

# Oracle® Retail Invoice Matching Cloud Service

## Manage Documents User Guide



Release 19.3.000

F44131-01

August 2021

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Oracle Retail Invoice Matching Cloud Service Manage Documents User Guide, Release 19.3.000

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# Preface

This document describes the Invoice Match 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 Invoice Match. This includes merchandisers, buyers, business analysts, and administrative personnel.

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

## Oracle Help Center (docs.oracle.com)

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

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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
<b>boldface</b>	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.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

# 1

## 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.

### Create Merchandise Invoice

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

**Figure 1-1 Create Document**

Document Type	Document	Document Date
Order No.	Vendor (Supplier)	Currency
Supplier Site	Location	Terms
Third party Payee		Deal Type
		RTV Order
Non Merchandise Detail		Amount
Non Merchandise Code		
Document Totals		
Quantity	Merchandise Amount	Amount
Tax Detail		
Code	Basis	Amount

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 Document field, enter the identifier for the Document in Invoice Match 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.
2. In the Document Date field, enter the date the invoice was created, or click the calendar button and select a date.
3. In the Order No. field, select the Purchase Order against which the Document (or Invoice) is raised.

 **Note:**

If an Order No. is entered before the vendor, the vendor, supplier site, and terms will default to values from the purchase order. Additionally, if there is only one location on the purchase order, then the location will default to that location as well.

4. In the Vendor field, select the Supplier against which the Invoice is raised.

 **Note:**

If a Supplier is specified before 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.

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

 **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 Invoice Match.

8. In the Third-party Payee field, select the parent supplier from the list of valid parent suppliers from the Merchandising system.

 **Note:**

The Third-party Payee field is visible when the Allow Third-Party Payee field is checked in System Options.

## Non Merchandise Detail

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

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

 **Note:**

In a Global Tax environment, taxes associated with the non-merchandise codes can be entered into a tax table. Select the plus key on the tax table and a popup will appear allowing the entry of the tax code, tax rate, and tax basis. The OK and Add Another button allows multiple taxes to be associated with the non-merchandise code.

## Document Totals

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

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

 **Note:**

There is a supplier option that can be used to make the quantity field required.

2. The Merchandise Amount field represents the Total Merchandise Value excluding tax.  
Total Merchandise Amount = Total Amount - Non Merchandise Amount - Tax Amount
3. The Amount field represents the total value of the document. This field is automatically populated with the sum of the Merchandise Amount, Non Merchandise Amount, and Tax Amount(s).

## Tax Details

In a Single Tax Environment the Tax Detail section allows the addition of a single tax code, tax basis and amount to an invoice 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.

In a Global Tax environment, document taxes can be entered into a tax table. Select the plus key on the tax table and a popup will appear allowing the entry of the tax code, tax rate type, tax rate, and tax basis. The OK and Add Another button allows multiple taxes to be included on the document. The tax table supports the entry of both percent or per unit taxes.

## Save the Document

When all of the necessary information is added to your entry, choose one of the following options:

- Click **Save** to save the document and navigate to the Document Maintenance window to add additional details to the document.
- Click **Save and Add Another** to save the current invoice and open an empty Create Document page.
- Click **Save and Close** to save the current invoice and close the Create Document page.
- Click **Cancel** to reject all entries.

## Create Other Documents

There are several types of documents in Invoice Match that are not for invoicing merchandise. These other documents include:

- Non-merchandise Invoices
- Debit Memos
- Credit Memos
- Credit Note Requests
- Credit Notes

Deal bill-backs will be available for automatic invoicing sent to Invoice Match as Debit Memos or Credit Note Requests from the Merchandising system. Any documents resulting from a deal will be created in Approved status

## Non-Merchandise Invoice

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 Document field, enter the identifier for the Document in Invoice Match 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 non-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).

2. In the Document Date field, enter the date the document was created, or click the calendar button and select a date.
3. In the Order No. field, select the Purchase Order against which the Document (or Invoice) is raised.

 **Note:**

If an Order No. is entered before the vendor, the vendor, supplier site, and terms will default to the values from the purchase order. Additionally, if there is only one location on the purchase order, then the location will default to that location as well.

4. In the Vendor field, select the Vendor against which the Document (or Invoice) is raised.

 **Note:**

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

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

 **Note:**

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

8. In the Third-party Payee field, select the parent supplier from the list of valid parent suppliers from the Merchandising system.

 **Note:**

The Third-party Payee field is visible when the Allow Third-Party Payee field is checked in System Options.

## Non Merchandise Detail

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

 **Note:**

In a Global Tax environment, taxes associated with the non-merchandise codes can be entered into a tax table. Select the plus key on the tax table and a popup will appear allowing the entry of the tax code, tax rate, and tax basis. The OK and Add Another button allows multiple taxes to be associated with the non-merchandise code.

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

## Tax Details

In a single tax environment, the Tax Detail section allows the addition of a single tax code, tax basis and amount to the 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.

**Note:**

In a Global Tax environment, the Tax Details section is disabled since taxes are entered on the non-merchandise code.

## Save the Document

When all of the necessary information is added to your entry, choose one of the following options:

- Click **Save** to save the document and navigate to the Document Maintenance window to add additional details to the document.
- Click **Save and Add Another** to save the current invoice and open an empty Create Document page.
- Click **Save and Close** to save the current invoice and close the Create Document page. You must click Approve for the documents to be approved.
- Click **Cancel** to reject all entries.

## Credit Memo, Debit Memo, Credit Note Request, or Credit Note

Credit Memos are documents generated by the retailer that increase the payment to the supplier. Debit Memos are documents generated by the retailer that decrease the payment to the supplier. In situations where a retailer cannot directly deduct from a supplier, the retailer will generate a Credit Note Request. A Credit Note Request is a document asking the supplier to issue credit to the retailer for an overcharge. A Credit Note is a document generated by the supplier which is issued to the retailer for an overcharge, thus reducing the payment to the supplier.

Credit Memos are entered as a positive amount, Debit Memos (which have the opposite effect of Credit Memos) are entered as a negative amount. For Debit Memos associated with merchandise items, the unit cost is entered as negative so the calculation of the extended amount is also negative. Credit Notes Requests look identical to Debit Memos, except they do not have immediate financial implications, so they will also have negative values. Credit Notes will also look identical to Debit Memos and will have the same financial effect; the only difference being that the Credit Note is generated by the Supplier whereas the Debit Memo is generated by the retailer.

## 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**

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:
  - Click the **Create Document** link under the Document Maintenance subgroup.
  - 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 Document field, enter the identifier for the Document in Invoice Match 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`).

2. In the Document Date field, enter the date the invoice was created, or click the calendar button and select a date.
3. 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 an Order No. is entered before the vendor, the vendor, supplier site, and terms default to the values from the purchase order. Additionally, if there is only one location on the purchase order, then the location will default to that value as well.

In the Vendor field, select the Vendor against which the Document (or Invoice) is raised.

 **Note:**

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

4. The Terms field defaults to the term of the specified PO. The defaulted value can be modified on the invoice document.
5. In the Supplier Site field, select the Supplier Site against which the Document (or Invoice) is raised.
6. 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.
7. In the Location field, select the Invoicing (Billing) Location from the list of valid locations (stores and physical warehouses). These locations are defined in Merchandising.

 **Note:**

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

8. 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 Invoice Match.
9. In the Third-party Payee field, select the parent supplier from the list of valid parent suppliers from the Merchandising system.

 **Note:**

The Third-party Payee field is visible when the Allow Third-Party Payee field is checked in System Options.

## Document Totals

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

## Create a Credit Note from a Credit Note Request

When a Credit Note is received in response to a Credit Note Request sent out by the retailer, you can copy the Credit Note Request to save time entering the Credit Note. A Credit Note can be created from a Credit Note Request using the following procedure:

**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 a Credit Note Request document. See [Search for a Document](#) for additional information.
2. In the Search Results pane, highlight the Credit Note Request you want to use to create a Credit and select **Create Credit Note** from the Action menu.

The Document Maintenance screen is called and populated with the data from Credit Note Request.

3. From the Document Maintenance screen, enter the document date for the Credit Note.
4. Make any necessary adjustments to the Credit Note, and select **Save and Close** button.

The Credit Note is created in an Approved status.

## 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 document 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.
- Vendor Type:** A dropdown menu with 'Supplier' selected.
- Vendor:** A search field.
- Supplier Site:** A search field.
- Location:** A search field.
- Terms:** A search field.
- Group:** A text field containing '11000'.
- Order No.:** A search field.
- Document:** A search field.
- Document Date:** A date picker field.
- Due Date:** A date picker field.
- Currency:** A search field.
- Third-party Payee:** A search field.
- Non Merch Detail:** A section header with a right-pointing arrow.
- Document Totals:** A section containing three fields: 'Quantity', 'Merch Amount', and 'Amount'.
- Tax Detail:** A section containing three fields: 'Code', 'Basis', and 'Amount'.
- Multiple Tax Codes:** A section header with a right-pointing arrow.
- Summary Row:** A row with columns: 'Status' (Worksheet), 'Count' (1.0), and 'Group Total' (0.00).
- Buttons:** 'Save' and 'Cancel' buttons 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"> <li>• Agent</li> <li>• Applicant</li> <li>• Bank</li> <li>• Broker</li> <li>• Consignee</li> <li>• Consolidator</li> <li>• Escheat- Country</li> <li>• Escheat - State</li> <li>• Expense Vendor</li> <li>• External Finisher</li> <li>• Factory</li> <li>• Freight Forwarder</li> <li>• Import Authority</li> <li>• Importer</li> <li>• Supplier</li> </ul>
Order No	<p>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.</p> <p><b>Note:</b> If an Order No. is entered before the vendor, the vendor, supplier site, and terms default to the values from the purchase order. Additionally, if there is only one location on the purchase order, then the location will default to that value as well.</p>
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 Document 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"> <li>• Merch Invoice – Terms on the PO specified</li> <li>• Non Merch Invoice – Terms associated with the Vendor in RMS</li> <li>• Credit Note – Terms associated with the Vendor in RMS</li> </ul> <p>The defaulted value can be modified on the 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 Merchandising. This field is defaulted if the Order No selected has a single Location on it.
Document ID	<p>Identifier for the Document in Invoice Match 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 Invoice Match).
Due Date	Represents the day the document is due for payment. Is computed based on the document 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.
Third-party Payee	This field indicates the valid parent supplier from the Merchandising system.

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.

**Table 1-3 (Cont.) Document Totals Fields**

Field	Description
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
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 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 through Data Loading are treated as if they were created manually using the Invoice Match user interface, which means documents loaded through Invoice Induction allow more changes to be made to the documents through the user interface than is allowed for EDI documents. To differentiate between the types of invoices, an indicator is inserted in the database to specify how an invoice is created (for example, through EDI, spreadsheet or the Invoice Match UI).

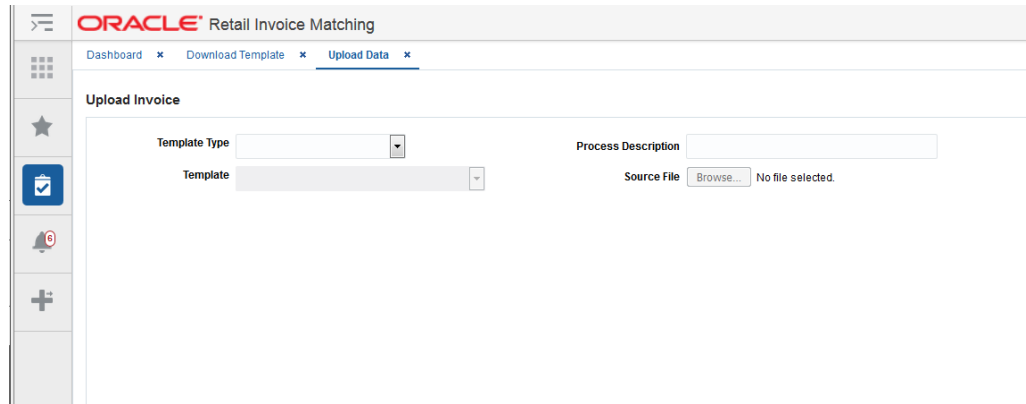
### Upload Data

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.

# 2

## 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** 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.

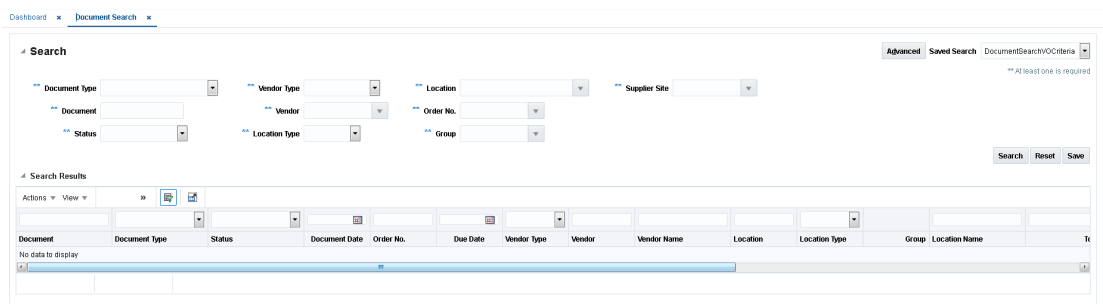
 **Note:**

Only documents manually created in Invoice Match or entered via invoice induction in Invoice Match 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 Filters:** Document Type, Vendor Type, Location, Supplier Site, Document, Vendor, Order No., Status, Location type, and Group.
- Buttons:** Search, Reset, Save.
- Search Results:** 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 Tr.
- Table Content:** The table currently displays "No data to display".

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

**Note:** You can also select the Advanced button to allow for additional fields to be included in the criteria. The Advanced criteria panel includes an Add Fields button which includes even more fields including Reference Fields 1 - 4 which can be included in the selection criteria.

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

Figure 2-2 Document Search Results

The screenshot shows a search interface with various filters and a table of results. The search criteria include Document Type (Merchandise Invoice), Vendor Type, Location, Supplier Site, Document, Vendor, Order No., Status, Location Type, and Group. The search results table has columns for Document, Document Type, Status, Document Date, Order No., Due Date, Vendor Type, Vendor, Vendor Name, Location, Location Type, Group, and Location Name.

Document	Document Type	Status	Document Date	Order No.	Due Date	Vendor Type	Vendor	Vendor Name	Location	Location Type	Group	Location Name
Dwl_41401	Merchandise Invoice	Unresolved match	18/06	41401	30/06	Supplier	5812371611	Oracle Retail USA Smok...	983811322	Warehouse		Oracle Retail USA Smok...
Dwl_41405	Merchandise Invoice	Unresolved match	12/07/5	41405	26/06	Supplier	5812371611	Oracle Retail USA Smok...	983811322	Warehouse		Oracle Retail USA Smok...
Dwl_41406	Merchandise Invoice	Unresolved match	11/06/15	41406	15/06	Supplier	5812371611	Oracle Retail USA Smok...	983811322	Warehouse		Oracle Retail USA Smok...
77930016-11-36	Merchandise Invoice	Unresolved match	23/06	701	30/06	Supplier	201	IMPORT SUPPLIER MANN	222	Warehouse		SB's warehouse of Peace
77930016-11-39	Merchandise Invoice	Tax Discrepancy	23/06	702	30/06	Supplier	201	IMPORT SUPPLIER MANN	222	Warehouse		SB's warehouse of Peace
77930016-11-43	Merchandise Invoice	Tax Discrepancy	23/06	702	30/06	Supplier	201	IMPORT SUPPLIER MANN	222	Warehouse		SB's warehouse of Peace
41405-MERCH1	Merchandise Invoice	Unresolved match	31/07/16	41405	31/07/16	Supplier	5812371611	Oracle Retail USA Smok...	983811322	Warehouse		Oracle Retail USA Smok...
JH_47401_02	Merchandise Invoice	Unresolved match	31/07/16	47401	31/07/16	Supplier	5812374101	Demo Supplier	9121	Warehouse		Alloy Demo Warehouse
00c_41406	Merchandise Invoice	Unresolved match	21/07/16	41406	31/07/16	Supplier	5812371611	Oracle Retail USA Smok...	983811322	Warehouse		Oracle Retail USA Smok...
AM_47401_1	Merchandise Invoice	Worksheet	21/07/16	47401	31/07/16	Supplier	5812374101	Demo Supplier	9121	Warehouse		Alloy Demo Warehouse
00c_41401	Merchandise Invoice	Worksheet	21/07/16	41401	31/07/16	Supplier	5812371611	Oracle Retail USA Smok...	983811322	Warehouse		Oracle Retail USA Smok...
INVC_49903	Merchandise Invoice	Matched	21/07/16	49903	01/07/16	Supplier	617132547	Bliva Wood Supplies	876348	Store		Reelox Store
52024-RV0C1	Merchandise Invoice	Posted	21/07/16	52024	31/07/16	Supplier	976762375	BN - supplier	912	Store		Alloy Demo Store
52016-RV0C1	Merchandise Invoice	Worksheet	21/07/16	52016	31/07/16	Supplier	976762375	BN - supplier	110	Store		Alloy Test Store
00c_41401	Merchandise Invoice	Matched	21/07/16	41401	01/07/16	Supplier	5812371611	Oracle Retail USA Smok...	983811322	Warehouse		Oracle Retail USA Smok...

3. Select the invoice you want to edit (or view) and navigate to the document maintenance screen.

## Header Pane

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

Figure 2-3 Document Maintenance Header Pane

Document INVC390001 - Merchandise Invoice	Document Date 5/13/20   100.00 EUR   Worksheet
Order No. 390001   Supplier 465952868 - EUR Supplier   Supplier Site 182417838 - EUR Supplier site   Location 99887766 - CA Store	

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 Invoice Match. 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 supplier or vendor on the document. This field is labeled Vendor if the Vendor Type is not Supplier.
- Supplier Site – This field displays the supplier site on the document.
- Total Amount – This field displays the total amount or value of the document.

## Header Tab

**Figure 2-4 Document Maintenance Header Tab**

Header	Items	Non-Merchandise Costs	Comments	Additional Orders
<b>Merchandise Invoice</b>				
Invoice Terms	02	Currency	USD	
Freight Payment Type		Exchange Rate	1	
Order Terms	02 - 1.5% 30 Days	Third-party Payee	131625449	
Supplier Terms	02 - 1.5% 30 Days	Match User	REIM_ADMIN	
Best Terms Source	DOC	Match Date	9/27/20	
Best Terms	02	Due Date	10/27/20	
Best Terms Date	9/27/20	Payment Hold Status	Payment Never Held	
Pre-Paid	<input type="checkbox"/>	Consignment	<input type="checkbox"/>	
Details Attached	<input checked="" type="checkbox"/>	Reverse Charge Vat Applicable	<input type="checkbox"/>	
Manually Paid	<input type="checkbox"/>	Direct Store Delivery	<input type="checkbox"/>	
EDI Invoice	<input type="checkbox"/>	Evaluated Receipt Settlement	<input type="checkbox"/>	
Total Merchandise Cost Ex Tax	11,926.97	Total Non-Merchandise Cost Ex Tax	0.00	
Total Cost Ex Tax	11,926.97	Total Quantity	121.0	
Total Tax	0.00			
Total Amount	11,926.97			
Reference 1	TEST1	Reference 3	TEST4	

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

- Invoice Terms
- Freight Payment Types
- Third-party Payee
- 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**

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

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

### Note:

In a Global Tax environment the Tax Code column will display Multiple as a hyperlink when multiple taxes apply to an item. Selecting the hyperlink will display the item taxes.

This tab is hidden 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\*  
\*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 through the user interface or through invoice induction are editable through the user interface, with the exception of adding comments on the Comments tab.

In a Single Tax Environment when documents are manually created or uploaded into Invoice Match using EDI or induction, when detail lines are added to the document, the system checks in Merchandising 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.

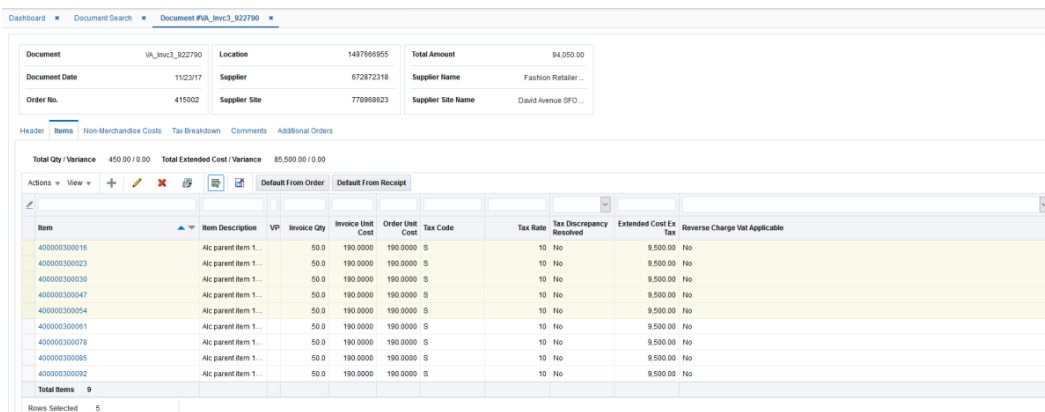
The tax fields in the tab are available only if tax validation is enabled in Invoice Match. If the tax validation is set to retailer, then the tax fields are defaulted based on the values defined in the Merchandising system and are not editable on this screen. For tax validation type of vendor or reconcile,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

### Adding an Item to a Document

Perform the following procedure to add an item to an existing document:

1. Perform a search for the invoice to which you want to add an item. 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**



The screenshot shows the Document Maintenance screen for document #VA\_Invc3\_922790. The document details include: Document #VA\_Invc3\_922790, Location 1497999955, Total Amount 94,050.00, Document Date 11/23/17, Supplier 672872318, Supplier Name Fashion Retailer..., Order No. 415002, Supplier Site 778998623, and Supplier Site Name David Avenue SFO... The screen also displays a table of items with columns for Item, Item Description, VP, Invoice Qty, Invoice Unit Cost, Order Unit Cost, Tax Code, Tax Rate, Tax Discrepancy Resolved, Extended Cost Ex Tax, and Reverse Charge Vat Applicable. The table shows 9 items, all with an invoice quantity of 50.0 and an invoice unit cost of 190.0000. The total items are 9, and 5 rows are selected.

Item	Item Description	VP	Invoice Qty	Invoice Unit Cost	Order Unit Cost	Tax Code	Tax Rate	Tax Discrepancy Resolved	Extended Cost Ex Tax	Reverse Charge Vat Applicable
400000200016	Aic parent item 1...		50.0	190.0000	190.0000	S	10	No	9,500.00	No
400000200023	Aic parent item 1...		50.0	190.0000	190.0000	S	10	No	9,500.00	No
400000200030	Aic parent item 1...		50.0	190.0000	190.0000	S	10	No	9,500.00	No
400000200047	Aic parent item 1...		50.0	190.0000	190.0000	S	10	No	9,500.00	No
400000200054	Aic parent item 1...		50.0	190.0000	190.0000	S	10	No	9,500.00	No
400000200061	Aic parent item 1...		50.0	190.0000	190.0000	S	10	No	9,500.00	No
400000200078	Aic parent item 1...		50.0	190.0000	190.0000	S	10	No	9,500.00	No
400000200085	Aic parent item 1...		50.0	190.0000	190.0000	S	10	No	9,500.00	No
400000200092	Aic parent item 1...		50.0	190.0000	190.0000	S	10	No	9,500.00	No
<b>Total Items</b>	<b>9</b>									

3. From the Items tab of the Document Maintenance screen, select **Add** from the Actions menu. The Add Item screen opens.

**Figure 2-7 Add Item Screen**

4. Enter data for the item you are adding to the document. The following fields are available:

**Table 2-1 Add Item Screen Fields**

Field	Description
Item	Enter or search for the item to add to the document.
Quantity	The quantity to be used for the new item.
Unit Cost	The unit cost to be used for the new item.

 **Note:**

In a Single tax environment, Tax Code and single Tax Rate fields replace the tax table and Add Tax Dialog discussed below.

5. Optionally, you can select the 'Default Taxes' button to call the merchandise system to automatically calculate the taxes for the item, or you can manually enter the tax details for the item. To manually enter the taxes, from the Taxes Details section, select **Create** from the Actions menu. The Add Taxes dialog appears.

Figure 2-8 Add Taxes Dialog

6. Enter information for the following fields:

Table 2-2 Add Taxes Dialog Fields

Field	Description
Tax Code	The tax code to be used for the item.
Tax Rate Type	Select the tax rate type to be used. Options are Percent or Per Unit.
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.
Tax Basis	Tax Basis is the amount which against which taxes should be calculated. When the Tax Rate is Percent, the default value for tax basis is the item quantity * unit cost. However, the value can be changed. When Tax Rate is Per Unit, the tax basis is null.
Tax Amount	The Tax Amount associated with the item.

7. Once the tax information is entered, choose one of the following options.
- Click **OK** to add the tax information and return to the Add Item screen.
  - Click **OK and Add Another** to add additional item/tax information.
  - Click **Cancel** to return to the Add Item screen.
8. From the Add Item screen, click **OK** to add the item and return to the Document Maintenance screen.



## 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 2-9 Document Maintenance Screen**

The screenshot shows the Document Maintenance screen for invoice #VA\_Invc3\_322790. The top section displays key information: Document (VA\_Invc3\_322790), Location (1487666955), Total Amount (94,050.00), Document Date (11/23/17), Supplier (872872318), Supplier Name (Fashion Retailer...), Order No. (415002), Supplier Site (77969823), and Supplier Site Name (Cleid Avenue BPO...).

Below this is a summary table:

Header	Items	Non-Merchandise Costs	Tax Breakdown	Comments	Additional Orders
Total Qty / Variance	450.00 / 0.00	Total Extended Cost / Variance	85,500.00 / 0.00		

The main table is titled 'Items' and has columns: Item, Item Description, VPI, Invoice Qty, Invoice Unit Cost, Order Unit Cost, Tax Code, Tax Rate, Tax Inaccuracy Reasoned, Extended Cost Ex Tax, and Reverse Charge Vat Applicable. The table contains 10 rows of data, all with 'Alc parent item 1...' as the description and a tax rate of 10. The first five rows are highlighted in yellow.

At the bottom, there is an 'Actions' menu with options like 'View', 'Edit', 'Delete', and 'Print'. Below the table, it shows 'Total Items: 9' and 'Rows Selected: 5'.

3. 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 2-10 Mass Update Item Details Dialog

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

Table 2-3 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.

 **Note:**

In Global Tax environment, the screen will include an option to default taxes using the tax engine to recalculate them. The Global Tax environment replaces the tax code and rate fields with a tax table allowing multiple taxes to be associated with the items selected for mass maintenance.

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

## Non-Merchandise Costs Tab

**Figure 2-11 Document Maintenance Non-Merchandise Costs Tab**

Total Non-Merchandise Amount		Total Tax Amount		
10.0000		1.0000		
Actions ▾ View ▾      Default from Order				
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\*  
\*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 Invoice Match. 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:**

In global tax environment, the tax fields are replaced with a tax table. When a row is highlighted in the non-merchandise table, the taxes associated with the non-merchandise code are shown in the tax table and can be edited accordingly.

## Tax Breakdown Tab

**Figure 2-12 Document Maintenance Tax Breakdown Tab**

Tax Code	Tax Rate Type	Tax Rate	Tax Basis	Tax Amount
CST	Percent	19.1300	28.25	5.02
HFEE	Per Unit	5.043333333		100.87

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 Invoice Match. 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 2-13 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. On the comments tab, 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 2-14 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 Merchandising. 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 2-15 Add Deal Billing Detail Dialog

The screenshot shows a dialog box titled "Add Deal Billing details" with a close button in the top right corner. The dialog contains the following fields and controls:

- Item:** A text input field with a magnifying glass icon for search.
- Location:** A text input field with a magnifying glass icon for search.
- Deal Income:** A text input field.
- Units:** A text input field.
- Tax Code:** A dropdown menu with a downward arrow.
- Tax Rate:** A text input field.

At the bottom of the dialog, there are three buttons: "Add", "Add and Continue", and "Cancel".

2. Enter the deal billing details for the following fields:
  - **Item** – This field allows selection of an item defined in Merchandising. 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 Merchandising are available for selection.
  - **Location** – This field allows selection of a location defined in Merchandising. 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 Invoice Match.
  - **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 Invoice Match.
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**.

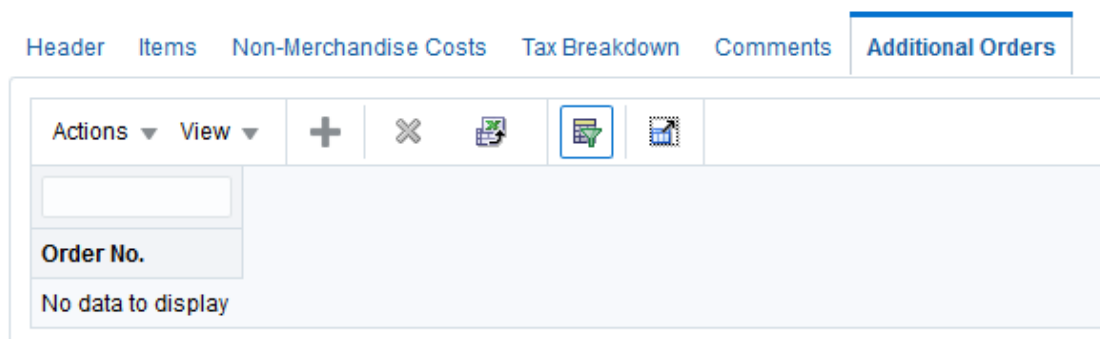
 **Note:**

In a Global Tax environment, the tax fields are replaced with a tax table, enabling multiple taxes to be associated with the item.

## 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 2-16 Document Maintenance Additional Orders Tab**

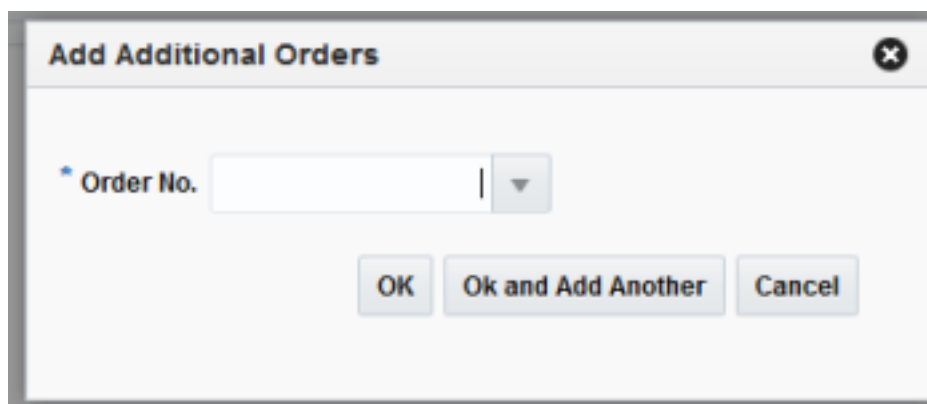


## Add Additional Orders

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

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

**Figure 2-17 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

For many customers, the majority of documents are loaded in Invoice Match through Electronic Data Interchange (EDI). When Invoice Match 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 Invoice Match 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 Merchandising. The parent supplier in Merchandising is then populated as the Vendor ID in Invoice Match and the original value of the Vendor ID from the EDI file (that is, the Supplier Site) populates the Supplier Site ID in Invoice Match. From a validation perspective, Invoice Match does not accept Supplier in the Vendor field of the EDI file. 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, Invoice Match 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 Invoice Match 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 Invoice Match.

## Search for an EDI Document

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

Figure 2-18 EDI Document Search Window

The screenshot shows the Oracle Retail Invoice Matching application interface. The main window is titled "EDI Document Search". On the left, there is a navigation pane with a "Tasks" section containing links to Foundation, Document Maintenance, Invoice Matching, Credit Note Matching, EDI Maintenance, EDI Document Search, Tax Review List, and Dashboard. Below this is a "Quick Match" section with dropdown menus for Supplier, Supplier Site, Order No., Location, and Invoice, along with Submit and Reset buttons. The main area contains a search form with the following fields: EDI Batch File, Error Type, Order No., Document Type, Vendor Type, Supplier Site, Document, and Vendor. There are buttons for Advanced, Saved Search, EDDocSearchVOCriteria, Search, Reset, and Save. Below the search form is a "Search Results" section with a table header and a "Mass Correct" button. The table header includes 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 displays "No data to display".

- 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.
- 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 2-19 EDI Search Results

The screenshot shows the 'EDI Document Search' window. At the top, there are search filters for 'EDI Batch File', 'Error Type', 'Order No.', 'Document Type', 'Vendor Type', 'Supplier Site', and 'Document'. 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', and 'Location'. The results table contains several rows of data, including document IDs like 'Vin\_Invc01', '9401INVC1', and 'Invc1-9102', along with their respective error types and details.

EDI Batch File	Document Type	Document	Error Type	Error Details	Document Date	Order No.	Due Date	Vendor	Vendor Name	Location
	Merchandise In...	Vin_Invc01	Terms on the Document is Invalid	Terms = 02	1/21/2015	8301	2/29/2015	198724751	RMS_ITEM_US...	688973895
	Merchandise In...	9401INVC1			1/21/2015	9401	2/14/2015	198724751	RMS_ITEM_US...	697647388
	Merchandise In...	9401INVC1		Header Tax code = S	1/21/2015	9401	2/14/2015	198724751	RMS_ITEM_US...	697647388
	Merchandise In...	9402INVC		Header Tax code = S	1/21/2015	9402	2/14/2015	198724751	RMS_ITEM_US...	697647388
	Merchandise In...	Invc1-9102		Vendor Document Number = Invc1-9102 for vendor = 198724751	1/21/2015	9102	3/22/2015	198724751	RMS_ITEM_US...	688973895
	Merchandise In...	1			1/21/2015	301	1/31/2015	198724751	RMS_ITEM_US...	254422455

## 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, Invoice Match moves the corrected document from Staging to the Invoice Match 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 through the EDI Maintenance process. In those cases, users receive an error explaining that additional errors exist that must be fixed in the vendor's EDI file and resubmitted for processing.

## 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 the Invoice Match system verifying whether the pre-paid flag is set to yes. When a pre-paid invoice is matched, the invoice is not sent to the financial system for payment: it has already been paid. Instead, the appropriate accounting entries are sent to the general ledger to reflect the matched action.

 **Note:**

You can prepay multiple documents at once by highlighting all the documents you want to prepay and selecting the **Prepay Documents** action.

## Releasing an Invoice on Hold

There is a supplier option which allows the retailer to stop a matched invoice from posting to the financial system until all Credit Note Requests associated with the invoice have been matched to Credit Notes. This ensures the retailer that they are fully compensated for overcharges on the invoice before releasing the invoice for payment. Occasionally, the retailer may wish to release a held invoice before all the Credit Note Requests have been matched. This can be accomplished from the Document Maintenance screen as follows:

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

1. From the Document Search window, perform a search to find the invoice you which to release from hold.  
See [Search for a Document](#) for additional information.
2. In the Search Results pane, highlight the merchandise invoice you wish to release, and select **Release Hold** from the Action menu. The hold is taken off the invoice, and it will be posted in the next batch run.

 **Note:**

You can release multiple documents at once by highlighting all the documents you want to release and selecting the Release Hold action.

## Edit an Existing Group of Documents

Documents entered through Group Entry will stay in worksheet status until they are approved. While the documents are in worksheet status, the group is available to be edited by calling up the group in the group entry screen using the procedure outlined here:

**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

A retailer may occasionally determine that the Credit Note associated with a Credit Note Request is never going to be received. This may be because the supplier provided proof that the perceived overcharge on the invoice was actually correct, or it may be because the retailer has decided to write-off the overcharge. In either case, the retailer has the option to remove the Credit Note Request from Invoice Match by voiding it using the following procedure:

**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.

## 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.