

# Smart Reconciliation

Accounts Payable - Matching

Policy Number:	Date of Last Revision: 9/17/13	Revision Number: Original
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	Date	Revised By	Revision History
Original	9/17/13	Alson Toavs	Original

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## 1.0 PURPOSE

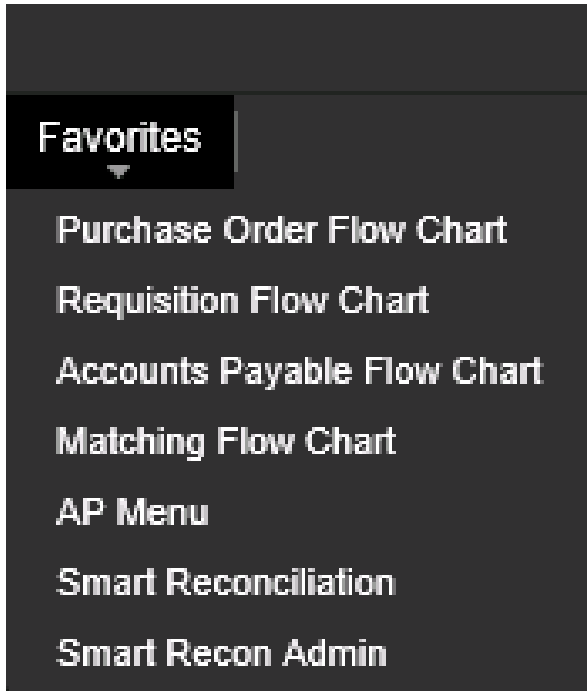
Provide a user guide and training manual for Smart Reconciliation and Smart Reconciliation Admin

## 2.0 RESPONSIBILITIES

Support will be required to define Smart Recon queue Build (MA167) and schedule it to run daily prior to the start of the work day.

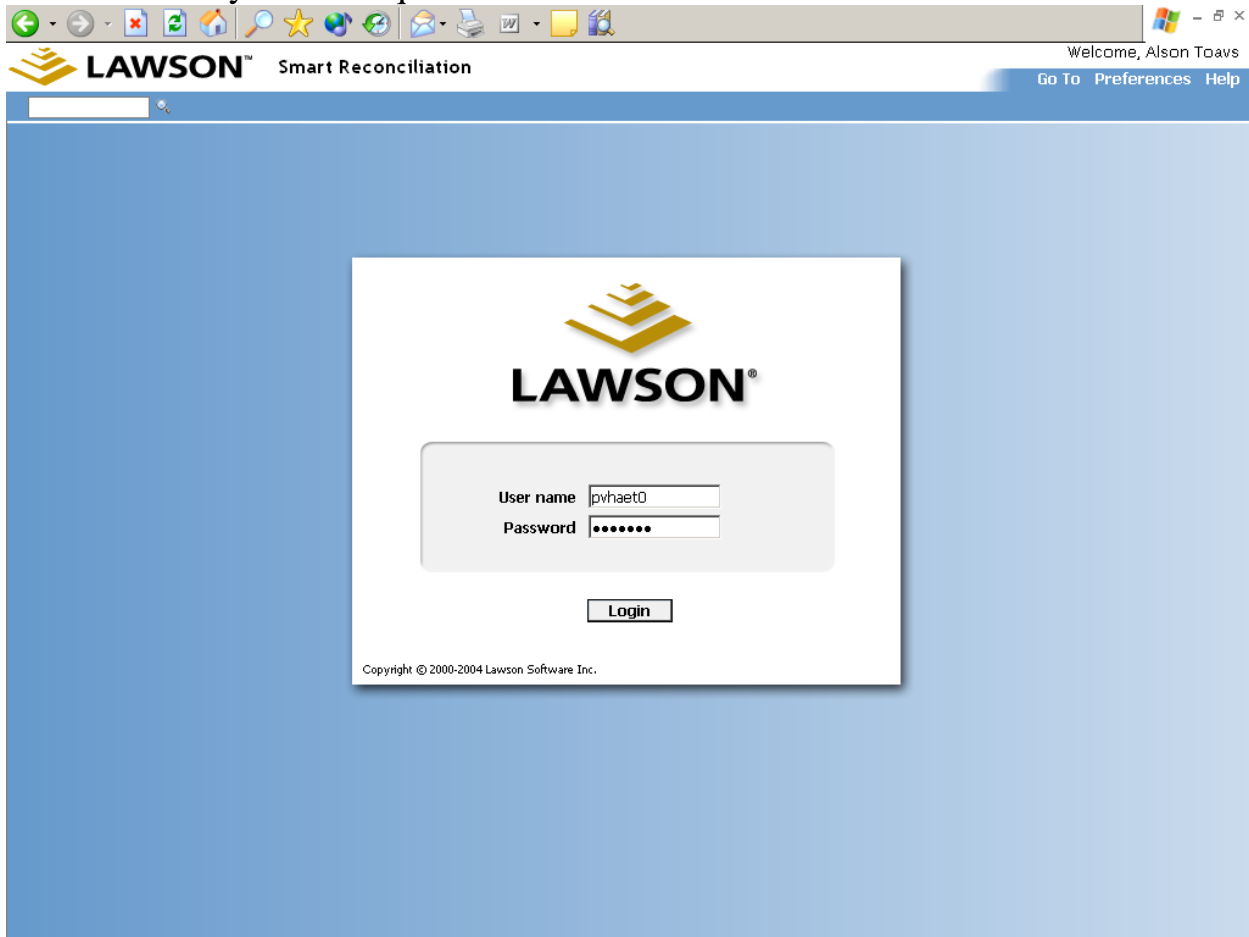
## 3.0 POLICIES AND PROCEDURES

### 3.1 System Access



### 3.1.1 Login

Note: This may not be required with Workstation



### 3.2 Getting Started

#### 3.2.1 System Filtering

Smart Reconciliation Workspace may be filtered to focus work.

Smart Reconciliation

Company: 10 | 7 of 8 invoices match your filter criteria | Work List (Reload) | Invoice Match | Detail Match

Vendor:  Purchase Order:  Due Date:  to  Invoice:  Advanced Filter:

Invoice #	Due Date	P.O. #	PO Code	Ship To	Buyer	Invoice Amount	Vendor	Company	Error Type	Invoice Date
INV150051	08/28/2013	150051	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013
INV150052	08/28/2013	150052	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013
INV150053	08/28/2013	150053	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013
INV150054	08/28/2013	150054	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013
INV150055	08/28/2013	150055	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013
123JTEST	09/10/2013	1019446		10	CCM	61.71	49928	10		08/01/2013
MATCHING-1	09/10/2013	1019431			SYS	100.00	49928	10	Match Invoice	08/19/2013

Filter by Vendor

Filter by PO Number  
PO Code

Filter by Due Date  
Range

Filter by Invoice

Click Filter

An Advanced Filter is available to focus by Buyer, Ship To, Invoice Operator, Authority Code or Error Type.

**Advanced Filter**

Buyer:

Ship To:

Invoice Operator:

Authority Code:

Error Type:

Click Save to Activate the Filter

### 3.2.2 Work list Sorting

Smart Reconciliation

Company  7 of 8 invoices match your filter criteria Work List (Reload) | Invoice Match | Detail Match

Vendor  Purchase Order  Due Date  to  Invoice  Advanced Filter

Invoice #	Due Date	P.O. #	PO Code	Ship To	Buyer	Invoice Amount	Vendor	Company	Error Type	Invoice Date
MATCHING-1	09/10/2013	1019431			SYS	100.00	49928	10	Match Invoice	08/19/2013
123JTEST	09/10/2013	1019446		10	CCM	61.71	49928	10	Match Invoice	08/01/2013
INV150055	08/28/2013	150055	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013
INV150054	08/28/2013	150054	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013
INV150053	08/28/2013	150053	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013
INV150052	08/28/2013	150052	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013
INV150051	08/28/2013	150051	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013

The work list can be sorted by clicking on the Due Date or Invoice Amount  
 Clicking again will reverse the order

### 3.2.3 Work list Processing

Smart Reconciliation

Company  7 of 8 invoices match your filter criteria Work List (Reload) | Invoice Match | Detail Match

Vendor  Purchase Order  Due Date  to  Invoice  Advanced Filter

Invoice #	Due Date	P.O. #	PO Code	Ship To	Buyer	Invoice Amount	Vendor	Company	Error Type	Invoice Date
MATCHING-1	09/10/2013	1019431			SYS	100.00	49928	10	Match Invoice	08/19/2013
123JTEST	09/10/2013	1019446		10	CCM	61.71	49928	10	Match Invoice	08/01/2013
INV150055	08/28/2013	150055	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013
INV150054	08/28/2013	150054	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013
INV150053	08/28/2013	150053	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013
INV150052	08/28/2013	150052	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013
INV150051	08/28/2013	150051	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013

Operators can use  to remove filter.  
 Work list Reload is available to load new work.

Note: This only provides new data after Smart Recon queue Build (MA167) has been run.

### 3.2.4 Work List Configuration

#### Smart Reconciliation

Company: 10 | 7 of 8 invoices match your filter criteria | [Work List \(Reload\)](#) | [Invoice Match](#) | [Detail Match](#)

Vendor: [ ] | Purchase Order: [ ] | Due Date: [ ] to [ ] | Invoice: [ ] | [Advanced Filter](#) | [Filter](#) | [Reset](#)

Invoice #	Due Date	P.O. #	PO Code	Ship To	Buyer	Invoice Amount	Vendor	Company	Error Type	Invoice Date
MATCHING-1	09/10/2013	1019431							Match Invoice	08/19/2013
123JTEST	09/10/2013	1019446							Match Invoice	08/19/2013
INV150055	08/28/2013	150055	1						Match Invoice	08/27/2013
INV150054	08/28/2013	150054	1						Match Invoice	08/27/2013
INV150053	08/28/2013	150053	1						Match Invoice	08/27/2013
INV150052	08/28/2013	150052	1						Match Invoice	08/27/2013
INV150051	08/28/2013	150051	1						Match Invoice	08/27/2013


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Configure View - Windows Internet Explorer

Work List - Change Table Column Order

- Invoice #
- Due Date
- P.O.#
- PO Code
- Ship To
- Buyer
- Invoice Amount
- Vendor
- Company

Save Cancel

Click on the Modify Icon  to re-align data fields or to add or remove fields  
Click in a box to add or delete an element  
Click the up or down arrows to move elements left or right on display

### 3.2.5 Help

#### Help

[Close](#) **Work List**

**Main**   **How To**   **Concepts**

Use Work List to view unmatched invoices by company and to set up your work for the match pages. The invoices that display in the work list table are the invoices you will work through in the match page. You can use the Filter functionality to help define the work list.

If you have only one company assigned, that company defaults into the Company field. If you have multiple companies assigned, you can use a drop-down list in the Company field to switch companies.

Invoices that have a hyperlinked invoice number have invoice detail lines (in other words, MAINVDTL records exist). Only invoices with detail lines can be matched at the detail level using the Detail Match screen. To access Detail Match, click the invoice number.

Any invoice without a hyperlinked invoice number can only be matched at the invoice level on the Invoice Match screen. To access Invoice Match, click the PO number.

You can use the Filter to reduce the number of invoices that display in the table. You can filter invoices by vendor, purchase order number, due date, or invoice number. To enable the filter, enter information in the filter fields and click the Filter button. To view all invoices again, turn off the Filter by clicking the Reset button.

You can use the Advanced Filter to further reduce the number of invoices that display in the table. You can filter invoices by buyer, ship to location, or invoice operator. To enable the advanced filter, enter information in the filter fields on the Advanced Filter dialog and click the Save button. Then, click the Filter button on the Work List filter bar. To view all invoices again, turn off the Advanced Filter by clicking the Reset button, followed by the Save button on the Advanced Filter dialog window. Then, click the Reset button on the Work List filter bar. Alternatively, you can click on the Reset button on the Work List filter bar, which turns off all filter

Click on the Icon for Work list Help

3.2.6 Detail Match Setup  
3.2.6.1 Match Screen

Detail Match

August 28, 2013  
7 Total Invoices  
7 invoices remain  
Past Due  
Aug 26 - Sept 1, 2013  
Sept 2 - 8, 2013  
Sept 9 - 15, 2013  
Sept 16 - 22, 2013

Work List | Invoice Match | Detail Match

MPRESSION PRINTING P.O. # 150053 - 0 - 1 Invoice # INV150053 Total: 37,600.00 USD

Working Set

	Quantity	Total Cost
Invoice Line	14.00	10000.00
Receiver Line	14.00	10000.00
Discrepancy	0.00	0.00

Sets Cost Set Quantity Set Chargeback Total Summary

Set Name	Discrepancy
Set # 1	(1) 0.00
Total	(1) 0.00

Chargeback Total, Net 0.00

10 Invoice Lines - Invoice # INV150053							10 Receiver Lines - P.O. # 150053 - 0 - 1						
Item #	Line #	Item Type	Matched Q	Match Unit	Extended A	Tax Code	Item #	Line #	Item Type	Match Unit	Orig Rec Qt	Extended A	Ship To
##	#13	8	N	8.0000	800.00000	6400.00	#101877...	6	N	600.00000	6.0000	6400.00	10
##	#101877...	6	N	6.0000	600.00000	600.00	#13	8	N	800.00000	8.0000	6400.00	10
##	#106227...	7	N	7.0000	700.00000	4900.00	#106227...	7	N	700.00000	7.0000	4900.00	10
##	#14	9	N	10.0000	900.00000	9000.00	#14	9	N	900.00000	10.0000	9000.00	10
##	#15	10	N	11.0000	1000.00000	11000.00	#15	10	N	1000.00000	11.0000	11000.00	10
##	#17	1	N	1.0000	500.00000	500.00	#17	1	N	500.00000	1.0000	500.00	10
##	#18	2	N	5.0000	100.00000	500.00	#18	2	N	100.00000	5.0000	500.00	10
##	#1 PRIN...	5	N	3.0000	300.00000	900.00	#1 PRIN...	5	N	300.00000	3.0000	900.00	10
##	#3 PRI...	3	N	1.0000	200.00000	200.00	#3 PRI...	3	N	200.00000	1.0000	200.00	10

Header Invoice Counts Due Date ranges

Working Set

Sets

Receipt Lines

Working Set Invoices/Receipts

Make Set

Match


### 3.2.6.2 Configure Invoice Lines

#### Detail Match

The screenshot displays the 'Detail Match' interface. At the top, it shows 'August 28, 2013' and '7 invoices remain'. A progress bar indicates the status of invoices from 'Aug 26 - Sept 1, 2013' to 'Sept 16 - 22, 2013'. Below this, a summary shows 'Total Invoices: 7' and 'Total: 37,600.00 USD'. The 'Working Set' table shows:

	Quantity	Total Cost
Invoice Line	14.00	10000.00
Receiver Line	14.00	10000.00
Discrepancy	0.00	0.00

The main table lists 10 invoice lines with columns: Item #, Line #, Item Type, Matched Qt, Match Unit, Extended A, and Tax Code. A configuration window titled 'Invoice Lines - Change Table Column Order' is overlaid on the right, showing a list of fields with checkboxes and arrows for re-ordering. A gear icon (Modify Icon) is highlighted with an arrow pointing to it in the table header.

Click on the Modify Icon  to re-align data fields or to add or remove fields  
Click in a box to add or delete an element  
Click the up or down arrows to move elements left or right on display


NOTE: it makes work easier if the data elements are in the same order on both Invoice and Receipt Lines.

### 3.2.6.3 Configure Receipt Lines

#### Detail Match

The screenshot displays a software interface for invoice reconciliation. At the top, there's a 'Detail Match' section with a calendar for August 28, 2013, and a 'Total Invoices' count of 7. Below this is a 'Working Set' window showing a table of 'Receiver Lines' for P.O. # 150053 - 0 - 1. The table has columns for Item #, Line #, Item Type, Match Unit, Orig Rec Qty, Extended A, and Ship To. A 'Configure View' dialog is open over the table, allowing users to select which columns to display. A gear icon (Modify Icon) is highlighted with a black arrow, indicating it can be used to re-align data fields or add/remove fields. The table shows 10 receiver lines with various item numbers and quantities.

Item #	Line #	Item Type	Match Unit	Orig Rec Qty	Extended A	Ship To
#10187...	6	N	600.00000	6.0000	3600.00	10
#13	8	N	800.00000	8.0000	6400.00	10
#10622/...	7	N	700.0000	7.0000	4900.00	10
#14	9	N	900.0000...	10.0000	9000.00	10
#15	10	N	1000.00...	11.0000	11000.00	10
#17	...	N	500.0000...	1.0000	500.00	10
#18	2	N	100.0000...	5.0000	500.00	10
#1 PRIN...	5	N	300.0000...	3.0000	900.00	10
#3 PRI...	3	N	200.0000...	1.0000	200.00	10

- Click on the Modify Icon  to re-align data fields or to add or remove fields
- Click in a box to add or delete an element
- Click the up or down arrows to move elements left or right on display

NOTE: it makes work easier if the data elements are in the same order on both Invoice and Receipt Lines.

### 3.3 Processing Invoices

#### 3.3.1 Filter and Select Starting Invoice

##### Smart Reconciliation

Company: 10 | C 7 of 8 invoices match your filter criteria [Work List \(Reload\)](#) | [Invoice Match](#) | [Detail Match](#)

Vendor: 153190 | Purchase Order: | Due Date: | Invoice: | [Advanced Filter](#) | [Filter](#) | [Reset](#)

Invoice #	Due Date	P.O. #	PO Code	Ship To	Buyer	Invoice Amount	Vendor	Company	Error Type	Invoice Date
150051	08/28/2013	150051	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013
150052	08/28/2013	150052	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013
150053	08/28/2013	150053	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013
150054	08/28/2013	150054	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013
150055	08/28/2013	150055	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013
123JTEST	09/10/2013	1019446		10	CCM	61.71	49928	10		08/01/2013
MATCHING-1	09/10/2013	1019431			SYS	100.00	49928	10	Match Invoice	08/19/2013

Filter work using one of the available options  
Click Filter

##### Smart Reconciliation

Company: 10 5 of 8 invoices match your filter criteria [Work List \(Reload\)](#) | [Invoice Match](#) | [Detail Match](#)

Vendor: 153190 | Purchase Order: | Due Date: | Invoice: | [Advanced Filter](#) | [Filter](#) | [Reset](#)

Invoice #	Due Date	P.O. #	PO Code	Ship To	Buyer	Invoice Amount	Vendor	Company	Error Type	Invoice Date
150051	08/28/2013	150051	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013
150052	08/28/2013	150052	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013
150053	08/28/2013	150053	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013
150054	08/28/2013	150054	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013
150055	08/28/2013	150055	1		ACW	37600.00	153190	10	Match Invoice	08/27/2013

Click on Invoice# or P.O. # to begin processing.

Note: When the Invoice # is Black, details are missing on the Invoice; the invoice will not open. AP20.2 and correct the invoice. Items in Blue are available for action.

Open

### 3.3.2 Creating Work Sets

#### Detail Match

5 Total Invoices Filter Applied August 28, 2013 5 invoices remain Past Due Aug 26 - Sept 1, 2013 Sept 2 - 8, 2013 Sept 9 - 15, 2013 Sept 16 - 22, 2013

1ST IMPRESSION PRINTING P.O. # 150051 - 0 - 1 Invoice # INV150051 Total: 37,600.00 USD

Working Set

Invoice Line	Quantity	Total Cost
Invoice Line	6.00	3600.00
Receiver Line		
Discrepancy	6.00	3600.00

Set Name	Discrepancy	Sets	Chargeback Total, Net
		0	0.00

10 Invoice Lines - Invoice # INV150051						
Item #	Line #	Item Type	Matched Qu	Match Unit	Extended A	Tax Code
##	#10187/...	6	N	6.0000	600.00000	3600.00
##	#1	4	N	2.0000	300.00000	600.00
##	#10622/...	7	N	7.0000	700.00000	4900.00
##	#13	8	N	8.0000	800.00000	6400.00
##	#14	9	N	10.0000	900.00000	9000.00
##	#15	10	N	11.0000	1000.00...	11000.00
##	#17	1	N	1.0000	500.00000	500.00
##	#18	2	N	5.0000	100.00000	500.00
##	#1 PRIN...	5	N	3.0000	300.00000	900.00
##	# 3 PRIN...	3	N	1.0000	200.00000	200.00

10 Receiver Lines - P.O. # 150051 - 0 - 1							
Item #	Line #	Item Type	Match Unit	Orig Rec Q	Extended A	Ship To	
#10187/...	6	N	6.00000	6.0000	3600.00	10	
#1	4	N	300.00000	2.0000	600.00	10	
#10622/...	7	N	700.00000	7.0000	4900.00	10	
#13	8	N	800.00000	8.0000	6400.00	10	
#14	9	N	900.00000	10.0000	9000.00	10	
#15	10	N	1000.00...	11.0000	11000.00	10	
#17	1	N	500.00000	1.0000	500.00	10	
#18	2	N	100.00000	5.0000	500.00	10	
#1 PRIN...	5	N	300.00000	3.0000	900.00	10	
# 3 PRIN...	3	N	200.00000	1.0000	200.00	10	

Select All None

- Click on Invoice Line to add it to the working set.
- The related item in the receiver lines sorts to the top of the list
- Click on receiver line to add it to the working set.
- Click Select All to add all invoice lines to the working set
- Click Select All to add all receiver lines to the working set.


### 3.3.2 Creating Set (Match Set)

**Detail Match** Work List | Invoice Match | Detail Match

5 Total Invoices August 28, 2013 5 invoices remain Past Due Aug 26 - Sept 1, 2013 Sept 2 - 8, 2013 Sept 9 - 15, 2013 Sept 16 - 22, 2013

1ST IMPRESSION PRINTING P.O. # 150051 - 0 - 1 Invoice # INV150051 Total: 37,600.00 USD Add Comment


**Working Set** Sets Cost Set Quantity Set Chargeback Total  Summary

Invoice Line	Quantity	Total Cost		Set Name	Discrepancy
Invoice Line	54.00	37600.00			
Receiver Line	54.00	37600.00			
Discrepancy	0.00	0.00			

10 Invoice Lines - Invoice # INV150051						
Item #	Line #	Item Type	Matched Q	Match U	Extended A	Tax Code
\$\$ #1	4	N	2.0000	300.0000	600.00	
\$\$ #10622/...	7	N	7.0000	700.0000	4900.00	
\$\$ #13	8	N	8.0000	800.0000	6400.00	
\$\$ #14	9	N	10.0000	900.0000	9000.00	
\$\$ #15	10	N	11.0000	1100.0000	11000.00	
\$\$ #17	1	N	1.0000	100.0000	500.00	
\$\$ #18	2	N	5.0000	100.0000	500.00	
\$\$ #1 PRIN...	5	N	3.0000	300.0000	900.00	
\$\$ #3 PRIN...	3	N	1.0000	200.0000	200.00	
\$\$ #10187/...	6	N	6.0000	600.0000	3600.00	

10 Receiver Lines - P.O. # 150051 - 0 - 1							
Item #	Line #	Item Type	Match Unit	Orig Rec Q	Extended A	Ship To	
#1	4	N	300.0000	2.0000	600.00	10	
#10622/...	7	N	700.0000	7.0000	4900.00	10	
#13	8	N	800.0000	8.0000	6400.00	10	
#14	9	N	900.0000	10.0000	9000.00	10	
#15	10	N	1000.0000	11.0000	11000.00	10	
#17	1	N	500.0000	1.0000	500.00	10	
#18	2	N	100.0000	5.0000	500.00	10	
#1 PRIN...	5	N	300.0000	3.0000	900.00	10	
#3 PRIN...	3	N	200.0000	1.0000	200.00	10	
#10187/...	6	N	600.0000	6.0000	3600.00	10	

Select All Lines Select All Lines

Click on Create Icon  to move the working set to a set

### 3.3.3 Adding Comments

Detail Match Work List | Invoice Match | Detail Match

5 Total Invoices  
Filter Applied

August 28, 2013  
4 invoices remain

Past Due

Aug 26 - Sept 1, 2013    Sept 2 - 8, 2013    Sept 9 - 15, 2013    Sept 16 - 22, 2013

1ST IMPRESSION PRINTING P.O. # 150052 - 0 - 1 Invoice # INV150052 Total: 37600.00 USD ▶

[Add Comment](#)

**Working Set**

Invoice Line	Quantity	Total Cost
Receiver Line		
Discrepancy		

**Sets**    Cost Set    Quantity Set    Chargeback Total  Summary

Set Name	Discrepancy

Chargeback Total, Net 0.00

10 Invoice Lines - Invoice # INV150052							10 Receiver Lines - P.O. # 150052 - 0 - 1						
Item # ▲	Line #	Item Type	Matched Qy	Match Unit	Extended A	Tax Code	Item # ▲	Line #	Item Type	Match Unit	Orig Rec Qy	Extended A	Ship To
#1	4	N	2.0000	300.00000	600.00		#1	4	N	300.00000	2.0000	600.00	10
#10187/...	6	N	6.0000	600.00000	3600.00		#10187/...	6	N	600.00000	6.0000	3600.00	10
#10622/...	7	N	7.0000	700.00000	4900.00		#10622/...	7	N	700.00000	7.0000	4900.00	10
#13	8	N	8.0000	800.00000	6400.00		#13	8	N	800.00000	8.0000	6400.00	10
#14	9	N	10.0000	900.00000	9000.00		#14	9	N	900.00000	10.0000	9000.00	10
#15	10	N	11.0000	1000.00...	11000.00		#15	10	N	1000.00...	11.0000	11000.00	10
#17	1	N	1.0000	500.00000	500.00		#17	1	N	500.00000	1.0000	500.00	10
#18	2	N	5.0000	100.00000	500.00		#18	2	N	100.00000	5.0000	500.00	10
#1 PRIN...	5	N	3.0000	300.00000	900.00		#1 PRIN...	5	N	300.00000	3.0000	900.00	10
#3 PRIN...	3	N	1.0000	200.00000	200.00		#3 PRIN...	3	N	200.00000	1.0000	200.00	10

Click the Add Comment Link to store Comments that can appear on the Check, as a Note, on Reports or All of the Above.

## Comment

### Add Comment

- Check
- Note
- Report
- All of the above

#### Title

#### Text

Click Save

### 3.3.4 Matching the Invoice

Detail Match

August 28, 2013  
5 Total Invoices  
Filter Applied  
5 invoices remain  
Past Due  
Aug 26 - Sept 1, 2013  
Sept 2 - 8, 2013  
Sept 9 - 15, 2013  
Sept 16 - 22, 2013

1ST IMPRESSION PRINTING P.O. # 150051 - 0 - 1 Invoice # INV150051 Total: 37,600.00 USD

Working Set

Invoice Line	Quantity	Total Cost
Receiver Line		
Discrepancy		

Sets	Cost Set	Quantity Set	Chargeback Total	Summary
Set # 1		(10)	0.00	Chargeback Total, Net 0.00
Total		(10)	0.00	

10 Invoice Lines - Invoice # INV150051

Item #	Line #	Item Type	Matched Qu	Match Unit	Extended A	Tax Code

10 Receiver Lines - P.O. # 150051 - 0 - 1

Item #	Line #	Item Type	Match Unit	Orig Rec Qt	Extended A	Ship To

Click the set Create Icon  to Match the invoice

Detail Match

August 28, 2013  
5 Total Invoices  
Filter Applied  
4 invoices remain  
Past Due  
Aug 26 - Sept 1, 2013  
Sept 2 - 8, 2013  
Sept 9 - 15, 2013  
Sept 16 - 22, 2013

1ST IMPRESSION PRINTING P.O. # 150052 - 0 - 1 Invoice # INV150052 Total: 37600.00 USD

Working Set

Invoice Line	Quantity	Total Cost
Receiver Line		
Discrepancy		

Sets	Cost Set	Quantity Set	Chargeback Total	Summary
Automatic		(10)	0.00	Chargeback Total, Net 0.00
				0.00

Match complete

10 Invoice Lines - Invoice # INV150052

Item #	Line #	Item Type	Matched Qu	Match Unit	Extended A	Tax Code

10 Receiver Lines - P.O. # 150052 - 0 - 1

Item #	Line #	Item Type	Match Unit	Orig Rec Qt	Extended A	Ship To

Expected Result – Match Complete

Other possible results

Matched In Tolerance

Matched Out of Tolerance

Invoice Message Created – Requires that Match Company Messaging is turned on

Cannot Match – Invoice tax is out of balance by “Amount”

### 3.3.5 Working with Sets

#### 3.3.5.1 View Contents of Set

##### Detail Match

Work List | Invoice Match | Detail Match  
 August 28, 2013  
 Total Invoices: 5 (Filter Applied) | 4 invoices remain (Past Due)  
 1ST IMPRESSION PRINTING P.O. # 150052 - 0 - 1 Invoice # 150052 Total: 37600.00 USD

Working Set		Sets		Chargeback Total	Summary
Quantity	Total Cost	Set Name	Discrepancy		Sets
Invoice Line		Set # 1	(3)	0.00	1
Receiver Line					
Discrepancy		Total	(3)	0.00	Chargeback Total, Net 0.00

Click on Set # to view contents

##### View Match Set

Company 10 | Vendor 153199 | 1ST IMPRESSION PRINTING  
 P.O. # 150052 - 0 - 1

Invoice							Receipt						
Item #	Line #	Item Type	Matched	Match Ur	Extender	Tax Code	Item #	Line #	Item Type	Match Ur	Orig Rec	Extender	Ship
#106...	7	N	7.0000	700.0...	4900.00		#1	4	N	300.0...	2.0000	600.00	10
#101...	6	N	6.0000	600.0...	3600.00		#101...	6	N	600.0...	6.0000	2000.00	10
#1	4	N	2.0000	300.0...	600.00		#106...	7	N	700.0...	7.0000	4900.00	10

Close

Match set displays

Note: The modify icons are available to display additional elements

### 3.3.5.2 Chargeback

Work with sets

Chargeback Total

Set Name	Discrepancy	
Set # 1	(3)	0.00 ↻
Total	(3)	0.00

Sets	1
Chargeback Total, Net	0.00

Options are available to Create Cost Sets, Quantity Sets and to Chargeback the total

If variance is detected, the Chargeback button is available

[Chargeback](#) ▼

Chargeback  Yes  No  
 Reason Code

Select a Reason Code and Click save

A chargeback will be created identified as the Invoice # - 111

### 3.3.5.3 Rolling Back a Set

**Detail Match** Work List | Invoice Match | Detail Match

CARLSON CRAFT INC. August 28, 2013

Total Invoices: 5 4 invoices remain Past Due

1ST IMPRESSION PRINTING P.O. # 150052 - 0 - 1 Invoice # INV150052 Total: 37600.00 USD Add Comment

**Working Set**

	Quantity	Total Cost
Invoice Line		
Receiver Line		
Discrepancy		

**Sets** Cost Set Quantity Set Chargeback Total Summary

Set Name	Discrepancy	Chargeback Total
Set # 2	(3)	9100.00
Set # 1	(7)	0.00
<b>Total</b>	<b>(10)</b>	<b>9100.00</b>

**Summary**

Sets	2
Chargeback Total, Net	9100.00

10 Invoice Lines - Invoice # INV150052							10 Receiver Lines - P.O. # 150052 - 0 - 1						
Item #	Line #	Item Type	Matched Q.	Match Unit	Extended A	Tax Code	Item #	Line #	Item Type	Match Unit	Orig Rec Q	Extended A	Ship To
#1	4	N			300.00000		#1	4	N		2.0000	600.00	10
#10187/...	6	N			600.00000		#10187/...	6	N		6.0000	3600.00	10
#10622/...	7	N			700.00000		#10622/...	7	N		7.0000	4900.00	10

Click the Roll Back Icon to return Invoice and Receiver Lines to the initial area.

**Detail Match** Work List | Invoice Match | Detail Match

CARLSON CRAFT INC. August 28, 2013

Total Invoices: 5 4 invoices remain Past Due

1ST IMPRESSION PRINTING P.O. # 150052 - 0 - 1 Invoice # INV150052 Total: 37600.00 USD Add Comment

**Working Set**

	Quantity	Total Cost
Invoice Line		
Receiver Line		
Discrepancy		

**Sets** Cost Set Quantity Set Chargeback Total Summary

Set Name	Discrepancy	Chargeback Total
Set # 1	(7)	0.00
<b>Total</b>	<b>(7)</b>	<b>0.00</b>

**Summary**

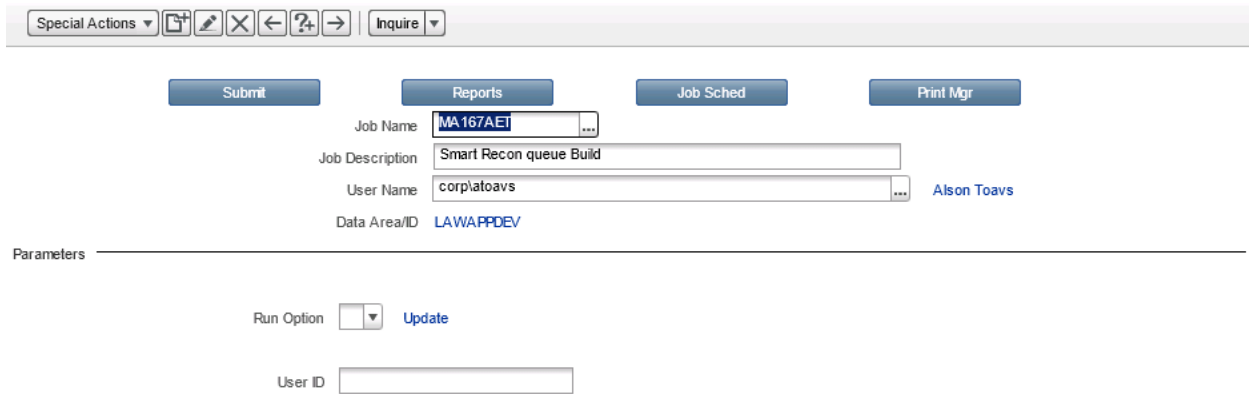
Sets	1
Chargeback Total, Net	9100.00







10 Invoice Lines - Invoice # INV150052							10 Receiver Lines - P.O. # 150052 - 0 - 1						
Item #	Line #	Item Type	Matched Q.	Match Unit	Extended A	Tax Code	Item #	Line #	Item Type	Match Unit	Orig Rec Q	Extended A	Ship To
#1	4	N			2.0000	300.00000	#1	4	N		2.0000	600.00	10
#10187/...	6	N			6.0000	600.00000	#10187/...	6	N		6.0000	3600.00	10
#10622/...	7	N			7.0000	700.00000	#10622/...	7	N		7.0000	4900.00	10

3. 4 System Administration  
 3.4.1 Smart Reconciliation Queue Rebuild

Enter MA167 in the Search Box

Click on Search Icon 



Special Actions ▾       Inquire ▾

Submit Reports Job Sched Print Mgr

Job Name MA167AET ...

Job Description Smart Recon queue Build

User Name corplatoavs ... Alson Toavs

Data Area/ID LAWAPPDEV

---


Parameters


Run Option  Update

User ID

Enter Job Name  
 Accept defaults

Click Add Icon 

Click Submit Icon 

Click Submit Icon 

**Job must be run at least daily to refresh user's queues.**

Note: Option is available to delete a user. Use Run Option Delete and Enter User ID

### 3.4.2 User Setup

## Open Smart Reconciliation Admin

User Administration

#### User List

User ID	Company	Vendor Range	Vendor List
atoavs	10; 11; 12; 13; 14;	A-Z; 0-9	
fmforcelle	21; 26; 27; 28; 35	A-Z; 0-9	
jeerlenbach	10; 11; 12; 13; 14;	A-Z; 0-9	
lawson	10; 11; 12; 13; 14;	A-Z; 0-9	
mafarniok	10; 11; 12; 13; 14;	A-H	
mkrubin	10; 11; 12; 13; 14;	A-Z; 0-9	

Setup a User

Click on Setup a User

#### Smart Reconciliation Administration

User ID \*

Company \*

Match Preference  Detail Match  Invoice

Invoices  All invoices  Only in

Display Only

Restrict Chargebacks

Vendor Select all Vendors in Range:  >>

Select Individual Vendors: Search by name to view and sele

Vendor Name contains

#### Selection

User ID Selection


User ID  contains

User ID	Name
Anonymous	
SPInstall	SPInstallUser
SYSTEM	

Records 1 - 46

System Opens Setup screen and Selection screen  
Scroll and click on selected user

### Add Company Permissions

Click on Company Search icon   
 Scroll and Highlight all Required Companies

Set Permissions for Match Preference, Invoices, Display Only and Restrict Chargebacks

**Match Preference**    Detail Match    Invoice Match    Both  
**Invoices**    All invoices    Only invoices with receipt details  
**Display Only**     
**Restrict Chargebacks**  

Click on Detail match, since these are the only rule defined in Match Table  
 Click on Only invoices with receipt details  
 Note: if any receiving has been completed against a PO, detail will display.  
 Click Restrict Chargeback since they are not being used

## Select Vendor Permissions

[Smart Reconciliation Administration](#)

User ID \*

Company \*

Match Preference  Detail Match  Invoice Match  Both

Invoices  All invoices  Only invoices with receipt details

Display Only

Restrict Chargebacks

Vendor Select all Vendors in Range: Enter the letters to add to the range.  
 -

Select Individual Vendors: Search by name to view and select an individual vendor.  
 Vendor Name contains

\*Selected Vendors:  
 A-H  
 0-9

Enter range of vendors for this user, using the first letter of the vendor search name.

Click the move Icon













Note: Search by Vendor Name can be used to add selected vendors outside selected vendor ranges.


Click Save

## Modify or Delete a User

[User Administration](#)

User List

User ID	Company	Vendor Range	Vendor List	
atoavs	10; 11; 12; 13; 14;	A-Z; 0-9		 
	21; 26; 27; 28; 35	A-Z; 0-9		 
	10; 11; 12; 14; 16;	A-H; 0-9		 
	10; 11; 12; 13; 14;	A-Z; 0-9		 
	10; 11; 12; 13; 14;	A-H		 
	10; 11; 12; 13; 14;	A-Z; 0-9		 

Click the Change Icon  to modify user's permissions

Click the Delete Icon  to remove user's permissions

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### 3.4.2 Security Settings

#### 3.4.2.1 Program Access Requirements

##### Form Access

MA67.1	SR01
MA67.2	SR02
MA67.3	SR03
	SR10
	SR12
	SR14
	SR16
	SR18

#### 3.4.3 Datafile Access Requirements

APCOMPANY  
 APINVOICE  
 APVENMAST  
 MAAOCDTL  
 MACOMPANY  
 MAINVDTL  
 MAREASONCD  
 POLINE  
 PORECEIVE  
 PORECLINE  
 RECAOCDTL

This access is available to users who execute Reconciliation Queue

MAWORKQ

This additional access is required for users of Smart Reconciliation.

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## 4.0 FORMS/DOCUMENTS/LINKS

**Smart Reconciliation User Guide**  
SMRUG\_10.0.0.0\_UWA