# Oracle® Retail Invoice Matching Cloud Service

Manage Documents User Guide





Oracle Retail Invoice Matching Cloud Service Manage Documents User Guide,

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# Contents

#### Send Us Your Comments

Audience	\
Documentation Accessibility	\
Customer Support	\
Improved Process for Oracle Retail Documentation Corrections	,
Oracle Help Center (docs.oracle.com)	٧
Conventions	V
Create Documents	
Create Merchandise Invoice	1-
Create Merchandise Invoice	1-
Header Information	1-
Non Merchandise Detail	1-
Document Totals	1-
Tax Details	1-
Save the Document	1-
Create Other Documents	1-
Non-Merchandise Invoice	1-
Create a Non-Merchandise Invoice	1-
Credit Memo, Debit Memo, Credit Note Request, or Credit Note	1-
Create a Credit Memo, Debit Memo, Credit Note or Credit Note Request	1-
Create a Credit Note from a Credit Note Request	1-1
Use Group Entry	1-1
Group Entry of Header-Only Documents	1-1
Create Documents via Spreadsheet	1-1
Data Loading vs. EDI	1-1
Upload Data	1-1



# 2 Manage Documents

Search for a Document	2-1
Header Pane	2-2
Header Tab	2-3
tems Tab	2-4
Non-Merchandise Costs Tab	2-9
Tax Breakdown Tab	2-10
Add Comments	2-11
Add a Comment	2-11
Add Deal Billing Details	2-11
Add Deal Billing Details	2-12
Add Purchase Orders	2-14
Add Additional Orders	2-14
Manage EDI Documents	2-15
Search for an EDI Document	2-15
Fix EDI Errors	2-17
Mass Correct EDI Errors	2-17
Pre-Pay a Merchandise Invoice	2-18
Releasing an Invoice on Hold	2-19
Edit an Existing Group of Documents	2-19
Void a Credit Note Request	2-20
Reverse a Debit Memo	2-20
Resubmit a Document to Request a Fiscal ID	2-21



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Oracle Retail Invoice Matching Cloud Service Manage Documents User Guide

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- Did you find any errors in the information?
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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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- Exact error message received
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https://docs.oracle.com/en/industries/retail/index.html

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

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#### Conventions

The following text conventions are used in this document:

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



1

# **Create Documents**

# Create Merchandise Invoice

There are four ways invoices are loaded into the system: EDI, single invoice entry, group entry, and invoice induction. An invoice is the bill for goods or services received from a supplier or partner. A merchandise invoice is a document that a supplier sends to a retailer for merchandise items. A merchandise invoice can also contain additional non-merchandise costs. Because a merchandise invoice must involve items, only suppliers can send merchandise invoices.

#### Create Merchandise Invoice

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

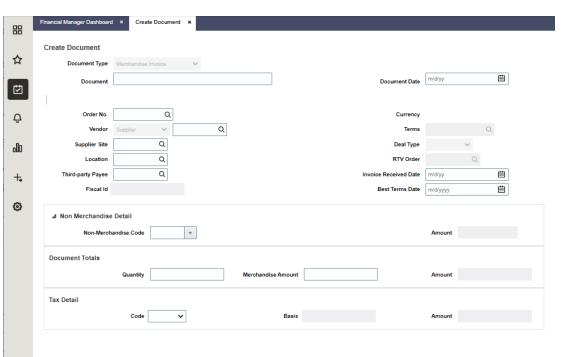


Figure 1-1 Create Document

1. Open the Create Document screen. The Create Document screen is launched when the user chooses to create a Document through either of the one of the following:

Save Save and Add Another Save And Close Cancel

- Clicking the Create Document link under the Document Maintenance subgroup on the Global Navigation section
- Select Create Document from the Actions menu on the Search Results Pane
- 2. In the Document Type field, select **Merchandise Invoice**. Once the Document Type is selected, the field is disabled and the Vendor Type is set to Supplier.

#### **Header Information**

- In the Document field, enter the identifier for the Document in Invoice Match that is used in communication with the vendors and will be displayed to the end user. This must be unique by vendor, document type, and (optionally depending on system setting) by document date.
- 2. In the Document Date field, enter the date the invoice was created, or click the calendar button and select a date.
- 3. In the Order No. field, select the Purchase Order against which the Document (or Invoice) is raised.



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

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

#### Note:

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

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

#### Note:

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





For import PO's the Import Location is used as the location in Invoice Match.

8. In the Third-party Payee field, enter the name of the third-party vendor who will remit payment instead of the vendor associated with the PO. The third-party payee can be any valid parent supplier from the Merchandising system.

#### Note:

The Third-party Payee field is only displayed if the Allow Third-Party Payee system option is checked

In the Invoice Received Date, enter the date the document was received from the vendor.

#### Note:

A system option enables the Invoice Received Date to be used as basis date to calculate the Invoice Due Date. When the system option is unchecked, the due date is calculated based on the document date, or the receipt of goods date depending on supplier options.

**10.** In the Fiscal ID field, enter the fiscal ID. The fiscal ID is an optional identifier used by government agencies to assist in the auditing of financial transactions.

#### Note:

The Fiscal ID field is enabled unless E-Invoicing is configured and the document type is 'retailer issued'. See the *Retail Invoice Matching Cloud Service Implementation Guide* for details on E-Invoicing.

11. In the Best Terms Date field, users can optionally enter the Best Terms Date. If entered, the date will override the best terms date which is derived in the Best Terms calculation. The Best Terms Date is the basis date which is passed to the financial system with the Best Terms (payment terms) and is used as the starting date to calculate the due date.

#### Non Merchandise Detail

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

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



2. In the Non Merchandise Amount field, specify the non merchandise amount corresponding to the Non Merchandise Code specified.



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

#### **Document Totals**

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

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



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

The Merchandise Amount field represents the Total Merchandise Value excluding tax.

Total Merchandise Amount = Total Amount - Non Merchandise Amount - Tax Amount

3. The Amount field represents the total value of the document. This field is automatically populated with the sum of the Merchandise Amount, Non Merchandise Amount, and Tax Amount(s).

#### Tax Details

In a Single Tax Environment the Tax Detail section allows the addition of a single tax code, tax basis and amount to an invoice as part of a quick entry flow. Additional codes and details may be entered using the Tax Breakdown window available on the Document Maintenance screen.

- In the Code field, specify the tax code applicable on the document at a header level.
- 2. The basis field is automatically calculated when the tax code is entered if the merchandise amount is entered first. The calculated amount can be overwritten.
- 3. The Amount field is automatically populated. It is computed by applying the tax code on the taxable basis if the tax code and basis are added first. The Amount field can be overwritten by the user.

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



multiple taxes to be included on the document. The tax table supports the entry of both percent or per unit taxes.

#### Save the Document

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

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

# **Create Other Documents**

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

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

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

#### Non-Merchandise Invoice

A non-merchandise invoice is a document for non-merchandise costs only. It can be created by a supplier or a partner. Non-merchandise invoices cannot contain a bill for merchandise items.

#### Create a Non-Merchandise Invoice

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



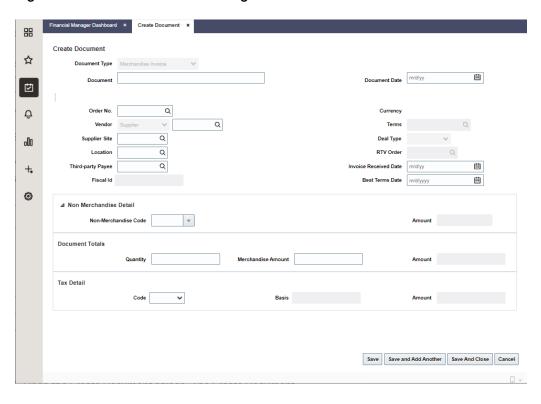


Figure 1-2 Create Document Dialog

- Open the Create Document screen. The Create Document screen is launched when the user chooses to create a Document through either of the one of the following:
  - Clicking the Create Document link under the Document Maintenance subgroup on the Global Navigation section
  - Select Create Document from the Actions menu on the Search Results Pane
- 2. In the Document Type field, select **Non-Merchandise Invoice**. Once the Document Type is selected, the field is disabled and the Vendor Type is set to Supplier by default, but it can be changed.

#### **Header Information**

 In the Document field, enter the identifier for the Document in Invoice Match that is used in communication with the vendors and will be displayed to the end user. This must be unique by vendor, document type, and (optionally depending on system setting) by document date.



#### Note:

If the vendor created the document (for example, a non-merchandise invoice), this field will hold the vendor's id for the document. If the retailer created the document in response to a client document (for example, a credit note request), the document ID will be the document ID of the original document prefixed or suffixed with the appropriate values from the im\_system\_options table (credit\_note\_req\_prefix\_cost, debit\_memo\_prefix\_qty, credit\_memo\_suffix\_dp).

There is also a system option which will allow the prefix to be left off externally generated documents, including those coming from EDI, Spreadsheet Induction, ReST Service, and Bulk Upload (XML). Prefixes will always be included on resolution documents, and documents entered through the UI.

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

#### Note:

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

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

#### Note:

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

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

#### Note:

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



#### Non Merchandise Detail

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

#### Note:

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

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

#### **Document Totals**

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



For a non-merchandise document, the quantity and merchandise amounts are null (or zero), and the Amount is the non-merchandise amount plus tax amount.

 The Amount field represents the total value of the document. This field is automatically populated with the sum of the Non Merch Amount and Tax Amounts if not entered.

#### Tax Details

In a single tax environment, the Tax Detail section allows the addition of a single tax code, tax basis and amount to the document as part of a quick entry flow. Additional codes and details may be entered using the Tax Breakdown window available on the Document Maintenance screen.

- In the Code field, specify the tax code applicable on the document at a header level.
- In the Basis field, enter the taxable basis on which the tax code should be applied. This is computed by dividing the tax amount by the tax rate if the tax code and tax amount are added first.



The Amount field is automatically populated. It is computed by applying the tax code on the taxable basis if the tax code and basis are added first. The Amount field can be overwritten by the user.



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

#### Save the Document

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

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

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

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

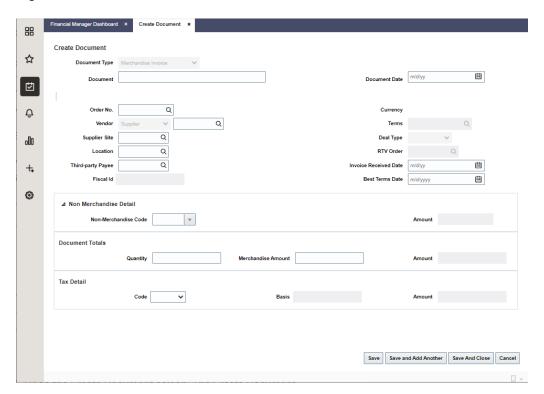
Credit Memos are entered as a positive amount, Debit Memos (which have the opposite effect of Credit Memos) are entered as a negative amount. For Debit Memos associated with merchandise items, the unit cost is entered as negative so the calculation of the extended amount is also negative. Credit Notes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

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

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



Figure 1-3 Create Document



- Open the Create Document screen. The Create Document screen is launched when the user chooses to create a Document through either of the one of the following:
  - Click the **Create Document** link under the Document Maintenance subgroup.
  - Select Create Document from the Actions menu on the Search Results Pane.
- 2. In the Document Type field, select one of the following:
  - Credit Note
  - Credit Note Request Cost
  - Credit Note Request Quantity
  - Credit Note Request- Tax
  - Debit Memo Cost
  - Debit Memo Quantity
  - Debit Memo Tax
  - Credit Memo Cost
  - Credit Memo Quantity

Once the Document Type is selected, the field is disabled and the Vendor Type is set to Supplier.

#### **Header Information**



 In the Document field, enter the identifier for the Document in Invoice Match that is used in communication with the vendors and will be displayed to the end user. This must be unique by vendor, document type, and (optionally depending on system setting) by document date.

#### Note:

If the vendor created the document (for example, a merchandise invoice), this field will hold the vendor's id for the document. If the retailer created the document in response to a client document (for example, a credit note request), the document identifier will be the same as that of the original document prefixed with the appropriate values from the im\_system\_options table (credit\_note\_req\_prefix\_cost, debit\_memo\_prefix\_qty, credit\_memo\_suffix\_dp).

- In the Document Date field, enter the date the invoice was created, or click the calendar button and select a date.
- 3. In the Order No. field, select the Purchase Order against which the Document (or Invoice) is raised. When Purchase Order is entered, the Vendor and Supplier site are populated with the supplier and supplier site (respectively) from the Purchase Order.

#### Note:

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

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

#### Note:

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

- **4.** The Terms field defaults to the term of the specified PO. The defaulted value can be modified on the invoice document.
- 5. In the Supplier Site field, select the Supplier Site against which the Document (or Invoice) is raised.
- 6. The Deal Type field displays whether the document is associated with invoicing of a fixed deal or a complex deal and determines whether the Deal Billing details tab is enabled or not on the Document Maintenance window.
- 7. In the Location field, select the Invoicing (Billing) Location from the list of valid locations (stores and physical warehouses). These locations are defined in Merchandising.





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

8. The RTV Order No field indicates whether the Document corresponds to a RTV Chargeback. RTV charge backs are intimations for financial recovery raised by the merchandising system for goods returned to the supplier. These documents do not require any additional processing in Invoice Match.

#### **Document Totals**

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



This section is disabled if the Document type is set to Credit Memo, Debit Memo, Credit Note, or Credit Note Request.

#### Save the Document

When all of the necessary information is added to your Credit Memo, Debit Memo, Credit Note, or Credit Note Request, click **Save and Continue** to move on to the main document maintenance screen to continue entering the document.

#### Create a Credit Note from a Credit Note Request

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

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

- 1. From the Document Search window, perform a search for a Credit Note Request document. See Search for a Document for additional information.
- 2. In the Search Results pane, highlight the Credit Note Request you want to use to create a Credit and select **Create Credit Note** from the Action menu.
  - The Document Maintenance screen is called and populated with the data from Credit Note Request.
- From the Document Maintenance screen, enter the document date for the Credit Note.
- Make any necessary adjustments to the Credit Note, and select Save and Close button.

The Credit Note is created in an Approved status.



# **Use Group Entry**

Group entry is an extension of the manual entry process with the addition of features such as control totals and defaulting common values to provide greater accuracy and efficiency when manually entering documents. The group entry feature allows the entry of header only documents. Merchandise invoices, non-merchandise invoices, and credit notes are the only document types allowed in the group entry function.

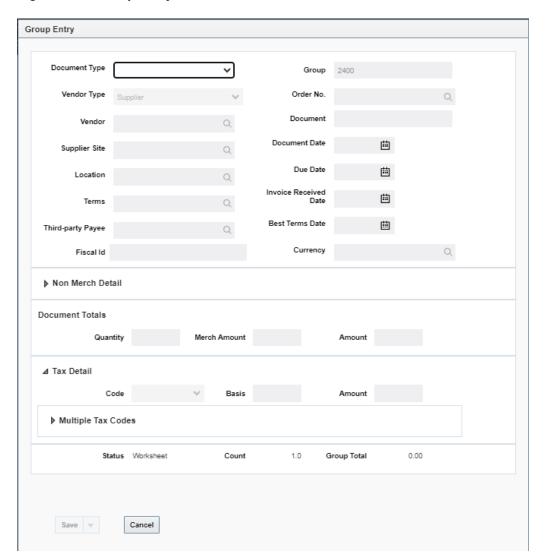
## Group Entry of Header-Only Documents

The Group Entry window facilitates the quick entry of multiple header-only documents. Group entry is available for merchandise invoices, non-merchandise invoices, and credit notes. All other document types are available using the single document entry process. The group entry window uses defaults where feasible to facilitate quick entry of documents. Group entry accepts the minimum fields necessary to create a header-only invoice, so if the user needs to enter item details or other information such as reference fields they would need to use the single document entry process.

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



Figure 1-4 Group Entry Window



- 1. From the Group Entry window, select the Document Type. Options are:
  - Merchandise Invoice
  - Non Merchandise Invoice
  - Credit Note
- 2. Once a document type is selected, enter information for the following:

Table 1-1 Group Entry Fields

Field	Description
Group ID	The Group ID is automatically assigned as the next number in a sequence.



Table 1-1 (Cont.) Group Entry Fields

Field	Description
Vendor Type	This field represents the type of vendor on the document being referenced. Options are:
	<ul> <li>Agent</li> <li>Applicant</li> <li>Bank</li> <li>Broker</li> <li>Consignee</li> <li>Consolidator</li> <li>Escheat - Country</li> <li>Escheat - State</li> <li>Expense Vendor</li> <li>External Finisher</li> </ul>
	<ul> <li>Factory</li> <li>Freight Forwarder</li> <li>Import Authority</li> <li>Importer</li> <li>Supplier</li> </ul>
Order No	This field allows for selection of the Purchase Order against which the Document (or Invoice) is raised. The field will be enabled for selection when the Document Type is Supplier.
	<b>Note:</b> If an Order No. is entered before the vendor, the vendor, supplier site, and terms default to the values from the purchase order. Additionally, if there is only one location on the purchase order, then the location will default to that value as well.
Vendor	This field allows selection of the Vendor against whom the Document (or Invoice) is raised.
Supplier Site	This field is available if the Vendor Type is set to Supplier. This field allows selection of the Supplier Site against whom the Document (or Invoice) is raised.
Terms	<ul> <li>This field allows specification of the Document Terms.</li> <li>This field will default to the value specified below depending on the document being created.</li> <li>Merch Invoice – Terms on the PO specified</li> <li>Non Merch Invoice – Terms associated with the Vendor in RMS</li> <li>Credit Note – Terms associated with the Vendor in RMS</li> <li>The defaulted value can be modified on the document.</li> </ul>
Location	This field indicates the Invoicing (Billing) Location. The value is selectable from the list of valid locations (stores and physical warehouses) defined in Merchandising. This field is defaulted if the Order No selected has a single Location on it.
Document ID	Identifier for the Document in Invoice Match that is used in communication with the vendors and is displayed to the end user. This value must be unique by vendor, document type, and document date.  If the vendor created the document (i.e. merchandise invoice,
	etc), this field will hold the vendors id for the document.



Table 1-1 (Cont.) Group Entry Fields

Field	Description
Document Date	Specifies the document date. The document date is the date the document was created. When documents are created by an outside party, the document date can be different from the create date (i.e. the document date on a merchandise invoice from a supplier will be the date the supplier generates the invoice while the create date for this record will be the date the invoice was entered/uploaded into Invoice Match).
Due Date	Represents the day the document is due for payment. Is computed based on the document date (or the last receipt date depending on supplier option) and the applicable Payment Terms. This is a view only field.
Currency	This column holds the currency associated with the document. Currency is display only on merchandise invoices.
Third-party Payee	Specifies the name of the third-party vendor who will remit payment instead of the vendor associated with the PO. The third-party payee can be any valid parent supplier from the Merchandising system.
Invoice Received Date	Specifies the date the document was received from the vendor.
Fiscal ID	Specifies the fiscal ID. The fiscal ID is an identifier used by government agencies to assist in the auditing of financial transactions.
Best Term Date	In the Best Terms Date field, users can optionally enter the Best Terms Date. If entered, the date will override the best terms date which is derived in the Best Terms calculation. The Best Terms Date is the basis date which is passed to the financial system with the Best Terms (payment terms) and is used as the starting date to calculate the due date.

3. If you are entering a Non-Merchandise document (or adding non-merchandise entry to a merchandise document), the following non-merchandise fields are available from the non-merchandise table:

**Table 1-2** Non-Merchandise Document Fields

Field	Description
Non Merch Code	Available largely as a quick entry alternative. Allows specification of a single non merch code applicable to the document. Additional codes if required can be entered via the Non Merch Costs tab.
Non Merch Amount	Available largely as a quick entry alternative in case of single non merchandise cost scenarios. Represents the Non merch Amount corresponding to the Non Merch Code specified.
	If multiple non-merch codes are entered, this field will display the accumulated total of the non-merch amounts.
Tax Code	Enter the tax code associated with the non merchandise entry.
Tax Rate	The tax rate associated with the non merch Tax code will display.



Table 1-2 (Cont.) Non-Merchandise Document Fields

Field	Description
Tax Amount	The Tax Amount associated with the non merch tax code is calculated and displayed here.

4. In the Document Totals section, enter information for the following fields:

**Table 1-3 Document Totals Fields** 

Field	Description
Total Quantity	This field represents the total number of units on the document.
	If the Total Quantity Required indicator is set for this supplier site, then total quantity must be entered. If the indicator is not set, then quantity is optional.
Total Merch Amount	Represents the Total Merchandise Value excluding tax. Is computed based on the below formula
	Total Merch Amount= Total Amount- Non Merch Amount- Tax Amount
Total Amount	Represents the total value of the Document. This field is automatically populated with the sum of the Non Merch Amount and Tax Amounts if not entered. It can be overridden or entered by the user.

5. In the Tax Totals section, enter information for the following fields:

Table 1-4 Tax Totals Fields

Field	Description
Tax Code	Available largely as a quick entry alternative in single tax scenarios. Specifies the tax code applicable on the document at a header level. Additional codes if required can be entered via the Tax Breakdown detail tab
Taxable Basis	Available largely as a quick entry alternative in single tax scenarios. Specifies the taxable basis on which the tax code should be applied. Will be computed by dividing the tax amount by the tax rate if the tax code and tax amount are added first
Tax Amount	Available largely as a quick entry alternative in single tax scenarios. This amount is computed by applying the tax code on the taxable basis if the tax code and basis are added first. Can be overwritten by the user.

Note:

There is also a Tax Table to support entry of multiple taxes if necessary.

**6.** In the Group Totals section, enter information for the following fields:



Table 1-5	<b>Group Totals Fields</b>
-----------	----------------------------

Field	Description
Document Status	This field displays the status of the document. This is a view only field.
Group Count	This should be a count of the number of invoices included in the group entry batch. The count includes the current invoice, so it is incremented after the document id and date are both provided.
Group Total Amount	This is an accumulated total amount of all the invoices included in the group entry batch. The total amount includes the current invoice, so the total amount is incremented whenever the total invoice amount is updated.

- 7. When all of the necessary information is added to your entry, click Save. Clicking the arrow adjacent to the Save button provides the following options:
  - Save and Add Another This option performs validation on the document to ensure it can be added in 'approved' mode, though it will stay in 'Worksheet' status until an 'Approve' is performed. If it passes validation, the document is updated to the database and the screen is cleared awaiting the next entry.
  - Save and Close This step performs the same validation and if it passes adds
    the document to the database just like the Save and Add Another, but then the
    UI is closed. Save and close will keep the documents in worksheet status. You
    must click Approve for the documents to be approved.

In addition to the options above, group entry has the following features:

- You can save and close a group without approving, then later call the Group back up through Document maintenance. In Document Maintenance, you search for the group, then highlight any invoice in the group. With the invoice highlighted, choose the 'Group Entry' action from the Actions drop down menu.
- There are also forward and backward navigation buttons in group entry which can be used to page through the invoices in the group to verify/correct the information.

# Create Documents via Spreadsheet

Data Loading (also known as invoice induction) allows users to manage and upload groups of invoices via spreadsheets. This allows users to enter detailed invoice information, not available via the Group Entry screen. Data Loading supports entry of all types of documents handled by the single document entry process including debit memos, credit memos, credit note requests, credit notes, non-merchandise invoices, and merchandise invoices. It also supports RTV's in their various forms which could include debit memos, credit memos, credit note requests and credit notes. Finally, induction also supports the Reverse a Debit Memo process.

#### Data Loading vs. EDI

When Retailers receive invoices via EDI, they must be treated as legal documents in the system. As a result, there are only a specific set of changes that can be made to the contents of the EDI file and the invoices it includes (see Manage EDI Documents for additional information). Invoices created through Data Loading are treated as if they were created manually using the Invoice Match user interface, which means



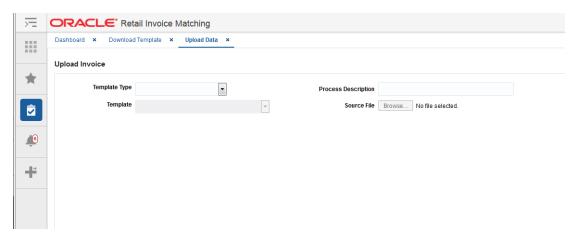
documents loaded through Invoice Induction allow more changes to be made to the documents through the user interface than is allowed for EDI documents. To differentiate between the types of invoices, an indicator is inserted in the database to specify how an invoice is created (for example, through EDI, spreadsheet or the Invoice Match UI).

#### **Upload Data**

Once users have added the documents to the spreadsheet, they will submit an upload request.

**Navigate**: From the Tasks menu, select **Data Loading > Upload Data**. The Upload Data window opens.

Figure 1-5 Upload Data Window



- From the Upload Data window, select a template type in the Template Type field. The following template types are supported:
  - Merchandise Invoice
  - Non-merchandise Invoice
  - Credit Note
  - Debit Memo
  - Credit Memo
  - Credit Note Request
- Select a template from the Template list. The list of values allows the selection of a template from all the templates defined in the system that are linked to the selected Template Type. It is mandatory to select a Template.
- 3. Enter a value in the Process Description field. The value specified in this field allows the user to more easily search for and find the process created for the upload in order to identify the status of the upload and view any errors that may have been identified. This is a mandatory field.
- 4. In the Source field, enter the directory and filename of your upload file. Alternatively, you can use the **Browse** button to browse to the upload file.
  - Click **Upload** to submit your upload for processing.



# Manage Documents

The Document Maintenance window offers a single screen view of the selected Document for different Document types including Merchandise and Non Merchandise Invoices, Credit Notes, Debit Notes, Credit Memos, and Credit Note Requests. This window can be accessed using any of the following options:

- By clicking Save on the Create Document dialog during a document creation.
- By selecting an existing document in the Search Results pane and selecting Edit/View from the Action menu.
- By clicking the Doc ID hyperlink.



Though the document is hyperlinked using the Doc ID field, the Doc ID field value by itself may not be unique and it is the data combination on the row that defines the document being opened.

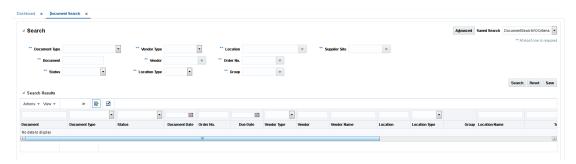
Note:

Only documents manually created in Invoice Match or entered via invoice induction in Invoice Match are editable through the user interface with the exception of the Add Comments.

#### Search for a Document

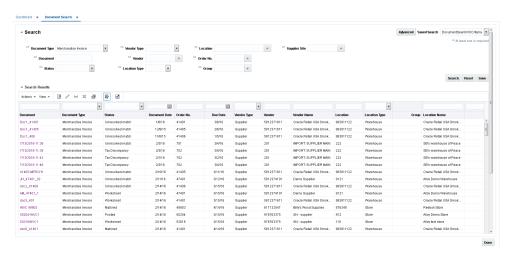
**Navigate**: From the Tasks menu, select **Document Maintenance > Document Search**. The Document Search window opens.

Figure 2-1 Document Search Window



- 1. Enter criteria as desired to make the search more restrictive. You must enter at least one search criterion.
- Click Search. The search results pane displays the documents that match the search criteria.

Figure 2-2 Document Search Results



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

#### **Header Pane**

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

Figure 2-3 Document Maintenance Header Pane



The following display-only fields appear in the Header pane:

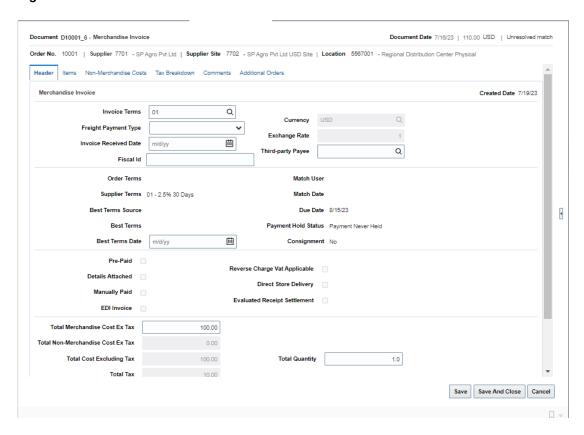
- Document This field displays the Document ID which is an identifier of the Document in Invoice Match. This is unique by vendor, document type, and document date.
- Document Date This field displays the Document Date which corresponds to the date on the document.
- Order No. This field displays the order number associated with the document
- Location This field displays the billing location on the document.
- Supplier This field displays the supplier or vendor on the document. This field is labeled Vendor if the Vendor Type is not Supplier.
- Supplier Site This field displays the supplier site on the document.



Total Amount – This field displays the total amount or value of the document.

### **Header Tab**

Figure 2-4 Document Maintenance Header Tab



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

- Invoice Terms
- Freight Payment Types
- Exchange Rate (will populate with default based on system options but can be changed)
- Invoice Received Date the date the invoice was received at the retailer's headquarters
- Third Party Payee optional field based on system option
- Best Terms Date optionally enter as override to derived date.
- User Reference Fields 1 through 4
- Total Amount
- Total Quantity

Credit Note Request and Credit Note documents include a section for Credit Note Match Keys which are fields used in the Credit Note Automatch batch program.



#### **Items Tab**

Figure 2-5 Document Maintenance Items Tab



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



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

This tab is hidden for non-merchandise invoices and for non-merchandise fixed deal documents. For non-merchandise fixed deal documents, relevant details are entered on the Deal Billing details tabs. All the fields available in Create mode on this tab are also enabled when the document is accessed in Edit mode in any of the following document-status combinations:

- Merchandise Invoice Worksheet/ Ready for Match/ Unresolved Match\*
   \*Edit allowed if no action has been taken and discrepancies have not been resolved
- Credit Note Worksheet/ Approved
- Credit Note Request Worksheet/Approved
- Credit Memo Worksheet/ Approved
- Debit Memo Worksheet/Approved



Only documents manually created though the user interface or through invoice induction are editable through the user interface, with the exception of adding comments on the Comments tab.

In a Single Tax Environment when documents are manually created or uploaded into Invoice Match using EDI or induction, when detail lines are added to the document, the system checks in Merchandising to see whether the item is eligible for Reverse



Charge VAT. If the item is eligible, the information is saved against the detail line. Overall applicability of Reverse Charge VAT is determined at a document level.

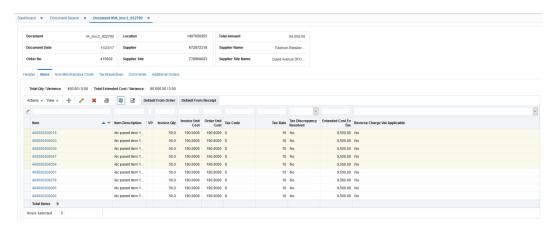
The tax fields in the tab are available only if tax validation is enabled in Invoice Match. If the tax validation is set to retailer, then the tax fields are defaulted based on the values defined in the Merchandising system and are not editable on this screen. For tax validation type of vendor or reconcile,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

#### Adding an Item to a Document

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

- Perform a search for the invoice to which you want to add an item. See Search for a Document.
- 2. From the Search Results pane, click the invoice you want to update. The Document Maintenance screen opens.

Figure 2-6 Document Maintenance Screen



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

Figure 2-7 Add Item Screen



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

Table 2-1 Add Item Screen Fields

Field	Description
Item	Enter or search for the item to add to the document.



Table 2-1 (Cont.) Add Item Screen Fields

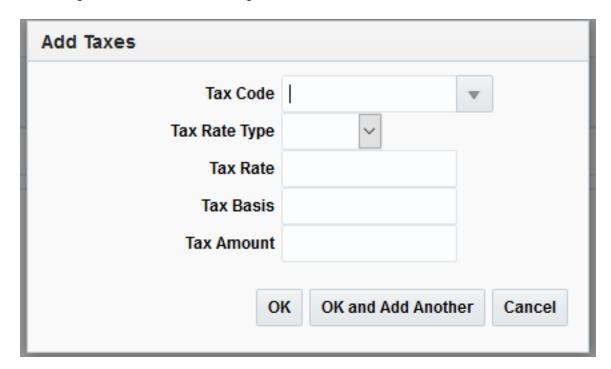
Field	Description
Quantity	The quantity to be used for the new item.
Unit Cost	The unit cost to be used for the new item.



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

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

Figure 2-8 Add Taxes Dialog



**6.** Enter information for the following fields:

Table 2-2 Add Taxes Dialog Fields

Field	Description
Tax Code	The tax code to be used for the item.
Tax Rate Type	Select the tax rate type to be used. Options are Percent or Per Unit.



Table 2-2 (Cont.) Add Taxes Dialog Fields

Field	Description
Tax Rate	This field defaults to the tax rate of the tax code if it is entered. The user has the option to make changes.
Tax Basis	Tax Basis is the amount which against which taxes should be calculated.
	When the Tax Rate is Percent, the default value for tax basis is the item quantity * unit cost. However, the value can be changed.
	When Tax Rate is Per Unit, the tax basis is null.
Tax Amount	The Tax Amount associated with the item.

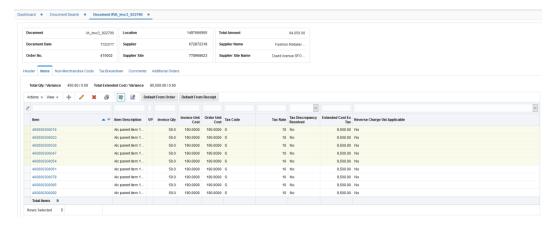
- 7. Once the tax information is entered, choose one of the following options.
  - Click **OK** to add the tax information and return to the Add Item screen.
  - Click OK and Add Another to add additional item/tax information.
  - Click Cancel to return to the Add Item screen.
- **8.** From the Add Item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

#### **Mass Maintenance**

When invoice details are built using either Default from PO or Default from Receipt, quite often several records on the same invoice can have incorrect information in one of the fields. In this situation, the default from receipt (or PO) would contain several rows in the item table on the invoice that all need the same correction. In this situation, you can use Mass Update to correct multiple items at one time.

- 1. Perform a search for the invoice you want to update. See Search for a Document.
- 2. From the Search Results pane, click the invoice you want to update. The Document Maintenance screen opens.

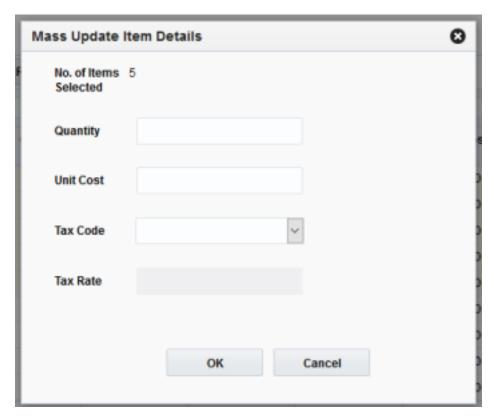
Figure 2-9 Document Maintenance Screen



From the Items tab of the Document Maintenance screen, highlight the items you want to update and select Edit from the Actions menu. The Mass Update Item Details dialog opens.



Figure 2-10 Mass Update Item Details Dialog



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

Table 2-3 Mass Update Item Details Dialog Fields

Field	Description
Quantity	The quantity to be used to update the selected items.
Unit Cost	The unit cost to be used to update the selected items.
Tax Code	The tax code to be used to update the selected items.
	This field is disabled if the Tax Validation Type is set to System, if any one of the selected items has the Reverse VAT indicator set, or if the VAT region of the supplier site does not match the VAT region of the location on the invoice.
Tax Rate	This field defaults to the tax rate of the tax code if it is entered. The user has the option to make changes.



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



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

#### Non-Merchandise Costs Tab

Figure 2-11 Document Maintenance Non-Merchandise Costs Tab



The Non-Merchandise Costs tab captures the non-merchandise costs on the document including non-merchandise totals and their associated taxes. All the fields available during create on this tab are also enabled when the document is called up in edit mode for the following document-status combinations:

- Merchandise Invoice Worksheet/Ready for Match/ Unresolved Match\*
   \*Edit allowed if no action has been taken and discrepancies have not been resolved
- Non Merchandise Invoice Worksheet/ Approved
- Credit Note Worksheet/ Approved
- Credit Note Request Worksheet/ Approved
- Credit Memo Worksheet/ Approved
- Debit Memo Worksheet/ Approved

The tax fields in the tab are available only if tax validation is enabled in Invoice Match. Irrespective of the tax validation type, the tax fields are available for entry and edit for the tax validation types of Retailer, Vendor, or Reconcile.

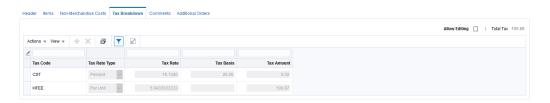


In global tax environment, the tax fields are replaced with a tax table. When a row is highlighted in the non-merchandise table, the taxes associated with the non-merchandise code are shown in the tax table and can be edited accordingly.



#### Tax Breakdown Tab

Figure 2-12 Document Maintenance Tax Breakdown Tab



This Tax Breakdown tab captures all tax amounts (including detail level as well as non-merchandise tax components) at a tax code level and is accessible only if taxes are enabled in Invoice Match. All the fields available during create on this tab are enabled when this tab is accessed in edit mode for the following documents status combinations:

- Merchandise Invoice Worksheet/ Ready for Match/ Unresolved Match/ Multi-Unresolved Match
- Non Merchandise Invoice Worksheet/ Approved
- Credit Note Worksheet/ Approved
- Credit Note Request Worksheet/Approved
- Credit Memo Worksheet/ Approved
- Debit Memo Worksheet/ Approved

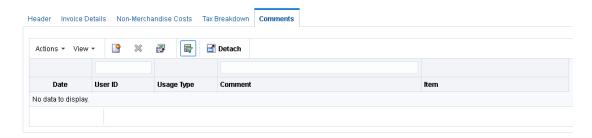
#### Note:

This tab is disabled and auto-populated based on the invoice details added if the Default Taxes from Header option is set. If the option is set, all tax amounts on the Detail lines as well as the Non Merch Codes in the document are rolled up by Tax Code and populated in the Tax Codes table. Each time a detail row is updated the same update is reflected in the Tax Header. For a particular document, the user can override the automatic generation of taxes by selecting the Allow Editing of Tax Amount check box. This makes the tax values editable for this document during the current maintenance session.



### **Add Comments**

Figure 2-13 Document Maintenance Comments Tab



The Comments tab allows you to add or modify comments attached to a document.

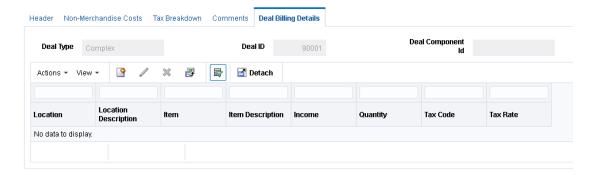
### Add a Comment

Perform the following procedure to add a comment to a document:

- On the comments tab, select Create from the Action menu. A new comment is added to the comment table. The Date and User ID fields are populated with the date the comment is being created and the user ID of the logged in user.
- In the Usage Type field, select whether the comment is External or Internal.
- 3. In the Item field, specify whether the item should allow detail level comments specific to an item on the invoice. Items allowed for selection using the LOV are restricted to the items on the invoice. This field is not displayed for non-merchandise invoices as there are no item details on these documents.
- 4. In the Comments field, enter comments with regard to the specific resolution actions or details on the invoice that might be relevant for audit or further financial reconciliation.
- 5. Click **Save** to save the new comment.

# Add Deal Billing Details

Figure 2-14 Document Maintenance Deal Billing Details Tab





The Deal Billing Details tab displays details of linked deals and derived income for documents that are linked to deal invoicing for fixed and bill back deals Such documents are generally uploaded from Merchandising. This tab is disabled if the Document being Created/Edited/Viewed does not have associated deal information. In the create flow the presence of deal information can be indicated by specification of a Deal Type on the create document dialog. If a document is linked to a deal then the Deal Billing Details tab is enabled and the corresponding Invoice Maintenance Detail tab is disabled. Line item or Merchandise hierarchy details are entered via this tab and taxes captured on this tab drive tax breakdown calculation for such documents. Note that the Deal Detail tab will not show deal details for off invoice deals that are associated with an invoice. The default columns and fields vary slightly based on whether the deal is fixed or complex.

### Note:

The Edit option in the Action menu is only available for the following document status combinations that have a deal associated:

- Credit Note Worksheet/Approved
- Credit Note Request Worksheet/Approved
- Credit Memo Worksheet/Approved
- Debit Memo Worksheet/Approved

### Add Deal Billing Details

Perform the following procedure to add deal billing details to a document:

1. Select **Add** from the Action menu. The Add Deal Billing Details dialog is displayed.



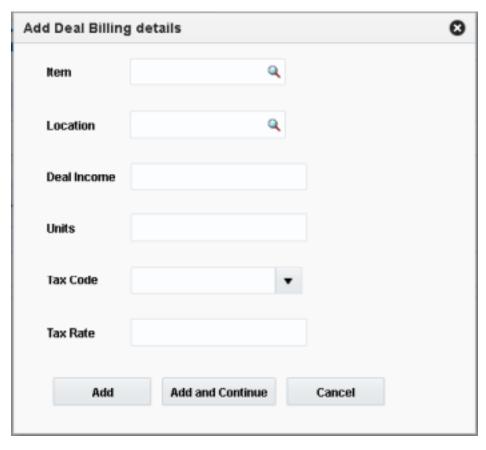


Figure 2-15 Add Deal Billing Detail Dialog

- 2. Enter the deal billing details for the following fields:
  - Item This field allows selection of an item defined in Merchandising. Enter a value if available or select the item by querying for the item based on Item Number, Item Description, or VPN Number. (Item is only entered on Complex Deals.)
  - Department, Class, and Subclass (These fields are available if the Deal Type is Fixed.) These fields allow selection of a department, class, and subclass. Valid values in Merchandising are available for selection.
  - Location This field allows selection of a location defined in Merchandising. Only locations on the deal specified are available for selection.
  - Deal Income This field allows for entry of deal income for the Item Location line (or for the merchandise category in the case of fixed deal).
  - Units This field allows for entry of item units relevant to the income figure.
  - Tax Code This field allows for selection of tax codes available in Invoice Match.
  - Tax Rate This field defaults to the tax rate associated with the selected tax code on the invoice date. It can be edited to reflect the value on the invoice. This field is displayed only if taxes are enabled in Invoice Match.
- Click Add to save the new deal billing details. You are returned to the Deal Billing Details tab.

You can add the details to the deal billing details table at any time by clicking **Add and Continue**.



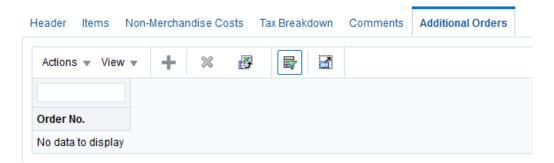


In a Global Tax environment, the tax fields are replaced with a tax table, enabling multiple taxes to be associated with the item.

## **Add Purchase Orders**

The Additional Orders tab is displayed on Merchandise Invoices when the Match Across Multiple Purchase Orders Supplier option is checked at either the Supplier or the Supplier Group level.

Figure 2-16 Document Maintenance Additional Orders Tab

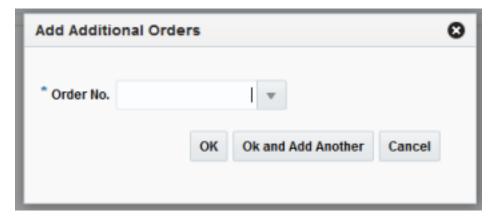


### Add Additional Orders

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

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

Figure 2-17 Add Additional Orders Dialog



From the Order No. field, select an additional Purchase Order against which the Invoice is raised.



3. Click **OK** to add the purchase order to the invoice and close the Add Additional Orders dialog. Click **OK** and Add Another to add the PO to the invoice, clear the PO field, and keep the Add Additional Orders dialog open in order to enter another PO.

### Manage EDI Documents

For many customers, the majority of documents are loaded in Invoice Match through Electronic Data Interchange (EDI). When Invoice Match receives an EDI file, it performs a pre-validation to ensure that the basic file format and data is correct. If the records pass the initial validation, they are loaded into the staging tables. From there, the system attempts to load the records into the Invoice Match base tables. If the data passes that level of validation, the documents are created in the base tables, are purged from the staging tables, and the documents are ready to be matched. If the data does not pass this validation, depending on the type of errors, users can manually correct the inaccurate data using the EDI Maintenance and Document Maintenance screens, or fix the data in the EDI file and reprocess.

On merchandise documents, the Supplier Site should be populated in the Vendor ID field in the EDI layout. The EDI load program should use the Supplier Site to look up the parent supplier in Merchandising. The parent supplier in Merchandising is then populated as the Vendor ID in Invoice Match and the original value of the Vendor ID from the EDI file (that is, the Supplier Site) populates the Supplier Site ID in Invoice Match. From a validation perspective, Invoice Match does not accept Supplier in the Vendor field of the EDI file. Therefore, if the Supplier Site is invalid, the user should fix the Supplier Site (provided in the EDI file) and not the derived data (Supplier). Once the Supplier Site is fixed, Invoice Match derives the correct Supplier.

Non-merchandise documents can be either for Suppliers or for Partners. If the non-merchandise document is for a Supplier, the Vendor ID field must be populated with the Supplier Site and Invoice Match derives the Supplier as it does for merchandise invoices. For Partner non-merchandise documents, the Partner ID is sent in the Vendor Reference field and passed on to Invoice Match.

#### Search for an EDI Document

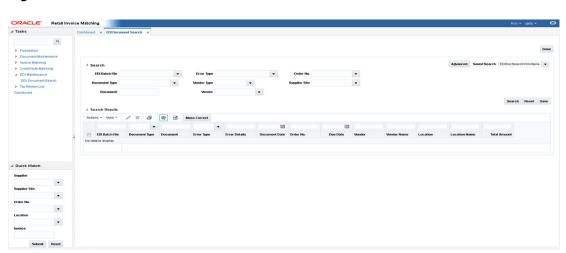
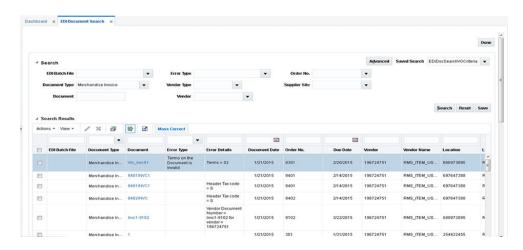


Figure 2-18 EDI Document Search Window



- 1. Enter criteria as desired to make the search more restrictive. You must enter at least one search criterion. The following criteria are available:
  - EDI Batch File This field allows for filtering documents with errors based on the EDI Batch File. The list of values displays all EDI Batch Files with errors.
  - Document Type This field is a drop down list which lists the type of document being queried.
  - Document This field represents the document ID which is a unique identifier assigned by the supplier of the document being referenced.
  - Error Type This field allows filtering by error type (for example, rule violation). Typing the first letter of the description selects it. If more than one choice starts with the same letter, continuing to press that letter will cycle through the matching choices in the order in which they appear in the list.
  - Vendor Type This field represents the type of vendor on the document being referenced.
  - Vendor/Supplier The label on this field is displayed as Vendor if the Vendor
    Type has been changed to a value other than supplier. By default the vendor
    type field will be set to Supplier and this field should display the supplier label.
    This field allows filtering documents based on the vendor on the document
    being referenced.
  - Order No. This field allows filtering documents based on the order number associated with the document. This field is available only if the Vendor Type is Supplier.
  - Supplier Site This field allows filtering documents based on the supplier site
    on the document being referenced. This field is available only if the Vendor
    Type is Supplier.
- 2. Click Search. The results are displayed in the Search Results table. The user has the ability to select rows by checking a checkbox to select them, and then choose an action for the selected rows. The Document ID field is hyperlinked so users can quickly open a document in Document Maintenance for editing.

Figure 2-19 EDI Search Results





### Fix EDI Errors

The following procedure describes how to address EDI errors using the Document Maintenance window.

- 1. To fix a single document, select any error for that document in the results table and select Edit from the Action menu, or click on the document hyperlink. The Document Maintenance screen loads and all of the errors on the document are displayed in a popup. The popup includes all errors on the document, not just the errors from the Header Details Tab. Errors on the key fields on the header are listed first, followed by other errors on the header, and then errors on other tabs. If the number of errors exceeds the space on the popup, the popup displays as many errors as the space allows and then display a vertical scroll bar to allow users to scroll down to see the additional errors. If an error involves a discrepancy between multiple fields, the error is shown without the field reference. All fields with errors are highlighted in red.
- 2. The initial load of the screen takes the user to the Header Details Tab. This is true even if there are no errors on the header. In that case, users view the errors in the popup, and then click on the tab where the errors exist. For EDI generated documents, key fields are editable.
- Click the fields with errors and the error details are displayed. Proceed to fix all errors on all tabs.
- 4. Once all errors on the document are fixed, click Save or Save and Close. When all errors are fixed, Invoice Match moves the corrected document from Staging to the Invoice Match base tables. If you are unable to fix all errors on a document, you will not be able to save changes, and have to cancel out of the document.



It is possible that additional errors exist on an EDI document that are not fixable through the EDI Maintenance process. In those cases, users receive an error explaining that additional errors exist that must be fixed in the vendor's EDI file and resubmitted for processing.

### Mass Correct EDI Errors

To fix multiple documents at the same time, select any error for those documents in the results table, and select **Mass Correction** from the Action menu. Mass correction is only allowed for documents for the same supplier. Therefore, if multiple documents are selected that belong to different suppliers, they receive an error.

Mass Correction can only be used to fix two types of errors: Invalid Items and Invalid Purchase Order Numbers. If none of the documents selected are eligible for mass correction (that is, do not have Invalid Item or Order Number error), an error is displayed.

When **Mass Correction** is selected, the Mass Correction popup displays and displays the Supplier selected for Mass Correction.

### Mass Correction – Order Number

The following procedure describes how to address EDI Order Number errors using Mass Correction.



- 1. From the Mass Correction popup, select Order No in the Type field.
  - All invalid PO Numbers from the rows selected before clicking Mass Correction display in the Old Order No list of values.
- 2. Select one PO Number and then select a new PO number from the New PO No list of valid POs for the Supplier. Click **Replace**.

The system performs a search and replace of the invalid PO number. It replaces the PO number on all of the selected documents that contain that same invalid value in the PO number field. It is possible that a selected document may have a different PO number that is invalid and in that case it would not be replaced.

The Confirmation dialog displays the number of replacements made.

#### Mass Correction – Invalid Item

The following procedure describes how to address EDI Invalid Item errors using Mass Correction.

- 1. From the Mass Correction popup, select Item in the Type field.
  - All invalid items from the rows selected before clicking Mass Correction display in the Old Item list of values.
- 2. Select one Item and then select a new item from the New Item list of values, or search for the new item using the item number or description field search. This searches all valid items for that Supplier. Click **Replace**.

The system replaces that item on all of the selected documents regardless of the error codes on those documents.

The Confirmation dialog displays the number of replacements made.



If any of the selected documents has Header level errors with the Supplier, which would impact the ability to determine valid items, when users select Type - Item, the system prompts the user to fix those errors first

## Pre-Pay a Merchandise Invoice

- 1. From the Document Search window, perform a search for merchandise invoices. See Search for a Document for additional information.
- In the Search Results pane, highlight the unpaid, unmatched merchandise invoice request you want to prepay and select **Prepay Documents** from the Action menu. The invoice is marked as pre-paid.



#### Note:

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

#### Note:

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

## Releasing an Invoice on Hold

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

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

1. From the Document Search window, perform a search to find the invoice you which to release from hold.

See Search for a Document for additional information.

In the Search Results pane, highlight the merchandise invoice you wish to release, and select Release Hold from the Action menu. The hold is taken off the invoice, and it will be posted in the next batch run.

#### Note

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

## Edit an Existing Group of Documents

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

- 1. From the Document Search window, perform a search for the document group you wish to edit. See Search for a Document for additional information.
- 2. In the Search Results pane, highlight one of the documents from the group you want to edit and select Group Entry from the Action menu. The group is called up in the Group Entry dialog in Edit mode.
- 3. Use the forward or backward arrows to navigate to the document you wish to edit.

## Void a Credit Note Request

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

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

- 1. From the Document Search window, perform a search for credit note requests. See Search for a Document for additional information.
- 2. In the Search Results pane, highlight the credit note request you want to void and select **Void** from the Action menu. The Confirm Write Off dialog is displayed.
- **3.** From the Confirm Write Off dialog, click **Yes**. The credit note request is voided and you are returned to the Search Results window.



Credit Note requests that are in Matched status cannot be voided.

### Reverse a Debit Memo

- From the Document Search window, perform a search for debit memos. See Search for a Document for additional information.
- In the Search Results pane, highlight the debit memo you want to reverse and select Reverse from the Action menu. The Reverse Debit Memo dialog is displayed.
- 3. From the Reverse Debit Memo dialog, select the items that need to be reversed and included on the Credit Memo.
- Adjust the quantity or cost associated with those items, and select a Reason Code.
- 5. If reversing a debit memo cost, optionally enter a Receiver Cost Adjustment reason code if you wish to make a receiver cost adjustment in Merchandising for the item, updating inventory and Weighted Average Cost (WAC). 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.

If reversing a debit memo quantity, optionally enter a Receiver Unit Adjustment if you wish to make a receiver unit adjustment in Merchandising for the item, updating inventory and WAC. The reason code used must have an action of 'RUA'.

### Note:

To do a Receiver Adjustment (Cost or Quantity) as part of a Debit Memo reversal, the associated Credit Memo Reason Code must use UNR as its transaction code. See the 'Setting Up Credit Memo Reason Codes with UNR Transaction Codes' section in the Reverse Debit Memo Induction chapter of the *Invoice Matching Cloud Service Implementation Guide* for additional details.

**6.** Click **Submit**, and the system creates a Credit Memo in Approved status for the selected line item quantities and costs.

#### Note:

The Reverse Debit Memo dialog also allows the ability to reverse a portion of the Debit Memo by selecting individual line items, or a portion of a line item.

### Note:

Credit Memos created via the reversal process 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 stand alone 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.

## Resubmit a Document to Request a Fiscal ID

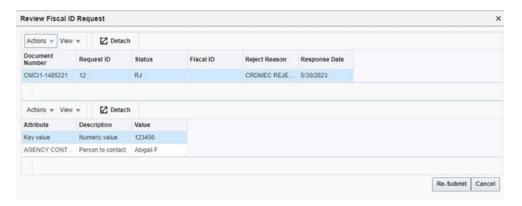
When using E-Invoicing to obtain a Fiscal ID from a government agency, it is sometimes necessary to resubmit the document for approval if it was initially rejected.

- 1. From the Document Search window, perform a search for the document which needs to be resubmitted.
- 2. Select your document and navigate to the Document Maintenance main screen. Select the 'Header' tab.



3. From the Header Tab, notice that the 'Request Rejected' message next to the 'Fiscal ID' field is a hyperlink. Select the 'Request Rejected' hyperlink. This will bring up the 'Review Fiscal ID Request' popup:

Figure 2-20 Review Fiscal ID Request



- 4. This popup should provide details on what caused the Fiscal ID request to be rejected. The user will need to fix whatever caused the rejection before continuing.
- 5. After fixing the reject reason, return to the Review Fiscal ID Request popup by following the above steps. From here, select the 'Re-Submit' button to resubmit the request for a Fiscal ID.

