

Increase Cashflow Position by Improving Accounts Payables Invoice Matching Process

Padmanaban Sanjeevi
Office Depot Inc

Abstract:- In any retail organization, one of the major issues encountered is on how to improve the effectiveness and efficiency of the Accounts Payables invoice matching process while preventing any loss to the organization. This is due to the limitations of the information system being used for day-to-day operations.

This article provides the details on how the matching process can be effectively improved to meet the client specific requirements to improve the cash flow position and vendor score card.

Keywords: Matching Engine, holds, chargeback, custom dashboard

INTRODUCTION

In any organization, invoices will come from different sources for trade as well as expense related invoices. Most of the retail organizations use Oracle E-business suite as their ERP system. Generally, invoices are captured by importing into Accounts Payables using Payables Open Interface or entered manually by Payables Specialist for Paper Invoices. Invoices could be based on the services rendered or good received. If the invoices are service based, then invoices would be automatically approved and processed, and payments are issued to the supplier. For the goods received invoices, during the Invoice Validation process, matching rules are applied to match invoices with the purchase orders and the necessary holds are placed on the invoice lines for any shortages or price discrepancies when the variance falls within specific tolerance amounts. Due to high volume and low-cost transactions, even within tolerance, organizations are losing huge dollars per annum due to supplier invoice discrepancies. The Oracle standard process does not provide the capability to meet the requirements of client specific scenarios.

Three step process to improve the matching process to meet the client specific requirements

1. Configuration
 - Required custom setups to be utilized during automatic matching process.
2. Automatic Matching Process
 - Using the configuration, Oracle Custom programs will be utilized to apply specific holds on the invoices, automatic creation of chargeback for supplier invoice discrepancies, processing of invoice with line variances and automatic release of custom holds if the hold release criteria are met.
3. Custom Dashboard - Manual Matching Process
 - Custom user interface to allow the users to analyze the invoices which are hold and perform action to match invoices with Purchase order.
 - Ability to delete the invoice lines at the invoice line level
 - Ability to update the price and quantity at Line
 - Ability to auto chargeback an invoice line if the supplier wrongly invoiced a line
 - Ability to auto chargeback a freight line if the allowed freight amount is zero

CONFIGURATION

Assign Matching Process Specialist (Vendor Assistant)

For a retail organization, which processes around 20,000 invoices per day, which needs user intervention can be assigned to users by setting up Vendor Assistant/Users at the supplier site level by enabling descriptive flexfield. Users can process the invoices which are assigned to them based on the supplier site using a custom workbench. When a user logs in, they can see only the invoices which were assigned to them.

Vendor Information : 01/07/2018

Supplier Name	HP INC		Vendor Assistant	<input type="text"/>
Supplier #			Site Category	<input type="text"/>
Supplier Site				

Supplier Site Tolerances												
Supplier #	Supplier Name	Supplier Site	Terms	Terms Date Basis	Pay Method	Pay Group	Site Hold (Y/N)	Site Payment Hold Reason	Site Status	Vendor Assistant	Site Category	
12208	HP INC	OMX1001629	N30	Goods Received	CHECK	US_OD_TRADE...	Y		Active	Terry Barth	TR-OMXVSI	
12208	HP INC	OMX1001630	N28	Goods Received	CHECK	US_OD_TRADE...	Y		Active	Terry Barth	TR-OMXVSI	
12208	HP INC	OMX1001631	N28	Goods Received	CHECK	US_OD_TRADE...	Y		Active	Terry Barth	TR-OMXVSI	
12208	HP INC	OMX1001632	N28	Goods Received	CHECK	US_OD_TRADE...	Y		Active	Terry Barth	TR-OMXVSI	
12208	HP INC	OMX1001633	N15	Goods Received	CHECK	US_OD_TRADE...	Y		Active	Terry Barth	TR-OMXVSI	
12208	HP INC	OMX1001634	N28	Goods Received	CHECK	US_OD_TRADE...	Y		Active	Terry Barth	TR-OMXVSI	
12208	HP INC	OMX1001635	N30	Goods Received	CHECK	US_OD_TRADE...	Y		Active	Terry Barth	TR-OMXREG	
12208	HP INC	OMX1001637	N28	Goods Received	CHECK	US_OD_TRADE...	Y		Active	Terry Barth	TR-OMXREG	
12208	HP INC	OMX1001638	N28	Goods Received	CHECK	US_OD_TRADE...	Y		Active	Jackie Danjean	TR-OMXREG	

Assign Custom tolerance controls

At Supplier Site, custom tolerances can be assigned using custom user interface

Name	Description
Favorable Price %	To capture negative variances in case of billed prices are less than the PO Prices, to identify vendor performance
Max Price Amount	To capture the price variance is within the standard tolerance and greater than threshold max price amount
Min Chargeback Amount	To capture invoices which are within tolerance but exceed the min Chargeback Amount
Max Freight Amount	To capture the invoices whose Freight Amount is greater than the threshold
Distribution Variance Amount	Invoice total amount doesn't match the total lines amount and if the variance is within the threshold (Distribution Variance Amount) at the Supplier Site level, a pre-balance Miscellaneous line will be added to the invoice

Supplier Site Tolerances								
Supplier Site	Operating Unit	Favorable Price %	Max Price Amount	Min Chargeback Amount	Max Freight Amount	Dist Variance Amount (-)	Dist Variance Amount (+)	
TST0000000037	OU_US		30	50	2		1	1
TST00000004697...	OU_CA		30	50	2		1	1
TST00000004697PY	OU_CA		30	50	2		1	1
TST00000005980...	OU_US		30	50	2		1	1

Custom Invoice Holds

Invoice Hold and Release Names								
Manual Release Allowed								Accounting Allowed
Name	Description	Type	Line Hold Reason	Invoice Hold Reason	Line Hold Reason	Invoice Hold Reason	Line Hold Reason	Invoice Hold Reason
OD Favorable	Line Variance exceeding Favorable	Line Hold Reason	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
OD Line Variance	Balancing Line Variance hold for	Invoice Hold Reason	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
OD Max Freight	Freight Amount exceeds Custom	Line Hold Reason	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
OD Max Price	Invoice price exceeds PO price t	Line Hold Reason	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
OD NO Receipt	No Receipt Exists for the PO	Invoice Hold Reason	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
OD PO NO Ref	No PO Reference Exists for the	Invoice Hold Reason	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Automatic Matching Process

Custom Pre-Validation Process

Once the invoices are imported using Payables Interface Import, Custom Holds will be placed on the invoice lines based on the custom tolerance controls and custom holds using a custom pre-validation process. Using this approach, all custom-specific checks are applied on the invoices. Otherwise this would not have been captured using the Oracle standard invoice validation process, and the invoices would have been approved which results in a loss to the organization.

The following custom holds will be placed if the invoices meet the criteria:

OD Max Price Hold:

For each invoice line, if the price variance is within the standard tolerance and greater than the threshold (Max Price Amount) at the Supplier Site level, an OD Max Price Hold will be placed.

Later from Custom Dashboard, Vendor Assistants will release the hold by creating a Debit Memo for the price variance greater than the threshold amount or accepting the price.

OD Line Variance Hold:

Before importing into Oracle Payables, if the invoice total amount doesn't match the total lines amount and if the variance is within the threshold (Distribution Variance Amount) at the Supplier Site level, a pre-balance Miscellaneous line will be added to the invoice with the charge account derived from reason code setup. Once imported, an OD Line Variance Hold will be placed on the invoice.

OD Max Freight Hold:

If the Freight Amount on the invoice is greater than the threshold (Max Freight Amount) at the Supplier Site level, an OD Max Freight Hold will be placed. Afterwards, from the Custom Dashboard, Vendor Assistants will release the hold creating Debit Memo for the Freight Amount greater than the threshold amount.

OD Favorable Hold:

The Oracle standard invoice validation program applies necessary holds when variances exceed the tolerances assigned at each supplier site. However, there will be no holds placed if the variances are negative, when billed prices are less than the given PO Prices. Assigning an OD Favorable hold will help capture negative variances if the variance is greater than the threshold Favorable Price at the Supplier Site level.

This will help in improving Vendor Performance Score and the relationship between the organization and the Supplier.

OD NO Receipt Hold:

If the received quantity for all invoice lines are zero, then OD NO Receipt hold will be placed. If any of the lines receive quantity afterwards, OD NO Receipt hold will be released.

Subsequently, from Custom Dashboard, Vendor Assistants will create a Debit Memo for that invoice by choosing Chargeback action. Invoice accrual account will be charged with negative amount for the debit memo.

Custom Automatic Chargeback Creation

The Custom Automatic Chargeback Creation process will check for the all the invoice lines, if there are any variances within the standard tolerances at invoice line for both quantity and price. If the calculated total variance amount is greater than the threshold (Min Chargeback Amount) at the Supplier Site Level, an automatic chargeback/Debit Memo will be created for that invoice, provided there are no lines which are outside the standard tolerance.

Line variance that are greater than the Standard Tolerance will be processed by Standard Invoice Validation process with necessary holds being placed if needed.

Subsequently, Vendor Assistants will process the invoice by either Creating Debit Memo or Pay the Invoice.

Automatic Release of QTY REC holds for multiple invoices for the same item

For an item, if two invoices are received at the same time with one invoice having a billed quantity that is less than the total received quantity and other invoice having a billed quantity greater than the total received quantity, the Oracle invoice validation process will place a QTY REC hold on both the invoices.

A custom process will check for those invoices, will release the QTY REC hold on one of the invoices based on the invoice matching, by checking billed and received quantity.

From Custom Dashboard, Vendor Assistant will complete the matching for the other invoice by creating a Debit Memo or by keeping the invoice on hold until the remaining quantity is received from the Supplier.

Automatic Processing of Invoice Lines Having Cost Variances

A custom process will capture the invoice lines that are having price variances, and it will be sent to the Item Control team which will analyze and upload the answer for the variances using an upload tool.

AP Trade - Cost Variance - Analysis : 01/07/2018												
SKU #	SKU Desc	Dept	Supplier #	Supplier Name	Supplier Site	Answer	Answer Date	PO #	Location	Invoice #	Invoice Date	Operating Unit
468037	CLNR,SCOUR,AJAX,OXYGN...	47-CLEAN/PERSONAL CARE	21110	SP RICHARDS	TST1180892PY	INV	<input checked="" type="checkbox"/>	11/21/2017	7847201-5910	5910	19U32043	8/22/2017
898462	PRINTER,LASER,JET,COLOR...	16-PRINTERS	12208	HP INC	TST000000149...	INV	<input checked="" type="checkbox"/>		7723835-3063	3063	9046884757	8/9/2017
898462	PRINTER,LASER,JET,COLOR...	16-PRINTERS	12208	HP INC	TST000000149...	INV	<input checked="" type="checkbox"/>		7723837-5910	5910	9046910794	8/10/2017
898462	PRINTER,LASER,JET,COLOR...	16-PRINTERS	12208	HP INC	TST000000149...	INV	<input checked="" type="checkbox"/>		7798799-3077	3077	9047191421	9/2/2017
200830	DRIVE,USB,MICRO,ONYX,16GB	21-ELECTRONIC STORAGE	22749	3M CO	TST000000373	INV	<input checked="" type="checkbox"/>	12/29/2017	600416-6876	6876	INV6000416001	12/19/2017

If the invoice line has a Price Hold and cost variance with an output as "PO" from the Item Control team and if no other hold exists for that invoice, then a Debit Memo will be created automatically.

If the invoice line has a Price Hold and cost variance with an output as “INV” from the Item Control team, a Price Hold will be released automatically.

Custom Dashboard - Manual Matching Process

Vendor Assistants will use the Custom Dashboard to resolve the matching process of the invoices that have holds.

Match Out of Tolerance Invoices

Match Error Employee's Workable Summary : 01/07/2018

Vendor Assistant	Invoice Count	Invoice Amount \$	Invoice Lines on Hold \$	MOOT	MOOT Amount \$	MOOT Hold Amount \$	NRF	NRF Amount \$
Sherri Lunsford	345	577,496.95	497,034.52	164	132,507.69	52,045.26	181	444,989.26
Carlos Castillo	867	11,700,247.42	9,820,824.58	159	2,281,978.57	402,555.73	708	9,418,268.85
Ligia Moya	43	294,446.33	144,869.73	12	150,028.10	451.50	31	144,418.23
Maria Robes	39	140,083.10	139,034.98	2	1,201.36	153.24	37	138,881.74
Open	3394	17,583,906.77	15,229,267.99	466	2,749,229.67	394,590.89	2928	14,834,677.10
Paddy Sanjeevi	449	4,970,386.23	4,382,320.56	197	788,887.60	200,821.93	252	4,181,498.63
Pati Giordano	76	809,848.97	807,536.89	5	2,446.48	134.40	71	807,402.49
Stephanie Tolliver	64	3,209,822.10	2,561,990.39	7	657,411.26	9,579.55	57	2,552,410.84
Terry Barth	308	9,312,902.85	7,775,544.81	29	1,552,962.50	15,604.46	279	7,759,940.35
Total	5585	\$ 48,599,140.72	\$ 41,358,424.45	1041	\$ 8,316,653.23	\$ 1,075,936.96	4544	\$ 40,282,487.49

Total # of Records 9

The Match Error Employee's Workable Summary User Interface displays all the invoices that are validated and have holds (Custom and Standard).

It displays the summary information such as Total Invoices and their amount, Line Hold Amount, invoices which does not have any receipt and invoices that have holds other than “No Receipt Holds” by Vendor Assistant.

Vendor Assistants can navigate to the next level by clicking Vendor Assistant or Match out of Tolerance (MOOT) or No Receipt Invoices (NRF).

Employee Vendor Summary

AP Trade-Match Exception-Employee's Vendor Summary : 01/07/2018

Total # of Records 7

The Employee Vendor Summary User Interface displays all the invoices which are not validated and have holds (Custom and Standard)

It displays summary information such as Total Invoices and their amount, Line Hold Amount, Invoices which does not have any receipt and invoices that have holds other than “No Receipt Holds” by Vendor Assistant and Supplier.

Vendor Assistants can search by specific Supplier or Supplier Site.

Vendor Assistants can also navigate to the next level using drill down either from Vendor Assistant or MOOT or NRF (No Receipt Invoices)

Vendor Match Out of Tolerance Details

AP Trade - Match Exception - Vendor's MOOT Details : 01/07/2018

Vendor MOOT Details displays all the invoices which are not validated and have holds (Custom and Standard) that have that due dates are within 8 days

Displays detailed information for that supplier managed by the Vendor Assistant such as Supplier Information, PO #, Invoice #, due date and quantity hold and price hold amount.

Vendor Assistant can search by specific Supplier or Supplier Site or invoices having only Price/Quantity/Freight exceptions.

To view all invoices irrespective of due dates, Vendor Assistants can search by checking All Pending Exceptions.

Vendor Assistant can navigate to the next level using clicking from the “Invoice #” to complete the matching for that invoice.

Invoice and Hold Details

AP Trade- Match Exception- Invoice Details and Holds : 01/07/2018

Invoice and Hold Details User Interface is the backbone of the manual matching process and will be heavily utilized by Vendor Assistants to resolve the invoice issues in order to complete the matching process.

Key Features

- Once you navigate to this user interface, the invoice is assigned to the Vendor Assistant, and no other user can work on this invoice unless this invoice is disassociated by clicking **Unassign User** button
- Invoice Information will be displayed as:
 - Invoice Header Information
 - Invoice Level Holds (Header level holds are displayed in the header region)
 - Invoice Line Information
 - Invoice Line Level Hold Information (Line level holds are displayed in this region) The user can navigate to the line to view the corresponding line level holds

- By Default, displays only the lines which are having holds
- By Clicking ‘Save’ button, the system displays Line Variance Amount automatically instead of manual calculation by Vendor Assistant
- By checking, “Query All Invoice Lines”, the user can view all lines for that invoice
- By checking, “Query All Unmatched PO Lines”, the user can view all unbilled PO lines.
- Ability to add ‘Miscellaneous’ or ‘Freight’ Lines at the invoice line level by clicking “Create Button”
- Ability to delete the invoice lines at the invoice line level by clicking X
- Ability to update the price and quantity at Line and Hold Level
- Ability to auto chargeback an invoice freight line if the allowed freight amount is zero
- Ability to cancel an invoice by clicking **Cancel Invoice** Button, thereby avoiding the need to navigate to the Standard Invoice Workbench
- Ability to complete the matching by releasing the hold without creating Debit Memo or releasing the hold as well as creating Debit Memo by selecting Chargeback

AP Trade- Match Exception- Invoice Details and Holds : 01/07/2018

AP Trade- Match Exception- Invoice Details and Holds : 01/07/2018																		Back								
Supplier #	Supplier Name	Supplier Site	Invoice #	Invoice Date	Invoice Amount	PO #	Payment Term	Terms Date	Discount Due Date	GL Date	Currency	Payment Method	Pay Group	Invoice So	US_CD_CHK_SPEC...	US_CD_TR...										
10060	ADVANTUS CORP	TST000044878...	1924026	9/13/2017	589.72	8129861-3048	1/90N91	9/13/2017	12/12/2017	11/6/2017	USD	CHECK	US_CD_CHK_SPEC...	US_CD_TR...												
<input type="checkbox"/> Release Hold <input type="checkbox"/> Chargeback <input type="checkbox"/> Hold Name <input type="checkbox"/> Release Reason <input checked="" type="checkbox"/> CD NO Receipt <input type="button" value="Mass Update"/>																		<	>							
<input type="checkbox"/> Query All Invoice Lines <input type="checkbox"/> Query All Unmatched PO Lines <input type="checkbox"/> Select All <input type="checkbox"/> Release Hold <input type="checkbox"/> Chargeback <input type="button" value="Mass Update"/>																										
<table border="1"> <tr> <td>Total Amount</td> <td>0.00</td> </tr> <tr> <td>Reason Code</td> <td>0.00</td> </tr> <tr> <td>Grand Total</td> <td>0.00</td> </tr> <tr> <td>Line Variance</td> <td>0.00</td> </tr> </table>																		Total Amount	0.00	Reason Code	0.00	Grand Total	0.00	Line Variance	0.00	
Total Amount	0.00																									
Reason Code	0.00																									
Grand Total	0.00																									
Line Variance	0.00																									
<input type="button" value="Create Line"/>																										
	Select Charg	Reason Code	Hold Y/N	Line #	Type	Amount	PO #	Location (Org)	PO Shipn #	PO Line #	SKU	SKU Desc	UOM	PO UOM	Quantity Invoiced	Available Qty	PO Qty	Invoice Price	PO Price	Qty Hold Amt \$	Price Hold Amt \$	Hold Name	Hold Date	Ch		
✗	<input type="checkbox"/>	—	Y	1	ITEM	39.68	8129861...	003048	1	1	437479	BIN,W...	—	EACH	8	0	8	4.98	4.98	39.68	0.00	QTY REC	11/9/2017	10		
✗	<input type="checkbox"/>	—	Y	2	ITEM	35.88	8129861...	003048	1	2	904858	BIN,W...	—	EACH	12	0	12	2.99	2.99	35.88	0.00	QTY REC	11/9/2017	10		
✗	<input checked="" type="checkbox"/>	—	Y	3	ITEM	95.76	8129861...	003048	1	3	805148	BIN,W...	—	EACH	24	0	24	3.99	3.99	95.76	0.00	QTY REC	11/9/2017	10		
✗	<input type="checkbox"/>	—	Y	4	ITEM	29.6	8129861...	003048	1	4	1370890	Table...	—	EACH	4	0	4	7.4	7.40	29.60	0.00	QTY REC	11/9/2017	10		
✗	<input type="checkbox"/>	—	Y	5	ITEM	388.8	8129861...	003048	1	5	1375111	Table...	—	EACH	36	0	36	10.8	10.80	388.80	0.00	QTY REC	11/9/2017	10		
																		589.72	0.00							
<input type="button" value="Create"/>																										
<input type="checkbox"/> Release Hold <input type="checkbox"/> Chargeback <input type="checkbox"/> Hold Name <input type="checkbox"/> Reason Code <input type="checkbox"/> QTY REC <input type="checkbox"/> Price <input type="checkbox"/> UOM <input type="checkbox"/> Answer Code <input type="button" value="Delete"/>																										
<input checked="" type="checkbox"/> <input type="checkbox"/> QTY REC <input type="button" value="Mass Update"/>																										

- Ability to swap the line with unmatched lines from PO and complete the matching process, if the supplier wrongly placed an item which was not received using “Query All Unmatched PO Lines.”

AP Trade- Match Exception- Invoice Details and Holds : 01/08/2018

AP Trade- Match Exception- Invoice Details and Holds : 01/08/2018																		Back								
Supplier #	Supplier Name	Supplier Site	Invoice #	Invoice Date	Invoice Amount	PO #	Payment Term	Terms Date	Discount Due Date	GL Date	Currency	Payment Method	Pay Group	Invoice So	US_CD_TRADE_EFT	US_CD_TR...										
11175	VICTOR TECHNOLO...	TST1004217	INV20101856	1/8/2018	40.00	20101856	N90	1/8/2018	4/8/2018	1/8/2018	USD	EFT	US_CD_TRADE_EFT	US_CD_TR...												
<input type="checkbox"/> Release Hold <input type="checkbox"/> Chargeback <input type="checkbox"/> Hold Name <input type="checkbox"/> Release Reason No data to display.																		<	>							
<input type="checkbox"/> Query All Invoice Lines <input checked="" type="checkbox"/> Query All Unmatched PO Lines <input type="checkbox"/> Select All <input type="checkbox"/> Release Hold <input type="checkbox"/> Chargeback <input type="button" value="Mass Update"/>																										
<table border="1"> <tr> <td>Total Amount</td> <td>0.00</td> </tr> <tr> <td>Reason Code</td> <td>0.00</td> </tr> <tr> <td>Grand Total</td> <td>0.00</td> </tr> <tr> <td>Line Variance</td> <td>0.00</td> </tr> </table>																		Total Amount	0.00	Reason Code	0.00	Grand Total	0.00	Line Variance	0.00	
Total Amount	0.00																									
Reason Code	0.00																									
Grand Total	0.00																									
Line Variance	0.00																									
<input type="button" value="Create Line"/>																										
	Select Charg	Reason Code	Hold Y/N	Line #	Type	Amount	PO #	Location (Org)	PO Shipn #	PO Line #	SKU	SKU Desc	UOM	PO UOM	Quantity Invoiced	Available Qty	PO Qty	Invoice Price	PO Price	Qty Hold Amt \$	Price Hold Amt \$	Hold Name	Hold Date	Ch		
✗	<input type="checkbox"/>	—	Y	1	ITEM	40	20101856	006971	1	2	219139	BRUS...	EACH	EACH	20	0	20	2	2.00	40.00	0.00	QTY REC	1/8/2018	50		
✗	<input type="checkbox"/>	—			ITEM				1	3	200805	TONE...	EAC	EACH		0	30		3.00	0.00	0.00			50		
✗	<input type="checkbox"/>	—			ITEM				1	4	2008090	sticky...	EAC	EACH		0	40		4.00	0.00	0.00			50		
✗	<input checked="" type="checkbox"/>	—			ITEM				1	1	200830	DRIVE...	EAC	EACH	20	20	20	2	2.00	0.00	0.00			50		
																		40.00	0.00							
<input type="button" value="Create"/>																										
<input type="checkbox"/> Release Hold <input type="checkbox"/> Chargeback <input type="checkbox"/> Hold Name <input type="checkbox"/> Reason Code <input type="checkbox"/> QTY <input type="checkbox"/> Price <input type="checkbox"/> UOM <input type="checkbox"/> Answer Code <input type="button" value="Delete"/>																										
<input type="button" value="Save"/> <input type="button" value="Apply"/> <input type="button" value="Unassign User"/> <input type="button" value="Cancel Invoice"/>																										

AP Trade- Match Exception- Invoice Details and Holds : 01/08/2018

Supplier #	Supplier Name	Supplier Site	Invoice #	Invoice Date	Invoice Amount	PO #	Payment Term	Terms Date	Discount Due Date	GL Date	Currency	Payment Method	Pay Group	Invoice Source
11175	VICTOR TECHNOLO...	TST1004217	INV20101568	1/8/2018	40.00	20101568	N90	1/8/2018	4/8/2018	1/8/2018	USD	EFT	US_OD_TRADE_EFT	US_OD_TRAD

Release Hold | Chargeback | Hold Name | Release Reason

No data to display.

<input type="checkbox"/> Query All Invoice Lines	<input checked="" type="checkbox"/> Query All Unmatched PO Lines	<input type="checkbox"/> Select All								
<input type="checkbox"/> Release Hold	<input type="checkbox"/> Chargeback	Mass Update								
<table border="1"> <tr> <td>Total Amount</td> <td>40.00</td> </tr> <tr> <td>Reason Code</td> <td>0.00</td> </tr> <tr> <td>Grand Total</td> <td>40.00</td> </tr> <tr> <td>Line Variance</td> <td>0.00</td> </tr> </table>			Total Amount	40.00	Reason Code	0.00	Grand Total	40.00	Line Variance	0.00
Total Amount	40.00									
Reason Code	0.00									
Grand Total	40.00									
Line Variance	0.00									

Create Line

Select	Charg	Reason	Hold	Y/N	Line	Type	Amount	PO #	Location	Shipm	PO	Line	SKU	SKU	UOM	PO UOM	Quantity	Available	PO Qty	Invoice	PO	Qty	Price	Qty	Hold	Price	Hold Name	Hold Date	Charg
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ITEM						1	1	200800	DRIVE...	EAC	Q	EACH	20	28	20	2	2.00	0.00	0.00	0.00	0.00	5010		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ITEM						1	4	2008099	sticky...	EAC	Q	EACH		0	40		4.00	0.00	0.00	0.00	0.00	5010		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ITEM						1	3	200805	TONE...	EAC	Q	EACH		0	30		3.00	0.00	0.00	0.00	0.00	5010		

Create

Release Hold | Chargeback | Hold Name | Reason Code | QTY | Price | UOM | Answer Code

No data to display.

Save | Apply | Unassign User | Cancel Invoice

- Ability to mass release the holds and chargeback for all lines by selecting “Select All” check box instead of line by line and selecting corresponding quantity or price reason code

AP Trade- Match Exception- Invoice Details and Holds : 01/07/2018

Supplier #	Supplier Name	Supplier Site	Invoice #	Invoice Date	Invoice Amount	PO #	Payment Term	Terms Date	Discount Due Date	GL Date	Currency	Payment Method	Pay Group	Invoice Source
10060	ADVANTUS CORP	TST000044878...	1925687	9/18/2017	1,188.38	809706-1135	1/90N1	9/18/2017	12/17/2017	11/8/2017	USD	CHECK	US_OD_CHK_SPEC...	US_OD_TR

Release Hold | Chargeback | Hold Name | Release Reason

OD NO Receipt

<input type="checkbox"/> Query All Invoice Lines	<input type="checkbox"/> Query All Unmatched PO Lines	<input checked="" type="checkbox"/> Select All								
<input type="checkbox"/> Release Hold	<input type="checkbox"/> Chargeback	Mass Update								
<table border="1"> <tr> <td>Total Amount</td> <td>0.00</td> </tr> <tr> <td>Reason Code</td> <td>0.00</td> </tr> <tr> <td>Grand Total</td> <td>0.00</td> </tr> <tr> <td>Line Variance</td> <td>0.00</td> </tr> </table>			Total Amount	0.00	Reason Code	0.00	Grand Total	0.00	Line Variance	0.00
Total Amount	0.00									
Reason Code	0.00									
Grand Total	0.00									
Line Variance	0.00									

Create Line

Select	Charg	Reason	Hold	Y/N	Line	Type	Amount	PO #	Location	Shipm	PO	Line	SKU	SKU	UOM	PO UOM	Quantity	Available	PO Qty	Invoice	PO	Qty	Price	Qty	Hold	Price	Hold Name	Hold Date	Charg
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	1	ITEM	135.24	809706...	001136	1	1	128685	BOX,F...	EACH		28	0	28	4.83	4.83	135.24	0.00	QTY REC	11/15/2017				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	2	ITEM	160.66	809706...	001135	1	2	210529	TOTE...	.. EACH		24	0	24	6.69	6.69	160.66	0.00	QTY REC	11/15/2017				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	3	ITEM	35.88	809706...	001135	1	3	257132	BIN,W...	.. EACH		12	0	12	2.99	2.99	35.88	0.00	QTY REC	11/15/2017				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	4	ITEM	40.5	809706...	001135	1	4	366156	TRAY...	.. PACK		6	0	6	6.75	6.75	40.5	0.00	QTY REC	11/15/2017				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	5	ITEM	39.68	809706...	001135	1	5	383277	BIN,W...	.. EACH		8	0	8	4.96	4.96	39.68	0.00	QTY REC	11/15/2017				

Create

Release Hold | Chargeback | Hold Name | Reason Code | QTY | Price | UOM | Answer Code

QTY REC

28	4.83	<input type="button" value="Search"/>	<input type="button" value="Delete"/>
----	------	---------------------------------------	---------------------------------------

Save | Apply | Unassign User | Cancel Invoice

- Ability to chargeback an invoice freight Line, whose Freight Amount is greater than the threshold amount at the supplier site level

AP Trade- Match Exception- Invoice Details and Holds : 01/07/2018

Supplier #	Supplier Name	Supplier Site	Invoice #	Invoice Date	Invoice Amount	PO #	Payment Term	Terms Date	Discount Due Date	GL Date	Currency	Payment Method	Pay Group	Invoice Source
10190	EPSON AMERICA INC	TST00000013...	90005514	9/21/2017	409.50	8054896-3048	N90	9/21/2017	11/20/2017	11/28/2017	USD	EFT	US_OD_EFT_SPEC...	US_OD_TR

Release Hold | Chargeback | Hold Name | Release Reason

OD Max Freight

OD NO Receipt

<input type="checkbox"/> Query All Invoice Lines	<input type="checkbox"/> Query All Unmatched PO Lines	<input type="checkbox"/> Select All								
<input type="checkbox"/> Release Hold	<input type="checkbox"/> Chargeback	Mass Update								
<table border="1"> <tr> <td>Total Amount</td> <td>326.70</td> </tr> <tr> <td>Reason Code</td> <td>82.80</td> </tr> <tr> <td>Grand Total</td> <td>409.50</td> </tr> <tr> <td>Line Variance</td> <td>0.00</td> </tr> </table>			Total Amount	326.70	Reason Code	82.80	Grand Total	409.50	Line Variance	0.00
Total Amount	326.70									
Reason Code	82.80									
Grand Total	409.50									
Line Variance	0.00									

Create Line

Select	Charg	Reason	Hold	Y/N	Line	Type	Amount	PO #	Location	Shipm	PO	Line	SKU	SKU	UOM	PO UOM	Quantity	Available	PO Qty	Invoice	PO	Qty	Price	Qty	Hold	Price	Hold Name	Hold Date	Charg
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	1	ITEM	330	8054895...	003048	1	75	1217431	Epson...	.. EACH		60	0	60	5.5	5.5	330.00	0.00	QTY REC	12/12/2017	10			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	MISCEL...	-3.3							.. EACH								0.00	0.00				10		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PR	3	FREIGHT	82.5														0.00	0.00				10		

Create

Release Hold | Chargeback | Hold Name | Reason Code | QTY | Price | UOM | Answer Code

No data to display.

Save | Apply | Unassign User | Cancel Invoice

- Ability to resolve the Line variance hold by assigning reason code, the system will balance the invoice by adding a miscellaneous line or Freight Line with the charge account, derived based on the reason code

MISCELLANEOUS LINE

AP Trade- Match Exception- Invoice Details and Holds : 01/07/2018

Back

Supplier #	Supplier Name	Supplier Site	Invoice #	Invoice Date	Invoice Amount	PO #	Payment Term	Terms Date	Discount Due Date	GL Date	Currency	Payment Method	Pay Group	Invoice Srou
10023	BRADLEY GRAPHIC...	TST0000000068	649878	9/18/2017	10,209.24	5311063-1127	1/60N81	9/23/2017	12/22/2017	11/8/2017	USD	CHECK	US_OD_CHK_SPEC...	US_OD_TDM

Release Hold Chargeback Hold Name Release Reason

— LINE VARIANCE

Query All Invoice Lines Query All Unmatched PO Lines Select All

Total Amount	10210.32
Reason Code	0.00
Grand Total	10210.32
Line Variance	-1.08

Release Hold Chargeback

Create Line

Select	Charge	Reason	Hold	Y/N	Line	Type	Amount	PO #	Location	PO	Shipm	Line	SKU	SKU	UOM	PO UOM	Quantity	Available	PO Qty	Invoice	PO	Qty	Price	Hold	Hold Name	Hold Date	Charg		
X	<input type="checkbox"/>	—		Y	1	ITEM	10210.32	5311063...	001127	1	1	818823	Ready...	CART...		216	169	216	47.27	47.27	2,221.69	0.00	QTY REC	11/9/2017	1032...				
X	<input type="checkbox"/>	DV	<input type="checkbox"/>		2	MISCI	-1.08																0.00	0.00				2221.69	0.00

Release Hold Chargeback Hold Name Reason Code QTY Price UOM Answer Code

QTY REC 216 47.27

FREIGHT LINE

AP Trade- Match Exception- Invoice Details and Holds : 01/07/2018

Back

Supplier #	Supplier Name	Supplier Site	Invoice #	Invoice Date	Invoice Amount	PO #	Payment Term	Terms Date	Discount Due Date	GL Date	Currency	Payment Method	Pay Group	Invoice Srou
15462	CENVEO CORP	TST000000463...	111715850	9/15/2017	698.99	7399246-1078	1/60N81	9/15/2017	11/14/2017	11/8/2017	USD	EFT	US_OD_EFT_SPEC...	US_OD_DROP

Release Hold Chargeback Hold Name Release Reason

— LINE VARIANCE

Query All Invoice Lines Query All Unmatched PO Lines Select All

Total Amount	698.99
Reason Code	0.00
Grand Total	698.99
Line Variance	0.00

Release Hold Chargeback

Create Line

Select	Charge	Reason	Hold	Y/N	Line	Type	Amount	PO #	Location	PO	Shipm	Line	SKU	SKU	UOM	PO UOM	Quantity	Available	PO Qty	Invoice	PO	Qty	Price	Hold	Hold Name	Hold Date	Charg		
X	<input type="checkbox"/>	—		1	ITEM	652.8	7399246...	001078	1	1	7781459	HSB-1...	Q BOX	15	15	15	43.52	43.52	0.00	0.00						1002...			
X	<input type="checkbox"/>	<input checked="" type="checkbox"/>		2	FREIC	46.19																	0.00	0.00				0.00	0.00

Release Hold Chargeback Hold Name Reason Code QTY Price UOM Answer Code

No data to display.

- Ability to split the QTY REC hold line and perform receipt adjustments with a reason code by clicking “Create” button in the hold region.

AP Trade- Match Exception- Invoice Details and Holds : 01/07/2018

Supplier #	Supplier Name	Supplier Site	Invoice #	Invoice Date	Invoice Amount	PO #	Payment Term	Terms Date	Discount Due Date	GL Date	Currency	Payment Method	Pay Group	Invoice Source
17707	ELMERS PRODUCT...	TST000000029...	6523705916	9/24/2017	126.72	8040302-6881	1/60N61	9/28/2017	11/25/2017	12/19/2017	USD	EFT	US_OD_EFT_SPEC...	US_OD_TRADE...

Release Hold | Chargeback | Hold Name | Release Reason
No data to display.

Query All Invoice Lines Query All Unmatched PO Lines Select All

Total Amount	105.60
Reason Code	21.12
Grand Total	126.72
Line Variance	0.00

Release Hold Chargeback Mass Update

Create Line

Select	Charg	Reason	Hold	Y/N	Line	Type	Amount	PO #	Location	PO	Shipn	Line	SKU	SKU	UOM	PO UOM	Quantity	Available	PO Qty	Invoice	PO	Qty	Price	Hold	Price	Hold Name	Hold Date	Charg
<input checked="" type="checkbox"/>				Y	1	ITEM	126.72	8040302...	006881	1	3	546556	GLUE...		PACK	24	32	48	5.28	5.28	-42.24	0.00	QTY REC	12/12/2017	50104			

Create

Release Hold	Chargeback	Hold Name	Reason Code	QTY	Price	UOM	Answer Code
<input checked="" type="checkbox"/>	—	QTY REC		20	5.28		<input type="button" value="Delete"/>
<input type="checkbox"/>	—		IA	4			<input type="button" value="Delete"/>

- Ability to split the PRICE hold line and chargeback, based on the answer from the Item control team with an output as “OTH,” a debit memo will be created for the price difference between the Invoice and Item control.

AP Trade- Match Exception- Invoice Details and Holds : 01/07/2018

Supplier #	Supplier Name	Supplier Site	Invoice #	Invoice Date	Invoice Amount	PO #	Payment Term	Terms Date	Discount Due Date	GL Date	Currency	Payment Method	Pay Group	Invoice Source
210587	COCA COLA BOTTL...	TST90821PY	5743167A	5/31/2017	210.41	6803402-6183	N21	5/31/2017	6/21/2017	11/30/2017	USD	EFT	US_OD_TRADE_EFT	US_OD_TR...

Release Hold | Chargeback | Hold Name | Release Reason
No data to display.

Query All Invoice Lines Query All Unmatched PO Lines Select All

Total Amount	0.00
Reason Code	0.00
Grand Total	0.00
Line Variance	0.00

Release Hold Chargeback Mass Update

Create Line

Select	Charg	Reason	Hold	Y/N	Line	Type	Amount	PO #	Location	PO	Shipn	Line	SKU	SKU	UOM	PO UOM	Quantity	Available	PO Qty	Invoice	PO	Qty	Price	Hold	Price	Hold Name	Hold Date	Charg
<input checked="" type="checkbox"/>				Y	1	ITEM	14.64	6803402...	006183	1	15	694289	SPRIT...		EACH	1	72	1	14.64	0.63	0.00	14.01	PRICE	12/12/2017	50			
<input checked="" type="checkbox"/>	—			Y	2	ITEM	14.64	6803402...	006183	1	17	694307	FANT...		EACH	1	48	1	14.64	0.63	0.00	14.01	PRICE	12/12/2017	50			
<input checked="" type="checkbox"/>	—			Y	4	ITEM	14.64	6803402...	006183	1	16	694298	SPRIT...		EACH	1	72	1	14.64	0.63	0.00	14.01	PRICE	12/12/2017	50			
<input checked="" type="checkbox"/>	—			Y	5	ITEM	38.88	6803402...	006183	1	5	383530	WATE...		EACH	2	192	1	19.44	0.83	0.00	37.22	PRICE	12/12/2017	50			
<input checked="" type="checkbox"/>	—			Y	6	ITEM	80.84	6803402...	006183	1	6	440845	ENER...		EACH	2	96	1	40.32	1.73	0.00	77.18	PRICE	12/12/2017	50			

Create

Release Hold	Chargeback	Hold Name	Reason Code	QTY	Price	UOM	Answer Code
<input checked="" type="checkbox"/>	—	PRICE		1	0.83		<input type="button" value="Delete"/>
—	<input checked="" type="checkbox"/>				13.81		<input type="button" value="Delete"/>

- All the actions performed can be saved using **Save** Button
- Final Action can be performed by Clicking “Apply” button. The system will validate to see whether all the lines are resolved by either releasing the hold/Chargeback and the corresponding reason codes are applied and invoice total matched.
- A custom program will be initiated to process the actions taken by the user.
 - If the action needs to add/update the invoice lines, invoice will be cancelled and recreated with new changes and invoice validation will be called to validate the invoice.
 - If the action is to chargeback, a Debit Memo will be created, and invoice validation will be called to validate the invoice.
 - If the action is to release holds, holds will be released.
 - A notification will be sent to Trade Payables distribution list with all the invoices processed as well as any errors encountered during the process.

Match Rate

Match rate provides a quick graphical view on each day, how much percentage of invoices are being processed without any manual intervention, how much percentage of invoices are on hold. This provides a historical view, which helps management to analyze the data and take any corrective action on how to improve the invoice matching process to help in managing the cash flow

Enhanced Benefits

- Measurable matching functionality, tracking and reporting
- Reduced manual processing and streamlined business processes
- Configurable to quickly react to changes in business processes
- Enhanced accuracy and consistency of data
- Improved security (role-based access)

Detailed video of custom matching engine which explains the complex scenarios handled by the system can be accessed @ https://youtu.be/gvrtKC2Ia_M

CONCLUSION

With this Systematic Automatic and Manual Matching Process, Accounts Payables invoice matching process will be improved tremendously and will help the management to quickly address issues with the vendors as well as huge cost savings to any organization which utilizes this solution by closing loop holes of the standard process.

REFERENCES

[1] https://docs.oracle.com/cd/E18727_01/doc.121/e12797/toc.htm