Oracle® Retail Invoice Matching Cloud Service

Reports User Guide

Release 19.3.000

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Oracle® Retail Invoice Matching Cloud Service ReportsUser Guide, Release 19.3.000

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Preface

The *Oracle® Retail Invoice Matching Cloud Service ReportsUser Guide* describes the reports available through the Oracle Retail Sales Audit Reports functions.

Audience

This Reports User Guide is for users and administrators of Oracle Retail Sales Audit. This includes merchandisers, buyers, business analysts, and administrative personnel.

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http://www.oracle.com/technetwork/documentation/oracle-retail-100266.html

An updated version of the applicable Oracle Retail document is indicated by Oracle part number, as well as print date (month and year). An updated version uses the same part number, with a higher-numbered suffix. For example, part number E123456-02 is an updated version of a document with part number E123456-01.

If a more recent version of a document is available, that version supersedes all previous versions.

Oracle Retail Documentation on the Oracle Help Center (docs.oracle.com)

Oracle Retail product documentation is also available on the following Web site:

https://docs.oracle.com/en/industries/retail/index.html

(Data Model documents can be obtained through My Oracle Support.)

Conventions

The following text conventions are used in this document:

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

1

Invoice Matching Reports

Invoice Matching has two types of reports — dashboard reports and contextual reports. Both types embed business intelligence into the fabric of the solution.

Dashboard reports are role-based and are intended to highlight actionable or frequently monitored activities in order to help the Accounts Payable (AP) specialist or finance manager manage to exceptions in their business and prioritize their work for the day. Actions taken from dashboard reports launch into Invoice Matching workflows, allowing the AP specialist to act in the context of what they were viewing in the dashboard.

Contextual reports are displayed in selected Invoice Matching pages and allow for an extension of information available in the associated screen, providing further details about a transaction or entity that is not present on the screen. It dynamically refreshes when certain actions (called contextual events) are performed.

2

AP Reviewer Dashboard

The dashboard surfaces information in a manner that will help an Accounts Payable (AP) reviewer, such as an AP specialist or finance manager, understand their invoice matching workload, view supplier performance, manage employee workload and provide quick visibility into cost, quantity and tax discrepancies. The dashboard allows the AP reviewer to contextually launch into the Summary Match, Detail Match and Discrepancy Review List to take quick action on the insights presented.

Invoice Matching Dashboard Reports:

- Upcoming Invoices

- Automatch Rate

- Supplier Site Performance

- Employee Workload

- Invoices

Figure 2–1   AP Reviewer Dashboard
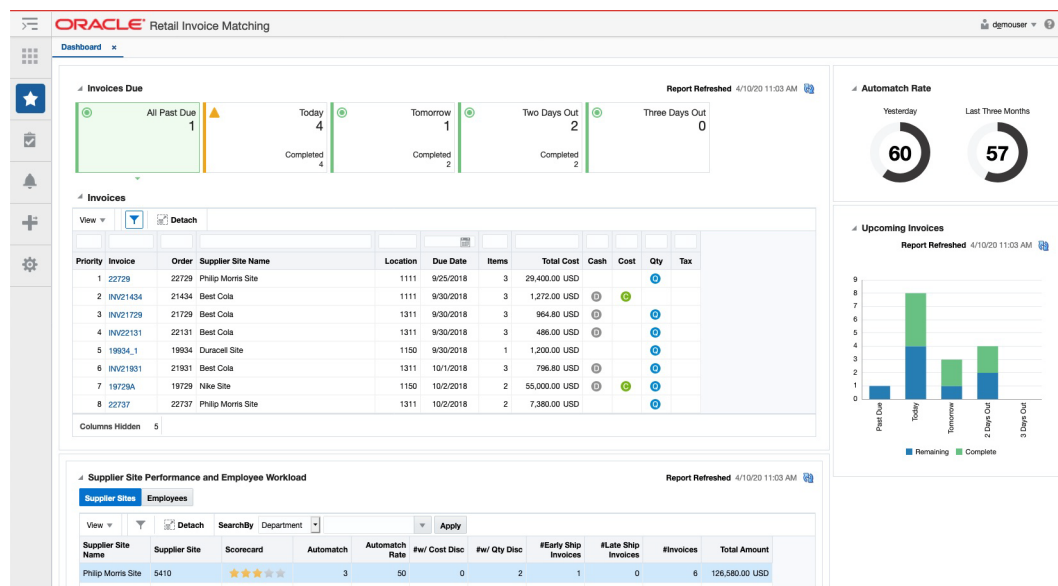
Invoices Report

The main purpose of the Invoices report is to allow the Accounts Payable team to manage their workload. The report has tiles that classify invoices needing attention in

the following categories: All Past Due, Today, Tomorrow, Two Days Out, and Three Days Out. Clicking one of these tiles will refresh the table below to show the invoices that meet the tile's criteria. The list of invoices can be sorted and filtered to allow you to resolve and match the highest priority invoices first.

The report will be initially sorted based on a pre-determined set of criteria that is listed below but you can use the sort and filter capability to change the way the invoices are sorted.

The columns that are displayed to you and available for viewing are as follows and are further detailed in the Metrics section of this document.

- Priority (detailed below)

- Invoice

- Order

- Supplier Site Name

- Location

- Due Date

- Items

- Total Cost

- Cash Discount

- Cost

- Qty

- Tax

- Employee (optional)

- Location Type (optional)

- Invoice Date (optional)

- Total Cost Invoice Currency (optional)

In-context Launch

On the Invoices report there are 3 opportunities for you to contextual launch directly into the Invoice Matching workflows for discrepancy resolution or invoice matching.

- Tax Discrepancy: When you click the **tax** icon (T) on the Invoices Report, the AP reviewer will be launched into the Tax Discrepancy Review List workflow.

  > **Note:** If Merchandising has been configured to use US Sales Tax as the default tax type, then the Tax column will not be displayed in this report.

  When the AP reviewer launches to the Tax Review list, they will see all invoices associated with their ID that have tax discrepancies.

- Cost or Qty Discrepancy: When you click either the **Cost** (C) or **Qty** (Q) discrepancy icon on the Invoices Report, the AP reviewer will be launched into the Discrepancy Review List workflow. From here, they will be able to resolve discrepancies for items on the invoice. If discrepancies are resolved for all items on an invoice, the invoice goes to a matched status.

■ Summary Match Window: When an AP reviewer clicks on the invoice number in the Invoices report, they will be launched into the Summary Match workflow. In Summary Match, the AP reviewer will be able to match invoices.

Priority

By using the priority invoice sorting, invoices having the highest priority are brought to the users' attention first thus helping them prioritize their work for the day and pick the most important invoices first for manual matching and for discrepancy resolution. The following metrics are considered for deriving the priority of the invoice for each grouping of invoices (All Past Due, Today, Tomorrow, Two Days Out, and Three Days Out):

1. Cash Discount= Y

2. Total Cost amount (Descending order)

3. Cost Discrepancy= Y

4. Unit Discrepancy= Y

Figure 2–2   Invoices Report

Supplier Site Performance Report

The Supplier site report lists each individual supplier that the finance manager is responsible for. This is only available on the Finance Manager dashboard. This report serves as a quick glance to see how the supplier site is performing and for the past 12 weeks.

■ Supplier site

■ Supplier site ID

■ Scorecard* (See below for more details)

■ # Automatch

■ Auto Match Rate

■ # w cost discrepancy

■ # w unit discrepancy

- # early ship invoices

- # late ship invoices

- # invoices

- Total amount

You are able to sort and filter based off of Supplier site ID.

The Finance Manager will see a list of the supplier sites assigned to the employees that roll up to that manager. For information about assigning an employee to a Finance Manager, see the *Oracle® Retail Merchandising Administration Guide*.

*Scorecard: The supplier site rating is based on certain parameters such as discrepancy occurrence rate, exact matches vs. matches within tolerance and shipping performance.

Weight assigned to each of the criteria is stored in a configuration table.

Search By: You will be able to search by the levels below in order to do a quick look up of supplier site performance:

- Dept

- Supplier Site

Then you must enter in the ID of the corresponding level you want to search. When you click the **Apply** box, any supplier site that has items in the level that was searched is returned for review of performance.

Figure 2–3   Supplier Site Performance Report

Supplier Site Name	Supplier Site	Scorecard	Automatch	Automatch Rate	#w/ Cost Disc	#w/ Qty Disc	#Early Ship Invoices	#Late Ship Invoices	#Invoices	Total Amount
Philip Morris Site	5410	★★★☆☆	3	50	0	2	1	0	6	126,580.00 USD
Duracell Site	5510	★★★★☆	1	50	0	1	0	0	2	3,750.40 USD
Best Cola	1110	★★★★☆	11	52.38	1	3	0	0	21	19,232.40 USD
Nike Site	2900	★★★★★	1	33.33	0	0	0	0	3	160,380.00 USD

Employee Workload Report

A Finance Manager has the option to toggle between the supplier site performance report and the employee workload report. The employee workload report provides a way for the finance manager to track their employee's performance.

The Finance Manager will see a list of employees that report to them and data for 5 date ranges associated with manual matching of invoices.

- Today (Remaining vs Completed)

- Tomorrow

- 2 days out

- 3 days out

- Past due

For the Today (Remaining vs Completed) column, there is a horizontal bar graph that shows the Completed vs. Remaining workload for each employee.

- Completed Invoices: The blue horizontal bar represents the number invoices that have already been completed by manual matching.

- Remaining Invoices: The green horizontal bar represents the remaining workload that the employee needs to match.

For the remaining time frames, the data is represented as a number that is the remaining invoices that each employee is responsible for.

Figure 2–4   Employee Workload Report

Automatch Rate Report

The Automatch Rate report will allow you to quickly see the total percent of invoices in matched status that were matched by the automatch batch in comparison with the total number of invoices that were manually matched by the AP specialist. This metric is shown by using a gauge report.

The number shown and represented by the black bar is the percent that is automatched.

The remaining percentage represented by the light gray bar is the percent that was manually matched.

The report can be viewed 2 different ways.

- Yesterday

- Last 3 months

Figure 2–5   Automatch Rate
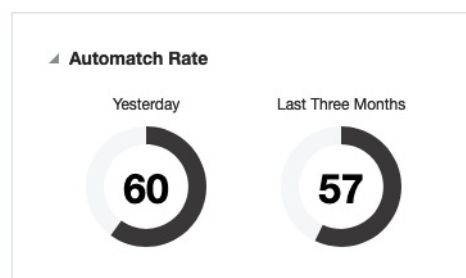
Upcoming Invoices Report

The Upcoming Invoices Report provides visibility into the upcoming workload for either the Accounts Payable AP specialist or a group of employees for the finance manager.

The report shows the number of completed and remaining invoices with the invoice due date equal to:

- Today
- Tomorrow
- 2 days out
- 3 days out

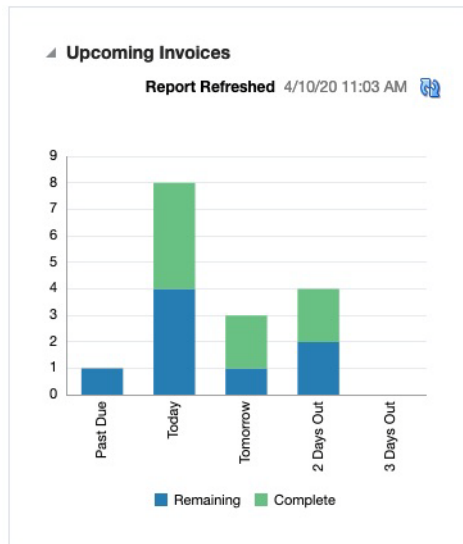The report also shows the number of remaining invoices with the invoice due date in the past:

- Past Due

Figure 2–6   Upcoming Invoices

3

Contextual Reports

Contextual Reports are displayed in a collapsible pane of some Invoice Matching pages to provide additional information to the AP reviewer in the context of a particular workflow, aiding in decision making. The reports are considered contextual, as the data displayed in the page influences what is displayed in the report.

The contextual pane also offers opportunities for customization of the solution. See the Merchandising Customization and Extension Guide for more details on modifying the base reports displayed in the Invoice Matching contextual panes or adding custom reports.

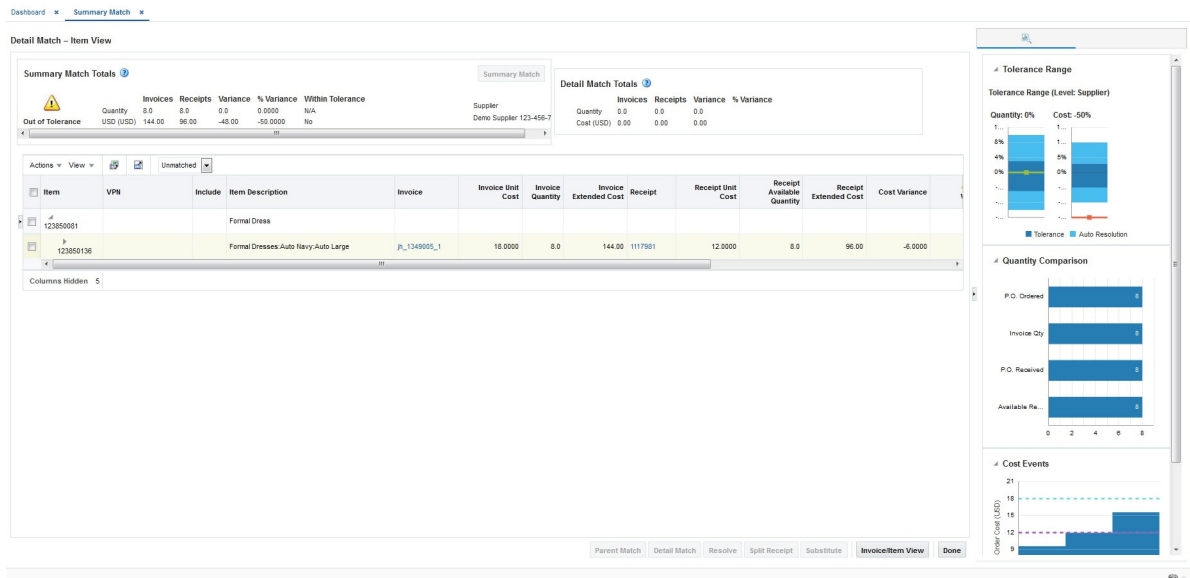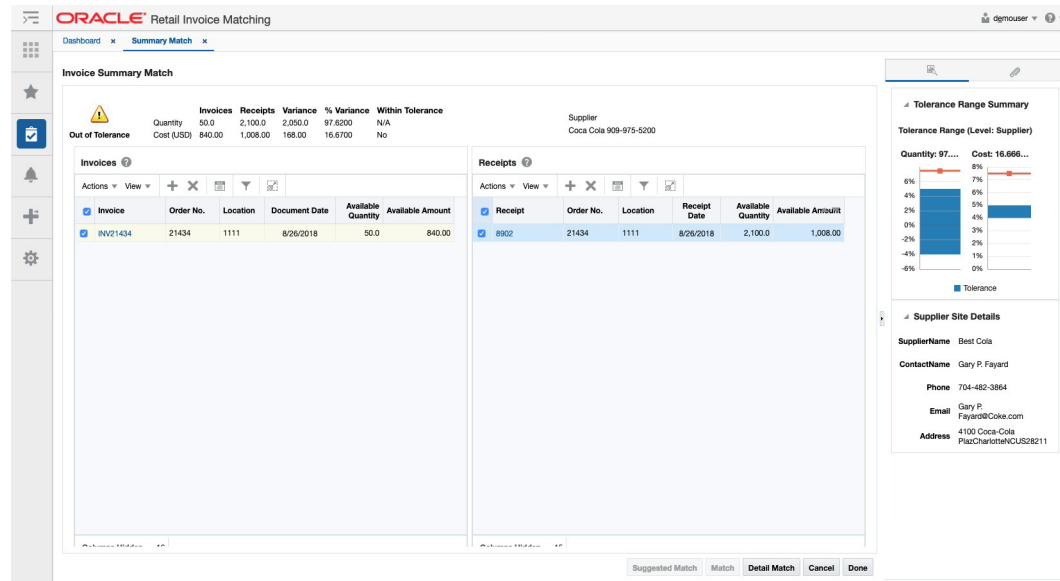*Figure 3–1 Contextual Reports in Detail Match*

Figure 3–2 Contextual Reports in Summary Match

Supplier Site Details Report

The Supplier Site Details report will provide you the necessary information to get in contact with the supplier site for the invoice being viewed. This report will be visible in the contextual pane of the Discrepancy Review List and Summary Match pages.

The details provided in the report are as follows:

- Supplier Name
- Contact Name
- Address
- Phone number
- E-mail address

Figure 3–3 Supplier Site Details
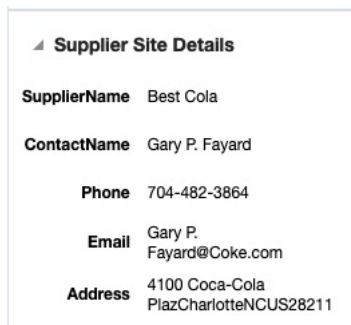
Cost Event Report

This report will provide you the visibility into the last two cost changes and one in the future using the invoice date as a reference. This may help explain why an invoice has

a cost variance. This report is visible in the Discrepancy Review List and Detail Match pages.

The X axis of the report shows the dates that the cost changes either occurred or will occur and the Y axis shows the price points of the cost events. There are 2 lines that represent both the P.O. Cost and the Invoice cost of the invoice that is selected so you can see where the variance is.

The Detail Match window is a three-tiered table. If a parent row is in focus, the report is refreshed but will not show any data.   If the transaction item row is in focus, the report is refreshed and PO Cost and Invoice cost will update based on the item. If the focus is on a row below the transaction item level, the report is not refreshed. The Discrepancy Review List is a single hierarchy table showing the transaction items, so the report will always be based on the row in focus.

Figure 3–4   Cost Event Report
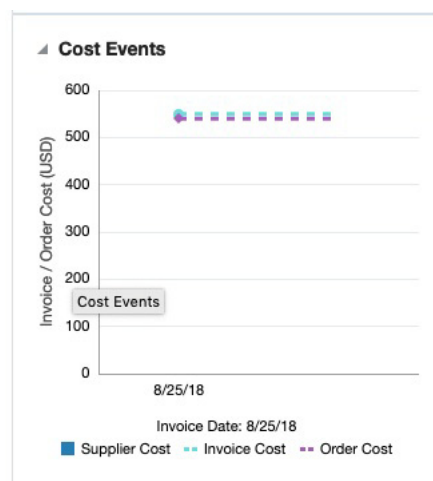
Quantity Comparison Report

This Report gives you a quick glance at where the discrepancy lies in terms of quantity.

The report is visible when user is on the Discrepancy Review List and Detail Match pages.

The report is made up of 4 horizontal bars:

- Invoice Qty
- P.O. Ordered Qty
- P.O. Received Qty
- Available Received Qty

When you are on the Detail Match window and focus is on a transaction item row, the report will populate with data associated with the highlighted item. If a parent row is in focus, the report will be populated with totals selected for the parent. The Discrepancy Review List is a single hierarchy table showing the transaction item row, so the report will always be based on the row in focus.

Figure 3–5   Quantity Comparison
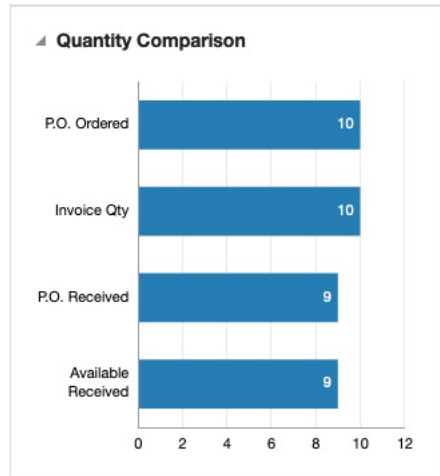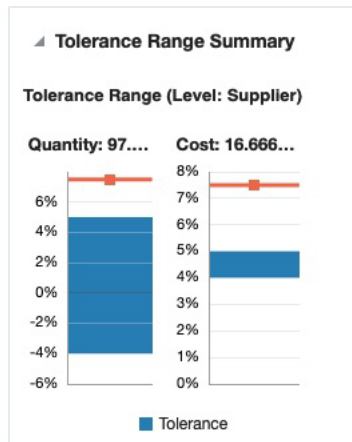

Tolerance Range Report

The Tolerance Range report shows you what the current tolerance ranges (both Qty and Cost) are for the invoice that is being reviewed. This could be at the supplier site level or higher. This report is visible in the Summary Match and Detail Match pages.

In the Summary Match page, the Tolerance Range report is triggered whenever an invoice or receipt is selected.   The variance shown in the report is a visual representation of the variance shown in the Summary Match totals table in the top left quadrant of the window.

The report consists of two bars, one for the quantity tolerance range, and the other for the cost tolerance range. The cost (or quantity) variance is shown on the graph as a red line if it is out of tolerance or a green line if it is within tolerance.

The Tolerance Range Level shows the level that is currently being used for the invoice that is selected in the application. Available options for the Tolerance Range Level are: Supplier Site, Supplier, Supplier Group, Department or System.

Figure 3–6   Tolerance Range Summary Report

In the Detail Match page, the Tolerance Range report should be triggered when a parent row or a SKU row is highlighted. The tolerance range is based on the tolerance

setting for the selected group of documents, and does not change as various item rows are selected. When a parent row is highlighted, the tolerance report uses parent level tolerances instead of line level tolerances. The variance however reflects the specific value from the highlighted row.

If an Auto Resolution threshold has been defined (for line item level tolerance setting), in the Detail Match window, the inner-bounds of that tolerance are displayed in a different color shade with the levels displayed. These levels show the split-out by tolerance and auto resolution tolerance. The Auto Resolution threshold is not shown in the report for the Summary match window, as this does not apply to this level. Move the cursor over the tolerance range bar to view the actual tolerance and auto resolution levels.

Figure 3–7   Tolerance Range Report