

# Oracle® Retail Invoice Matching Cloud Service

## Manage the Accounting Interface User Guide



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Oracle Retail Invoice Matching Cloud Service Manage the Accounting Interface User Guide,  
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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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- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

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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:

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

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# 1

## Financial Interface Overview

Invoice Matching uses the Retail Financial Integration (RFI) system to interface with Oracle Financials. When documents are posted, they populate financial staging tables which are then picked up by RFI and passed on to Oracle Financials.

For each Set of Books set up in the Merchandising system, the G/L Options screen allows the retailer to define the layout of the chart of accounts segments to be sent to the financial system with each document when it is posted. Each document will include balanced accounting entries using the appropriate account segments for each type of transaction code associated with the document.

Up to 4 account segments can be flagged as dynamic, which means they vary based on details such as location, department, or class associated with the document. If a segment is flagged as dynamic, the retailer maps the possible values of the dynamic entity to the corresponding account segment value for that entity. For instance, if department is flagged as dynamic, then each department from the merchandising system will be mapped to the chart of account segment associated with the department in the financial system.

# Manage General Ledger Options

The General Ledger Options screen supports the creation and maintenance of the following:

1. The definition of the General Ledger segments which will be used to pass account segments to the financial system for each Set of Books setup in the Merchandise system.
2. Dynamic segments for Departments.
3. Dynamic segments for Class.
4. Dynamic segments for Location.

## Define General Ledger Segments for a Set of Books

The GL Option Maintenance screen allows users to define and maintain segment details corresponding to any of the sets of books defined in the Merchandising system. The segment details together comprise the chart of accounts entry that will be passed to the financial system with each transaction.

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

**Figure 2-1 GL Options Maintenance Window**

The screenshot shows the Oracle GL Options Maintenance window. At the top, there is a dropdown menu labeled "Set of Books" with the value "111111111112". Below this is a toolbar with actions like "View", "Add", "Edit", "Delete", and "Detach".

**Segments Section:** This section contains a table with three rows of segments:

Segment Number	Segment Label	Dynamic	Dynamic Segment
1	Location Segment	<input checked="" type="checkbox"/>	Location
2	Department Segment	<input checked="" type="checkbox"/>	Department
3	Account Segment	<input type="checkbox"/>	

**Dynamic Mapping for Departments Section:** This section includes a dropdown for "Set of Books" (value "111111111112") and a search bar. A table below shows no data available.

Actions	View	Add	Edit	Delete	Dynamic	Dynamic Segment

**Dynamic Mapping for Classes and Location Sections:** These sections are currently collapsed.

1. In the Set of Books field, click the **LOV** button to select the Set of Books.

If the segments have already been defined for the selected set of books, they will be displayed. Otherwise, select the **Add** action to add segments.

2. In the **Segment Label** field, enter the description you want to appear in the column heading for this segment on the G/L Cross Reference screen.
3. For Dynamic Segments select the **Dynamic** check box, then select the dynamic segment.

Entering a dynamic segment will activate the corresponding pane on the lower portion of the screen.

 **Note:**

Segment pane - This pane displays the segment details corresponding to the set of books and is always enabled when you search for a set of books. From this pane, you can create, update, and delete segment details from a set of books. In addition, you can select up to 4 segments as dynamic. Two of the dynamic segments (Company and Location) vary based on the location on a document. The Department and Class segments will vary based on the Department and Class in which the items on the document resides.

## Maintain Dynamic Department Segments for a Set of Books

If one of the General Ledger segments for the set of books is defined as dynamic for the department, the 'Dynamic Mapping for Departments' pane is enabled. If a dynamic department segment is not defined, the pane will not open. From here, you can add, maintain, or delete dynamic department segments for the set of books.

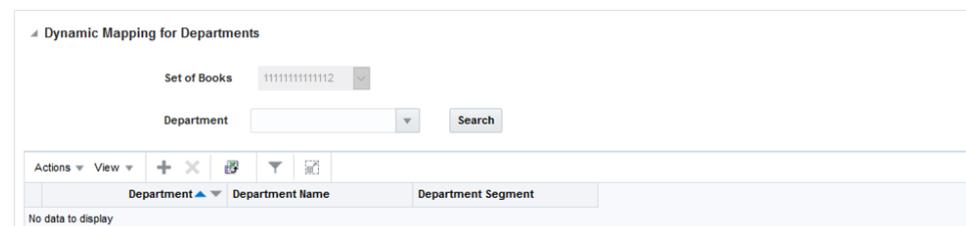
### Create a Dynamic Department Mapping

To create a dynamic department mapping:

1. Expand the Dynamic Mapping for Departments panel.

The following pane opens:

**Figure 2-2 Dynamic Mapping for Departments Pane**



2. Select the **Add** action to add a department segment mapping.
3. Enter or select a department.
4. Enter the value to be sent to the financial system when items from this department are included on a transaction.
5. Select **Save** or **Save and Close** to save changes.

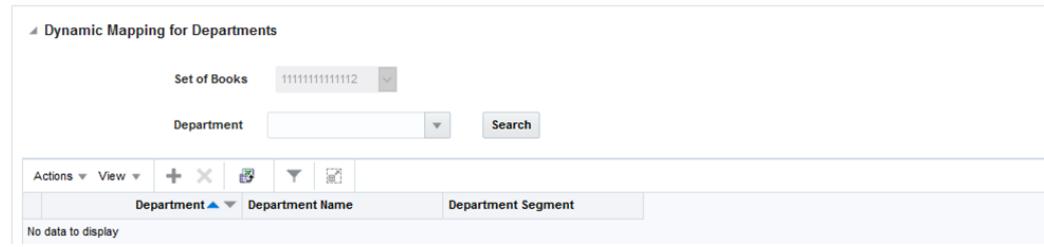
## Maintain a Dynamic Department Mapping

To make changes to a dynamic mapping:

1. Expand the Dynamic Mapping for Departments panel.

The following pane opens:

**Figure 2-3 Dynamic Mapping for Departments Pane**



2. Enter or select the department you wish to edit.
3. Select the **Search** button to find the dynamic department mapping.
4. Update the department segment.
5. Select **Save** or **Save and Close** to save changes.

## Maintaining Dynamic Location segments for a Set of Books

If one of the General Ledger segments for the set of books defined as dynamic for the location, the 'Dynamic Mapping for Location pane' is enabled. If a dynamic location or company segment is not defined, the pane will not open. From here, you can add, maintain, or delete dynamic location segments for the set of books.

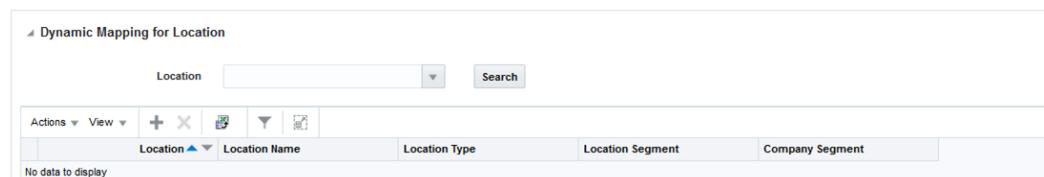
## Create a Dynamic Location Mapping

To create a dynamic location mapping:

1. Expand the Dynamic Mapping for Location panel.

The following pane is displayed:

**Figure 2-4 Dynamic Mapping for Location Pane**



2. Select the **Add** action to add a location segment mapping.
3. Enter or select a location.

4. Enter the values to be sent to the financial system when items from this location are included on a transaction.
5. Select **Save** or **Save and Close** to save changes.

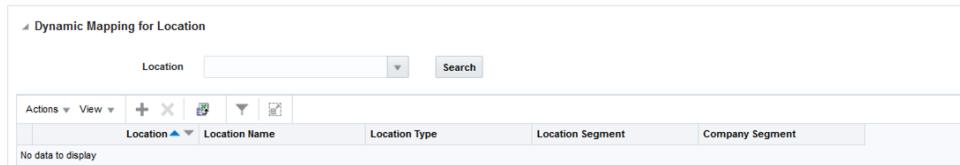
## Maintain a Dynamic Location Mapping

To make changes to a dynamic location mapping:

1. Expand the Dynamic Mapping for Location panel.

The following pane is displayed:

**Figure 2-5 Dynamic Mapping for Location Pane**



2. Enter or select the location you wish to edit.
3. Select the **Search** button to find the dynamic location mapping.
4. Update the location or company segment.
5. Select **Save** or **Save and Close** to save changes.

## Maintain Dynamic Class Segments for a Set of Books

If one of the General Ledger segments for the set of books defined as dynamic for the class, the 'Dynamic Mapping for Classes' pane is enabled. If a dynamic class segment is not defined, the pane will not open. From here, you can add, maintain, or delete dynamic class segments for the set of books.

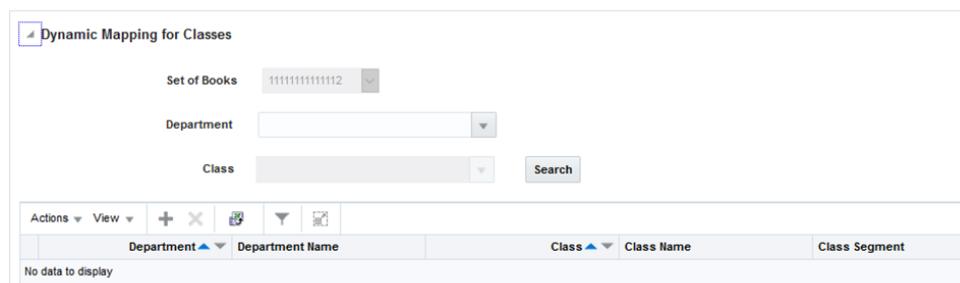
## Create a Dynamic Class Mapping

To create a dynamic class mapping:

1. Expand the Dynamic Mapping for Classes panel.

The following pane opens:

**Figure 2-6 Dynamic Mapping for Classes Pane**



2. Select the **Add** action to add a class segment mapping.
3. Enter or select the department which includes the class.
4. Enter or select a class.
5. Enter the value to be sent to the financial system when items from this class are included on a transaction.
6. Select **Save** or **Save and Close** to save changes.

## Maintain a Dynamic Class Mapping

To make changes to a dynamic class mapping:

1. Expand the Dynamic Mapping for Classes panel.

The following pane is displayed:

**Figure 2-7 Dynamic Mapping for Classes Pane**

Department	Department Name	Class	Class Name	Class Segment
No data to display				

2. Enter or select the department which includes the class you wish to edit.
3. Enter or select the class you wish to edit.
4. Select the **Search** button to find the dynamic class mapping.
5. Update the class segment.
6. Select **Save** or **Save and Close** to save changes.

# 3

## Manage General Ledger Cross Reference

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

### Search for a General Ledger Cross Reference

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

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

**Figure 3-1 GL Cross Reference Window**



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

**Table 3-1 GL Cross Reference Search Fields**

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

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

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

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

 **Note:**

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

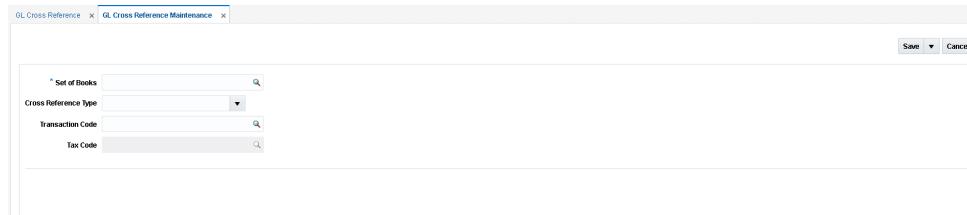
Your search results are displayed in the Search Results pane of the GL Options window.

## Create a General Ledger Cross Reference

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

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

**Figure 3-2 GL Cross Reference Maintenance Window**



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

 **Note:**

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

3. In the Cross Reference Type field, select the account category. Valid values include:

- Basic Transactions
  - Non-merchandise Codes
  - Reason Code Actions
4. In the Transaction Code field, enter the transaction code for the new GL cross reference. Valid values for basic transactions include:
- TAP – Trade Accounts Payable
  - TAX – Tax
  - UNR – Unmatched Receipt
  - VWT – Variance Within Tolerance
  - DWO – Discrepancy Write Off
  - RWO – Receipt Write Off
  - PPA – Pre-Paid Asset
  - DIRAR – Complex Deal Income Receivable
  - DIRAF – Fixed Deal Income Receivable
  - VCT – Variance Calc Tolerance
  - VCCT – Varance Calc Tax Tolerance
  - CRN – Credit Note
  - TAPNDI – Trade Accounts Payable Non-dynamic item
  - CRNNDI – Credit Note Non-dynamic item
  - TAXNDI – Tax Non-dynamic item
  - TAXRVC – Tax Reverse Charge
  - TAXRVO – Tax Reverse Offset
  - TAXACQ – Tax-Acquisition
  - TAXACO – Tax-Acquisition Offset
- For non-merchandise cross reference type use the RMS non-merchandise codes as valid values.
- For Reason Code Action cross reference type :
- The Transaction Code can be sequentially assigned and disabled when in add mode. That is, the sequence number is incremented to assign the next available Transaction Code for Reason Code Actions.
  - This transaction code is then used on the 'Reason Code' Maintenance to assign specific accounting entries to a Reason Code. The structure allows for one Reason Code Action Transaction Code to be used by multiple Reason Codes, thereby reducing setup time.
5. In the Tax Code field, enter the tax code associated with the GL cross reference.

 **Note:**

This field is disabled except when a transaction code of 'TAX', 'TAXNDI', 'TAXACQ', 'TAXACO', 'TAXRVC', or 'TAXRVO' is being created.

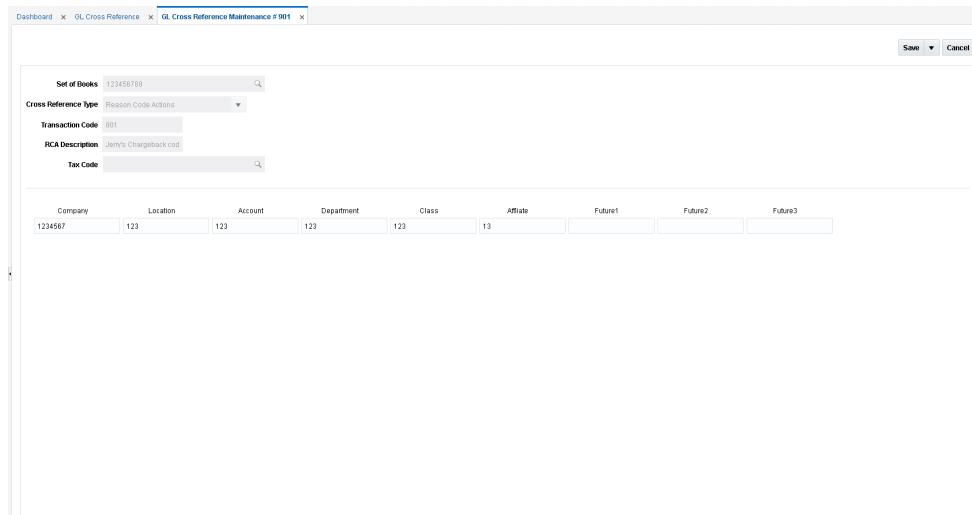
6. Click **Save** to save your changes. Alternatively, from the drop down menu, select **Save and Close** to save your changes and close the window or **Save and Add Another** to save your changes and add an additional GL cross reference.

## Maintain General Ledger Cross References

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

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

**Figure 3-3 GL Cross Reference Maintenance Window**



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

# Manage Financial Posting Errors

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

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

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

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

## Search for Financial Posting Errors

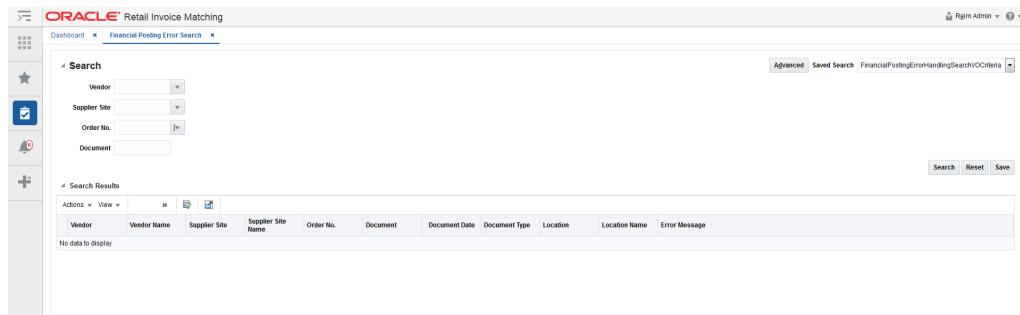
The search criteria are used to find all types of financial posting errors. There are two major types of errors:

- balancing errors
- account validation errors

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

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

**Figure 4-1 Financial Posting Error Search Window**



1. Enter criteria as desired to make the search more restrictive. You can search for all documents with an error status by leaving the criteria blank.

**Table 4-1 Financial Posting Search Fields**

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

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

**Figure 4-2 Financial Posting Error Search Results**

## Resolve Accounts Payable Interface Errors

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

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

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

**Figure 4-3 A/P Interface Error Handling Window**

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

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

 **Note:**

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

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

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