

Oracle® Retail Invoice Matching Cloud Service

Manage Documents User Guide

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Oracle Retail Invoice Matching Cloud Service Manage Documents User Guide, Release 16.0.030

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

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- Did you understand the context of the procedures?
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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

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, 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.
<i>italic</i>	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.

Create Documents

Create Merchandise Invoice

There are four ways invoices are loaded into the system: EDI, single invoice entry, group entry, and invoice induction. 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 documents resulting from a deal will be created in Approved status.

Create Merchandise Invoice

Navigate: From the Tasks menu, select **Document Maintenance > Create Document**. The Create Document dialog opens.

Figure 1–1 Create Document Dialog

1. Open the Create Document screen. The Create Document screen is launched when the user chooses to create a Document through either of the one of the following:
 - Clicking the **Create Document** link under the Document Maintenance subgroup on the Global Navigation section
 - Select **Create Document** from the Actions menu on the Search Results Pane
2. In the Document Type field, select **Merchandise Invoice**. Once the Document Type is selected, the field is disabled and the Vendor Type is set to Supplier.

Header Information

1. In the Vendor field, select the Vendor against which the Document (or Invoice) is raised.
2. In the Order No. field, select the Purchase Order against which the Document (or Invoice) is raised.

Note: If a Supplier is specified before specification of the Order No, the combo box list of values dropdown displays orders corresponding to all suppliers in the same supplier group as the supplier specified.

3. In the Supplier Site field, select the Supplier Site against which the Document (or Invoice) is raised.

- In the Location field, select the Invoicing (Billing) Location from the list of valid locations (stores and physical warehouses). These locations are defined in RMS.

Note: The Location field value is defaulted if the Order No selected has a single Location to which it is associated.

Note: For import PO's the Import Location is used as the location in ReIM.

- The Terms field defaults to the term of the specified PO. The defaulted value can be modified on the invoice document.
- In the Document field, enter the identifier for the Document in ReIM that is used in communication with the vendors and will be displayed to the end user. This must be unique by vendor, document type, and (optionally depending on system setting) by document date.

Note: If the vendor created the document (for example, a merchandise invoice), this field will hold the vendor's id for the document. If the retailer created the document in response to a client document (for example, a credit note request), the document_id will be the document_id of the original document prefixed with the appropriate values from the im_system_options table (credit_note_req_prefix_cost, debit_memo_prefix_qty, credit_memo_suffix_dp).

- In the Document Date field, enter the date the invoice or document was created, or click the calendar button and select a date.

Non Merch Detail

The Non Merchandise Details section allows the addition of a single non merch code / amount to an invoice document as part of a quick entry flow. Additional codes and details can be entered using the Non Merch Details window available on the Document Maintenance screen.

- In the Non Merch Code field, specify a single non merch code that is applicable to the document. Additional codes can be entered using the Non Merch Costs screen if needed.
- In the Non Merch Amount field, specify the non merch amount corresponding to the Non Merch Code specified.

Document Totals

The Document Totals section allows the user to specify Total Merchandise Amount, Total Quantity, and Total Invoice Amount.

- In the Quantity field, enter the total number of units on the document.

Note: There is a supplier option which controls which can be used to make the quantity field required

2. The Merch Amount field represents the Total Merchandise Value excluding tax.
Total Merch Amount = Total Amount - Non Merch Amount - Tax Amount
3. The Amount field represents the total value of the document. This field is automatically populated with the sum of the Non Merch Amount and Tax Amounts if not entered.

Tax Details

The Tax Detail section allows the addition of a single tax code, tax basis and amount to an invoice document as part of a quick entry flow. Additional codes and details may be entered using the Tax Breakdown window available on the Document Maintenance screen.

1. In the Code field, specify the tax code applicable on the document at a header level.
2. The basis field is automatically calculated when the tax code is entered if the merchandise amount is entered first. The calculated amount can be overwritten.
3. The Amount field is automatically populated. It is computed by applying the tax code on the taxable basis if the tax code and basis are added first. The Amount field can be overwritten by the user.

Save the Document

When all of the necessary information is added to your Merchandise Invoice, click **Save**. Clicking the arrow adjacent to the Save button provides the following options:

- Save and Add Another – Allows you to save the current invoice and open an empty Create Document dialog.
- Save and Continue – Allows you to save the current invoice and proceed to the Document Maintenance window.

Create Other Documents

There are several types of documents in ReIM that are not for invoicing merchandise:

-

Non-Merchandise Document

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: From the Tasks menu, select **Document Maintenance > Create Document**. The Create Document dialog opens.

Figure 1–2 Create Document Dialog

1. Open the Create Document screen. The Create Document screen is launched when the user chooses to create a Document through either of the one of the following:
 - Clicking the **Create Document** link under the Document Maintenance subgroup on the Global Navigation section
 - Select **Create Document** from the Actions menu on the Search Results Pane
2. In the Document Type field, select **Non-Merchandise Invoice**. Once the Document Type is selected, the field is disabled and the Vendor Type is set to Supplier by default, but it can be changed.

Header Information

1. In the Vendor field, select the Vendor against which the Document (or Invoice) is raised.
2. In the Order No. field, select the Purchase Order against which the Document (or Invoice) is raised.

Note: If a Supplier is specified before specification of the Order No, the combo box list of values dropdown displays orders corresponding to all suppliers in the same supplier group as the supplier specified.

3. In the Supplier Site field, select the Supplier Site against which the Document (or Invoice) is raised.

4. In the Location field, select the Invoicing (Billing) Location from the list of valid locations (stores and physical warehouses). These locations are defined in RMS.

Note: The Location field value is defaulted if the Order No selected has a single Location to which it is associated.

5. The Terms field defaults to the term of the specified PO. The defaulted value can be modified on the invoice document.
6. In the Document field, enter the identifier for the Document in ReIM that is used in communication with the vendors and will be displayed to the end user. This must be unique by vendor, document type, and (optionally depending on system setting) by document date.

Note: If the vendor created the document (for example, a merchandise invoice), this field will hold the vendor's id for the document. If the retailer created the document in response to a client document (for example, a credit note request), the document_id will be the document_id of the original document prefixed or suffixed with the appropriate values from the im_system_options table (credit_note_req_prefix_cost, debit_memo_prefix_qty, credit_memo_suffix_dp).

7. In the Document Date field, enter the date the invoice was created, or click the calendar button and select a date.

Non Merch Detail The Non Merchandise Details section allows the addition of a single non merch code / amount to an invoice document as part of a quick entry flow. Additional codes and details can be entered using the Non Merch Details window available on the Document Maintenance screen.

1. In the Non Merch Code field, specify a single non merch code that is applicable to the document. Additional codes can be entered using the Non Merch Costs screen if needed.
2. In the Non Merch Amount field, specify the non merch amount corresponding to the Non Merch Code specified.

Document Totals The Document Totals section allows the user to specify Total Merchandise Amount, Total Quantity, and Total Invoice Amount.

Note: For a non-merchandise document, the quantity and merchandise amounts are null (or zero), and the Amount is non merchandise amount plus tax amount.

1. The Amount field represents the total value of the document. This field is automatically populated with the sum of the Non Merch Amount and Tax Amounts if not entered. It can be overridden or entered by the user.

Tax Details The Tax Detail section allows the addition of a single tax code, tax basis and amount to an invoice document as part of a quick entry flow. Additional codes and details may be entered using the Tax Breakdown window available on the Document Maintenance screen.

1. In the Code field, specify the tax code applicable on the document at a header level.
2. In the Basis field, enter the taxable basis on which the tax code should be applied. This is computed by dividing the tax amount by the tax rate if the tax code and tax amount are added first.
3. The Amount field is automatically populated. It is computed by applying the tax code on the taxable basis if the tax code and basis are added first. The Amount field can be overwritten by the user.

Save the Document When all of the necessary information is added to your Non Merchandise Invoice, click **Save**. Clicking the arrow adjacent to the Save button provides the following options:

- Save and Add Another – Allows you to save the current invoice and open an empty Create Document dialog.
- Save and Continue – Allows you to save the current invoice and proceed to the Document Maintenance window.

Credit Memo or Debit Memo

Credit Memos increase the payment to the supplier, Debit Memos decrease payment to the supplier. Credit Notes Requests look identical to Debit Memos, except they do not have immediate financial implications. Instead, they are a document sent to the supplier to ask them to generate a Credit Note which has identical effect of Debit Memo (reducing payment to the supplier). Therefore, a Debit Memo is a reduction in the payment to supplier generated by the retailer, and a Credit Note is a reduction in the payment to the supplier generated by the supplier in answer the Credit Note Request.

Create a Credit Memo, Debit Memo, Credit Note or Credit Note Request

Navigate: From the Tasks menu, select **Document Maintenance > Create Document**. The Create Document dialog opens.

Figure 1–3 Create Document Dialog

Create Document

Document Type

Vendor Type Vendor

Order No. Supplier Site

Location Terms

Document ID Document Date

Deal Type RTV Order No.

▲ Non Merch Detail

Non Merch Code Non Merch Amount

Document Totals

Quantity Merch Amount Amount

▲ Tax Detail

Code Basis Amount

Cancel

1. Open the Create Document screen. The Create Document screen is launched when the user chooses to create a Document through either of the one of the following:
 - Clicking the **Create Document** link under the Document Maintenance subgroup on the Global Navigation section.
 - Select **Create Document** from the Actions menu on the Search Results Pane.
2. In the Document Type field, select one of the following:
 - Credit Note
 - Credit Note Request - Cost
 - Credit Note Request - Quantity
 - Credit Note Request- Tax
 - Debit Memo - Cost
 - Debit Memo - Quantity
 - Debit Memo - Tax
 - Credit Memo - Cost
 - Credit Memo - Quantity

Once the Document Type is selected, the field is disabled and the Vendor Type is set to Supplier.

Header Information

1. In the Vendor field, select the Vendor against which the Document (or Invoice) is raised.
2. In the Order No. field, select the Purchase Order against which the Document (or Invoice) is raised. When Purchase Order is entered, the Vendor and Supplier site are populated with the supplier and supplier site (respectively) from the Purchase Order.

Note: If a Supplier is specified before specification of the Order No, the combo box list of values dropdown displays orders corresponding to all suppliers in the same supplier group as the supplier specified.

3. In the Supplier Site field, select the Supplier Site against which the Document (or Invoice) is raised.
4. In the Location field, select the Invoicing (Billing) Location from the list of valid locations (stores and physical warehouses). These locations are defined in RMS.

Note: The Location field value is defaulted if the Order No selected has a single Location to which it is associated.

5. The Terms field defaults to the term of the specified PO. The defaulted value can be modified on the invoice document.
6. In the Document field, enter the identifier for the Document in ReIM that is used in communication with the vendors and will be displayed to the end user. This must be unique by vendor, document type, and (optionally depending on system setting) by document date.

Note: If the vendor created the document (for example, a merchandise invoice), this field will hold the vendor's id for the document. If the retailer created the document in response to a client document (for example, a credit note request), the document identifier will be the same as that of the original document prefixed with the appropriate values from the im_system_options table (credit_note_req_prefix_cost, debit_memo_prefix_qty, credit_memo_suffix_dp).

7. In the Document Date field, enter the date the invoice was created, or click the calendar button and select a date.
8. The Deal Type field displays whether the document is associated with invoicing of a fixed deal or a complex deal and determines whether the Deal Billing details tab is enabled or not on the Document Maintenance window.
9. The RTV Order No field indicates whether the Document corresponds to a RTV Chargeback. RTV charge backs are intimations for financial recovery raised by the merchandising system for goods returned to the supplier. These documents do not require any additional processing in ReIM.

Document Totals The Document Totals section allows the user to specify Total Merchandise Amount, Total Quantity, and Total Invoice Amount.

Note: This section is disabled if the Document type is set to Credit Memo, Debit Memo, Credit Note, or Credit Note Request.

Save the Document When all of the necessary information is added to your Credit Memo, Debit Memo, Credit Note, or Credit Note Request, click **Save and Continue** to move on to the main document maintenance screen to continue entering the document.

Credit Note Request

Credit Note

Create a Credit Note from a Credit Note Request

Use Group Entry

Group entry is an extension of the manual entry process with the addition of features such as control totals and defaulting common values to provide greater accuracy and efficiency when manually entering documents. The group entry feature allows the entry of header only documents. Merchandise invoices, non-merchandise invoices, and credit notes are the only document types allowed in the group entry function.

Group Entry of Header-Only Documents

The Group Entry window facilitates the quick entry of multiple header-only documents. Group entry is available for merchandise invoices, non-merchandise invoices, and credit notes. All other document types are available using the single document entry process. The group entry window uses defaults where feasible to facilitate quick entry of documents. Group entry accepts the minimum fields necessary to create a header-only invoice, so if the user needs to enter item details or other information such as reference fields they would need to use the single invoice entry process.

Navigate: From the Tasks menu, select **Document Maintenance > Group Entry**. The Group Entry window opens.

Figure 1–4 Group Entry Window

The screenshot shows the 'Group Entry' window with the following fields and sections:

- Document Type:** A dropdown menu.
- Group:** A text field containing '6200'.
- Vendor Type:** A dropdown menu with 'Supplier' selected.
- Order No.:** A text field with a search icon.
- Vendor:** A text field with a search icon.
- Document:** A text field.
- Supplier Site:** A text field with a search icon.
- Document Date:** A date picker.
- Location:** A text field with a search icon.
- Due Date:** A date picker.
- Terms:** A text field with a search icon.
- Currency:** A text field with a search icon.
- Non Merch Detail:** A section with a table.

Non Merch Code	Non Merch Amount	Tax Code	Tax Rate
No data to display			
- Document Totals:** A section with three text fields: Quantity, Merch Amount, and Amount.
- Tax Detail:** A section with three text fields: Code, Basis, and Amount.
- Multiple Tax Codes:** A section with a search icon.
- Status:** A dropdown menu with 'Worksheet' selected.
- Count:** A text field with '1.0'.
- Group Total:** A text field with '0.00'.
- Cancel:** A button at the bottom right.

- From the Group Entry window, select the Document Type. Options are:
 - Merchandise Invoice
 - Non Merchandise Invoice
 - Credit Note
- Once a document type is selected, enter information for the following:

Table 1–1 Group Entry Fields

Field	Description
Group ID	The Group ID is automatically assigned as the next number in a sequence.

Table 1–1 (Cont.) Group Entry Fields

Field	Description
Vendor Type	<p>This field represents the type of vendor on the document being referenced. Options are:</p> <ul style="list-style-type: none"> ■ Agent ■ Applicant ■ Bank ■ Broker ■ Consignee ■ Consolidator ■ Escheat- Country ■ Escheat - State ■ Expense Vendor ■ External Finisher ■ Factory ■ Freight Forwarder ■ Import Authority ■ Importer ■ Supplier
Order No	This field allows for selection of the Purchase Order against which the Document (or Invoice) is raised. The field will be enabled for selection when the Document Type is Supplier.
Vendor	This field allows selection of the Vendor against whom the Document (or Invoice) is raised.
Supplier Site	This field is available if the Vendor Type is set to Supplier. This field allows selection of the Supplier Site against whom the Document (or Invoice) is raised.
Terms	<p>This field allows specification of the Invoice Terms.</p> <p>This field will default to the value specified below depending on the document being created.</p> <ul style="list-style-type: none"> ■ Merch Invoice – Terms on the PO specified ■ Non Merch Invoice – Terms associated with the Vendor in RMS ■ Credit Note – Terms associated with the Vendor in RMS <p>The defaulted value can be modified on the invoice document.</p>
Location	This field indicates the Invoicing (Billing) Location. The value is selectable from the list of valid locations (stores and physical warehouses) defined in RMS. This field is defaulted if the Order No selected has a single Location on it.
Document ID	<p>Identifier for the Document in ReIM that is used in communication with the vendors and is displayed to the end user. This value must be unique by vendor, document type, and document date.</p> <p>If the vendor created the document (i.e. merchandise invoice, etc), this field will hold the vendors id for the document.</p>

Table 1–1 (Cont.) Group Entry Fields

Field	Description
Document Date	Specifies the document date. The document date is the date the document was created. When documents are created by an outside party, the document date can be different from the create date (i.e. the document date on a merchandise invoice from a supplier will be the date the supplier generates the invoice while the create date for this record will be the date the invoice was entered/uploaded into ReIM). Will require to be specified for manually entered records.
Due Date	Represents the Day the Invoice is due for Payment. Is computed based on the invoice creation date (or the last receipt date depending on supplier option) and the applicable Payment Terms. This is a view only field.
Currency	This column holds the currency associated with the document. Currency is display only on merchandise invoices.

3. If you are entering a Non-Merchandise document (or adding non-merchandise entry to a merchandise document), the following non-merchandise fields are available from the non-merchandise table:

Table 1–2 Non-Merchandise Document Fields

Field	Description
Non Merch Code	Available largely as a quick entry alternative. Allows specification of a single non merch code applicable to the document. Additional codes if required can be entered via the Non Merch Costs tab.
Non Merch Amount	Available largely as a quick entry alternative in case of single non merchandise cost scenarios. Represents the Non merch Amount corresponding to the Non Merch Code specified. If multiple non-merch codes are entered, this field will display the accumulated total of the non-merch amounts.
Tax Code	Enter the tax code associated with the non merchandise entry.
Tax Rate	The tax rate associated with the non merch Tax code will display.
Tax Amount	The Tax Amount associated with the non merch tax code is calculated and displayed here.

4. In the Document Totals section, enter information for the following fields:

Table 1–3 Document Totals Fields

Field	Description
Total Quantity	This field represents the total number of units on the document. If the Total Quantity Required indicator is set for this supplier site, then total quantity must be entered. If the indicator is not set, then quantity is optional.
Total Merch Amount	Represents the Total Merchandise Value excluding tax. Is computed based on the below formula Total Merch Amount= Total Amount- Non Merch Amount- Tax Amount

Table 1–3 (Cont.) Document Totals Fields

Field	Description
Total Amount	Represents the total value of the Document. This field is automatically populated with the sum of the Non Merch Amount and Tax Amounts if not entered. It can be overridden or entered by the user.

5. In the Tax Totals section, enter information for the following fields:

Table 1–4 Tax Totals Fields

Field	Description
Tax Code	Available largely as a quick entry alternative in single tax scenarios. Specifies the tax code applicable on the document at a header level. Additional codes if required can be entered via the Tax Breakdown detail tab
Taxable Basis	Available largely as a quick entry alternative in single tax scenarios. Specifies the taxable basis on which the tax code should be applied. Will be computed by dividing the tax amount by the tax rate if the tax code and tax amount are added first
Tax Amount	Available largely as a quick entry alternative in single tax scenarios. This amount is computed by applying the tax code on the taxable basis if the tax code and basis are added first. Can be overwritten by the user.

Note: There is also a Tax Table to support entry of multiple taxes if necessary.

6. In the Group Totals section, enter information for the following fields:

Table 1–5 Group Totals Fields

Field	Description
Document Status	This field displays the status of the document. This is a view only field.
Group Count	This should be a count of the number of invoices included in the group entry batch. The count includes the current invoice, so it is incremented after the document id and date are both provided.
Group Total Amount	This is an accumulated total amount of all the invoices included in the group entry batch. The total amount includes the current invoice, so the total amount is incremented whenever the total invoice amount is updated.

7. When all of the necessary information is added to your entry, click **Save**. Clicking the arrow adjacent to the Save button provides the following options:
- Save and Add Another – This option performs validation on the document to ensure it can be added in 'approved' mode, though it will stay in 'Worksheet' status until an 'Approve' is performed. If it passes validation, the document is updated to the database and the screen is cleared awaiting the next entry.

- Save and Close – This step performs the same validation and if it passes adds the document to the database just like the Save and Add Another, but then the UI is closed. Save and close will keep the documents in worksheet status. You must click Approve for the documents to be approved.

In addition to the options above, group entry has the following features:

- You can save and close a group without approving, then later call the Group back up through Document maintenance. In Document Maintenance, you search for the group, then highlight any invoice in the group. With the invoice highlighted, choose the 'Group Entry' action from the Actions drop down menu.
- There are also forward and backward navigation buttons in group entry which can be used to page through the invoices in the group to verify/correct the information.

Create Documents via Spreadsheet

Data Loading (also known as invoice induction) allows users to manage and upload groups of invoices via spreadsheets. This allows users to enter detailed invoice information, not available via the Group Entry screen. Data Loading supports entry of all types of documents handled by the single document entry process including debit memos, credit memos, credit note requests, credit notes, non-merchandise invoices, and merchandise invoices. It also supports RTV's, fixed deals, and complex deals in their various forms which could include debit memos, credit memos, credit note requests and credit notes.

Data Loading vs. EDI

When Retailers receive invoices via EDI, they must be treated as legal documents in the system. As a result, there are only a specific set of changes that can be made to the contents of the EDI file and the invoices it includes (see [Manage EDI Documents](#) for additional information). Invoices created via Data Loading are treated as if they were created manually using the ReIM user interface. In order to differentiate between the types of invoices, an indicator is inserted in the database to specify how an invoice is created (for example, via EDI, spreadsheet or via the ReIM UI).

Upload Data

Once users have added the documents to the spreadsheet, they will submit an upload request.

Navigate: From the Tasks menu, select **Data Loading > Upload Data**. The Upload Data window opens.

Figure 1–5 Upload Data Window

1. From the Upload Data window, select a template type in the Template Type field. The following template types are supported:
 - Merchandise Invoice
 - Non-merchandise Invoice
 - Credit Note
 - Debit Memo
 - Credit Memo
 - Credit Note Request
2. Select a template from the Template list. The list of values allows the selection of a template from all the templates defined in the system that are linked to the selected Template Type. It is mandatory to select a Template.
3. Enter a value in the Process Description field. The value specified in this field allows the user to more easily search for and find the process created for the upload in order to identify the status of the upload and view any errors that may have been identified. This is a mandatory field.
4. In the Source field, enter the directory and filename of your upload file. Alternatively, you can use the **Browse** button to browse to the upload file.
Click **Upload** to submit your upload for processing.

Reverse a Debit Memo

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

1. From the Document Search window, perform a search for debit memos. See [Search for a Document](#) for additional information.
2. In the Search Results pane, highlight the debit memo you want to reverse and select **Reverse** from the Action menu. The Reverse Debit Memo dialog is displayed.
3. From the Reverse Debit Memo dialog, select the items that need to be reversed and included on the Credit Memo.
4. Adjust the quantity or cost associated with those items, and select a Reason Code.

5. Click **Submit**, and the system creates a Credit Memo in Approved status for the selected line item quantities and costs.

Note: The Reverse Debit Memo dialog also allows the ability to reverse a portion of the Debit Memo by selecting individual line items, or a portion of a line item.

Note: Credit Memos created via the reversal process can be deleted until they are in Posted status. If deleted, the remaining cost/quantities available for reversal on the debit memo will be updated.

Manage Documents

The Document Maintenance window offers a single screen view of the selected Document for different Document types including Merchandise and Non Merchandise Invoices, Credit Notes, Debit Notes, Credit Memos, and Credit Note Requests. This window can be accessed using any of the following options:

- By clicking **Save and Continue** on the Create Document dialog during a document creation.
- By selecting an existing document in the Search Results pane and selecting Edit/View from the Action menu.
- By clicking the Doc ID hyperlink.

Note: Though the document is hyperlinked using the Doc ID field, the Doc ID field value by itself may not be unique and it is the data combination on the row that defines the document being opened.

Note: Only documents manually created in ReIM or entered via invoice induction in ReIM are editable through the user interface with the exception of the [Add Comments](#).

Search for a Document

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

Figure 2–1 Document Search Window

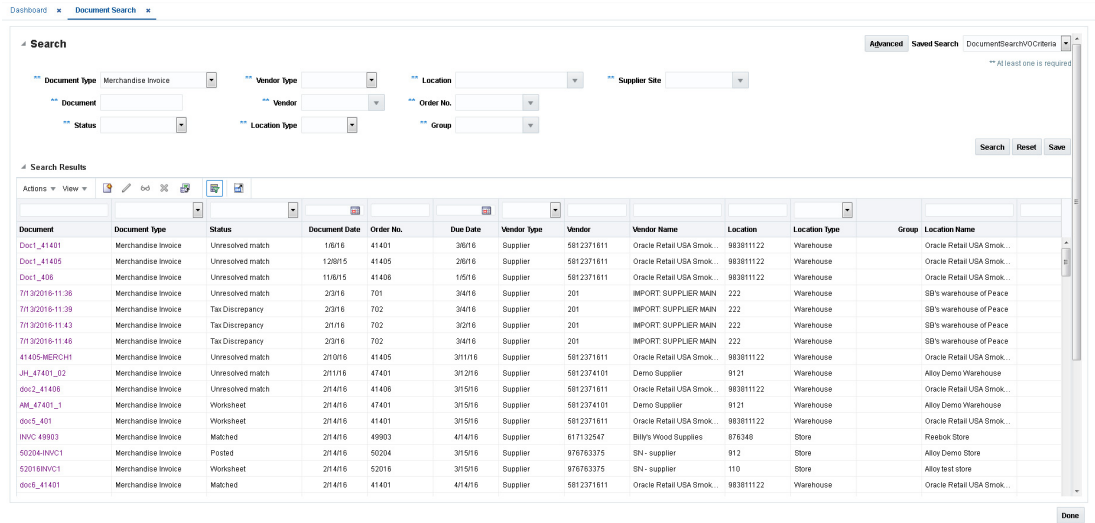
The screenshot shows the Document Search window with the following elements:

- Search Section:** Includes dropdown menus for Document Type, Vendor Type, Location, Supplier Site, Document, Vendor, Order No., Status, Location Type, and Group. A note states: "At least one is required". Buttons for Search, Reset, and Save are present.
- Search Results Section:** Includes an Actions menu and a table with columns: Document, Document Type, Status, Document Date, Order No., Due Date, Vendor Type, Vendor, Vendor Name, Location, Location Type, Group, Location Name, and It.

1. Enter criteria as desired to make the search more restrictive. You must enter at least one search criterion.

- Click **Search**. The search results pane displays the documents that match the search criteria.

Figure 2–2 Document Search Results



Header Pane

The Document Maintenance Header pane contains the header level details of the selected document.

Figure 2–3 Document Maintenance Header Pane

Document ID	GENERATED_5002_1011	Location	688973895	Total Amount	2,299.0000
Document Date	1/20/2015	Supplier	333389666	Supplier Name	RMS_ITEM_CN_Suppl...
Order No.	101	Supplier Site	281731884	Supplier Site Name	RMS_ITEM_Supplier...

The following display-only fields appear in the Header pane:

- Document – This field displays the Document ID which is an identifier of the Document in ReIM. This is unique by vendor, document type, and document date.
- Document Date – This field displays the Document Date which corresponds to the date on the document.
- Order No. – This field displays the order number associated with the document
- Location – This field displays the billing location on the document.
- Supplier – This field displays the ID of the supplier or vendor on the document. This field is labeled Vendor if the Vendor Type is not Supplier.
- Supplier Site – This field displays the ID of the supplier site on the document.
- Total Amount – This field displays the total amount or value of the document.
- Supplier Name – This field displays the name or description of the supplier on the document. This field is labeled Vendor Description if the Vendor Type is not Supplier.

- Supplier Site Name – This field displays name or description of the Supplier Site on the document.

Header Tab

Figure 2–4 Document Maintenance Header Tab

Header Invoice Details Non-Merchandise Costs Tax Breakdown Comments

Header Details

Document Type: Merchandise Invoice
 Creation Date: 2/24/2015
 Document Status: Matched

Invoice Terms: 100
 Order Terms: 100 - 01 001.42% 030 060
 Supplier Terms: 100 - 01 001.42% 030 060
 Best Terms Source: DOC
 Best Terms: 100
 Best Terms Date: 1/20/2015

Match Date: 1/20/2015
 Due Date: 3/21/2015
 Freight Payment Type: Collect
 Payment Hold Status: Payment Never Held

Ref No. 1: GENERATED_REF1_0FDCCA54
 Ref No. 2:

Costs and Indicators

Vendor Type: Supplier
 Currency: CNY
 Exchange Rate: 8.104

Pre-Paid Details Attached
 Manually Paid EDI Invoice
 Consignment Reverse Charge Vat Applicable
 Direct Store Delivery
 Evaluated Receipt Settlement

Total Merchandise Cost Ex Tax: 2,080.0000
 Total Non-Merchandise Cost Ex Tax: 10.0000
 Total Cost Ex Tax: 2,090.0000
 Total Tax: 209.0000
 Total Amount: 2,299.0000
 Total Quantity: 190.0

The Header Tab shows general information about the document and in allows some data to be edited. Some key editable fields on the Header Tab include:

- Invoice Terms
- Currency
- Freight Payment Types
- User Reference Fields 1 through 4
- Total Amount
- Total Quantity

Credit Note Request and Credit Note documents include a section for Credit Note Match Keys which are fields used in the Credit Note Automatch batch program.

Items Tab

Figure 2–5 Document Maintenance Items Tab

Header Invoice Details Non-Merchandise Costs Tax Breakdown Comments

Total Qty / Variance: 190.0000 / 0.0000 Total Extended Cost / Variance: 2,080.0000 / -10.0000

Actions: View, Edit, Delete, Print, Refresh, Add, Default From Order, Default From Receipt

Item	Item Description	UPI	Invoice Qty	Invoice Unit Cost	Tax Code	Tax Rate	Tax Discrepancy Resolved	Extended Cost Ex Tax	Reverse Charge Vat Applicable
100100009	RMS_ITEM_Hem A		100.0	10.0000	S	10	No	1,000.0000	No
100100025	RMS_ITEM_Hem B		90.0	12.0000	S	10	No	1,080.0000	No

Columns Hidden: 1

The Items tab allows for the capture of invoice detail information including Items, Quantities, Cost, and Tax information.

This tab is disabled for non-merchandise invoices and for non-merchandise fixed deal documents. For non-merchandise fixed deal documents, relevant details are entered on the Deal Billing details tabs. All the fields available in Create mode on this tab are also enabled when the document is accessed in Edit mode in any of the following document-status combinations:

- Merchandise Invoice – Worksheet/ Ready for Match/ Unresolved Match*/ Multi-Unresolved Match
*Edit allowed if no action has been taken and discrepancies have not been resolved
- Credit Note – Worksheet/ Approved
- Credit Note Request – Worksheet/ Approved
- Credit Memo – Worksheet/ Approved
- Debit Memo – Worksheet/ Approved

Note: Only documents manually created in ReIM are editable via the user interface with the exception of adding comments on the Comments tab.

When documents are manually created or uploaded into ReIM using EDI or induction, when detail lines are added to the document, the system checks in RMS to see whether the item is eligible for Reverse Charge VAT. If the item is eligible, the information is saved against the detail line. Overall applicability of Reverse Charge VAT is determined at a document level.

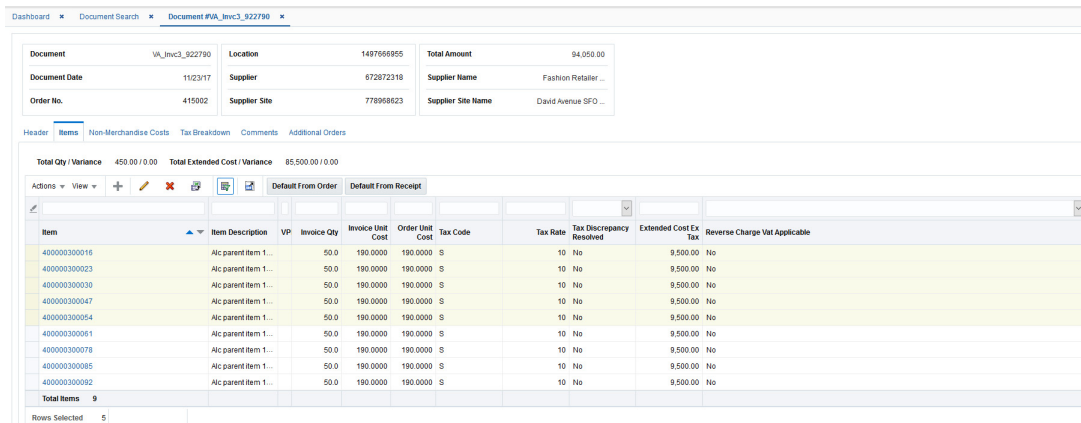
The tax fields in the tab are available only if tax validation is enabled in ReIM. If the tax validation is set to retailer, then the tax fields are defaulted based on the values defined in RMS and are not editable via this screen. For tax validation type of vendor or reconcile, entry/edit of values is permitted via the UI.

Mass Maintenance

When invoice details are built using either Default from PO or Default from Receipt, quite often several records on the same invoice can have incorrect information in one of the fields. In this situation, the default from receipt (or PO) would contain several rows in the item table on the invoice that all need the same correction. In this situation, you can use Mass Update to correct multiple items at one time.

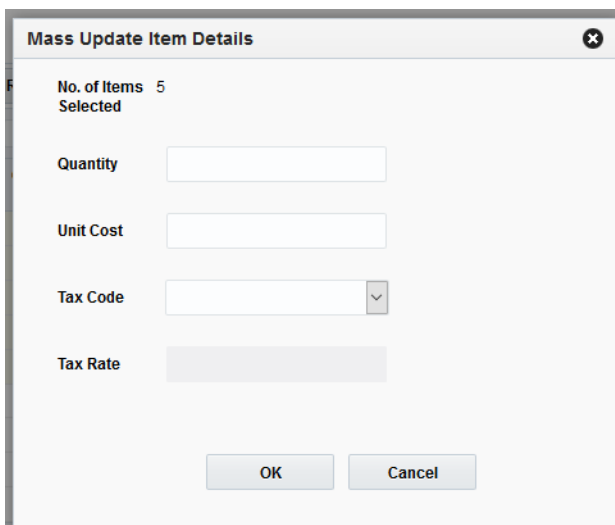
1. Perform a search for the invoice you want to update. See [Search for a Document](#).
2. From the Search Results pane, click the invoice you want to update. The Document Maintenance screen opens.

Figure 2–6 Document Maintenance Screen



- From the Items tab of the Document Maintenance screen, highlight the items you want to update and select **Edit** from the Actions menu. The Mass Update Item Details dialog opens.

Figure 2–7 Mass Update Item Details Dialog



- Enter data for the field(s) you want to update. The following fields are available to update:

Table 2–1 Mass Update Item Details Dialog Fields

Field	Description
Quantity	The quantity to be used to update the selected items.
Unit Cost	The unit cost to be used to update the selected items.
Tax Code	The tax code to be used to update the selected items. This field is disabled if the Tax Validation Type is set to System, if any one of the selected items has the Reverse VAT indicator set, or if the VAT region of the supplier site does not match the VAT region of the location on the invoice.
Tax Rate	This field defaults to the tax rate of the tax code if it is entered. The user has the option to make changes.

- Click OK to update the fields and return to the Document Maintenance screen.

Non-Merchandise Costs Tab

Figure 2–8 Document Maintenance Non-Merchandise Costs Tab

Non Merch Code	Non Merch Amount	Tax Code	Tax Rate	Tax Amount
Miscellaneous	10.0000		10.0000	1.0000

The Non-Merchandise Costs tab captures the non-merchandise costs on the document including non-merchandise totals and their associated taxes. All the fields available during create on this tab are also enabled when the document is called up in edit mode for the following document-status combinations:

- Merchandise Invoice – Worksheet/Ready for Match/ Unresolved Match*/ Multi-Unresolved Match
 - *Edit allowed if no action has been taken and discrepancies have not been resolved
- Non Merchandise Invoice – Worksheet/ Approved
- Credit Note – Worksheet/ Approved
- Credit Note Request – Worksheet/ Approved
- Credit Memo – Worksheet/ Approved
- Debit Memo – Worksheet/ Approved

The tax fields in the tab are available only if tax validation is enabled in ReIM. Irrespective of the tax validation type, the tax fields are available for entry and edit for the tax validation types of Retailer, Vendor, or Reconcile.

Note: Only documents created via the ReIM user interface can be edited in ReIM. Documents uploaded into ReIM from other systems via EDI upload are not available for editing with the exception of adding comments.

Tax Breakdown Tab

Figure 2–9 Document Maintenance Tax Breakdown Tab

Tax Code	Tax Rate	Tax Basis	Tax Amount
S	10.0000	2,090.0000	209.0000

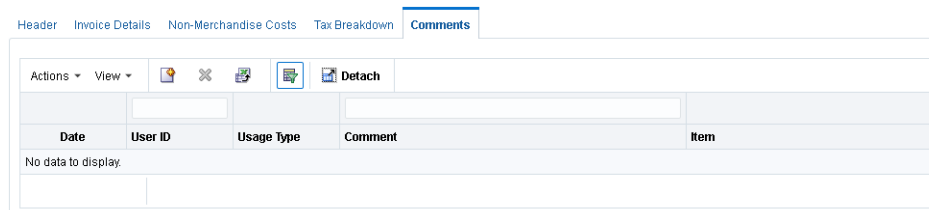
This Tax Breakdown tab captures all tax amounts (including detail level as well as non-merchandise tax components) at a tax code level and is accessible only if taxes are enabled in ReIM. All the fields available during create on this tab are enabled when this tab is accessed in edit mode for the following documents status combinations:

- Merchandise Invoice – Worksheet/ Ready for Match/ Unresolved Match/ Multi-Unresolved Match
- Non Merchandise Invoice – Worksheet/ Approved
- Credit Note – Worksheet/ Approved
- Credit Note Request – Worksheet/Approved
- Credit Memo – Worksheet/ Approved
- Debit Memo – Worksheet/ Approved

Note: This tab is disabled and auto-populated based on the invoice details added if the Default Taxes from Header option is set. If the option is set, all tax amounts on the Detail lines as well as the Non Merch Codes in the document are rolled up by Tax Code and populated in the Tax Codes table. Each time a detail row is updated the same update is reflected in the Tax Header. For a particular document, the user can override the automatic generation of taxes by selecting the Allow Editing of Tax Amount check box. This makes the tax values editable for this document during the current maintenance session.

Add Comments

Figure 2–10 Document Maintenance Comments Tab



The Comments tab allows you to add or modify comments attached to a document.

Add a Comment

Perform the following procedure to add a comment to a document:

1. Select **Create** from the Action menu. A new comment is added to the comment table. The Date and User ID fields are populated with the date the comment is being created and the user ID of the logged in user.
2. In the Usage Type field, select whether the comment is External or Internal.
3. In the Item field, specify whether the item should allow detail level comments specific to an item on the invoice. Items allowed for selection using the LOV are restricted to the items on the invoice. This field is not displayed for non-merchandise invoices as there are no item details on these documents.

4. In the Comments field, enter comments with regard to the specific resolution actions or details on the invoice that might be relevant for audit or further financial reconciliation.
5. Click **Save** to save the new comment.

Add Deal Billing Details

Figure 2–11 Document Maintenance Deal Billing Details Tab

The Deal Billing Details tab displays details of linked deals and derived income for documents that are linked to deal invoicing for fixed and bill back deals. Such documents are generally uploaded from RMS. This tab is disabled if the Document being Created/Edited/Viewed does not have associated deal information. In the create flow the presence of deal information can be indicated by specification of a Deal Type on the create document dialog. If a document is linked to a deal then the Deal Billing Details tab is enabled and the corresponding Invoice Maintenance Detail tab is disabled. Line item or Merchandise hierarchy details are entered via this tab and taxes captured on this tab drive tax breakdown calculation for such documents. Note that the Deal Detail tab will not show deal details for off invoice deals that are associated with an invoice. The default columns and fields vary slightly based on whether the deal is fixed or complex.

Note: The Edit option in the Action menu is only available for the following document status combinations that have a deal associated:

- Credit Note – Worksheet/Approved
 - Credit Note Request – Worksheet/Approved
 - Credit Memo – Worksheet/Approved
 - Debit Memo – Worksheet/Approved
-

Add Deal Billing Details

Perform the following procedure to add deal billing details to a document:

1. Select **Add** from the Action menu. The Add Deal Billing Details dialog is displayed.

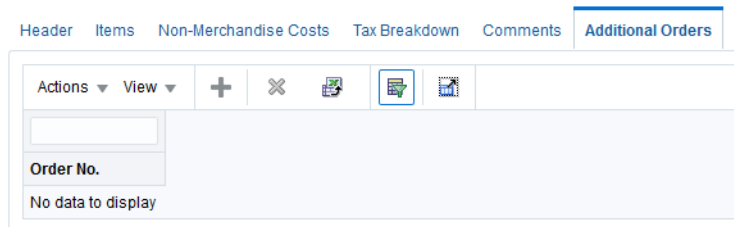
Figure 2–12 Add Deal Billing Detail Dialog

2. Enter the deal billing details for the following fields:
 - Item – This field allows selection of an item defined in RMS. Enter a value if available or select the item by querying for the item based on Item Number, Item Description, or VPN Number. (Item is only entered on Complex Deals.)
 - Department, Class, and Subclass – (These fields are available if the Deal Type is Fixed.) These fields allow selection of a department, class, and subclass. Valid values in RMS are available for selection.
 - Location – This field allows selection of a location defined in RMS. Only locations on the deal specified are available for selection.
 - Deal Income – This field allows for entry of deal income for the Item Location line (or for the merchandise category in the case of fixed deal).
 - Units – This field allows for entry of item units relevant to the income figure.
 - Tax Code – This field allows for selection of tax codes available in ReIM/RMS.
 - Tax Rate – This field defaults to the tax rate associated with the selected tax code on the invoice date. It can be edited to reflect the value on the invoice. This field is displayed only if taxes are enabled in ReIM.
3. Click **Add** to save the new deal billing details. You are returned to the Deal Billing Details tab.

You can add the details to the deal billing details table at any time by clicking **Add and Continue**.

Add Purchase Orders

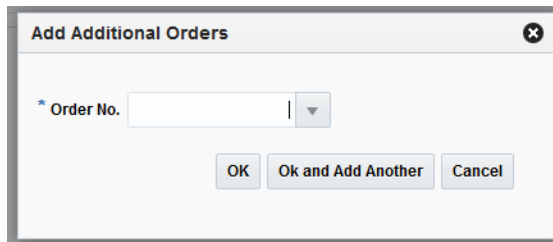
The Additional Orders tab is displayed on Merchandise Invoices when the Match Across Multiple Purchase Orders Supplier option is checked at either the Supplier or the Supplier Group level.

Figure 2–13 Document Maintenance Additional Orders Tab

Add Additional Orders

Perform the following procedure to add additional orders to a document:

1. Select **Create** from the Action menu. The Add Additional Orders dialog is displayed.

Figure 2–14 Add Additional Orders Dialog

2. From the Order No. field, select an additional Purchase Order against which the Invoice is raised.
3. Click **OK** to add the purchase order to the invoice and close the Add Additional Orders dialog. Click **OK and Add Another** to add the PO to the invoice, clear the PO field, and keep the Add Additional Orders dialog open in order to enter another PO.

Manage EDI Documents

The majority of documents are loaded in ReIM through Electronic Data Interchange (EDI). When ReIM receives an EDI file, it performs a pre-validation to ensure that the basic file format and data is correct. If the records pass the initial validation, they are loaded into the staging tables. From there, the system attempts to load the records into the ReIM base tables. If the data passes that level of validation, the documents are created in the base tables, are purged from the staging tables, and the documents are ready to be matched. If the data does not pass this validation, depending on the type of errors, users can manually correct the inaccurate data using the EDI Maintenance and Document Maintenance screens, or fix the data in the EDI file and reprocess.

On merchandise documents, the Supplier Site should be populated in the Vendor ID field in the EDI layout. The EDI load program should use the Supplier Site to look up the parent supplier in RMS. The parent supplier in RMS is then populated as the Vendor ID in ReIM and the original value of the Vendor ID from the EDI file (that is, the Supplier Site) populates the Supplier Site ID in ReIM. From a validation perspective, ReIM does not accept Supplier in the Vendor field. Therefore, if the Supplier Site is invalid, the user should fix the Supplier Site (provided in the EDI file)

and not the derived data (Supplier). Once the Supplier Site is fixed, ReIM derives the correct Supplier.

Non-merchandise documents can be either for Suppliers or for Partners. If the non-merchandise document is for a Supplier, the Vendor ID field must be populated with the Supplier Site and ReIM derives the Supplier as it does for merchandise invoices. For Partner non-merchandise documents, the Partner ID is sent in the Vendor Reference field and passed on to ReIM.

Search for an EDI Document

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

Figure 2–15 EDI Document Search Window

The screenshot shows the Oracle Retail Invoice Matching application window. The main area is titled 'EDI Document Search'. It features a search form with the following fields: EDI Batch File, Document Type, Document, Error Type, Vendor Type, Vendor, Order No., and Supplier Site. There are also buttons for 'Advanced', 'Save Search', and 'Clear Search/Reset Criteria'. Below the search form is a 'Search Results' section with a table. The table has columns for: EDI Batch File, Document Type, Document, Error Type, Error Details, Document Date, Order No., Due Date, Vendor, Vendor Name, Location, Location Name, and Total Amount. The table currently shows 'No data to display'. On the left side, there is a 'Quick Match' section with fields for Supplier, Supplier Site, Order No., Location, and Invoice, along with 'Submit' and 'Reset' buttons.

1. Enter criteria as desired to make the search more restrictive. You must enter at least one search criterion. The following criteria are available:
 - EDI Batch File – This field allows for filtering documents with errors based on the EDI Batch File. The list of values displays all EDI Batch Files with errors.
 - Document Type – This field is a drop down list which lists the type of document being queried.
 - Document – This field represents the document ID which is a unique identifier assigned by the supplier of the document being referenced.
 - Error Type – This field allows filtering by error type (for example, rule violation). Typing the first letter of the description selects it. If more than one choice starts with the same letter, continuing to press that letter will cycle through the matching choices in the order in which they appear in the list.
 - Vendor Type – This field represents the type of vendor on the document being referenced.
 - Vendor/Supplier – The label on this field is displayed as Vendor if the Vendor Type has been changed to a value other than supplier. By default the vendor type field will be set to Supplier and this field should display the supplier label. This field allows filtering documents based on the vendor on the document being referenced.
 - Order No. – This field allows filtering documents based on the order number associated with the document. This field is available only if the Vendor Type is Supplier.

- Supplier Site – This field allows filtering documents based on the supplier site on the document being referenced. This field is available only if the Vendor Type is Supplier.
2. Click **Search**. The results are displayed in the Search Results table. The user has the ability to select rows by checking a checkbox to select them, and then choose an action for the selected rows. The Document ID field is hyperlinked so users can quickly open a document in Document Maintenance for editing.

Figure 2–16 EDI Search Results

The screenshot shows the 'EDI Document Search' window. At the top, there are search filters for EDI Batch File, Document Type (Merchandise Invoice), Error Type, Vendor Type, Order No., and Supplier Site. Below the filters is a 'Search Results' section with a table of results. The table has columns for EDI Batch File, Document Type, Document, Error Type, Error Details, Document Date, Order No., Due Date, Vendor, Vendor Name, Location, and a status column. The first row shows an error: 'Terms on the Document is Invalid' with 'Terms = 02'.

EDI Batch File	Document Type	Document	Error Type	Error Details	Document Date	Order No.	Due Date	Vendor	Vendor Name	Location	
	Merchandise In...	Vn_Inv01	Terms on the Document is Invalid	Terms = 02	1/21/2015	8301	2/20/2015	196724751	RMS_ITEM_US...	68973895	R
	Merchandise In...	9401INVC1			1/21/2015	9401	2/14/2015	196724751	RMS_ITEM_US...	697647388	R
	Merchandise In...	9401INVC1		Header Tax code = S	1/21/2015	9401	2/14/2015	196724751	RMS_ITEM_US...	697647388	R
	Merchandise In...	9402INVC		Header Tax code = S	1/21/2015	9402	2/14/2015	196724751	RMS_ITEM_US...	697647388	R
	Merchandise In...	Inv1-9102		Vendor Document Number = Inv1-9102 for vendor = 196724751	1/21/2015	9102	3/22/2015	196724751	RMS_ITEM_US...	68973895	R
	Merchandise In...	1			1/21/2015	301	1/31/2015	196724751	RMS_ITEM_US...	254422455	R

Fix EDI Errors

The following procedure describes how to address EDI errors using the Document Maintenance window.

1. To fix a single document, select any error for that document in the results table and select Edit from the Action menu, or click on the document hyperlink. The Document Maintenance screen loads and all of the errors on the document are displayed in a popup. The popup includes all errors on the document, not just the errors from the Header Details Tab. Errors on the key fields on the header are listed first, followed by other errors on the header, and then errors on other tabs. If the number of errors exceeds the space on the popup, the popup displays as many errors as the space allows and then display a vertical scroll bar to allow users to scroll down to see the additional errors. If an error involves a discrepancy between multiple fields, the error is shown without the field reference. All fields with errors are highlighted in red.
2. The initial load of the screen takes the user to the Header Details Tab. This is true even if there are no errors on the header. In that case, users view the errors in the popup, and then click on the tab where the errors exist. For EDI generated documents, key fields are editable.
3. Click the fields with errors and the error details are displayed. Proceed to fix all errors on all tabs.
4. Once all errors on the document are fixed, click **Save** or **Save and Close**. When all errors are fixed, ReIM moves the corrected document from Staging to the ReIM base tables. If you are unable to fix all errors on a document, you will not be able to save changes, and have to cancel out of the document.

Note: It is possible that additional errors exist on an EDI document that are not fixable via ReIM. In those cases, users receive an error explaining that additional errors exist that must be fixed in the vendor's EDI file.

Mass Correct EDI Errors

To fix multiple documents at the same time, select any error for those documents in the results table, and select **Mass Correction** from the Action menu. Mass correction is only allowed for documents for the same supplier. Therefore, if multiple documents are selected that belong to different suppliers, they receive an error.

Mass Correction can only be used to fix two types of errors: Invalid Items and Invalid Purchase Order Numbers. If none of the documents selected are eligible for mass correction (that is, do not have Invalid Item or Order Number error), an error is displayed.

When **Mass Correction** is selected, the Mass Correction popup displays and displays the Supplier selected for Mass Correction.

Mass Correction – Order Number The following procedure describes how to address EDI Order Number errors using Mass Correction.

1. From the Mass Correction popup, select Order No in the Type field.
All invalid PO Numbers from the rows selected before clicking Mass Correction display in the Old Order No list of values.
2. Select one PO Number and then select a new PO number from the New PO No list of valid POs for the Supplier. Click **Replace**.

The system performs a search and replace of the invalid PO number. It replaces the PO number on all of the selected documents that contain that same invalid value in the PO number field. It is possible that a selected document may have a different PO number that is invalid and in that case it would not be replaced.

The Confirmation dialog displays the number of replacements made.

Mass Correction – Invalid Item The following procedure describes how to address EDI Invalid Item errors using Mass Correction.

1. From the Mass Correction popup, select Item in the Type field.
All invalid items from the rows selected before clicking Mass Correction display in the Old Item list of values.
2. Select one Item and then select a new item from the New Item list of values, or search for the new item using the item number or description field search. This searches all valid items for that Supplier. Click **Replace**.

The system replaces that item on all of the selected documents regardless of the error codes on those documents.

The Confirmation dialog displays the number of replacements made.

Note: If any of the selected documents has Header level errors with the Supplier, which would impact the ability to determine valid items, when users select Type - Item, the system prompts the user to fix those errors first

Pre-Pay a Merchandise Invoice

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

1. From the Document Search window, perform a search for merchandise invoices. See [Search for a Document](#) for additional information.
2. In the Search Results pane, highlight the unpaid, unmatched merchandise invoice request you want to prepay and select **Prepay Documents** from the Action menu. The invoice is marked as pre-paid.

Note: Pre-paid invoices are still eligible for matching. Double-payment is prevented by ReIM verifying whether the pre-paid flag is set to yes.

Hold Invoices

Edit an Existing Group of Documents

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

1. From the Document Search window, perform a search for the document group you wish to edit. See [Search for a Document](#) for additional information.
2. In the Search Results pane, highlight one of the documents from the group you want to edit and select **Group Entry** from the Action menu. The group is called up in the Group Entry dialog in Edit mode.
3. Use the forward or backward arrows to navigate to the document you wish to edit.

Void a Credit Note Request

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

1. From the Document Search window, perform a search for credit note requests. See [Search for a Document](#) for additional information.
2. In the Search Results pane, highlight the credit note request you want to void and select **Void** from the Action menu. The Confirm Write Off dialog is displayed.
3. From the Confirm Write Off dialog, click **Yes**. The credit note request is voided and you are returned to the Search Results window.

Note: Credit Note requests that are in Matched status cannot be voided.
