

## INV-4a Page | 1 of 3

Category	Inventory
Course	Invoicing
Version	1.0
Client	Generic
Software	2.15.8







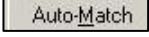
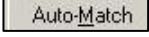


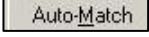

# Invoice Matching

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 <a href="#">INV-4b Manually Create an Invoice Fact Sheet</a>. 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 <b>Payables</b> menu, select <b>Receive Invoice</b>. In the <b>Supplier Code</b> field, type or search for the supplier's code. Press <b>Enter</b>. 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 <a href="#">INV-4b Manually Create an Invoice Fact Sheet</a> . Then go to step 7.	is automatically imported into SUREfire	go to step 2.	is transmitted over the internet	from the <b>Payables</b> menu, select <b>Receive Invoice</b> . In the <b>Supplier Code</b> field, type or search for the supplier's code. Press <b>Enter</b> . Click  . <i>*The invoices are imported in a few minutes.*</i>	
If the invoice:	then:									
is in paper-from only	refer to the <a href="#">INV-4b Manually Create an Invoice Fact Sheet</a> . Then go to step 7.									
is automatically imported into SUREfire	go to step 2.									
is transmitted over the internet	from the <b>Payables</b> menu, select <b>Receive Invoice</b> . In the <b>Supplier Code</b> field, type or search for the supplier's code. Press <b>Enter</b> . Click  . <i>*The invoices are imported in a few minutes.*</i>									
2.	From the BOS <b>Payables</b> menu, select <b>Electronic Invoicing</b> .									
3.	In the <b>Supplier</b> field, type, or click  to search for, the supplier's code.									
4.	Press <b>Tab</b> or <b>Enter</b> if you typed the code.									
5.	<table border="1"> <tr> <th>To:</th> <th>then:</th> </tr> <tr> <td>auto-match records (you can still edit the suggested selection)</td> <td>select the checkbox/es for the invoice/s you want to process. Click . Click <b>OK</b>. The matching records are selected &amp; moved to the top of the list.</td> </tr> <tr> <td>manually select the matching records</td> <td>select the <b>Purchase Order</b>, <b>Stock Receipt</b>, and/or <b>Electronic Invoice</b> check boxes for the matching records you want to process. <i>*Use the Invoice No. and PO No. fields to identify them.*</i></td> </tr> </table>	To:	then:	auto-match records (you can still edit the suggested selection)	select the checkbox/es for the invoice/s you want to process. Click  . Click <b>OK</b> . The matching records are selected & moved to the top of the list.	manually select the matching records	select the <b>Purchase Order</b> , <b>Stock Receipt</b> , and/or <b>Electronic Invoice</b> check boxes for the matching records you want to process. <i>*Use the Invoice No. and PO No. fields to identify them.*</i>	 		
To:	then:									
auto-match records (you can still edit the suggested selection)	select the checkbox/es for the invoice/s you want to process. Click  . Click <b>OK</b> . The matching records are selected & moved to the top of the list.									
manually select the matching records	select the <b>Purchase Order</b> , <b>Stock Receipt</b> , and/or <b>Electronic Invoice</b> check boxes for the matching records you want to process. <i>*Use the Invoice No. and PO No. fields to identify them.*</i>									
										

**INV-4a** Page | 2 of 3

**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"> <li>• save the invoice at step 12, then follow store process to add the product to SUREfire and record SOH</li> <li>• 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.</li> </ul>
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"> <li>• click <input type="button" value="Adjust Invoice"/> to reduce the invoiced quantity, then click <input type="button" value="Save Invoice"/> to return OR</li> <li>• click <input type="button" value="Raise Credit Note"/> (or you can do the credit after you finalise the invoice).</li> </ul>
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 <b>stock adjustment</b> for the extra units of stock. *Refer to the <a href="#">INV-6a Stock Adjustments (Mobile) Fact Sheet</a> or <a href="#">INV-6b Stock Adjustments (BOS) Fact Sheet</a> .*
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).

**INV-4a** Page | 3 of 3

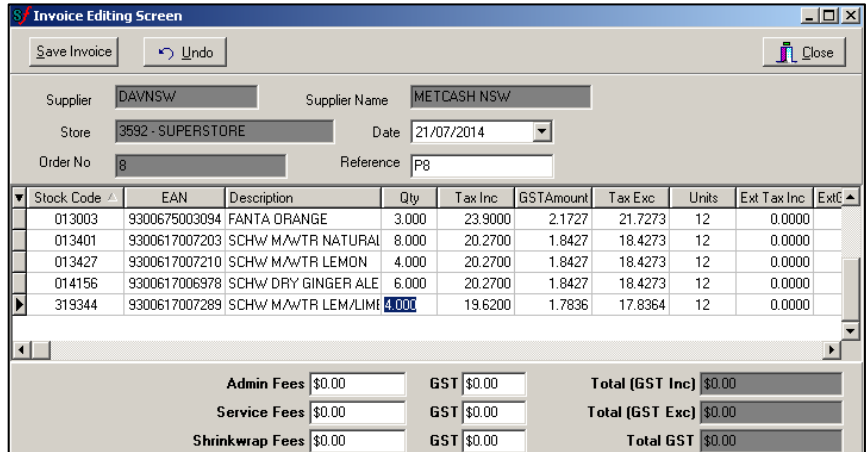
**Hints and Tips**

- ✓ 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 this 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. If required, click  to add any **Admin, Service, and/or Shrink-wrap Fees** that are listed on the paper invoice but not on the electronic invoice.

*\*These are GST inclusive; use a decimal place.\**  
*\*If there are multiple invoices being matched, once you save Adjust Invoice they'll be merged into ONE invoice number – so if you Cancel out of the IE function you'll still only see one invoice.\**

Click  to return to the Invoice Discrepancy screen.



10. If required, click  to view the discrepancies listed on the screen on the Order Variance report.

*\*Print, mark-up, and send the report to your Head Office as required. It can also show them cost differences between the invoice and the system.\**

11. If required, click  to print a copy of the invoice that will be applied to the stock.

12. **If:** you're ready to finalise the invoice **then:** click .

you've finished reviewing discrepancies for your Head Office **then:** click  Back on the Electronic Invoice Screen, click .

*\*See Hints and tips.\**

13. Print any automatic pending shelf tickets for newly stocked products.

*\*Refer to the [PRO-5f Print Automatically Queued Tickets Fact Sheet](#).\**

14. At the end of the month, pay the supplier. If your Head Office handles supplier payments, send the invoices and invoice summary from the supplier to them to process.

