-2009	10	(10.00)		0.00	(10.00)	3456	Store

Calculated Total (10.00)  
Control Total 0.00  
Variance (10.00)

Calculated Count 1  
Control Count 0  
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*

The screenshot shows the Oracle Group Entry Detail window. At the top, it displays the Oracle logo, the user name 'You are logged in as: RETAIL-USER User', and the window title 'Group Entry Detail'. Below this, it shows 'Group ID 31911', 'Entry Date 08-02-2011', 'Currency USD', and 'Status Worksheet'. A section titled 'Existing Documents' contains a table with columns: Delete, Vendor, Vendor Desc, Doc No., Document Type, Document Date, Terms, Due Date, Total Qty, Merch Cost, Non Merch Cost, Tot Cost/Ex Tax, Order No., Location, and Location Description. The table has one row with the following data: ☐ in the Delete column, 9898 in Vendor, PS Supplier in Vendor Desc, TESTTETS in Doc No., Credit Note in Document Type, 01-01-2012 in Document Date, 121220-UPDATED TERMS in Terms, 06-06-2009 in Due Date, 10 in Total Qty, (10.00) in Merch Cost, 0.00 in Non Merch Cost, (10.00) in Tot Cost/Ex Tax, 3456 in Order No., 3456 in Location, and Store in Location Description. Below the table, there are summary statistics: Calculated Total (10.00), Control Total 0.00, Variance (10.00), Calculated Count 1, Control Count 0, and Variance 1. At the bottom, there are buttons: OK, Worksheet, Submit, Approve, Calculate Variance, Add, Delete, and Cancel.

Delete	Vendor	Vendor Desc	Doc No.	Document Type	Document Date	Terms	Due Date	Total Qty	Merch Cost	Non Merch Cost	Tot Cost/Ex Tax	Order No.	Location	Location Description
<input type="checkbox"/>	9898	PS Supplier	TESTTETS	Credit Note	01-01-2012	121220-UPDATED TERMS	06-06-2009	10	(10.00)	0.00	(10.00)	3456	3456	Store

Calculated Total (10.00)  
Control Total 0.00  
Variance (10.00)

Calculated Count 1  
Control Count 0  
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

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"/>	29008	12-13-2010	Worksheet	0.00	100.00	100.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	29909	12-15-2010	Worksheet	0.00	100.00	100.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	18702	06-17-2010	Worksheet	0.00	10,000.00	10,000.00	1000	1	-999	USD	RETAIL.USER
<input type="checkbox"/>	27910	12-07-2010	Worksheet	0.00	100.00	100.00	0	1	1	USD	ADMIN
<input type="checkbox"/>	25507	11-17-2010	Worksheet	0.00	100.00	100.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	29009	12-13-2010	Worksheet	0.00	100.00	100.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	29002	12-13-2010	Worksheet	0.00	100.00	100.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	31910	08-02-2011	Worksheet	0.00	(20.00)	(20.00)	0	2	2	USD	RETAIL.USER
<input type="checkbox"/>	32002	08-03-2011	Worksheet	0.00	10.00	10.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	21102	07-08-2010	Worksheet	0.00	5,000.00	5,000.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	25703	11-19-2010	Worksheet	0.00	50.00	50.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	31920	08-02-2011	Worksheet	0.00	10.00	10.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	31911	08-02-2011	Worksheet	0.00	(10.00)	(10.00)	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	25702	11-19-2010	Worksheet	0.00	50.00	50.00	0	1	1	USD	RETAIL.USER
<input type="checkbox"/>	24106	11-01-2010	Worksheet	0.00	100.00	100.00	0	1	1	USD	RETAIL.USER

1 2 [Next]

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**

Use Order Number	Order Number	Location ID	Location Name	Location Type
<input type="checkbox"/>	91813	8888888878	STORES	Store
<input type="checkbox"/>	92511	5555555575	STORES	Store
<input type="checkbox"/>	94008	8888888878	STORES	Store
<input type="checkbox"/>	96308	5555555575	STORES	Store
<input type="checkbox"/>	96308	8888888878	STORES	Store
<input type="checkbox"/>	97000	5555555575	STORES	Store
<input type="checkbox"/>	97807	8888888878	STORES	Store
<input type="checkbox"/>	97717	5555555575	STORES	Store
<input type="checkbox"/>	98807	8888888878	STORES	Store
<input type="checkbox"/>	99010	5555555575	STORES	Store
<input type="checkbox"/>	98808	8888888878	STORES	Store
<input type="checkbox"/>	99910	5555555575	STORES	Store
<input type="checkbox"/>	99818	8888888878	STORES	Store
<input type="checkbox"/>	100006	5555555575	STORES	Store
<input type="checkbox"/>	100007	8888888878	STORES	Store
<input type="checkbox"/>	100009	5555555575	STORES	Store
<input type="checkbox"/>	100107	8888888878	STORES	Store
<input type="checkbox"/>	100911	5555555575	STORES	Store
<input type="checkbox"/>	102006	8888888878	STORES	Store
<input type="checkbox"/>	102010	5555555575	STORES	Store
<input type="checkbox"/>	104896	8888888878	STORES	Store
<input type="checkbox"/>	104907	5555555575	STORES	Store
<input type="checkbox"/>	104907	8888888888	AUTO_FoodStore_8888888888	Store

**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.

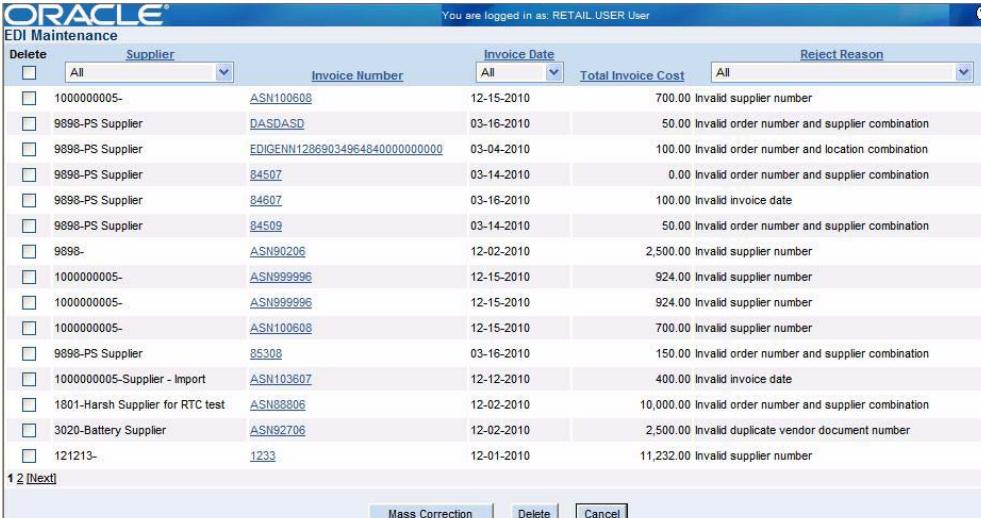
This section includes the following EDI instructions:

- [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 type="checkbox"/>	All	ASN100608	12-15-2010	700.00	Invalid supplier number
<input type="checkbox"/>	9898-PS Supplier	DASDASD	03-16-2010	50.00	Invalid order number and supplier combination
<input type="checkbox"/>	9898-PS Supplier	EDIGENN128690349648400000000000	03-04-2010	100.00	Invalid order number and location combination
<input type="checkbox"/>	9898-PS Supplier	84507	03-14-2010	0.00	Invalid order number and supplier combination
<input type="checkbox"/>	9898-PS Supplier	84697	03-16-2010	100.00	Invalid invoice date
<input type="checkbox"/>	9898-PS Supplier	84509	03-14-2010	50.00	Invalid order number and supplier combination
<input type="checkbox"/>	9898-	ASN90206	12-02-2010	2,500.00	Invalid supplier number
<input type="checkbox"/>	1000000005-	ASN9999996	12-15-2010	924.00	Invalid supplier number
<input type="checkbox"/>	1000000005-	ASN9999996	12-15-2010	924.00	Invalid supplier number
<input type="checkbox"/>	1000000005-	ASN100608	12-15-2010	700.00	Invalid supplier number
<input type="checkbox"/>	9898-PS Supplier	85308	03-16-2010	150.00	Invalid order number and supplier combination
<input type="checkbox"/>	1000000005-Supplier - Import	ASN103607	12-12-2010	400.00	Invalid invoice date
<input type="checkbox"/>	1801-Harsh Supplier for RTC test	ASN88806	12-02-2010	10,000.00	Invalid order number and supplier combination
<input type="checkbox"/>	3020-Battery Supplier	ASN92706	12-02-2010	2,500.00	Invalid duplicate vendor document number
<input type="checkbox"/>	121213-	1233	12-01-2010	11,232.00	Invalid supplier number

1 2 [Next]

Mass Correction Delete Cancel

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**

ORACLE® You are logged in as: RETAIL.USER User

EDI Rejected Invoice Details

Reject Reason: Invalid order number and supplier combination

Invoice: 84509

Supplier: 9898 PS Supplier

Invoice Date: 03-14-2011

Terms: 100

Order No.: 84509

Location: 3456 PS Test Store

UPC / Supplement / SKU / VPN	Quantity	Unit Cost	Total Line Item Cost
100076713	10	5.00	50.00

Retry Invoice Cancel

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

The screenshot shows the Oracle EDI Maintenance window. At the top, it says "ORACLE" and "You are logged in as: RETAIL.USER User". Below this is a header bar with the title "EDI Maintenance". The main area is a table with the following columns: "Delete", "Supplier", "Invoice Number", "Invoice Date", "Total Invoice Cost", and "Reject Reason". The "Delete" column contains checkboxes. The "Supplier" column contains various supplier names. The "Invoice Number" column contains invoice numbers. The "Invoice Date" column contains dates. The "Total Invoice Cost" column contains monetary values. The "Reject Reason" column contains error messages. At the bottom of the window, there are three buttons: "Mass Correction", "Delete", and "Cancel".

Delete	Supplier	Invoice Number	Invoice Date	Total Invoice Cost	Reject Reason
<input type="checkbox"/>	All	ASN100608	12-15-2010	700.00	Invalid supplier number
<input type="checkbox"/>	9898-PS Supplier	DASDASD	03-16-2010	50.00	Invalid order number and supplier combination
<input type="checkbox"/>	9898-PS Supplier	EDIGENN12869034964840000000000	03-04-2010	100.00	Invalid order number and location combination
<input type="checkbox"/>	9898-PS Supplier	84507	03-14-2010	0.00	Invalid order number and supplier combination
<input type="checkbox"/>	9898-PS Supplier	84607	03-16-2010	100.00	Invalid invoice date
<input type="checkbox"/>	9898-PS Supplier	84509	03-14-2010	50.00	Invalid order number and supplier combination
<input type="checkbox"/>	9898-	ASN90206	12-02-2010	2,500.00	Invalid supplier number
<input type="checkbox"/>	1000000005-	ASN9999996	12-15-2010	924.00	Invalid supplier number
<input type="checkbox"/>	1000000005-	ASN9999996	12-15-2010	924.00	Invalid supplier number
<input type="checkbox"/>	1000000005-	ASN100608	12-15-2010	700.00	Invalid supplier number
<input type="checkbox"/>	9898-PS Supplier	85308	03-16-2010	150.00	Invalid order number and supplier combination
<input type="checkbox"/>	1000000005-Supplier - Import	ASN103607	12-12-2010	400.00	Invalid invoice date
<input type="checkbox"/>	1801-Harsh Supplier for RTC test	ASN88806	12-02-2010	10,000.00	Invalid order number and supplier combination
<input type="checkbox"/>	3020-Battery Supplier	ASN92706	12-02-2010	2,500.00	Invalid duplicate vendor document number
<input type="checkbox"/>	121213-	1233	12-01-2010	11,232.00	Invalid supplier number

1 2 (Next)

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**

Delete	Supplier	Invoice Number	Invoice Date	Total Invoice Cost	Reject Reason
<input type="checkbox"/>	1000000005-	ASN100608	12-15-2010	700.00	Invalid supplier number
<input type="checkbox"/>	9898-PS Supplier	DASDASD	03-16-2010	50.00	Invalid order number and supplier combination
<input type="checkbox"/>	9898-PS Supplier	EDIGENN12869034964840000000000	03-04-2010	100.00	Invalid order number and location combination
<input type="checkbox"/>	9898-PS Supplier	84507	03-14-2010	0.00	Invalid order number and supplier combination
<input type="checkbox"/>	9898-PS Supplier	84607	03-16-2010	100.00	Invalid invoice date
<input type="checkbox"/>	9898-PS Supplier	84509	03-14-2010	50.00	Invalid order number and supplier combination
<input type="checkbox"/>	9898-	ASN90206	12-02-2010	2,500.00	Invalid supplier number
<input type="checkbox"/>	1000000005-	ASN999996	12-15-2010	924.00	Invalid supplier number
<input type="checkbox"/>	1000000005-	ASN999996	12-15-2010	924.00	Invalid supplier number
<input type="checkbox"/>	1000000005-	ASN100608	12-15-2010	700.00	Invalid supplier number
<input type="checkbox"/>	9898-PS Supplier	85308	03-16-2010	150.00	Invalid order number and supplier combination
<input type="checkbox"/>	1000000005-Supplier - Import	ASN103607	12-12-2010	400.00	Invalid invoice date
<input type="checkbox"/>	1801-Harsh Supplier for RTC test	ASN88806	12-02-2010	10,000.00	Invalid order number and supplier combination
<input type="checkbox"/>	3020-Battery Supplier	ASN92706	12-02-2010	2,500.00	Invalid duplicate vendor document number
<input type="checkbox"/>	121213-	1233	12-01-2010	11,232.00	Invalid supplier number

1 2 (Next)

Mass Correction Delete Cancel

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

**Figure 2–15 EDI Reject Mass Correction Window**

Supplier

Type

Old Item

New Item

Replace Delete Cancel

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**

Delete	Supplier	Invoice Number	Invoice Date	Total Invoice Cost	Reject Reason
<input type="checkbox"/>	1000000005-	ASN100608	12-15-2010	700.00	Invalid supplier number
<input type="checkbox"/>	9898-PS Supplier	DASDASD	03-16-2010	50.00	Invalid order number and supplier combination
<input type="checkbox"/>	9898-PS Supplier	EDIGENN12869034964840000000000	03-04-2010	100.00	Invalid order number and location combination
<input type="checkbox"/>	9898-PS Supplier	84507	03-14-2010	0.00	Invalid order number and supplier combination
<input type="checkbox"/>	9898-PS Supplier	84607	03-16-2010	100.00	Invalid invoice date
<input type="checkbox"/>	9898-PS Supplier	84509	03-14-2010	50.00	Invalid order number and supplier combination
<input type="checkbox"/>	9898-	ASN90206	12-02-2010	2,500.00	Invalid supplier number
<input type="checkbox"/>	1000000005-	ASN999996	12-15-2010	924.00	Invalid supplier number
<input type="checkbox"/>	1000000005-	ASN999996	12-15-2010	924.00	Invalid supplier number
<input type="checkbox"/>	1000000005-	ASN100608	12-15-2010	700.00	Invalid supplier number
<input type="checkbox"/>	9898-PS Supplier	85308	03-16-2010	150.00	Invalid order number and supplier combination
<input type="checkbox"/>	1000000005-Supplier - Import	ASN103607	12-12-2010	400.00	Invalid invoice date
<input type="checkbox"/>	1801-Harsh Supplier for RTC test	ASN88806	12-02-2010	10,000.00	Invalid order number and supplier combination
<input type="checkbox"/>	3020-Battery Supplier	ASN92706	12-02-2010	2,500.00	Invalid duplicate vendor document number
<input type="checkbox"/>	121213-	1233	12-01-2010	11,232.00	Invalid supplier number

1 2 (Next)

Mass Correction Delete Cancel

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

**Figure 2–17 EDI Reject Mass Correction Window**

Supplier

Type

Old Item

New Item

Replace Delete Cancel

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.

**Figure 2–18 Parent Invoice List Window**

Parent Invoice ID	Supplier	Purchase Order	Location	Currency	Total Invoice Cost	Total Quantity	Invoice Terms	Invoice Date	Split Indicator
EDIGEN12353908530330000000000001	102	12302	1521-Albuquerque	USD	550.00	50	Test Terms	02-14-2009	N
EDIGEN12353929768350000000000000	102	12304	200-Lin Comp Store 200	USD	500.00	50	Test Terms	02-14-2009	Y
EDIGEN12352929768350000000000000	102	12304	200-Lin Comp Store 200	USD	550.00	50	Test Terms	02-14-2009	Y
EDIGEN18352929769130000000000000	102	12304	1521-Albuquerque	USD	500.00	50	Test Terms	02-14-2009	N
EDIGEN12397164137370000000000000	3020	33125	1211-Boston	USD	40.00	40	Net 30 Days	11-14-2009	N
EDIGEN12399555952680000000000000	3020	35008	1211-Boston	USD	100.00	100	Net 30 Days	12-01-2009	N
EDIGEN12399073614210000000000000	3020	34906	1211-Boston	USD	40.00	40	Net 30 Days	12-01-2009	N
EDIGEN12399073614410000000000000	3020	34906	1521-Albuquerque	USD	60.00	60	Net 30 Days	12-01-2009	N
EDIGEN12423892155330000000000000	100	43051	200-Lin Comp Store 200	USD	2,350.00	200	Test Terms	01-30-2010	N
EDIGEN12353883155820000000000000	102	12301	1521-Albuquerque	USD	550.00	50	Test Terms	02-14-2009	Y
EDIGEN12353929769130000000000000	102	12304	1521-Albuquerque	USD	500.00	50	Test Terms	02-14-2009	Y
EDIGEN12352929769130000000000000	102	12304	1521-Albuquerque	USD	500.00	50	Test Terms	02-14-2009	Y
EDIGEN12397164137640000000000000	3020	33125	1521-Albuquerque	USD	60.00	60	Net 30 Days	11-14-2009	N
EDIGEN12353883154420000000000000	102	12301	200-Lin Comp Store 200	USD	550.00	50	Test Terms	02-14-2009	N
EDIGEN12353908529400000000000000	102	12302	200-Lin Comp Store 200	USD	500.00	50	Test Terms	02-14-2009	Y

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

**Figure 2–19 Parent Invoice Header Window**

Parent Invoice ID: EDIGEN123990736142100000000000  
 Supplier: 3020-Battery Supplier  
 Purchase Order: 34906  
 Location: 1211-Boston

Total Merchandise Cost: 40.00  
 Total Non-merchandise Cost: 0.00  
 Total Invoice Cost: 40.00  
 Total Quantity: 40

Invoice Date: 12-01-2009  
 Invoice Terms: 04-Net 30 Days  
 Manually Paid: N

Default From Order:  Defaults

Location:  Child Merchandise Cost:  Child Quantity:  Apply Update

Delete	Child Invoice ID	Document Type	Order	Location	Total Merchandise Cost	Total Invoice Quantity
No records found						

Undistributed Cost: 40.00 Undistributed Quantity: 40

OK Delete Cancel

---

---

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

---

---

#### Add Child Invoices

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

#### Edit Child Invoices

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

#### Delete a Child Invoice

1. In the Delete column, select the child invoice you 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
EDIGEN123539085303000000000001	102	12302	1521-Albuquerque	USD	550.00	50	Test Terms	02-14-2009	N
EDIGEN123539297683500000000000	102	12304	200-Lin Comp Store 200	USD	500.00	50	Test Terms	02-14-2009	Y
EDIGEN123529297683500000000000	102	12304	200-Lin Comp Store 200	USD	550.00	50	Test Terms	02-14-2009	Y
EDIGEN183529297691300000000000	102	12304	1521-Albuquerque	USD	500.00	50	Test Terms	02-14-2009	N
EDIGEN123971641373700000000000	3020	33125	1211-Boston	USD	40.00	40	Net 30 Days	11-14-2009	N
EDIGEN123995559526800000000000	3020	35008	1211-Boston	USD	100.00	100	Net 30 Days	12-01-2009	N
EDIGEN123990736142100000000000	3020	34906	1211-Boston	USD	40.00	40	Net 30 Days	12-01-2009	N
EDIGEN123990736144100000000000	3020	34906	1521-Albuquerque	USD	60.00	60	Net 30 Days	12-01-2009	N
EDIGEN124238921553300000000000	100	43051	200-Lin Comp Store 200	USD	2,350.00	200	Test Terms	01-30-2010	N
EDIGEN123538831558200000000000	102	12301	1521-Albuquerque	USD	550.00	50	Test Terms	02-14-2009	Y
EDIGEN123539297691300000000000	102	12304	1521-Albuquerque	USD	500.00	50	Test Terms	02-14-2009	Y
EDIGEN123529297691300000000000	102	12304	1521-Albuquerque	USD	500.00	50	Test Terms	02-14-2009	Y
EDIGEN123971641376400000000000	3020	33125	1521-Albuquerque	USD	60.00	60	Net 30 Days	11-14-2009	N
EDIGEN123538831544200000000000	102	12301	200-Lin Comp Store 200	USD	550.00	50	Test Terms	02-14-2009	N
EDIGEN123539085294000000000000	102	12302	200-Lin Comp Store 200	USD	500.00	50	Test Terms	02-14-2009	Y

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

**Figure 2–21 Parent Invoice Header Window**

Parent Invoice ID: EDIGEN123990736142100000000000

Supplier: 3020-Battery Supplier

Purchase Order: 34906

Location: 1211-Boston

Total Merchandise Cost: 40.00

Total Non-merchandise Cost: 0.00

Total Invoice Cost: 40.00

Total Quantity: 40

Invoice Date: 12-01-2009

Invoice Terms: 04-Net 30 Days

Manually Paid: N

Default From Order: [ ] [Defaults]

Location: [ ] [Child Merchandise Cost: ] [Child Quantity: ] [Apply] [Update]

Delete	Child Invoice ID	Document Type	Order	Location	Total Merchandise Cost	Total Invoice Quantity
<input type="checkbox"/>						

No records found

Undistributed Cost: 40.00

Undistributed Quantity: 40

[OK] [Delete] [Cancel]

**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: RETAIL USER User

Parent Invoice List

Parent Invoice ID	Supplier	Purchase Order	Location	Currency	Total Invoice Cost	Total Quantity	Invoice Terms	Invoice Date	Split Indicator
	All		All				All		All
EDIGEN123539085303300000000001	102	12302	1521-Albuquerque	USD	550.00	50	Test Terms	02-14-2009	N
EDIGEN123539297683500000000000	102	12304	200-Lin Comp Store 200	USD	500.00	50	Test Terms	02-14-2009	Y
EDIGEN123529297683500000000000	102	12304	200-Lin Comp Store 200	USD	550.00	50	Test Terms	02-14-2009	Y
EDIGEN18352929769130000000000001	102	12304	1521-Albuquerque	USD	500.00	50	Test Terms	02-14-2009	N
EDIGEN12397164137370000000000000	3020	33125	1211-Boston	USD	40.00	40	Net 30 Days	11-14-2009	N
EDIGEN12399555952680000000000000	3020	35008	1211-Boston	USD	100.00	100	Net 30 Days	12-01-2009	N
EDIGEN12399073614210000000000000	3020	34906	1211-Boston	USD	40.00	40	Net 30 Days	12-01-2009	N
EDIGEN12399073614410000000000001	3020	34906	1521-Albuquerque	USD	60.00	60	Net 30 Days	12-01-2009	N
EDIGEN12423892155330000000000000	100	43051	200-Lin Comp Store 200	USD	2,350.00	200	Test Terms	01-30-2010	N
EDIGEN12353883155820000000000001	102	12301	1521-Albuquerque	USD	550.00	50	Test Terms	02-14-2009	Y
EDIGEN12353929769130000000000001	102	12304	1521-Albuquerque	USD	500.00	50	Test Terms	02-14-2009	Y
EDIGEN12352929769130000000000001	102	12304	1521-Albuquerque	USD	500.00	50	Test Terms	02-14-2009	Y
EDIGEN12397164137640000000000001	3020	33125	1521-Albuquerque	USD	60.00	60	Net 30 Days	11-14-2009	N
EDIGEN12353883154420000000000000	102	12301	200-Lin Comp Store 200	USD	550.00	50	Test Terms	02-14-2009	N
EDIGEN12353908529400000000000000	102	12302	200-Lin Comp Store 200	USD	500.00	50	Test Terms	02-14-2009	Y

1 2 Next

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**

Parent Invoice ID: EDIGEN123990736142100000000000

Supplier: 3020-Battery Supplier

Purchase Order: 34906

Location: 1211-Boston

Total Merchandise Cost: 40.00

Total Non-merchandise Cost: 0.00

Total Invoice Cost: 40.00

Total Quantity: 40

Invoice Date: 12-01-2009

Invoice Terms: 04-Net 30 Days

Manually Paid: N

Default From Order: [Search]

Location: [Search]

Child Merchandise Cost: [Search]

Child Quantity: [Search]

Child Invoice ID	Document Type	Order	Location	Total Merchandise Cost	Total Invoice Quantity
No records found					

Undistributed Cost: 40.00

Undistributed Quantity: 40

**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**

Select	Receipt	Receiving Location	Description	Order No.	Total Receipt Amount	Receipt Qty	Avail Total Qty	Receipt Date
<input type="checkbox"/>	57302	555555575	STORES	96306	500.00	50	0	12-13-2010
<input type="checkbox"/>	57303	555555575	STORES	96306	500.00	50	0	12-13-2010

Delete	Item	VPN	Description	Invoice Qty	Supplier Unit Cost	Inv. Unit Cost	Tax Code	Tax Rate	Tax Discrepancy Resolved	Extended Cost Ex Tax
<input type="checkbox"/>	100016815		AUTO Regular Item_100016815	50	10.00	10.00	S	0		500.00

Totals	Total Items: 1	Total Invoice Quantity:	50	Total Extended Cost:	500.00
		Invoice Quantity Variance:	0	Extended Cost Variance:	0.00

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: RETAIL USER User

**Invoice Maintenance Detail**  
 Invoice: 124  
 Supplier: 775-AUTO Regular Supplier \_775  
 Total Invoice Merch Cost: 500.00  
 Currency: USD  
 Total Invoice Qty: 50

Select	Receipt	Receiving Location	Description	Order No.	Total Receipt Amount	Receipt Qty	Avail Total Qty	Receipt Date
<input type="checkbox"/>	57302	5555555575	STORES	96306	500.00	50	0	12-13-2010
<input type="checkbox"/>	57303	5555555575	STORES	96306	500.00	50	0	12-13-2010

select all  
clear all

Default from Receipts Default from Order

Items  
 Item VPN Invoice Qty Unit Cost Tax Code - Rate Add Item Update Item

Delete	Item	VPN	Description	Invoice Qty	Supplier Unit Cost	Inv. Unit Cost	Tax Code	Tax Rate	Tax Discrepancy Resolved	Extended Cost Ex Tax
<input type="checkbox"/>	100016815		AUTO Regular Item_100016815	50	10.00	10.00	S	0	<input type="checkbox"/>	500.00

select all  
clear all

Totals Total Items: 1

Total Invoice Quantity:	50	Total Extended Cost:	500.00
Invoice Quantity Variance:	0	Extended Cost Variance:	0.00

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**

**ORACLE** You are logged in as: RETAIL USER User

**Document Search**

Action View

Document ID (% for partial search)

Document Type  
Status ALL (Except Posted)  
Vendor Type Supplier  
Order Number  
AP Reviewer  
In Cost Review  
In Quantity Review  
Document Date Range to  
Currency  
Document Cost Range to  
Receipt  
Payment Terms  
Details Exist

Vendor  
Location  
Cost Reviewer Group  
Quantity Reviewer Group  
Due Date Range to  
Consignment Deal  
Quantity Range to  
Item  
Freight Payment Type  
Pre-paid Invoice

OK Search Refresh Cancel

1. Create the merchandise invoice header.

- Click **Details**. The Invoice Maintenance Details window opens.

**Figure 3–9 Invoice Maintenance Detail Window**

Oracle  
You are logged in as: RETAIL USER User

Invoice Maintenance Detail  
Invoice: 124  
Supplier: 775-AUTO Regular Supplier \_775  
Total Invoice Merch Cost: 500.00  
Currency: USD  
Total Invoice Qty: 50

Select	Receipt	Receiving Location	Description	Order No.	Total Receipt Amount	Receipt Qty	Avail Total Qty	Receipt Date
<input type="checkbox"/>	57302	555555575	STORES	96306	500.00	50	0	12-13-2010
<input type="checkbox"/>	57303	555555575	STORES	96306	500.00	50	0	12-13-2010

select all  
clear all

Default from Receipts Default from Order

Items  
Item VPN Invoice Qty Unit Cost Tax Code - Rate Add Item Update Item

Delete	Item	VPN	Description	Invoice Qty	Supplier Unit Cost	Inv. Unit Cost	Tax Code	Tax Rate	Tax Discrepancy Resolved	Extended Cost Ex Tax
<input type="checkbox"/>	100016815		AUTO Regular Item_100016815	50	10.00	10.00	S	0	<input type="checkbox"/>	500.00

select all  
clear all

Totals Total Items: 1 Total Invoice Quantity: 50 Total Extended Cost: 500.00  
Invoice Quantity Variance: 0 Extended Cost Variance: 0.00

OK Delete Items Cancel

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

## Non-Merchandise Invoices

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

### Create a Non-Merchandise Invoice

**Navigate:** 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 Merch Amount	Tax Code - Rate
test	0.00	▼
Miscellaneous	0.00	▼

GL Cross-reference for

Total Non-merch amount: 0.00

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 Description
<input type="checkbox"/>	Credit Note Request - Quantity CNQ	CNQAUTH#112-39501	Approved	11-29-2010	27608	11-29-2010	8888888888	EIT US Supplier Cases	55	EIT US Store	とととととととととととととととと
<input type="checkbox"/>	Credit Note Request - Quantity CNQ	CNQAUTH#6545-28501	Approved	08-07-2010	23702	08-07-2010	8888888888	EIT US Supplier Cases	60	EIT Test Store 2 Nick	
<input type="checkbox"/>	Credit Note Request - Quantity CNQ	CNQAUTH#712-54501	Approved	12-01-2010	27809	12-01-2010	8888888888	EIT US Supplier Cases	55	EIT US Store	とととととととととととととととと

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**

ORACLE  
Invoice Maintenance Header

You are logged in as: RETAILUSER User

Document Type: Merchandise Invoice  
Invoice:  Group ID: 20602

Vendor Type:   
Vendor:    
Order No.:    
Location:    
Invoice Currency:  Exchange Rate:

Invoice Status:   
Invoice Date:    
Match Date:   
Invoice Terms:    
Order Terms:   
Supplier Terms:

Due Date:    
Freight Payment Type:    
Payment Hold Status: Never Held

☐ EDI Invoice  
☐ Pre-Paid  
☐ Manually-Paid  
☐ Details Attached  
☐ Consignment  
☐ Direct Store Delivery  
☐ Evaluated Receipt Settlement

Total Merchandise Cost Ex Tax: 0.00   
Total Non-Merch Cost Ex Tax: 0.00

Total Cost Ex Tax:   
Total Tax Cost: 0.00

Total Cost Inc Tax:   
Invoice Qty:   
Total Allowances:

Ref No. 1:   
Ref No. 2:   
Ref No. 3:   
Ref No. 4:

TERMS  
Terms Date:   
Best Terms:

SOURCE

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 3–18 Invoice Maintenance Header Window**

**ORACLE**  
Invoice Maintenance Header

You are logged in as: RETAIL USER User

Document Type: Non-Merchandise Invoice

Invoice:  Group ID: 18705

Invoice Status:

Invoice Date:

Match Date: 08-11-2010

Invoice Terms:

Order Terms:

Supplier Terms:

Vendor Type:  Supplier

Vendor:

Order No.:

Location:

Invoice Currency:

Exchange Rate:

☐ EDI Invoice

☐ Pre-Paid

☐ Manually-Paid

☐ Details Attached

☐ Consignment

☐ Direct Store Delivery

☐ Evaluated Receipt Settlement

Due Date:

Freight Payment Type:

Payment Hold Status: Never Held

Total Merchandise Cost Ex Tax : 0.0000

Total Non-Merch Cost Ex Tax: 0.0000

Total Cost Ex Tax:

Total Tax Cost: 0.0000

Total Cost Inc Tax:

Invoice Qty:

Total Allowances:

Ref No. 1:

Ref No. 2:

Ref No. 3:

Ref No. 4:

TERMS

Terms Date:

Best Terms:

SOURCE

2. Edit the enabled fields as necessary.

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

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

## Maintain Document Details

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

**Figure 3–19 Document Search Window**

**ORACLE**  
Document Search

You are logged in as: RETAIL USER User

Document Type:

Status: ALL (Except Posted)

Vendor Type:  Supplier

Order Number:

AP Reviewer:

In Cost Review:

In Quantity Review:

Document Date Range:  to

Currency:

Document Cost Range:  to

Receipt:

Payment Terms:

Details Exist:

Action:  View

Document ID (% for partial search):

Vendor:

Location:

Cost Reviewer Group:

Quantity Reviewer Group:

Due Date Range:  to

Consignment:  Deal

Quantity Range:  to

Item:

Freight Payment Type:

Pre-paid Invoice:

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**

Oracle  
Document Maintenance Detail  
Document ID: DMS000000000  
Currency: USD  
Supplier: 911111111-Supplier Site: Supplier 1999999991

Document Type: Debit Memo - Quantity  
Doc Prefix: Add Item  
Document ID: Add Item

Item:  Reason Code:  Tax Code - Rate:

Amount Per Unit:  Quantity:

Delete	Item	Description	Reason Code	Description	Amt Per Unit	Quantity	Tax Code	Tax Rate	Extended Cost Ex Tax
<input type="checkbox"/>	100000000	12424359 Item B	over stock		(3.00)	5	E	20.9	(15.00)

select all  
Total Items: 1

Totals 5 (15.00)

OK Delete Items Cancel

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 Description
<input type="checkbox"/>	Credit Note Request - Quantity CNQ	CNQAUTH#	112-39501	Approved	11-29-2010	27608	11-29-2010	8888888888	EIT US Supplier Cases	55	EIT US Store
<input type="checkbox"/>	Credit Note Request - Quantity CNQ	CNQAUTH#	6545-28501	Approved	08-07-2010	23702	08-07-2010	8888888888	EIT US Supplier Cases	60	EIT Test Store 2 Nick
<input type="checkbox"/>	Credit Note Request - Quantity CNQ	CNQAUTH#	712-54501	Approved	12-01-2010	27809	12-01-2010	8888888888	EIT US Supplier Cases	55	EIT US Store

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

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

Figure 3–24 Document Find Window

Select	Doc Type	Doc Prefix	Doc ID	Status	Doc Date	Order No.	Due Date	Vendor	Vendor Desc	Location	Location Description
<input type="checkbox"/>	Credit Note Request - Quantity CNQ	CNQAUTH#	112-38501	Approved	11-29-2010	27608	11-29-2010	8888888888	EIT US Supplier Cases	55	EIT US Store
<input type="checkbox"/>	Credit Note Request - Quantity CNQ	CNQAUTH#	6545-28501	Approved	08-07-2010	23702	08-07-2010	8888888888	EIT US Supplier Cases	60	EIT Test Store 2 Nick
<input type="checkbox"/>	Credit Note Request - Quantity CNQ	CNQAUTH#	712-54501	Approved	12-01-2010	27809	12-01-2010	8888888888	EIT US Supplier Cases	55	EIT US Store

- 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: RETAIL.USER User

**Document Maintenance Detail**

Document ID: DM000001 MEMO Document Type: Debit Memo - Quantity  
 Currency: USD Supplier: 911111111-Supplier Site: Supplier 1999999991

Items

☒ Item ☐ VPN   Amount Per Unit  Doc Prefix  Document ID

Reason Code  Quantity

Tax Code - Rate

Delete	Item	VPN	Description	Reason Code Description	Amt Per Unit	Quantity	Tax Code	Tax Rate	Extended Cost Ex Tax
<input type="checkbox"/>	100008600		12424358 Item B	over stock	(3.00)	5	E	20.0	(15.00)

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

Total Items: 1 Totals 5 (15.00)

- 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. It has a title bar and a main content area. At the top, there are two search fields: 'AP Reviewer' and 'Supplier', each with a magnifying glass icon. Below these is a checkbox labeled 'Include Suppliers in Group'. The main content area is divided into two panels. The left panel is titled 'Credit Note' and the right panel is titled 'Credit Note Request'. Both panels have identical fields: 'Order Number' (with a magnifying glass), 'Location' (with a magnifying glass), 'Document ID (% for partial search)' (with a magnifying glass and a checkbox), 'Item' (with a magnifying glass), 'Due Date' (with a calendar icon), 'Document Date' (with a calendar icon), 'Details Exist' (a dropdown menu), 'Currency' (with a magnifying glass), and 'Document Cost' (with a magnifying glass). At the bottom of the window, there 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 Summary Match List window showing Invoices - Unmatched and Receipts - Unmatched sections. The Invoices - Unmatched section displays a table with columns: Select, Order No., Supp Name, Location, Invoice, Invoice Date, Total Qty, Total Merch Cost, Curr Code, In Rev, and Deta. The Receipts - Unmatched section is empty. Below these sections are Groups - Auto and Groups - Manual sections, both showing No records found. Buttons for Calculate Totals, Group, Combine, and Cancel are visible at the bottom.

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 window showing search criteria for Credit Note and Credit Note Request. The Credit Note section includes fields for Order Number, Location, Document ID (% for partial search), Item, Due Date, Document Date, Details Exist, Currency, and Document Cost. The Credit Note Request section includes similar fields. Buttons for OK, Refresh, and Cancel are visible at the bottom.

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

Summary Match - Supplier List window showing a table with columns: Supplier Name, Supplier, No. of Invoices, and No. of Receipts. The table is empty, showing No records found. A Cancel button is visible at the bottom.

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**

The screenshot displays the Oracle Summary Match List window for a user named RETAIL USER. The window is divided into several sections:

- Supplier:** 1999999991 - Supplier supplier
- Invoices - Unmatched:** A table with columns: Order No., Supplier Name, Location, Invoice Date, Total Qty, Total Merch Cost, Curr Code, In Rev, and Dets Ext. It contains two rows:
 

Select	Order No.	Supplier Name	Location	Invoice Date	Total Qty	Total Merch Cost	Curr Code	In Rev	Dets Ext
<input type="checkbox"/>	60006	Supplier supplier	55	12345	11-03-2011	1	200.00	USD	
<input type="checkbox"/>	60006	Supplier supplier	55	TEST INVOICE IN Q46	08-04-2010	100	1,000.00	USD	
- Receipts - Unmatched:** A table with columns: Order No., Supplier Name, Location, Receipt Date, Avail Total Qty, Avail Total Merch Cost, and Curr Code. It shows "No records found".
- Groups - Auto:** A table with columns: Select, Order No., Location, Earliest Due Date, Cost Variance, Quantity Variance, and Currency. It shows "No records found".
- Groups - Manual:** A table with columns: Manual Group, Earliest Due Date, Cost Variance, Quantity Variance, and Currency. It shows "No records found".

At the bottom, there are buttons for "Calculate Totals", "Group", "Combine", and "Cancel".

4. 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**

The screenshot shows the Oracle Invoice Summary Match Find window. At the top, the Oracle logo and the text 'You are logged in as: RETAIL USER User' are visible. Below this, the window title is 'Invoice Summary Match Find'. The main area is divided into two panels: 'Invoice' on the left and 'Receipt' on the right. The 'Invoice' panel contains fields for AP Reviewer, Supplier, Order Number, Location, Status (a dropdown), Document ID (% for partial search), Item, Due Date (with a date range selector), Document Date (with a date range selector), Details Exist (a dropdown), Currency, and Document Cost (with a range selector). There is also a checkbox for 'Include Suppliers in Group' and a checkbox for 'Limit to invoice driven search'. The 'Receipt' panel contains fields for Order Number, Location, Receipt, Item, Receipt Date (with a date range selector), Currency, and Receipt Cost (with a range selector). There is a checkbox for 'Hide groups with receipt overages'. 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. 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

The screenshot displays the Oracle Summary Match List window for a user named RETAIL.USER. The window is titled "Summary Match List" and shows data for Supplier: 1999999991-Supplier supplier.

**Invoices - Unmatched**

Select	Order No.	Supp Name	Location	Invoice	Invoice Date	Total Qty	Merch Cost	Curr Code	In Rev	Dets
<input type="checkbox"/>	60006	Supplier supplier	55	12345	11-03-2011	1	200.00	USD		
<input type="checkbox"/>	60006	Supplier supplier	55	TEST INVOICE # QAB	08-04-2010	100	1,000.00	USD		

**Receipts - Unmatched**

Select	Order No.	Supp Name	Location	Receipt	Receipt Date	Avail Total Qty	Avail Merch Cost	Curr Code
No records found								

**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					

Buttons: Calculate Totals, Group, Combine, Cancel

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  
Supplier: 1999999991-Supplier supplier

**Invoices - Unmatched**

Select	Order No.	Supp Name	Location	Invoice	Invoice Date	Total Qty	Merch Cost	Curr Code	In Rev	Dets
<input type="checkbox"/>	60006	Supplier supplier	55	12345	11-03-2011	1	200.00	USD		
<input type="checkbox"/>	60006	Supplier supplier	55	TEST INVOICE IN Q46	08-04-2010	100	1,000.00	USD		

**Receipts - Unmatched**

Select	Order No.	Supp Name	Location	Receipt	Receipt Date	Avail Total Qty	Avail Total Merch Cost	Curr Code
No records found								

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

**Groups - Auto**

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

**Groups - Manual**

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

Combine Cancel

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

- 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**

Oracle Invoice Summary Match Find  
You are logged in as: RETAIL USER User

AP Reviewer: Supplier: ☒ Include Suppliers In Group

**Invoice**

Order Number: Location: Status: Document ID (% for partial search): Item: Due Date: Document Date: Details Exist: Currency: Document Cost: ☐ Limit to invoice driven search

**Receipt**

Order Number: Location: Receipt: Item: Receipt Date: Currency: Receipt Cost: ☒ Hide groups with receipt overages

OK Refresh Cancel



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: RETAIL.USER User

Summary Match - Supplier List

Supplier Name	Supplier	No. of Invoices	No. of Receipts
No records found			

Cancel

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

ORACLE® You are logged in as: RETAIL.USER User

Invoice Summary Match Find

AP Reviewer: [Search]  
Supplier: [Search]

☒ Include Suppliers In Group

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

OK Refresh Cancel

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**

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

**Figure 4–13 Summary Match List Window**

- a. If the records for that supplier are in use, the **View Locks** button appears.
  - b. Click **View Locks**. The View Locks window opens.
- 
- Note:** To switch between the locked invoices and locked receipts views, click the tabs.
- 
- c. Click **Cancel** to close the window.
4. Click **Cancel** to close the window without saving any changes.

## 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](#)
- [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 Oracle Invoice Summary Match Find window. At the top, it says 'ORACLE' and 'You are logged in as: RETAIL USER User'. Below this is the title 'Invoice Summary Match Find'. The window is divided into several sections. At the top, there are input fields for 'AP Reviewer' and 'Supplier', each with a magnifying glass icon, and a checkbox labeled 'Include Suppliers In Group'. Below this is a horizontal bar with 'Invoice' and 'Receipt' tabs. The 'Invoice' tab is active, showing fields for 'Order Number', 'Location', 'Status' (a dropdown), 'Document ID (% for partial search)', 'Item', 'Due Date' (with a date range), 'Document Date' (with a date range), 'Details Exist' (a dropdown), 'Currency', and 'Document Cost' (with a range). There is also a checkbox 'Limit to invoice driven search'. The 'Receipt' tab is also visible, showing fields for 'Order Number', 'Location', 'Receipt', 'Item', 'Receipt Date' (with a date range), 'Currency', and 'Receipt Cost' (with a range), along with a checkbox 'Hide groups with receipt overages'. At the bottom of the window are 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**

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

**Figure 4–16 Summary Match List Window**

2. Group invoices and receipts as necessary.

3. In the selected totals area:
  - In the Groups - Auto area, click the Order No. The Summary Match - Auto Match area opens.
  - In the Groups - Manual area, click the Manual Group Number. The Summary Match - Manual Match area opens.
4. Click **Details**. The Detail Matching window opens.

**Figure 4–17 Detail Matching Window**

The screenshot displays the Oracle Detail Matching window. The top section, 'In Discrepancy Items', contains a table with the following data:

Select	Item	Item Description	VPI	In Rev Match	Receipt Cost	Order Cost	Invoice Cost	Variance	W/in Tolerance	Receipt Qty	Invoice Qty	Variance	W/in Tolerance
<input type="checkbox"/>	100016815	AUTO Regular Item_100016815	Q	C	10.00	10.00	10.00	0.00	Yes	33	55	(22)	No

Below the table is the 'Detail Item Grouping' section, which is divided into two panes: 'Invoice' and 'Receipt'. Both panes currently display 'No records found'. At the bottom of the window, there are summary fields and buttons:

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

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

Buttons: OK, Detail Match, Cost Resolution, Qty Resolution, Split Receipt, Cancel

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

## Split a Receipt

**Navigate:** 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. 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 4–19 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**

Transaction	Class	Supplier	Supplier Name	Document Type	Resolve By Date	Cash Discount	Route Date	Order	Location	Location Description	No. of Line Exceptions	Total Amount	Currency	Reviewer Group	AP Reviewer
100	1	5577	acca_supplier5577	Merchandise Invoice	03-05-2010	Yes	03-02-2010	42955	8000	acca_pwh0000	1	200.00 USD	Admin	DEMO1	
000	0000	9090	PS Supplier	Merchandise Invoice	04-16-2010	Yes	04-16-2010	95028	3456	PS Test Store	2	50.00 USD	Admin	DEMO1	
102	1	3020	Battery Supplier	Merchandise Invoice	02-11-2009	Yes	02-09-2009	1701	1521	ABSuburban	1	50.00 USD	Admin	DEMO1	
000	0000	9090	PS Supplier	Merchandise Invoice	03-14-2010	Yes	03-16-2010	84507	3456	PS Test Store	1	10.00 USD	Admin	DEMO1	
051	5	2950	Paper Products Supplier	Merchandise Invoice	12-03-2010	Yes	12-03-2010	91307	2	N. America Central	1	2,850.00 USD	Admin	DEMO1	

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**

Oracle Cost Review Detail window showing a table with columns: 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, and VPN. The 'Item' column contains 'No 100039113' and 'Rg Item'. The 'Current Order Cost' column shows '12.00'. A 'Cancel' button is at the bottom right.

2. 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**

Oracle Cost Selection window showing a 'Correct Unit Cost' section with two radio buttons: 'Order' (selected) and 'Invoice'. The 'Invoice' option has a value of '12.00'. 'Back' and 'Next' buttons are at the bottom.

3. 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.
4. Click **Next**. The Cost Variance Resolution window opens.

**Figure 5–4 Cost Variance Resolution Window**

Oracle Cost Variance Resolution window showing an 'Apply' section with fields for 'Enter Reason', 'Amount', and 'Re-route to Group'. Below this is a 'Resolutions' table with columns: Delete, Reason Code, Reason Code Description, Action, Amount, and Comments. The table is empty with the message 'No records found'. At the bottom are buttons: Back, OK, Delete, Apply All, and 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**

ORACLE®													
Quantity Review List													
Past Due Indicator	Resolve By Date	Supplier	Supplier Name	Document Type	Location	Order	Freight Payment Type	Document	Quantity Difference	Invoice Date	Total Document Amount	Reviewer Group	AP Reviewer
<input checked="" type="checkbox"/>	12-02-2010	3020	Battery Sup	Merchandise Invoice	999999999	94206	ASN92706		(500)	12-02-2010	2,500.00	DEMO1	DEMO1
<input checked="" type="checkbox"/>	12-15-2010	3020	Battery Sup	Merchandise Invoice	3456	95406	95406		(5)	12-13-2010	615.00	DEMO1	DEMO1
<input checked="" type="checkbox"/>	12-13-2010	9898	PS Supplier	Merchandise Invoice	3456	96506	96506		(10)	12-13-2010	100.00	DEMO1	DEMO1
<input checked="" type="checkbox"/>	12-13-2010	9898	PS Supplier	Merchandise Invoice	3456	96606	96606		(10)	12-13-2010	100.00	DEMO1	DEMO1
<input checked="" type="checkbox"/>	12-22-2010	9898	PS Supplier	Merchandise Invoice	3456	97714	97714		(10)	12-13-2010	50.00	DEMO1	DEMO1
<input checked="" type="checkbox"/>	12-23-2010	9898	PS Supplier	Merchandise Invoice	4567	98813	98813		(5)	12-21-2010	25.00	DEMO1	DEMO1
<input checked="" type="checkbox"/>	12-23-2010	9898	PS Supplier	Merchandise Invoice	3456	98813	98813		(5)	12-21-2010	25.00	DEMO1	DEMO1
<input checked="" type="checkbox"/>	12-21-2010	9898	PS Supplier	Merchandise Invoice	3456	98909	98909		(10)	12-21-2010	100.00	DEMO1	DEMO1
<input checked="" type="checkbox"/>	12-15-2010	9898	PS Supplier	Merchandise Invoice	3456	99909	99909		(10)	12-15-2010	100.00	DEMO1	DEMO1
<input checked="" type="checkbox"/>	06-05-2009	775	AUTO Regu	Merchandise Invoice	555555575	100911	JH_INV2_100911		(22)	12-15-2010	550.00	DEMO2	DEMO2

[Previous] 1 2 3 4 5 6

Cancel

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

**Figure 5–6 Quantity Review Detail Window**

Oracle Retail Invoice Matching User Guide

You are logged in as: RETAIL.USER User

Quantity Review Detail  
Merchandise Invoice INV8303  
Order 8303

Supplier 100-12 0.4 Retroft Test Supplier  
Order Comments

Location 200-Lin Comp Store 200  
Receipt(s)

Resolve By Date 02-14-2009

Discrepancy Comments	Item	Description	Current Order Qty	Receipt Qty	Document Qty	Qty Variance Fav(UnFav)	Qty Variance Percent Fav(UnFav)	Order UPC	VPN
	No 100039113	Rg Item	0	0	1,000	(1,000)		100 100039113	

1

Cancel

- 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**

Oracle Retail Invoice Matching User Guide

You are logged in as: RETAIL.USER User

Quantity Selection  
Merchandise Invoice INV8303  
Item 100039113-Rg Item  
Correct Quantity

☒ Receipt  
☐ Invoice

0  
1,000

Receipt Quantity  
No records found

Back Next

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

**Figure 5–8 Quantity Variance resolution Window**

Oracle Retail Invoice Matching User Guide

You are logged in as: RETAIL.USER User

Quantity Variance Resolution  
Merchandise Invoice INV8303  
Order 8303  
Quantity Variance (1,000)

Item 100039113-Rg Item  
Receipt(s)

Location 200-Lin Comp Store 200  
Outstanding Variance (1,000)

Apply

Enter Reason

Action

Comments Hint

Comments

Quantity

Re-route to Group

Receipt

Apply

Resolutions	Reason Code	Reason Code Description	Action	Quantity	Comments
Delete					

No records found

Back OK Delete Cancel

- In the Apply area:
  - 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 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.

## Tax Discrepancies

A tax discrepancy occurs when the tax stored in RMS for an item is different than 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 tax on the invoice and the tax stored in RMS on the item. 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 when the invoice details are added to the invoice and 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**

ORACLE®

You are logged in as: RETAIL-USER User

Tax Review List

Supplier	Supplier Name	Document Type	Resolve By Date	Route Date	Order	Location	Location Description	Total Document Amount	Currency	No. of Line Exceptions
All	All	All			All	All				
9898	PS Supplier	Merchandise Invoice	06-05-2009	03-16-2010	83706	3456	PS Test Store	100.00 USD	1	
2950	Paper Products Supplier	Merchandise Invoice	06-05-2009	12-02-2010	90608	2	N. America Central	5,300.00 USD	1	
2950	Paper Products Supplier	Merchandise Invoice	12-02-2010	12-02-2010	90608	2	N. America Central	5,300.00 USD	1	
2300	Coca Cola	Merchandise Invoice	12-03-2010	12-03-2010	91607	5000	iscca_pwh5000	200.00 USD	1	
775	AUTO Regular Supplier _775	Merchandise Invoice	12-08-2010	12-08-2010	91613	555555575	STORES	1,000.00 USD	1	
775	AUTO Regular Supplier _775	Merchandise Invoice	12-08-2010	12-08-2010	92511	555555575	STORES	1,000.00 USD	1	
9898	PS Supplier	Merchandise Invoice	06-05-2009	12-05-2010	93106	3456	PS Test Store	250.00 USD	1	
3020	Battery Supplier	Merchandise Invoice	12-11-2010	12-11-2010	91007	999999999	Debangshu Physical WH	1,000.00 USD	1	
2300	Coca Cola	Merchandise Invoice	12-11-2010	12-11-2010	93406	2	N. America Central	0.00 USD	1	
2300	Coca Cola	Merchandise Invoice	12-11-2010	12-11-2010	93406	2	N. America Central	0.00 USD	1	
9898	PS Supplier	Merchandise Invoice	02-11-2010	02-11-2010	95710	4567	PS Warehouse	50.00 USD	1	
775	AUTO Regular Supplier _775	Merchandise Invoice	02-11-2010	02-11-2010	95709	555555575	STORES	2,500.00 USD	1	
775	AUTO Regular Supplier _775	Merchandise Invoice	02-11-2010	02-11-2010	95709	555555575	STORES	2,500.00 USD	1	
775	AUTO Regular Supplier _775	Merchandise Invoice	12-02-2010	12-15-2010	95709	555555575	STORES	2,500.00 USD	1	
775	AUTO Regular Supplier _775	Merchandise Invoice	12-02-2010	12-15-2010	95709	555555575	STORES	2,500.00 USD	1	

1 2 3 (Next)

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	Tax Amount Discrepancy
100016815	AUTO Regular Item_100016815	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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 Code	Invoice Tax Rate (%)	Invoice Tax Amount	System Tax Rate (%)	System Tax Amount	System Tax Basis Formula	System Tax Apply Order
S	10	250	12	300	CO	1

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

ORACLE

You are logged in as: RETAIL USER User

Tax Review List

Supplier	Supplier Name	Document Type		Resolve By Date	Route Date	Order	Location	Location Description	Total Document Amount	Currency	No. of Line Exceptions
All	All	All				All	All				
9898	PS Supplier	Merchandise Invoice		06-05-2009	03-16-2010	83706	3456	PS Test Store	100.00 USD		1
2950	Paper Products Supplier	Merchandise Invoice		06-05-2009	12-02-2010	90608	2	N. America Central	5,300.00 USD		1
2950	Paper Products Supplier	Merchandise Invoice		12-02-2010	12-02-2010	90608	2	N. America Central	5,300.00 USD		1
2300	Coca Cola	Merchandise Invoice		12-03-2010	12-03-2010	91807	5000	Iscoqa_pwh5000	200.00 USD		1
775	AUTO Regular Supplier _775	Merchandise Invoice		12-08-2010	12-08-2010	91813	555555575	STORES	1,000.00 USD		1
775	AUTO Regular Supplier _775	Merchandise Invoice		12-08-2010	12-08-2010	92511	555555575	STORES	1,000.00 USD		1
9898	PS Supplier	Merchandise Invoice		06-05-2009	12-05-2010	93106	3456	PS Test Store	250.00 USD		1
3020	Battery Supplier	Merchandise Invoice		12-11-2010	12-11-2010	91007	9999999999	Debangshu Physical WH	1,000.00 USD		1
2300	Coca Cola	Merchandise Invoice		12-11-2010	12-11-2010	93406	2	N. America Central	0.00 USD		1
2300	Coca Cola	Merchandise Invoice		12-11-2010	12-11-2010	93406	2	N. America Central	0.00 USD		1
9898	PS Supplier	Merchandise Invoice		02-11-2010	02-11-2010	95710	4567	PS Warehouse	50.00 USD		1
775	AUTO Regular Supplier _775	Merchandise Invoice		02-11-2010	02-11-2010	95709	555555575	STORES	2,500.00 USD		1
775	AUTO Regular Supplier _775	Merchandise Invoice		02-11-2010	02-11-2010	95709	555555575	STORES	2,500.00 USD		1
775	AUTO Regular Supplier _775	Merchandise Invoice		12-02-2010	12-15-2010	95709	555555575	STORES	2,500.00 USD		1
775	AUTO Regular Supplier _775	Merchandise Invoice		12-02-2010	12-15-2010	95709	555555575	STORES	2,500.00 USD		1

123 Next

Cancel

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 "[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**

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**

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-Mechandise Cost Window**

Non Merchandise Cost  
Document ID : CREDIT NOTE DOCUMENT

	Non Merch Amount	Tax Code - Rate
test	0.00	
Miscellaneous	0.00	

GL Cross-reference for

Total Non-merch amount: 0.00

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 Document Maintenance Detail  
You are logged in as: RETAIL\_USER User

Document ID: DMGDEBIT MEMO  
Currency: USD  
Document Type: Debit Memo - Quantity  
Supplier: 9111111119-Supplier Site: Supplier 1999999991

Item:  VPN:   
Reason Code:   
Tax Code - Rate:

Amount Per Unit:   
Quantity:   
Doc Prefix:   
Document ID:

Delete	Item	VPN	Description	Reason Code Description	Amt Per Unit	Quantity	Tax Code	Tax Rate	Extended Cost Ex Tax
<input type="checkbox"/>	100005600		12424359 Item B	over stock	(3.00)	5	E	20.0	(15.00)

select all  
clear all

Total Items: 1

Totals 5 (15.00)

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**

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

**Figure 5–19 Document Maintenance Header Window**

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

**Figure 5–20 Document Maintenance Detail Window**

Document Maintenance Detail  
Document ID: 0100000000  
Currency: USD  
Supplier: 911111119-Supplier Site: Supplier: 1559999991

Item: ☐ Item ☐ VPN  
Reason Code:   
Tax Code - Rate:

Amount Per Unit:   
Quantity:   
Doc Prefix:   
Document ID:

Delete	Item	VPN	Description	Reason Code Description	Amt Per Unit	Quantity	Tax Code	Tax Rate	Extended Cost Ex Tax
<input type="checkbox"/>	100008600		12424359 Item B	over stock	(3.00)	5	E	20.0	(15.00)

select all  
clear all

Total Items: 1

Totals: 5 (15.00)

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**

Document Search  
You are logged in as: RETAIL.USER User

Action:

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

OK Search Refresh Cancel

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**

Document Find  
Default View

Select	Doc Type	Doc Prefix	Doc ID	Status	Doc Date	Order No.	Due Date	Vendor	Vendor Desc	Location	Location Description
<input type="checkbox"/>	Credit Note Request - Quantity CNQ	CNQAUTH#112-39501	Approved	11-29-2010	27608	11-29-2010	888888888	EIT US Supplier Cases	55	EIT US Store	.....
<input type="checkbox"/>	Credit Note Request - Quantity CNQ	CNQAUTH#6545-28501	Approved	08-07-2010	23702	08-07-2010	888888888	EIT US Supplier Cases	60	EIT Test Store 2 Nick	
<input type="checkbox"/>	Credit Note Request - Quantity CNQ	CNQAUTH#712-54501	Approved	12-01-2010	27809	12-01-2010	888888888	EIT US Supplier Cases	55	EIT US Store	.....

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**

ORACLE®  
Invoice Maintenance Header

You are logged in as: RETAIL USER User

Document Type: Merchandise Invoice  
Invoice:  Group ID: 20602

Invoice Status:   
Invoice Date:   
Match Date:   
Invoice Terms:   
Order Terms:   
Supplier Terms:

Vendor Type:  Supplier  
Vendor:   
Order No.:   
Location:   
Invoice Currency:  Exchange Rate:

☐ EDI Invoice  
☐ Pre-Paid  
☐ Manually-Paid  
☐ Details Attached  
☐ Consignment  
☐ Direct Store Delivery  
☐ Evaluated Receipt Settlement

Due Date:   
Freight Payment Type:   
Payment Hold Status: Never Held

Ref No. 1:   
Ref No. 2:   
Ref No. 3:   
Ref No. 4:

TERMS  
Terms Date:   
Best Terms:

SOURCE

Total Merchandise Cost Ex Tax: 0.00  
Total Non-Merch Cost Ex Tax: 0.00  
Total Cost Ex Tax:   
Total Tax Cost: 0.00  
Total Cost Inc Tax:   
Invoice Qty:   
Total Allowances:

OK Details Comments 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.

**Figure 6–1 System Options Window**

System Options			
Document History Days	<input type="text" value="0"/>	Close Open Receipt Days	<input type="text" value="0"/>
Post Dated Document Days	<input type="text" value="10"/>	Cost Resolution Due Days	<input type="text" value="3"/>
Debit Memo Send Days	<input type="text" value="1"/>	Qty Resolution Due Days	<input type="text" value="2"/>
Max Tolerance %	<input type="text" value="100.000"/>	Days Before Due Date	<input type="text" value="3"/>
Default Pay Now Terms	<input type="text" value="163"/> <input type="button" value="Q"/> 01 001.00% 045 045		
Number of Allowed Taxes	<input type="text" value="S"/> <input type="button" value="Q"/> Single		
Tax Validation Source	<input type="text" value="RMS"/>		
Tax Validation Type	<input type="text" value="Reconcile Tax"/>	Tax Resolution Due Days	<input type="text" value="0"/>
Post Based On Doc Header	<input type="text" value="No"/>	Tax Document Creation Level	<input type="text" value="Full Invoice"/>
Default Header Tax from Details	<input type="text" value="No"/>		
Calc Tolerance <input checked="" type="radio"/> Percent <input type="radio"/> Amount	<input type="text" value="10.0000"/> %		
Debit Memo Prefix-Cost	<input type="text" value="DMC"/>	Debit Memo Prefix-Qty	<input type="text" value="DMQ"/>
Credit Note Request Prefix-Cost	<input type="text" value="CNC"/>	Credit Note Request Prefix-Qty	<input type="text" value="CNQ"/>
Credit Memo Prefix-Cost	<input type="text" value="CMC"/>	Credit Memo Prefix-Qty	<input type="text" value="CMQ"/>
Debit Memo Prefix-Tax	<input type="text" value="DMV"/>	Credit Note Request Prefix-Tax	<input type="text" value="CNV"/>
Allow lookup items by VPN	<input type="text" value="Yes"/>		
Auto-resolution Reason Code For Credit Note Request-Cost	<input type="text" value="230"/> <input type="button" value="Q"/> Cost Claim-DFI1.Allow not given on		
Auto-resolution Reason Code For Credit Note Request-Qty	<input type="text" value="420"/> <input type="button" value="Q"/> Qty Short Claim-Concealed Shortage		
Auto-resolution Reason Code For Credit Memo-Cost	<input type="text" value="567"/> <input type="button" value="Q"/> Credit memo cost reason		
Auto-resolution Reason Code For Credit Memo-Qty	<input type="text" value="411"/> <input type="button" value="Q"/> Credit memo quantity		
Match Using Reference 3 Field	<input type="text" value="Yes"/>	Match using Reference 4 Field	<input type="text" value="Yes"/>
<p>Note: To activate any system option changes made, you must first log out of Invoice Matching.</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>			

**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	The number of days old a document can be when entered into the system.
Debit Memo Send Days:	The number of days prior to the invoice due date that a debit memo is created and sent to the supplier if a credit note has not yet been received. This applies only to suppliers where the Send Debit Memo option is set to <b>Only when credit Memo is Late</b> .
Max Tolerance %	The maximum tolerance allowed for any invoice throughout the system.
Default Pay Now Terms	This is the terms code used as a default value when manually adding debit memo, credit memo, or credit notes via document maintenance.
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 before the invoice due date that the system will automatically route unresolved discrepancies.
Number of Allowed Taxes	The number of taxes allowed on an item. Valid settings are: <b>None</b> – taxes are turned off. <b>Single</b> – one tax code may be entered per item.
Tax Validation Source	Source that the system uses to calculate and validate taxes.
Tax Validation Type	The method to use when matching tax amounts. Valid values are: <b>Recon</b> – taxes on the invoice and retailer's system must match for the item. <b>Vendr</b> – taxes on the invoice are assumed to be correct. <b>Retlr</b> – taxes on item in retailer's system is assumed to be correct. <b>Notax</b> – no tax is applied.
Post Based On Doc Header	If selected, ensures that the posted amount is equal to total cost in header of an invoice
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 percentage difference is less than the Calc Tolerance % value, the amounts will be considered equal.
Tax resolution Due Days	The number of days by 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.

**Table 6–1 (Cont.) System Options**

<b>Field</b>	<b>Description</b>
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.
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	Indicates whether reference field 3 will be used for matching by Credit Note Automatch batch. If Yes is selected, reference field 3 will be populated with Credit Note Request ID on CNR and CN documents.
Match Using Reference 4 Field	Indicates whether reference field 4 will be used for matching by Credit Note Automatch batch. If Yes is selected, reference field 4 will be populated with the invoice ID on CNR and CN documents.
Receipt Write Off # of days	Number of days for which the system will maintain history of receipts that have been written off.

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**

The screenshot shows the 'System Options' window with the following fields and values:

Field	Value	Field	Value	Field	Value
Document History Days	0	Close Open Receipt Days	0	Receipt Write Off # of Days	0
Post Dated Document Days	10	Cost Resolution Due Days	3		
Debit Memo Send Days	1	Qty Resolution Due Days	2		
Max Tolerance %	100.000	Days Before Due Date	3		
Default Pay Now Terms	163				
Number of Allowed Taxes	5				
Tax Validation Source	RMS				
Tax Validation Type	Reconcile Tax	Tax Resolution Due Days	0		
Post Based On Doc Header	No				
Default Header Tax from Details	No	Tax Document Creation Level	Full Invoice		
Calc Tolerance	Percent 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	DMV	Credit Note Request Prefix-Tax	CNV		
Allow lookup items by VIN	Yes				
Auto-resolution Reason Code For Credit Note Request-Cost	230				
Auto-resolution Reason Code For Credit Note Request-Qty	420				
Auto-resolution Reason Code For Credit Memo-Cost	567				
Auto-resolution Reason Code For Credit Memo-Qty	411				
Match Using Reference 3 Field	Yes	Match using Reference 4 Field	Yes		

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 only when you log in after completing 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**

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**

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**

Segment Label	Dynamic
Company	<input type="checkbox"/>
Location	<input checked="" type="checkbox"/>
Account	<input type="checkbox"/>
Department	<input checked="" type="checkbox"/>
Class	<input checked="" type="checkbox"/>
Affiliate	<input type="checkbox"/>
Future1	<input type="checkbox"/>
Future2	<input type="checkbox"/>
Future3	<input type="checkbox"/>
Future4	<input type="checkbox"/>

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.

Possible values are:

**Always** - Indicates Debit Memo will be sent.

**Never** - Indicates a Credit Note Request will be sent.

**Only when Credit Note is late** - Indicates a Credit Note Request will be sent, but later if the Credit Note does not come in on time, a Debit Memo is then generated.

When this setting is either Never or Only when the Credit Note is Late, an additional option called Hold Invoice is allowed. You can check or uncheck it.

---

**Note:** If Hold Invoice is checked, matched invoices will not post to the Financial System until all Credit Note Requests associated with the invoice are matched to Credit Notes. However, this option holds true only if ReIM is integrated with the Financial Application System.

---

**Figure 6–8 Supplier Options Window**

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

## Create a Grouped Supplier

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

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

**Figure 6–9 Supplier Options Window**

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

**Figure 6–10 Supplier Group Options Window**

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

## Delete a Grouped Supplier

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

**Figure 6–11 Supplier Options Window**

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

**Figure 6–12 Supplier Group Options Window**

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

## 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**

Reason Code Type	Reason Code	Reason Code Description	Action	Accounting Distribution	Comment Required	Comments Hint
Cost Discrepancy	725	Deny Cost Claim-Defective Allow correctly applied	Deny Dispute			
Cost Discrepancy	730	Deny Cost Claim-DFH Allow correctly applied	Deny Dispute			
Cost Discrepancy	735	Deny Cost Claim-DFQ Allow correctly applied	Deny Dispute			
Cost Discrepancy	740	Deny Cost Claim-DFG Allow correctly applied	Deny Dispute			
Cost Discrepancy	745	Deny Cost Claim-Requires Accounts Payable action	Reroute Cost Discrepancy			
Cost Discrepancy	750	Deny Cost Claim-Requires Buyer action	Reroute Cost Discrepancy			
Quantity Discrepancy	805	Deny Qty Claim-POD weight wrong for product	Deny Dispute			
Quantity Discrepancy	810	Deny Qty Claim-POD has no signature	Deny Dispute			
Quantity Discrepancy	815	Deny Qty Claim-POD shows other retailer	Deny Dispute			
Quantity Discrepancy	820	Deny Qty Claim-POD signature is forgery	Deny Dispute			
Quantity Discrepancy	825	Deny Qty Claim-No POD provided	Deny Dispute			
Cost Discrepancy	105	Pos. Cost Discrep-Price Protection not taken	Receiver Cost Adjustment Order/Receipt/Supplier Cost			
Cost Discrepancy	110	Pos. Cost Discrep-Price Drop	Receiver Cost Adjustment Order/Receipt/Supplier Cost			
Cost Discrepancy	115	Pos. Cost Discrep-MDF DFI Allowance not taken	Receiver Cost Adjustment Order and Receipt Only			
Cost Discrepancy	120	Pos. Cost Discrep-Freight Allowance not taken	Receiver Cost Adjustment Order and Receipt Only			
Cost Discrepancy	125	Pos. Cost Discrep-Defective Allowance not taken	Receiver Cost Adjustment Order and Receipt Only			
Cost Discrepancy	130	Pos. Cost Discrep-DFH Allowance not taken	Receiver Cost Adjustment Order and Receipt Only			
Cost Discrepancy	135	Pos. Cost Discrep-DFQ Allowance not taken	Receiver Cost Adjustment Order and Receipt Only			
Cost Discrepancy	140	Pos. Cost Discrep-DFG Allowance not taken	Receiver Cost Adjustment Order and Receipt Only			

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**

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**

Reason Code Type	Reason Code	Reason Code Description	Action	Accounting Distribution	Comment Required	Comments Hint
Cost Discrepancy	725	Deny Cost Claim-Defective Allow correctly applied	Deny Dispute	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	730	Deny Cost Claim-DFIT Allow correctly applied	Deny Dispute	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	735	Deny Cost Claim-DFD Allow correctly applied	Deny Dispute	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	740	Deny Cost Claim-DFD Allow correctly applied	Deny Dispute	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	745	Deny Cost Claim-Requires Accounts Payable action	Reroute Cost Discrepancy	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	750	Deny Cost Claim-Requires Buyer action	Reroute Cost Discrepancy	<input type="checkbox"/>	<input type="checkbox"/>	
Quantity Discrepancy	805	Deny Qty Claim-POD weight wrong for product	Deny Dispute	<input type="checkbox"/>	<input type="checkbox"/>	
Quantity Discrepancy	810	Deny Qty Claim-POD has no signature	Deny Dispute	<input type="checkbox"/>	<input type="checkbox"/>	
Quantity Discrepancy	815	Deny Qty Claim-POD shows other retailer	Deny Dispute	<input type="checkbox"/>	<input type="checkbox"/>	
Quantity Discrepancy	820	Deny Qty Claim-POD signature is forgery	Deny Dispute	<input type="checkbox"/>	<input type="checkbox"/>	
Quantity Discrepancy	825	Deny Qty Claim-As POD provided	Deny Dispute	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	105	Pos. Cost Discrep-Price Protection not taken	Receiver Cost Adjustment Order/Receipt/Supplier Cost	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	110	Pos. Cost Discrep-Price Drop	Receiver Cost Adjustment Order/Receipt/Supplier Cost	<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 type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	120	Pos. Cost Discrep-Freight Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	125	Pos. Cost Discrep-Defective Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	130	Pos. Cost Discrep-DFIT Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	135	Pos. Cost Discrep-DFD Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	140	Pos. Cost Discrep-DFD Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input type="checkbox"/>	<input type="checkbox"/>	

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**

Reason Code Type	Reason Code	Reason Code Description	Action	Accounting Distribution	Comment Required	Comments Hint
Cost Discrepancy	725	Deny Cost Claim-Defective Allow correctly applied	Deny Dispute	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	730	Deny Cost Claim-DFIT Allow correctly applied	Deny Dispute	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	735	Deny Cost Claim-DFI2 Allow correctly applied	Deny Dispute	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	740	Deny Cost Claim-DFD Allow correctly applied	Deny Dispute	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	745	Deny Cost Claim-Requires Accounts Payable action	Reroute Cost Discrepancy	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	750	Deny Cost Claim-Requires Buyer action	Reroute Cost Discrepancy	<input type="checkbox"/>	<input type="checkbox"/>	
Quantity Discrepancy	805	Deny Qty Claim-POD weight wrong for product	Deny Dispute	<input type="checkbox"/>	<input type="checkbox"/>	
Quantity Discrepancy	810	Deny Qty Claim-POD has no signature	Deny Dispute	<input type="checkbox"/>	<input type="checkbox"/>	
Quantity Discrepancy	815	Deny Qty Claim-POD shows other retailer	Deny Dispute	<input type="checkbox"/>	<input type="checkbox"/>	
Quantity Discrepancy	820	Deny Qty Claim-POD signature is forgery	Deny Dispute	<input type="checkbox"/>	<input type="checkbox"/>	
Quantity Discrepancy	825	Deny Qty Claim-No POD provided	Deny Dispute	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	105	Pos. Cost Discrep-Price Protection not taken	Receiver Cost Adjustment Order/Receipt/Supplier Cost	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	110	Pos. Cost Discrep-Price Drop	Receiver Cost Adjustment Order/Receipt/Supplier Cost	<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 type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	120	Pos. Cost Discrep-Freight Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	125	Pos. Cost Discrep-Defective Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	130	Pos. Cost Discrep-DFI1 Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	135	Pos. Cost Discrep-DFI2 Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Discrepancy	140	Pos. Cost Discrep-DFD Allowance not taken	Receiver Cost Adjustment Order and Receipt Only	<input 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.

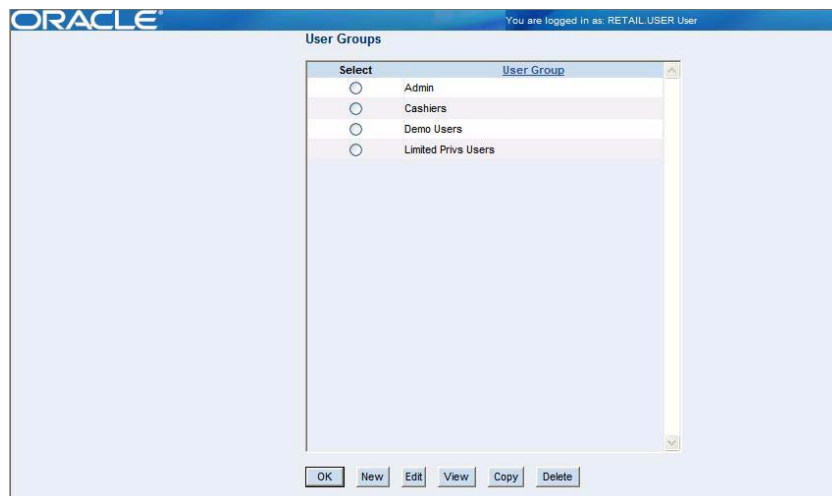
This section includes the following user group instructions:

- [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

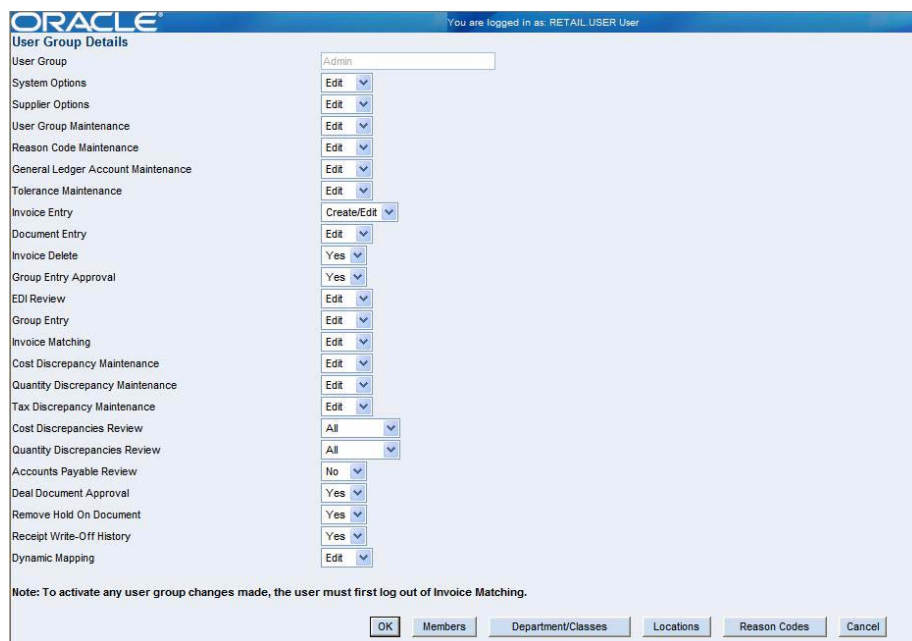
**Navigate:** In the Administration tab, click **User Group Maintenance**. The User Groups window opens.

**Figure 6–17 User Groups Window**



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

**Figure 6–18 User Groups Details Window**



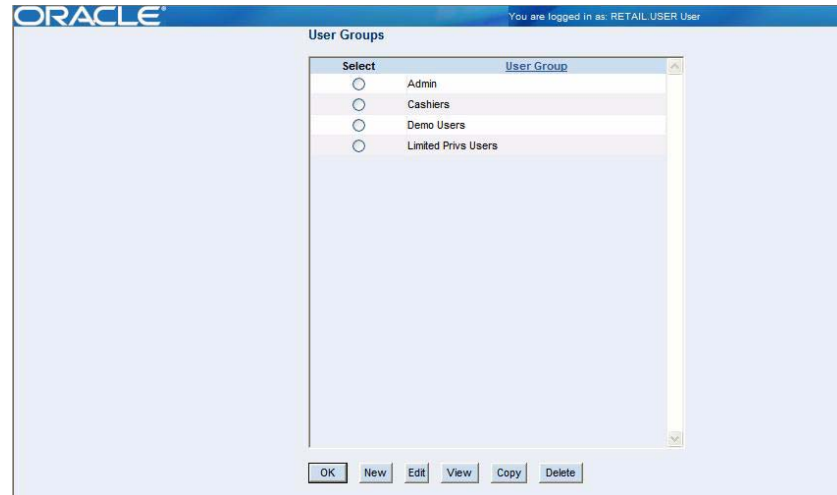
2. In the User Group field, enter the name of the user group.
3. In the remaining fields, select the type of permissions a member of the user group will have:
  - **Edit:** User group members can add to and update the areas they are assigned to.

- **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**

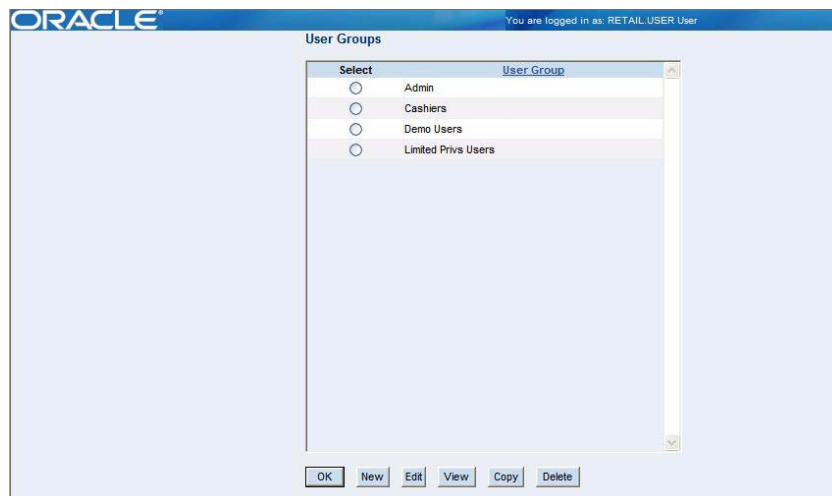


1. Select a user group.
2. Click **Delete**.
3. You are prompted to confirm the deletion. Click **OK**.
4. Click **OK** to save any changes and close the window.

## Assign Users to a User Group

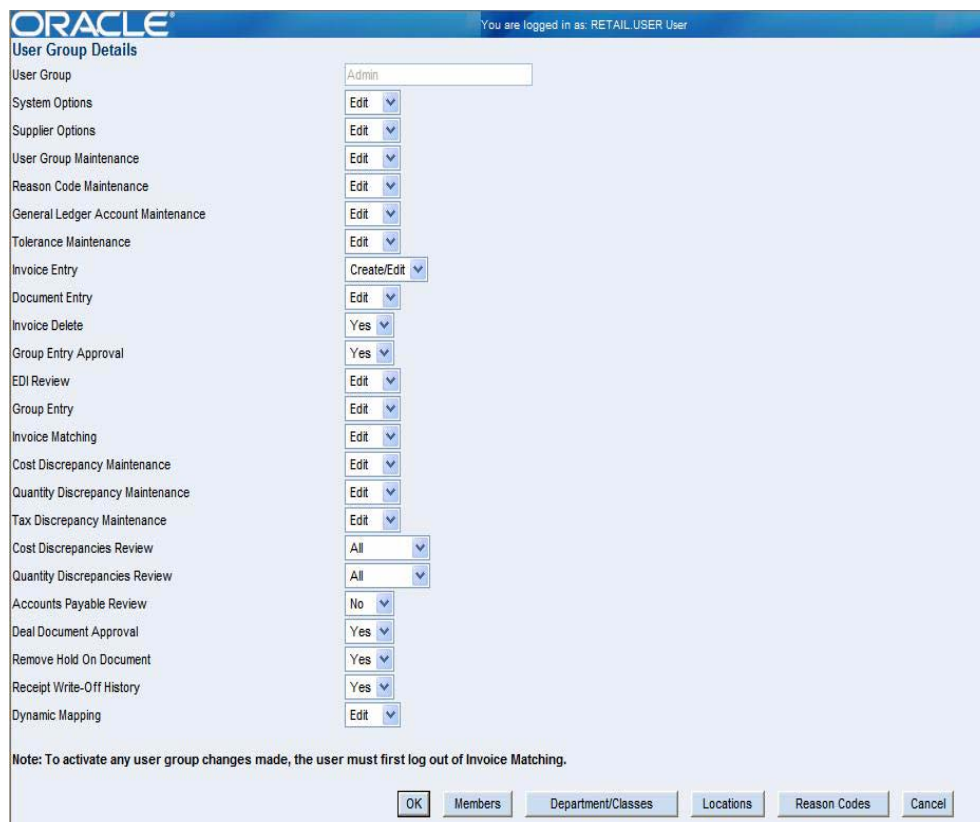
**Navigate:** In the Administration tab, click **User Group Maintenance**. The User Groups window opens.

**Figure 6–20 User Groups Window**



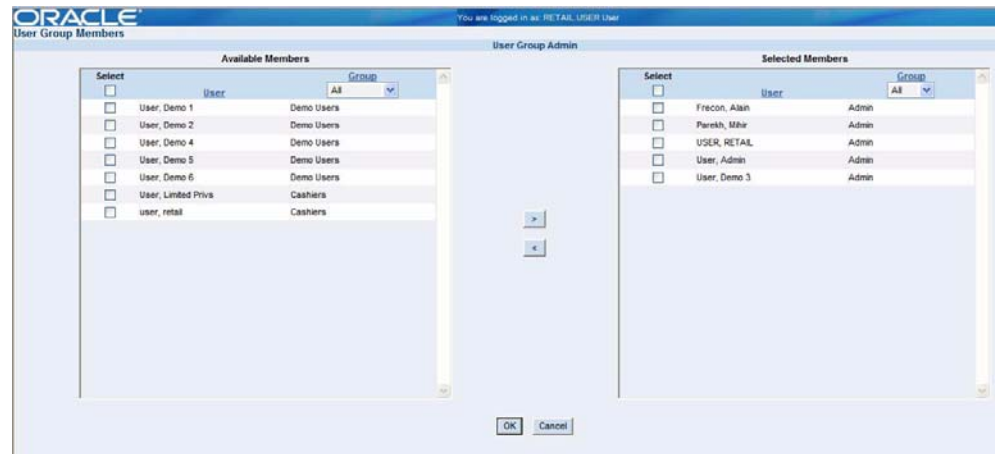
1. Select a user group.
2. Click **Edit**. The User Group Details window opens.

**Figure 6–21 User Groups Details Window**



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.

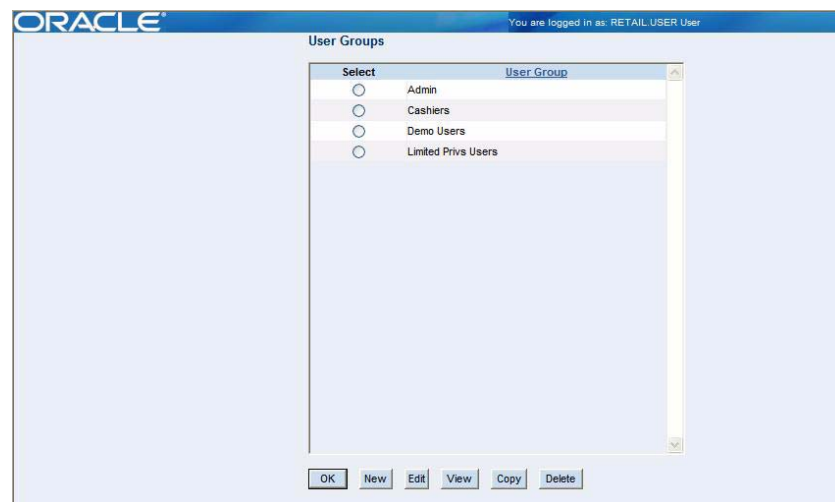
---

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.

### Edit a User Group

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

**Figure 6–23 User Groups Window**



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

**Figure 6–24 User Group Details Window**

**ORACLE** You are logged in as: RETAIL.USER User

**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 any user group that you want to edit — **Members OR Department/Classes OR Locations OR Reason Codes**. The respective window opens.
4. In the Available Reason Codes column, select the check box in the Select column next to each reason code you want to add to the user group.

---

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

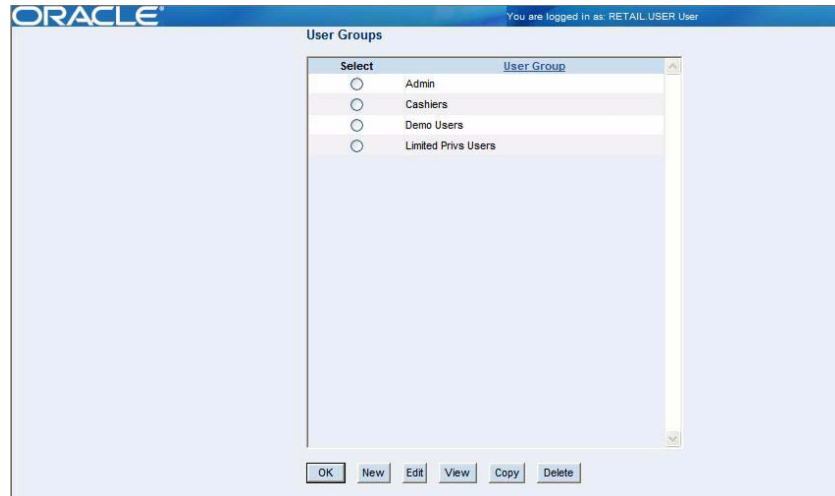
---

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

## Delete a User from a Group

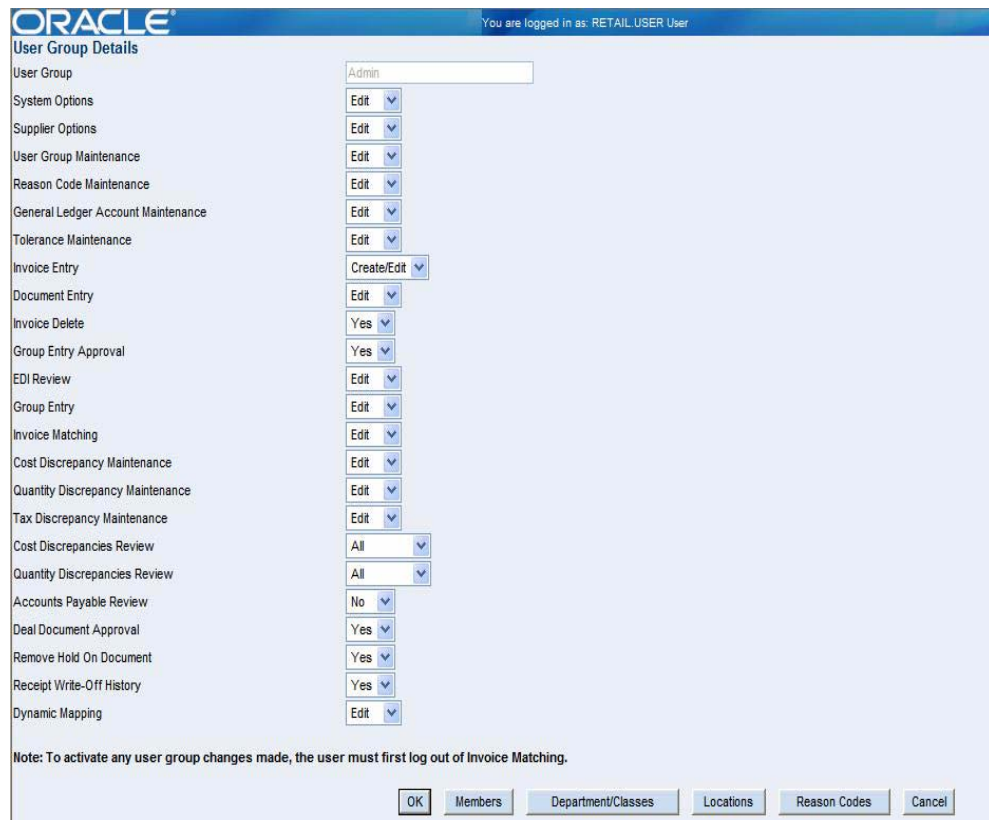
**Navigate:** In the Administration tab, click **User Group Maintenance**. The User Groups window opens.

**Figure 6–25 User Groups Window**



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

**Figure 6–26 User Group Details Window**



9. Click any user group that you want to delete — **Members OR Department/Classes OR Locations OR Reason Codes**. The respective 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.

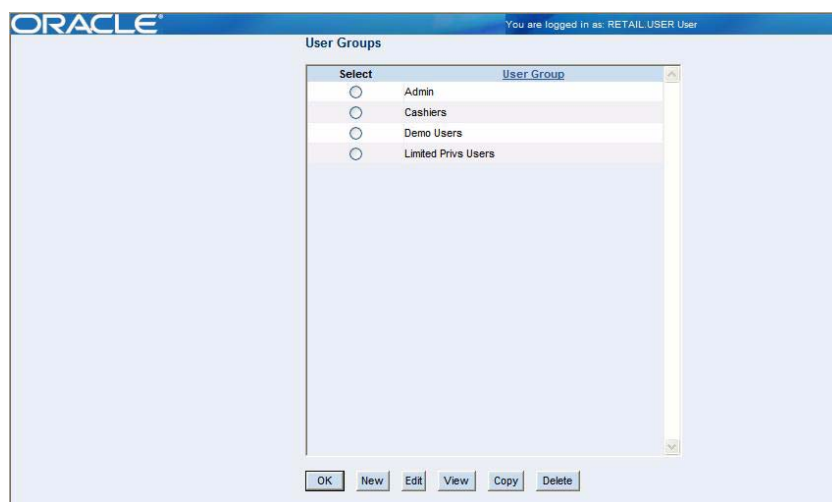
---

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 6–27** User Groups Window



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



**Figure 6–28 User Group Details Window**

**ORACLE** You are logged in as: RETAIL.USER User

**User Group Details**

User Group	Value
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 6–29 User Group Department/Classes Window**

**ORACLE** You are logged in as: RETAIL.USER User

**User Group Department/Classes**

User Group Demo Users

Select	Department	Dept ID	Class	Class ID	Group
<input type="checkbox"/>	ET Department 8009	8009	ET Class 8009	8009	Admin
<input type="checkbox"/>	Test dept	1100	Test class retail	1	Admin
<input type="checkbox"/>	Test dept cost	1200	Test class cost	1	Admin
<input type="checkbox"/>	Women's Fashion	1000	Women's Basics	1000	Admin
<input type="checkbox"/>	Women's Fashion	1000	Women's Casual	1002	Admin
<input type="checkbox"/>	Women's Fashion	1000	Women's Tops	1001	Admin
<input type="checkbox"/>	et br	543	et br class	543	Admin
<input type="checkbox"/>	ss_dept1	9	ss_class1	9	Admin

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.

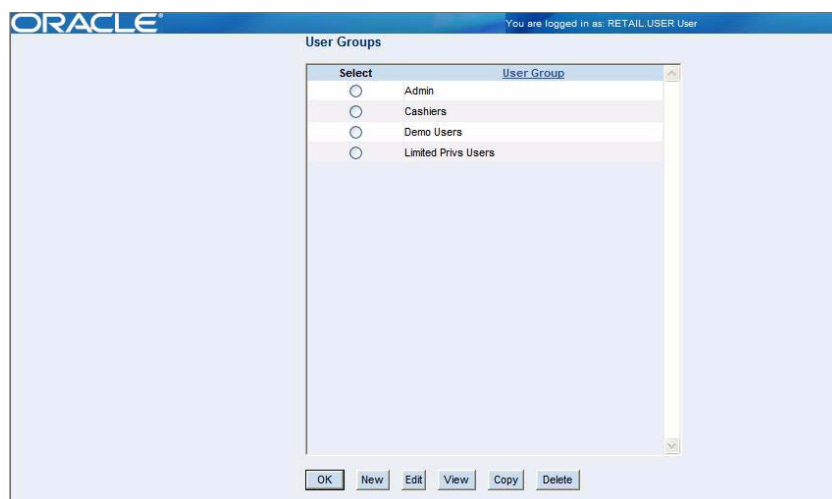
**Note:** To select all department/classes, select the check box in the header area.

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

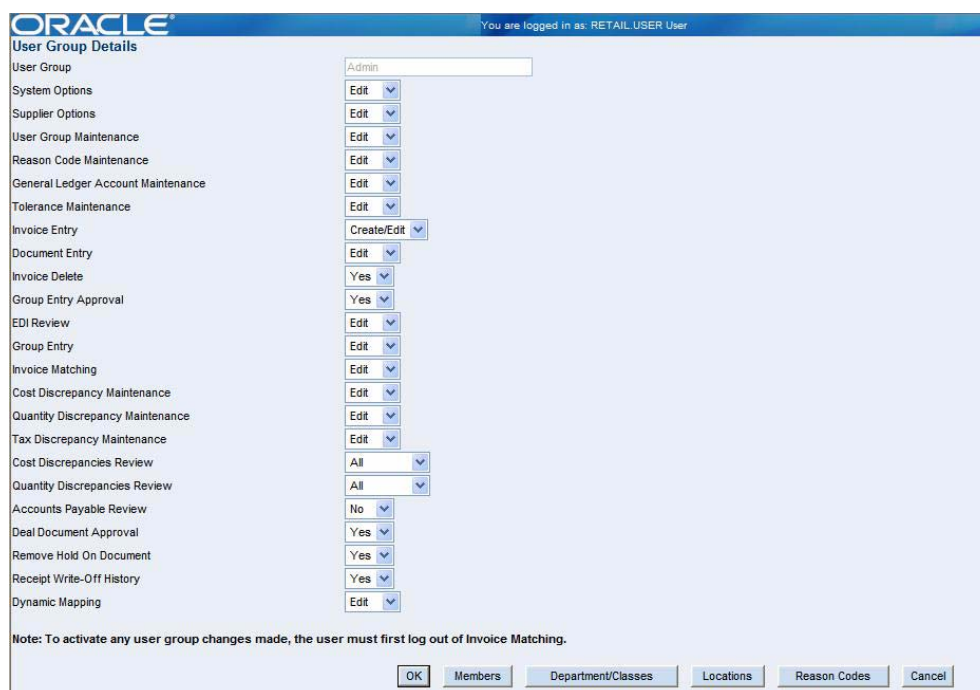
**Navigate:** In the Administration tab, click **User Group Maintenance**. The User Groups window opens.

**Figure 6–30 User Groups Window**



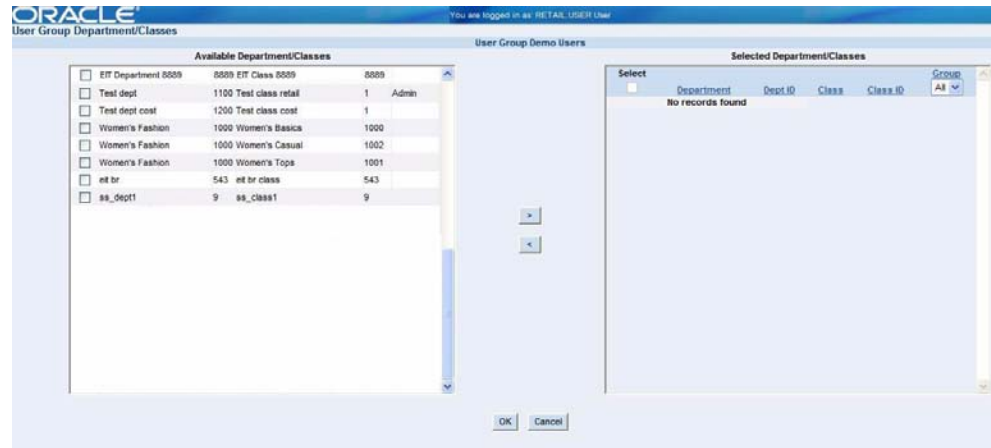
1. Select a user group.
2. Click **Edit**. The User Group Details window opens.

**Figure 6–31 User Group Details Window**



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

**Figure 6–32 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.

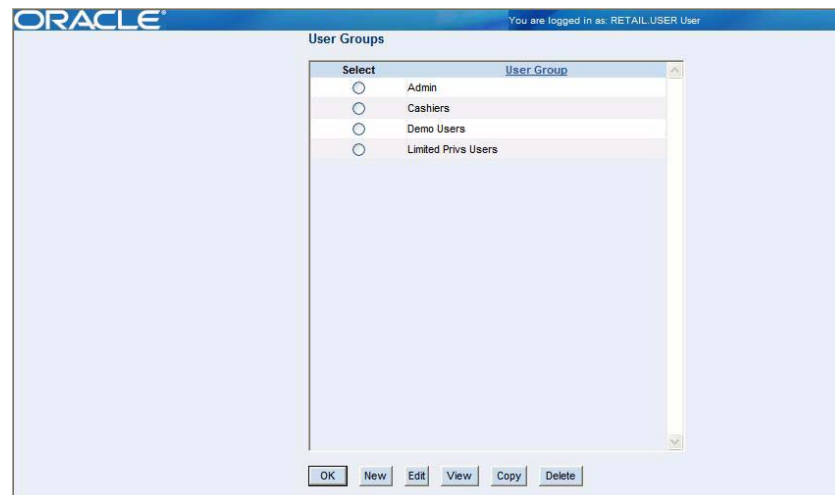
---

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 6–33 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: RETAIL.USER User

**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.

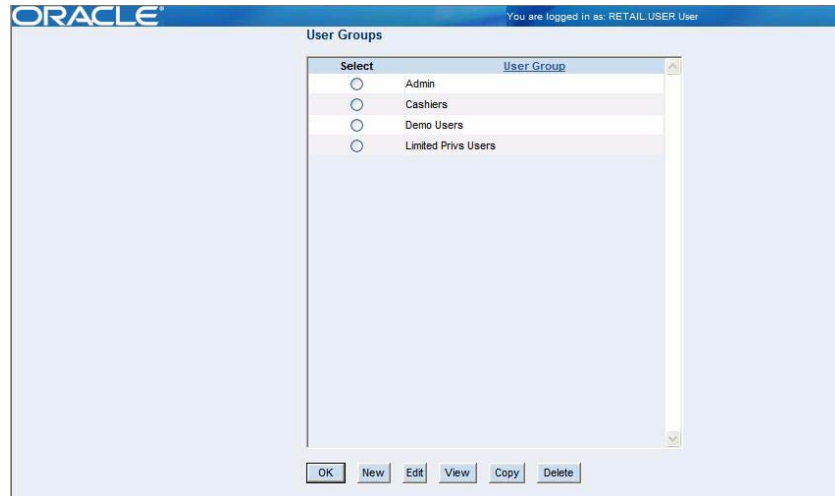
---

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

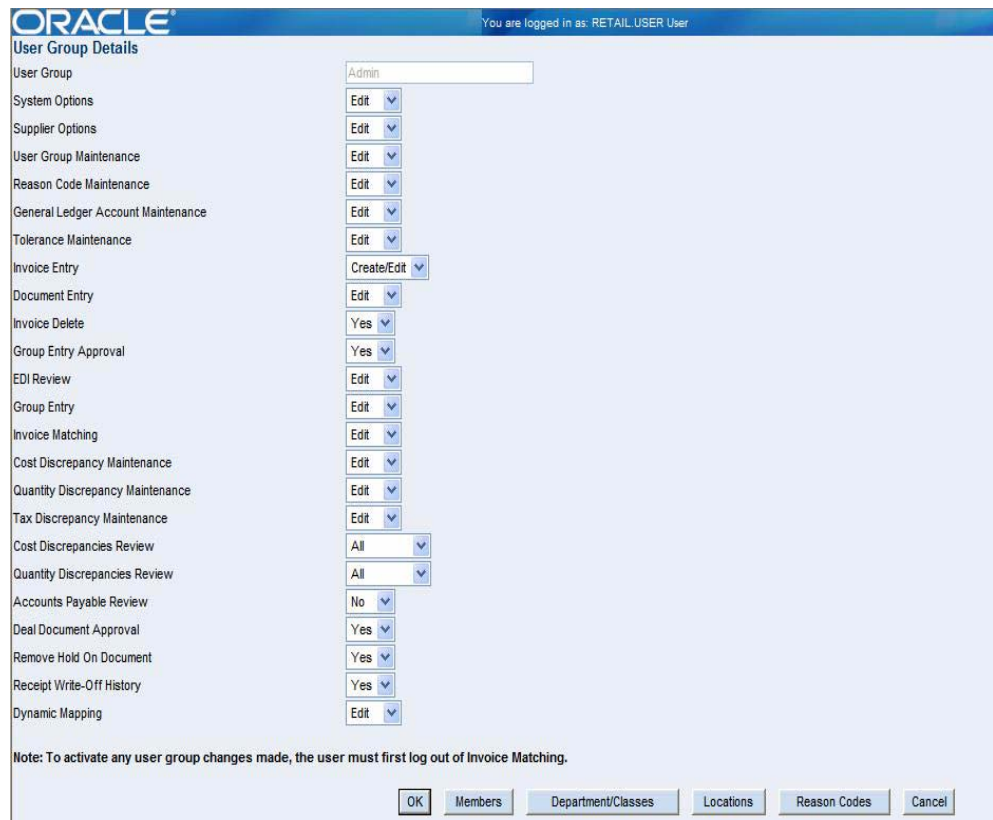
**Navigate:** In the Administration tab, click **User Group Maintenance**. The User Groups window opens.

**Figure 6–35 User Groups Window**



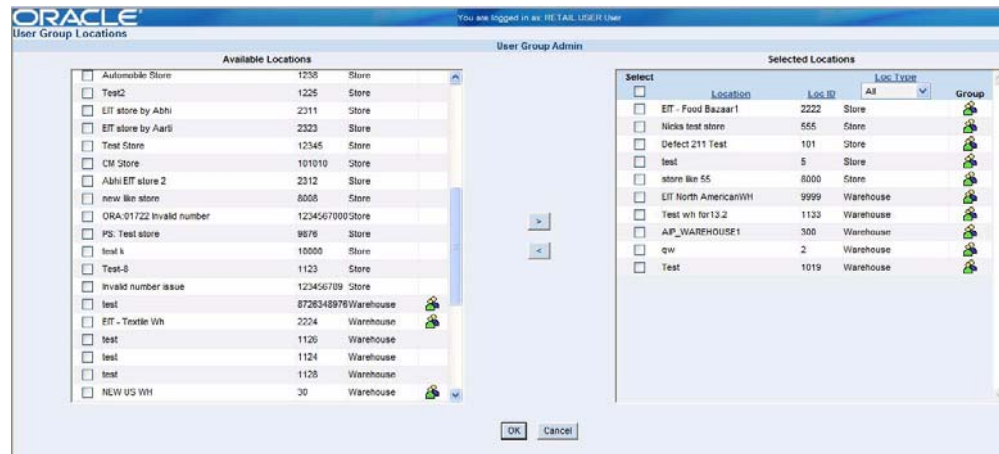
1. Select a user group.
2. Click **Edit**. The User Group Details window opens.

**Figure 6–36 User Group Details Window**



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

**Figure 6–37 User Group Locations Window**



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

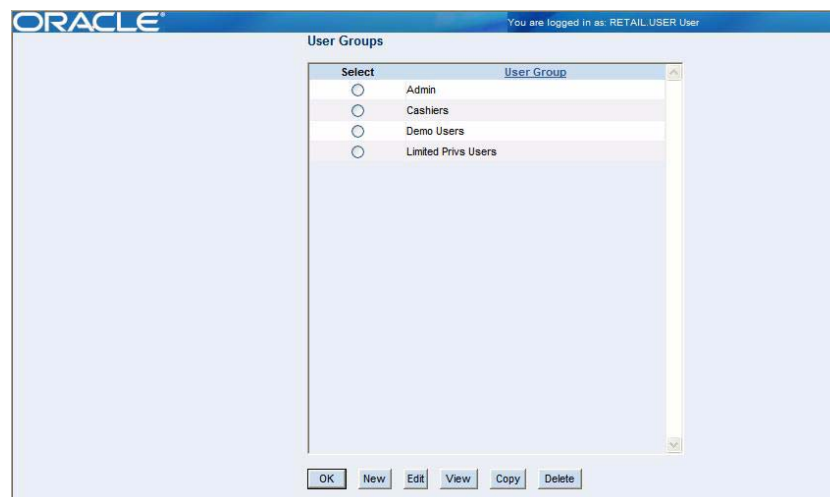
**Note:** To select all locations, select the check box in the header area.

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

### Assign a Reason Code to a User Group

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

**Figure 6–38 User Groups Window**



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

**Figure 6–39 User Group Details Window**

**ORACLE** You are logged in as: RETAIL.USER User

**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 6–40 User Group Reason Codes Window**

**ORACLE** You are logged in as: RETAIL.USER User

**User Group Reason Codes**

User Group Admin

Available Reason Codes

Select	Reason Codes	Reason Codes Description	Action Types	Group
<input type="checkbox"/>	1337	Life	Deny Dispute	

Selected Reason Codes

Select	Reason Codes	Reason Codes Description	Action Types	Group
<input type="checkbox"/>	725	Deny Cost Claim-Defective Allow correctly applied	Deny Dispute	
<input type="checkbox"/>	730	Deny Cost Claim-DF11 Allow correctly applied	Deny Dispute	
<input type="checkbox"/>	735	Deny Cost Claim-DF2 Allow correctly applied	Deny Dispute	
<input type="checkbox"/>	740	Deny Cost Claim-DF3 Allow correctly applied	Deny Dispute	
<input type="checkbox"/>	745	Deny Cost Claim-DF4 Allow correctly applied	Deny Dispute	

OK Cancel

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

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

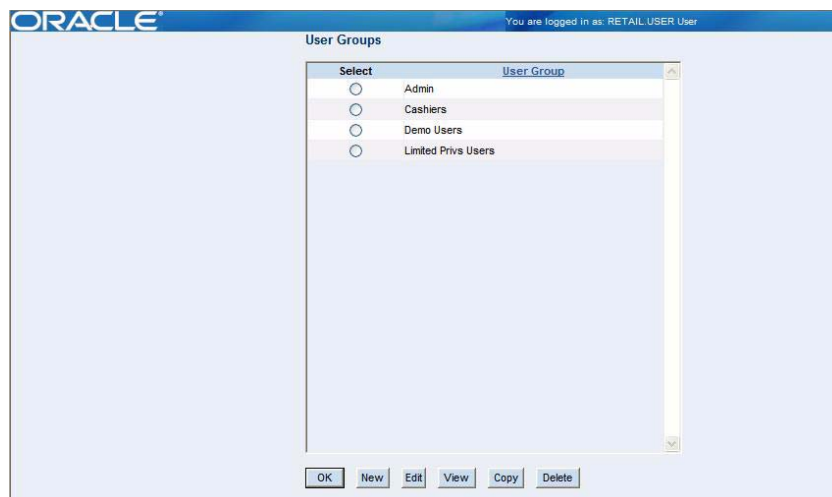


5. Click the right arrow button to move the reason codes into the Selected Reason Codes column.
6. Click **OK** to save any changes and close the window.

### Delete a Reason Code from a User Group

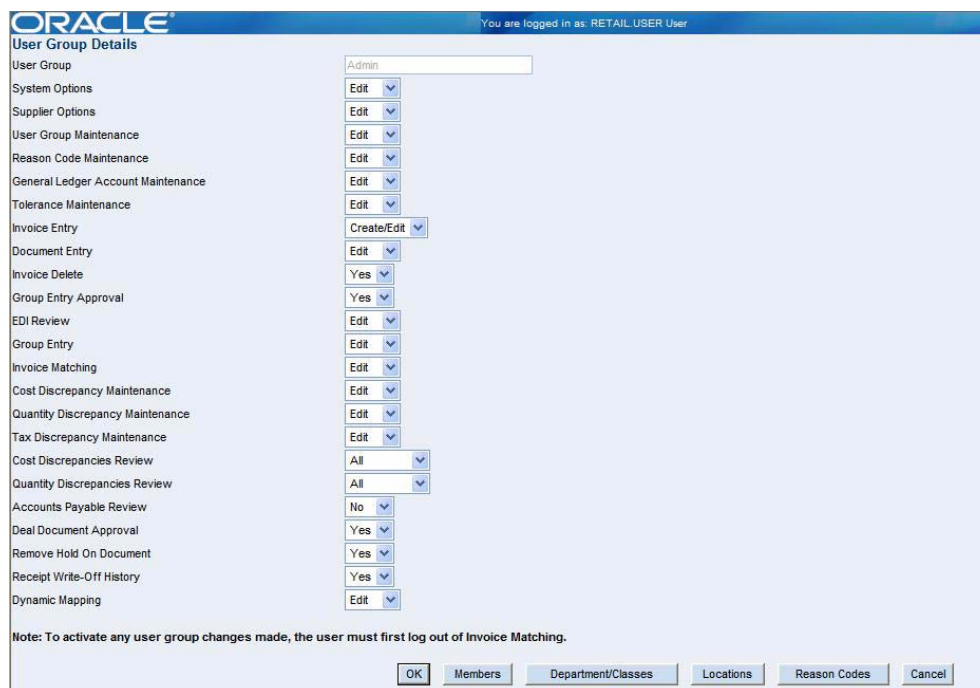
**Navigate:** In the Administration tab, click **User Group Maintenance**. The User Groups window opens.

**Figure 6–41 User Groups Window**



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

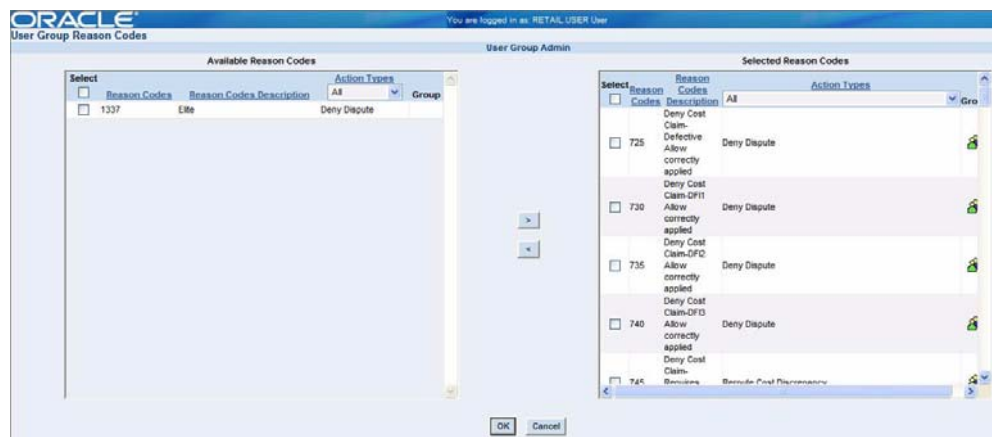
**Figure 6–42 User Group Details Window**





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

**Figure 6–43 User Group Reason Codes Window**



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

---

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

---

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

## Tolerance Levels

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

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

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

This section includes the following tolerance level instructions:

- [Define the Tolerance Level for the System](#)
- [Delete a Tolerance Level 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 6–44 Tolerance Maintenance Window**

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

**Figure 6–45 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 Line Item Qty	Supplier	0	1,000,000,000	10% Percent	
<input type="checkbox"/>	Invoice/Document Line Item Qty	Retailer	0	1,000,000,000	10% Percent	
<input type="checkbox"/>	Invoice/Document Summary Qty	Retailer	0	1,000,000,000	10% Percent	
<input type="checkbox"/>	Invoice/Document Line Item Cost	Retailer	0.00	1,000,000,000.00	10% Percent	
<input type="checkbox"/>	Invoice/Document Summary Cost	Retailer	0.00	1,000,000,000.00	10% Percent	
<input type="checkbox"/>	Invoice/Document Summary Qty	Supplier	0	1,000,000,000	10% Percent	
<input type="checkbox"/>	Invoice/Document Line Item Cost	Supplier	0.00	1,000,000,000.00	10% Percent	

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 6–46 Tolerance Maintenance Window**

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

**Figure 6–47 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 Line Item Qty	Supplier	0	1,000,000,000	10%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Qty	Retailer	0	1,000,000,000	10%	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Retailer	0	1,000,000,000	10%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Cost	Retailer	0.00	1,000,000,000.00	10%	Percent
<input type="checkbox"/>	Invoice/Document Summary Cost	Retailer	0.00	1,000,000,000.00	10%	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Supplier	0	1,000,000,000	10%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Cost	Supplier	0.00	1,000,000,000.00	10%	Percent

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 6–48 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 Line Item Qty	Supplier	0	1,000,000,000	10%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Qty	Retailer	0	1,000,000,000	10%	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Retailer	0	1,000,000,000	10%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Cost	Retailer	0.00	1,000,000,000.00	10%	Percent
<input type="checkbox"/>	Invoice/Document Summary Cost	Retailer	0.00	1,000,000,000.00	10%	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Supplier	0	1,000,000,000	10%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Cost	Supplier	0.00	1,000,000,000.00	10%	Percent

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 6–50 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**

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 6–52 Tolerance Maintenance Window**

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

**Figure 6–53 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 Line Item Qty	Supplier	0	1,000,000,000	10%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Qty	Retailer	0	1,000,000,000	10%	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Retailer	0	1,000,000,000	10%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Cost	Retailer	0.00	1,000,000,000.00	10%	Percent
<input type="checkbox"/>	Invoice/Document Summary Cost	Retailer	0.00	1,000,000,000.00	10%	Percent
<input type="checkbox"/>	Invoice/Document Summary Qty	Supplier	0	1,000,000,000	10%	Percent
<input type="checkbox"/>	Invoice/Document Line Item Cost	Supplier	0.00	1,000,000,000.00	10%	Percent

- Click **Defaults**. You are prompted to confirm the restoration.
- Click **OK**. The system defaults are displayed.
- 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 6–54 Receipt Write-Off History Window**

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 6–55** *Dynamic Mapping for Department and Class Window*



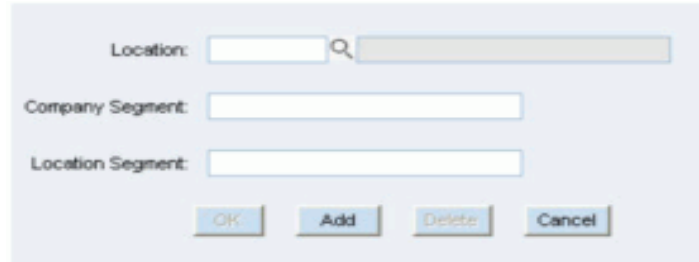
1. In the Set Of Books ID field, enter the ID, or click the LOV button and select the set of books.
2. In the Department field, enter the department ID, or click the LOV button and select the department.
3. In the Class field, enter the class ID, or click the LOV button and select the class.
4. Click **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 6–56** *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.

