Oracle® Retail Invoice Matching Cloud Service

Implementation Guide

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Oracle® Retail Invoice Matching Cloud Service Implementation Guide

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Preface

This Implementation Guide describes the requirements and procedures to install this Oracle Retail Product release.

Audience

This Implementation Guide is for the following audiences:

- System administrators and operations personnel
- Database administrators
- System analysts and programmers
- Integrators and implementation staff personnel

Documentation Accessibility

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- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

Review Patch Documentation

When you install the application for the first time, you install either a base release (for example, 13.1) or a later patch release (for example, 13.1.2). If you are installing the base release and additional patch releases, read the documentation for all releases that have occurred since the base release before you begin installation. Documentation for patch releases can contain critical information related to the base release, as well as information about code changes since the base release.

Improved Process for Oracle Retail Documentation Corrections

To more quickly address critical corrections to Oracle Retail documentation content, Oracle Retail documentation may be republished whenever a critical correction is needed. For critical corrections, the republication of an Oracle Retail document may at times not be attached to a numbered software release; instead, the Oracle Retail document will simply be replaced on the Oracle Technology Network Web site, or, in the case of Data Models, to the applicable My Oracle Support Documentation container where they reside.

This process will prevent delays in making critical corrections available to customers. For the customer, it means that before you begin installation, you must verify that you have the most recent version of the Oracle Retail documentation set. Oracle Retail documentation is available on the Oracle Technology Network at the following URL:

`http://www.oracle.com/technetwork/documentation/oracle-retail-100266.html`

An updated version of the applicable Oracle Retail document is indicated by Oracle part number, as well as print date (month and year). An updated version uses the same part number, with a higher-numbered suffix. For example, part number E123456-02 is an updated version of a document with part number E123456-01.

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

Oracle Retail Documentation on the Oracle Technology Network

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

`http://www.oracle.com/technetwork/documentation/oracle-retail-100266.html`

(Data Model documents are not available through Oracle Technology Network. You can obtain these documents through My Oracle Support.)

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.

Convention	Meaning
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1
Getting Started

System Options

System options are used to control a variety of behaviors in Invoice Matching, provide some defaulting for certain document values including and actions as well as reporting options. The first time that Invoice Matching is opened after provisioning, these options should be configured in order to ensure that all Invoice matching documents and processes follow the desired behavior.

Document Maintenance and Processing Parameters

System Option	Optional ?	Re-configuration Restricted?	Default Value	Description
Default Pay Now Terms (Deals)	Y	N	Null	This column holds the term id that is defaulted on deal documents. In the document creation dialog, this term, its discount percentage, and due days are defaulted onto new deal documents
Default Pay Now Terms (RTV)	Y	N	Null	This column holds the term id that is defaulted on RTVs and resulting documents. In the document creation dialog, this term, and its discount percentage and due days are defaulted onto RTVs and resolution documents.
Post Dated Document Days	N	N		How many days old a document can be when entered into the system. For example, if set to 180 then a document older than six months cannot be entered via EDI or online entry.
Total Header Quantity Required	N	N	Checked	Is header quantity required when creating a merchandise invoice?
Include Doc Date for Dup Check	N	N	Unchecked	Indicates whether the document date should be included in the uniqueness check. If this setting is checked, 'Include Doc Year for Dup Check' must be unchecked.
Include Doc Year for Dup Check	N	N	Unchecked	Indicates whether the document year should be included in the uniqueness check. If this setting is checked, 'Include Doc Date for Dup Check' must be unchecked

System Option	Optional ?	Re-configuration Restricted?	Default Value	Description
Use Invoice Received Date to Calculate Due Date	N	N	Unchecked	When checked, the Invoice Received Date is used to calculate the Due Date. When unchecked, the system will use either document date or receipt of goods date (depending on supplier option settings) to calculate the due date.
Default Location	Y	N	Null	Default system location, used by non merch document injection.
Default Department	Y	N	Null	Default system department, used by deal processing.
Default Class	Y	N	Null	Default system class, used by deal processing.
Post Based on Doc Header	N	N	Unchecked	Should posting be done based on the document header rather a than the accumulated total of the details.
Prorate Across Tax Codes	N	N	Checked	Should tax postings be prorated across non tax lines in same line group. This value should be Checked (Y) if integrating to Oracle Cloud Financials.
Post Intra Region Tax Ind	N	N	Checked	This Indicator is applicable on documents where supplier's and location's vat region are different. When set to ON, posting will post the taxes applicable on the item on location's VAT region as it would if supplier's and locations VAT region were the same.
Default Set of Books	Y	N	Null	Default set of books.
Allow Third Party Payee	N	N	Unchecked	Indicates whether or not Third Party Payees are supported. If checked, Third Party Payees can be entered through UI, Induction, or EDI, and the field will be passed to the financial system.
Maximum Segments Supported	N	N		Maximum number of supported G/L accounting segments.
Always Use Purchase Order Exchange rate	N	N	Checked	Indicates whether The Purchase Order exchange rate should always be used as the exchange rate. If unchecked, then the country of the location on the document is used to determine if the document date should be used to capture the exchange rate.
Calculate Exchange Rate Variance	N	N	Unchecked	Indicates whether the Exchange Rate Variance should be calculated when posting merchandise invoices. The Variance calculation is : Receipt Cost (PO Curr) * Receipt Exchange Rate – Receipt Cost (PO Curr) * Invoice Exchange Rate = Variance Amount (Local Currency).

System Option	Optional ?	Re-configuration Restricted?	Default Value	Description
Countries Using Document Date to Obtain Exchange Rate	N	N	null	This table holds the countries where the document date should be used to determine the exchange rate. It is only shown if the system option 'Always Use Purchase Order Exchange rate' is unchecked, otherwise it is not used and is hidden.

Allowance, Tolerance, Tax and History Parameters

System Option	Optional ?	Re-configuration Restricted?	Default Value	Description
Max Tolerance %	N	N		Defines the largest percent tolerance that can be used within the system
Calc Tolerance	Y	N		Calculation tolerance value. This is used to allow documents to be loaded to the system even if they have small rounding differences between the accumulated details and the document header. It is also used to allow for small rounding differences for taxes.
Balancing Tolerance	Y	N		Tolerance setting for adjusting detail lines to align vat amount for balancing posting.
Close Open Receipt Days	N	N		This column holds the number of days that a shipment can remain in ready for match status before it is automatically closed by Invoice Matching.
Document History Days	N	N		Defines the number of days document history will be held before purging (for documents that have been fully processed)
Receipt Write Off Days	N	N		Number of days to keep receipts before purging.
Deal Document Purge Days	N	N		Number of days to keep posted deals
Number of Taxes Allowed	N	Conditional	0	Number of supported taxes per item. Valid values include 'Single Tax', 'No Tax', or 'Global Taxes'.
Tax Document Creation Level	Y	N	Null	Tax document creation level; used to define of level at which rejection due to incorrect tax. Valid values include 'Item' or 'Full Invoice'.
Tax Validation Type	Y	Conditional	Null	Type of tax validation. Valid values include 'Reconcile', 'Retailer', or 'Vendor'.
Default Header Tax	N	N	Unchecked	Should header taxes be defaulted from detail taxes

System Option	Optional ?	Re-configuration Restricted?	Default Value	Description
Delay Line Matching	N	N	Unchecked	Checking this indicator means Detail (or line level) matching will not occur until after the routing date is passed. If left unchecked, line matching will be attempted each time automatch is run (assuming the match strategy calls for it) but discrepancies are not generated (or auto resolved) until after the routing date has passed.
Allowance Matching	N		Unchecked	This field would be unchecked by default and will be used in a future release.

Discrepancy Resolution Parameters

System Option	Optional ?	Re-configuration Restricted?	Default Value	Description
Debit Memo Send Days	N	N		Defines the number of days prior to the due date of an invoice that a debit memo should be sent if the credit note is late.
Resolution Due Days	N	N		Cost and Quantity discrepancy resolution due days. Used in calculation of resolve by date. This column holds the number of days that a cost resolution can stay outstanding from when it was routed for review to when it should be resolved.
Days Before Due Date	N	N		This parameter will indicate the maximum number of days before the invoice due date that any discrepancies for that invoice should be routed.
Tax Resolution Due Days	N	N		Tax discrepancy resolution due days. Used in calculation of tax discrepancy resolve by date. This column holds the number of days that a tax resolution can stay outstanding from when it was routed for review to when it should be resolved.
Default Overbill Reason Code Cost	N	N		Default reason code for overbill cost.
Default Overbill Reason Code Quantity	N	N		Default reason code for overbill quantity.
Default Underbill Reason Code Cost	N	N		Default reason code for underbill cost.
Default Underbill Reason Code Quantity	N	N		Default reason code for underbill quantity.

System Option	Optional ?	Re-configuration Restricted?	Default Value	Description
Exclude Prefix on Externally Sourced Documents	N	N	Unchecked	When checked the system will not append document specific prefix to externally generated documents including documents from EDI, Spreadsheet Induction, ReST Service, and Bulk Upload (XML). Resolution Documents and documents entered via the UI will continue to include the prefix. When unchecked the document specific prefix will be included on documents from all sources.
Use Suffix Instead of Prefix	N	N	Unchecked	This indicator will determine if resolution and other generated documents will use a suffix instead of a prefix. The suffix (or prefix) is appended to the source document ID.
Debit Memo Prefix Cost	N	N		Document prefix for generated Debit memo cost
Debit Memo Prefix Qty	N	N		Document prefix for generated Debit memo qty
Debit Memo Prefix Tax	N	N		Document prefix for generated Debit memo tax
Credit Memo Prefix Cost	N	N		Document prefix for generated Credit memo cost
Credit Memo Prefix Qty	N	N		Document prefix for generated Credit memo qty
CNR Prefix Cost	N	N		Document prefix for generated Credit note cost
CNR Prefix Qty	N	N		Document prefix for generated Credit note qty
CNR Prefix Tax	N	N		Document prefix for generated Credit note tax

System Variables

System Option	Optional ?	Re-configuration Restricted?	Default Value	Description
Document Qty Decimals	N		2	Maximum number of digits allowed for quantity. Both display as well as accepting data
Batch Date Format	N			Expected data format for Injector batch
OBIEE Enabled	N		Checked	Flag associated with OBIEE integration. Used to enable/disable OBIEE reports display.

System Option	Optional ?	Re-configuration Restricted?	Default Value	Description
webservice.financial.account.validation	Y	N		Provider URL for account validation
webservice.account.validation.credentials	Y	N		Enable validation of webservice account credentials. Should be secure.
webservice.financial.drill.forward.credentials	Y	N		Enable validation of webservice drill forward credentials. Should be secure.
webservice.financial.drill.forward	Y	N		Provider URL for drill forward

Report Options

System Option	Optional ?	Re-configuration Restricted?	Default Value	Description
Past Due Warning	N	N		The Past Due Warning option defines the number of past due invoices necessary for the Past Due tile to appear yellow (indicating a warning) on the dashboard. This value must be less than or equal to the Invoices Due - Past Due Critical System parameter.
Past Due Critical	N	N		The Past Due Critical option defines the number of past due invoices necessary for the Past Due tile to appear red (indicating a critical level of invoices are past due) on the dashboard. This value must be greater than or equal to the Invoices Due - Past Due Warning System parameter.
Today Warning	N	N		The Today Warning option defines the number of invoices due necessary for the Today tile to appear yellow (indicating a warning) on the dashboard. This value must be less than or equal to the Invoices Due - Today Critical System parameter.
Today Critical	N	N		The Today Critical option defines the number of invoices due necessary for the Today tile to appear red (indicating a critical level of invoices are due today) on the dash board. This value must be greater than or equal to the Invoices Due - Today Warning System parameter.

System Option	Optional ?	Re-configuration Restricted?	Default Value	Description
Tomorrow Warning	N	N		The Tomorrow Warning option defines the number of invoices due necessary for the Tomorrow tile to appear yellow (indicating a warning) on the dashboard. This value must be less than or equal to the Invoices Due - Tomorrow Critical System parameter.
Tomorrow Critical	N	N		The Tomorrow Critical option defines the number of invoices due necessary for the Tomorrow tile to appear red (indicating a critical level of invoices are due today). This value must be greater than or equal to the Invoices Due - Tomorrow Warning System parameter.
2 Days Out Warning	N	N		The 2 Days Out Warning option defines the number of invoices due necessary for the 2 Days Out tile to appear yellow (indicating a warning) on the dashboard. This value must be less than or equal to the Invoices Due - 2 Days Out Critical System parameter.
2 Days Out Critical	N	N		The 2 Days Out Critical option defines the number of invoices due necessary for the 2 Days Out tile to appear red (indicating a critical level of invoices are due today). This value must be greater than or equal to the Invoices Due - 2 Days Out Warning System parameter.
3 Days Out Warning	N	N		The 3 Days Out Warning option defines the number of invoices due necessary for the 3 Days Out tile to appear yellow (indicating a warning) on the dashboard. This value must be less than or equal to the Invoices Due - 3 Days Out Critical System parameter.
3 Days Out Critical	N	N		The 3 Days Out Critical option defines the number of invoices due necessary for the 3 Days Out tile to appear red (indicating a critical level of invoices are due today). This value must be greater than or equal to the Invoices Due - 3 Days Out Warning System parameter.

2 Invoice Matching Foundation Entities

Invoice Matching contains several data concepts that are base elements that are not configurable by the customer. Understanding these elements is key to using Invoice Matching. These elements are described below and include; Document Types and Basic Transactions and Reason Code Actions.

Document Types

Doc Type Code	Document Type Description	Notes
MRCHI	Merchandise Invoice	This is a standard invoice from a Merchandise Supplier to the retailer. It is for merchandise items and is used in the matching process and matched to Purchase Orders and Receipts in Merchandising. It may contain items or be a header only level invoice. It also may contain non-merchandise costs as well as taxes. It may be entered into Invoice Matching or loaded through induction or EDI.
NMRCHI	Non Merchandise Invoice	This is an invoice from either a Merchandise Supplier or other type of Partner and does not contain any Merchandise Items. This invoice is not part of the matching process. It may manually be entered into Invoice Matching or loaded through induction or EDI. It may also be created in the Retail Trade Management functions in Merchandising and passed to Invoice Matching through internal integration.
CRDNT	Credit Note	This is a document issued by a vendor to the retailer and is an offset to an Invoice. It may be sent independent of any process in Invoice Matching or may be sent in response to a Credit Note Request issued by Invoice Matching. Credit Notes are processed in the Credit Note/ Credit Note Request matching process, but not in the Invoice Matching process. It may manually be entered into Invoice Matching or loaded through induction or EDI.
DEBMC	Debit Memo Cost	This is a document issued by the retailer to a supplier and is an offset to an Invoice that was an overbill for Cost. It is generated as a result of the Invoice Matching discrepancy resolution process or can be manually created or loaded through Induction. Debit Memos are not used in any matching process. Deals…
DEBMQ	Debit Memo Quantity	This is a document issued by the retailer to a supplier and is an offset to an Invoice that was an overbill for Quantity. It is generated as a result of the Invoice Matching discrepancy resolution process or can be manually created or loaded through Induction. Debit Memos are not used in any matching process. Deals…

Doc Type Code	Document Type Description	Notes
DEBMET	Debit Memo Tax	This is a document issued by the retailer to a supplier to request that the vendor re-invoice with corrected tax information. It is generated as a result of the Tax discrepancy resolution process in Invoice Matching.
CRDMEC	Credit Memo Cost	This is a document issued by the retailer to a supplier and is an offset to an Invoice that was an underbill for Cost. It is generated as a result of the Invoice Matching discrepancy resolution process or can be manually created or loaded through Induction. Credit Memos are not used in any matching process.
CRDMEQ	Credit Memo Quantity	This is a document issued by the retailer to a supplier and is an offset to an Invoice that was an underbill for Quantity. It is generated as a result of the Invoice Matching discrepancy resolution process or can be manually created or loaded through Induction. Credit Memos are not used in any matching process.
CRDNRC	Credit Note Request Cost	This is a document issued by the retailer to a supplier and is Issued to request a Credit Note from the vendor to be an offset to an Invoice that was an overbill for Cost. It is generated as a result of the Invoice Matching discrepancy resolution process or can be manually created or loaded through Induction. Credit Note Request are used in the Credit Note/Credit Note Request matching process.
CRDNRQ	Credit Note Request Quantity	This is a document issued by the retailer to a supplier and is Issued to request a Credit Note from the vendor to be an offset to an Invoice that was an overbill for Quantity. It is generated as a result of the Invoice Matching discrepancy resolution process or can be manually created or loaded through Induction. Credit Note Request are used in the Credit Note/Credit Note Request matching process.

Basic Transactions

The basic transactions are all the transactions that are posted by Invoice Matching with the exception of REASON, which is dedicated to the Resolution Action.

Transaction Code	Transaction Code Description	Notes
TAP	Trade Accounts Payable	This Transaction represent the posting for the full amount of an invoice or other document being posted to accounts payable. For a vendor invoice, it represents the amount to be paid to the vendor and is the header level value with a single record per document. The mappings assigned can vary by the Location on the Invoice.

Transaction Code	Transaction Code Description	Notes
TAPNDI	Trade Accounts Payable - Non Dynamic	This Transaction represent the posting for the full amount of an invoice or other document being posted to accounts payable. For a vendor invoice, it represents the amount to be paid to the vendor and is the header level value with a single record per document. This is used for Non Merchandise invoices.
UNR	Unmatched Receipt	The transaction represents receipts that are being paid, and offsets the Unmatched Receipt Account that was booked in Merchandising when the receipt was first recorded.
VWT	Variance Within Tolerance	Variance within tolerance represents the extended cost difference between receipt and invoice within the set tolerances, which can be specified at multiple levels.
PPA	Pre-Paid Asset	This transaction is written when a user force pays an invoice before it has been matched. The value of the invoice is booked to the account selected for pre-paid asset and the offset is to the TAP transaction. When the invoice is later matched, the posting will be to the usual transactions for a matched invoice with offset to PPA rather than TAP in order to reverse the original PPA posting.
RWO	Receipt Write Off	The RWO transaction is used when a receipt has been unmatched and unpaid for more than the Receipt Write-Off Days. Usually the idea is to move the existing liability to another liability account since it may eventually be paid.
VCT	Variance Calc Tolerance	The transaction is posted in case an invoice header is not equal to the invoice details and postings have been configured to be done based on the header information. The tolerance level is driven by a system option called Calc Tolerance. The tolerance can be defined as percent or amount.
VCTT	Variance Calc Tax Tolerance	The transaction is posted in case the total taxes at an invoice header is not equal to the total taxes based on the invoice details and postings have been configured to be done based on the header information.
TAX	Tax	The TAX transaction represents the VAT that needs to be paid on an invoice. This would be mapped to a VAT Expense which can be sub-account of an expense account.
TAXNDI	Tax Non-Dynamic	The transaction represents VAT payments on operations like obligations, deals, and other transactions that cannot be directly linked to merchandise items.
TAXACQ	Acquisition Tax	This transaction is added to an invoice posting when Acquisition Tax is being applied to the transaction. This is the acquisition Tax amount that the retailer is liable to pay for the transaction. It is added onto the invoice at posting and is intended to accrue the acquisition taxes that the retailer needs to pay in their financial system.

Transaction Code	Transaction Code Description	Notes
TAXACO	Acquisition Tax Offset	This transaction is an offset to the above Acquisition Tax posting to balance the invoice when it is posted. It should match in amount the Acquisition Tax posting but have the opposite sign.
TAXRVC	Reverse Charge VAT	This transaction is added to an invoice posting when Reverse Charge Tax is being applied to the transaction. This is the Reverse Charge Tax amount that the retailer is liable to pay for the transaction. It is added onto the invoice at posting and is intended to accrue the reverse charge taxes that the retailer needs to pay in their financial system.
TAXRVO	Reverse Charge VAT Offset	This transaction is an offset to the above reverse charge tax posting to balance the invoice when it is posted. It should match in amount the reverse charge tax posting but have the opposite sign.
CRN	Credit Note	Booking of the value of the Merchandise on a Credit Note. May be dynamically mapped based on the Department/Class information for the Merchandise items on the Credit Note.
CRNNDI	Credit Note - Non Dynamic	Used for the Non Merchandise value of a Credit Note as no Departments exist to base Dynamic mapping on.
DIRAF	Deal Income Receivable - Fixed	Deals income on fixed deals is posted to AP by Invoice Matching through the Fixed Deal Income Receivable (DIRAF) basic transactions. The associated GL cross reference mapping allows deal income to be mapped to a specific General Ledger account. For VAT posting, a TAX basic transaction allows VAT to be mapped to General Ledger accounts separately from the DIRAF transaction. Debit Memos created by RMS for deals income on complex deals for rebates or bill-backs use the Complex
DIRAR	Deal Income Receivable - Complex	Deal Income Receivable (DIRAR) basic transactions when posting to AP. These transaction and associated GL cross reference mapping allow deal income to be mapped to a specific General Ledger account. For VAT posting, a TAX basic transaction allows VAT to be mapped to General Ledger accounts separately from the associated transaction lines.
EXVAR	Exchange Rate Variance	This transaction is calculated during posting when the ‘Calculate Exchange Rate Variance’ System Option is set. It calculates the variance between the Invoice Exchange Rate and the Receipt Exchange Rate for the receipt cost. The calculation is done for Merchandise Invoice only.
EXVARO	Exchange Rate Variance Offset	Exchange Rate Variance Offset This transaction is calculated during posting when the ‘Calculate Exchange Rate Variance’ System Option is set. It is the offset for the Exchange Rate Variance transaction.
NMRCH	Non Merchandise	The NMERCH transaction is posted for non-merchandise codes on invoices. The invoice can be non-merchandise (contain only non-merchandise lines). Also, an invoice can be a merchandise invoice with non-merchandise entries on it.

Reason Code Actions

Action Code	Reason Code Action Description	Notes
DWO	Discrepancy Write Off	This action allows the user to stop any further matching activity, export the invoice for payment, and create an entry for the unresolved difference (no document data is created; any discrepancies are written-off).
CBC	Charge Back Cost	When a cost discrepancy is marked for resolution with a Charge Back Cost, either a debit memo cost or credit note request cost (depending on the im_supplier_options.send_debit_memo indicator) is created. If the supplier option is set to Yes, a debit memo cost will be sent. If the supplier option is No, a credit note request is sent.
CBQ	Charge Back Quantity	When a cost discrepancy is marked for resolution with a Charge Back Quantity, either a debit memo quantity or credit note request quantity (depending on the im_supplier_options.send_debit_memo indicator) is created and sent to the supplier. If the supplier option is set to Yes, a debit memo quantity is sent. If the supplier option is No, a credit note request quantity is sent.
CMC	Credit Memo Cost	When a cost discrepancy is marked for resolution with a Credit Memo Cost, a credit memo cost containing the discrepant item is sent to the supplier.
CMQ	Credit Memo Quantity	When a quantity discrepancy is marked for resolution with a Credit Memo Quantity. A credit memo quantity containing the discrepant item is sent to the supplier.
RCA	Receiver Cost Adjustment Order Receipt Only	This action creates a record based on the adjusted cost of the receiver and the associated PO (for all locations with same item cost) to match the invoice cost or to another value. This action calls a trigger which invokes an API which does the Receiver Cost Adjustment in RMS.
RCAS	Receiver Cost Adjustment Order Receipt Supplier Cost	This action is identical to the action 'Receiver Cost Adjustment - PO and receipt only' except that the supplier cost file in RMS is updated as well.
RCAMR	Receiver Cost Adjustment Order Receipt Matched Receipt Only	This action is identical to the action 'Receiver Cost Adjustment - PO and Receipt only', except that it will also update the cost on Match Receipts as well.
RCASMR	Receiver Cost Adjustment Order Receipt Matched Receipt Supplier Cost	This action is identical to the action 'Receiver Cost Adjustment - PO, Receipt, Matched Receipt only' except that the supplier cost file in RMS is updated as well.
RUA	Receiver Unit Adjustment	This action creates a record from the unit adjustment to match the receiver with associated invoice lines. This action calls a trigger which invokes an API which does the Receiver Unit Adjustment in RMS.
DMTI	Charge Back Tax Item	Reason codes with this action will generate a Debit Memo for just the individual item with the Tax discrepancy. The item will be flagged as matched. If there are no other unmatched items on the invoice, the invoice will also be flagged as matched.

Action Code	Reason Code Action Description	Notes
DMTF	Charge Back Tax Document	Reason codes with this action will generate a Debit Memo for the 'full' amount of the invoice. All items on the invoice and the invoice itself will be flagged as matched
CNRTI	Credit Note Request Tax Item	Reason codes with this action will generate a Credit Note Request for just the individual item with the Tax discrepancy. The item will be flagged as matched. If there are no other unmatched items on the invoice, the invoice will also be flagged as matched.
CNRTF	Credit Note Request Tax Document	Reason codes with this action will generated a Credit Note Request for the full amount of the invoice (see footnote for Debit Memo Vat Full). All items on the invoice and the invoice itself will be flagged as matched.
UIT	Use Invoice Tax	Reason Codes with action are used to indicate that for an Invoice that has a tax discrepancy, that they retailer has chosen to override the tax discrepancy and retain the taxes as entered on the invoice.

3 Configure Foundation Data

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.

Mapping 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 match strategy default is used for that supplier

Tolerances

Tolerance settings in Invoice Matching are independent entities with an ID and a description and the definition of the various cost and quantity tolerance levels that are established for for matching invoices to Purchase orders and Receipts. Each tolerance can have many tolerance levels both for unit costs and for quantities at summary, detail or parent item level, in favor of the retailer or in favor of the supplier. Within detail level tolerances, a resolution action can be defined to automatically resolve any detail level discrepancies that are found. These Tolerance entities are mapped to supplier sites, suppliers, supplier groups, or departments. One of the tolerance entities is also defined as the system default. The match engine looks at the documents in the match and determines the appropriate level to search for a tolerance to be applied.

Tolerance Mapping Maintenance

Tolerance Mapping Maintenance allows users to create a mapping between a supplier sites, suppliers, supplier groups, or departments entity with a Tolerance ID. For example, it allows a tolerance ID to be mapped to a particular supplier. The auto and manual matching processes would then use that Tolerance to determine matches between Invoices and receipts.

Supplier Options

Supplier options control certain functions in Invoice Matching that may need to vary between Suppliers, Supplier Sites and across Groups of Suppliers. All suppliers must have various options defined in order for their invoices to be processed by the system. The Invoice Matching processes require that a supplier must exist in RMS before supplier options can be established in Invoice Matching.

Supplier Options can be set at three different levels, Suppliers Sites, Suppliers and Supplier Groups with specific options at each level having some differences. When there are similar settings across levels, the general rule is that if a specific option can be set at a lower level, then that lower level setting will apply however there are exceptions to the rule. This document does not describe all of the options and will only touch on a few of the key options and differences.

Supplier Group Level Options

The options that can be set at the Supplier Group level are primarily tied to the matching process as the Supplier Group exists only for the purpose of matching documents across suppliers that are part of the group. There are a number of options that can be set at this level but the primary options that can be set at the Supplier Group level are the Match Strategy that will be used for all Suppliers in the Group and the Match Key that will be used.

Supplier Level Options

Supplier Level options are required for all Suppliers in Invoice Matching. At the Supplier Level many of the same options exist that are used at the Supplier Group as well as a number of other options that both the Supplier and Supplier Site have. Supplier Level options will in general be applied to all Supplier Sites that belong to a Supplier, unless Supplier Site level options have also been set up. At the Supplier Level you can optionally assign the Supplier to a Supplier Group. Similar to Supplier Groups, a Supplier can also have a Match Strategy and Match Key assigned.

Beyond these options that are also part of the Supplier Group settings, the Supplier Options includes a few other optional flags and parameters that may be more specific to a supplier such as how chargebacks are managed, the correct use of terms on matching processes and whether a suppliers invoices are typically paid by an outside process.

Supplier Site Level Options

Supplier Site level options are entirely optional in Invoice Matching and are used when specific supplier sites for a supplier operate differently than the parent supplier and therefore require the system to treat them differently. Supplier Site level options when set, will override the same settings that would normally default from the parent supplier.

Reason Codes

Reason codes are used to resolve discrepancies between receipts and invoices. A discrepancy originates when the price or quantity variance exceeds acceptable tolerance levels. Using the Reason Code Maintenance window, you can set up and maintain reason codes. Reason codes are used to resolve discrepancies between receipts and invoices. A discrepancy originates when the price or quantity variance exceeds acceptable tolerance levels. After you create the reason code, you must associate it with a reason code action that helps you resolve the discrepancies. The reason code actions are a base Invoice Matching entity. These actions are described in the Invoice Matching Foundation Entities section of this document.

Financial Integration Setup

Once Invoices are matched, they are sent to the financial system for payment in accounts payable and recording in the general ledger. In order to properly communicate the Invoices with the AP and GL systems, configuration is required to translate the Invoice Matching data to data required by the financial system. There are two main areas of configuration for this; General Ledger Options and General Ledger Cross Reference.

General Ledger Options Maintenance

The GL Option Maintenance in Invoice Matching allows the retailer to configure Information about how Invoice Matching transactions will be mapped to the general ledger. This feature allows the retailer to specify the structure of the GL chart of accounts for the Invoice Matching mapping including how may segments are used, the labels for the segments and whether any segments will use dynamic mapping based on Merchandising Locations or Merchandise Hierarchy. Setup of actual Dynamic mapping is also done through the General Ledger options configuration.

General Ledger Cross Reference

The GL Cross Reference Maintenance screen allows users to build and maintain the cross reference between Invoice Matching transactions and the accounting segment values necessary to interface transactions to external AP and GL financial systems.

Merchandising Dependencies

The majority of the foundational data that is used by Invoice Matching is supplied by direct integration with Merchandising. In addition to the items, locations, Suppliers and Partners used by Invoice Matching, the following information is also used:

- Languages and data translations
- Currencies and exchange rates
- Currency and quantity precisions
- Units of measure (UOMs)
- Tax Codes and Rates
- Non Merchandise Codes

For details on configuring currencies, languages and translations, currency and quantity precisions, UOMs, and VAT information, see the *Oracle Retail Merchandising Implementation Guide*.

Translation

Invoice Matching supports operating the user interface in 19 languages, including English. As part of the install options for Merchandising, you'll designate one language as "primary", which also applies for Invoice Matching. This primary language is what is loaded as a default for all screen labels and error messages in Invoice Matching at the time of installation. By default, only the primary language you indicated at installation is loaded in Invoice Matching, but if you wish to have more languages loaded, then you can request to have the language strings loaded for these languages as well.

- Arabic
- Chinese (simplified)
- Chinese (traditional)
- Croatian

- Dutch
- French
- German
- Greek
- Hungarian
- Italian
- Japanese
- Korean
- Polish
- Portuguese
- Russian
- Spanish
- Swedish
- Turkish

This means that all screen labels, error messages, and menu options are supported out of the box in these languages and users are able to select from these languages as their preferred language. Data translation is also supported to allow data that you create as part of your implementation, such as tender types, can be seen in the preferred languages of your users as well.

> **Note:**
>
> Data translation is not supported for any Invoice Matching owned entities.

Translate Labels and Seeded Data

If you would like to modify the translations for labels and error messages, or add translations for other languages[1] that are not included in the list above, there are several methods provided. The method used will depend on the data that needs to be updated/added. Translatable text is held in two different ways:

- Resource bundles, which contain most of the screen labels, menus, and messages
- Database tables, which contain strings used in drop-downs, and some labels

Resource Bundles

Screen labels and other UI related data that may require updates/additions for Invoice Matching are managed in resource bundles. For details on how to make updates to resource bundles see the Resource Bundles section in the *Oracle Retail Merchandising Customization and Extension Guide*.

1 Additional support is also available for the following languages by adding your own translations using the tools described in this section for adding your own translations: Czech, Danish, Finnish, Hebrew, Norwegian, Thai, Albanian, Latin Bosnian, Bulgarian, Estonian, Latvian, Cyrillic Serbian, Lithuanian, Slovakian and Slovenian.

Configure User Language

Users can choose their preferred language to have the user interface displayed as part of setting up their user preferences. As noted above, the values loaded in the base table of an entity are always maintained in the primary language. And as such all users, irrespective of their configured language, will see the primary language in the screens where an entity is created and maintained, and translations (including their preferred language) are shown in separate translation screens. However, if that same screen is accessed in view mode the description will be shown in their preferred language. Similarly, if viewing the entity in another UI - for example, viewing the item description in the purchase order details screen - the description will be shown in their preferred language.

Not Translated

The following information is available in English only:

- Documentation, including online help, release notes, and product guides
- Batch programs and messages
- Log files
- Configuration tools
- Demonstration data
- Training materials

4 Data Access Schema Configuration

The Data Access Schema (DAS) is a way for certain tables in the Merchandising production database, including Invoice Matching, to be replicated to an on-premise or hosted environment to provide you with more direct access to your production data in order to build extensions, integration, custom reporting, and so on. The DAS uses Oracle GoldenGate, which is a comprehensive software package for real-time data integration and replication in heterogeneous IT environments. If you purchased the subscriber license for using GoldenGate as part of your subscription, then once you have installed and configured your target environment, you can configure which of the tables available for replication you want replicated to your target database. All tables in DAS are accessed via database views. Views are used to ensure that, even if a column it dropped from a base table or no longer used, the view continues to include all columns, so that any integrations or other extensions built using the data will not fail. Although they may need to be altered to remain functionally correct.

The list of tables that are available to be replicated are found in the DAS data model, which can be downloaded from My Oracle Support by accessing note 2200398.1. For details on configuring your target environment and adding tables to DAS, see the My Oracle Support note 2283998.1.

5

Gapless Document Sequences

The purpose of gapless document sequencing functionality is to uniquely identify a fiscal document, which is a requirement of bookkeeping legislation and global standards in many countries. This requirement mandates the ability for each accounting posting of a fiscal document to support an audit trail back to the original document or transaction. Invoice Matching uses a configurable approach to creating and maintaining document sequences, which allows a user to create a document sequence by country or by country/set of books combination and map transaction types to the sequence. The sequence number is incremented and assigned to each qualifying document during the creation process. Additionally the user can select specific attributes associated with the document which can be kept as part of a prefix associated with the document sequence.

The mapping of transaction types to a sequence allows a particular sequence to be associated with only certain types of documents. For instance, an Italian retailer may want create a sequence of only documents created by the retailer such as Consignment Invoices, Evaluated Receipt Settlement (ERS) Invoices, and Bill Back Deals.

The document sequencing functionality is optional in the system and as mentioned can be configured at a country or country set of books level, and is only applied to specific documents. Therefore, you can configure the system to assign gapless document sequences to only specific documents created for specific countries. The list of transaction types eligible for gapless document sequencing is listed below and includes all types of documents. However, the typical requirement for document sequencing is to include only documents created by the retailer not documents coming from the vendor. This requirement can be met by only using transaction types associated with documents created by the retailer and not documents that come from a vendor. When used, the gapless document sequence is an additional data element in addition to the normal system document ID.

Setting up Configuration Data to Define a Document Sequence

The configuration data for creating and maintaining a document sequence is entered via the Data Download/Data Upload process in the Merchandise system. To initially create a document sequence, you do the following:

1. Download the document sequence (this should create an empty spreadsheet).
2. Populate the spreadsheet with the document sequence(s) you want to build.
3. Upload the document sequence.

Detailed steps:

1. Download the document sequence.
   a. Log in to the Merchandise system.
   b. Navigation: Foundation Data > Download Foundation Data
   c. Select Template Type: Finance Administration
   d. Select Template: Document Sequence
   e. Click the Download button
2. Populate the spreadsheet. The spreadsheet consists of two worksheets:

- Document Sequence;
- Transaction Types;

The table below shows the columns on each worksheet, and provides information on the usage.

3. Upload the document sequence:
   a. Log in to the Merchandise system.
   b. Navigation: Foundation Data > Upload Foundation Data
   c. Select Template Type: Finance Administration
   d. Select Template: Document Sequence
   e. Select: Choose File and browse to the spreadsheet to be uploaded.
   f. Click the Upload button.

   This same process can also be used on an ongoing basis to modify an existing document sequence, or to add a new document sequence.

> **Note:**
>
> See the *Oracle Retail Merchandising Foundation Cloud Service Do the Basics User Guide* for additional details on the Download/Upload process.

Table 5-1 Document Sequence and Transaction Types Worksheet Columns

Columns	Field Type	Mandatory	Comments
Worksheet: Document_Sequences			
Document Sequence ID	Number	Yes	Unique ID to identify the document sequence.
Description	Free Text	No	Description of the Document Sequence
Country Id	Free Text	Yes	The Country ID associated with the document sequence. The country of the location on the document will be one of the criteria to determine if the document should be included in the sequence.
Set of Books	Free Text	No	The Set of Books associated with the country and document sequence. This optional field allows an organization to use separate document sequences for different business units in a particular country.
Minimum Value	Number	Yes	The minimum value is the number you want to use to start the sequence. It will also be the number used when the sequence is reset.

Table 5-1 (Cont.) Document Sequence and Transaction Types Worksheet Columns

Columns	Field Type	Mandatory	Comments
Maximum Value	Number	No	The maximum value is the last number you want to use for this sequence. If this value is exceeded, the current sequence value will be reset.
Current Sequence Value	Number	N/A	Current Sequence Value is set to the Minimum value when a document sequence is created. It will not be updated on an Update action.
Reset Date	Date	No	The Reset Date is the date on which you want to reset the sequence number. When this date is reached, the current sequence value is reset to the minimum value, and the reset date is incremented by the Reset Cycle Days.
Reset Cycle Days	Number	No*	The Reset Cycle Days is the number of days to add to the Reset Date when a date related reset is executed. *The Reset Cycle Days is required if the Reset Date is populated.
Prefix Heading	Free Text	No	The Prefix Heading, the 4 prefix fields and the prefix separator are optional fields which can be concatenated together to provide a 'Prefix' to be shared with government entities when providing information on documents in a sequence.
Prefix Field 1	Drop Down	No	The 4 prefix fields can store specific data associated with a document. The data is then available to be shared with government entities as part of the concatenated prefix . The columns available to be included on any of the prefix fields is stored in a codes table in the Merchandise system: Code Type - IMPV - • Document Date • Document Type • Location • Supplier • Supplier Site • Transaction Type The values shown are the only value values for the prefix fields, user cannot create additional values.

Table 5-1 (Cont.) Document Sequence and Transaction Types Worksheet Columns

Columns	Field Type	Mandatory	Comments
Prefix Field 2	Drop Down	No	The 4 prefix fields can store specific data associated with a document. The data is then available to be shared with government entities as part of the concatenated prefix . The columns available to be included on any of the prefix fields is stored in a codes table in the Merchandise system: Code Type - IMPV - • Document Date • Document Type • Location • Supplier • Supplier Site • Transaction Type The values shown are the only value values for the prefix fields, user cannot create additional values.
Prefix Field 3	Drop Down	No	The 4 prefix fields can store specific data associated with a document. The data is then available to be shared with government entities as part of the concatenated prefix . The columns available to be included on any of the prefix fields is stored in a codes table in the Merchandise system: Code Type - IMPV - • Document Date • Document Type • Location • Supplier • Supplier Site • Transaction Type The values shown are the only value values for the prefix fields, user cannot create additional values.

Table 5-1 (Cont.) Document Sequence and Transaction Types Worksheet Columns

Columns	Field Type	Mandatory	Comments
Prefix Field 4	Drop Down	No	The 4 prefix fields can store specific data associated with a document. The data is then available to be shared with government entities as part of the concatenated prefix . The columns available to be included on any of the prefix fields are stored in a codes table in the Merchandise system: Code Type - IMPV - • Document Date • Document Type • Location • Supplier • Supplier Site • Transaction Type The values shown are the only value values for the prefix fields, user cannot create additional values.
Prefix Separator	Drop Down	No	The prefix separator will appear between the prefix header and the prefix fields in the concatenated prefix . The values available to be used for the prefix separated are stored in a codes table in the Merchandise system: Code Type - IMPS - . : ; / \ | - _ ,
Transaction_Types			
Document Sequence ID	Number	Yes	Unique ID to identify the document sequence.
Country Id	Free Text	Yes	The Country ID associated with the document sequence. The country of the location on documents will be one of the criteria to determine if the document should be included in the sequence.
Set of Books	Free Text	No	The Set of Books associated with the country and document sequence. This optional field allows an organization to use separate document sequences for different business units for a particular country.

Table 5-1 (Cont.) Document Sequence and Transaction Types Worksheet Columns

Columns	Field Type	Mandatory	Comments
Transaction Type	Drop Down	Yes	The transaction type identifies the types of documents to be included in the document sequence. The values available to be used for the transaction types are stored in a codes table in the Merchandise system: Code Type - IMTT - • MRCHCI - Consignment Invoice • MRCHEI - ERS Invoice • DEBMBB = Bill Back Deal (Fixed or Complex deal) • MRCHI - Other Merchandise Invoice * • NMRCHI - Non-merchandise Invoice • DEBMEC - Debit Memo Cost • DEBMEQ - Debit Memo Quantity • DEBMET - Debit Memo Tax • CRDMEC - Credit Memo Cost • CRDMEQ - Credit Memo Quantity • CRDNT - Credit Note • CRDNRC - Credit Note Request Cost • CRDNRQ - Credit Note Request Quantity • CRDNRT - Credit Note Request Tax The values shown are the only value values for Transaction Type, user cannot create additional values.

*All Merchandise Invoices except for Consignment Invoices and ERS Invoices.

Gapless Sequence Assignment

A sequence number is assigned to a document based on the configuration setup for the Document Sequence (outlined above). The system will use an asynchronous process to determine the next sequence number. The document will be put in a new status of Processing while this asynchronous process is working. The sequence number is assigned the first time a document is saved in a status other than Worksheet or Submitted. For Merchandise invoices, this means the sequence number is assigned when the document is initially stored in Ready to Match or Tax Discrepant status. For other documents it means the sequence number is assigned when the document is initially stored in Approved status.

> **Note:**
>
> A document can only be included in one document sequence. If the country, set of books, and transaction type associated with a document map to a document sequence, then the document will become part of that sequence, even if the country and transaction type of the document also map to a different document sequence. The Upload process includes the following validations to ensure that a document is only assigned to one sequence:
>
> - Country/Set of Books/Transaction Type should be unique across all document sequences.
> - Country/Transaction Type should be unique across all document sequences.

6

E-Invoicing

E-Invoicing is the electronic exchange of financial documents between a business and a government agency, a business to another business, or a business to a consumer. Invoice Matching uses a configurable approach to identifying documents to be extracted for E-invoicing. The configurable approach allows the user to identify documents by country or by country/set of books combination and map transaction types to be included in the extract for integration with third-party solutions which manage local tax reporting.

The E-Invoicing functionality is an optional batch process and can be configured at a country or country set of books level, and is only applied to specific documents. Therefore, you can configure the system to only extract specific documents created for specific countries. The list of document types eligible for E-Invoicing is listed below.

The batch job extracts documents from Invoice Matching Cloud Service and passes them to the Financial Document Generation (FDG) system in Merchandise Foundation Cloud Service. See the *Oracle Retail Invoice Matching Operations Guide* for additional details on the batch job.

Setting up Configuration Data to Identify Documents for E-Invoicing

The configuration data for creating and maintaining a document sequence is entered via the Data Upload / Data Download process in the Merchandise system.

Perform the following procedure to initially create the configuration for E-Invoicing:

1. Download the E-Invoicing Configuration (this creates an empty spreadsheet).
2. Populate the spreadsheet to identify documents to be extracted for E-Invoicing.
3. Upload the E-Invoicing Configuration.

Detailed steps:

1. Download the E-Invoicing Configuration.
    a. Log in to the Merchandise system.
    b. Navigation: Foundation Data > Download Foundation Data
    c. Select Template Type: Finance Administration
    d. Select Template: E-Invoice Mapping
    e. Click the Download button
2. Populate the E-invoices worksheet on the spreadsheet. The table below shows the columns on the worksheet, and provides information on the usage.
3. Upload the E-Invoicing Configuration:
    a. Log in to the Merchandise system.
    b. Navigation: Foundation Data > Upload Foundation Data
    c. Select Template Type: Finance Administration

d. Select Template: E-Invoice Mapping
e. Select: Choose File and browse to the spreadsheet to be uploaded.
f. Click the Upload button.

Table 6-1 E-Invoices Worksheet Columns

Columns	Field Type	Mandatory	Comments
Worksheet: E-Invoices			
Country Id	Free Text	Yes	The Country ID associated with the documents to be extracted. The country of the location on the document will be one of the criteria to determine if the document should be included in the extract.
Set of Books	Free Text	No	The Set of Books associated with the documents to be extracted. This optional field allows an organization to specify that only documents for a particular set of books for a particular country should be extracted.
Receiving Authority	Drop Down	No	Receiving Authority is an optional field which is passed with the extracted document to identify the 3rd party who should be receiving the document The values available to be used for the Receiving Authority are stored in a codes table in the Merchandise system: Code Type - IMRA - Trusted Third Party

Table 6-1 (Cont.) E-Invoices Worksheet Columns

Columns	Field Type	Mandatory	Comments
Transaction Type	Drop Down	Yes	The transaction type identifies the types of documents to be included in the extract. The values available to be used for the transaction types are stored in a codes table in the Merchandise system: Code Type - IMTT - • MRCHCI - Consignment Invoice • MRCHEI - ERS Invoice • DEBMBB - Bill Back Deal (Fixed or Complex deal) • MRCHI - Other Merchandise Invoice * • NMRCHI - Non-merchandise Invoice • DEBMEC - Debit Memo Cost • DEBMEQ - Debit Memo Quantity • DEBMET - Debit Memo Tax • CRDMEC - Credit Memo Cost • CRDMEQ - Credit Memo Quantity • CRDNT - Credit Note • CRDNRC - Credit Note Request Cost • CRDNRQ - Credit Note Request Quantity • CRDNRT - Credit Note Request Tax The values shown are the only value values for Transaction Type, user cannot create additional values.
Extract Point	Drop Down	Yes	The extract point determines when a document will be extracted for E-invoicing. Creation means at the time when the document was first saved in Ready to Match, Tax Discrepant, or Approved status. Posted means at the time the document is sent to the financial system. The values available to be used for the Extract Point are stored in a codes table in the Merchandise system: Code Type - IMEP - • Creation • Posting Creation and Posting are the only valid values for Extract Point.
Retailer Issued Document	Drop Down	Yes	Indicates whether the document type is issued by either the 'Retailer' or the "Vendor'. See below for additional details on this indicator.

Table 6-1 (Cont.) E-Invoices Worksheet Columns

Columns	Field Type	Mandatory	Comments
Approval Required	Drop Down	Yes	Indicates whether this document type must be approved by the Fiscal Authority before posting to the financial system.

Retailer Issued Document vs. Vendor Issued Documents

There are legal requirements in some countries to associate a Fiscal ID to invoices. When a document type is flagged as ‘Retailer Issued’, the retailer is responsible for sending the document to a government agency which will assign a fiscal ID to the document and send it back. Invoice Matching integrates with the Financial Document Generation (FDG) system in MFCS to facilitate this process. For document types flagged as ‘Retailer Issued’, the Fiscal ID is not allowed to be entered through the UI, EDI or Induction processes. Instead, the only way to get the Fiscal ID for Retailer Issued documents is through the Integration with FDG and the government agency describe above.

For Vendor Issued document types, if a Fiscal ID is required the Vendor is expected to provide it with the Invoice, and it could be entered via the UI, EDI, or Induction. The Vendor has the responsibility to provide the Fiscal ID, and retailer only needs to keep the Fiscal ID with the document.

7 Self-Assessed Tax Code Substitution

In order to support self-assessed Reverse Charge VAT or Acquisition VAT taxes may need to pass different tax codes than the standard tax code associated with an item in a tax region as part of the IMCS to Financials AP integration.   To facilitate this requirement, a new feature has been added. An Invoice Matching table (IM_SELF_ASSESS_TAX_CODE_XREF) holds a cross reference of tax data to be used in this process. This data is populated by the retailer as part of the implementation through scripts developed by the retailer. The table holds several values including:

- The Invoice Matching Transaction Code (allowable values are: TAXACO and TAXACQ, TAXRVC, TAXRVO)
- The Standard Tax Code for an item in a tax region
- The Substitute Tax Code to be used instead of the Standard Tax Code (must be a valid tax code in Merchandising)
- An Effective date for the record

When data is populated in this table and Invoice Matching posts an invoice that needs to have either of the self-assessed types of taxes (Acquisition VAT or Reverse Charge VAT), the Invoice Matching posting process will determine whether the table has a record set up for the Invoice Matching Tax Transaction Code and Standard Tax Code that Invoice Matching would normally populate. If the process finds a matching record, it will substitute the Substitute Tax Code in the posting line in place of the Standard Tax Code. If the process does not find a matching record in the table based on the Invoice Matching Tax Transaction Code and Standard Tax Code, then the posting process will use the Standard Tax code in the posting line.

Steps to Enable

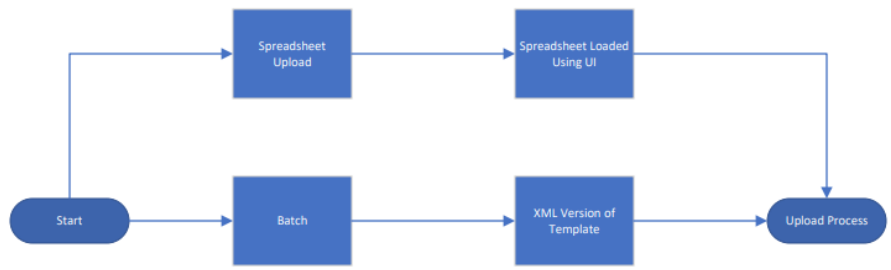
In order to populate this table you need to develop a script to populate this table. In pre-production environments, you can run the script using APEX Data Viewer. For production, please submit the script via an SR to have it run in your production environment.

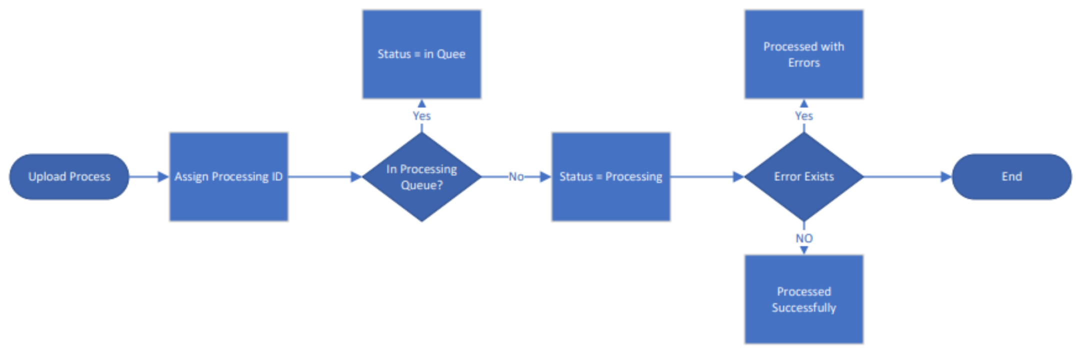
8 Reverse Debit Memo Induction

The Reverse Debit Memo Induction process mirrors the functionality of the User Interface Reverse Debit Memo process but allows for debit memos to be reversed en masse, rather than reversing one document at a time. Reversing a Debit Memo generates an offsetting Credit Memo, and optionally generates a Receiver Cost Adjustment or Receiver Unit Adjustment to update Inventory and Weighted Average Cost (WAC) in MFCS. The functionality to upload a request to reverse a Debit Memo into Invoice Matching supports two methods of submitting the request.

- Upload via spreadsheet: In this process, the user will upload the request to reverse a debit memo using a spreadsheet (.ods file). The template for the spreadsheet will be configured using the Merchandising Template Configuration screen. A standard template will be available to the user as a starting point for creating custom templates. For example, you may want to create a template without the Debit Memo Cost Reason Code if you never resolve discrepancies with multiple reason codes. For more information on template configuration, see the *Merchandising Foundation Cloud Service Implementation Guide* chapter titled Configure Spreadsheet Download/Upload.
- Upload via bulk (batch) process: For the bulk upload, Request to Reverse Debit Memo data will be present in XML format with the data formatted similar to the spreadsheet induction upload template. This batch process is used for uploading the data into Invoice Matching. For this method, the format of the upload file is not configurable using this method.

Upload Process





The Reverse Debit Memo Induction process flow is outlined in the figure above. Once a request is submitted for processing, it is assigned a process ID and added into a processing queue. Ultimately, the status of various requests can be tracked through their respective process IDs via the Data Loading Status screen in Invoice Matching. All requests are sent to a queue and assigned a status In Queue until it is picked up for processing. Once picked up the status of the request is updated to Processing. Once the processing is completed then the process status is updated to Processed Successfully if no processing errors are noted in any of the records. If processing errors exist in any of the records uploaded, then the process is assigned a status of Processed with Errors.

Validations

There is a set of general data validations that are performed while uploading reverse Debit Memo data through all the three modes of upload. The detailed set of validations that are performed are given below. However, before the detail level validation is performed, the file or service format is validated to ensure that all the expected data elements are included. If this fails, then the whole upload is rejected. Next, the processing moves on to data level validation. If any of this validation fails, then the corresponding error is logged against the failed record and the processing continues to the next record.

There are two template types called 'Reverse Debit Memo Quantity', and 'Reverse Debit Memo Cost'. Under each Template Type is a base template called: 'Reverse Debit Memo Qty', and 'Reverse Debit Memo Cost' respectively. Additional templates can be customized using the Data Loading Template Configuration screen in Merchandising.

The “worksheet” validations that are performed while uploading reverse debit memo data ensure that the expected components are properly included in the data set, referring to how the data is organized when uploading via a spreadsheet template. For the batch and web service formats, this is the full set of data, since configuration of the format is not allowed. However, when you create custom templates for spreadsheet upload, you can omit some of the columns in the worksheet, if not required for the type of reversal you are creating or updating.

> **Note:**
>
> The rest of this document will refer to the spreadsheet format for data upload. However, the validations also apply for the other formats, unless otherwise noted.

Reverse Debit Memo Process Flow

The Vendor, Document Number, and Document Type[1] are combined to identify the document which needs to be reversed. If the vendor number is not provided, the supplier site is used to look up the vendor. If the debit memo is not found an error message is generated. In some instances, the document date may be required to uniquely identify a document.

After the debit memo document is found, the Reverse Debit Memo process supports:

- Reversing all items on the debit memo;
- Reversing a single item on a debit memo;
- Reversing a portion of the quantity for an item on a debit memo quantity document;
- Reversing a portion of the amount per unit for an item on a debit memo cost document;
- Reversing an item which has been previously partially reversed.

Additionally, for any debit memo cost reversal, you can optionally do a receiver cost adjustment, and for any debit memo quantity reversal you can optionally do a receiver unit adjustment. The receiver cost adjustment and receiver unit adjustment will make item inventory and WAC adjustments in MFCS.

Validations on Create

If you are creating a new reversal, there are two types of validations, worksheet level and field level. This section reviews each of the template types including worksheet and field level validations.

Invoice Matching supports the creation of resolution documents based on either cost differences or quantity differences. If an item has both cost and quantity variances, it is possible to create both a debit memo cost and debit memo quantity for the same item on the invoice. The reverse debit memo process handles both cost documents and quantity documents.

Reverse Debit Memo Cost

For Debit Memo Cost documents, the Amount Per Unit (or unit cost), is used to reverse the document. For instance if item ABC has a quantity of 100, and a unit cost of $5.00, and you want to reverse the whole document, you would specify $5.00 as the reversal amount

1 The document type is not entered, instead it is determined based on the template type. The 'Reverse Debit Memo Cost' template type is used only for 'Debit Memo Cost' document types. The 'Reverse Debit Memo Quantity' template type is used only for 'Debit Memo Quantity' document types.

and $5.00 would be the unit cost on the Credit Memo. If you only want to reverse half of the debit memo cost, then you would specify $2.50 as the reversal amount and the $2.50 would be the unit cost on the Credit Memo. Because the document is a Credit Memo Cost, the quantity will be the 100 from the debit memo cost for both these scenarios.

Field	Required (?)	Rules for Validation
Request ID	Y	The Request ID is a unique sequence number for this spreadsheet. The sequence number should start with 1 and should increment by 1. There should be no gaps or duplicates in the sequence. It is used in error handling to identify the row which a particular error relates to.
Action	Y	This field designates the action to be taken. 'Create (C) ' is the only action available. This action will reverse the debit memo with a credit memo, and optionally do a receiver cost adjustment. The 'Create (C)' value can be selected from a dropdown in the spreadsheet.
Vendor	N*	The vendor number for the debit memo to be reversed. *If vendor is not provided, then supplier site number must be provided, and it is used to lookup the vendor number. The vendor number, document number and document type = 'DEBMEC' are used to identify the debit memo to be reversed.
Supplier Site	N**	The supplier site number for the debit memo to be reversed. **If vendor is not provided, then supplier site number must be provided, and it is used to lookup the supplier parent to use as the vendor number. If vendor number is entered, then the supplier site number is optional. If supplier site is entered, it must be a supplier site under the vendor.
Document Number	Y	The document number of the debit memo to be reversed. The vendor number, document number and document type = 'DEBMEC' are used to identify the debit memo to be reversed.
Document Date	N	Document date is optional, but may be required for duplicate document check when the system option 'Include Doc Date for Dup Check' or 'Include Doc Year for Dup Check' is set. If entered, it must be a valid date less than or equal to the current date.
Item	N	The item number to be reversed. If item is left as null, all items on the debit memo are fully reversed, and reverse amount per unit must be null. To reverse more than 1 but not all items on the debit memo, each item to be reversed would be on a separate row of the spreadsheet.
Item Description	N	The item description is informational only, it is not used in the upload. It was included as a convenience, for the users of the spreadsheet to allow a description to be associated with the item number.
Debit Memo Cost Reason Code	N	The reason code associated with the item to be reversed. This field is only needed if the original discrepancy was resolved with multiple reason codes and you only want to reverse the amount per unit associated with one of the reason codes. Using multiple reason codes to resolve a discrepancy is rare for most retailers. For retailers not doing it, the recommendation is to create and use a custom template where this field is left off.
Reverse Amount per Unit	N	Enter the Amount per Unit (Unit Cost) to be reversed. If left null, the entire Available Amount per Unit for the item on the debit memo will be reversed. Available Amount per Unit is the original unit cost on the debit memo minus any Amount per Unit which had already been reversed. If entered, the value must be > 0.

Field	Required (?)	Rules for Validation
Reverse Reason Code Cost	Y	The reason code to use for reversing the debit memo. This must be a Credit Memo Cost reason code.
Receiver Cost Adjustment Reason Code	N	Optionally enter the reason code associated with the Receiver Cost Adjustment. Entering this code will do a receiver cost adjustment in Merchandising including entries to tran data to adjust inventory and WAC on the item. The reason code used must have an action of 'RCAMR', or 'RCASMR. These two actions ensure the already matched receipt which generated the reversed debit memo will have its unit cost updated. **Note:** To do a Receiver Cost Adjustment, the associated Credit Memo Cost Reason Code must use UNR as its transaction code. See the "Setting Up Credit Memo Reason Codes with UNR Transaction Codes ' section below for more details.
Comment	N	Optionally enter a comment associated with the reversal.

Reverse Debit Memo Quantity

For Debit Memo Quantity documents, the quantity is used to reverse the document. So for instance if item ABC has a quantity of 100, and a unit cost of $5.00, and you want to reverse the whole document, you would specify 100 as the reversal amount and 100 would be the quantity on the Credit Memo. If you only want to reverse half of the debit memo quantity, then you would specify 50 as the reversal amount and 50 would be the quantity on the Credit Memo. Because the document is a Credit Memo Quantity, the unit cost will be the 5.00 from the debit memo quantity for both these scenarios.

Field	Required (?)	Description
Request ID	Y	The Request ID is a unique sequence number for this spreadsheet. The sequence number should start with 1 and should increment by 1. There should be no gaps or duplicates in the sequence. It is used in error handling to identify the row which a particular error relates to.
Action	Y	This field designates the action to be taken. 'Create (C)' is the only action available. This action will reverse the debit memo with a credit memo, and optionally do a receiver unit adjustment. The 'Create (C)' can be selected from a dropdown in the spreadsheet.
Vendor	N*	The vendor number for the debit memo to be reversed. *If vendor is not provided, then supplier site number must be provided, and it is used to lookup the vendor number. The vendor number, document number and document type = 'DEBMEQ' are used to identify the debit memo to be reversed.

Field	Required (?)	Description
Supplier Site	N**	The supplier site number for the debit memo to be reversed. **If vendor is not provided, then supplier site number must be provided, and it is used to lookup the supplier parent to use as the vendor number. If vendor number is entered, then the supplier site number is optional. If supplier site is entered, it must be a supplier site under the vendor.
Document Number	Y	The document number of the debit memo to be reversed. The vendor number, document number and document type = 'DEBMEQ' are used to identify the debit memo to be reversed.
Document Date	N	Document date is optional, but may be required for duplicate document check when the system options 'Include Doc Date for Dup Check' or 'Include Doc Year for Dup Check' is set. If entered, it must be a valid date less than or equal to the current date.
Item	N	The item number to be reversed. If item is left as null, all items on the debit memo are fully reversed, and reverse amount per unit must be null. To reverse more than 1 but not all items on the debit memo, each item to be reversed would be on a separate row of the spreadsheet.
Item Description	N	The item description is informational only, it is not used in the upload. It was included as a convenience, for the users of the spreadsheet to allow a description to be associated with the item number.
Debit Memo Quantity Reason Code	N	The reason code associated with the item to be reversed. This field is only needed if the original discrepancy was resolved with multiple reason codes and you only want to reverse the quantity associated with one of the reason codes. Using multiple reason codes to resolve a discrepancy is rare for most retailers. For retailers not doing it, the recommendation is to create and use a custom template where this field is left off.
Reverse Quantity	N	Enter the quantity to be reversed. If left null, the entire Available Quantity for the item on the debit memo will be reversed. Available Quantity on the debit memo is the original quantity for the Item minus any quantity which had previously been reversed. If entered, the value must be > 0.
Reverse Reason Code Quantity	Y	The reason code to use for reversing the debit memo. This must be a Credit Memo Quantity reason code.

Field	Required (?)	Description
Receiver Unit Adjustment Reason Code	N	The reason code associated with the Receiver Unit Adjustment (RUA). Entering this code will do a receiver unit adjustment in Merchandising including entries to tran data to adjust inventory and WAC on the item. The reason code must have an action of 'RUA'. **Note:** To do a Receiver Unit Adjustment, the associated Credit Memo Quantity Reason Code must use UNR as its transaction code. See the 'Setting Up Credit Memo Reason Codes with UNR Transaction Codes' below for more details.
Comment	N	Optionally enter a comment associated with the reversal.

Deleting Credit Memo Generated from Reversed Debit Memo

Credit Memos created via the reversal process which do not do a receiver adjustment can be deleted until they are in Posted status. If deleted, the remaining cost/quantities available for reversal on the debit memo will be updated.

Credit Memos created via the reversal process which do a receiver adjustment cannot be deleted, instead an offsetting standalone Debit Memo would need to be created to offset the Credit Memo, and adjustments for the receiver adjustment would need to be done manually in Merchandising.

Upload Errors

If your spreadsheet upload encounters errors, these will be visible in the Data Loading Status page in Invoice Matching. You will also receive a notification to alert you that there are issues to review. The View Errors page for your upload will show the errors that were encountered to help direct you in correcting the issues. For more details, see the *Invoice Matching Cloud Service Do the Basics User Guide* section titled Manage Data Loading Requests.

If using the bulk upload, no notifications is raised. However, the errors are visible in the Data Loading > Manage Requests page as well. If you want to access any errors externally, then the process status table SVC_PROCESS_TRACKER and the error table RDS_WV_IM_PROCESS_ERROR will be exposed by replication in the Retail Data Store (RDS).

Setting up Credit Memo Reason Codes with UNR Transaction Codes

Since Reversing a debit memo is already an action available, the new features in the UI are immediately available after the upgrade is completed.

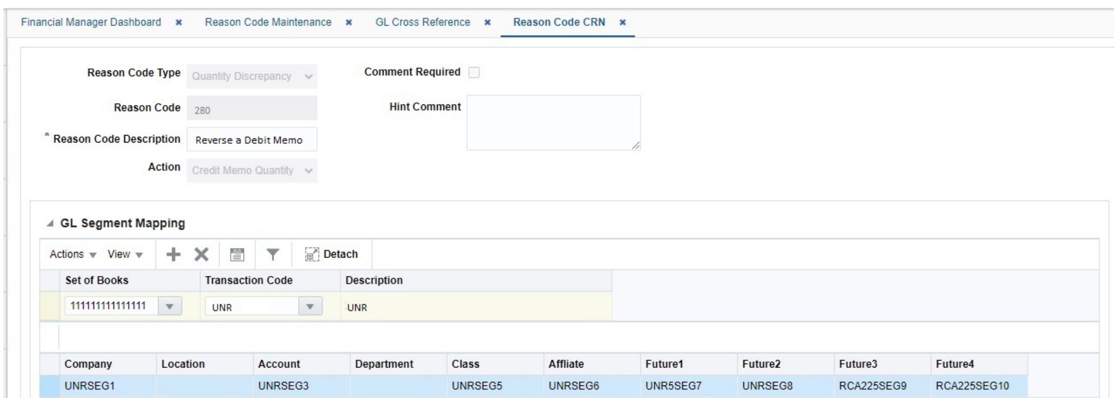
In order to utilize the Receipt Adjustment functionality of the Debit Memo reversal process, Credit Memo Cost and Credit Memo Quantity reason codes which use UNR as the transaction code for G/L Segments must be created. This will ensure the correct accounting entries are made on the Credit Memo when the receipt adjustments are included in the reversal process.

Here are the details around this requirement:

When reversing a debit memo with the option to include an RCA or RUA adjustment, the accounting entries associated with the Credit Memo must use the UNR Transaction Code G/L Segments rather than the ‘standard’ expense entries setup on the standard Credit Memo reason codes.

The Reason Code Maintenance screen supports using UNR as the transaction code for assigning the G/L Segment Mapping on Credit Memo Reason Codes (Cost and Quantity).

Here is a screen shot of the Reason Code Maintenance screen showing the setup of a UNR transaction code on a Credit Memo Quantity reason code:



Credit Memo Reason Codes designated with a UNR Transaction Code are only used when reversing Debit Memos. These reason codes are restricted from being used from any of the Resolution Popups (including the Detail Match screen, Discrepancy Resolution List, and Credit Note Detail Match Screen). The codes are also restricted from the auto resolution option on Tolerance maintenance, and the Credit Note Matching Auto Resolution codes on system options. Reason codes with UNR Transaction Codes for G/L segments should only be allowed in the Reverse Debit Memo process.

The use of a Credit Memo reason code with a UNR Transaction Code for the Reversal Reason Code controls whether the Receiver Unit Adjustment Reason Code field and the Receiver Cost Adjustment reason code field are enabled in the Reverse Debit Memo screen, and whether RCA or RUA codes can be used in the induction upload.

9

Create Master Supplier for Supplier Level Supplier Options

The Master Supplier is a set of default parameters which are used to build the Supplier Options when a new Parent Supplier is created in Merchandising. The default parameters include all the fields on the Supplier Option UI except for the Supplier Group. The Master Supplier allows for a single set of defaults that applies to all new suppliers created in Merchandising through the UI or the ReST service.

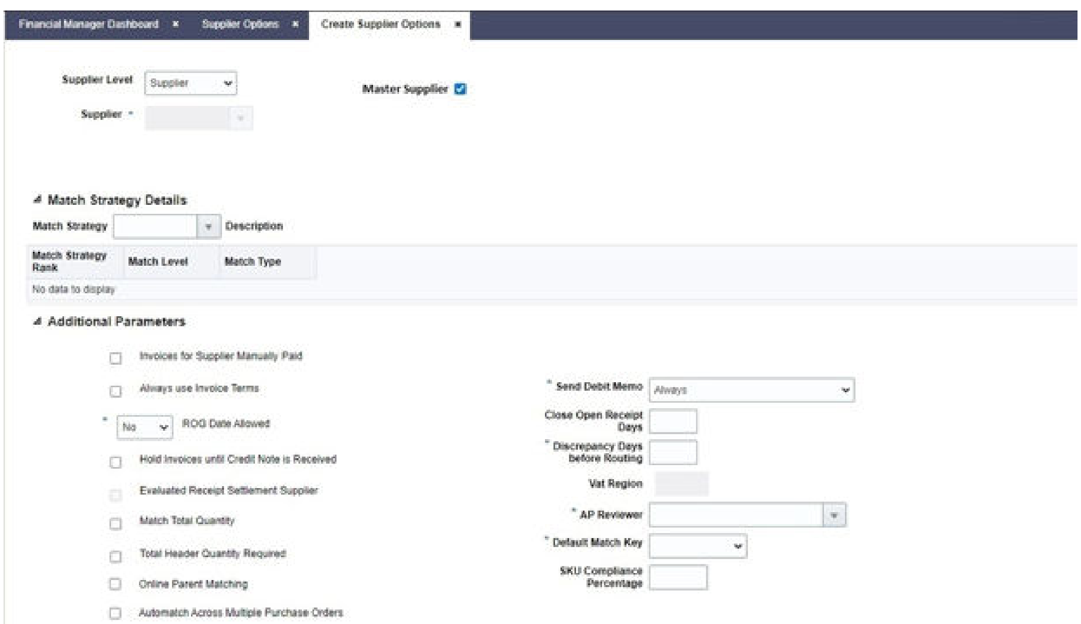
The Master Supplier setting is only maintained for the Supplier Level. If a Master Supplier is present, it will be used to automatically populate the Supplier Options at the supplier level when a Parent Supplier is created in MFCS via the Supplier ReST Service, or via the Supplier User Interface (UI).

As stated above, the Master Supplier feature does not include a Supplier Group. If a Supplier needs to be included in a Supplier Group, that will need to be done manually in the Invoice Matching UI after the rest of the Supplier Options are automatically created.

To create the Master Supplier for Supplier Level Supplier Options, proceed as follows:

1. From the Create Supplier Options window, select **Supplier** in the Supplier Level field.

Figure 9-1 Create Master Supplier – Supplier Options at the Supplier Level



2. Select the ‘Master Supplier’ check box.
3. Enter values in the enabled fields as necessary:
   - **Match Strategy:** Optionally enter a match strategy. If left blank, new suppliers will not be assigned a match strategy at the supplier level, but will use the default Match Strategy if one has been defined.

- **Invoices for Supplier Manually Paid**: Select the check box to indicate that invoices from the supplier should be paid manually.
- **Always Use Invoice Terms**: Select the check box to indicate that the invoice terms should always be used as the best terms.
- **ROG Date Allowed**: Select an option to determine whether the receipt of goods date is used when determining the basis date for best terms. The options are:
  - No – the invoice date becomes the basis date
  - Yes – the invoice date and ROG date are compared and the later one becomes the basis date
  - Always – the ROG date becomes the basis date
- **Hold invoices until Credit Note is Received**: If checked, matched invoices will not post to the Financial System until all Credit Note Requests associated with the invoice are matched to Credit Notes.
- **Match Total Quantity**: Determines if Matching of Total Quantity is required for Invoices at the Supplier Level.
- **Total Header Quantity Required**: Determines if Total Header Quantity is required to be specified for Invoices at the Supplier Level.
- **Online Parent Matching**: Indicates whether parent level matching is allowed in the online matching process for the supplier.
- **Automatch Across Multiple Purchase Orders**: Indicates whether the supplier is sending one invoice for multiple purchase orders.
- **Send Debit Memo**: Select the frequency to indicate when to send a debit memo.

  Possible values are:

  Always - Indicates Debit Memo will be sent.

  Never - Indicates a Credit Note Request will be sent.

  Only when Credit Note is late - Indicates a Credit Note Request will be sent, but later if the Credit Note does not come in on time, a Debit Memo is generated and the Credit Note Request is voided.

  Only when Credit Note is late, No void - Indicates a Credit Note Request will be sent, but later if the Credit Note does not come in on time, a Debit Memo is generated, but the Credit Note Request is not voided. Later, if the Credit Note comes in and is matched to the Credit Note Request, the Debit Memo is reversed.

  When this setting is:
  - Never
  - Only when the Credit Note is Late
  - Only when the Credit Note is Late, No Void

  An additional option called ‘Hold Invoice until Credit Note is Received’ is allowed. You can check or uncheck it.
- **Close Open Receipt Days**: Enter the number of days that a receipt remains in the system without an invoice. After the number of days has passed, the receipt is posted for payment.
- **Discrepancy Days Before Routing**: Enter the number of days that quantity discrepancies should be held before routing for resolution.

- **AP Reviewer**: This field specifies which accounts payable employee will be the default reviewer for invoice at the Supplier Level.
- **Default Match Key**: Indicates the Default Match key applicable for the Supplier for the Auto match process.
- **SKU Compliance Percentage**: Enter the percent of items on the invoice which also need to be on the receipt for a header level match to be accepted.

4. Click **Save** to save your changes or **Save and Close** to save your changes and close the window.