

# Smart Reconciliation

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# Agenda

- Current Practice
- Overview
- Demonstration
- Hands-on – Training

# Current Practice Discussion

- Smart Recon
- Invoice Entry
- Matching – On-line – Batch
- Reconciliation Process
  - Reconciliation Queue MA60
  - Smart Reconciliation
- Auto Match MA126
  - Process matched invoices
  - Error Correction
- Accounts Payable Organization
  - Input
  - Reconciliation

# Metrics

- Received not Invoiced (PO135)
  - \$669,552.45      Main Warehouse \$331,113.67
- Unmatched Invoices (AP252)
  - 154 invoices \$649,571.54
- Unmatched Receipt Listing (MA231)
  - \$1,112,471.41      Open \$735,738.17
- Match Analysis (AP251)
  - \$12,150,390.95      Perfect Match 90.48%
- Cost Variance Analysis (MA278)

# Match Analysis (AP251)

## Previous Year

	Invoice	PCT	Amount	PCT
Perfect Match	7,252	84.46	10,993,916.34	90.48
In Tolerance	644	7.50	459,331.03	3.78
Out	690	8.04	697,143.58	5.74
Chargeback	0		0.00	
No Receipt	0		0.00	
Total	8,586		12,150,390.95	

# Match Analysis (MA251)

## Previous Year

➤ Vendor Type	Invoices	Value	Perfect Match
➤ Adventures in Advertising	214	371,455.55	91.92%
➤ Dell Marketing	170	1,159,375.80	97.00
Marketing Sub-Total		1,530,831.35	
➤ Dukes Office Supply	715	739,105.26	81.00%
➤ Five Star Office Supply	720	575,505.84	79.11%
➤ Reiman Office Supplies	1,160	423,711.52	75.87%
Office Supplies Sup-Total		1,162,816.78	
➤ Alfo Enterprises	22	464,618.92	99.91%
➤ Apple Inc	58	166,659.61	93.70%
➤ Huddleston-Bickford Pamela	707	679,089.10	97.63%
➤ Kaplan Early Learning	87	67,616.46	90.00%
➤ Lake Shore	70	36,577.86	88.28%
➤ <b>Total</b>	<b>8,586</b>	<b>12,150,390.50</b>	

# Smart Reconciliation

- Sits on top of the Recon Queue MA60
- Filters present do-able work
  - Exclude missing Receiving
  - Excludes Invoices with Outstanding Messages
  - By Buyer or Invoice Operator
  - By Due Date Range
- Exception processing

# Overview

- System Access
- Login
  - System Filtering
  - Help
- Invoice Match Setup
  - Configure Invoice Lines
  - Configure Receipt Lines

# System Access

**LAWSON** Portal Home

Welcome Lawson [logout]

Search...

**Home**

**My Shortcuts**

- Account Analysis (GL95)
- Transaction Analysis (GL90)
- Detail Ledger (GL290)
- GL Reports (RW100)
- Journal Analysis (GL41)
- Commitment Analysis (GL94)
- Trial Balance (GL291)
- RQ Flowchart
- IC Flowchart
- PO Flowchart
- MA Flowchart

**Requisitions Self-Service**

**Smart Reconciliation**

- Smart Recon
- Smart Recon Admin

**Jobs and Reports**

**ProcessFlow**

**Portal**

**Common Tasks**

- > [Manage Subscriptions](#)
- > [Manage User Options](#)

Manage your navigation links and home page content

**Use Preferences to Add Smart Recon Bookmark to your portal**

Done

Internet 100%

# Login

The screenshot shows a web browser window displaying the Lawson Smart Reconciliation login page. The browser's address bar is empty, and the title bar reads "LAWSON™ Smart Reconciliation". The page header includes "Welcome, Alson Toavs" and navigation links for "Go To", "Preferences", and "Help". The main content area features a white login box with the Lawson logo at the top. Below the logo are two input fields: "User name" containing "pvhaet0" and "Password" containing seven dots. A "Login" button is positioned below the fields. At the bottom of the login box, the copyright notice "Copyright © 2000-2004 Lawson Software Inc." is visible.

# System Filtering

LAWSON

Smart Reconciliation

Welcome Lawson [logout]

Search...

Company LGE Corporation

8 of 10 invoices match your filter criteria

Work List (Reload) | Detail Match

Vendor  Purchase Order    Due Date  to  Invoice  Advanced Filter

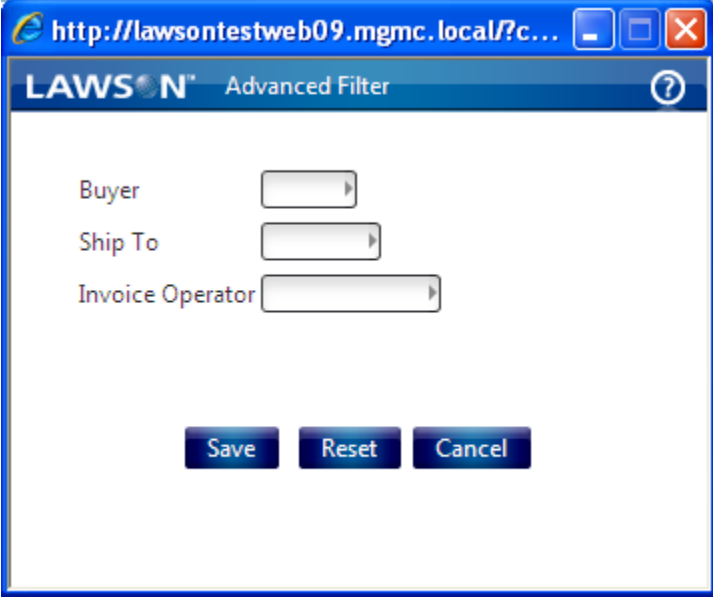
Invoice #	Due Date	P.O. #	PO Release	PO Code	Ship To	Authority Code	Buyer	Invoice Amount
8100	01/01/2009	6303	0			BYR	JS	5280.00
13100	01/01/2009	180	0			BYR	JS	13850.00
3333	01/01/2009	6106	0			BYR	JS	7200.00
3200	01/31/2009	3000	0			SUP	JS	645.00
INV173	01/31/2009	173	0			SUP	JS	925.00
INV175	01/31/2009	176	0			SUP	JS	1075.00
7300	01/31/2009	201	0			SUP	JS	571.00
INV106	10/12/2009	106	0		1	SUP		47.50

1 - 8 of 8

Done

Internet 100%

# Advanced Filtering



The screenshot shows a web browser window with the address bar containing the URL `http://lawsontestweb09.mgmc.local/?c...`. The browser window displays a dialog box titled "LAWS N Advanced Filter". The dialog box contains three dropdown menus for filtering: "Buyer", "Ship To", and "Invoice Operator". Below the dropdown menus are three buttons: "Save", "Reset", and "Cancel".

Buyer

Ship To

Invoice Operator

Save Reset Cancel

# Work list Processing

Company Pomona Valley Hospital Med Ctr 91 of 91 invoices match your filter criteria Work List (Reload) Detail Match ?

Invoice #	Due Date	P.O. #	PO Release	PO Code	Ship To	Authority Code	Buyer	Invoice Amount
570222629	09/27/2005	102394	0			LMF	PAR	614.80
570927356	10/18/2005	106359	0			LMF	INV	993.17
570974236	10/19/2005	106359	0			LMF	INV	47.70
571018335	10/21/2005	103342	0		SD	LMF	INV	127.77
571063954	10/21/2005	105250	0			LMF	JAK	2743.00
571338065	11/01/2005	103219	0		SD	LMF	KJM	192.26
571383627	11/01/2005	103767	0			LMF	INV	368.67
571566505	11/08/2005	109876	0		SD	LMF	PA	2746.73
571649687	11/10/2005	110278	0		SD	LMF	INV	93.30
571649689	11/10/2005	110336	0		SD	LMF	INV	1906.87
571914869	11/17/2005	111940	0			LMF	JAK	34.11
572107035	11/23/2005	105249	0			LMF	INV	6.82
572107039	11/23/2005	112502	0			LMF	INV	129.08
572184994	11/28/2005	100545	0			LMF	INV	193.10
572186457	11/29/2005	113696	0		SD	LMF	KJM	76.93
572267622	11/30/2005	103218	0		SD	LMF	JHL	140.87
572267880	12/01/2005	112065	0		SD	LMF	INV	364.17
572535396	12/09/2005	115173	0		SD	LMF	LAR	125.68
572664099	12/14/2005	115992	0		SD	LMF	INV	14.10
572946373	12/22/2005	117958	0		SD	LMF	PAR	1245.80
573031013	12/24/2005	118408	0		SD	LMF	INV	1156.41
573140414	12/29/2005	116832	0		SD	LMF	INV	87.48
573140486	12/29/2005	118545	0		SD	LMF	INV	165.49
573224809	12/31/2005	118545	0		SD	LMF	INV	378.18
573330645	01/05/2006	118967	0		SD	LMF	JAK	3808.89
573373834	01/06/2006	120149	0		SD	LMF	INV	3637.10
573373858	01/06/2006	120114	0		SD	LMF	LAR	1274.78

1-91 of 91

# Work list Sorting by Due Date



Smart Reconciliation

Welcome Lawson [logout]

Search...

Company LGE Corporation

8 of 10 invoices match your filter criteria

Work List (Reload) | Detail Match

Vendor  Purchase Order    Due Date  to  Invoice  Advanced Filter

Invoice #	Due Date	P.O. #	PO Release	PO Code	Ship To	Authority Code	Buyer	Invoice Amount	
8100	01/01/2009	6303	0			BYR	JS	5280.00	
13100	01/01/2009	180	0			BYR	JS	13850.00	
3333	01/01/2009	6106	0			BYR	JS	7200.00	
3200	01/31/2009	3000	0			SUP	JS	645.00	
INV173	01/31/2009	173	0			SUP	JS	925.00	
INV175	01/31/2009	176	0			SUP	JS	1075.00	
7300	01/31/2009	201	0			SUP	JS	5710.00	
INV106	01/12/2009	106	0		1	SUP		43.50	

1 - 8 of 8

Done

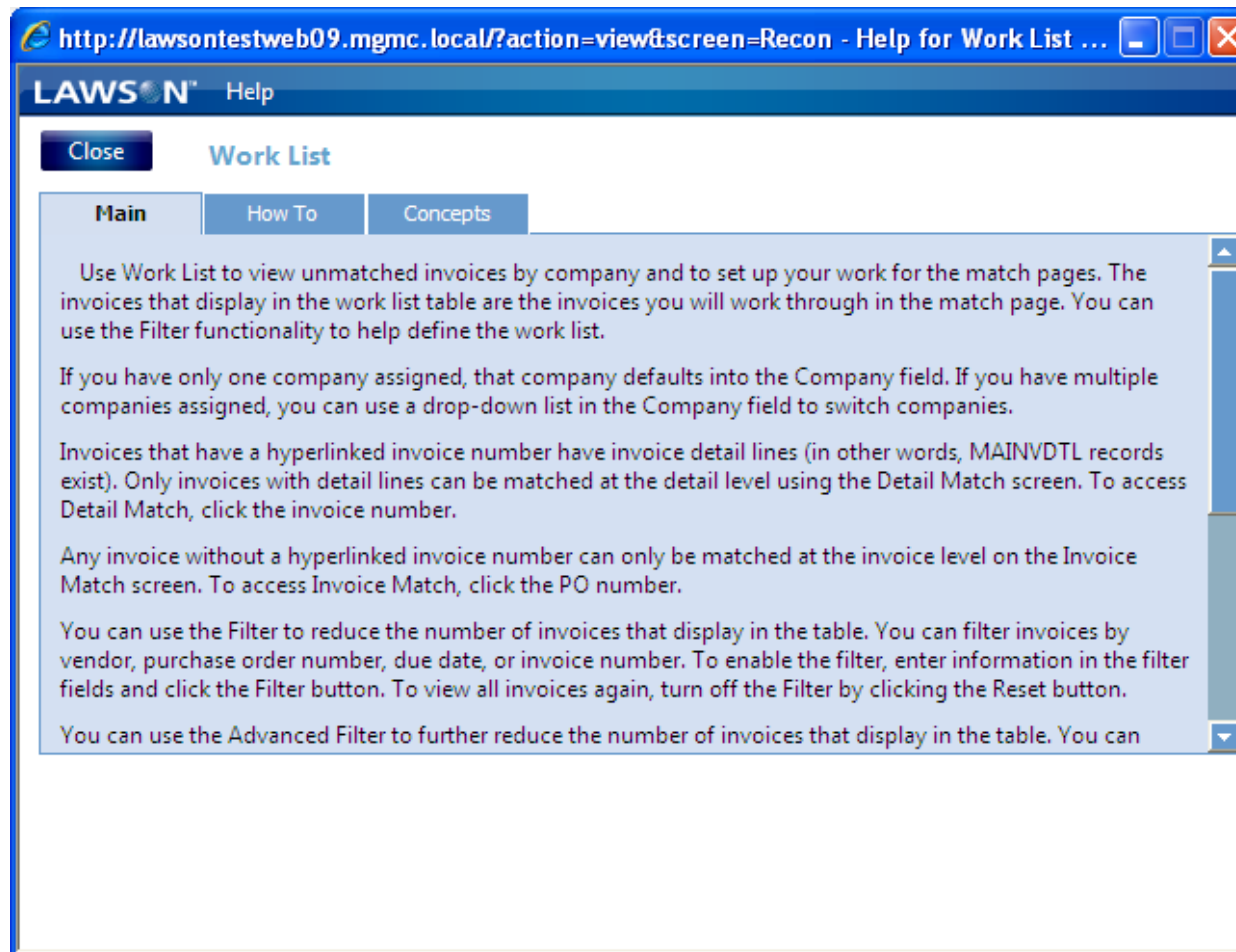
Internet 100%

# Work list Configuration

The screenshot shows a web browser window with the address bar containing the URL: <http://lawsontestweb09.mgmc.local/?viewconfig=re...>. The browser title is "LAWS N Work List - Change Table Column Order". The main content area displays a list of fields for configuration. Each field has a dropdown arrow on the left and a checkbox in the middle. The fields are: Invoice #, Due Date (checked), P.O.#, PO Release (checked), PO Code (checked), Ship To (checked), Authority Code (checked), Buyer (checked), Invoice Amount (checked), Vendor (unchecked), Invoice Date (unchecked), Company (unchecked), and Vendor Name (unchecked). At the bottom of the window, there are two buttons: "Save" and "Cancel".

Field	Checked
Invoice #	
Due Date	<input checked="" type="checkbox"/>
P.O.#	
PO Release	<input checked="" type="checkbox"/>
PO Code	<input checked="" type="checkbox"/>
Ship To	<input checked="" type="checkbox"/>
Authority Code	<input checked="" type="checkbox"/>
Buyer	<input checked="" type="checkbox"/>
Invoice Amount	<input checked="" type="checkbox"/>
Vendor	<input type="checkbox"/>
Invoice Date	<input type="checkbox"/>
Company	<input type="checkbox"/>
Vendor Name	<input type="checkbox"/>

# Application Help



The screenshot shows a web browser window with the address bar containing the URL: `http://lawsontestweb09.mgmc.local/?action=view&screen=Recon - Help for Work List ...`. The browser window displays the "LAWS N Help" application. The page title is "Work List" and there is a "Close" button. Below the title, there are three tabs: "Main" (selected), "How To", and "Concepts". The main content area contains the following text:

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

# Match Screen

The screenshot shows the Lawson Smart Reconciliation interface. At the top left is the Lawson logo and 'Smart Reconciliation'. The top right shows 'Welcome Lawson [logout]' and a search bar. The main area displays 'LGE Corporation' with a date range from January 01, 2010, to February 14, 2010. It indicates 8 total invoices, with 8 remaining and 0 past due. The selected invoice is for 'PATTI FURNITURE' with P.O. #180-0 and Invoice #13100, totaling \$13,850.00.

Below this, there are two main sections: 'Working Set' and 'Sets'. The 'Working Set' table has columns for Invoice Line, Receiver Line, and Discrepancy. The 'Sets' section has tabs for 'Cost Set' and 'Quantity Set', and a 'Chargeback Total' checkbox. A table under 'Sets' shows 'Automatic (2)' with a discrepancy of 0.00 and a total of 0.00.

At the bottom, there are two tables for matching. The left table is titled '3 Invoice Lines - Invoice #13100' and the right is '3 Receiver Lines - P.O. #180 - 0'. Both tables have columns for Item #, Line #, Item Type, Quantity, Match, and Extend. The invoice line table shows a match for Item #6005, Line #3, with a quantity of 1.0000 and a total cost of 850.00. The receiver line table shows a match for Item #136, Line #3, with a quantity of 1 and a total of 750.00.

Red arrows point to the 'Past Due' indicator, the 'Automatic (2)' discrepancy, the 'Invoice Line' header, the 'Cost Set' tab, the 'Invoice Line' table, the 'Receiver Lines' table, and the 'Match' column in the receiver lines table.

# Configuration Buttons

**LAWSON** Smart Reconciliation Welcome Lawson [logout] Search...

**LGE Corporation** January 01, 2009  
 Total Invoices: 8 (8 invoices remain) Past Due  
 Jan 18 - 24, 2010 | Jan 25 - 31, 2010 | Feb 1 - 7, 2010 | Feb 8 - 14, 2010

◀ PATTI O FURNITURE P.O. #180 - 0 - Invoice #13100 Total: \$13,850.00 ▶ Add Comment

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

Invoice Line	Quantity	Total Cost
Receiver Line		
Discrepancy		

Set Name	Discrepancy
Automatic (2)	0.00
<b>Total (2)</b>	<b>0.00</b>

3 Invoice Lines - Invoice #13100 3 Receiver Lines - P.O. #180 - 0 -

Item #	Line #	Item T...	Quantity	Match ...	Extend...	Tax Co...	⚙
6005	3	I	1.0000	850.00000	850.00		⚙

Receive...	Line #	Item Type	Match U...	Item #	~Extend...	⚙
136	3	I	750.00000	6005	750.00	⚙

Select All | None Select All | None

Done Internet 100%

# Configure Invoice Lines

http://lawsontestweb09.mgmc.local/?viewconfig=de...  
LAWS N Invoice Lines - Change Table Column Order

▼		Item #
▼▲	<input checked="" type="checkbox"/>	Line #
▼▲	<input checked="" type="checkbox"/>	Item Type
▼▲	<input checked="" type="checkbox"/>	Quantity
▼▲	<input checked="" type="checkbox"/>	Match Unit Cost
▼▲	<input checked="" type="checkbox"/>	Extended Amt
▼▲	<input checked="" type="checkbox"/>	Tax Code
▼▲	<input type="checkbox"/>	Invoice #
▼▲	<input type="checkbox"/>	P.O.#
▼▲	<input type="checkbox"/>	Item Desc
▼▲	<input type="checkbox"/>	Entered Qty
▼▲	<input type="checkbox"/>	Match Detail Key
▼▲	<input type="checkbox"/>	Ship To

Save Cancel

# Configure Receipt Lines

The screenshot shows a web browser window with the URL `http://lawsontestweb09.mgmc.local/?viewconfig=de...`. The browser title is "LAWS N Receiver Lines - Change Table Column Order". The main content area contains a list of fields for configuration. Each field has a sort control (a pair of arrows) and a checkbox. The fields are:

Field Name	Sort Control	Checked
Receiver #	▼	<input checked="" type="checkbox"/>
Line #	▼▲	<input checked="" type="checkbox"/>
Item Type	▼▲	<input checked="" type="checkbox"/>
Match Unit Cost	▼▲	<input checked="" type="checkbox"/>
Item #	▼▲	<input type="checkbox"/>
Extended Amt	▼▲	<input checked="" type="checkbox"/>
P.O.#	▼▲	<input type="checkbox"/>
Ship To	▼▲	<input type="checkbox"/>
Ent Rec UOM	▼▲	<input type="checkbox"/>
Reference No	▼▲	<input type="checkbox"/>
Orig Rec Qty	▼▲	<input type="checkbox"/>
Unit Cost	▼▲	<input type="checkbox"/>
Receipt Date	▼▲	<input type="checkbox"/>

At the bottom of the window are two buttons: "Save" and "Cancel".

# Overview

➤ ????

# System Processing

## ➤ Matching Invoices

- Build Working Set
- Add Comments
- Build Match Set
- Expected Outcome
- Invoice Message
- Invoice Tax Out of Balance

# Build Work Set

WELCOME, ALSON TOAVS

Go To Preferences Help

**LAWSON™ Smart Reconciliation**

Pomona Valley Hospital Med Ctr Work List | Detail Match ?

October 11, 2005  
**28**  
 invoices remain Past Due

Feb 13 - 19, 2006    Feb 20 - 26, 2006    Feb 27 - Mar 5, 2006    Mar 6 - 12, 2006

← **CARDINAL HEALTH P.O. # 104217 - 0 - Invoice # 570656125 Total \$251.01** → Add Comment

**Working Set**

	Quantity	Total Cost
Invoice Line	96.00	228.45
Receiver Line	10.00	22.20
Discrepancy	86.00	206.25

**Sets** Chargeback Total

Set Name	Discrepancy

3 Invoice Lines - Invoice # 570656125

Item #	Line #	Item Type	Quantity	Unit Cost	Extended A	Tax Code
20695	26	I	16.0000	2.26300	36.21	
10365	2	I	80.0000	2.40300	192.24	
20690	25	I	12.0000	1.50800	18.10	

Select All | None

27 Receiver Lines - P.O. # 104217 - 0 -

Receiver #	Line #	Item Type	Unit Cost	Item #	Extended Aml
3933	25	I	1.35000	20690	2.70
3933	2	I	2.43700	10365	19.50
3933	26	I	2.02000	20695	8.08
16440	25	I	1.35000	20690	2.70
3446	1	I	2.53000	10335	5.06
3446	3	I	159.00000	10629	159.00
3446	7	I	38.20000	10740	38.20
3446	8	I	98.00000	10975	98.00
3446	10	I	11.40000	15435	11.40
3446	11	I	133.12200	15705	133.12
3446	12	I	16.87000	16000	33.74
3446	13	I	12.89000	16558	12.89
3446	14	I	1.93000	16777	3.86
3446	17	I	.03000	18888	.84
3446	19	I	57.52000	19255	57.52
3446	21	I	73.46000	20020	73.46
3446	22	I	62.74000	20392	62.74
3446	23	I	1.24000	20470	1.24
3446	24	I	13.46000	20516	26.92

Select All | None

# Add Comments

Add Comment - Microsoft Internet Explorer

Add Comment ?

Check  
 Note  
 Report  
 All of the above

Save Cancel

# Build Match Set

**LAWSON** Smart Reconciliation Welcome Lawson [logout]

Search...

---

**LGE Corporation** Work List | Detail Match

January 01, 2009 Past Due

Total Invoices: 8 invoices remain

Timeline: Jan 18 - 24, 2010 | Jan 25 - 31, 2010 | Feb 1 - 7, 2010 | Feb 8 - 14, 2010

◀ PATTIO FURNITURE P.O. #180 - 0 - Invoice #13100 Total: \$13,850.00 ▶ Add Comment

**Working Set**

	Quantity	Total Cost
Invoice Line	1.00	850.00
Receiver Line	1.00	750.00
Discrepancy	0.00	100.00

3 Invoice Lines - Invoice #13100

Item #	Line #	Item T...	Quantity	Match ...	Extend...	Tax Co...
6005	3	1	1.0000	850.00000	850.00	

**Sets** Cost Set Quantity Set Chargeback Total

Set Name	Discrepancy
Automatic (2)	0.00
<b>Total (2)</b>	<b>0.00</b>

3 Receiver Lines - P.O. #180 - 0 -

Receive...	Line #	Item Type	Match U...	Item #	~Extende...
136	3	1	750.00000	6005	750.00

Select All | None Select All | None

# Expected Outcome

**LAWSON** Smart Reconciliation

Pomona Valley Hospital Med Ctr Work List | Detail Match ?

December 29, 2005  
 91 Total Invoices  
87 invoices remain  
 Past Due

Feb 13 - 19, 2006    Feb 20 - 26, 2006    Feb 27 - Mar 5, 2006    Mar 6 - 12, 2006

◀ **CARDINAL HEALTH** P.O. # 118545 - 0 - Invoice # 573140486 Total: \$165.49 ▶ [Add Comment](#)

**Working Set**

	Quantity	Total Cost
Invoice Line		
Receiver Line		
Discrepancy		

**Sets** Chargeback Total

Set Name	Discrepancy

Match complete

3 Invoice Lines - Invoice # 573140486

Item #	Line #	Item Type	Quantity	Unit Cost									
10095	1	I	150.0000	.26900	40.35	SALESTX							
10707	4	I	1.0000	36.10000	36.10	SALESTX							
66055	11	I	1.0000	74.14000	74.14	SALESTX							

Select All | None

Select All | None

# Invoice Message Created

Pomona Valley Hospital Med Ctr Work List | Detail Match

September 28, 2005  
38 Total Invoices 38 invoices remain Past Due

Feb 13 - 19, 2006 | Feb 20 - 26, 2006 | Feb 27 - Mar 5, 2006 | Mar 6 - 12, 2006

◀ BLED SOE BRACE SYSTEMS P.D. # 102940 - 0 - Invoice # 47634 Total: \$441.44 ▶ Add Comment

**Working Set**

	Quantity	Total Cost
Invoice Line		
Receiver Line		
Discrepancy		

**Sets** Chargeback Total

Set Name	Discrepancy

2 Invoice Lines - Invoice # 47634

Item #	Line #	Item Type	Quantity	Unit Cost	Item #	Unit Cost	Item #	Extended Am
432492	1	N	2.0000	79.00000	158.00	ACCRDTAX		
AK80007D	3	X	3.0000	79.00000	237.00	ACCRDTAX		

Select All | None

# Invoice Tax Out of Balance

**LAWSON** Smart Reconciliation

Pomona Valley Hospital Med Ctr

91 Total Invoices  
January 05, 2006  
**87** invoices remain  
Past Due  
Feb 13 - 19, 2006  
Feb 20 - 26, 2006  
Feb 27 - Mar 5, 2006  
Mar 6 - 12, 2006

Work List | Detail Match ?

← **CARDINAL HEALTH** P.O. # 118967 - 0 - Invoice # 573330645 Total: \$3,808.89 ▶ Add Comment

**Working Set**

	Quantity	Total Cost
Invoice Line		
Receiver Line		
Discrepancy		

**Sets** Chargeback Total

Set Name	Discrepancy
Automatic (17)	0.00
<b>Total (17)</b>	<b>0.00</b>

**18 Invoice Lines - Invoice # 573330645**



Item #	Line #	Item Type	Quantity	Unit Cost														
403333	3	N	2.0000	285.27000	570.54	SALESTX												
403333	3	N	1.0000	285.27000	285.27													12/28/2005
403333	3	N	1.0000	285.27000	285.27													01/04/2006

**Cannot match - invoice tax out of balance by 206.72-**

Select All | None

# View Match Set

**LAWSON** Smart Reconciliation Welcome Lawson [logout]

Search...  

**LGE Corporation** Work List | Detail Match

January 01, 2009 8 Total Invoices 8 invoices remain Past Due

Jan 18 - 24, 2010 | Jan 25 - 31, 2010 | Feb 1 - 7, 2010 | Feb 8 - 14, 2010

◀ PATTIO FURNITURE P.O. # 180 - 0 - Invoice # 13100 Total: \$13,850.00 ▶ Add Comment

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

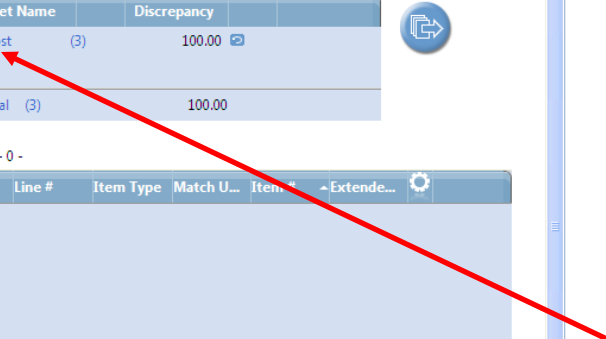
	Quantity	Total Cost
Invoice Line		
Receiver Line		
Discrepancy		

Set Name	Discrepancy
Cost (3)	100.00
Total (3)	100.00

3 Invoice Lines - Invoice # 13100 3 Receiver Lines - P.O. # 180 - 0 -

Item #	Line #	Item T...	Quantity	Match ...	Extend...	Tax Co...
--------	--------	-----------	----------	-----------	-----------	-----------

Receive...	Line #	Item Type	Match U...	Item #	Extende...
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# Match Set View

http://lawsontestweb09.mgmc.local/?setID=0&matchtype=detail&company=4321&companyDesc=LGE%20Corp - Windows Internet Explorer

**View Match Set**



Company 4321 | LGE Corporation  
Vendor 2068 | PATTI O FURNITURE  
P.O. # 180 - 0 -

Invoice								Receipt						
Ite...	Line #	Ite...	Qua...	Mat...	Ext...	Tax ...		Rece...	Line #	Item...	Matc...	Item #	Exte...	
6005	3	I	1.0000	850.0...	850.00			136	3	I	750.00...	6005	750.00	
6000	2	I	20.00...	50.00...	1000....			136	2	I	50.000...	6000	1000.00	
6001	1	I	10.00...	1200....	1200....			136	1	I	1200.0...	6001	12000....	

Close

# Roll Back a Match Set

**LAWSON** Smart Reconciliation Welcome Lawson [logout]

Search...  

**LGE Corporation** Work List | Detail Match

January 01, 2009 8 Total Invoices 8 invoices remain Past Due

Jan 18 - 24, 2010 | Jan 25 - 31, 2010 | Feb 1 - 7, 2010 | Feb 8 - 14, 2010

◀ PATTIO FURNITURE P.O. #180 - 0 - Invoice #13100 Total: \$13,850.00 ▶ Add Comment

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

	Quantity	Total Cost
Invoice Line		
Receiver Line		
Discrepancy		

Set Name	Discrepancy
Cost (3)	100.00
Total (3)	100.00

3 Invoice Lines - Invoice #13100

Item #	Line #	Item T...	Quantity	Match ...	Extend...	Tax Co...
--------	--------	-----------	----------	-----------	-----------	-----------

3 Receiver Lines - P.O. #180 - 0 -

Receive...	Line #	Item Type	Match U...	Item #	Extend...
------------	--------	-----------	------------	--------	-----------

*Note: A red arrow points to the '100.00' discrepancy value in the 'Sets' table, with a tooltip that says 'Undo this set'.*

Done Internet 100%

# Roll Back a Match Set

**LAWSON** Smart Reconciliation Welcome Lawson [logout]

Search...

**LGE Corporation** Work List | Detail Match

January 01, 2009 8 Total Invoices 8 invoices remain Past Due

Jan 18 - 24, 2010 | Jan 25 - 31, 2010 | Feb 1 - 7, 2010 | Feb 8 - 14, 2010

◀ PATTIO FURNITURE P.O. #180 - 0 - Invoice #13100 Total: \$13,850.00 ▶ Add Comment

**Working Set**

	Quantity	Total Cost
Invoice Line		
Receiver Line		
Discrepancy		

**Sets** Cost Set Quantity Set Chargeback Total

Set Name	Discrepancy

3 Invoice Lines - Invoice #13100

Item #	Line #	Item T...	Quantity	Match ...	Extend...	Tax Co...
6005	3	I	1.0000	850.00000	850.00	
6000	2	I	20.0000	50.00000	1000.00	
6001	1	I	10.0000	1200.000...	12000.00	

3 Receiver Lines - P.O. #180 - 0 -

Receive...	Line #	Item Type	Match U...	Item #	~Extende...
136	3	I	750.00000	6005	750.00
136	2	I	50.00000	6000	1000.00
136	1	I	1200.00000	6001	12000.00

Select All | None
Select All | None

# System Processing

➤ ???

# User Administration

- Adding Users
- Selecting Match Preference
- Add Vendor by Search Name
- Add Vendor by Number within a range

# System Administration



Smart Reconciliation

Welcome Alson, ProductLine = PROD81 [logout]

Search...

## Smart Reconciliation Administration

### User List

User ID	Company	Vendor Range	Vendor List	
trudy-gragg	1	A-Z; 0-9		
penny-glad	1	A-Z; 0-9		
tammy-mannon	1	A-Z; 0-9		
june-butler	1	A-Z; 0-9		
tina-bowman	1	A-Z; 0-9		
alson-toavs	1	0-9; A-Z		




Setup a User

Done

Trusted sites 100%

# User Setup

**LAWSON** Smart Reconciliation Welcome Lawson [logout]

Search...   

---

**LAWSON** Smart Reconciliation

### User Setup

User ID

Company

Match Preference  Detail Match  Invoice Match  Both

Invoices  All invoices  Only invoices with receipt details

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

Selected Vendors:

- A-D
- 2043

↗

# User Administration

➤ ????

# Security Access

## ► Forms

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

# Security File Access

- APCOMPANY
  - APINVOICE
  - APVENMAST
  - MAAOCDTL
  - MACOMPANY
  - MAINVDTL
  - MAREASONCD
  - MAWORKQ
- |           |
|-----------|
| POLINE    |
| PORECEIVE |
| PORECLINE |
| RECAOCDTL |

# Error Messages Encountered

Detail Match - Microsoft Internet Explorer

Address: http://lbw40e0t.rsodm20.smsrsm.com:30111/smart-recon/match.do

**LAWSON** Smart Reconciliation

Pomona Valley Hospital Med Ctr

November 04, 2005  
 97 Total Invoices  
 89 invoices remain  
 Past Due  
 Feb 13 - 19, 2006  
 Feb 20 - 26, 2006  
 Feb 27 - Mar 5, 2006  
 Mar 6 - 12, 2006

Work List | Detail Match ?

◀ CARDINAL HEALTH P.O. # 100389 - 0 - Invoice # 571468747 Total: \$436.29 ▶ Add Comment

**Working Set**

Invoice Line	Receiver Line	Discrepancy	Quantity	Total Cost

**Sets**

Set Name	Discrepancy	Chargeback Total
Automatic (1)	0.00	
	0.00	

**4 Invoice Lines - Invoice # 571468747**

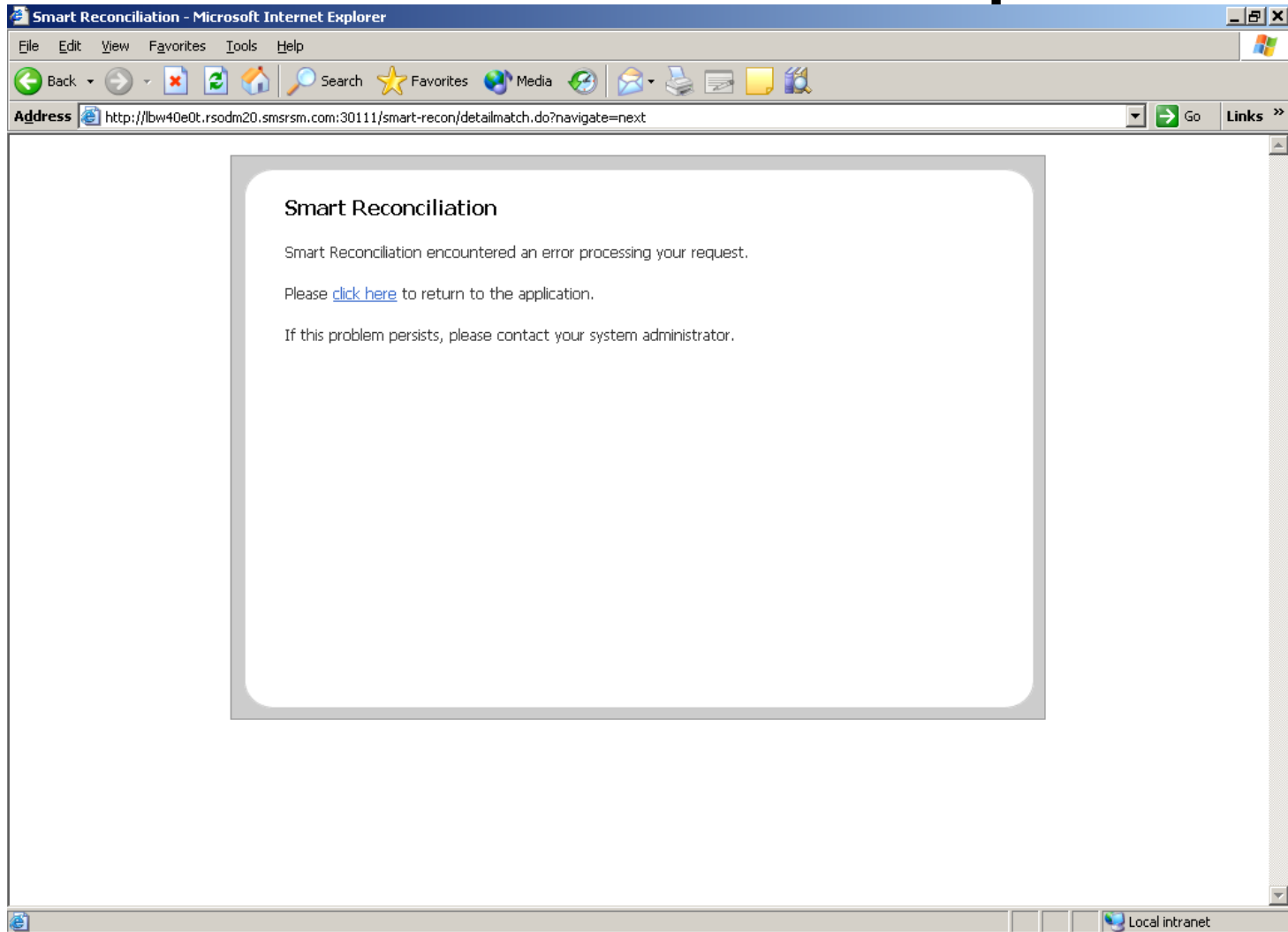
Item #	Line #	Item Ty	Quantit	Unit Co	Extend	Tax Co	Enterec	UOM	Match E
10019	1	I	1.0000	132.2...	132.24	SALE...	1.0000	BX	10019
10224	2	I	1.0000	47.72...	47.72	SALE...	1.0000	CS	10224
17992	30	I	5.0000	17.62...	88.10	SALE...	5.0000	CS	17992

Select All | None

**Error performing match update.  
Request timed out.**

Done Local intranet

# User Administration Required



# Review of Match Setup

- Match Company
- Match Pool
- Match Rule Groups
- Match Rules
- Tolerances

# Match Company (MA01) Match Pool

**LAWSON** Company (MA01.1) Welcome Alson, ProductLine = PROD81 [logout]

ma01

Company  Cherokee Nation USD

**Main** | Options | Vendor Claims | Messaging | Financial Reporting

Defaults

Match Table  Cherokee Nation Match

Pool Option  Company Vendor PO

Match Class

Handling Code  Match

Validate Purchase Order  Yes Require Purchase Order  No

Accounts

PO Receipt Accrual	<input type="text" value="1010280"/>	<input type="text" value="200455"/>	<input type="text" value=""/>
Item Cost Variance Suspense	<input type="text" value="1010280"/>	<input type="text" value="200015"/>	<input type="text" value=""/>
Invoice Tolerance	<input type="text" value="1010280"/>	<input type="text" value="760100"/>	<input type="text" value=""/>
Receipt Write-off	<input type="text" value="1010280"/>	<input type="text" value="760110"/>	<input type="text" value=""/>
<input type="button" value="Click to collapse"/> Write-off	<input type="text" value="1010280"/>	<input type="text" value="760120"/>	<input type="text" value=""/>
Matched Not Received	<input type="text" value="1010280"/>	<input type="text" value="760130"/>	<input type="text" value=""/>
Inventory Receipt Archival	<input type="text" value="1010280"/>	<input type="text" value="760140"/>	<input type="text" value=""/>
AOC Differences	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Match Prepay Differences	<input type="text" value="1010280"/>	<input type="text" value="760150"/>	<input type="text" value=""/>
Underbill Write-off	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

100%

# Match Company (MA01) Messaging



Company (MA01.1)

Welcome Alson, ProductLine = PROD81 [logout]

ma01

Navigation: + Add | Change | - Delete | < Previous | ? Inquire | Next | > Inquire | Inquire

Company: Cherokee Nation | USD | Process Level

Tabs: Main | Options | Vendor Claims | **Messaging** | Financial Reporting

**Purchase Order Review**

PO Cost	Y	Rule Group	ONLINE	Rule Order	01	Workflow	N
Drop Ship	Y	Rule Group	ONLINE	Rule Order	01	Workflow	N
Service	Y	Rule Group	ONLINE	Rule Order	01	Workflow	N

**Reconciliation Match**

Over Tolerance	Y	Yes	Rule Group	ONLINE
Under Tolerance	Y	Yes	Rule Order	02
Workflow	N	No		

**Additional Workflow Options**

No. Receipt		Processing Option		Base Date	
Days to work		Processing Option			

Done | Trusted sites | 100%

# Rule Groups (MA00.4) Online

**LAWSON** Match Rule Groups (MA00.4) Welcome Alson, ProductLine = PROD81 [logout]

ma01

Back Detach    Previous  Next

Rule Group

Level	Type	Order	Option	Tolerance
DM	Detail Match	1-1 One to One	1 2 Unit	<input type="button" value="Tolerance"/>
DM	Detail Match	1-1 One to One	1 Extended	<input type="button" value="Tolerance"/>
DM	Detail Match	1-A One to All	3 Extended	<input type="button" value="Tolerance"/>
DM	Detail Match	A-1 All to One	4 Extended	<input type="button" value="Tolerance"/>
				<input type="button" value="Tolerance"/>
				<input type="button" value="Tolerance"/>

Done Trusted sites 100%

# Rule Groups (MA00.4) Auto

**LAWSON** Match Rule Groups (MA00.4) Welcome Alson, ProductLine = PROD81 [logout]

ma01

Back Detach

Rule Group

Level	Type	Order	Option	Tolerance
IM	Invoice Match	I-A One to All	1 Extended	<input type="button" value="Tolerance"/>
IM	Invoice Match	A-1 All to One	2 Extended	<input type="button" value="Tolerance"/>
				<input type="button" value="Tolerance"/>
				<input type="button" value="Tolerance"/>
				<input type="button" value="Tolerance"/>
				<input type="button" value="Tolerance"/>

Done Trusted sites 100%

# Rule Groups (MA00.4) Header (Invoice Match)

**LAWSON** Match Rule Groups (MA00.4) Welcome Alson, ProductLine = PROD81 [logout]

ma01

Back Detach    Previous  Next

Rule Group:

Level	Type	Order	Option	Tolerance
<input type="text" value="IM"/>	Invoice Match	<input type="text" value="1-1"/> One to One	<input type="text" value="1"/> <input type="text" value="Extended"/>	<input type="button" value="Tolerance"/>
<input type="text" value="IM"/>	Invoice Match	<input type="text" value="1-A"/> One to All	<input type="text" value="2"/> <input type="text" value="Extended"/>	<input type="button" value="Tolerance"/>
<input type="text" value="IM"/>	Invoice Match	<input type="text" value="A-1"/> All to One	<input type="text" value="3"/> <input type="text" value="Extended"/>	<input type="button" value="Tolerance"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Tolerance"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Tolerance"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Tolerance"/>

Inquiry Complete  100%

# Rule Groups (MA00.4) Special

**LAWSON** Match Rule Groups (MA00.4) Welcome Alson, ProductLine = PROD81 [logout]

ma01

Rule Group:

Level	Type	Order	Option	Tolerance	
DM	Detail Match	1-1 One to One	1	1 Extended	<input type="button" value="Tolerance"/>
DM	Detail Match	1-A One to All	2	1 Extended	<input type="button" value="Tolerance"/>
DM	Detail Match	A-1 All to One	3	1 Extended	<input type="button" value="Tolerance"/>
DM	Detail Match	1-1 One to One	4	2 Unit	<input type="button" value="Tolerance"/>
					<input type="button" value="Tolerance"/>
					<input type="button" value="Tolerance"/>

Inquiry Complete Trusted sites 100%

# Match Tolerance – Unit Cost

**LAWSON** Tolerances (MA00.9) Welcome Alson, ProductLine = PROD81 [logout]

OK Cancel Detach

Match PO Cost Msg Reconciliation Msg Dropship Msg Service Msg

— Cost Tolerances —

— Over Cost —  OR

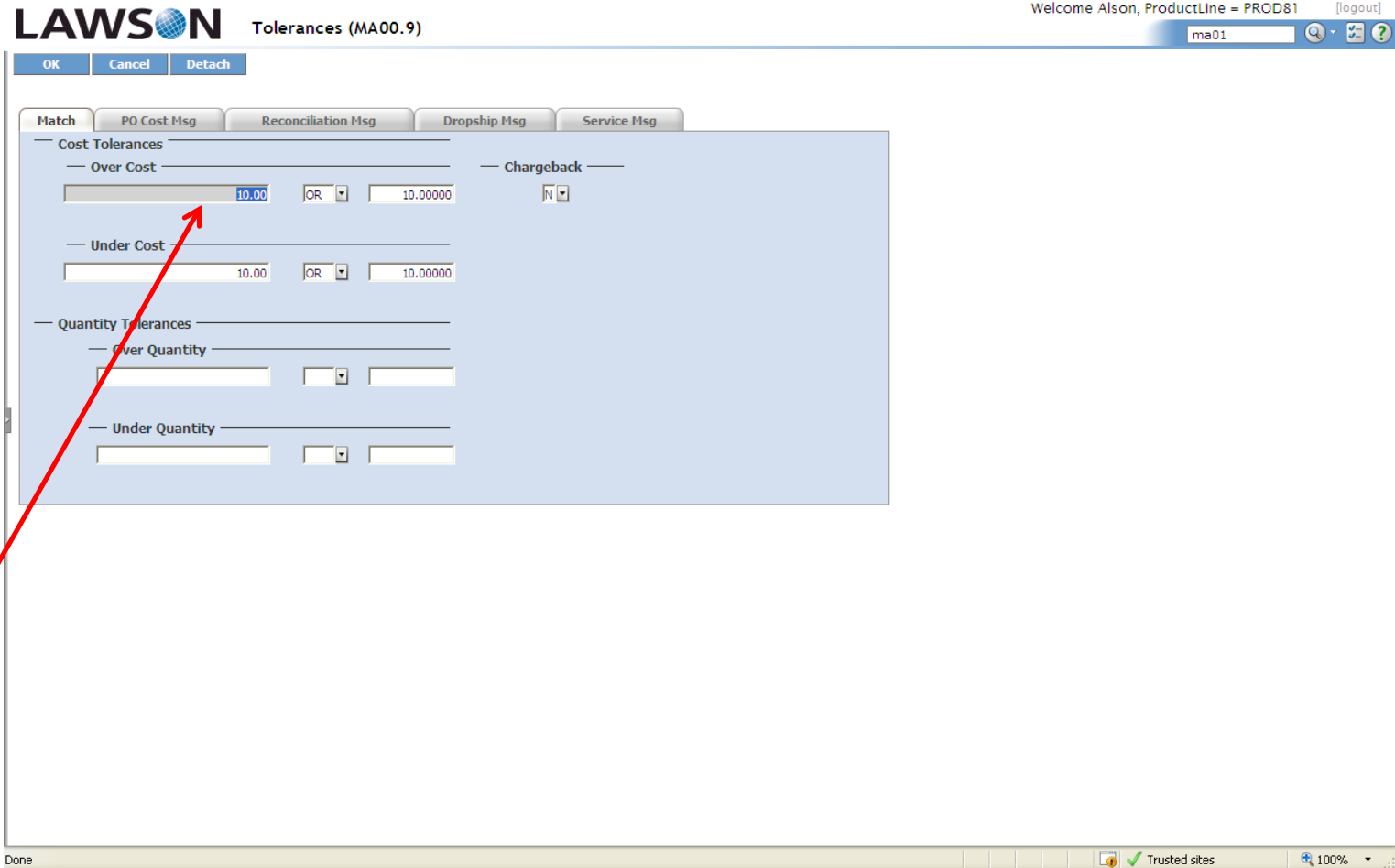
— Under Cost —  OR

— Quantity Tolerances —

— Over Quantity —

— Under Quantity —

— Chargeback —



# Service Messaging Turned on

**LAWSON** Tolerances (MA00.9) Welcome Alson, ProductLine = PROD81 [logout]

ma01

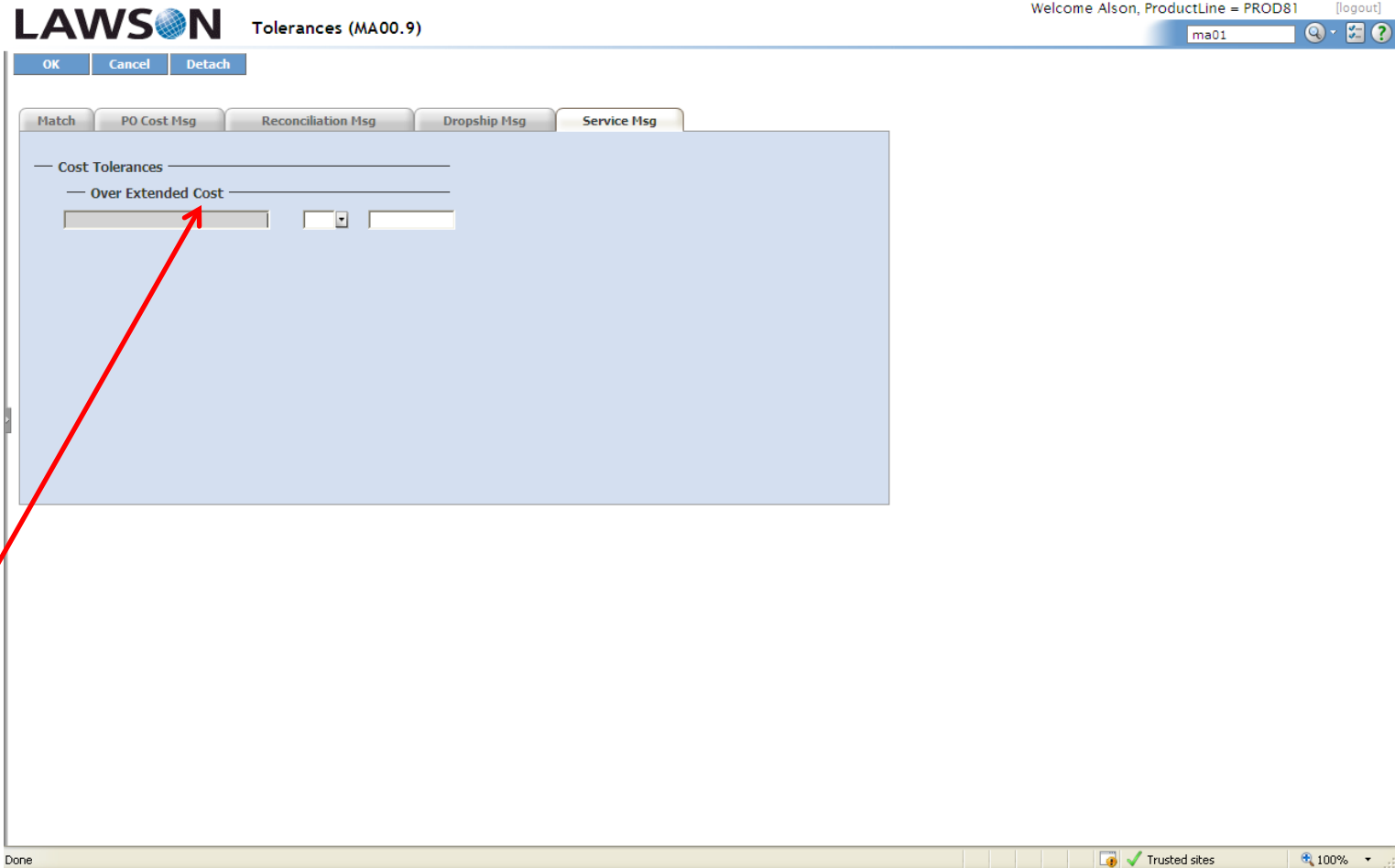
OK Cancel Detach

Match PO Cost Msg Reconciliation Msg Dropship Msg **Service Msg**

Cost Tolerances

Over Extended Cost

Done Trusted sites 100%



# Under tolerance on Reconciliation Message

**LAWSON** Tolerances (MA00.9) Welcome Alson, ProductLine = PROD81 [logout]

ma01

OK Cancel Detach

Match PO Cost Msg **Reconciliation Msg** Dropship Msg Service Msg

— Cost Tolerances —

— Over Unit Cost —

— Under Unit Cost —

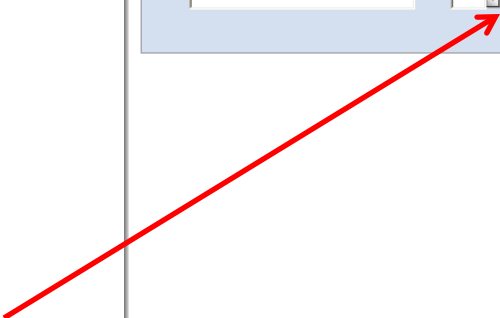
— Quantity Tolerances —

— Over Quantity —

— Under Quantity —

— Messaging Options —

Open Message	Closed Message	Reason Code
N	Y	
N	Y	



# Under tolerance on Drop Ship Message

**LAWSON** Tolerances (MA00.9) Welcome Alson, ProductLine = PROD81 [logout]

ma01

OK Cancel Detach

Match PO Cost Msg Reconciliation Msg **Dropship Msg** Service Msg

— Cost Tolerances —

— Over Unit Cost —

OR

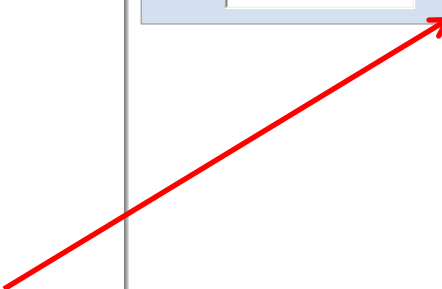
— Under Unit Cost —

OR

— Quantity Tolerances —

— Over Quantity —

— Under Quantity —



# PO Company (PO01)

**LAWSON** PO Company Setup (PO01.1) Welcome Alson, ProductLine = PROD81 [logout]

po01

Company

**Main** | PO Code | PO Numbering | Receiving | Returns | Comment Types

Procurement Group	<input type="text" value="CNPGE"/> <input type="button" value="Lookup"/>	Cherokee Nation Procurement Gr
Require Unit of Measure	<input type="text" value="N"/>	No
Print Requesting Location on Lines	<input type="text" value="N"/>	No
Print Item Detail on PO	<input type="text" value="Y"/>	Yes
Revisions Include	<input type="text" value="I"/>	Reissue
Reopen Closed PO	<input type="text" value="Y"/>	Yes
Default Freight Terms	<input type="text" value="A"/> <input type="button" value="Lookup"/>	Prepaid & Add
Add On Cost Close Days	<input type="text" value="10"/>	
Process Level Required	<input type="text" value="Y"/>	Yes
Def Process Level from Header Ship To	<input type="text" value="N"/>	No
Print Vendor Contacts from PO	<input type="text" value="N"/>	No
Strategic Sourcing		Not Implemented
PO Auditing	<input type="text" value=""/>	Audit After Issue Final

100%

# IC Location (IC02.1)

## Default PO Process Level

**LAWSON** Location (IC02.1) Welcome Alson, ProductLine = PROD81 [logout]

ic02

Company  Gen Fund Inventory Company  
Location  Main Warehouse

Address | PO Ship To | Returns and Insp... | **Miscellaneous** | Work Order

**Roles**

Default PO Process Level <input type="text"/>	Vendor <input type="text"/>
Default PO Code <input type="text"/>	Purchase From <input type="text"/>
Default PO Dropship Flag <input type="text"/>	Customer <input type="text"/>
Health Industry Number <input type="text"/>	Ship To <input type="text"/>
Global Location Number <input type="text"/>	Replenishment
Sell Tax Code <input type="text"/>	Requester <input type="text"/>
Purchasing Tax Code <input type="text"/>	
ERS Capable <input type="text" value="N"/> No	
Allocation Purpose <input type="text" value="C"/> Consolidate Bins	
Print Charge Labels <input type="text"/>	
Receiving Days <input type="text"/>	Receiving Allocation <input type="text"/>
Use GL Category Issue Accounting Unit as Default <input type="text" value="N"/> No	
Retail Location Type <input type="text" value=""/> Non Retail Location	
Single Document to a PO <input type="text" value=""/> No Default	

Requisitions Options

Process Type  No  
Run Status

Done Trusted sites 100%

# Smart Reconciliation

- Thanks for coming
- Much success with this new efficiency tool designed to expedite the Lawson Invoice Matching process.