

Oracle® Retail Invoice Matching Cloud Service

Manage the Accounting Interface User Guide

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Oracle Retail Invoice Matching Cloud Service Manage the Accounting Interface 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.

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- 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.

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(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. |

Financial Interface Overview

Manage General Ledger Options

The GL Option Maintenance screen allows users to search for segment details corresponding to any of the sets of books defined in RMS.

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

Figure 2–1 GL Options Maintenance Window

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. From the resulting set of books search, you can make changes to the following:

Note: Panes will be active and available for editing based on how the set of books is defined in RMS.

- Segments – This pane displays the segment details corresponding to the set of books and is always enabled when you search for a set of books. From this pane, you can create, update, and delete segment details from a set of books.
- Dynamic mapping for Departments – This pane is enabled only if the selected set of books has the department segment set as dynamic. From this pane, you

can create, update, and delete dynamic mappings for departments. If a dynamic department segment was not defined, data cannot be entered.

- Dynamic mapping for Classes – This pane is enabled only if the selected set of books has the class segment set as dynamic. From this pane, you can create, update, and delete dynamic mappings for classes. If a dynamic class segment was not defined, data cannot be entered.
 - Dynamic mapping for Locations – This pane is enabled only if the selected set of books has either company or location segments set as dynamic. From this pane, you can create, update, and delete dynamic financial mappings for locations. If a dynamic location segment was not defined, data cannot be entered.
3. Click **Save** to save your changes. Alternatively, from the drop down menu, select **Save and Close** to save your changes and close the window.

Manage General Ledger Cross Reference

The GL Cross Reference Maintenance screen allows users to build and maintain the accounting segments necessary to interface ReIM transactions to external financial systems.

Search for a General Ledger Cross Reference

The GL Cross Reference window provides a way in which to search for already defined GL cross references.

Navigate: From the Tasks menu, select **Foundation > GL Cross Reference**. The GL Cross Reference window opens.

Figure 3–1 GL Cross Reference Window

The screenshot shows the 'GL Cross Reference' window. At the top, there are tabs for 'Dashboard' and 'GL Cross Reference'. A 'Done' button is in the top right. Below is a search section with a 'Match' dropdown set to 'All' and 'Any'. There are four search criteria: 'Set of Books', 'Cross Reference Type', 'Transaction Code', and 'Tax Code', each with a dropdown menu. To the right of the search criteria are buttons for 'Advanced', 'Saved Search', and 'InCrossRefCriteria', with a 'Required' indicator. Below the search criteria is a 'Search Results' section with a table. The table has columns for 'Set of Books', 'Cross Reference Type', 'Transaction Code', and 'Tax Code'. The table currently displays 'No data to display'. There are also 'Search', 'Reset', and 'Save...' buttons.

1. From the GL Cross Reference window, use the following criteria to search for existing GL cross references:

Table 3–1 GL Cross Reference Search Fields

| Field | Description |
|----------------------|--|
| Set of Books | Enter the set of Books associated for which you wish to search. |
| Cross Reference Type | Enter the Cross Reference Type to be included in the search. Valid values are: <ul style="list-style-type: none"> ■ Basic Transactions (BT) ■ Non-merchandise Codes (NMC) ■ Reason Code Actions (RCA) |

Table 3–1 (Cont.) GL Cross Reference Search Fields

| Field | Description |
|------------------|--|
| Transaction Code | The ReIM Transaction Code to be used in the search. Transaction codes represent specific accounting transactions which occur in ReIM which need to be interfaced to an external financial system. Valid values will vary depending on the Cross Reference Type selected. |
| Tax Code | The Tax Code to be included in the search. In a tax-off environment the Tax Code field will not be displayed. |

- 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**.

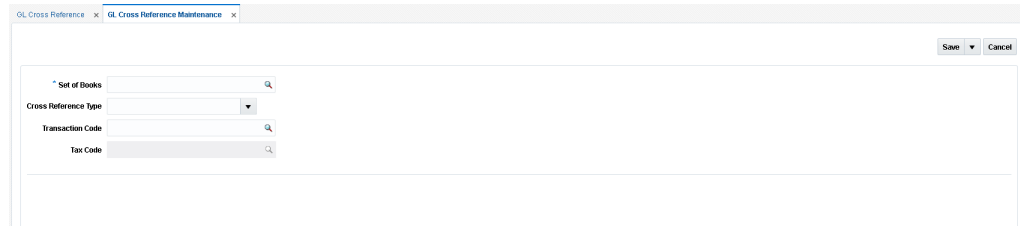
Your search results are displayed in the Search Results pane of the GL Options window.

Create a General Ledger Cross Reference

Navigate: From the Tasks menu, select **Foundation > GL Cross Reference**. The GL Cross Reference window opens.

- From the Search Results pane of the GL Cross Reference window, select Create from the Action menu. The GL Cross Reference Maintenance window opens.

Figure 3–2 GL Cross Reference Maintenance Window



- In the Set of Books ID field, enter the identifier that applies to this cross reference.

Note: If there is only one Set of Books set up in RMS, this field is populated automatically.

- In the Cross Reference Type field, select the account category. Valid values include:
 - Basic Transactions
 - Non-merchandise Codes
 - Reason Code Actions
- In the Transaction Code field, enter the transaction code for the new GL cross reference. Valid values for basic transactions include:
 - TAP – Trade Accounts Payable

- TAX – Tax
- UNR – Unmatched Receipt
- VWT – Variance Within Tolerance
- DWO – Discrepancy Write Off
- RWO – Receipt Write Off
- PPA – Pre-Paid Asset
- DIRAR – Complex Deal Income Receivable
- DIRAF – Fixed Deal Income Receivable
- VCT – Variance Calc Tolerance
- VCCT – Varance Calc Tax Tolerance
- CRN – Credit Note
- TAPNDI – Trade Accounts Payable Non-dynamic item
- CRNNDI – Credit Note Non-dynamic item
- TAXNDI – Tax Non-dynamic item
- TAXRVC – Tax Reverse Charge
- TAXRVO – Tax Reverse Offset
- TAXACQ – Tax-Acquisition
- TAXACO – Tax-Acquisition Offset

For non-merchandise cross reference type use the RMS non-merchandise codes as valid values.

For Reason Code Action cross reference type:

- The Transaction Code can be sequentially assigned and disabled when in add mode. That is, the sequence number is incremented to assign the next available Transaction Code for Reason Code Actions.
- This transaction code is then used on the 'Reason Code' Maintenance to assign specific accounting entries to a Reason Code. The structure allows for one Reason Code Action Transaction Code to be used by multiple Reason Codes, thereby reducing setup time.

5. In the Tax Code field, enter the tax code associated with the GL cross reference.

Note: This field is disabled except when a transaction code of 'TAX', 'TAXNDI', 'TAXACQ', 'TAXACO', 'TAXREV', 'TAXxxx', or 'TAXREVO' is being created.

6. Click **Save** to save your changes. Alternatively, from the drop down menu, select **Save and Close** to save your changes and close the window or **Save and Add Another** to save your changes and add an additional GL cross reference.

Maintain General Ledger Cross References

Navigate: From the Tasks menu, select **Foundation > GL Cross Reference**. The GL Cross Reference window opens.

1. Perform a search for the GL cross reference you wish to edit. See [Search for a General Ledger Cross Reference](#) for additional information.
2. In the search results pane, select the GL cross reference you want to edit and select **Edit** from the Action menu. The GL Cross Reference Maintenance window opens.

Figure 3–3 GL Cross Reference Maintenance Window

The screenshot shows the 'GL Cross Reference Maintenance # 901' window. It contains the following fields:

- Set of Books: 123456789
- Cross Reference Type: Reason Code Actions
- Transaction Code: 801
- RCA Description: Jerry's Chargeback cod
- Tax Code: (empty)

Below the fields is a table with the following data:

| Company | Location | Account | Department | Class | Affiliate | Future1 | Future2 | Future3 |
|---------|----------|---------|------------|-------|-----------|---------|---------|---------|
| 1234567 | 123 | 123 | 123 | 123 | 13 | | | |

3. From the GL Cross Reference Maintenance window, update the enabled fields as necessary.
4. Click **Save** to save your changes. Alternatively, from the drop down menu, select **Save and Close** to save your changes and close the window or **Save and Add Another** to save your changes and add an additional GL cross reference.

Manage Financial Posting Errors

After invoices are matched, they are sent through the Reason Code Rollup Process and then to the Posting program. The Reason Code Rollup generates debit memos or credit memos for any discrepancy for the invoices which were resolved with debit memo or credit memo resolution actions. These resolution debit or credit memos are sent to the posting program along with the matched invoices, manually entered debit memos, credit memos, credit notes, and non-merchandise invoices. Accounting entries for receipt write-offs are generated by the receipt write-off program and these are also sent to the financial staging tables for posting to the financial system.

The Financial Posting Error Maintenance screens are accessed through a standard ADF basic/advance search screen. In most cases that there will be very few invoices in Posting Error status at any given time. Therefore, users can usually request to see all invoices in error status at once.

There are three types of financial posting error transactions which might require attention. All three types of error transactions show up in the same Search Results screen, but when the particular transaction is selected for correction, a specific maintenance screen for that type of transaction is called. The three types of transactions are:

- Standard documents (Merchandise Invoices, Non-Merchandise Invoices, Credit Memos, Debit Memos, and Credit Note Requests) which are sent to the IM_AP_STAGE_XX tables to be sent to the A/P system. These are the most common document interfaced to the financial system.
- Matched merchandise invoices which had been pre-paid or manually paid. These documents have already been sent to the A/P system for payment (either by ReIM or by an external process), so when the 'match' occurs, the accounting entries associated with the match need to go to the G/L system. These transactions are sent to the IM_FINANCIALS_STAGE table.
- Receipt Write Off (RWO) transactions. When a receipt is sufficiently aged (based on a supplier option) without matching (fully matching) to an invoice, the 'RWO' batch program will 'write-off' the value of the invoice, creating an accounting entry in IM_FINANCIALS_STAGE table which is sent to the G/L system.

Search for Financial Posting Errors

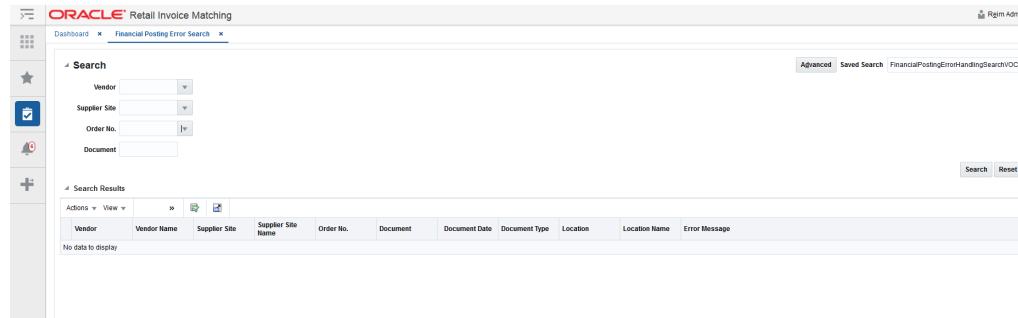
The search criteria are used to find all types of financial posting errors. There are two major types of errors:

- balancing errors
- account validation errors

Balancing errors can be fixed from in one of the Financial Error Maintenance screens. Account validation errors are shown as display only and require the user to fix the accounting setup configuration and rerun the posting process.

Navigate: From the Tasks menu, select **Financial Posting Error > Financial Posting Error Search**. The Financial Posting Error Search window opens.

Figure 4–1 Financial Posting Error Search Window



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

Table 4–1 Financial Posting Search Fields

| Search Field | Description |
|---------------|--|
| Vendor | Allows the user to enter or select a vendor to be used as part of the search criteria. |
| Supplier Site | Allows the user to enter or select a supplier site to be used as part of the search criteria. When a supplier is specified (as the vendor), the supplier site list of values only displays sites associated with that supplier. |
| Order No. | Allows the user to enter or select the order number to be used as part of the search criteria. If either vendor or supplier site is specified, the LOV for order number will include only orders for the supplier (or supplier site) specified. |
| Document | Allows the user to specify the Vendor's Document ID to be used as search criteria. |
| Set of Books | Allows the user to specify a set of books to be used as search criteria. Set of books is an Advanced Search field. |

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

Figure 4–2 Financial Posting Error Search Results

| Vendor | Vendor Name | Supplier Site | Supplier Site Name | Order No. | Document | Document Date | Document Type | Location | Location Name | Error Message |
|------------|------------------|---------------|--------------------|-----------|-----------|---------------|-------------------|-----------|------------------|---|
| 617132547 | Billy's Wood St. | 41181952 | Billy's Wood St. | 49903 | RVC 49903 | 2142016 | Merchandise Invc. | 876348 | Reebok Store | Unable to retrieve segments for Account Type BT for docid 35001 for code TAX for set of books 198248241699213 |
| 617132547 | Billy's Wood St. | 41181952 | Billy's Wood St. | 49903 | RVC 49903 | 2142016 | Merchandise Invc. | 876348 | Reebok Store | Unable to retrieve segments for Account Type BT for docid 35001 for code UNR for set of books 198248241699213 |
| 617132547 | Billy's Wood St. | 41181952 | Billy's Wood St. | 49903 | RVC 49903 | 2142016 | Merchandise Invc. | 876348 | Reebok Store | Unable to retrieve segments for Account Type BT for docid 35001 for code TAP for set of books 198248241699213 |
| 5812371611 | Oracle Retail U. | 5812371612 | Oracle Retail U. | 41401 | doc_41401 | 2142016 | Merchandise Invc. | 983811122 | Oracle Retail U. | Unable to retrieve segments for Account Type BT for docid 40004 for code TAX for set of books 89825652165894 |
| 5812371611 | Oracle Retail U. | 5812371612 | Oracle Retail U. | 41401 | doc_41401 | 2142016 | Merchandise Invc. | 983811122 | Oracle Retail U. | Header amount of 102120 does not equal to total detail amount of 88000 |
| 5812371611 | Oracle Retail U. | 5812371612 | Oracle Retail U. | 41401 | doc_41401 | 2142016 | Merchandise Invc. | 983811122 | Oracle Retail U. | Header amount of 102120 does not equal to total detail amount of 88000 |
| 5812371611 | Oracle Retail U. | 5812371612 | Oracle Retail U. | 41401 | doc_41401 | 2142016 | Merchandise Invc. | 983811122 | Oracle Retail U. | Unable to retrieve segments for Account Type BT for docid 40004 for code TAX for set of books 89825652165894 |
| 5812371611 | Oracle Retail U. | 5812371612 | Oracle Retail U. | 41401 | doc_41401 | 2142016 | Merchandise Invc. | 983811122 | Oracle Retail U. | Header amount of 102120 does not equal to total detail amount of 88000 |
| 5812371611 | Oracle Retail U. | 5812371612 | Oracle Retail U. | 41401 | doc_41401 | 2142016 | Merchandise Invc. | 983811122 | Oracle Retail U. | Header amount of 102120 does not equal to total detail amount of 88000 |
| 5812371611 | Oracle Retail U. | 5812371612 | Oracle Retail U. | 41401 | doc_41401 | 2142016 | Merchandise Invc. | 983811122 | Oracle Retail U. | Unable to retrieve segments for Account Type BT for docid 40004 for code TAX for set of books 89825652165894 |
| 5812371611 | Oracle Retail U. | 5812371612 | Oracle Retail U. | 41401 | doc_41401 | 2142016 | Merchandise Invc. | 983811122 | Oracle Retail U. | Header amount of 102120 does not equal to total detail amount of 88000 |
| 5812371611 | Oracle Retail U. | 5812371612 | Oracle Retail U. | 41401 | doc_41401 | 2142016 | Merchandise Invc. | 983811122 | Oracle Retail U. | Header amount of 102120 does not equal to total detail amount of 88000 |
| 979763375 | SH - supplier | 5812373557 | AUD Super | 52103 | S2108RVC2 | 2142016 | Merchandise Invc. | 912 | Ally Demo Store | Unable to retrieve segments for Account Type BT for docid 45004 for code VCTT for set of books 87719584471297 |
| 5812371957 | Oracle Retail U. | 5812371960 | Oracle Retail U. | 52108 | S2108RVC1 | 2142016 | Merchandise Invc. | 5588 | INR Physical W | Unable to retrieve segments for Account Type BT for docid 45010 for code UNR for set of books 7813177962 |
| 5812371957 | Oracle Retail U. | 5812371960 | Oracle Retail U. | 52108 | S2108RVC1 | 2142016 | Merchandise Invc. | 5588 | INR Physical W | Unable to retrieve segments for Account Type BT for docid 45010 for code UNR for set of books 7813177962 |
| 5812371957 | Oracle Retail U. | 5812371960 | Oracle Retail U. | 52108 | S2108RVC1 | 2142016 | Merchandise Invc. | 5588 | INR Physical W | Unable to retrieve segments for Account Type BT for docid 45010 for code TAP for set of books 78131779628877 |
| 5812371957 | Oracle Retail U. | 5812371960 | Oracle Retail U. | 52108 | S2108RVC1 | 2142016 | Merchandise Invc. | 5588 | INR Physical W | Unable to retrieve segments for Account Type BT for docid 45010 for code UNR for set of books 78131779628877 |
| 5812371957 | Oracle Retail U. | 5812371960 | Oracle Retail U. | 52108 | S2108RVC1 | 2142016 | Merchandise Invc. | 5588 | INR Physical W | One or more reason codes is not maintained in a transaction code |

Resolve Accounts Payable Interface Errors

Most ReIM transactions are expected to be sent to an accounts payable system for payment (or adjustment to a payment) to the supplier. These transactions include merchandise invoices, debit memos, credit memos, credit notes, and non-merchandise invoices. When an error occurs, the entry is flagged as a posting error, and the entries are not passed on to the financial system. However, the records are retained to provide information to the user as to what caused the error and, in certain specific circumstances, how the user can correct the staging entry so it can be posted.

Navigate: From the Tasks menu, select **Financial Posting Error > Financial Posting Error Search**. The Financial Posting Error Search window opens.

1. From the Financial Posting Error Search window, perform a search for financial posting errors. See [Search for Financial Posting Errors](#) for additional information.
2. In the Search Results pane, highlight the accounts payable interface error you want to resolve and select **View** from the Action menu. The A/P Interface Error Handling window is displayed.

Figure 4–3 A/P Interface Error Handling Window

| Document | Date | Order No. | Vendor Name | Location Name | Merchandise Amount | Non Merchandise Amount | Total Amount Excluding Tax | Total Tax | Total Amount |
|-----------|---------|-----------|------------------|---------------|--------------------|------------------------|----------------------------|-----------|--------------|
| RVC 49903 | 2142016 | 49903 | Billy's Wood St. | Reebok Store | 810 | 0 | 810 | 81 | 891 |

Error Message: Unable to retrieve segments for Account Type BT for docid 35001 for code UNR for set of books 198248241699213
 Unable to retrieve segments for Account Type BT for docid 35001 for code TAP for set of books 198248241699213
 Unable to retrieve segments for Account Type BT for docid 35001 for code TAX for set of books 198248241699213

| Document | Sequence No. | Date | Tran Code | Lookup Code | Amount | Val Code |
|--------------------|--------------|------|-----------|-------------|----------------|----------|
| No Data to Display | | | | | | |
| | | | | | Total Variance | / |

The A/P Interface Error Handling window is divided into three sections:

- Document Header – The top portion is a display only section which shows information from the ReIM document table.

- Error Message – The middle portion displays the error message for the entry.
 - A/P Stage Head/Detail – The bottom portion shows the details of the accounting entries which would have been sent to the financial system. Top row is the 'Header' information and the remaining rows are the detail.
3. From the A/P Stage Head/Detail Table, you can edit the amount field on any of the rows with the exception of the first row. The first row is the header (document) amount and cannot be changed.

Note: Rows cannot be added or deleted from the A/P Interface Detail Table.

All rows after the first row must accumulate to match the first row's total for the correction to be accepted. The amount on the first row of the table is assumed to be correct. If it is not correct, the error must be addressed outside of this error handling feature, possibly with help of Oracle Support.

4. Continue making adjustments until the values match. If they do not match exactly, the user must stay on the screen making additional adjustments until they do match, or all the changes must be rolled back to the state they were in when the screen was loaded.
5. When the entries are in balance, the Submit button is enabled. If the user selects the Submit button, the document is posted, sending the adjusted entries to the financial system. If the document is successfully posted, the transaction is removed from the error handling tables.