

# Oracle® Retail Invoice Matching Cloud Service

## Match Invoices User Guide



Release 22.1.401.0

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The Oracle logo, consisting of a solid red square with the word "ORACLE" in white, uppercase, sans-serif font centered within it.

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# Contents

## Send Us Your Comments

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### Preface

---

Audience	vii
Documentation Accessibility	vii
Customer Support	vii
Improved Process for Oracle Retail Documentation Corrections	vii
Oracle Help Center (docs.oracle.com)	viii
Conventions	viii

## 1 Match Merchandise Invoices

---

Search for Documents	1-1
Match Manually	1-2
Use Summary Match	1-2
Use Suggested Match	1-2
Add Documents to Summary Match	1-3
Use Detail Match	1-5
Invoice/Item View	1-5
Match Items within Tolerance	1-6
Resolve Discrepancies	1-6
Mass Resolve Discrepancies	1-8
Split a Receipt	1-10
Substitute Items	1-11
Match by Parent	1-12
Use Auto-match	1-12
Use Match Strategies	1-13
Map Match Strategy to a Supplier Group or a Supplier	1-13
Cost Pre-Matching	1-13
Summary Match	1-14
All to All	1-14
One to Many	1-14

Tax Validation on Header only Matches	1-15
Detail Match	1-16
Eligibility for Detail Matching	1-16
Routing Discrepancies	1-16
Regular versus Best Match	1-17
Generate Discrepancies	1-18
Discrepancies which are within the variance within tolerance setting	1-18
Discrepancies which have a variance which can be automatically resolved	1-18
Discrepancies which have a variance which is too large to be automatically resolved	1-18
Automated Discrepancy Resolution	1-18
Match Across Purchase Orders	1-19

## 2 Manage Match Inquiry

---

Search for a Matched Invoice	2-1
View a Matched Invoice	2-1

## 3 Un-match Invoices

---

Matched Invoice	3-2
Partially Matched Invoice	3-3

## 4 Resolve Merchandise Invoice Discrepancies

---

Discrepancy Search	4-1
Discrepancy Review List	4-3
Resolve a Simple Discrepancy	4-3
Resolve Cost and Quantity Discrepancies	4-4
Resolve Discrepancies with Multiple Reason Codes	4-6
Security	4-7
User Privileges	4-8
Cost Discrepancies Only	4-8
Quantity Discrepancies Only	4-8
Both Cost and Quantity Discrepancies	4-8
Data Security	4-8
Department Security	4-8
Resolve Complex Discrepancies	4-9
Use Mass Discrepancy Resolution	4-10

# 5 Resolve Tax Discrepancies

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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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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

## Match Merchandise Invoices

Matching merchandise invoices is the primary purpose of the Invoice Match system. Invoices are entered through a variety of sources, and then the Invoice Match system matches invoices to purchase order receipts, which are maintained in the Merchandising system. The matched invoices are passed on to the financial system for payment.

The match engine is the primary tool used by Invoice Match to match the merchandise invoices. The match engine is used by both the automatch batch program and the online matching process. The match engine uses configurable tolerances to provide flexibility in defining what is an acceptable match in various situations. The automatch batch also utilizes match strategies to provide flexibility in determining the rules around how to combine documents when attempting to match.

### Search for Documents

**Navigate:** From the Tasks menu, select **Invoice Matching > Summary Match**. The Summary Match Search window opens.

**Figure 1-1 Summary Match Search Window**

The screenshot shows the Oracle Retail Invoice Matching Summary Match Search window. The window has a search criteria section with the following fields: Supplier, Supplier Site, Order No., Location, Invoice, Receipt, Status, and Location Type. There are also buttons for Search, Reset, and Save. Below the search criteria is a search results table with the following columns: Invoice, Supplier, Supplier Name, Supplier Site, Supplier Site Name, Status, Document Date, Order No., Due Date, Location, Location Name, and Total Amount. The search results table is currently empty, displaying "No data to display".

1. Enter criteria as desired to make the search more restrictive. You must enter at least one of the following search criteria: Supplier, Supplier Site, Order No., Location, and Item.
2. Click **Search**. The search results pane displays the invoices and receipts for each supplier that matches the search criteria.

Figure 1-2 Invoice/Receipt Summary Search Results

The screenshot displays two side-by-side tables. The left table is titled 'Invoices' and the right table is titled 'Receipts'. Both tables have columns for Invoice/Receipt ID, Date, Order No., Location, Supplier, Available Amount, and Available Quantity. The 'Invoices' table shows 15 rows of data with amounts ranging from 4500 to 1000. The 'Receipts' table shows 15 rows of data with amounts ranging from 500.00000 to 4,500.00000.

Invoice	Invoice Date	Order No.	Location	Supplier	Available Amount	Available Quantity	Currency
RVC 91007 01	3/1/2015	91007	130013	130001	4500	450.0	USD
RVC 116412 01	1/9/2015	116412	130003	130001	1200	120.0	USD
RVC 116414 01	1/9/2015	116414	130003	130001	1200	120.0	USD
RVC 115904 01	1/9/2015	115904	130003	130001	787.5	50.0	USD
RVC 115904 02	1/9/2015	115904	130003	130001	424.5	30.0	USD
RVC 116501 03	1/9/2015	116501	130003	130001	1500	150.0	USD
RVC 116501 02	1/9/2015	116501	130003	130001	1100	110.0	USD
RVC 116404 01	1/9/2015	116404	130003	130001	1800	200.0	USD
RVC 116409 01	1/9/2015	116409	130003	130001	1800	200.0	USD
RVC 83701 01	3/7/2015	83701	130003	130001	4190	270.0	CAD
RVC 83704 01	2/2/2015	83704	130003	130001	810	55.0	USD
RVC 83802 01	2/2/2015	83802	130003	130001	250	50.0	USD
RVC 83802 02	2/2/2015	83802	130003	130001	1000	100.0	USD

Receipt	Receipt Date	Order No.	Location	Supplier	Available Amount	Available Quantity	Currency
89306	2/24/2015	87216	130003	130001	500.00000	50.0	USD
74902	3/1/2015	84401	130003	130001	2,200.00000	20.0	USD
85701	3/7/2015	97302	130003	130001	495.00000	90.0	USD
88502	3/7/2015	98102	130003	130001	495.00000	90.0	USD
82501	3/7/2015	92804	130003	130001	272,500.00000	2,700.0	USD
82701	3/7/2015	83701	130003	130001	4,190.00000	270.0	USD
87901	3/7/2015	100003	130003	130001	1,275.00000	150.0	USD
80207	3/1/2015	90108	130003	130001	500.00000	100.0	USD
80210	3/1/2015	90108	130003	130001	500.00000	100.0	USD
80502	3/1/2015	81508	130015	130001	4,500.00000	450.0	USD
87002	1/9/2015	108701	130003	130001	8,000.00000	800.0	USD
87102	1/9/2015	110002	130001	130001	1,000.00000	100.0	USD
32508	2/2/2015	38004	130003	130001	30.00000	10.0	USD

3. Select the invoices and receipts you wish to bring to the Summary Match Screen. As long as one matchable invoice is selected, this will enable the 'Summary Match' button at the top right of the screen.
4. Click **Summary Match** to bring the selected documents to the Summary Match screen.

## Match Manually

The online manual matching process allows users to combine documents, groups of invoices and receipts together, and match them. Matched invoices are then sent to the financial system for payment as part of the posting process.

The manual matching process can take many forms. Manual summary matching allows users to select one or more invoices and attempt to match them to against any number of receipts. The selection of various combinations are initiated by user interaction with the UI by selecting or deselecting invoices and/or receipts until the desired matched results are identified and executed.

In cases where the summary match is out of tolerance, the user has the option to attempt a detail (or line level) matching process. The Line Level matching process attempts to automatically match the invoice lines based on line level tolerances and then provide the user various options to manually match or resolve the items which did not automatically match.

## Use Summary Match

The Summary Match screen allows for the manual matching of invoices which were not matched by the auto-match batch program. The screen displays invoices and receipts which meet user specified search criteria and allows the user to select any combination of invoices.

## Use Suggested Match

Suggested Match is used to suggest which receipts might be a good match for the invoice or invoices that are selected.

**Navigate:** From the Tasks menu, select **Invoice Matching > Summary Match**. The Invoice Summary Match window opens.

1. Perform a search for invoices and receipts. See "[Search for Documents](#)" for additional details.
2. In the search results, select all invoices and receipts from your search results and click **Summary Match**. The Invoice Summary Match screen is displayed.

Figure 1-3 Select Invoices for Suggested Match

**Invoice Summary Match**

Out of tolerance

Invoices	Receipts	Variance	% Variance	Within Tolerance	Supplier
Quantity: 472.0	0.0	-472.0		No	RealTestAA-Supplier1 9809
Cost (USD): 4,854,150.0	0.0000	-4,854,150.0		No	

Invoice	Order No.	Location	Document Date	Available Quantity	Available Amount	Location Description
88306-INV-CO	88306	7070	2/26/2015	40.0	800.0000	AAVH USD
75707-111	75707	7070	2/26/2015	100.0	1,000.0000	AAVH USD
90101-m2	90101	7070	3/1/2015	22.0	54,150.00	AAVH USD
92802-INV1	92802	7070	3/1/2015	10.0	200.0000	AAVH USD
100301-INV1	100301	7070	3/7/2015	300.0	3,000.0000	AAVH USD

Receipt	Order No.	Location	Receipt Date	Available Quantity	Available Amount	Merchandise Amount
24201	20601	7070	2/2/2015	35.0	45,000.00	45
70600	88306	7070	3/1/2015	30.0	450,000.00	450

3. Select one or more invoices and verify that all receipts are unselected. Click **Suggested Match**.

The system evaluates various combinations of the receipts to determine the best match for the selected invoices. The combination of receipts which are considered the best match for the selected invoices are flagged as selected and the Summary Match table is updated to reflect the selected receipts.

#### Note:

The suggested match returns the best match it finds even if that match is outside of tolerance.

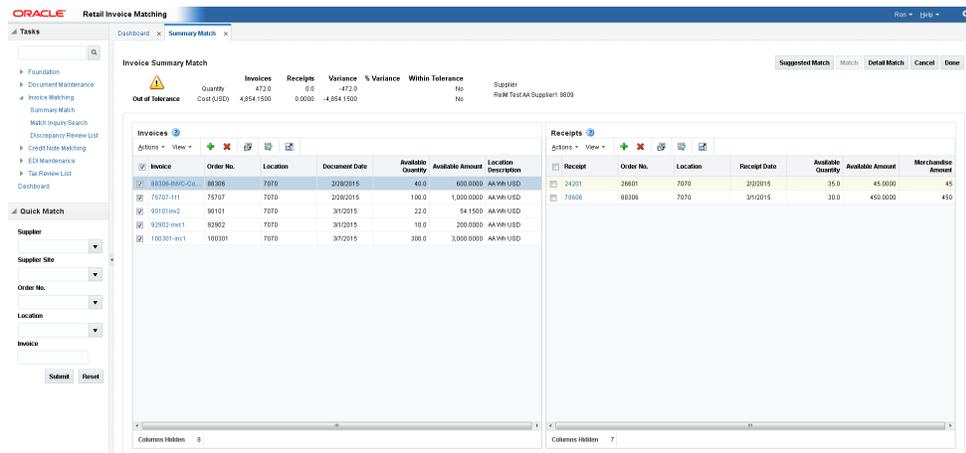
4. If the suggested match is within tolerance, click **Match** to match the invoices to the receipts. If the suggested match is out of tolerance you can elect to make adjustments as necessary.

## Add Documents to Summary Match

**Navigate:** From the Tasks menu, select **Invoice Matching > Summary Match**. The Invoice Summary Match Search window opens.

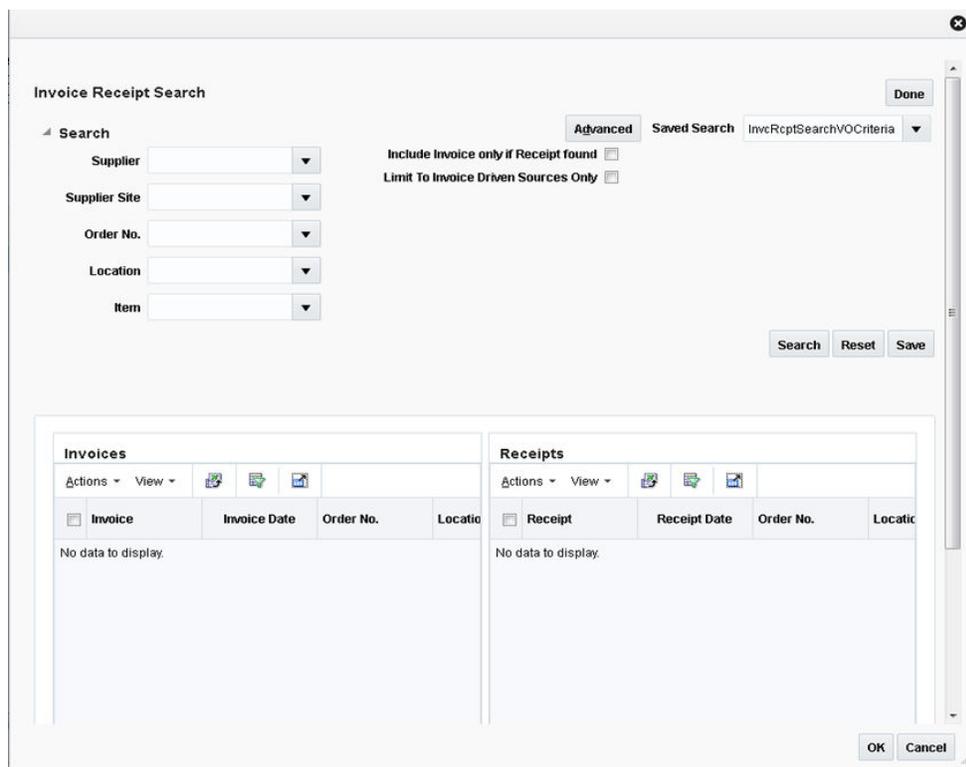
1. Perform a search for invoices and receipts. See "[Search for Documents](#)" for additional details.
2. In the search results, select the invoices and receipts you want to match from your search results and click **Summary Match**. The Invoice Summary Match Search screen is displayed.

Figure 1-4 Invoice Summary Match Search Screen



- Determine whether an invoice or a receipt is needed to reach tolerance. From the Action menu of the invoice or receipt list, select **Add**. The Invoice Receipt Search dialog is displayed.

Figure 1-5 Invoice Receipt Search Dialog



- Enter your search criteria and click **Search**. A list of invoices and receipts is displayed based on your search criteria.
- Check the invoice or receipt that you want to add to the summary match and click **OK**. You are returned to the Invoice Summary Match screen and the selected invoice or receipt is added to the respective list.

## Use Detail Match

Detail Match enables the user to match the items on invoices to the items on receipts.

When navigating to the Detail Match screen invoices and receipts are grouped by item. All the items are in an unmatched status. Items which are within tolerance are flagged as selected.

The Detail Match screen shows two tables at the top section of the screen. On the left side is the Summary Match table. This is the same table that appears on the Summary Match screen, and it shows the matching status of the invoices and receipts which were brought to the Detail Match Screen. As items are matched or resolved, they are deducted from the Summary Match Totals table. As these deductions occur, if the match becomes within tolerance at the summary level, then the Summary Match button is enabled and the user has the option of summary matching the remainder of the invoice.

The Detail Match Totals table is in the upper right section of the screen. As items are selected from the detail match table below, the Detail Match Totals table is updated showing the totals for the items being considered for matching or resolution. When a match or resolution is executed, these totals are emptied as the action will consume everything that was currently selected.

The lower section of the screen shows the Detail Match table. The Detail Match table is a hierarchical table with three possible levels. The top level is a parent (or style) level. This level is optional, and only appears when a sku item has a parent. The parent level row is used for mass selection (or de-selection) of the child skus under the parent. The Parent level selection can be used for parent level matching if the supplier is configured for this feature.

The second level in the Detail Match table is the sku level. This is the main driver of the matching process. This row displays an accumulated total of all the invoices and receipts which are set to be included in a match for the item. The sku row also contains a check box to indicate that the user wishes to take an action on this item.

The third level in the Detail Match table is the invoices and receipts level. There are two types of rows at this level; the invoice row and the receipt row. The invoice row displays a document icon to distinguish it from the receipt row, and only the invoice columns are populated. The receipt row displays a truck icon to distinguish it from the invoice row and only the receipt column is populated.

There can be multiple invoice or receipt rows for the same item. The include check box is present on both invoice and receipt rows, and if checked, that row is included in the totals of the sku row. If the sku is selected, the row is also included in the action (matching or resolution). Rows that have the include check box unchecked are not included in the action.

## Invoice/Item View

The Detail Match - Invoice/Item View is designed to facilitate the mass processing of simple resolutions. It does this by using the Query by Example (QBE) filtering feature of ADF which is available in this view since it is a single tiered table. Complicated resolutions should continue to be handled through the main detail match item view.

The Detail Match - Invoice/Item View screen displays the unmatched sku rows of the detail matched screen. All receipt rows included in the hierarchy under the sku are included in the sku totals on the Invoice/Item View regardless of the Include setting on individual rows. The Invoice/Item View is similar to the View on the Discrepancy Review List, except here the

receipt total is based on the receipts under the item in the hierarchy table rather than based on the match key.

If there are two or more invoice rows under the sku row in the detail match item view, each invoice/item combination generates its own row in the alternative view. When the same sku appears multiple times in the alternative view, the receipt totals for the item are repeated on all the item/invoice rows in the alternative view. That is, the receipt information is repeated for each row for the sku.



**Note:**

Two or more rows with the same sku cannot be selected at the same time on the Invoice/Item view.

## Match Items within Tolerance

**Navigate:** From the Tasks menu, select **Invoice Matching > Summary Match**. The Invoice Summary Match window opens.

1. Perform a search for invoices and receipts. See "[Search for Documents](#)" for additional details.
2. In the search results, select the invoices and receipts you want to match from your search results and click **Summary Match**. The Invoice Summary Match screen is displayed.
3. Select the invoice and receipts that you want to evaluate at the line level and click the **Detail Match** button. The Detail Match screen is displayed.
4. On the detail match screen, items which are 'within tolerance' are flagged as selected, click **Detail Match** to execute the Detail Matching routine. The selected items are flagged as cost and quantity matched.



**Note:**

The Detail Match button is enabled if the variance on each selected item is within line level tolerances. If any one of the selected items is outside of the tolerance, the detail match button is disabled.

## Resolve Discrepancies

The Resolve button on the Invoice Matching Detail Match screen is enabled when you select an unmatched item that is valid to be resolved.

After the item is selected, clicking the Resolve button opens the Resolve Discrepancy dialog which allows the discrepancy resolution process to proceed. Note that both cost and quantity discrepancies can be resolved with the same Resolve Discrepancy dialog.

Figure 1-6 Resolve Discrepancy Dialog

### Resolve Discrepancy

**Item** 134500078 Item4

**Invoice** Inv2-65001 **Order No.** 65001

**Receipt** Multiple

---

**Quantity Resolution**

<input type="radio"/> Invoice Quantity	752.0
<input checked="" type="radio"/> Receipt Quantity	0.0
<input type="radio"/> Defer Quantity Resolution	

**Reason Code**  
 ▼

**Comment**

▶ **Multiple Reason Codes**

---

**Unit Cost Resolution**

<input type="radio"/> Invoice Unit Cost	20.0000
<input checked="" type="radio"/> Receipt Unit Cost	16.0000
<input type="radio"/> Defer Unit Cost Resolution	

**Reason Code**  
 ▼

**Comment**

▶ **Multiple Reason Codes**

---

◀  |||

**Apply** **Cancel**

## Mass Resolve Discrepancies

The Resolve button on the Invoice Matching Detail Match screen is also enabled when there are multiple unmatched items selected which are valid to be resolved together. However, if multiple unmatched items are selected which cannot be resolved together, the Resolve button will be disabled. For example, if one sku is selected with a quantity overbill, and another sku is selected with a quantity underbill, the Resolve button is disabled. This is because resolving a quantity overbill with a quantity underbill is not allowed since it is typically resolved with a different type of reason code action.

When multiple items with similar discrepancies are selected, clicking the Resolve button opens the Resolve Discrepancy dialog which allows the discrepancy resolution process to proceed on all selected items. Note that both cost and quantity discrepancies can be resolved with the same Resolve Discrepancy dialog.

To Mass Resolve Discrepancies, do the following:

**Navigate:** From the Tasks menu, select **Invoice Matching > Summary Match**. The Invoice Summary Match window opens.

1. Perform a search for invoices and receipts. See [Search for Documents](#) for additional details.
2. In the search results, select the invoices and receipts you want to match from your search results and click **Summary Match**.

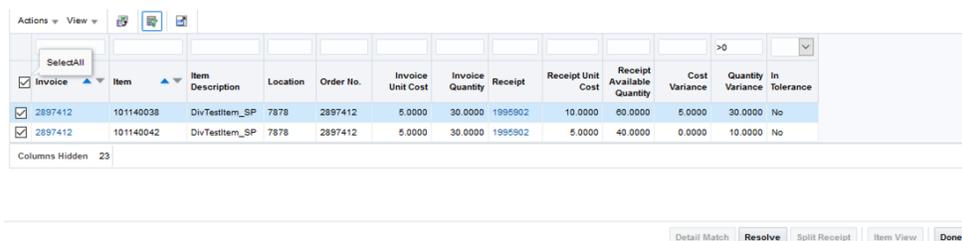
The Invoice Summary Match screen opens.

3. Select the invoice and receipts that you want to evaluate at the line level and click the **Detail Match** button.

The Detail Match screen opens.

4. From here, you can select multiple items with similar discrepancies (quantity and cost overbills for example) and select the **Resolve** button to resolve all the selected items at once.
5. When using the 'Invoice/Item View', the 'Query by Example' feature can be used to find all the discrepancies which are either over bills or under bills.

For example, enter '>0' (greater than 0) in the Query By Example field above Quantity Variance to find all the items with a quantity underbill as is shown in this example:



Invoice	Item	Item Description	Location	Order No.	Invoice Unit Cost	Invoice Quantity	Receipt	Receipt Unit Cost	Receipt Available Quantity	Cost Variance	Quantity Variance	In Tolerance	
<input checked="" type="checkbox"/>	2897412	101140038	DivTestItem_SP	7878	2897412	5.0000	30.0000	1995902	10.0000	60.0000	5.0000	30.0000	No
<input checked="" type="checkbox"/>	2897412	101140042	DivTestItem_SP	7878	2897412	5.0000	30.0000	1995902	5.0000	40.0000	0.0000	10.0000	No

Columns Hidden 23

Detail Match **Resolve** Split Receipt Item View Done

6. Click the **Select All** check box to select all the items shown.
7. Select the **Resolve** button to call up the Discrepancy Resolution Screen:

Resolve

Number of SKUs 2  
Number of Invoices 1  
Number of Receipts 1

**Quantity Resolution**

Invoice Quantity  
 Receipt Quantity  
 Defer Quantity Resolution

**Reason Code**  
[Dropdown]  
**Comment**  
[Text Area]

**Unit Cost Resolution**

Invoice Unit Cost  
 Receipt(Order) Unit Cost  
 Defer Unit Cost Resolution

**Reason Code**  
[Dropdown]  
**Comment**  
[Text Area]

Apply Cancel

8. The discrepancy resolution screen shows the number of SKUs to be resolved, along with the number of invoices and receipts which will be affected.
9. If there are quantity discrepancies, select whether the Invoice or Receipt quantity is correct, then select the reason code for the resolution.

 **Note:**

The Reason Codes available to be used will vary based on whether invoice or receipt is selected as correct.

10. If there are cost discrepancies, select whether the Invoice or Receipt cost is correct, then select the reason code for the resolution.

 **Note:**

The Reason Codes available to be used will vary based on whether invoice or receipt is selected as correct.

11. Click the **Apply** button to resolve the discrepancies.

## Split a Receipt

When the quantity on a receipt item is larger than the quantity on the invoice item, the invoice item can be matched to a portion of the receipt quantity using the split receipt capability. The remaining quantity on the receipt is available for matching to the item on other invoices.

To split a receipt, do the following:

**Navigate:** From the Tasks menu, select **Invoice Matching > Summary Match**. The Invoice Summary Match window opens.

1. Perform a search for invoices and receipts. See [Search for Documents](#) for additional details.
2. In the search results, select the invoices and receipts you want to match from your search results and click **Summary Match**.

The Invoice Summary Match screen opens.

3. Select the invoice and receipts that you want to evaluate at the line level and click the **Detail Match** button.

The Detail Match screen opens.

4. Select an item where the receipt quantity is greater than the invoice quantity. The Split Receipt button will be enabled:

Item	Status	Quantity/Cost	Include	Invoice	Invoice Unit Cost	Invoice Quantity	Invoice Extended Cost	Receipt	Receipt Unit Cost	Receipt Available Quantity	Receipt Extended Cost	Cost Variance	Quantity Variance	In Tolerance
<input checked="" type="checkbox"/> 101140038	Unmatched			2897412	5.0000	30.0000	150.00	1995902	10.0000	60.0000	600.00	5.0000	30.0000	No
<input type="checkbox"/> 101140040	Unmatched			2897412	10.0000	50.0000	500.00	1995902	4.0000	50.0000	200.00	-8.0000	0.0000	No
<input type="checkbox"/> 101140042	Unmatched			2897412	5.0000	30.0000	150.00	1995902	5.0000	40.0000	200.00	0.0000	10.0000	No

5. Select the **Split Receipt** button. The Split Receipt popup screen is displayed:

**Split Receipt**

Receipt 1995902

Item 101140038

VPN

Receipt Quantity 60.0000

Invoice Quantity 30.0000

Excess Quantity 30.0000

Apply Cancel

6. Click the **Apply** button to split the receipt.

## Substitute Items

Situations may arise where a substitution may need to be made on a receipt item. For example:

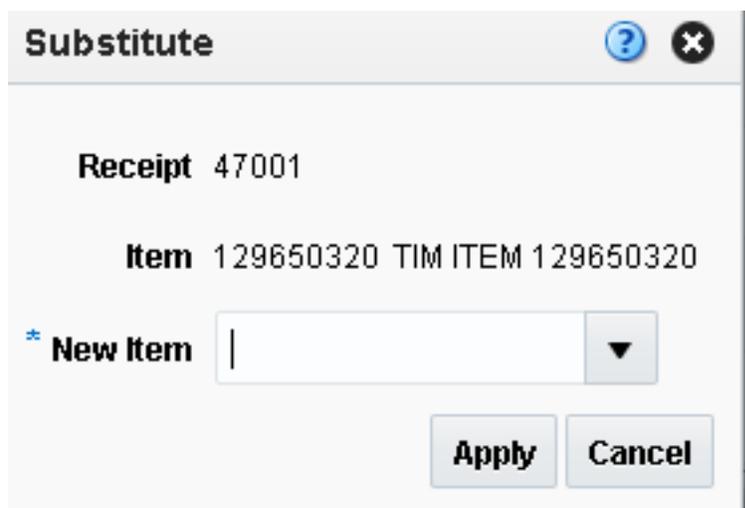
If a retailer ordered one item, but when the supplier went to ship the order there was a problem with the ordered item (maybe an out of stock). The supplier then shipped a replacement item. The replacement item is received at the retailer site, but the invoice was never updated to reflect the new item. When the invoice arrives, the summary match is outside of tolerance so detail matching is attempted. It is unsuccessful however since the invoice item which was replaced does not match to any items on the receipt.

When a situation like this occurs, the user is allowed to perform a substitute action on the receipt item to facilitate the matching process.

Substitution involves isolating a receipt row for an item, selecting it, and then identifying the sku where you want to move the substitute item. Receipt items can be selected for substitution as follows:

1. From the Invoice Matching Detail Match screen, ensure that only a single SKU row is selected. Substitution only allows one SKU at a time.
2. For the SKU that you want to use for a substitution, uncheck the 'include' check box for any invoice row associated with the SKU and check the 'include' check box for the receipt row you want to use for the substitution. The Substitute button is enabled.
3. Click the **Substitute** button. The Substitute dialog is displayed.

Figure 1-7 Substitute Dialog



The image shows a dialog box titled "Substitute". At the top, it displays "Receipt 47001" and "Item 129650320 TIM ITEM 129650320". Below this, there is a field labeled "\* New Item" with a dropdown arrow. At the bottom of the dialog, there are two buttons: "Apply" and "Cancel".

4. Enter the item ID for which the receipt item is a substitute. Only items from invoices in the current match are allowed in the substitute action.
5. Click the **Apply** button to execute the substitution.

When the substitution is complete, the receipt entry displays the substituted item ID under the hierarchy of the substitute item. The original item ID is retained and is available if you hover over the substitute item. Note that when the substituted item comes over into the hierarchy of the new item, the Include checkbox on the substitute item is off and must be checked to be included for it to be included in any subsequent matching or resolution.

 **Note:**

If there was a receipt item already present for the substitute item, the unit costs must be the same on the receipt items or they can not be matched together.

 **Note:**

If a substitute process is started, but then the substituted item is not matched or resolved with the new item, it reverts to its original state if the user leaves the Detail Match screen and then returns.

## Match by Parent

Some retailers order and receive product at the style level allowing the supplier some flexibility in substituting one size or color within the style for another. The Parent Match type is an extension of Detail Level Matching, allowing matching at the parent (or style) level instead of the sku level. Parent Level Matching is available through the Auto Match Batch by using a 'Parent Level' type on a Match Strategy Detail Level entry. It is also available in the online matching with the 'Online Parent Matching' Supplier Option.

Parent Level tolerances were added to the Tolerance Maintenance screen to facilitate parent matching. If a parent is outside of tolerance, no matching occurs. Discrepancy resolution is not supported at the parent level.

## Use Auto-match

The Invoice Match auto-match program allows for four types of matching:

1. Cost Pre-matching
2. All-to-All Summary
3. One-to-Many Summary
4. Detail Matching

Retailers will be able to select which types of matches should be attempted and in what order the match attempts should occur, with the exception of Cost Pre-Matching which must be performed first if enabled. Also, users are able to specify what match key to use to combine documents together for matching.

The batch Auto-match program utilizes Match Strategies to determine which types of matches to attempt. Match strategies are setup on the Match Strategies Maintenance screen while the Supplier Options Maintenance screen allows a match strategy to be assigned to a supplier group or a supplier. If a match strategy is not defined at the supplier group or supplier level there is a system level default match strategy.

The auto-match program does not attempt to match an invoice if one or more items on the invoice meet the following criteria:

- a cost discrepancy exists for the item but the quantity is flagged as matched
- a quantity discrepancy exists for the item but the cost is flagged as matched

These conditions essentially are indicating that an item on an invoice is partially matched (either quantity or cost) to a receipt item. Therefore, the user is required to manually match the invoice which will require them to address this partially matched scenario directly during the manual matching process.

## Use Match Strategies

The batch auto-match program performs several types of match attempts in an effort to match invoices to receipts. The Match Strategy rules feature allows retailers to build and maintain match strategies which specifically define the types of matches which should be attempted and the order in which they should be tried during the auto-match process. The match strategies can be defined at the system, supplier group, or supplier level.

### Map Match Strategy to a Supplier Group or a Supplier

The mapping of a Match Strategy to a Supplier or Supplier Group is done in the Supplier Options UI. The Match Strategy is a field on the Supplier Options table, available for either suppliers or supplier groups. If it is populated, then the supplier or supplier group is mapped to that strategy. If the supplier is not mapped at one of these levels, then the system level default match strategy is used for that supplier. For additional information, see "[Manage Match Strategies](#)" in the *Oracle Retail Invoice Matching Cloud Service Foundation Data User Guide*.

The creation of a Supplier Group is tightly integrated to the logic for selecting documents to be processed by the match engine. If a Supplier Group is created, all the documents for all the suppliers in the group are considered by the match engine together. If a match strategy is defined at the Supplier Group level, then it is used to determine what match attempts to apply against the documents in the supplier group.

If a match strategy is not defined at the supplier group level, then the system default match strategy is used to determine which match attempts are used to attempt to match documents for the supplier group. If a match strategy was set up for one of the suppliers for a supplier group, it is ignored by the match engine and the UI should show it as N/A.

If a supplier is not part of a supplier group, then all the documents for that supplier are considered by the match engine together. If a match strategy is defined at the Supplier level, then it is used to determine what match attempts to apply against the documents for that supplier.

If a match strategy is not defined at the supplier level, then the system default match strategy is used to determine which match attempts should be used to attempt to match documents for the supplier.

## Cost Pre-Matching

The Cost Pre-Matching routine is optional but if it is run, it is always ran as the first step of the Auto-match batch. When the Cost Pre-Matching routine is run, it is run against all suppliers. The routine is only executed if no receipts are found for the invoice in the match pool. If it finds differences in the cost on the order and the cost on the invoice which are outside of the tolerance level, it generates a cost discrepancy.

 **Note:**

If the costs do match, the item is not flagged as 'cost matched' because it is still possible that the cost in RMS will change before the receipt comes in which would then need to be recognized as a variance.

## Summary Match

The Auto Match Batch attempts various types of Summary Matches based on the Match Strategy associated with the supplier or supplier group. Summary Matching involves looking at the total document values (cost and optionally quantity) without considering the specific items on each document. The various types of Summary Matches are described below.

### All to All

An all-to-all match attempts to match all invoice documents to all receipt documents in the match pool. Used in combination with the Match Strategy table, all-to-all matching provides the user:

- The option to choose whether or not to run the all-to-all match.
- The option to choose the order in which the all-to-all match is attempted. For example, the user could decide to execute the one-to-many match before the all-to-all match.
- The option to choose the number of times an all-to-all match is attempted. Ideally, multiple of the same type of match attempt will be separated by other types of match attempts.
- The option to decide how to group the invoices and receipts together to attempt matching by specifying the match key.

 **Note:**

The Best Match parameter is not applicable for all-to-all matches.

### One to Many

A one-to-many match attempts to match one invoice document to one or more receipt documents. There are two options when performing a one-to-many summary match:

- **Regular Match**  
Regular Match attempts to match the invoices and receipts in the pool as one to one matches. If an invoice could match to two or more receipts within tolerance, then the match fails. Similarly, if two or more invoices could match to a single receipt (within tolerance), then the match fails. A match occurs only if the invoice item can only match (within tolerance) to a single receipt. If a Regular Match fails for any reason, the invoice is flagged as an 'Unresolved' match.
- **Best Match**

The Best Match setting applies additional logic to select better matches when multiple receipts or receipt combinations can be matched to a single invoice. The best match process creates all combinations of one invoice to one or more receipts and selects the best match.

The best match logic selects the receipt or combination of receipts that provides the lowest absolute variance. If two potential matches to the invoice have the same absolute variance but one is an overbill and one is an underbill, the underbill takes precedence. If the two potential matches have identical variances, then the invoice quantity matching will be used as additional criteria. The match with the smallest absolute quantity variance will be taken as the 'best match'. If the absolute quantity variances are the same then no best match can be determined and the invoice is left as unmatched.

## SKU Compliance on Summary Match

Generally, a match is valid at the summary level if the invoices and receipts match within tolerance. The match is always checked against total cost tolerance and it is optionally checked against quantity. However, summary matching does not look at the items on the invoice at all so it is possible to get a match at the summary level where none (or only a few) of the items on the invoice are actually on the receipt. In this case, the value of the match is acceptable, so the match does happen, but the quality of the match (meaning was the invoice really charging for items which were received) can be completely suspect.

The SKU compliance feature can be used with summary matching to ensure that the items on the invoice(s) were also on the receipt(s) which were included in the match. SKU compliance is only calculated if all invoices in a match have details. Therefore, if any of the invoices in the match is a header only invoice, the SKU compliance is skipped.

SKU compliance checks for how many of the items on the invoice(s) are on the receipt(s) and how many of the items on the receipt(s) are on the invoice(s). There is a percent calculation for each of these ratios, and both ratios must pass the Supplier's or Supplier Group's configured SKU compliance percent for the match to be accepted.

## Tax Validation on Header only Matches

ReIM uses a routine in the auto-matching program to perform a tax validation for header only invoices. The tax validation is executed when a header only invoice matches (either perfectly or within tolerance). The tax validation compares the taxes on the invoice to the taxes generated by the items from the receipt. In addition, the tax validation:

- ensures that all tax codes used on the invoice(s) are also used on the receipts in the match, and that the tax rates are exactly the same.
- ensures that all tax codes on the receipts used in the match are also on the invoice(s) and that the rates match.

If the match passes these two criteria, the invoice (and receipts) can be considered matched. If the validation fails, the invoice(s) are put into tax discrepant status.

### Note:

In a Global Tax environment if a per unit tax is used on the merchandise invoice, an additional comparison between the tax amount on the invoice and the tax amount on the receipt is executed to ensure they are within summary level tolerance.

## Detail Match

Detail matching provides the last level of matching possible.

### Eligibility for Detail Matching

In auto-matching, matching can be performed for the entire invoice or it can be broken down to the line level. Detail (or line level) matching is performed by item.

In order to be eligible for detail matching, an invoice or receipt must meet the following conditions:

1. Lines must be present on the invoice: Auto-matching assumes that invoices either have all lines in the system or no lines. The system neither validates nor processes partial invoices. If any lines are present, auto-matching assumes that all lines are present.
2. The invoice must not be part of a manual group. Manual groups are created during the detail match process when an item is partially resolved to a receipt item (for instance the cost is resolved but quantity is deferred). In this circumstance, the invoice and receipt will be ignored by Auto Match Batch and the match will need to be completed through the online processing.

### Routing Discrepancies

Part of the detail matching process includes the 'routing' of discrepancies. The 'routing' of discrepancies means that the discrepancies will appear on the 'Discrepancy Review List'. Discrepancies are not routed until after the 'routing date' has passed.

The system uses settings and a formula to arrive at its determination of routing days. A supplier option is used to define how long the system should wait before routing discrepancies for invoices for that supplier. However, if the invoice is due sooner than the routing date, then discrepancies may be routed earlier than the routing date. A system option determines the number of days before the invoice due date that discrepancies will be routed. The earliest date between the routing date defined by the supplier option and the routing date dictated by the system option is the date on which auto-match routes discrepancies for an invoice.

Supplier option: routing days = x days

System option: maximum days before due date = y days

Supplier driven routing date = invoice date + x days

System driven routing date = invoice due date - y days

The date of actual routing is the earlier of the supplier driven routing date and the system-driven routing date.

Therefore, discrepancies are typically not seen on the Discrepancy Review List until after the routing date has passed. (A discrepancy could potentially get to the Discrepancy Review List before the routing date if it was partially resolved manually through the UI.) There is also a system option called Delay Line Matching. If this indicator is checked, then the system does not even attempt detail matching until after the routing date has passed. If the indicator is unchecked, then detail matching is attempted before the routing date passes, but discrepancies will not show up on the Discrepancy Review List until after the routing date has passed.

## Regular versus Best Match

Regular detail matching compares the invoice item with the matching receipt item from all receipts in the pool.

When regular matching is only done within a PO, the unit costs on all the receipt items are the same. If the match key being used allows the user to cross PO's, a constraint is included to require all receipt costs on an item to be the same. If receipt costs are different for the same item, detail matching is not allowed for the item.

The Best Match Strategy for detail matching does two separate routines when attempting to match items within the match pool:

1. If the cost of the item on all invoices in the pool is the same, (remember the cost of the item on all receipts also has to be the same - though not necessarily the same as the invoice item), Best Match attempts to match all invoices to all receipts in the pool for that item (an all-to-all match). If they are within tolerance for both cost and quantity in the all-to-all step, then the item is matched on all invoices and on all receipts within the pool. If either the cost or quantity match fails, then nothing is flagged as matched and the process continues with step 2.
2. For the item, look at the item on each invoice in the pool individually and compare it to the sum of all receipts in the pool and select the best match. The criteria for determining the best match in this scenario is as follows:
  - Calculate the unit cost variance, and if it is out of tolerance the invoice is rejected from best match consideration.
  - Calculate the quantity variance and if it is out of tolerance the invoice is rejected from best match consideration.
  - At this point the match is eligible for consideration for best match. Calculate the variance on the extended cost between the invoice item and the receipt item(s). This variance is compared against all matches that have passed steps 1 and 2 and thus are eligible for best match consideration.
  - Compare the absolute variance for all the matches which are eligible for best match consideration. Take the match with the least absolute variance as the best match. If two matches have the same absolute variance but one is an overbill and one is an underbill, select the underbill as the best match. If the variances are identical, then a best match is not possible, so the match is skipped.

If the Best Match attempt is unsuccessful, it means that the Regular Match would also have not been successful. However, if the routing date has passed you should attempt regular matching including the auto-resolution process and the generation of discrepancies.

 **Note:**

A Best Match may not have been valid because just the unit cost or just the quantity was out of tolerance. Therefore, it is possible that either unit cost or quantity is within tolerance.

The Regular Match attempts to match the invoice item with the receipt items from all receipts in the match key (all receipt unit costs must match the unit cost of the item for the PO/ Location) for the invoice being matched).

## Generate Discrepancies

During regular detail matching (not best match), the auto-matching process generates discrepancies for cost and quantity discrepancies which are outside of tolerance. There are four types of discrepancies possible:

- Cost in favor of supplier
- Quantity in favor of supplier
- Cost in favor of the retailer
- Quantity in favor of the retailer

In addition, the Tolerance table includes an Auto Resolution column which is used to determine the variance percent (or amount) allowed to complete an automatic resolution. The Auto Resolution column means that there are three types of discrepancies:

- Discrepancies which are within the 'variance within tolerance' (VWT) setting
- Discrepancies which have a variance which can be automatically resolved
- Discrepancies which have a variance which is too large to be automatically resolved. These variances generate a discrepancy and are sent to the Discrepancy Review list

### Discrepancies which are within the variance within tolerance setting

Variance within tolerance (VWT) is a variance that is less than or equal to the tolerance amount.

### Discrepancies which have a variance which can be automatically resolved

Discrepancies which can be automatically resolved are discrepancies where the variance is between the tolerance value (exclusive) and the auto resolution value (inclusive) from the tolerance table. When doing automatic resolutions, in addition to the auto resolution value being populated, the Reason Code column needs to be populated.

### Discrepancies which have a variance which is too large to be automatically resolved

Discrepancies which are outside of tolerance are those where the variance is greater than auto resolution value. These will have a discrepancy generated and sent to the Discrepancy Review List.

## Automated Discrepancy Resolution

When a discrepancy has been identified as one which can be automatically resolved (based on comparing the variance with the applicable tolerance from the tolerance table), the resolution steps should mirror the processes which would occur if the discrepancy were resolved using the online discrepancy resolution process. These steps include:

1. The discrepancy is generated and sent to the review list.

 **Note:**

The remaining steps in the process effectively remove the discrepancy from the review list, but the data trail is the same whether a discrepancy is automatically or manually resolve.

2. The system looks up the appropriate resolution action on the reason code table using the code assigned on the tolerance table row associated with the discrepancy.
3. The resolution action is applied to resolve the discrepancy. If the resolution is a receipt adjustment, entries are made to the appropriate tables in ReIM to execute the trigger which performs the receipt adjustment in RMS.
4. If this is the last item on the invoice to be resolved then the whole invoice is flagged as matched. If this was the last item for the receipt to be resolved, then the receipt is also flagged as matched.
5. When the automated resolution process has been completed, the resolution actions generate debit and/or credit memos during the rollup job assuming the invoice is not on hold. If the invoice is on hold, the documents are generated when the invoice is removed from hold after all credit note requests have been satisfied.

## Match Across Purchase Orders

By utilizing the ability to assign additional Purchase Orders to an invoice, which enables the match engine to focus its matching efforts on the specific POs associated with the invoice, ReIM provides the ability to automatically match a merchandise invoice across multiple purchase orders.

This auto match is initiated only when the match key for the supplier (or supplier group) is above the PO level. This means that auto matching across POs is available when the match key is set to one of the following:

- Supplier Group/Location
- Supplier/Location
- Supplier Site/Location

On the One to Many Summary Match and Detail Match (Regular and Parent) strategies, the additional Purchase Orders assigned to an invoice are used to further filter the receipts which will be included in the match pool.

The Discrepancy Review List pulls receipts for an invoice/item based on the match key. When the Automatch Match Across Multiple Purchase Orders indicator is set for a supplier, (or supplier group), the receipt results should be further filtered based on the list of POs for the invoice.

When the Summary Match screen is called from the Invoices Due Report on the dashboard, the match key is used to pull in all invoices and receipts associated with the match key. When the Match Across Multiple Purchase Orders indicator is set for a supplier (or supplier group), the results on the Summary Match screen should be further filtered based on the list of POs associated with the selected invoice on the dashboard.

# 2

## Manage Match Inquiry

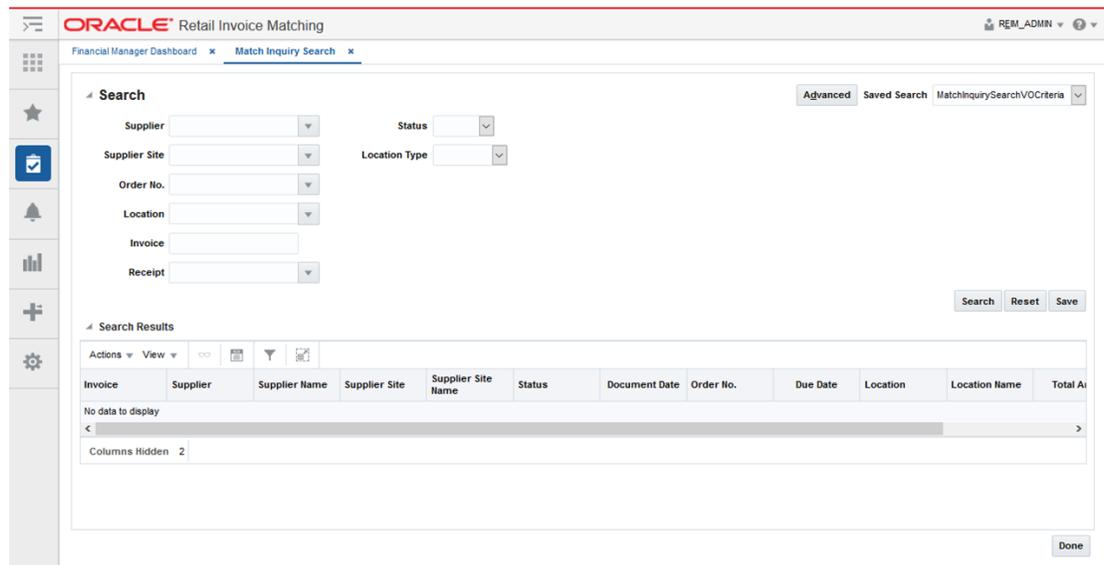
Invoice Match includes a feature to display all the match information associated with an invoice. For All to All Summary matches, the Match Inquiry screen will show all the invoices and receipts included in the match. For detail matches, all the item information on both the invoice and receipt are included. If discrepancies are generated, the reason codes used will be shown in a separate panel. Finally, after the invoice has been posted, any adjustment documents associated with the match will be shown.

### Search for a Matched Invoice

To search for a match invoice, use the following procedure:

**Navigate:** From the Tasks menu, select **Invoice Matching > Match Inquiry Search**. The Match Inquiry Search window opens.

**Figure 2-1 Match Inquiry Search Window**



1. Enter criteria as desired to make the search more restrictive.
2. Click **Search**.

The search results pane displays the invoices and receipts for each supplier that matches the search criteria.

### View a Matched Invoice

To view a matched invoice, use the following procedure:

**Navigate:** From the Tasks menu, select **Invoice Matching > Match Inquiry Search**. The Match Inquiry Search window opens.

1. From the Match Inquiry Search window, perform a search for a matched invoice. See [Search for a Matched Invoice](#) for additional information.
2. From the Search Results pane, select the Invoice you wish to view.
3. With the invoice selected, select **View** from the Action menu. The Matched Invoice window opens.

**Figure 2-2 Matched Invoice Window**

The screenshot displays the 'Matched Invoice Window' with the following sections and data:

**Invoice Header**

Invoice	Supplier	Supplier Name	Supplier Site	Location	Location Name	Location Type	Order No.	Document Date	Match User	Match Date	Status
LM_07MAY19_...	672872318	Fashion Retailer...	778968623	5887161985	Smoke Compan...	Store	3300010	2019/Apr/13	REM_ADMIN	2019/Apr/13	POSTED

**Summary Match**

**Detail Match**

Item	Reason Code	Status	Invoice	Invoice Unit Cost	Invoice Quantity	Invoice Extended Cost	Receipt	Receipt (Order) Unit Cost	Receipt Quantity	Receipt Extended Cost	Cost
LM_QAHA_07			LM_07MAY19_...	100.0000	50.0	5,000.00	2590005	100.0000	50.0	5,000.00	

**Resolution Actions**

**Adjustment Documents**

Document	Document Type	Supplier	Supplier Name	Supplier Site	Supplier Site Name	Order No.	Document Date	Total Quantity	Total Amount Excluding Tax	Tax Amount	Total
----------	---------------	----------	---------------	---------------	--------------------	-----------	---------------	----------------	----------------------------	------------	-------

Buttons: Actions, View, Done

# 3

## Un-match Invoices

The Unmatch feature allows unposted merchandise invoices to be unmatched. The unmatch process unmatches any receipts which were associated with the matched invoices and also remove any resolutions associated with the match. In addition, if the invoice was summary matched with additional invoices, these invoices are also unmatched. The unmatch feature is only available when the invoice is in a Matched status.

### Note:

The Unmatch process is only allowed on documents which were matched within the ReIM system. Documents such as invoices from ERS Suppliers, Consignment invoices, or matched invoices from DSD integration can not be unmatched. In addition, matched invoices generated by a tax resolution can not be unmatched.

The Unmatch feature supports the unmatching of merchandise invoices that were matched by ReIM (either automatch or manual match). The following types of matched invoices can be unmatched:

- Detail Matched Invoices
- Summary Matched Invoices
- Invoices which were partially detail matched and then summary matched
- Partially Matched Invoices

For summary matched invoices and invoices which were partially detail matched and then summary matched, if the summary match involved multiple invoices, the system shows the user the number of invoices which were part of the summary match and asks them if they also want to unmatch those invoices. If the user indicates no, then the unmatch process is canceled. If the user indicates yes, then all the invoices in the summary match have the summary match undone.

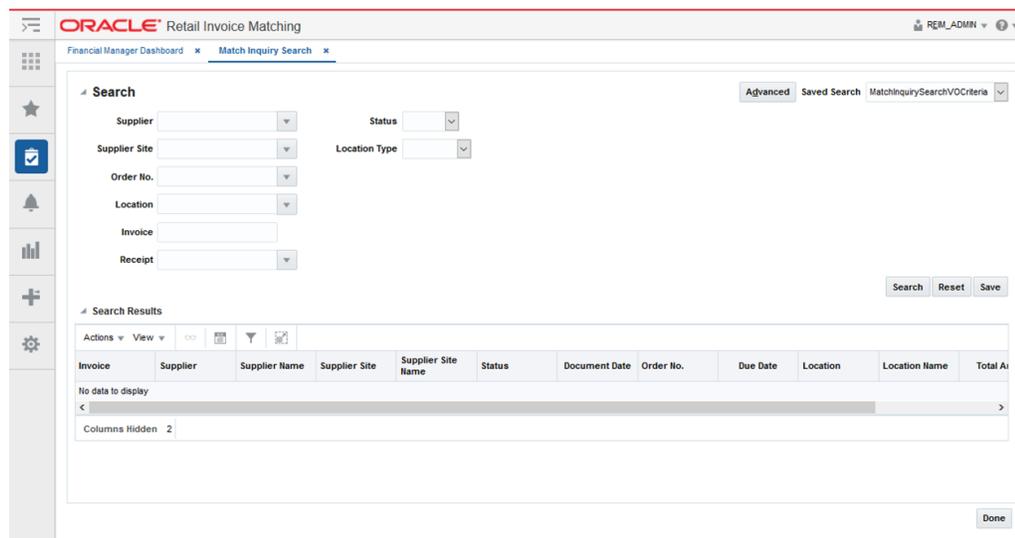
### Note:

If any of the other invoices pulled into the summary match had been partially detail matched first, these detail matches will not be affected. The unmatch process only unmatches matches that are specifically related to the invoice selected for the unmatch. This means that for the other invoices, ReIM only confirms that they are in Matched status to be able to complete the unmatch. Any discrepancies related to these other invoices are outside the scope of the unmatch process.

# Matched Invoice

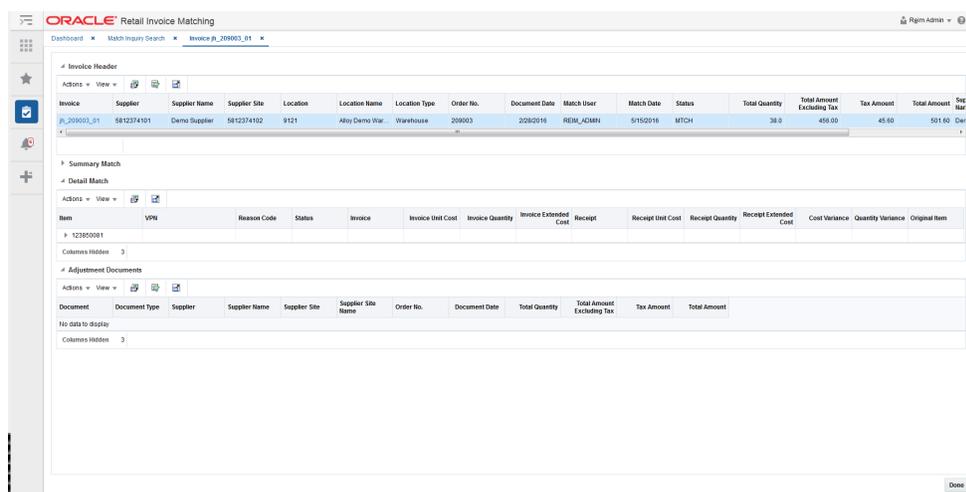
**Navigate:** From the Tasks menu, select **Invoice Matching > Match Inquiry Search**. The Summary Match Search window opens.

**Figure 3-1 Match Inquiry Search Window**



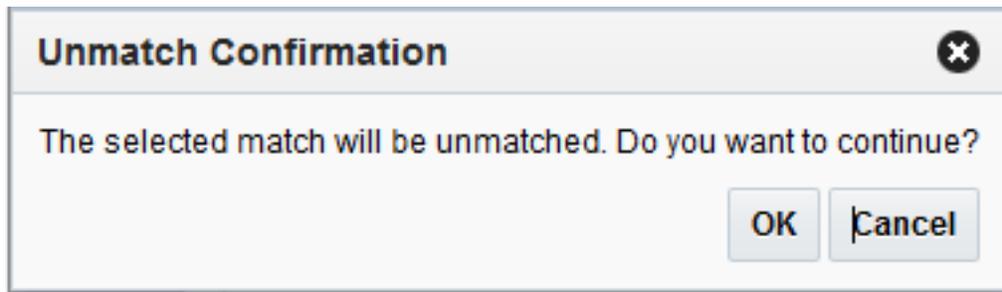
1. Perform a search for the invoice you want to unmatch. See "[Search for Documents](#)" for additional details.
2. In the search results, click the invoice you want to unmatch. The Matched Invoice screen is displayed.

**Figure 3-2 Matched Invoice Screen**



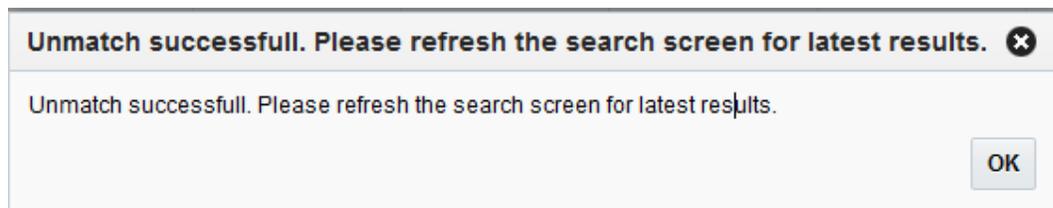
3. Select **Unmatch** from the Action menu. An Unmatch Confirmation dialog is displayed.

Figure 3-3 Unmatch Confirmation Dialog



4. Click **OK** to confirm the unmatch. A dialog is displayed confirming that the unmatch was successful.

Figure 3-4 Unmatch Successful Dialog



5. Click **OK**. You are returned to the Match Inquiry Search screen.

## Partially Matched Invoice

When one or more items are matched on a partially matched invoice, you can unmatch an item.

1. Navigate to the detail match screen.
2. Select **Matched** from the drop down in the Actions bar.
3. Select the item(s) you wish to Unmatch.
4. Select **Unmatch** from the Actions menu.

# 4

## Resolve Merchandise Invoice Discrepancies

ReIM has an automatic match program which initially attempts to match invoices to receipts at the summary level. If, after enough time passes, an invoice has still not matched at the header level the auto-matching program attempts to match the detail items on the invoice. If cost or quantity discrepancies are discovered at the item level and they cannot be automatically resolved within the pre-defined tolerance levels, they are sent to the Discrepancy Review List.

Invoices with items on the Discrepancy Review List may still be resolved by the match engine. The only time an invoice is skipped by the match engine is if an item on that invoice is partially matched. Partially matched in this context means that the item is either Cost Match but has a Quantity Discrepancy, or is Quantity Matched but has a Cost Discrepancy. If either of these conditions occur, the Auto match batch skips the invoice and the user must either manually match the invoice or resolve the discrepancy from the Discrepancy Review List. Please note, it is also possible that discrepant items may appear on the Discrepancy Review List after a user has taken some action on the item from the manual match screen. The resolution process is the same regardless of what caused the discrepant items to appear on the Discrepancy Review List.

This chapter describes the functionality around resolving discrepancies using the Discrepancy Review List.

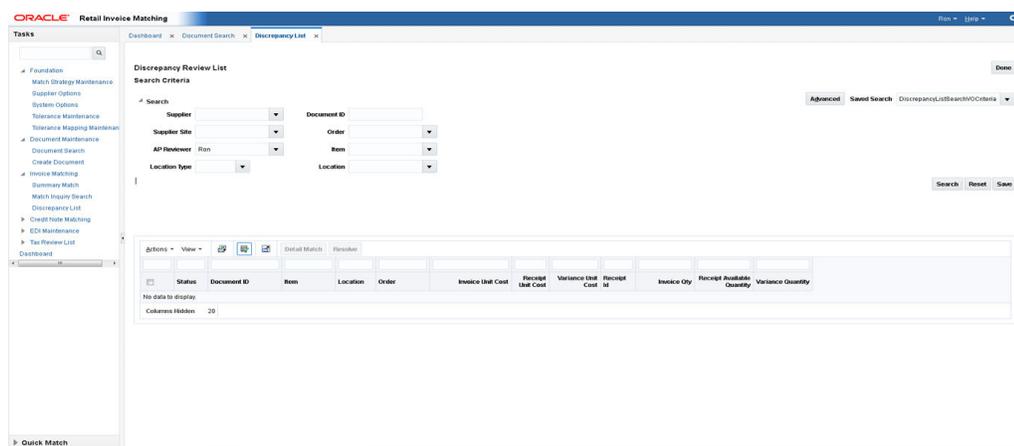
### Discrepancy Search

The Discrepancy Review List window provides a way in which to search for, review, and resolve cost and quantity discrepancies.

The standard basic/advanced search screen is used for finding entries from the Discrepancy Review List. The user is then allowed to filter and select one or more discrepancies to resolve.

**Navigate:** From the Tasks menu, select **Invoice Matching > Discrepancy Review List**. The Discrepancy Review List window opens.

**Figure 4-1 Discrepancy Review List Window**



The following criteria are available to search on from the Discrepancy Review List window.

**Table 4-1 Discrepancy Review Search Options**

Field	Description
Supplier	The Supplier that is entered or selected is validated against the supplier master in RMS.
Supplier Site	Supplier Site is validated against the supplier site master in RMS.
AP Reviewer	The AP Reviewer that is entered is validated against the list of ReIM users.
Location Type	Location type can be either a physical warehouse or a store.
Document ID	The valid document ID of the invoice.
Order	This is the purchase order number.
Item	This is the item ID. The Item is validated against the item master
Location	Location is validated against the RMS Store and Warehouse tables.
Department	Department is validated against the RMS department table.
Class	Class can only be selected if a department is specified. When department is selected, the class LOV is narrowed down to include only classes within the selected department. Class is validated against the RMS Class table.
Subclass	Subclass can only be selected if a class is specified. When class is selected, the subclass LOV is narrowed down to include only subclasses within the selected class. Additionally, the 'validation' for subclass only allows for subclasses within the entered class. Subclass is validated against the RMS subclass table.

**Table 4-1 (Cont.) Discrepancy Review Search Options**

Field	Description
Start Resolve by Date	The Start Resolve by Date date allows users to exclude discrepancies which have a Resolve by Date earlier than the date specified.  If End Resolve by date is not specified, then all discrepancies with a resolve by date equal to or later than the start date specified are shown.
End Resolve by Date	The End Resolve by Date allows users to exclude discrepancies which have a 'Resolve by Date' later than the date specified.  If Start Resolve by date is not specified, then all discrepancies with a resolve by date equal to or earlier than the end date specified are shown.

At least one of the following fields is required as a search criterion:

- Supplier
- Supplier Site
- AP Reviewer
- Document ID
- Order
- Item

## Discrepancy Review List

The Discrepancy Review List allows for two ways in which to resolve discrepancies:

- [Resolve a Simple Discrepancy](#) – The user selects one or more rows from the Discrepancy Review List and selects the Resolve action which allows them to select the reason code they wish to use to resolve the discrepancy.
- [Resolve Complex Discrepancies](#) – The user selects one discrepancy and selects the Detail Match option to navigate to the Detail Match screen where they can resolve more complicated discrepancies.

## Resolve a Simple Discrepancy

Simple discrepancies are those which can be resolved directly from the Discrepancy review list with the summary information shown on the sku row. They can be quantity discrepancies, cost discrepancies or both, as long as the user does not need to see more details related to multiple receipts include in the match pool. A cost discrepancy is the difference between the receipt unit cost and the invoice unit cost. A quantity discrepancy is the difference between the receipt quantity and the invoice quantity.

When a cost or quantity discrepancy is identified, you must review and reconcile the discrepancy. The cost discrepancy is based on a comparison between the invoice and the receipt. A quantity discrepancy is based on a comparison between the invoice and the receipt. If a receipt is not available, the invoice cost can be compared to the purchase order cost.

# Resolve Cost and Quantity Discrepancies

**Navigate:** From the Tasks menu, select **Invoice Matching > Discrepancy Review List**. The Discrepancy Review List window opens.

1. Enter your search criteria to locate your cost discrepancies. See "[Discrepancy Search](#)" for additional information. Your search results are displayed in the lower pane of the Discrepancy List window.

**Figure 4-2** Discrepancy List

Status	Document ID	Item	Location	Order	Invoice Unit Cost	Receipt Unit Cost	Variance Unit Cost	Receipt Qty	Invoice Qty	Receipt Available Quantity	Variance Quantity
Open	INVC-30403-1	119200018	254422455	30404	8.0000	8.0000	0.0000	20.0	100.0	100.0	80.0
Open	INVC-30403-2	119200018	254422455	30403	8.0000	8.0000	0.0000	30.0	100.0	100.0	70.0
Open	INVC-30404-1	119200018	254422455	30404	8.0000	8.0000	0.0000	19.0	100.0	100.0	81.0
Open	INVC-37595-1	121565308	254422455	37595	8.0000	8.0000	0.0000	40.0	30.0	0.0	-10.0
Open	INVC-37595-2	121565308	254422455	37595	8.0000	8.0000	0.0000	22192	1.0	30.0	28.0
Open	INVC-64301	134350031	77770	64301	11.0000	11.0000	0.0000	400.0	0.0	0.0	-400.0
Open	INVC-64705	134350031	77770	64705	11.0000	11.0000	0.0000	400.0	0.0	0.0	-400.0
Open	INVC-64301	134350049	77770	64301	17.0000	17.0000	0.0000	500.0	346.0	0.0	-154.0
Open	INVC-64705	134350049	77770	64705	17.0000	17.0000	0.0000	600.0	346.0	0.0	-254.0
Open	INVC-64301	134350057	77770	64301	19.0000	19.0000	-2.0000	346.0	346.0	0.0	0.0
Open	INVC-64705	134350057	77770	64705	29.0000	29.0000	0.0000	125.0	0.0	0.0	-125.0
Open	INVC-65001	134500027	77770	65001	18.0000	18.0000	-0.0200	502.0	0.0	0.0	-502.0
Open	INVC-65001	134500035	77770	65001	12.0000	12.0000	-0.0200	552.0	550.0	0.0	-2.0
Open	INVC-65001	134500035	77770	65001	12.0000	12.0000	-0.0200	552.0	550.0	0.0	-2.0
Open	INVC-65001	134500043	77770	65001	14.0000	14.0000	0.0000	610.0	0.0	0.0	-610.0
Open	INVC-65001	134500040	77770	65001	18.0000	18.0000	-0.0200	902.0	0.0	0.0	-902.0
Open	INVC-65001	134500078	77770	65001	26.0000	18.0000	-4.0000	372.0	0.0	0.0	-372.0
Open	INVC-65001	134500086	77770	65001	20.0000	20.0000	-0.0200	452.0	0.0	0.0	-452.0
Open	INVC-65001	134500094	77770	65001	22.0000	22.0000	0.0000	330.0	330.0	0.0	0.0
Open	INVC-65001	134500094	77770	65001	22.0000	22.0000	0.0000	330.0	330.0	0.0	0.0
Open	INVC-65001	134500107	77770	65001	20.0000	24.0000	4.0000	550.0	0.0	0.0	-550.0
Open	INVC-65001	134500115	77770	65001	24.0000	24.0000	-0.0200	470.0	0.0	0.0	-470.0
Open	INVC-65001	134500123	77770	65001	28.0000	28.0000	0.0000	302.0	0.0	0.0	-302.0

2. In the Discrepancy Review List, use the check boxes in the first column to select the cost or quantity discrepancies that you want to resolve and click the **Resolve** button. The Resolve Discrepancy dialog opens.

Figure 4-3 Resolve Discrepancy Dialog

**Resolve Discrepancy**

Item 134500078 Item4

Invoice Invc2-65001 Order No. 65001

Receipt Multiple

**Quantity Resolution**

<input type="radio"/> Invoice Quantity	752.0
<input checked="" type="radio"/> Receipt Quantity	0.0
<input type="radio"/> Defer Quantity Resolution	

Reason Code

Comment

▶ Multiple Reason Codes

**Unit Cost Resolution**

<input type="radio"/> Invoice Unit Cost	20.0000
<input checked="" type="radio"/> Receipt Unit Cost	16.0000
<input type="radio"/> Defer Unit Cost Resolution	

Reason Code

Comment

▶ Multiple Reason Codes

◀ ||| ▶

Apply Cancel

- For a quantity discrepancy, select either the invoice quantity or the receipt quantity as correct (the default is the receipt quantity).  
For a cost discrepancy, select either the invoice cost or the receipt cost as correct (the default is the receipt cost).
- If you only wish to resolve the cost discrepancy, select **Defer Quantity Resolution**. This allows the cost discrepancy to be resolved without affecting the quantity discrepancy.
- Enter or select (from LOV) a reason code to resolve the discrepancy.
- Optionally, enter a comment with the reason code. In some cases, a reason code requires that a comment be entered. When a comment is required, the word **Required** appears to the right of the **Comment** heading after the reason code is selected.
- Click **Apply** to save your changes and close the window.

## Resolve Discrepancies with Multiple Reason Codes

Occasionally, there is a need to resolve either a cost or a quantity discrepancy using multiple reason codes. This is only supported when a single item is selected for resolution.

**Navigate:** From the **Tasks** menu, select **Invoice Matching > Discrepancy Review List**. The Discrepancy Review List window opens.

- Enter your search criteria to locate your cost or quantity discrepancies. See "[Discrepancy Search](#)" for additional information. Your search results are displayed in the lower pane of the Discrepancy List window.

**Figure 4-4** Discrepancy List

Status	Document ID	Item	Location	Order	Invoice Unit Cost	Receipt Unit Cost	Variance Unit Cost	Receipt #	Invoice Qty	Receipt Available Quantity	Variance Quantity
Open	INVC-30403-1	119200018	254422455	30403	8.0000	8.0000	0.0000		20.0	100.0	-80.0
Open	INVC-30403-1	119200018	254422455	30403	8.0000	8.0000	0.0000		20.0	100.0	-80.0
Open	INVC-30403-2	119200018	254422455	30403	8.0000	8.0000	0.0000		30.0	100.0	-70.0
Open	INVC-30404-1	119200018	254422455	30404	8.0000	8.0000	0.0000		19.0	100.0	-81.0
Open	INVC-37595-1	121559208	254422455	37595	8.0000	8.0000	0.0000	32192	40.0	30.0	-10.0
Open	INVC-37595-2	121559208	254422455	37595	8.0000	8.0000	0.0000	32192	18.0	30.0	-12.0
Open	INVC-64301	134350031	77770	64301	11.0000	11.0000	0.0000		400.0	0.0	-400.0
Open	INVC-64705	134350031	77770	64705	11.0000	11.0000	0.0000		400.0	0.0	-400.0
Open	INVC-64301	134350049	77770	64301	17.0000	17.0000	0.0000		500.0	348.0	-154.0
Open	INVC-64705	134350049	77770	64705	17.0000	17.0000	0.0000		500.0	348.0	-154.0
Open	INVC-64301	134350049	77770	64301	18.0000	17.0000	-1.0000		246.0	246.0	0.0
Open	INVC-64301	134350057	77770	64301	29.0000	29.0000	0.0000		125.0	0.0	-125.0
Open	INVC-64705	134350057	77770	64705	29.0000	29.0000	0.0000		125.0	0.0	-125.0
Open	INVC-65001	134500027	77770	65001	10.0200	10.0000	-0.0200		902.0	0.0	-902.0
Open	INVC-65001	134500035	77770	65001	12.0200	12.0000	-0.0200		902.0	950.0	-48.0
Open	INVC-65001	134500035	77770	65001	12.0200	12.0000	-0.0200		902.0	950.0	-48.0
Open	INVC-65001	134500043	77770	65001	14.0000	14.0000	0.0000		810.0	0.0	-810.0
Open	INVC-65001	134500060	77770	65001	18.0200	18.0000	-0.0200		902.0	0.0	-902.0
Open	INVC-65001	134500078	77770	65001	20.0000	18.0000	-2.0000		752.0	0.0	-752.0
Open	INVC-65001	134500086	77770	65001	20.0000	20.0000	-0.0000		452.0	0.0	-452.0
Open	INVC-65001	134500094	77770	65001	22.0000	22.0000	0.0000		330.0	330.0	0.0
Open	INVC-65001	134500094	77770	65001	22.0000	22.0000	0.0000		330.0	330.0	0.0
Open	INVC-65001	134500107	77770	65001	20.0000	24.0000	-4.0000		550.0	0.0	-550.0
Open	INVC-65001	134500115	77770	65001	28.0200	28.0000	-0.0200	57781	772.0	0.0	-772.0
Open	INVC-65001	134500123	77770	65001	28.0000	28.0000	0.0000		302.0	0.0	-302.0

- Select the item you want to resolve and click the **Resolve** button. The Resolve Discrepancy dialog is displayed.

Figure 4-5 Resolve Discrepancy Dialog

**Resolve Discrepancy**

Item 142800011 Item1  
 Invoice Invc3-85020 Order No. 85020  
 Receipt 75203

**Quantity Resolution**

Invoice Quantity 200,0  
 Receipt Quantity 220,0

**Reason Code**

**Comment**

**Multiple Reason Codes**

View

Reason Code	Description	Comment	Value
<input type="text" value=""/> <input type="button" value="v"/>		<input type="text"/>	<input type="text"/>

Variance 20,0

**Unit Cost**

- Expand the Multiple Reason Codes panel of the Results popup for the type of discrepancy you wish to resolve with multiple reason codes. A Reason code table is displayed and you are able to select the 'Plus' key to add multiple reason codes to resolve the discrepancy.
- Optionally, enter a comment with the reason code. In some cases, a reason code requires that a comment be entered. When a comment is required, the word Required appears to the right of the Comment heading after the reason code is selected.
- Each reason code entered requires a value to be entered as well. The sum of the values for all the reason codes must match the discrepancy.
- Click **Apply** to resolve the discrepancy and return to the Discrepancy Review List screen.

## Security

The simple discrepancy resolution process has three levels of security:

- "User Privileges"
- "Data Security"
- "Department Security"

## User Privileges

User privileges can be used to limit which discrepancies a user is allowed to resolve.

### Cost Discrepancies Only

If a user only has the privilege to resolve cost discrepancies, then when the search criteria is entered, only items with cost discrepancies are returned. These items might also have a quantity discrepancy, but while the user may see the quantity associated with the item, they are not allowed to resolve the quantity discrepancies. When the Resolve button is clicked, only the cost discrepancy and reason code for the cost discrepancy is enabled in the Resolve Discrepancy dialog. The quantity information can be displayed in the Resolve Discrepancy dialog, but selection of reason code to resolve quantity discrepancies is disabled.

### Quantity Discrepancies Only

If a user only has the privilege to resolve quantity discrepancies, then when the search criteria is entered, only items with quantity discrepancies are returned. These items might also have a cost discrepancy, but while the user may see the cost associated with the item, they are not allowed to resolve the cost discrepancies. When the Resolve button is clicked, only the quantity discrepancy and reason code for the quantity discrepancy is enabled in the Resolve Discrepancy dialog. The cost information can be displayed in the Resolve Discrepancy dialog, but selection of the reason code to resolve cost discrepancies is disabled.

### Both Cost and Quantity Discrepancies

If a user has the privilege to resolve both cost and quantity discrepancies, then all cost and quantity discrepancies (for which they have data security for) are returned in the search results and the user is able to resolve both cost and quantity discrepancies.

## Data Security

Location data security is a primary driver for users to have access to discrepancies on the Discrepancy Review List. A user must have Location Level Security for the location on the invoice in order to see either a cost or quantity discrepancy on the Discrepancy Review List.

## Department Security

Department level security is used as a secondary level of security, part of which functions as a pre-filtering device for items where there are only cost discrepancies. If an Item has only a cost discrepancy, and there is no quantity discrepancy, then the cost discrepancy does not appear on the cost review list if the user does not have department level security for the department of the item. If an item has both a cost and a quantity discrepancy, then the user sees the item and both the cost and quantity discrepancy on the review list. However, if the user does not have department level security for the item, then when the item is selected for resolution, the cost resolution process is hidden and only the quantity resolution is allowed.

If multiple cost discrepancies are selected, the user must have security for all departments of the selected discrepancies, or the Resolve button is not enabled.

## Resolve Complex Discrepancies

The discrepancy review list Resolve Popup will handle many types of discrepancies in a quick efficient manner. There will be occasions where the resolution process is a bit more complicated than the Resolve popup allows. The Discrepancy Review List – Detail Match Screen can be used to resolve more complicated discrepancies. This screen is only supported when a single item is selected for resolution.

**Navigate:** From the Tasks menu, select **Invoice Matching > Discrepancy Review List**. The Discrepancy Review List window opens.

1. Enter your search criteria to locate your quantity or cost discrepancies. See "[Discrepancy Search](#)" for additional information. Your search results are displayed in the lower pane of the Discrepancy List window.

Figure 4-6 Discrepancy List

Status	Document ID	Item	Location	Order	Invoice Unit Cost	Receipt Unit Cost	Variance Unit Cost	Receipt ID	Invoice Qty	Receipt Available Quantity	Variance Quantity
Open	INVC-30403-1	119200018	254422455	30403	8.0000	8.0000	0.0000		20.0	100.0	80.0
Open	INVC-30403-1	119200018	254422455	30403	8.0000	8.0000	0.0000		29.0	100.0	71.0
Open	INVC-30403-2	119200018	254422455	30403	8.0000	8.0000	0.0000		30.0	100.0	70.0
Open	INVC-30404-1	119200018	254422455	30404	8.0000	8.0000	0.0000		19.0	100.0	81.0
Open	INVC-37595-1	121550308	254422455	37595	8.0000	8.0000	0.0000	32102	49.0	30.0	-19.0
Open	INVC-37595-2	121550308	254422455	37595	8.0000	8.0000	0.0000	32102	19.0	30.0	20.0
Open	INVC-64201	134350021	77770	64201	11.0000	11.0000	0.0000		400.0	0.0	-400.0
Open	INVC-64705	134350031	77770	64705	11.0000	11.0000	0.0000		400.0	0.0	-400.0
Open	INVC-64301	134350049	77770	64301	17.0000	17.0000	0.0000		500.0	346.0	-154.0
Open	INVC-64705	134350049	77770	64705	17.0000	17.0000	0.0000		500.0	346.0	-154.0
Open	INVC-64301	134350049	77770	64301	19.0000	17.0000	-2.0000		346.0	346.0	0.0
Open	INVC-64301	134350057	77770	64301	29.0000	29.0000	0.0000		125.0	0.0	-125.0
Open	INVC-64705	134350057	77770	64705	29.0000	29.0000	0.0000		125.0	0.0	-125.0
Open	INVC-65001	134500027	77770	65001	10.0000	10.0000	-0.0200		502.0	0.0	-502.0
Open	INVC-65001	134500035	77770	65001	12.0200	12.0000	-0.0200		552.0	550.0	-2.0
Open	INVC-65001	134500035	77770	65001	12.0200	12.0000	-0.0200		552.0	550.0	-2.0
Open	INVC-65001	134500043	77770	65001	14.0000	14.0000	0.0000		610.0	0.0	-610.0
Open	INVC-65001	134500060	77770	65001	18.0200	18.0000	-0.0200		902.0	0.0	-902.0
Open	INVC-65001	134500078	77770	65001	20.0000	16.0000	-4.0000		752.0	0.0	-752.0
Open	INVC-65001	134500080	77770	65001	20.0200	20.0000	-0.0200		452.0	0.0	-452.0
Open	INVC-65001	134500094	77770	65001	22.0000	22.0000	0.0000		330.0	330.0	0.0
Open	INVC-65001	134500094	77770	65001	22.0000	22.0000	0.0000		330.0	330.0	0.0
Open	INVC-65001	134500107	77770	65001	20.0000	24.0000	4.0000		550.0	0.0	-550.0
Open	INVC-65001	134500115	77770	65001	26.0200	26.0000	-0.0200	57301	772.0	0.0	-772.0
Open	INVC-65001	134500123	77770	65001	28.0000	28.0000	0.0000		302.0	0.0	-302.0

2. In the Discrepancy Review List, use the check box in the first column to select the discrepancy that you want to resolve and click the **Detail Match** button. The Detail Match window is displayed.

Figure 4-7 Discrepancy Review List Detail Match Screen

Item	Status	Quantity/Cor Include	Invoice	Invoice Unit Cost	Invoice Quantity	Invoice Extended Cost	Receipt	Receipt Unit Cost	Receipt Available Quantity	Receipt Extended Cost	Cost Variance	Quantity Variance	In Tolerance
142800011	Unmatched		INVC3-85020	15,000	200.0	3,000,000.00	75203	15,000	220.0	3,300,000.00	0,0000	20.0	No

3. From here, you have all the same matching and resolution capabilities that you have from the regular Detail Match screen. Therefore, you are able to do the following:

- Expand the hierarchical sku table to show the invoice and receipt rows. If there are multiple receipt rows, you can optionally remove one or more rows by unchecking the Include column.
  - If there is an overbill on quantity, you can select the overbill receipt and do a split receipt.
  - If one of these changes puts your item within tolerance, the Detail Match button is enabled allowing you to match the item.
  - The **Resolution** button will be enabled as appropriate to the rules of the detail match screen.
4. When you are finished on the Detail Match screen, click **Done** to return to the Discrepancy Review List.

## Use Mass Discrepancy Resolution

Multiple discrepancies that are similar can be resolved at once from the discrepancy review screen. This is similar to the mass resolution process supported as part of the detail match process.

The Resolve button on the Discrepancy Review List screen is also enabled when there are multiple, unmatched items selected that are valid to be resolved together. However, if multiple unmatched items are selected that cannot be resolved together, the Resolve button will be disabled.

For example, if one SKU is selected with a quantity overbill, and another SKU is selected with a quantity underbill, the Resolve button is disabled. This is because resolving a quantity overbill with a quantity underbill is not allowed: it is typically resolved with a different type of reason code action.

When multiple items with similar discrepancies are selected, the Resolve button is enabled. Clicking it opens the Resolve Discrepancy dialog, which allows the discrepancy resolution process to proceed on all selected items.

### Note:

Both cost and quantity discrepancies can be resolved with the same Resolve Discrepancy dialog.

To Mass Resolve Discrepancies from the Discrepancy Review List, do the following:

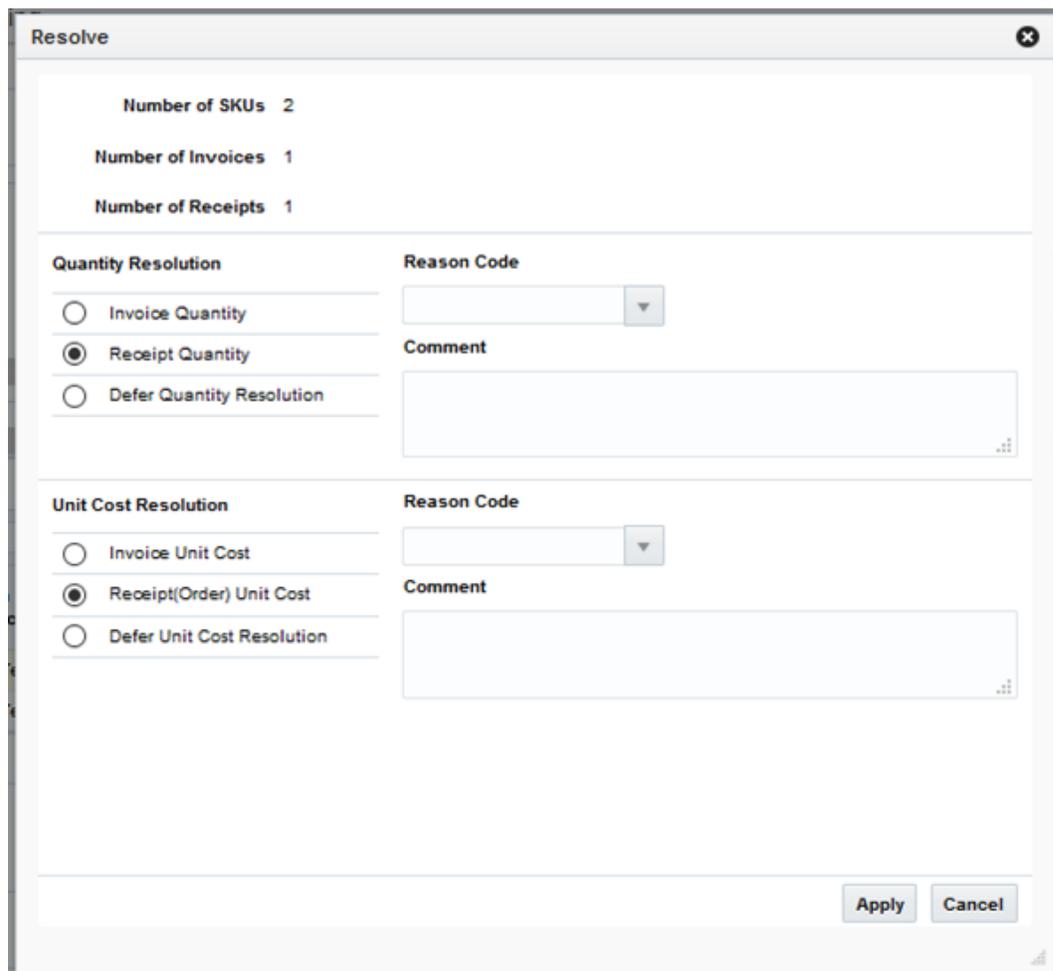
**Navigate:** From the Tasks menu, select **Invoice Matching > Discrepancy Review List**. The Discrepancy Review List screen opens.

1. Perform a search for invoices with discrepancies. See [Discrepancy Search](#) for additional details.
2. In the search results, select the discrepancies you want to resolve from your search results and click the **Resolve** button. The Discrepancy Resolution screen opens.

 **Note:**

The 'Query by Example' feature can be used to find all the discrepancies that are either overbills or underbills. As an example, enter '<0' (less than 0) in the query by example field above Quantity Variance to find all the items with a quantity overbill. When the query is executed, the search results are filtered to show only quantity overbill discrepancies.

The discrepancy resolution screen shows the number of SKUs to be resolved along with the number of invoices and receipts which will be affected.



3. If there is a quantity discrepancy, select whether the Invoice or Receipt quantity is correct, then select the reason code for the resolution.

 **Note:**

The Reason Codes available to be used will vary based on whether invoice or receipt is selected as correct.

4. If there is a cost discrepancy, select whether the Invoice or Receipt cost is correct, then select the reason code for the resolution.

 **Note:**

The Reason Codes available to be used will vary based on whether invoice or receipt is selected as correct.

5. Click the **Apply** button to resolve the discrepancies.

# 5

## Resolve Tax Discrepancies

A tax discrepancy occurs when the tax stored in RMS for an item is different than the tax on a merchandise invoice. When there is a tax discrepancy in either the retailer's or supplier's favor, a reviewer must do a tax review. Tax discrepancies can also exist for header-only invoices.

When a tax discrepancy is identified, you must review and reconcile the discrepancy. The tax discrepancy is based on a comparison between the tax on the invoice and the tax stored in RMS on the item. Depending on your user permissions, you may or may not be able to access these windows or all discrepancies. Header-only tax discrepancies require details to be entered via invoice maintenance before the tax discrepancy can be addressed.

Tax discrepancies for header-level-only invoices are created during the auto-match process when the invoice tax does not match the purchase order tax.

Tax discrepancies for invoices with details are created when the invoice details are added to the invoice and when the entered tax information for an item does not match the system-maintained tax information for the item.

## Resolve Tax Discrepancies

**Navigate:** From the Tasks menu, select **Tax Review List > Tax Review Document Search**. The Tax Review Document Search tab opens.

**Figure 5-1 Tax Review Document Search Tab**

The screenshot shows the 'Tax Review Document Search' window. It features a search section with the following fields: Supplier (dropdown), Supplier Site (dropdown), Order No. (dropdown), and Document (text input). There are 'Search', 'Reset', and 'Save' buttons. Below the search section is a 'Results' section with a table. The table has the following columns: Supplier, Supplier Name, Supplier Site, Supplier Site Name, Order No., Item, Item Description, Location, Location Name, Tax Code Discrepancy, and Tax Rate Discrepancy. The table currently displays 'No data to display' and 'Columns Hidden: 2'. There are also 'Advanced', 'Saved Search', and 'TaxReviewListSearchVOCriteria' options in the top right corner.

1. Enter your search criteria to locate your tax discrepancies. Your search results are displayed in the lower pane of the Tax Review Document Search window.

- From your search results, select the invoice you want to resolve and click the Resolve button. The Resolve Discrepancy page is displayed.

**Figure 5-2 Resolve Discrepancies**

Resolve Discrepancies for Document: ADH TEST

Supplier: 71695584 - Smoke Supplier  
Supplier Site: 14376827 - Smoke Supplier Site

Item: 2\_REM\_SMOKE\_TEST\_LH4 - 2\_REM\_SMOKE\_TEST\_LH4  
VIN

Tax from Invoice			
Tax Code	Tax Rate Type	Tax Rate	Tax Amount
S	Percent	13.28	9.03

Tax from System			
Tax Code	Tax Rate Type	Tax Rate	Tax Amount
S	Percent	13.28	9.296

Select Resolution

Accept values from:  Invoice  System

Reason:

Comments:

Save and Close Cancel

**Note:**

Only tax discrepancies for a single item may be resolved at a time.

- The Resolve Discrepancies page allows you to compare multiple taxes on the invoice item with multiple taxes suggested by the System (that is, the tax engine) for the same item. Select which tax information is correct from the Tax from Invoice or Tax from System tables.

**Note:**

In a single tax environment, only one tax code is associated with an item.

- In the Accept values from field, select the radio button to designate whether the Invoice tax information is correct or whether the System tax information is correct.
- After selecting which tax information is correct, select a reason code to resolve the discrepancy. The available reason codes are filtered based on whether invoice or system was selected as correct.
- If desired, enter a comment.
- Click **Save and Close** to complete the tax discrepancy resolution. Click **Cancel** to discard the tax discrepancy resolution.