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Invoice Matching

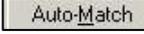
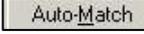
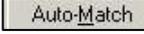
Category	Inventory
Course	Invoicing
Version	1.0
Client	Generic
Software	2.15.8

Perform invoice matching if your store is running perpetual inventory, to validate stock received, or to manage rebates.

Procedure to Finalise an Invoice

Hints and Tips

- ✓ Don't perform this procedure if:
 - the supplier's electronic invoice is automatically converted into a saved invoice
 - your business only applies the **finalised receipt quantities** against SOH instead.
- ✓ If an invoice is only issued in paper form, you first need to turn the receipt into an invoice; refer to the [INV-4b Manually Create an Invoice Fact Sheet](#).
- ✓ **Summary of process:**
 If your business is Head Office managed, they may perform action 3, 4, and or 5:
 1. Match available records.
 2. Identify qty discrepancies.
 3. Save the invoice (or only **Finalise** at step 12; the records will be matched at HO by selecting the **Show Finalised PO and EI** check box).
 4. Raise any credit claims.
 5. Register new products.
- ✓ **Always match all available related records.**
 - This is the only point that they can be removed without help from SUREfire Retail Support.
 - Unmatched order/s will still appear as on-order. If your store uses auto-ordering and stock on order (SOO) is evaluated, the suggested order quantity will be wrong.
 - If you don't select the receipt/s, the system wrongly increases SOH twice; off the finalised receipt, & off the saved invoice.
- ✓ **Auto-matching** selects the orders & receipts that have an order and/or invoice number/s that are referenced on the selected invoice/s.

1.	<table border="1"> <tr> <th>If the invoice:</th> <th>then:</th> </tr> <tr> <td>is in paper-from only</td> <td>refer to the INV-4b Manually Create an Invoice Fact Sheet. Then go to step 7.</td> </tr> <tr> <td>is automatically imported into SUREfire</td> <td>go to step 2.</td> </tr> <tr> <td>is transmitted over the internet</td> <td>from the Payables menu, select Receive Invoice. In the Supplier Code field, type or search for the supplier's code. Press Enter. Click . <i>*The invoices are imported in a few minutes.*</i></td> </tr> </table>	If the invoice:	then:	is in paper-from only	refer to the INV-4b Manually Create an Invoice Fact Sheet . Then go to step 7.	is automatically imported into SUREfire	go to step 2.	is transmitted over the internet	from the Payables menu, select Receive Invoice . In the Supplier Code field, type or search for the supplier's code. Press Enter . Click  . <i>*The invoices are imported in a few minutes.*</i>	
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Hints and Tips

- ✓ You can sort by and resize any column on all Invoice screens.
- ✓ A product has more than one **Inv Number** if you receipted it against one invoice number, but matched multiple invoices and the product is on one of the other invoices.
- ✓ If there are any unknown items in the Electronic File, they're allocated to Dept999, with the costs combined against EAN 999999999999_0 or 999999999999_10 (GST). This ensures invoice totals match the paper invoice. Follow store process to register the item.
- ✓ **Inv Qty** is the final cases that SOH will be increased by.
- ✓ GST is imported from the Electronic Invoice; if you notice differences to the paper copy, edit the values and contact the supplier to investigate.
- ✓ Products with a quantity and/or price discrepancy show **red**.
 - **Order Cost** uses the current cost on the Stock record if an order doesn't exist.
- ✓ Follow store process to manage discrepancies. You'll either:
 - correct them at store level, or
 - print and mark-up the **Discrepancies Order Variance report** (step 10), and send it to your Head Office to process.
- ✓ Each supplier has their own process if they've **over-charged** you. They may:
 - accept payment against an adjusted invoice
 - request you pay in full and raise a credit note; refer to the [INV-5c Credit Notes Fact Sheet](#)
 - send the missing stock; this invoice will have a zero cost. Finalise the invoice in full and do a stock adjustment (to keep SOH correct) so that you can process the invoice as normal.

6. Click .

7. Compare the ordered, received, and/or invoiced quantities listed on the screen.
 Select the filter check boxes one at a time to narrow down the discrepancies displayed.

8. *Your Head Office may perform these tasks in your business; check your store process; see Hints and Tips.*

If:	then:
If your store is linked to a Head Office who reconciles all invoices	Go to step 10.
a receipt keying error	no action required.
the product is new in your system, so you couldn't receipt it (it will display as a discrepancy for EAN 999999999999) *See Hints and Tips.*	don't put the stock on-show. Either: <ul style="list-style-type: none"> • save the invoice at step 12, then follow store process to add the product to SUREfire and record SOH • don't save the invoice as step 12; follow store process to add the product to SUREfire, then click <input type="button" value="Adjust Invoice"/> to add the product against the invoice.
the supplier was out-of-stock	save the invoice at step 12, and then re-order the product, from a different supplier if required.
a short-delivery (over-charged; line 2 in the example)	call the supplier immediately, and either: <ul style="list-style-type: none"> • click <input type="button" value="Adjust Invoice"/> to reduce the invoiced quantity, then click <input type="button" value="Save Invoice"/> to return OR • click <input type="button" value="Raise Credit Note"/> (or you can do the credit after you finalise the invoice).
an over-delivery (undercharged; line 4 in the example)	don't adjust the invoice quantity; save it at step 12, then either call the supplier to send an extra invoice that you'll process as normal, OR do a stock adjustment for the extra units of stock. *Refer to the INV-6a Stock Adjustments (Mobile) Fact Sheet or INV-6b Stock Adjustments (BOS) Fact Sheet .*
the product was receipted & invoiced, but not ordered and will be returned (line 5 in the example)	make sure it's not a substitute product for a line that wasn't delivered. If a misspick, don't put the stock on-show; click <input type="button" value="Raise Credit Note"/> to raise a credit note (or you can do the credit after you save the invoice).

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Hints and Tips

- ✓ Call SUREfire Retail Support if the error **Failed to save price change for EAN xxx, APN xxx not found in database with supplier** is displayed when you try to save the invoice. The product was incorrectly ordered from this supplier, so they need to add the supplier to the stock record in SUREfire.
- ✓ is disabled if **Inv Qty** isn't populated; click to populate the column; refer to the [INV-4b Manually Create an Invoice Fact Sheet](#).
- ✓ If your **Head Office reconciles all invoices**, isn't displayed on the BOS; you can the records instead.
- ✓ is used to:
 - finalise receipts (if you don't perform this task on WebRF) – note: you still edit unfinalised receipts using WebRF.
 - increase SOH off the selected receipt/s.
 - hide and flag the PO and invoice as finalised, so they're ignored by automatic ordering. You can still view the records (until processed) by selecting the **Show Finalised PO and Invoice** check box on the Electronic Invoice screen.
- ✓ Once the invoice has been **saved** (at store or Head Office):
 - SOH adjusts immediately to match the values on the invoice.
 - if a product is the database but new in your store, the system sets the **Stocked** and **Perpetual Stock** flags on the stock record, & an automatic label is generated (except if you finalised the receipt, which would have performed these tasks at this time).
 - the invoice and any credit notes recorded are listed in the suppliers AP record, on the **Transaction** tab.

9.	<p>If required, click <input type="button" value="Adjust Invoice"/> to add any Admin, Service, and/or Shrink-wrap Fees that are listed on the paper invoice but not on the electronic invoice.</p> <p><i>*These are GST inclusive; use a decimal place. Changing GST for a fee does NOT update the fee.*</i></p> <p>Click <input type="button" value="Save Invoice"/> to return to the Invoice Discrepancy screen.</p>																																																																															
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