Oracle® Retail Invoice Matching Cloud Service

Foundation Data User Guide

Release 16.0.030

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Oracle Retail Invoice Matching Cloud Service Foundation DataUser Guide, Release 16.0.030

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Oracle Retail Invoice Matching Cloud Service Foundation DataUser Guide, Release 16.0.030

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- 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.

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Preface

This document describes the Merchandising Foundation Cloud Service user interface. It provides step-by-step instructions to complete most tasks that can be performed through the user interface.

Audience

This document is for users and administrators of Oracle Retail Merchandising Foundation Cloud Service. This includes merchandisers, buyers, business analysts, and administrative personnel.

Documentation Accessibility

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Customer Support

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`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, 16.0) or a later patch release (for example, 16.0.028). 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.

Improved Process for Oracle Retail Documentation Corrections

To more quickly address critical corrections to Oracle Retail documentation content, Oracle Retail documentation may be republished whenever a critical correction is needed. For critical corrections, the republication of an Oracle Retail document may at times not be attached to a numbered software release; instead, the Oracle Retail document will simply be replaced on the Oracle Technology Network Web site, or, in the case of Data Models, to the applicable My Oracle Support Documentation container where they reside.

This process will prevent delays in making critical corrections available to customers. For the customer, it means that before you begin installation, you must verify that you have the most recent version of the Oracle Retail documentation set. Oracle Retail documentation is available on the Oracle Technology Network at the following URL:

`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 Technology Network

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

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

(Data Model documents are not available through Oracle Technology Network. You can obtain them 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.

Convention	Meaning
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1

Manage 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.

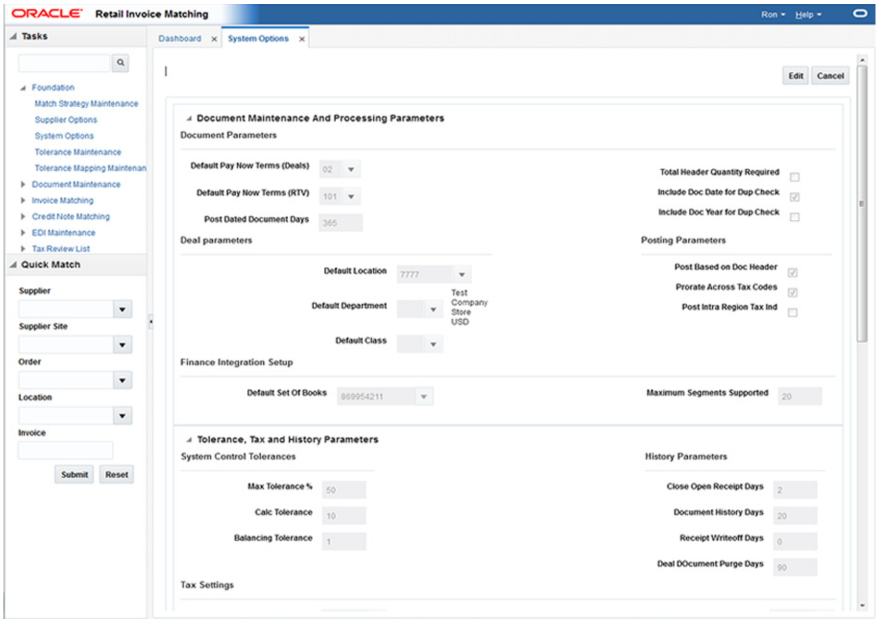
Updated settings are available for all users who log on after the changes are made. To see the changes reflected in Oracle Retail Invoice Matching, you must log out and log in again.

This section includes the following system options instructions:

- Document Maintenance and Processing Parameters
- Tolerance, Tax, and History Parameters
- Discrepancy Resolution Parameters
- System Variables
- Report Options

Navigate: From the Tasks menu, select **Foundation > System Options**. The System Options window opens.

Figure 1–1 System Options Window


ORACLE Retail Invoice Matching
Ron
Help
Tasks
Foundation
Match Strategy Maintenance
Supplier Options
System Options
Tolerance Maintenance
Tolerance Mapping Maintenan
Document Maintenance
Invoice Matching
Credit Note Matching
EDI Maintenance
Tax Review List
Quick Match
Supplier
Supplier Site
Order
Location
Invoice
Submit
Reset
Dashboard
System Options
Edit
Cancel

Document Maintenance And Processing Parameters

Document Parameters

Default Pay Now Terms (Deals): 02
Default Pay Now Terms (RTV): 101
Post Dated Document Days: 365
Total Header Quantity Required ☐
Include Doc Date for Dup Check ☑
Include Doc Year for Dup Check ☐

Deal parameters

Default Location: 7777 Test Company Store USD
Default Department:
Default Class:

Posting Parameters

Post Based on Doc Header ☑
Prorate Across Tax Codes ☑
Post Intra Region Tax Ind ☐

Finance Integration Setup

Default Set Of Books: 869954211
Maximum Segments Supported: 20

Tolerance, Tax and History Parameters

System Control Tolerances

Max Tolerance %: 50
Calc Tolerance: 10
Balancing Tolerance: 1

History Parameters

Close Open Receipt Days: 2
Document History Days: 20
Receipt Writeoff Days: 0
Deal DOcument Purge Days: 90

Tax Settings

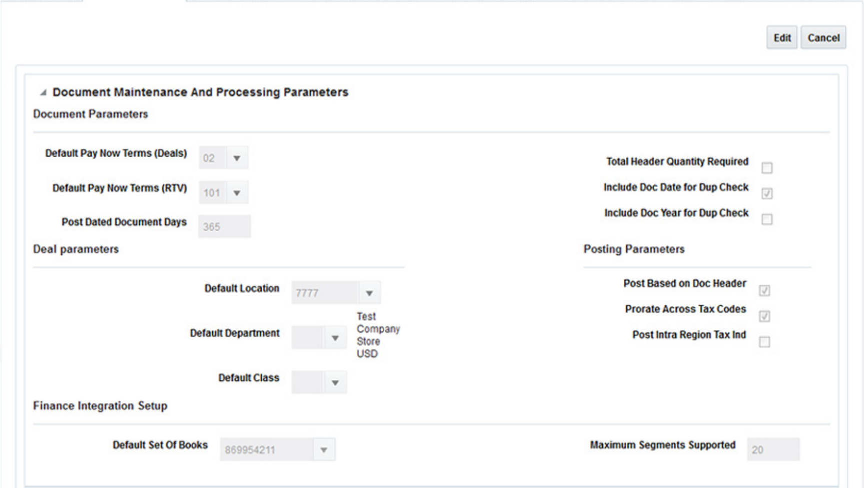
Perform the following procedure to make changes to the ReIM system parameters

1. On the upper part of the screen, click **Edit** to enable the editable fields.
2. Once you have completed your system options updates, click **Save and Close**. If you want to save changes but continue to make additional changes, click **Save**.

> **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.

Document Maintenance and Processing Parameters

Figure 1–2 System Options – Document Maintenance and Processing Parameters



Document Maintenance And Processing Parameters

Document Parameters

Default Pay Now Terms (Deals) 02

Default Pay Now Terms (RTV) 101

Post Dated Document Days 365

Total Header Quantity Required ☐

Include Doc Date for Dup Check ☑

Include Doc Year for Dup Check ☐

Deal parameters

Default Location 7777 Test Company Store USD

Default Department

Default Class

Posting Parameters

Post Based on Doc Header ☑

Prorate Across Tax Codes ☑

Post Intra Region Tax Ind ☐

Finance Integration Setup

Default Set Of Books 869954211

Maximum Segments Supported 20

Table 1–1 Document Maintenance And Processing Parameters System Options

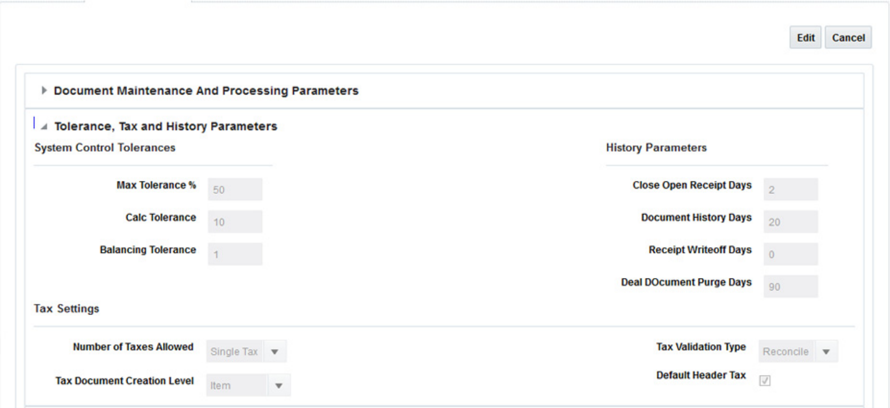
Field	Description
Default Pay Now Terms (Deals)	This column holds the term id that is defaulted on deal documents. In the document creation dialog, this term, its discount percentage, and due days are defaulted onto new deal documents.
Default Pay Now Terms (RTV)	This column holds the term id that is defaulted on RTVs and resulting documents. In the document creation dialog, this term, and its discount percentage and due days are defaulted onto RTVs and resolution documents.
Post Dated Document Days	How many days old a document can be when entered into the system. For example, if set to 180 then a document older than six months cannot be entered via EDI or online entry.
Total Header Quantity Required	Is header quantity required when creating a merchandise invoice.
Include Doc Date for Dup Check	Indicates whether the document date should be included in the uniqueness check. If this setting is checked, 'Include Doc Year for Dup Check' must be unchecked.
Include Doc Year for Dup Check	Indicates whether the document year should be included in the uniqueness check. If this setting is checked, 'Include Doc Date for Dup Check' must be unchecked
Default Location	Default system location, used by non merch document injection.

Table 1–1 (Cont.) Document Maintenance And Processing Parameters System Options

Field	Description
Default Department	Default system department, used by deal processing.
Default Class	Default system class, used by deal processing.
Post Based on Doc Header	Should posting be done based on the document header rather a than the accumulated total of the details.
Prorate Across Tax Codes	Should tax posting entries be prorated across tax codes.
Post Intra Region Tax Ind	This Indicator is applicable on documents where supplier's and location's vat region are different. When set to ON, posting will post the taxes applicable on the item on location's VAT region as it would if supplier's and locations VAT region were the same. When set to OFF, posting would post the Zero taxes on the document (as is functionality).
Default Set Of Books	Default set of books.
Maximum Segments Supported	Maximum number of supported G/L accounting segments.

Tolerance, Tax, and History Parameters

Figure 1–3 System Options – Tolerance, Tax and History Parameters


Edit
Cancel
Document Maintenance And Processing Parameters
Tolerance, Tax and History Parameters
System Control Tolerances
History Parameters
Tax Settings

Max Tolerance % 50
Calc Tolerance 10
Balancing Tolerance 1
Close Open Receipt Days 2
Document History Days 20
Receipt Writeoff Days 0
Deal DOcument Purge Days 90
Number of Taxes Allowed Single Tax
Tax Document Creation Level Item
Tax Validation Type Reconcile
Default Header Tax ☑

Table 1–2 Tolerance, Tax and History Parameters System Options

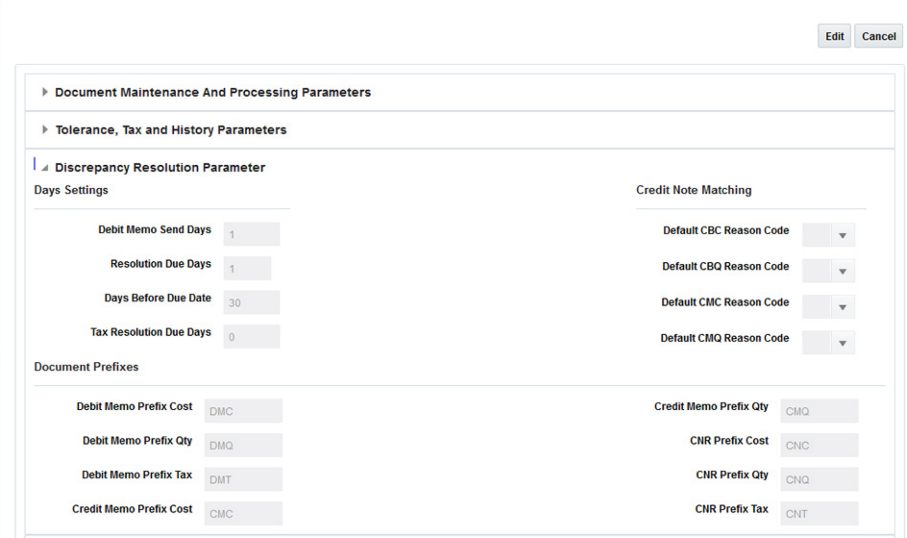
Field	Description
Max Tolerance %	Defines the largest percent tolerance that can be used within the system
Calc Tolerance	Calculation tolerance value. This is used to allow documents to be loaded to the system even if they have small rounding differences between the accumulated details and the document header. It is also used to allow for small rounding differences for taxes.
Balancing Tolerance	Tolerance setting for adjusting detail lines to align vat amount for balancing posting entries.
Close Open Receipt Days	This column holds the number of days that a shipment can remain in ready formatch status before it is automatically closed by ReIM.

Table 1–2 (Cont.) Tolerance, Tax and History Parameters System Options

Field	Description
Document History Days	Defines the number of days document history will be held before purging (for documents that have been fully processed)
Receipt Writeoff Days	Number of days to keep receipts before purging.
Deal Document Purge Days	Number of days to keep posted deals
Number of Taxes Allowed	Number of supported taxes per item. Valid values include 'Single Tax', or 'No Tax'.
Tax Document Creation Level	Tax document creation level; used to define of level at which rejection due to incorrect tax. Valid values include 'Item' or 'Full Invoice'.
Tax Validation Type	Type of tax validation. Valid values include 'Reconcile', 'Retailer', or 'Vendor'.
Default Header Tax	Should header taxes be defaulted from detail taxes
Delay Line Matching	Checking this indicator means Detail (or line level) matching will not occur until after the routing date is passed. If left unchecked, line matching will be attempted each time automatch is run (assuming the match strategy calls for it) but discrepancies are not generated (or auto resolved) until after the routing date has passed.

Discrepancy Resolution Parameters

Figure 1–4 System Options – Discrepancy Resolution Parameter


Edit
Cancel
Document Maintenance And Processing Parameters
Tolerance, Tax and History Parameters
Discrepancy Resolution Parameter
Days Settings
Credit Note Matching
Document Prefixes

Debit Memo Send Days 1
Resolution Due Days 1
Days Before Due Date 30
Tax Resolution Due Days 0
Default CBC Reason Code
Default CBQ Reason Code
Default CMC Reason Code
Default CMQ Reason Code
Debit Memo Prefix Cost DMC
Debit Memo Prefix Qty DMQ
Debit Memo Prefix Tax DMT
Credit Memo Prefix Cost CMC
Credit Memo Prefix Qty CMQ
CNR Prefix Cost CNC
CNR Prefix Qty CNQ
CNR Prefix Tax CNT

Table 1–3 Discrepancy Resolution Parameter System Options

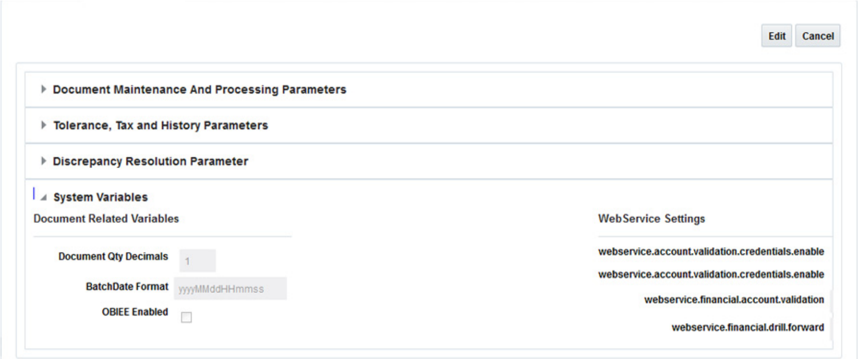
Field	Description
Debit Memo Send Days	Describes number of days prior to the due date of an invoice that a debit memo should be sent if the credit note is late.

Table 1–3 (Cont.) Discrepancy Resolution Parameter System Options

Field	Description
Resolution Due Days	Cost and Quantity discrepancy resolution due days. Used in calculation of resolve by date. This column holds the number of days that a cost resolution can stay outstanding from when it was routed for review to when it should be resolved.
Days Before Due Date	This parameter will indicate the maximum number of days before the invoice due date that any discrepancies for that invoice should be routed.
Tax Resolution Due Days	Tax discrepancy resolution due days. Used in calculation of tax discrepancy resolve by date. This column holds the number of days that a tax resolution can stay outstanding from when it was routed for review to when it should be resolved.
Default Overbill Reason Code	Default reason code for overbill cost.
Default Overbill Reason Code	Default reason code for overbill quantity.
Default Underbill Reason Code	Default reason code for underbill cost.
Default Underbill Reason Code	Default reason code for underbill quantity.
Debit Memo Prefix Cost	Document prefix for generated Debit memo cost
Debit Memo Prefix Qty	Document prefix for generated Debit memo qty
Debit Memo Prefix Tax	Document prefix for generated Debit memo tax
Credit Memo Prefix Cost	Document prefix for generated Credit memo cost
Credit Memo Prefix Qty	Document prefix for generated Credit memo qty
CNR Prefix Cost	Document prefix for generated Credit note cost
CNR Prefix Qty	Document prefix for generated Credit note qty
CNR Prefix Tax	Document prefix for generated Credit note tax

System Variables

Figure 1–5 System Options – System Variables


Edit
Cancel
Document Maintenance And Processing Parameters
Tolerance, Tax and History Parameters
Discrepancy Resolution Parameter
System Variables
Document Related Variables
WebService Settings

Document Qty Decimals: 1
BatchDate Format: yyyyMMddHHmmss
OBIEE Enabled: ☐

webservice.account.validation.credentials.enable
webservice.account.validation.credentials.enable
webservice.financial.account.validation
webservice.financial.drill.forward

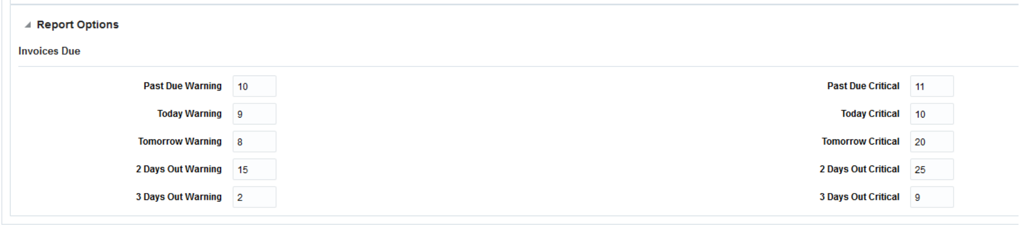
Table 1–4 System Variables System Options

Field	Description
Document Qty Decimals	Max number of digits allowed for quantity. Both display as well as accepting data
BatchDate Format	Expected data format for Injector batch
OBIEE Enabled	
webservice.account.validation.credentials.enable	provider URL for account validation
webservice.account.validation.credentials.enable	Enable validation of webservice account credentials. Should be secure
webservice.financial.account.validation	provider URL for drill forward
webservice.financial.drill.forward	Enable validation of webservice account credentials. Should be secure

Report Options

Report Options indicate the number of unmatched invoices considered to display either a warning or a critical error in the Invoices Due tiles.

Figure 1–6 System Options – Report Options



Past Due Warning 10
Today Warning 9
Tomorrow Warning 8
2 Days Out Warning 15
3 Days Out Warning 2
Past Due Critical 11
Today Critical 10
Tomorrow Critical 20
2 Days Out Critical 25
3 Days Out Critical 9

Table 1–5 System Variables Report Options

Field	Description
Past Due Warning	The Past Due Warning option defines the number of past due invoices necessary for the Past Due tile to appear yellow (indicating a warning) on the dashboard. This value must be less than or equal to the Invoices Due - Past Due Critical System parameter.
Past Due Critical	The Past Due Critical option defines the number of past due invoices necessary for the Past Due tile to appear red (indicating a critical level of invoices are past due) on the dashboard. This value must be greater than or equal to the Invoices Due - Past Due Warning System parameter.
Today Warning	The Today Warning option defines the number of invoices due necessary for the Today tile to appear yellow (indicating a warning) on the dashboard. This value must be less than or equal to the Invoices Due - Today Critical System parameter.
Today Critical	The Today Critical option defines the number of invoices due necessary for the Today tile to appear red (indicating a critical level of invoices are due today) on the dash board. This value must be greater than or equal to the Invoices Due - Today Warning System parameter.

Table 1–5 (Cont.) System Variables Report Options

Field	Description
Tomorrow Warning	The Tomorrow Warning option defines the number of invoices due necessary for the Tomorrow tile to appear yellow (indicating a warning) on the dashboard. This value must be less than or equal to the Invoices Due - Tomorrow Critical System parameter.
Tomorrow Critical	The Tomorrow Critical option defines the number of invoices due necessary for the Tomorrow tile to appear red (indicating a critical level of invoices are due today). This value must be greater than or equal to the Invoices Due - Tomorrow Warning System parameter.
2 Days Out Warning	The 2 Days Out Warning option defines the number of invoices due necessary for the 2 Days Out tile to appear yellow (indicating a warning) on the dashboard. This value must be less than or equal to the Invoices Due - 2 Days Out Critical System parameter.
2 Days Out Critical	The 2 Days Out Critical option defines the number of invoices due necessary for the 2 Days Out tile to appear red (indicating a critical level of invoices are due today). This value must be greater than or equal to the Invoices Due - 2 Days Out Warning System parameter.
3 Days Out Warning	The 3 Days Out Warning option defines the number of invoices due necessary for the 3 Days Out tile to appear yellow (indicating a warning) on the dashboard. This value must be less than or equal to the Invoices Due - 3 Days Out Critical System parameter.
3 Days Out Critical	The 3 Days Out Critical option defines the number of invoices due necessary for the 3 Days Out tile to appear red (indicating a critical level of invoices are due today). This value must be greater than or equal to the Invoices Due - 3 Days Out Warning System parameter.

2

Manage Match Strategies

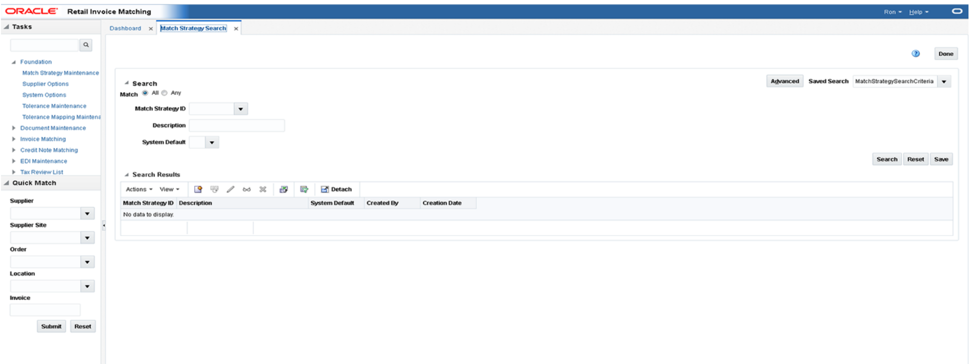
The batch auto-match program performs several types of match attempts in an effort to match invoices to receipts. The Match Strategy rules feature allows retailers to build and maintain match strategies which specifically define the types of matches which should be attempted and the order in which they should be tried during the auto-match process. The match strategies can be defined at the system, supplier group, or supplier level.

Search for a Match Strategy

The Match Strategy Search window provides a way in which to search for already defined match strategies.

Navigate: From the Tasks menu, select **Foundation > Match Strategy Maintenance**. The Match Strategy Search window opens.

Figure 2–1 Match Strategy Search Window


ORACLE Retail Invoice Matching
Ron
Help
Tasks
Foundation
Match Strategy Maintenance
Supplier Options
System Options
Tolerance Maintenance
Tolerance Mapping Maintena
Document Maintenance
Invoice Matching
Credit Note Matching
EDI Maintenance
Tax Review List
Quick Match
Supplier
Supplier Site
Order
Location
Invoice
Submit
Reset
Dashboard
Match Strategy Search
Done
Search
Advanced
Search
Reset
Save
Search Results
Actions
View
Detach

Saved Search MatchStrategySearchCriteria

Match ● All ○ Any

Match Strategy ID

Description

System Default

Match Strategy ID	Description	System Default	Created By	Creation Date
No data to display.				

1. From the Match Strategy Search window, use the following criteria to search for existing strategies:

Table 2–1 Match Strategy Search Fields

Field	Description
Match Strategy ID	This field allows the user to enter a match strategy ID to be used in search criteria
Description	This field allows the user to enter a match strategy Description to be used in search criteria

Table 2–1 (Cont.) Match Strategy Search Fields

Field	Description
System Default	The system requires one (and only one) match strategy to be flagged as the 'system' default strategy. This field allows searching based on this indicator.

2. After you have entered the desired search criteria, click **Search**.

> **Note:** If you would like to save your search criteria to use at a later date, click **Save**.

   Your search results are displayed in the Search Results pane of the Match Strategy Search window.

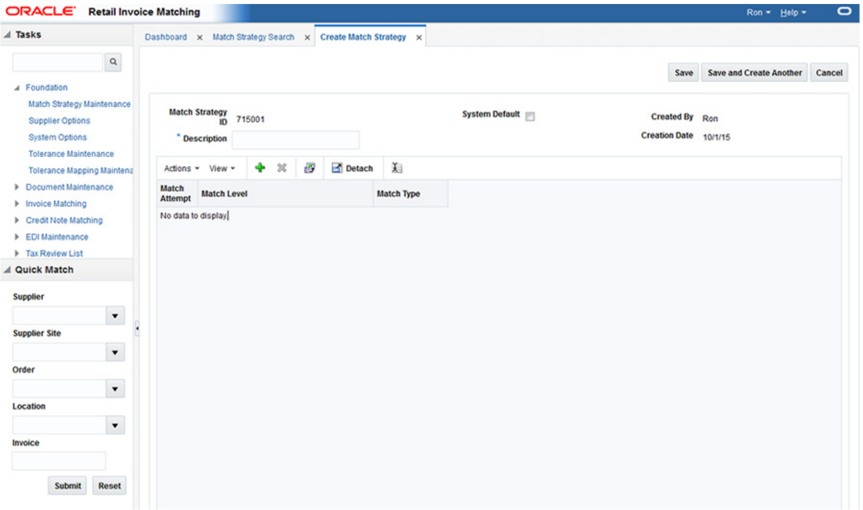
Create a Match Strategy

The Create match strategy action is available in the Search Results pane at all times regardless of whether a match strategy search has been performed.

Navigate: From the Tasks menu, select **Foundation > Match Strategy Maintenance**. The Match Strategy Search window opens.

1. From the Search Results pane of the Match Strategy Search window, select **Create** from the Action menu. The Create Match Strategy window is displayed.

Figure 2–2 Create Match Strategy Window


ORACLE Retail Invoice Matching
Ron
Help
Tasks
Foundation
Match Strategy Maintenance
Supplier Options
System Options
Tolerance Maintenance
Tolerance Mapping Maintena
Document Maintenance
Invoice Matching
Credit Note Matching
EDI Maintenance
Tax Review List
Quick Match
Supplier
Supplier Site
Order
Location
Invoice
Submit
Reset
Dashboard
Match Strategy Search
Create Match Strategy
Save
Save and Create Another
Cancel
Actions
View
Detach
Match Attempt
Match Level
Match Type

Match Strategy ID 715001

* Description

System Default ☐

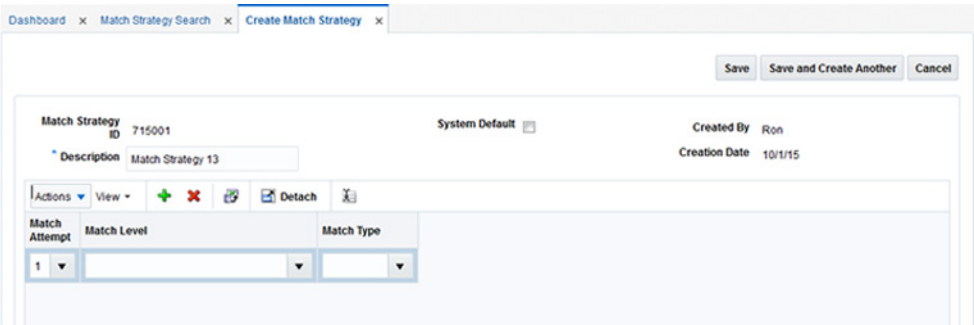
Created By Ron

Creation Date 10/1/15

No data to display

2. Enter a Description for the new match strategy. If the match strategy will be used as the system default, select the System Default check box.
3. From the Create Match Strategy window, select **Add** from the Action menu. An empty match strategy is added to the Match Strategy table.

Figure 2–3 Add a Match Strategy


Dashboard
Match Strategy Search
Create Match Strategy
Save
Save and Create Another
Cancel
Actions
View
Detach

Match Strategy ID 715001

System Default ☐

Created By Ron

* Description Match Strategy 13

Creation Date 10/1/15

Match Attempt	Match Level	Match Type
1		

Note: When in create mode, the Match Strategy ID is automatically assigned and cannot be changed.

---

4. Enter the following information for your new match strategy:
   - Match Attempt – Select the order in which the strategy is attempted.
   - Match Level – Select the match level for this match attempt. Valid values include: Summary All to All, Summary One to Many, and Detail.
   - Match Type – Match Type is only applicable for Detail Matches or for Summary One to Many matches.
5. Click **Save** to save the new match strategy.

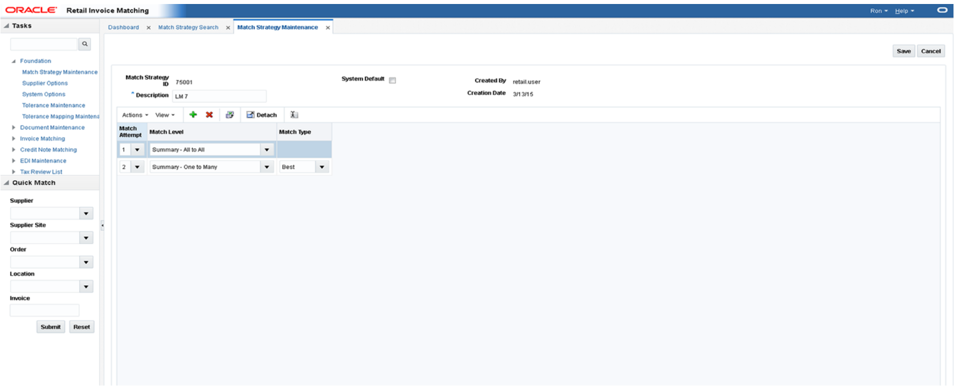
   If you want to create an additional match strategy, click **Save and Create Another**.

Maintain Match Strategies

Navigate: From the Tasks menu, select **Foundation > Match Strategy Maintenance**. The Match Strategy Search window opens.

1. From the Match Strategy Search window, perform a search for existing match strategies. See Search for a Match Strategy for additional information.
2. From the Search Results pane, select the match strategy you want to edit.
3. With the match strategy selected, select **Edit** from the Action menu. The Match Strategy Maintenance window is displayed.

Figure 2–4 Match Strategy Maintenance Window


ORACLE Retail Invoice Matching
Ron
Help
Tasks
Foundation
Match Strategy Maintenance
Supplier Options
System Options
Tolerance Maintenance
Tolerance Mapping Maintena
Document Maintenance
Invoice Matching
Credit Note Matching
EDI Maintenance
Tax Review List
Quick Match
Supplier
Supplier Site
Order
Location
Invoice
Submit
Reset
Dashboard
Match Strategy Search
Match Strategy Maintenance
Save
Cancel
Actions
View
Detach

Match Strategy ID 75001

System Default ☐

Created By retail.user

* Description LM 7

Creation Date 3/13/15

Match Attempt	Match Level	Match Type
1	Summary - All to All	
2	Summary - One to Many	Best

4. From the Match Strategy Maintenance window, you can edit the following:
   - Match Attempt – Specifies the order in which the match is attempted.
   - Match Level – Specifies the match level for this match attempt. Valid values include: Summary All-to-All, Summary One to Many, and Detail.
   - Match Type – Match Type is only applicable for Detail Matches or for Summary One-to-Many matches. Valid values for Detail Match include Best, Parent, or Regular. Valid values for Summary One-to-Many include Best and Detail.
5. Click **Save** to save the updated match strategy.

3

Manage 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.

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:

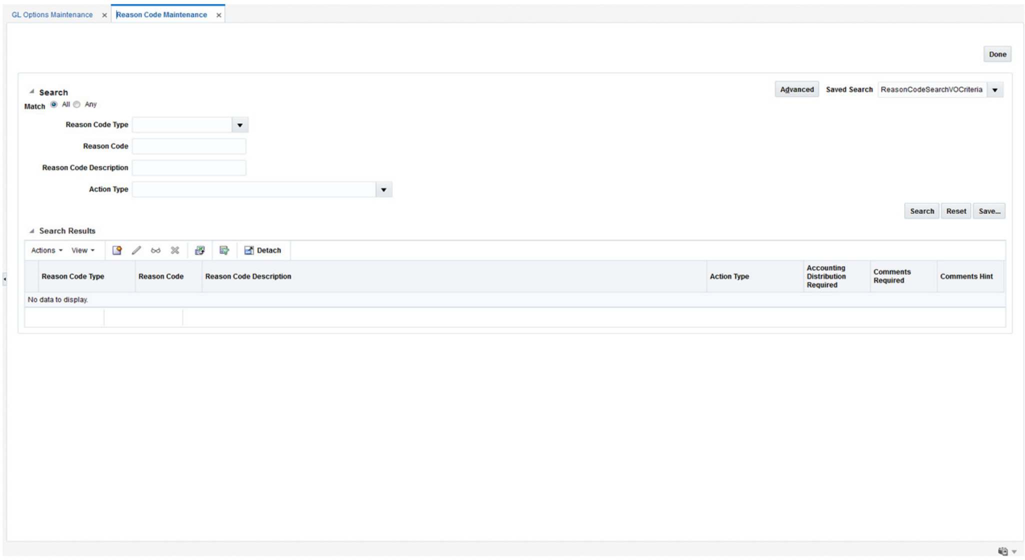
- Search for a Reason Code
- Create a Reason Code
- Maintain Reason Codes

Search for a Reason Code

The Supplier Options window provides a way in which to search for already defined suppliers, supplier sites, or supplier groups.

Navigate: From the Tasks menu, select **Foundation > Reason Code Maintenance**. The Reason Code Maintenance window opens.

Figure 3–1 Reason Code Maintenance Window


GL Options Maintenance
Reason Code Maintenance
Done
Search
Reason Code Type
Reason Code
Reason Code Description
Action Type
Advanced
Search
Reset
Save...
Search Results
Actions
View
Detach
Reason Code Type
Reason Code
Reason Code Description
Action Type
Accounting Distribution Required
Comments Required
Comments Hint

Match ● All ○ Any

Saved Search ReasonCodeSearchVOCriteria

No data to display.

1. From the Reason Code Maintenance window, use the following criteria to search for existing reason codes:

Table 3–1 Supplier Options Search Fields

Field	Description
Reason Code Type	The type of reason code for which you are searching. Valid values include: ▪ Cost Discrepancy ▪ Quantity Discrepancy ▪ Tax Discrepancy (only in a Tax On environment) ▪ Credit Note Tax Discrepancy (only in a Tax On environment) ▪ RTV Chargeback
Reason Code	This field allows for query by reason code ID which is a unique identifier of the reason code being referenced.
Reason Code Description	This field allows for query by reason code description as a search/filter.
Action Type	This field allows filtering of Reason Codes based on the Action Type. The Action type drop-down has a dependence on the Reason Code type specified.

2. After you have entered the desired search criteria, click **Search**.

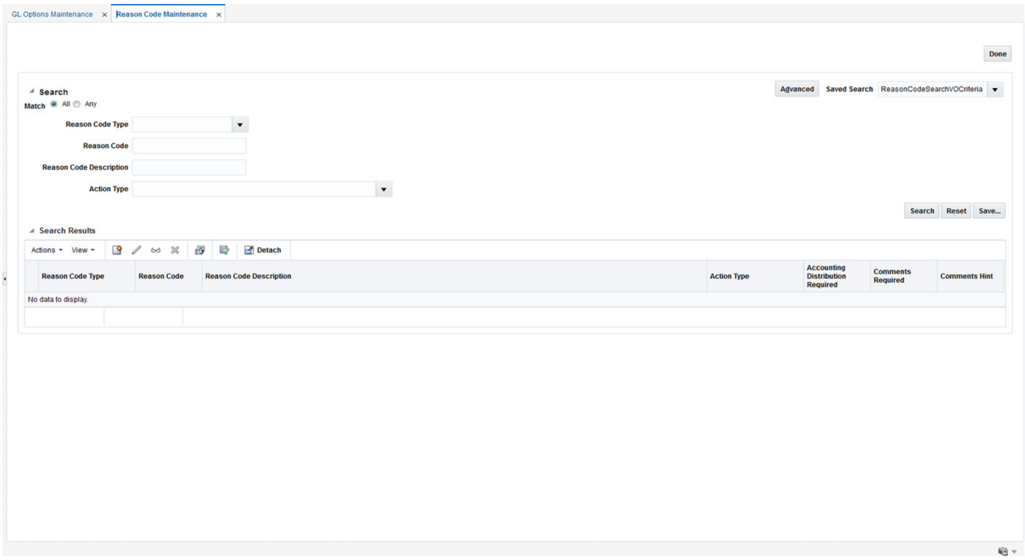
> **Note:** If you would like to save your search criteria to use at a later date, click **Save**.

Your search results are displayed in the Search Results pane of the Reason Code Maintenance window.

Create a Reason Code

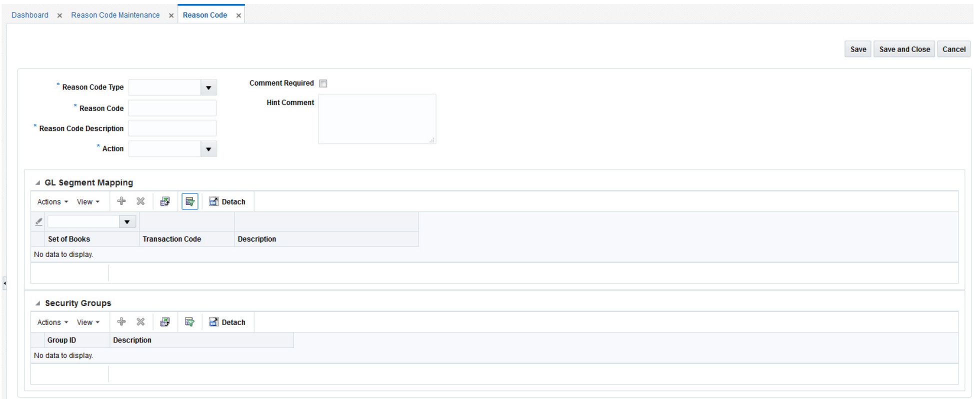
Navigate: From the Tasks menu, select **Foundation > Reason Code Maintenance**. The Reason Code Maintenance window opens.

Figure 3–2 Reason Code Maintenance Window


GL Options Maintenance
Reason Code Maintenance
Done
Search
Match
All
Any
Advanced
Saved Search
ReasonCodeSearchVOCriteria
Reason Code Type
Reason Code
Reason Code Description
Action Type
Search
Reset
Save...
Search Results
Actions
View
Detach
Reason Code Type
Reason Code
Reason Code Description
Action Type
Accounting Distribution Required
Comments Required
Comments Hint
No data to display.

1. From the Search Results pane of the Reason Code Maintenance window, select Create from the Action menu. The Reason Code window opens.

Figure 3–3 Create Reason Code Window


Dashboard
Reason Code Maintenance
Reason Code
Save
Save and Close
Cancel
* Reason Code Type
* Reason Code
* Reason Code Description
* Action
Comment Required
Hint Comment
GL Segment Mapping
Actions
View
Detach
Set of Books
Transaction Code
Description
No data to display.
Security Groups
Actions
View
Detach
Group ID
Description
No data to display.

2. In the Reason Code Type field, select the reason code type to associate with the reason code. Valid values are:
   - Cost Discrepancy
   - Quantity Discrepancy
   - Tax Discrepancy (only in a Tax On environment)
   - Credit Note Tax Discrepancy (only in a Tax On environment)
   - RTV Chargeback
3. In the Reason Code field, enter an ID for the reason code.

4. In the Reason Code Description field, enter the description of the reason code.
5. In the Action field, select the action to resolve the discrepancy.
6. In the Comments Hint field, enter additional information that may be needed to resolve the discrepancy.
7. If a comment is required when a reviewer is resolving the discrepancy, select the Comments Required check box.
8. Click **Save** to save your changes and continue editing. Alternatively, from the drop down menu, select **Save and Close** to save your changes and close the window.

Associate General Ledger Segment Mapping with a Reason Code

The GL Segments Mapping pane is only enabled if the reason code type is one which requires accounting. For Reason Codes that require accounting, the GL cross-reference pane allows the user to specify the set of books and the GL cross reference transaction code to be used to post the accounting entries when this reason code is used in discrepancy resolution. For reason codes that do not require accounting, the GL Segments mapping container is disabled.

1. In the Set of Books field, click the LOV button to select the Set of Books. The selected set of books GL options are displayed.
2. In the Transaction Code field, click the LOV button to select a GL Transaction Code. This will be the Transaction Code used to send accounting entries to GL when this reason code is used.

   When the Transaction Code is selected, the screen will display the GL Cross reference segments assigned to this Transaction Code.
3. Click **Save** to save your changes and continue editing. Alternatively, from the drop down menu, select **Save and Close** to save your changes and close the window.

Associate Security Groups with a Reason Code

Reason Code usage is controlled using the RMS security groups structure. The Security Groups pane maps user groups to a reason code. During discrepancy resolution, a user will only be able to see and use reason codes to which they have security access. Security access means that the user is in a security group which is mapped to the reason code.

Use the following procedure to associate a security group with a reason code:

1. In the Security Groups pane, select **Add** from the Actions menu.
2. In the Security Groups table, select the Security Group by ID or by Description.
3. Click **Save** to save your changes and continue editing. Alternatively, from the drop down menu, select **Save and Close** to save your changes and close the window.

Maintain Reason Codes

Navigate: From the Tasks menu, select **Foundation > Reason Code Maintenance**. The Reason Code Maintenance window opens.

1. Perform a search for the reason code you wish to edit. See Search for a Reason Code for additional information.
2. In the search results pane, select the reason code you want to edit and select **Edit** from the Action menu. The Reason Code window opens.

3. From the Reason Code window, update the enabled fields as necessary.
4. Click **Save** to save the updated reason code.

   Click **Save and Close** to save the reason code and return to the Reason Code Maintenance window.

4

Manage Tolerances

Tolerance settings in ReIM are entities with an ID and a description. These entities are mapped to supplier sites, suppliers, supplier groups, or departments. One of the tolerance entities is also defined as the system default. The match engine looks at the documents in the match and determines the appropriate level to search for a tolerance to be applied.

Search for a Tolerance

The Tolerance Search window provides a way in which to search for already defined tolerances.

Navigate: From the Tasks menu, select **Foundation > Tolerance Maintenance**. The Tolerance Search window opens.

1. From the Tolerance Search window, use the following criteria to search for existing tolerances:

Table 4–1 Tolerance Search Fields

Field	Description
Tolerance ID	This field allows the user to enter a tolerance ID to be used in search criteria.
Description	This field allows the user to enter the description to be used in search criteria.
System Default	The system requires one (and only one) tolerance to be flagged as the system default tolerance. This field allows searching based on this indicator. Available values include: ■ Yes – If selected, only the default tolerance is returned ■ No – If selected, all tolerances except the default tolerance meet the criteria ■ Null – all tolerances meet the criteria.
Currency Code	This field allows the user to enter a currency to be used in search criteria.

2. After you have entered the desired search criteria, click **Search**.

> **Note:** If you would like to save your search criteria to use at a later date, click **Save**.

Your search results are displayed in the Search Results pane of the Tolerance Search window.

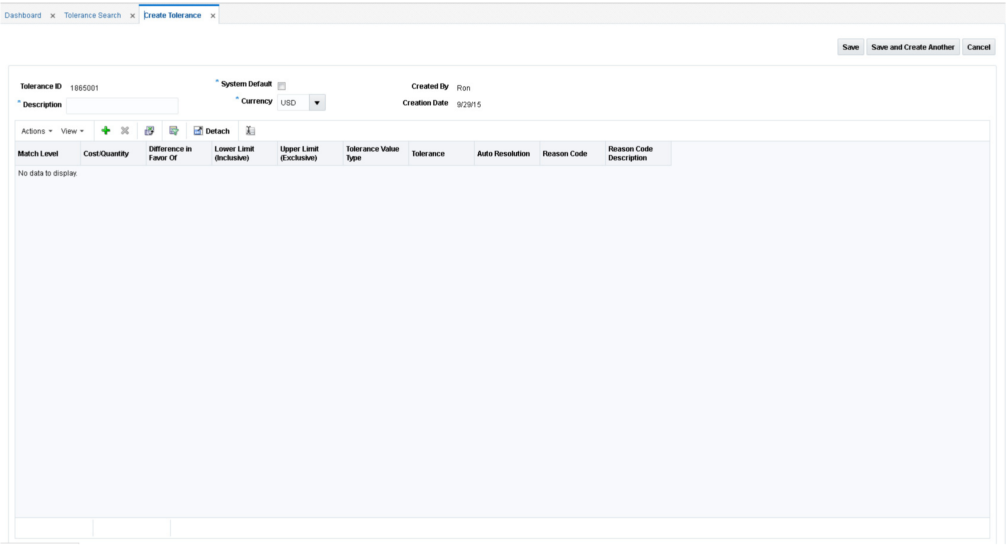
Create a Tolerance

The Create tolerance action is available in the Search Results pane at all times regardless of whether a tolerance search has been performed.

Navigate: From the Tasks menu, select **Foundation > Tolerance Maintenance**. The Tolerance Search window opens.

1. From the Search Results pane of the Tolerance Search window, select **Create** from the Action menu. The Create Tolerance window is displayed.

Figure 4–1 Create Tolerance Window


Dashboard
Tolerance Search
Create Tolerance
Save
Save and Create Another
Cancel
Actions
View
Detach

Tolerance ID 1865001

* Description

* System Default ☐

* Currency USD

Created By Ron

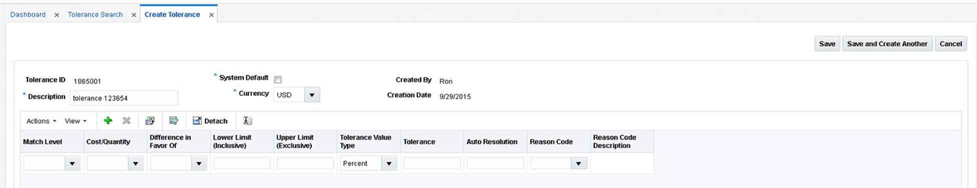
Creation Date 9/29/15

Match Level	Cost/Quantity	Difference in Favor Of	Lower Limit (Inclusive)	Upper Limit (Exclusive)	Tolerance Value Type	Tolerance	Auto Resolution	Reason Code	Reason Code Description
No data to display.									

2. Enter a Description and select the Currency for the new tolerance. If the tolerance will be used as the default tolerance, select the Default Tolerance check box.

3. From the Create Tolerance window, select **Add** from the Action menu. An empty tolerance is added to the tolerance table.

Figure 4–2 Add a Tolerance


Dashboard
Tolerance Search
Create Tolerance
Save
Save and Create Another
Cancel
Actions
View
Detach

Tolerance ID 1865001

* Description tolerance 123654

* System Default ☐

* Currency USD

Created By Ron

Creation Date 9/29/2015

Match Level	Cost/Quantity	Difference in Favor Of	Lower Limit (Inclusive)	Upper Limit (Exclusive)	Tolerance Value Type	Tolerance	Auto Resolution	Reason Code	Reason Code Description
					Percent				

Note: When in create mode, the Tolerance ID is automatically assigned and cannot be changed.

---

4. Enter the following information for your new tolerance:
   - Match Level – Select the match level for which the tolerance settings apply.

Summary is used for matching at the summary level. Summary level matches the accumulated total of the invoice detail lines, if they are present, to the accumulated total of the detail lines on the receipt. For Header-Only invoices, it matches the merchandise amount from the invoice header with the accumulated total of the receipt lines.

Line Item – used for matching at the item level.

Parent – used for matching at the parent level.

- Cost/Quantity – Select whether the tolerance settings specified are for cost or quantity matching.
- Difference in Favor Of – Select whether the tolerance settings specified are for when the discrepancy is in favor of the Supplier or the Retailer. A difference in Favor of the Supplier indicates that the invoice (or item) is an overbill (the invoice is more than the receipt). A difference in Favor of the Retailer indicates the invoice (or item) is an underbill (the invoice is less than the receipt).
- Lower Limit (Inclusive) – Specify the lower limit for which this tolerance applies.

  This field is used in conjunction with the Upper Limit field to allow the user to specify different tolerance levels for different values of invoices. For example, a retailer might want to specify that low value documents (those less than $100.00) might be considered within tolerance if they have a variance of 10% or less, however, high value documents (those with document values greater than $100) might need to be within only 5% variance for them to match within tolerance.

  Note: The value must be greater than or equal to zero and must be less than the Upper Limit on the same row.

- Upper Limit (Exclusive) – Specify the upper limit for which this tolerance applies.

  This field is used in conjunction with the Lower Limit field to allow the user to specify different tolerance levels for different values of invoices.

  Note: The value must be greater than zero and must be greater than the Lower Limit on the same row.

- Tolerance Value Type – Specify whether the Tolerance setting and the chargeback tolerance setting are percent or amount values.
- Tolerance – The Tolerance value is the amount by which the invoice (or invoice item) amount can vary from the receipt (or receipt item) amount yet still be considered valid for matching. Matches which are not perfect but have a variance within the tolerance setting are considered Matched within Tolerance.
- Auto Resolution – The Auto Resolution value is used to determine the variance level at which the system automatically generates a resolution action to resolve the discrepancy. It is only used at the line level. If the variance between the invoice item and receipt item is greater than the Tolerance setting, but is less than or equal to the Auto Resolution setting, then the system automatically generates a resolution action with the use of a reason code.

- Reason Code – The Reason Code is used to automatically resolve discrepancies which fall within the Auto Resolution tolerance level.

  Only Reason Codes with the following types or Resolution Actions are allowed:

  - Debit Memo Cost (if this row has Cost selected for the Cost/Quantity setting).
  - Debit Memo Quantity (if this row has Quantity selected for the Cost/Quantity setting).
  - Credit Memo Cost (if this row as Cost selected for the Cost/Quantity setting)
  - Credit Memo Quantity (if this row has Quantity selected for the Cost/Quantity setting)
  - Discrepancy Write Off (DWO)
  - Receiver Cost Adjustment (if this row has Cost selected for the Cost/Quantity setting)
  - Receiver Unit Adjustment (if this row has Quantity selected for the Cost/Quantity setting)

5. Click **Save** to save the new tolerance.

   If you want to create an additional tolerance, click **Save and Create Another**.

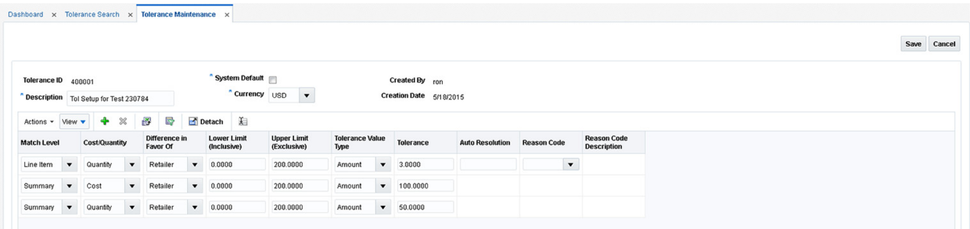
Maintain Tolerances

The Tolerance Maintenance window is called from the Tolerance Search window. The Tolerance Maintenance window allows the user to edit, view, or delete an existing tolerance setting. One tolerance setting must be flagged as the system default. The other settings are mapped to tolerance levels such as Department, Supplier Group, Supplier, or Supplier Site.

Navigate: From the Tasks menu, select **Foundation > Tolerance Maintenance**. The Tolerance Search window opens.

1. From the Tolerance Search window, perform a search for existing tolerances. See Search for a Tolerance for additional information.
2. From the Search Results pane, select the tolerance you want to edit.
3. With the tolerance selected, select **Edit** from the Action menu. The Tolerance Maintenance window is displayed.

Figure 4–3 Tolerance Maintenance Window



Tolerance ID 400001
* Description Tol Setup for Test 230784
* System Default ☐
* Currency USD
Created By ron
Creation Date 5/18/2015

Match Level	Cost/Quantity	Difference in Favor Of	Lower Limit (Inclusive)	Upper Limit (Exclusive)	Tolerance Value Type	Tolerance	Auto Resolution	Reason Code	Reason Code Description
Line Item	Quantity	Retailer	0.0000	200.0000	Amount	3.0000			
Summary	Cost	Retailer	0.0000	200.0000	Amount	100.0000			
Summary	Quantity	Retailer	0.0000	200.0000	Amount	50.0000			

4. From the Tolerance Maintenance window, you can perform the following:
   - Edit All – Allows you to edit all lines in the tolerance.

- Click to Edit – Allows you to edit a single line of the tolerance.
- Add – Allows you to add a new line to the tolerance.
- Delete – Allows you to delete a selected line from the tolerance

Note: In Edit mode, the Tolerance ID field is display only and cannot be changed.

5. Perform your updates to the tolerance.
6. Click **Save** to save the updated tolerance.

5

Manage Tolerance Mappings

Tolerance Mapping Maintenance allows users to create a mapping between an entity of a Tolerance Level with a Tolerance ID. For example, it allows a tolerance ID to be mapped to a particular supplier.

Search for a Tolerance Mapping

The Tolerance Mapping Search window provides a way in which to search for already defined tolerance mappings.

Navigate: From the Tasks menu, select **Foundation > Tolerance Mapping Maintenance**. The Tolerance Mapping Search window opens.

1. From the Tolerance Mapping Search window, use the following criteria to search for existing tolerance mappings:

Table 5–1 Tolerance Mapping Search Fields

Field	Description
Tolerance Level	When a tolerance level is selected, the value field LOV and validation is based on the tolerance level. Valid values are: ■ Department ■ Supplier Group ■ Supplier ■ Supplier Site
Department	This field allows the user to enter a department to be used in search criteria.
Supplier Group	This field allows the user to enter a supplier group to be used in search criteria.
Supplier	This field allows the user to enter a supplier to be used in search criteria.
Supplier Site	This field allows the user to enter a supplier site to be used in search criteria.
Tolerance ID	This field allows the user to enter a tolerance ID to be used in search criteria.

2. After you have entered the desired search criteria, click **Search**.

Note: If you would like to save your search criteria to use at a later date, click **Save**.

Your search results are displayed in the Search Results pane of the Tolerance Mapping Search window.

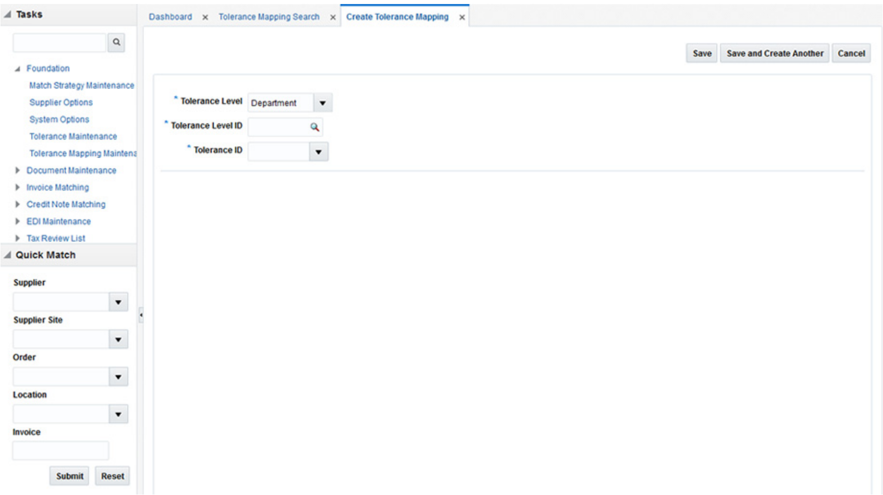
Create a Tolerance Mapping

The Create tolerance mapping action is available in the Search Results pane at all times regardless of whether a tolerance mapping search has been performed.

Navigate: From the Tasks menu, select **Foundation > Tolerance Mapping Maintenance**. The Tolerance Mapping Search window opens.

1. From the Search Results pane of the Tolerance Mapping Search window, select **Create** from the Action menu. The Create Tolerance Mapping window is displayed.

Figure 5–1 Create Tolerance Mapping Window


Tasks
Foundation
Match Strategy Maintenance
Supplier Options
System Options
Tolerance Maintenance
Tolerance Mapping Maintena
Document Maintenance
Invoice Matching
Credit Note Matching
EDI Maintenance
Tax Review List
Quick Match
Supplier
Supplier Site
Order
Location
Invoice
Submit
Reset
Dashboard
Tolerance Mapping Search
Create Tolerance Mapping
Save
Save and Create Another
Cancel

* Tolerance Level Department

* Tolerance Level ID

* Tolerance ID

2. Enter the following information for your new tolerance mapping:
   - Tolerance Level – Valid values are:
     - Department
     - Supplier Group
     - Supplier
     - Supplier Site

     When a tolerance level is selected, the value field LOV and validation will be based on the tolerance level.
   - Tolerance Level ID – Enter the ID for the entity selected as the tolerance level. For example, if the tolerance level selected was Supplier Site, you would enter a supplier site ID for this field.
   - Tolerance ID – Enter the tolerance ID to be mapped to the selected entry.
3. Click **Save** to save the new tolerance mapping.

If you want to create an additional tolerance mapping, click **Save and Create Another**.

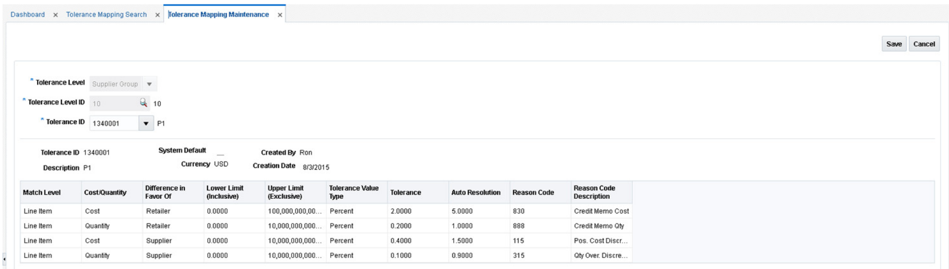
Maintain Tolerance Mappings

The Tolerance Mapping Maintenance window is called from the Tolerance Mapping Search window. The Tolerance Mapping Maintenance window allows the user to edit, view, or delete an existing tolerance mapping. Tolerance mappings are mapped to tolerance levels such as Department, Supplier Group, Supplier, or Supplier Site.

Navigate: From the Tasks menu, select **Foundation > Tolerance Mapping Maintenance**. The Tolerance Mapping Search window opens.

1. From the Tolerance Mapping Search window, perform a search for existing tolerance mappings. See Search for a Tolerance Mapping for additional information.
2. From the Search Results pane, select the tolerance mapping you want to edit.
3. With the tolerance mapping selected, select **Edit** from the Action menu. The Tolerance Mapping Maintenance window is displayed.

Figure 5–2 Tolerance Mapping Maintenance Window



* Tolerance Level: Supplier Group
* Tolerance Level ID: 10 10
* Tolerance ID: 1340001 P1

Tolerance ID 1340001
Description P1
System Default __
Currency USD
Created By Ron
Creation Date 8/3/2015

Match Level	Cost/Quantity	Difference in Favor Of	Lower Limit (Inclusive)	Upper Limit (Exclusive)	Tolerance Value Type	Tolerance	Auto Resolution	Reason Code	Reason Code Description
Line Item	Cost	Retailer	0.0000	100,000,000,00...	Percent	2.0000	5.0000	830	Credit Memo Cost
Line Item	Quantity	Retailer	0.0000	10,000,000,000...	Percent	0.2000	1.0000	888	Credit Memo Qty
Line Item	Cost	Supplier	0.0000	10,000,000,000...	Percent	0.4000	1.5000	115	Pos. Cost Discr...
Line Item	Quantity	Supplier	0.0000	10,000,000,000...	Percent	0.1000	0.9000	315	Qty Over. Discre...

4. From the Tolerance Mapping Maintenance window, you can edit the Tolerance ID that is associated with the tolerance mapping.
5. Click **Save** to save the updated tolerance mapping.

6

Manage 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 Supplier Groups.

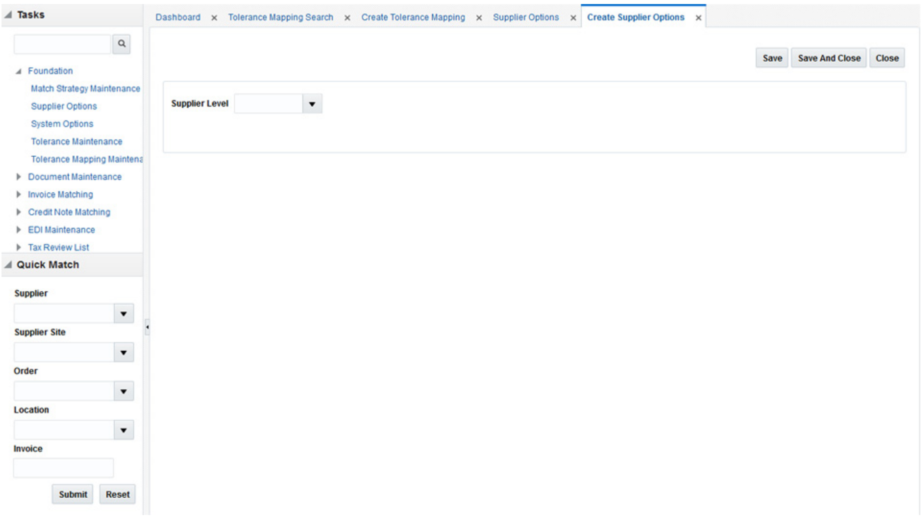
Create Supplier Options

The Create supplier action is available in the Search Results pane at all times regardless of whether a supplier search has been performed.

Navigate: From the Tasks menu, select **Foundation > Supplier Options**. The Supplier Options window opens.

1. From the Search Results pane of the Supplier Options window, select **Create** from the Action menu. The Create Supplier Options window is displayed.

Figure 6–1 Create Supplier Options Window

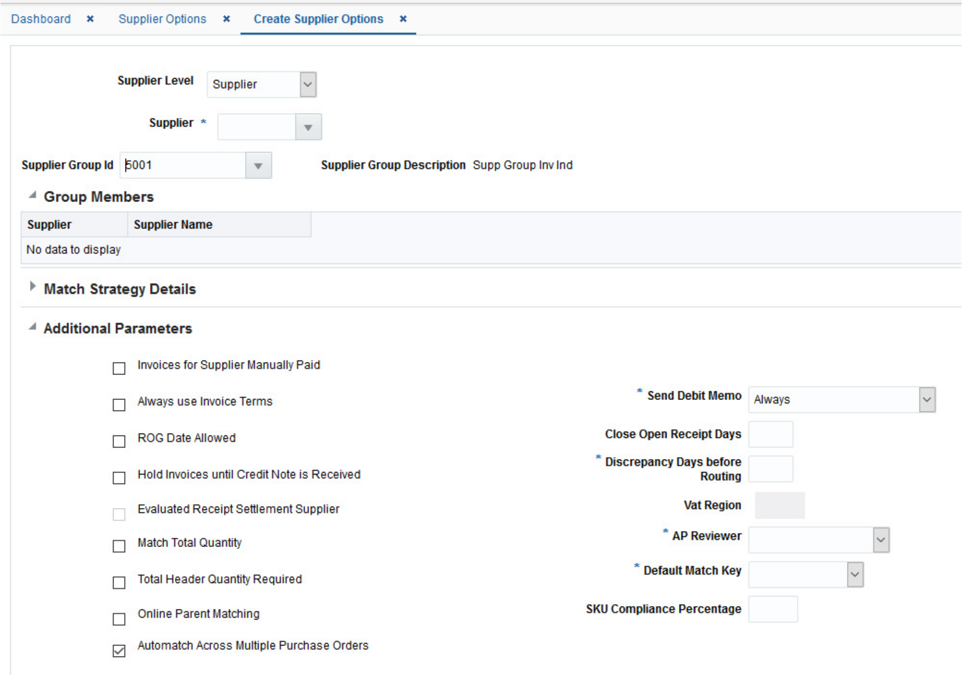

Tasks
Foundation
Match Strategy Maintenance
Supplier Options
System Options
Tolerance Maintenance
Tolerance Mapping Maintena
Document Maintenance
Invoice Matching
Credit Note Matching
EDI Maintenance
Tax Review List
Quick Match
Supplier
Supplier Site
Order
Location
Invoice
Submit
Reset
Dashboard
Tolerance Mapping Search
Create Tolerance Mapping
Supplier Options
Create Supplier Options
Save
Save And Close
Close
Supplier Level

2. From the Create Supplier Options window, you can perform the following actions:
   - Create Supplier
   - Create Supplier Site
   - Create a Supplier Group

Create Supplier

1. From the Create Supplier Options window, select **Supplier** in the Supplier Level field.

Figure 6–2 Create Supplier



Supplier Level: Supplier

Supplier *:

Supplier Group Id: 5001

Supplier Group Description: Supp Group Inv Ind

Supplier	Supplier Name
No data to display	

☐ Invoices for Supplier Manually Paid
☐ Always use Invoice Terms
☐ ROG Date Allowed
☐ Hold Invoices until Credit Note is Received
☐ Evaluated Receipt Settlement Supplier
☐ Match Total Quantity
☐ Total Header Quantity Required
☐ Online Parent Matching
☑ Automatch Across Multiple Purchase Orders

* Send Debit Memo: Always
Close Open Receipt Days:
* Discrepancy Days before Routing:
Vat Region:
* AP Reviewer:
* Default Match Key:
SKU Compliance Percentage:

2. In the Supplier field, select the supplier against which the new Supplier Options record is to be created. The supplier must be a valid supplier already setup in RMS.

3. If this supplier will be matching invoices to other suppliers with a supplier group, then enter the supplier group ID.

4. If the supplier is not part of a supplier group, and they do not want to use the system default match strategy, then enter the match strategy.

5. Enter values in 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.
   - **Always Use Invoice Terms**: Select the check box to indicate that the invoice terms should always be used as the best terms.
   - **ROG Date Allowed**: Select the check box to use the receipt of goods date to determine the due date of an invoice.
   - **Hold invoices until Credit Note is Received**: If checked, matched invoices will not post to the Financial System until all Credit Note Requests associated with the invoice are matched to Credit Notes.
   - **Match Total Quantity**: Determines if Matching of Total Quantity is required for Invoices at this Supplier Level.
   - **Total Header Quantity Required**: Determines if Total Header Quantity is required to be specified for Invoices at this Supplier Level.

- **Online Parent Matching**: Indicates whether parent level matching is allowed in the online matching process for this supplier.
- **Automatch Across Multiple Purchase Orders**: Indicates whether the supplier is sending one invoice for multiple purchase orders.
- **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.
- **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.
- **AP Reviewer**: This field specifies which accounts payable employee will be the default reviewer for invoice at this Supplier Levels.
- **Default Match Key**: Indicates the Default Match key applicable for the Supplier Group for the Auto match process.
- **SKU Compliance Percentage**: Enter the percent of items on the invoice which also need to be on the receipt for a header level match to be accepted.

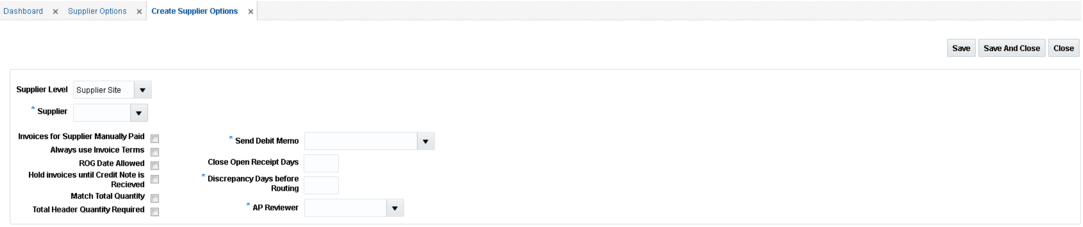
6. Click **Save** to save your changes or **Save and Close** to save your changes and close the window.

Search for a Supplier Site

Create Supplier Site

1. From the Create Supplier Options window, select **Supplier Site** in the Supplier Level field.

Figure 6–3 Create Supplier Site



Supplier Level: Supplier Site

Dashboard
Supplier Options
Create Supplier Options
Save
Save And Close
Close
* Supplier
Invoices for Supplier Manually Paid
Always use Invoice Terms
ROG Date Allowed
Hold invoices until Credit Note is Recieved
Match Total Quantity
Total Header Quantity Required
* Send Debit Memo
Close Open Receipt Days
* Discrepancy Days before Routing
* AP Reviewer

2. In the Supplier Site field, select the supplier site against which the new Supplier Options record is to be created.
3. Enter values in 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.
    - **Always Use Invoice Terms**: Select the check box to indicate that the invoice terms should always be used as the best terms.
    - **ROG Date Allowed**: Select the check box to use the receipt of goods date to determine the due date of an invoice.
    - **Hold invoices until Credit Note is Received**: If checked, matched invoices will not post to the Financial System until all Credit Note Requests associated with the invoice are matched to Credit Notes.
    - **Match Total Quantity**: Determines if Matching of Total Quantity is required for Invoices at this Supplier Level.
    - **Total Header Quantity Required**: Determines if Total Header Quantity is required to be specified for Invoices at this Supplier Level.
    - **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.
    - **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.
    - **AP Reviewer**: This field specifies which accounts payable employee will be the default reviewer for invoices at this Supplier Levels.
4. Click **Save** to save your changes or **Save and Close** to save your changes and close the window.

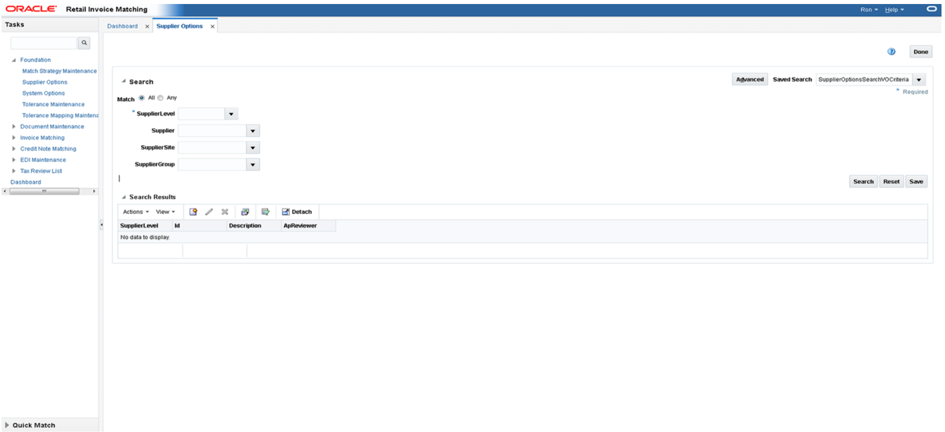
Maintain Supplier Sites

Search for a Supplier

The Supplier Options window provides a way in which to search for already defined suppliers, supplier sites, or supplier groups.

Navigate: From the Tasks menu, select **Foundation > Supplier Options**. The Supplier Options window opens.

Figure 6–4 Supplier Options Window


ORACLE
Retail Invoice Matching
Ron
Help
Tasks
Foundation
Match Strategy Maintenance
Supplier Options
System Options
Tolerance Maintenance
Tolerance Mapping Maintena
Document Maintenance
Invoice Matching
Credit Note Matching
EDI Maintenance
Tax Review List
Dashboard
Dashboard
Supplier Options
Done
Search
Advanced
Saved Search
Required
SupplierLevel
Supplier
SupplierSite
SupplierGroup
Search
Reset
Save
Search Results
Actions
View
Detach
SupplierLevel
Id
Description
ApReviewer
Quick Match

Match ● All ○ Any

Saved Search: SupplierOptionsSearchVOCriteria

No data to display.

1. From the Supplier Options window, use the following criteria to search for existing suppliers, supplier sites, or supplier groups:

Table 6–1 Supplier Options Search Fields

Field	Description
Supplier Level	This field allows selection of a Supplier Level as a filter criterion to filter the Supplier Options records. Available options are: ▪ Supplier Group ▪ Supplier ▪ Supplier Site
Supplier	This field allows selection of a Supplier as a filter criterion to filter the Supplier Options records.
Supplier Site	This field allows filtering of Supplier Options records based on the Supplier site ID specified.
Supplier Group	This field allows filtering of Supplier Options records based on the Supplier Group ID specified.

2. After you have entered the desired search criteria, click **Search**.

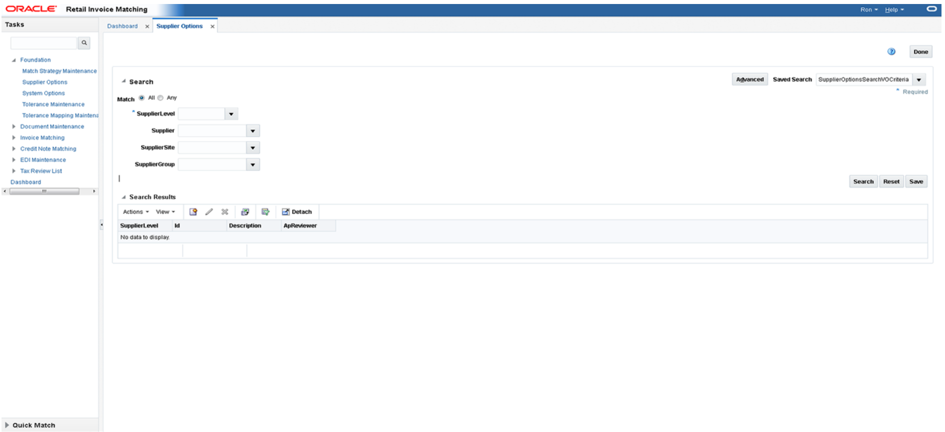
Note: If you would like to save your search criteria to use at a later date, click **Save**.

Your search results are displayed in the Search Results pane of the Supplier Options window.

Maintain Suppliers

Navigate: From the Tasks menu, select **Foundation > Supplier Options**. The Supplier Options window opens.

Figure 6–5 Supplier Options Window


ORACLE Retail Invoice Matching
Ron
Help
Tasks
Foundation
Match Strategy Maintenance
Supplier Options
System Options
Tolerance Maintenance
Tolerance Mapping Maintena
Document Maintenance
Invoice Matching
Credit Note Matching
EDI Maintenance
Tax Review List
Dashboard
Quick Match
Dashboard
Supplier Options
Done
Search
Advanced
Saved Search
SupplierOptionsSearchVOCriteria
* Required
Match ● All ○ Any
* SupplierLevel
Supplier
SupplierSite
SupplierGroup
Search
Reset
Save
Search Results
Actions
View
Detach
SupplierLevel
Id
Description
ApReviewer

No data to display.

1. In the Supplier Level field, select Supplier, Supplier Site, or Supplier Group or click the LOV buttons to select a specific Supplier, Supplier Site, or Supplier Group.

> **Note:** Differences exist between editing a supplier group, a supplier, and a supplier site. For example, when editing a Supplier Group the UI displays Suppliers associated with the Group. In addition, supplier groups have fewer possible fields. Default Match Key is not allowed on the supplier site level.

2. Click **Search**. 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, supplier site, or supplier group.
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.
   - **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.

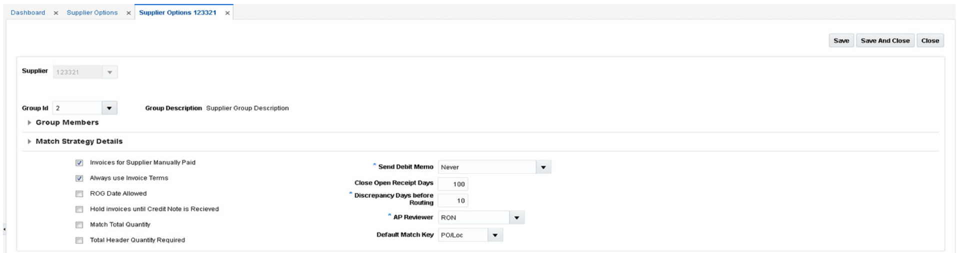
     Never - Indicates a Credit Note Request will be sent.

     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.

Figure 6–6 Supplier Options Window


Dashboard ×
Supplier Options ×
Supplier Options 123321 ×
Save
Save And Close
Close
Group Members
Match Strategy Details

Supplier 123321

Group Id 2

Group Description Supplier Group Description

☑ Invoices for Supplier Manually Paid
☑ Always use Invoice Terms
☐ ROG Date Allowed
☐ Hold invoices until Credit Note is Recieved
☐ Match Total Quantity
☐ Total Header Quantity Required

* Send Debit Memo Never
Close Open Receipt Days 100
* Discrepancy Days before Routing 10
* AP Reviewer RON
Default Match Key PO/Loc

- **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.

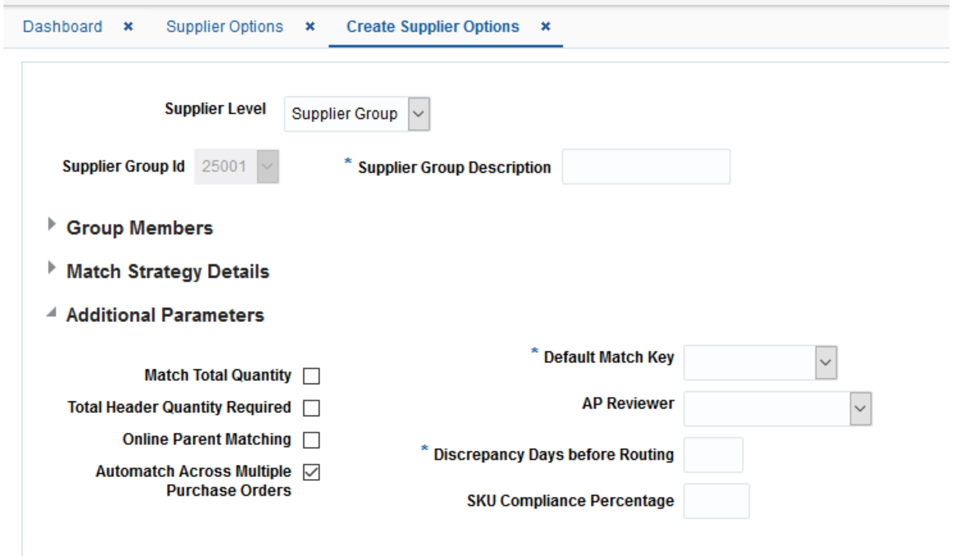
5. Click **Save** to save your changes or **Save and Close** to save your changes and close the window.

Search for a Supplier Group

Create a Supplier Group

1. From the Create Supplier Options window, select **Supplier Group** in the Supplier Level field.

Figure 6–7 Create Supplier Group


Dashboard ×
Supplier Options ×
Create Supplier Options ×
Group Members
Match Strategy Details
Additional Parameters

Supplier Level Supplier Group

Supplier Group Id 25001

* Supplier Group Description

Match Total Quantity ☐
Total Header Quantity Required ☐
Online Parent Matching ☐
Automatch Across Multiple Purchase Orders ☑

* Default Match Key
AP Reviewer
* Discrepancy Days before Routing
SKU Compliance Percentage

2. In the Group Description field, enter a description for the group being created.
3. If you do not want to use the system default match strategy, then enter the match strategy.
4. Enter values in the enabled fields as necessary:
    - **Match Total Quantity**: Determines if Matching of Total Quantity is required for Invoices at this Supplier Level.
    - **Total Header Quantity Required**: Determines if Total Header Quantity is required to be specified for Invoices at this Supplier Level.
    - **Online Parent Matching**: Indicates whether parent level matching is allowed in the online matching process for this supplier.
    - **Automatch Across Multiple Purchase Orders**: Indicates whether the supplier is sending one invoice for multiple purchase orders.
    - **Default Match Key**: Indicates the Default Match key applicable for the Supplier Group for the Auto match process.
    - **AP Reviewer**: This field specifies which accounts payable employee will be the default reviewer for invoice at this Supplier Levels.
    - **Discrepancy Days Before Routing**: Enter the number of days that quantity discrepancies should be held before routing for resolution.
    - **SKU Compliance Percentage**: Enter the percent of items on the invoice which also need to be on the receipt for a header level match to be accepted.
5. Click **Save** to save your changes or **Save and Close** to save your changes and close the window.

Maintain Supplier Groups