Oracle® Retail Invoice Matching

Mobile User Guide

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Preface

This document describes the Oracle Retail Invoice Matching Mobile user interface. It provides step-by-step instructions to complete most tasks that are performed using the user interface.

Audience

This document is for users and administrators of Oracle Retail Invoice Matching such as accounts payable specialists and managers, financial analysts and managers, and administrative personnel.

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

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

Conventions

The following text conventions are used in this document:

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

1

Overview

The Invoice Matching mobile workflow is for users and administrators of Oracle Retail Invoice Matching. The primary role of this application is to prioritize work for matching invoices to provide visibility to employee workload and to also provide a quick glance at supplier performance.

The following topics are covered in this chapter:

- Getting Started
- Invoice Matching Dashboard
    - Upcoming Invoices
    - Automatch Rate
    - Supplier and Employee Performance and Outstanding Invoices
- Supplier Sites
    - Supplier Site Criteria
    - Supplier Site Criteria Search Screen
    - Supplier Site Detail
- Employees
    - Employee Details
- Invoices

2

Getting Started

URL Path

To access the Merchandising Mobile workflows:
`https://<hostname>/MerchMobile/`. Place this URL in a web browser and use the same login credentials used to log into the Merchandising desktop applications.

Security

Access to each of the Merchandising mobile work flows and actions within are controlled by the same privileges which grant access to the same functional areas in the desktop applications. For example, a user with the ability to create, view, modify and approve purchase orders in the desktop application, will be able to perform those same actions in the Recent Orders mobile workflow.
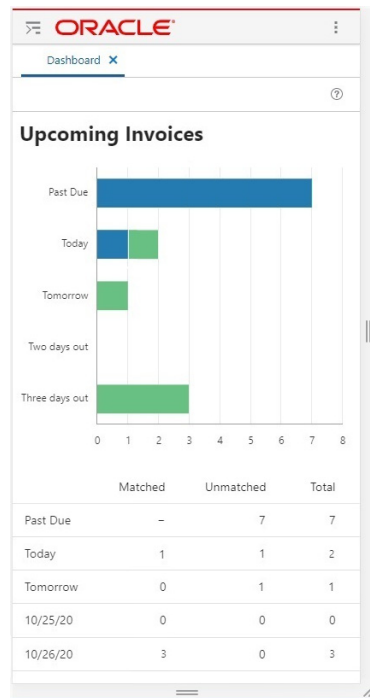
For more details on security privileges and the access granted by each, refer to the *Oracle Retail Merchandising Security Guide*.

Accessing Invoice Matching

After logging into the application, select the Invoice Matching dashboard in the menu.

Result: The Invoice Matching Dashboard appears.

Figure 2–1   Invoice Matching Dashboard

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Invoice Matching Dashboard

Upcoming Invoices

The Upcoming Invoices report at the top uses shaded bars to represent the remaining invoices that need to be manually matched by the user. The green shaded bars represent the invoices that have been manually matched and the blue shaded bars represent the invoices that are unmatched.

Figure 3–1   Upcoming Invoices Section

	Matched	Unmatched	Total
Past Due	–	7	7
Today	1	1	2
Tomorrow	0	1	1
10/25/20	0	0	0
10/26/20	3	0	3

Chart date ranges include:

- **Past Due**
- **Today**
- **Tomorrow**
- **2 days out**
- **3 days out**

Tap and Hold Over either of the shaded bars and a pop-up appears showing the numeric value of that shaded section of the bar.

Figure 3–2   Tap and Hold Detail Pop-Up
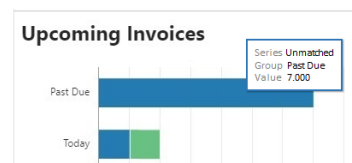
The table directly under the Upcoming Invoices section shows the number of matched and unmatched invoices for each date range listed previously. It also shows the total of the combined matched and unmatched invoices.

> **Note:** The data displayed will be a roll up of all the employees that roll up to the user. For Past Due Matched, a dash will be displayed as it doesn't make functional sense to display a metric for invoices matched in the past. Unauthorized users will see zeros in this area.

Figure 3–3   Upcoming Invoices Details Section

	Matched	Unmatched	Total
Past Due	–	7	7
Today	1	1	2
Tomorrow	0	1	1
10/25/20	0	0	0
10/26/20	3	0	3

Automatch Rate

The Automatch Rate report allows you to quickly see the total number of invoices in matched status that were matched by the auto match batch in comparison with the total number of invoices that were manually matched by the Invoice Matching user. Auto resolved invoices are also included in the Automatch totals. The table underneath the Automatch Rate donut chart will show the totals.

Figure 3–4   Automatch Rate

Automatch Rate

	Auto	Manual	Total
Last 3 months	2	5	7
Yesterday	0	1	1
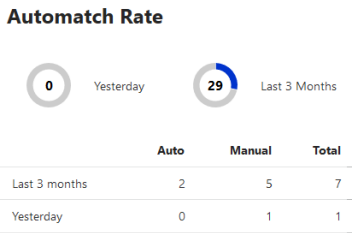
- The number shown and represented by the color gray is the number of invoices that were manually matched.
- The percentage represented by the dark blue color is the number of invoices that were auto-matched.
- The number in the center is the percentage of total matched invoices that were auto-matched.

The percentages are calculated for the user and can be viewed two different ways.

- Yesterday
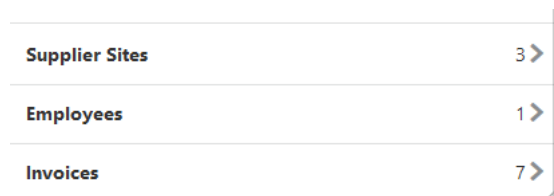- Last 3 months

The data displayed is as follows:

- **Finance Manager:** Data will be a rollup of all of the employee's outstanding invoices. A manager's assigned suppliers (if any) are included in their data rollup.

- **Buyer:** Buyer reports will have zeros displayed. A Buyer will only be able to search for suppliers or invoices but will not have any data filtered for them.

Supplier and Employee Performance and Outstanding Invoices

At the bottom of the dashboard is a section which allows you to drill down into more detail related to supplier site performance, employee performance, and outstanding invoices. In this section you can see the number of supplier sites to which you are assigned, the number of employees for which you are responsible, and how many outstanding invoices exist.

Figure 3–5   Supplier and Employee Performance and Outstanding Invoices Area

The following actions are available in this area:

- Tap the **Supplier Sites** bar to open the Supplier Sites screen which displays a list of supplier sites to which you are assigned.

- Tap the **Employees** bar to open the Employee screen which displays a list of employees for which you are responsible.

- Tap the **Invoices** bar to open the Invoices screen which displays a list of outstanding invoices.

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Supplier Sites

The performance of suppliers to which you are assigned can be reviewed in the Supplier Site and Supplier Site Detail screens.

Supplier Sites

Figure 4–1   Supplier and Employee Performance and Outstanding Invoices Area

At the bottom of the dashboard page, tap anywhere on the Supplier Sites bar to access the Supplier Sites screen to see a list of the supplier sites to which you are assigned.

Figure 4–2   Supplier Sites

The Supplier Sites area is marked as follows:

- Tap the **X** icon at the top of the Supplier Sites screen to close the details and to return to the Invoice Matching dashboard.

- **Filter Area:** This area enables you to display all of the filters that you set. When you tap on the **Filter** icon, the Supplier Site Criteria screen will open and allow you to update the invoice criteria by Supplier Site, Employees, or Number of Invoices.

- **Search:** There is a text box for a keyword search where you type in a word and conduct a search. This search will re-query the database so it is independent from the filter that is already selected. (For example, if you filtered on a certain supplier's invoices but tap the magnifying glass and enter an invoice from a different supplier, the invoice details for that supplier will be returned). You can search for the following details and can enter a partial description:

  – Supplier site name

  – Supplier site

- **Supplier Information:** Each supplier site is listed and you can scroll vertically to see all suppliers. The information shown for each supplier is:

  – Supplier site name

  – Supplier site scorecard rating

  – Supplier site ID

  – Total amount of outstanding invoices in the supplier's currency

  – The number on the far right is the total number of outstanding invoices for each supplier.

- **Supplier Site Scorecard:** This is a star rating that is shown at the supplier site level. The supplier site rating is based on certain parameters such as discrepancy occurrence rate, exact matches versus matches within tolerance, and shipping performance. Each criteria's weight assignment is stored in a configuration table in ReIM.

Supplier Site Criteria

When you click on the Supplier Site Filter, the Supplier Site criteria screen opens which you can use to filter the results. The Criteria selection will only apply to the Supplier Site screen, and the inputs will be saved for each user.

Figure 4–3   Supplier Site Criteria

The following options are available:

- **Criteria Applied** - Shows how many sections have criteria applied.

- **Reset** - Tapping this button will set all criteria back to the executed set of criteria.

- **Supplier Site** - Tapping in this row opens the Supplier Site Criteria search window.

- **Employees** - Tapping in this row opens the Employee Search window.

- **Number of Invoices** - Tapping in this row enables an entry field where you can enter the number of invoices to filter the supplier sites. Only the supplier sites with outstanding invoices above this number will show.

- **Apply** - Tapping Apply brings you back to the Supplier Site screen which refreshes and applies the selected filters you specified on the Supplier Site Criteria screen. The filter is saved by the user and kept for subsequent logins until that user updates the filter criteria.

- **Cancel** - Tapping Cancel returns you to the Supplier Site screen without saving any changes.

Supplier Site Criteria Search Screen

When you tap on the arrow in the Supplier Site or Employees row in the Supplier Site Criteria screen, you are brought to a series of search screens that you can use to select supplier sites or users, and filter supplier sites by those criteria. The criteria selection will only apply to the Supplier Sites screen, and the inputs will be saved for each user.

Figure 4–4   Supplier Site Criteria Search Screen

The following options are available:

- **Apply** - Takes you back to the Supplier Site Criteria screen which refreshes and applies the selected supplier sites you selected on the screen. The filter is saved by the user and kept for subsequent logins until the user updates the filter criteria.

- **Reset** - Tapping this button will enable you to enter a new set of Supplier Site filters.

Figure 4–5   Add Supplier Site Screen
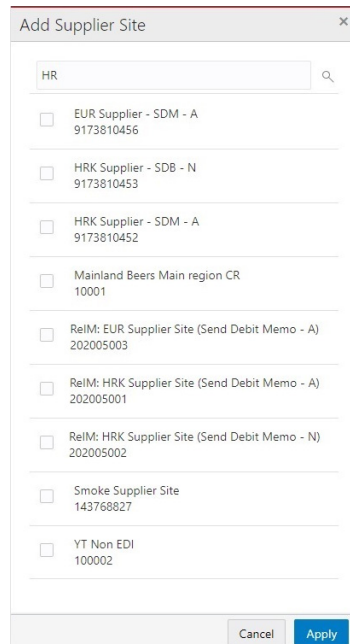
The Reset button enables the keyword search section that allows you to either type in the Supplier site name or ID. You must enter at least 1 character to perform a keyword search.
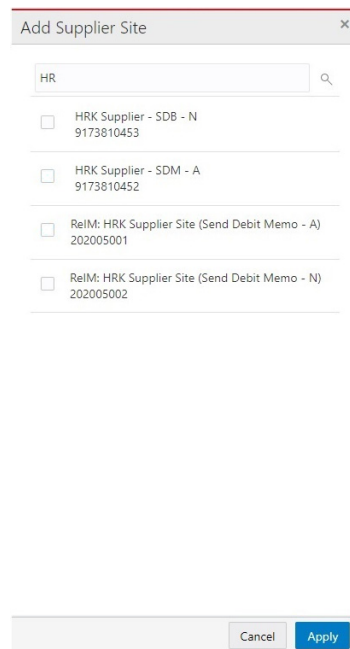
Figure 4–6   Searching for Supplier Sites using Keywords

Type in the desired keywords and tap the **Search** button to see the results.

Figure 4–7   Keyword Search Results

Select the supplier sites that you want to include in your filter by selecting the check box next to each supplier site ID and Name. Tap **Apply** to return to the Add Supplier Site screen with the results of the keyword search.

Figure 4–8   Supplier Site Filter Ready to Apply

Supplier Site Detail

When you tap on the arrow for a specific supplier site the details for that supplier site are displayed on the Supplier Site Detail screen. You may have to scroll down to see all the details as shown in Figure 4–9 and Figure 4–10

Figure 4–9   Supplier Site Detail

Figure 4–10   Supplier Site Details
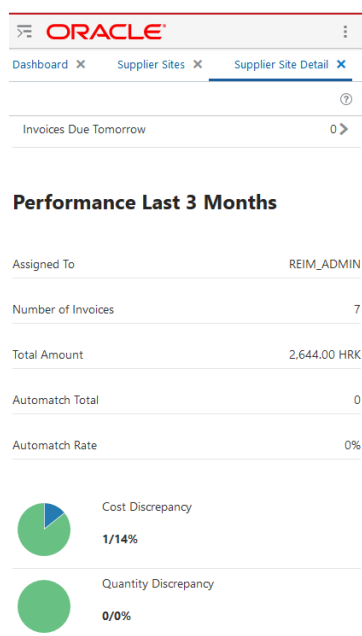
This area includes the following details about the supplier site:

1. **Back:** Tap the **X** icon to navigate back to the Supplier Site screen to see the full list of filtered suppliers.

2. **Supplier Site:** This section shows the name of the supplier site that was selected from the previous Supplier site screen. This section also lists the Supplier Site ID and Supplier Currency as well as the Supplier Performance star rating.

3. **Invoices Past Due:** This section shows the number of invoices past due for the particular supplier site. When you tap in the Invoices Past Due box, you will be taken to the Invoices screen which displays all the invoices for the selected supplier that are past due.

4. **Invoices Due Today:** This section shows the number of invoices which are due today for the particular supplier site. When you tap in the Invoices Due today box, you are taken to the Invoices screen and it shows you all invoices for the selected supplier site that are due today.

5. **Invoices Due Tomorrow:** This section shows the number of invoices which are due tomorrow for the particular supplier site. When you tap in the Invoices Due tomorrow box, you are taken to the Invoices screen and it shows you all the invoices for the selected supplier that are due tomorrow.

6. **Performance Last 3 Months:** The description of various data points in the Supplier Site performance section is as follows:

   - **Assigned to:** This is the name of the employee that is responsible for matching the invoices for the supplier site that is displayed. This is typically someone in an Accounts Payable/Reviewer role.

   - **Number of Invoices:** This number represents the total number of invoices by the given supplier site over the past 3 months.

   - **Total Amount:** This is the total monetary value of the invoices over the past 3 months in the Supplier currency for the given supplier site.

- **Automatch Total:** This shows the total number of invoices over the past 3 months for the given supplier site that were matched successfully by the automatch process.

- **Automatch Rate:** This shows the percentage of invoices that were automatched out of the total invoices over the past 3 months for the given supplier site.

7. **Cost Discrepancy:** The pie chart shows the number of invoices that had a cost discrepancy compared to the total number of invoices for the supplier site over the past three months. The green part of pie chart represents total number of invoices for the supplier site over the past 3 months, the blue section represents the portion of those invoices that had a cost discrepancy. Next to the pie chart, this section shows number of invoices with a cost discrepancy. The number of invoices with a cost discrepancy represents a percentage of the total number of invoices; this percentage is shown to the right. For example, if there were 300 invoices for the supplier site over the past 3 months, and 75 of those invoices had cost discrepancies. The first number shown would be the number of invoices with a cost discrepancy, which is 75. The percentage value shown is the percentage of the invoices with a cost discrepancy compared to the total number of invoices, in this case 75 out of 300 which is 25%. If none of the invoices had cost discrepancies the numbers displayed would be 0 / 0%, meaning zero invoices had cost discrepancies, which is zero percent of the total number of invoices during the past 3 months.

8. **Quantity Discrepancy:** The pie chart shows the number of invoices that had a quantity discrepancy compared to the total number of invoices for the supplier site over the past three months. The green part of pie chart represents total number of invoices for the supplier site over the past 3 months, the blue section represents the portion of those invoices that had a quantity discrepancy. Next to the pie chart, this section shows number of invoices with a quantity discrepancy. The number of invoices with a quantity discrepancy represents a percentage of the total number of invoices; this percentage is shown to the right. For example, if there were 300 invoices for the supplier site over the past 3 months, and 75 of those invoices had quantity discrepancies. The first number shown would be the number of invoices with a quantity discrepancy, which is 75. The percentage value shown is the percentage of the invoices with a quantity discrepancy compared to the total number of invoices, in this case 75 out of 300 which is 25%. If none of the invoices had quantity discrepancies the numbers displayed would be 0 / 0%, meaning zero invoices had quantity discrepancies, which is zero percent of the total number of invoices during the past 3 months.

5

Employees

This area is enabled for users that have employees reporting to them. To access the employ screen, tap the employee section on the Invoice Matching Dashboard.

Figure 5–1 Employees Screen
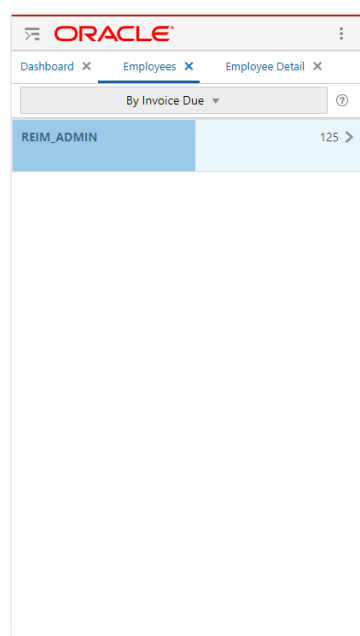

This area includes the following choices:

1. **Back:** Tap the **X** icon to return to the main dashboard screen.

2. **Sort Order:** Tapping this section changes the sort order. If you sort By Invoices Due for example, the change will update to show the smallest number of invoices first. If you are sorting by employee name, the sort is descending rather than ascending.

3. **Screen Sort:** This section allows you to determine how to sort the screen. The default for the Employees screen is by Total Invoices due (Descending), but if you tap inside this section you are given the choice (dropdown) to sort by Employee name (ascending).

4. **User Name with Horizontal Graph:** The horizontal bar graphically shows the employee progress. The darker shading on the bar represents the number of invoices remaining, the lighter shading on the bar shows the number of invoices

matched. Tap and Hold Over a shaded bar and a pop-up appears showing the numeric value of that portion of the bar.

Employee Details

This screen appears when you tap on the arrow or anywhere on the row containing an employee name in the Employees screen.

Figure 5–2   Employee Details
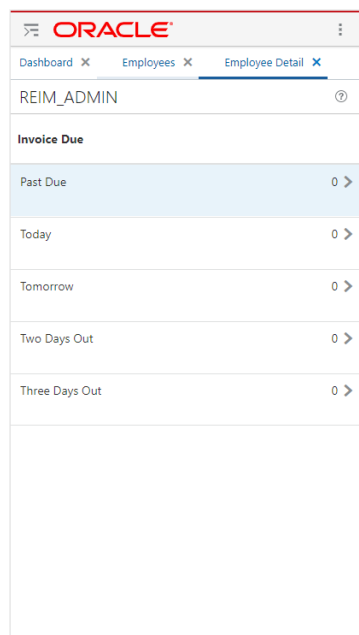
1. **Back:** Tap the **X** icon to return to the Employee screen.

2. **User Name:** Shows the user name of the employee that is selected from a previous Employee screen.

3. **Invoices Due:** This section shows the count of outstanding invoices against the particular employee that need to be manually matched. They are listed and summarized for the following dates. The number of outstanding invoices for each date are shown on the right side of each row. Tapping on any of the rows or arrows opens the Invoices screen where you can see the list of all outstanding invoices for the particular date and employee:

   ■   Past Due

   ■   Today

   ■   Tomorrow

   ■   2 days out

   ■   3 days out
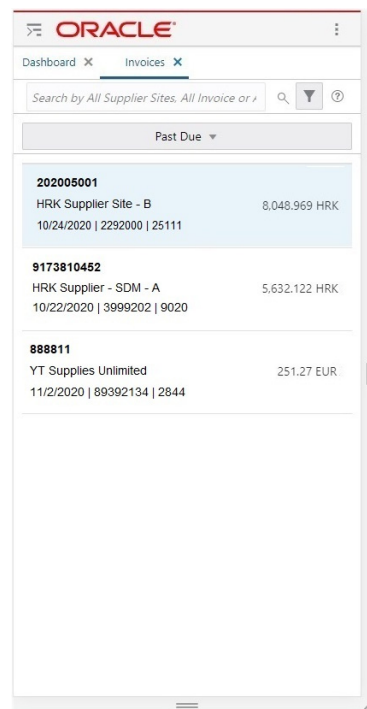
Figure 5–3   Past Due Invoices for Selected Employee

6

Invoices

The Invoices screen is where you can view a list of invoices that are due, and need to be matched. It can be accessed from various places: The Invoice Matching dashboard, Supplier Site Details, and the Employees screen. The number represents the total number of invoices that are outstanding. Once in the invoices screen, you can apply a filter to narrow down how the invoices are viewed. When you launch the invoices screen from the dashboard screen, the invoices for All Suppliers, All Employees (Manager Role), and invoices that are Past Due appear. You can tap through the different due dates to see other dates.
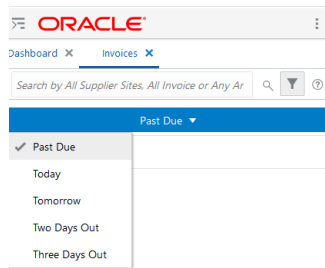
Figure 6–1   Invoices

Figure 6–2   Invoice Due Date Options

1. **Back:** Tap the **X** icon to return to the previous screen which could be Supplier Detail, Employees, or the Invoice Matching Dashboard screen.

2. **Time Periods:** Displays what time period the invoices are currently being filtered by (filter was chosen from the previous screen). The possible periods for this section include:

   ■   Past Due

   ■   Today

   ■   Tomorrow

   ■   2 days out

   ■   3 days out

3. **Forward and Backward Arrows:** When you **Tap** either the forward or backward arrow, the screen refreshes and displays the invoice details based on this new time filter. This is a continuous loop. So when you are 3 days out and you tap the forward arrow, you are taken to the Past Due Invoices. When onPast Due, tap the backwards arrow and you are taken to the 3 days out view.

4. **Filter Panel:** This panel displays all of the filters that you set and are carried over from the previous screen. When you tap on this section the Invoice Criteria screen opens and allows you to update the invoice criteria by Supplier, Employee, or Invoice amount.

5. **Magnifying Glass Search:** Tapping the magnifying glass enables a text box for a keyword search where you type in a word and conduct a search. This search will re-query the database so it is independent from the filter that is already selected. (For example, if you filtered on Atlas Supplier's invoices but tap the magnifying glass and enter an invoice from another supplier, the invoice details for that supplier will be returned). You can search for the following details and can enter a partial description:

   ■   Invoice

   ■   Supplier site name

   ■   Supplier site

> **Note:** There will be an X icon in the text box that will allow you to clear the current search. You can use the Screen sort and Sort order to apply to the search that was conducted by the magnifying glass search. The only way to clear the current search is to go back into the Text box and use the X icon to clear it, or to move to another screen, or toggle to a different date range.

6. **Screen Sort:** Allows the user to determine how to sort the screen. The default for the Invoices screen is by Total Invoice Cost (Descending), but if you tap inside this section you are given the choice to sort by Invoice (Ascending).

7. **Sort Order:** Tapping this section changes the sort order. If you are sorting By Invoice Cost, the change updates to show the smallest cost invoice first. If you are sorting by Invoice it changes the sort order to descending.

8. **Invoices:** Each individual invoice is listed for the given supplier after applying all of the other filters. For each invoice this area displays the Supplier Site, Supplier Site Name, Invoice Due Date, Invoice, Location, and Invoice Cost.