



Invoice Matching User Guide

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Procurement

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Chapter 1

Overview of Invoice Matching

The Lawson® Invoice Matching application lets you accurately match large volumes of invoices with receipts, update purchase orders, and manage vendor terms. Invoice Matching provides a three-way match between the purchase order, invoice, and receipt. This three-way match helps ensure that invoices are correct, and provides greater accuracy in receiving transactions.

This chapter provides a high-level overview of the Invoice Matching application, including information on the application's major processes and integration with other Lawson and non-Lawson products.

Invoice Matching Process

The Invoice Matching application can be divided into three main processes: setup, entering and matching invoices, and processing invoices. This section takes a closer look at these processes.

Invoice Matching Setup

When setting up the Invoice Matching application, you must consider the invoicing and purchase order processing needs for your central reporting organization, determine the company structure that best fits those needs and set up your Invoice Matching application accordingly.

Entering and Matching Invoices

The Invoice Matching application provides different options for entering invoices that allow you flexibility to suit your business needs. The setup you complete can help you streamline entering invoices, and the matching and reconciliation processes.

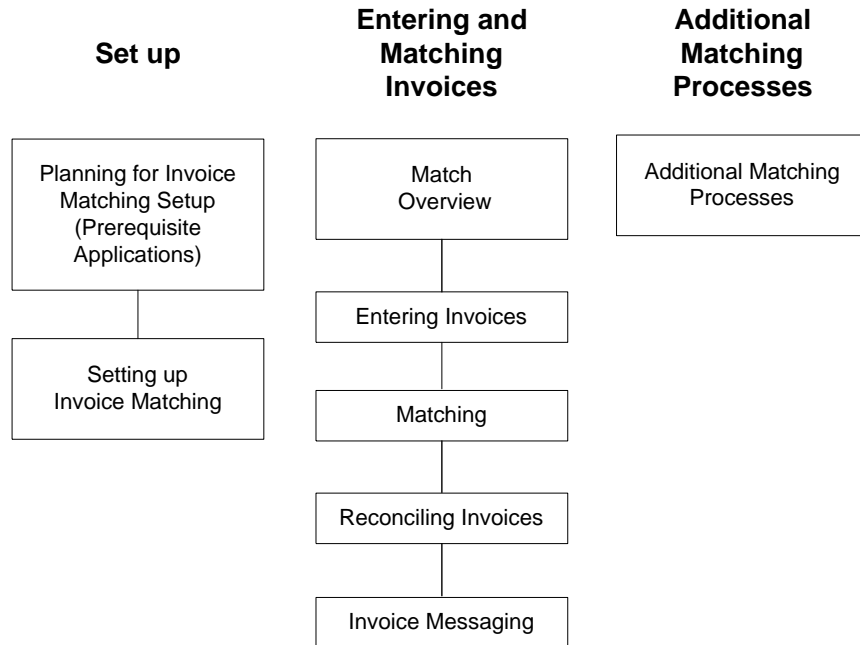
Additional Processing of Invoices

You can use the Invoice Matching application to perform additional processes to released invoices, and add and remove hold codes on invoices.

Invoice Matching: Big Picture

To represent the major process of the Invoice Matching application, this user guide is divided into three main parts.

This big picture flow shows Invoice Matching's three main processes, divides the processes into subprocesses, and serves to remind you where you are in the big picture.



How Invoice Matching Integrates with Other Lawson Applications

^{}This section explains how the Lawson Invoice Matching application interfaces with other Lawson applications.

Figure 1. Figure 1. Application integration: How Invoice Matching integrates with other applications



Currency

The Invoice Matching application uses currency codes and exchange rates defined in the Lawson Currency application.

General Ledger

The Invoice Matching application uses accounting units and accounts within the Lawson General Ledger chart of accounts for all interfacing functions.

Tax

The Invoice Matching receives tax information from the Lawson Tax application to calculate tax on invoices. In addition, tax codes entered on invoices are validated in Tax.

Accounts Payable

The Invoice Matching application receives vendor information from the Lawson Accounts Payable application. Invoice Matching matches the vendor invoice to the receipt.

Inventory Control

The Invoice Matching application receives item information from the Lawson Inventory Control application and provides inventory entries and adjustments to Inventory Control.

Purchase Order

The Invoice Matching application receives purchase order and receipt information from the Lawson Purchase Order application. Purchase orders and receiving will be updated during the match process.

Asset Management

In the Invoice Matching application when an invoice is matched, a released invoice is created. Invoice Matching passes information to the Accounts Payable application, which in turn updates Asset Management.

Project and Activity Accounting

The Invoice Matching application receives validation of activity/category information from the Lawson Project and Activity Accounting application. You can associate invoices with activities allowing the use of Activity Based Costing (ABC) and Activity Based Management (ABM). No updates occur to Project and Activity Accounting directly from Invoice Matching. Invoice Matching passes information to Accounts Payable which updates Project and Activity Accounting.

Strategic Ledger

The Lawson Strategic Ledger application performs analysis and reporting on organizational profitability. A user analysis field is a flexible, user-defined element that allows you to attach additional information to transactions for reporting and analysis. No updates occur to Strategic Ledger directly from Invoice Matching.

Chapter 2

Planning for Invoice Matching Setup

This chapter covers planning for setup of Currency, General Ledger, Accounts Payable, Purchase Order, and other optional applications. These applications regularly interface with and affect the Invoice Matching application. You must set up these applications before you can set up the Invoice Matching application.

Concepts in this Chapter

The following concepts provide background and conceptual information for the procedures within this chapter.

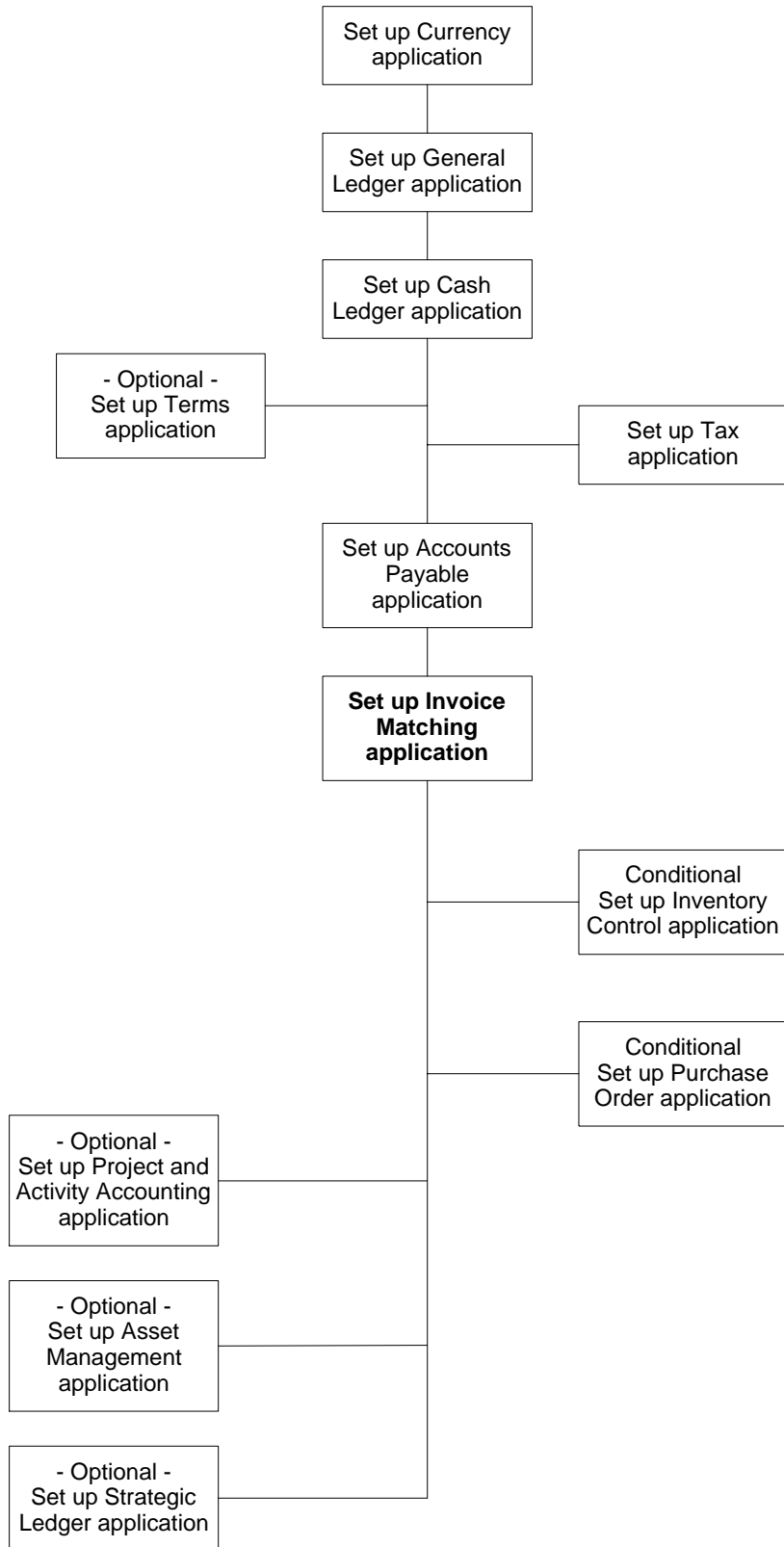
- ["What is the Setup Hierarchy in Lawson?" on page 16](#)
- ["How does the Currency application affect Invoice Matching?" on page 18](#)
- ["How does the General Ledger application affect Invoice Matching?" on page 19](#)
- ["How does the Accounts Payable application affect Invoice Matching?" on page 21](#)
- ["How does the Inventory Control application affect Invoice Matching?" on page 29](#)
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- ["What is Project and Activity Accounting?" on page 35](#)
- ["What is Asset Management?" on page 36](#)
- ["What is Strategic Ledger?" on page 36](#)

What is the Setup Hierarchy in Lawson?

You must complete required setup within Lawson prerequisite applications before you set up Invoice Matching. You must begin prerequisite setup by setting up the Currency, General Ledger, Cash Ledger, Terms (if you will be using it), Tax, and Accounts Payable applications in the order listed. Then the Invoice Matching application can be set up.

After you set up Invoice Matching, further setup depends on what Lawson applications your company has purchased. Inventory Control and Purchase Order must be set up next if your company is using all the procurement applications. See the *Inventory Control User Guide* and the *Purchase Order User Guide* if you are using these applications. You can set up the following optional applications after you complete Inventory Control and Purchase order setup: Project and Activity Accounting, Asset Management, and Strategic Ledger. The following diagram shows the order in which these applications are set up, if applicable.

Figure 2. Procedure relationship: Setting up related applications



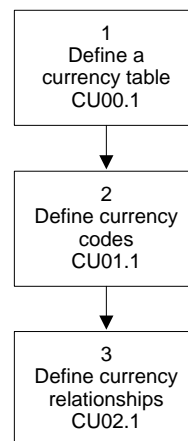
How does the Currency application affect Invoice Matching?

Before you use the Invoice Matching application, become familiar with the Currency features in the table below. These features affect the Invoice Matching application. For more detailed information, see the *Currency User Guide*.

Feature	Definition	Effect on Invoice Matching
Currency Table	If your company uses multiple currencies, a currency table reduces the time it takes to independently create and maintain currency rates and relationships.	A currency table is a combination of currency relationships, exchange rates, and translation rates that are used by one or more companies.
Currency Codes	An identifier and other parameters that define a currency within the Lawson applications.	You must define at least one currency code to represent the currency used in transactions. If you use multiple currencies, you must define each currency along with its conversion factors.
Currency Relationship	A currency relationship identifies rules for a relationship between two currency codes in a currency table.	If your company uses a currency table for multiple currencies, you must define currency relationships.

Planning Currency Setup for Invoice Matching

Figure 3. Procedure flow: Planning Currency setup for Invoice Matching



How does the General Ledger application affect Invoice Matching?

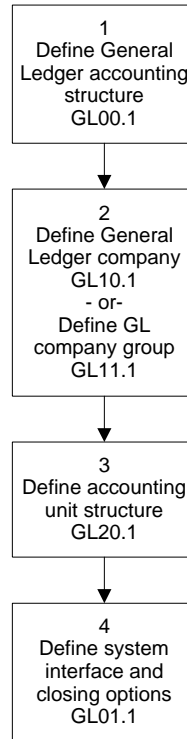
Before you use the Invoice Matching application, become familiar with the General Ledger features in the table below. These features affect the Invoice Matching application. For more detailed information, please see the *General Ledger User Guide*.

Feature	Definition	Effect on Invoice Matching
Chart of Accounts	A chart of accounts is a list of account you use to organize your accounting records. It is made up of balance sheet accounts (assets, liabilities, and equity) and income statement accounts (income and expenses). The balance sheet and income statement accounts are made up of detail (posting) and summary accounts.	All posting accounts used in Invoice Matching must be defined in General Ledger.
GL Company	The company is the highest organizational element in the General Ledger application. Normally the General Ledger company represents the same business entity as is represented by the Accounts Payable company, the Purchase Order company, and the Inventory Control company.	<p>You must define one General Ledger company. Consider the reporting needs of your central organizational structure when you define your General Ledger company.</p> <p>Normally, the General Ledger company, Accounts Payable company, Purchase Order company, and Invoice Matching company all represent the same business entity.</p> <p>If applicable, you can define intercompany relationships that allow transactions to pass between General Ledger companies.</p>

Feature	Definition	Effect on Invoice Matching
Accounting Units	<p>Posting accounting units are the lowest level or organization in a general ledger company and are used to post journal entries.</p> <p>Summary accounting units are used to summarize the activity of lower level accounting units for consolidation and reporting.</p>	You can define posting and summary accounting units that represent departments, cost centers, or organizational levels within the Lawson applications and identify the structure responsible for payment.
Base Currency	The currency used for operational transactions.	You must select a base currency for your General Ledger company.
System Control	System control indicates how subsystem (in this case, Invoice Matching) interfaces with General Ledger.	If you are required to close a period in Accounts Payable before you close a period in General Ledger, then you must select that choice in system control.

Planning General Ledger Setup for Invoice Matching

Figure 4. Procedure flow: Planning General Ledger setup for Invoice Matching



How does the Accounts Payable application affect Invoice Matching?

Before you use the Invoice Matching application, become familiar with the Accounts Payable features in the table below. These features affect the Invoice Matching application. For more detailed information, please see the *Accounts Payable User Guide*.

Feature	Definition	Effect on Invoice Matching
Cash Ledger	Cash Ledger is a Lawson application that helps to define the cash flow for your company.	<p>You must define the following:</p> <ul style="list-style-type: none"> • Banks • Bank accounts (cash codes) • Payment types (transaction codes) • Formats (ACH tape, EDI, printed check)
Tax Company	Define a tax company. At the company level, you indicate which tax application you will be using and whether you will define tax accounts for the entire company or for each tax code.	Tax company indicates how you want to track taxes. You must define a Tax company, even if you do not use the Tax application to calculate taxes. (A Tax company must exist before you can enter a purchase order.)
Tax Codes	Tax is a Lawson application that allows you to define tax information for your company, including tax codes. A tax code is assigned to a taxed invoice. It identifies the tax authority you will pay.	You must define tax codes to identify the taxable status of an item.
Terms Code	Terms codes define payment terms associated with a vendor, purchase order, or an invoice.	Terms codes are used to automatically calculate invoice due date and discount percentage. When you define the terms you use most commonly, you can save time and improve accuracy during invoice entry.

Feature	Definition	Effect on Invoice Matching
AP Vendor Group	An identification number associated with one or more vendors. Vendor group and vendor class make up the vendor structure for your company.	<p>After you set up a vendor group, you can assign it to one or more companies throughout your business organization.</p> <p>You process and report on vendor transactions for multiple companies simultaneously through a vendor group.</p> <p>At least one vendor group is required.</p>
AP Vendor Class	A subset of vendors in a vendor group.	You define vendor classes to organize and categorize your company's vendor records within a vendor group. At least one vendor class for each vendor group is required.

Feature	Definition	Effect on Invoice Matching
AP Company	<p>The Accounts Payable company contains invoice processing parameters for non-match invoices. The following invoices are non-match invoices: Accounts Payable expense, service, drop ship, and AOC (add-on charge) only.</p>	<p>Your Accounts Payable company defines how to release non-match invoices for payment processing. During company setup, you decide whether to use invoice approval or batch release to release invoices. Companies that process a large volume of invoices may prefer batch release. Companies with a lower volume of invoices may choose invoice approval, which requires that all invoices are individually approved and released.</p> <p>The tax tolerance amount (set up on the Accounts Payable company) is used to compare tax on the PO invoice. You cannot release or match an invoice if the tax difference is greater than the tax tolerance amount from Company (AP00.4).</p>
AP Process Level	<p>An alphanumeric value that identifies a division, department, or cost center within a company as its own processing unit. This defines the process levels used in both Accounts Payable and Invoice Matching.</p>	<p>Accounts Payable process levels are required during invoice entry and can be used to override default accounts. For more details, see "Setting up Invoice Matching" on page 37.</p>

Feature	Definition	Effect on Invoice Matching
AP Vendor	Accounts Payable vendor contains name, address information, legal names, remit to addresses, payment terms, vendor group, vendor class, invoice options, and matching options.	<p>You are required to assign a vendor to a vendor group, a vendor number, and address information. Accounts Payable vendors must be defined before defining Purchase Order vendors and prior to invoice entry.</p> <p>Use the Vendor - Company Codes subform to assign default codes to a vendor at a company level for one or more companies associated with the vendor group.</p> <p>For each vendor, you can define optional information that directly affects Invoice Matching:</p> <ul style="list-style-type: none"> • match reference processing • Invoice Matching options that override the Invoice Matching Company setup, such as match table, pool option, creation of Proof of Delivery • handling code that defaults onto invoices
AP Vendor - Company	Codes assigned to a vendor at a company level for one or more companies associated with the vendor group. This form is accessed from the Default form tab on Vendor (AP10.1).	You can assign a handling code that overrides the vendor level and the Invoice Match Company setup.

Feature	Definition	Effect on Invoice Matching
Hold Codes	A code indicating that processing of orders, invoices, and payments is suspended.	You define hold codes that represent different situations for suspending processing of an invoice. Hold codes can be temporary or permanent.
Pay Group	A set of companies/ process levels that are grouped together for payment processing.	Pay groups define units within a company that process their own payment cycles separately from other organization units. You can define pay groups that let you consolidate payments from multiple Accounts Payable companies to a vendor.
Vendor Location	A remittance or purchasing location for a vendor. Vendor locations track remit to and purchase from payment processing and balance information under a single vendor number.	If you define payment processing and purchasing information specific to a location, you can report or inquire on the information both for the individual location and the vendor as a whole.

Planning Accounts Payable Setup for Invoice Matching

Figure 5. Procedure flow: Planning Cash Ledger setup for Invoice Matching

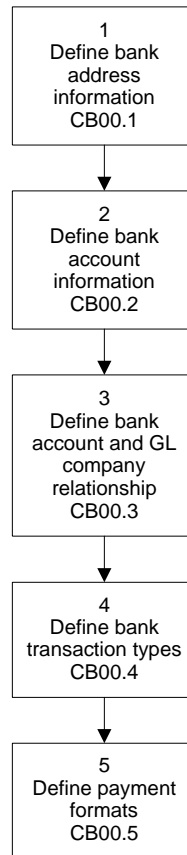


Figure 6. Procedure flow: Planning Tax setup for Invoice Matching

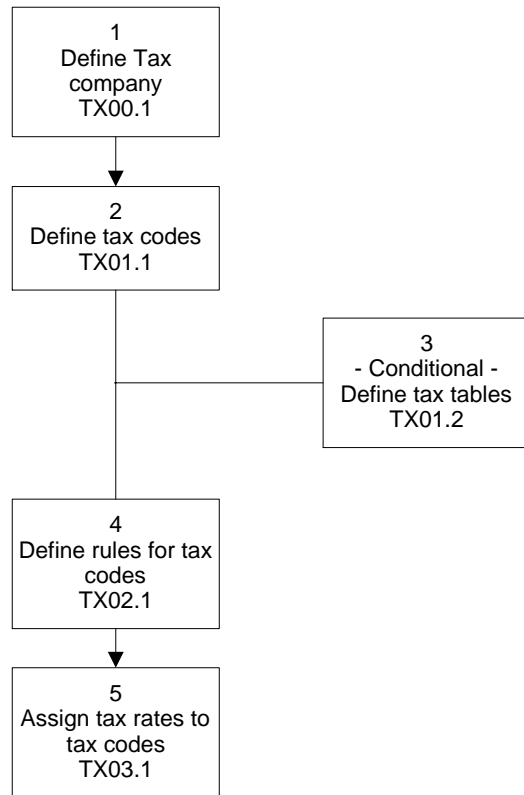


Figure 7. Procedure flow: Planning Terms setup for Invoice Matching

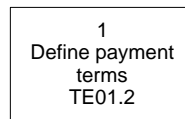
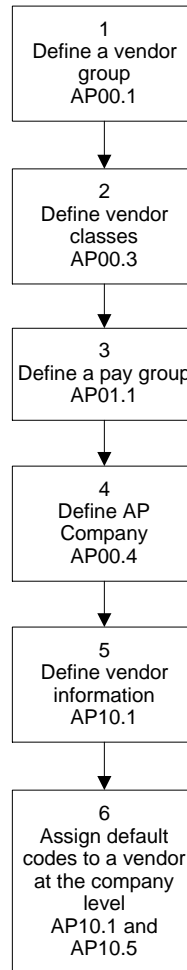


Figure 8. Procedure flow: Planning Accounts Payable setup for Invoice Matching



How does the Inventory Control application affect Invoice Matching?

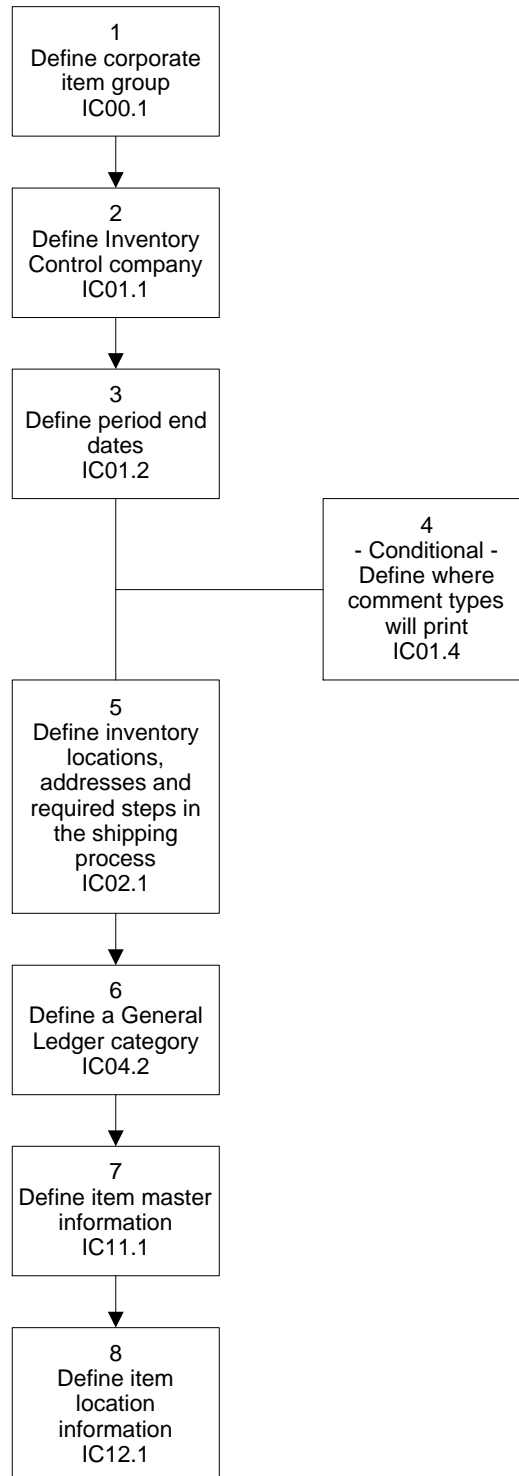
Before you use the Invoice Matching application and if your company is using all the Procurement applications, become familiar with the Inventory Control features in the table below. These features affect the Invoice Matching application. For more detailed information, see the *Inventory Control User Guide*.

Feature	Definition	Effect on Invoice Matching
Corporate Item Group	A group of items used by one or more companies.	You must define an item group.

Feature	Definition	Effect on Invoice Matching
IC Company	The Inventory Control company defines the rules for inventory processing operations.	You must define the Inventory Control company, the available-to-allocate inventory calculation, and the allocation method.
Inventory Location	<p>A physical place where you store inventory, such as a region, city, building, floor, or accounting unit.</p> <p>In the Purchase Order and Inventory Matching applications, inventory locations are referred to as “Ship To” locations.</p>	<p>You must define inventory locations and addresses for use in the Invoice Matching, Inventory Control, Purchase Order, and Warehouse applications. You must define the steps required in the shipping process for use in the Warehouse application.</p> <p>Each receiving location must be defined as an inventory location in order to correctly form the match pools.</p>
General Ledger Category	A subset or subcategory of the General Ledger chart of accounts. It identifies accounts (such as an inventory account or offset account) that receive information about inventory transactions.	You must assign General Ledger categories for posting transactions to inventory locations.
Item Master	A list of item numbers and related information for non-stock and inventoried items.	You must define an Item Master.
Item Location	A list of items that are stocked at a specific location. The item location tracks item costs and quantities.	You must define at least one item location record for each inventory item.

Planning Inventory Control Setup for Invoice Matching

Figure 9. Procedure flow: Planning Inventory Control setup for Invoice Matching



How does the Purchase Order application affect Invoice Matching?

Before you use the Invoice Matching application and if your company is using all the Procurement applications, become familiar with the Purchase Order features in the table below. These features affect the Invoice Matching application. For more detailed information, see the *Purchase Order User Guide*.

Feature	Definition	Effect on Invoice Matching
PO Company	Purchase Order company contains definitions for the following: receiving tolerances for undershipment and overshipment, AOC close days, procurement group and cost defaulting hierarchy.	<p>Normally, the General Ledger, Accounts Payable, Purchase Order, and Invoice Matching companies all represent the same business entity.</p> <p>The company procurement group assignment, freight terms, and the Purchase Order code processing rules are all required for company setup.</p> <p>Options defined for the Purchase Order Company default on purchase orders. These defaults can be overridden with setup for specific vendors or on individual purchase orders.</p>
Procurement Group	Procurement groups are set up above the company level and are used to consolidate purchasing functions within an organization.	You set up buyers, vendor items, freight terms, ship terms, comment codes, and price agreements in a procurement group. Multiple companies can share the same procurement group.

Feature	Definition	Effect on Invoice Matching
PO Vendors	Purchase Order vendor contains additional information for a vendor previously defined in Accounts Payable vendor. Define options that override the Purchase Order Company setup, such as tolerances for overshipment and undershipment.	Purchase Order vendors are based on Accounts Payable vendors previously defined. Options defined for Purchase Order vendors override the Purchase Order Company setup, such as tolerances for overshipment and undershipment, and freight terms. Define the issue method for each vendor, such as Electronic Data Interchange (EDI).

Planning Purchase Order Setup for Invoice Matching

Figure 10. Procedure flow: Planning Purchase Order setup for Invoice Matching

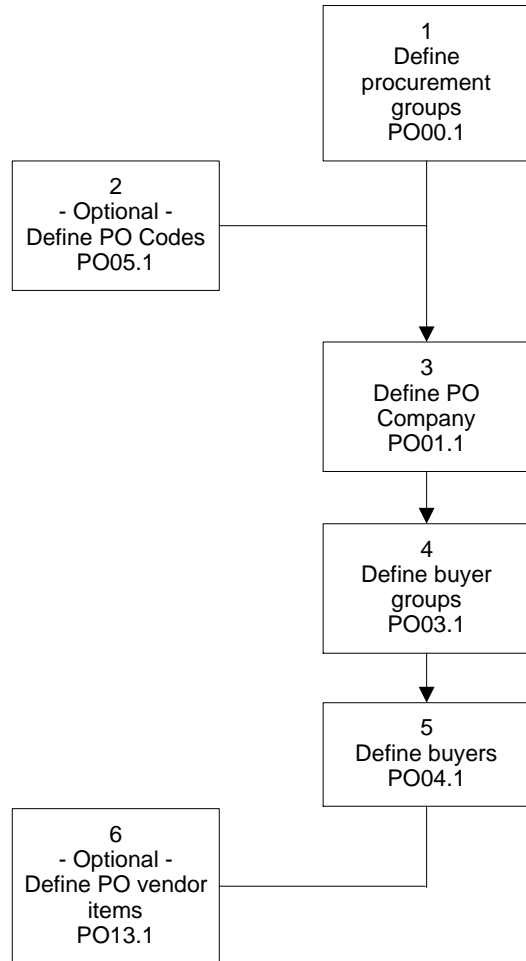
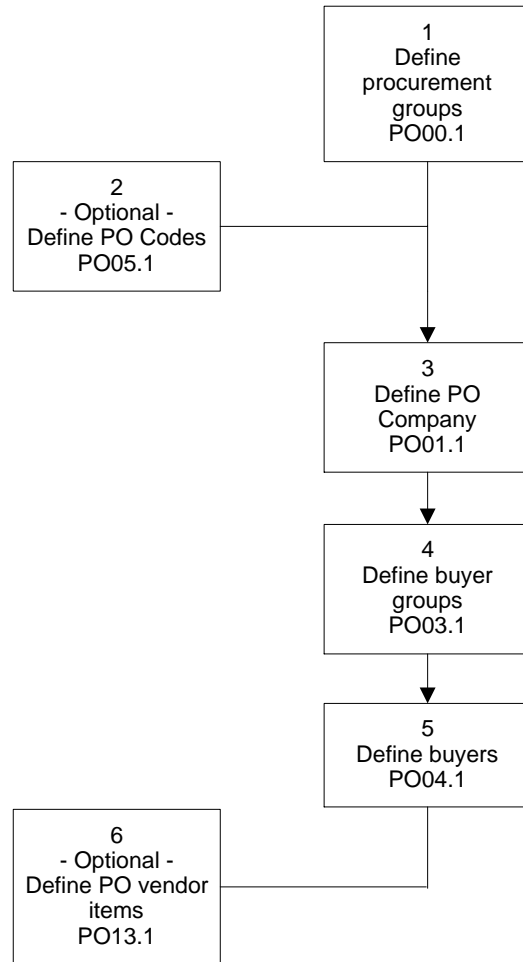


Figure 11. Procedure flow: Planning Purchase Order vendor setup for Invoice Matching



What is Project and Activity Accounting?

The Lawson Project and Activity Accounting application provides a project accounting and activity-based costing solution. Depending on your business needs, you may also want to set up the Project and Activity Accounting application.

Project and Activity Accounting captures information from all Lawson subsystems to provide an operational view of your organization. While the General Ledger application is used for a financial view of your organization and the Strategic Ledger application is used for a strategic view of your organization, Project and Activity Accounting is used to capture the various levels of operational detail required by your organization.

With the Project and Activity Accounting application, you can define multiple unique and independent structures, including processing levels with unlimited work breakdown structures.

What is Asset Management?

The Lawson Asset Management application manages the depreciation calculations and reporting requirements needed to satisfy general ledger, tax, and all other depreciation books for assets. Asset Management can control all of the assets for up to 9,999 companies. The Asset Management application allows adjustments, transfers, disposals within a company, and the transfer of assets from one company to another.

The Asset Management application has flexible ways to define assets by location, division, and type, and to structure and restructure assets when they are transferred. The application also maintains history records of all asset transfers and disposals and keeps an audit trail of all changes made to assets.

Depending on your business needs, you might also want to set up the Asset Management application.

What is Strategic Ledger?

The Lawson Strategic Ledger application is a business performance management application that captures operational and strategic information for analysis and reporting. Strategic Ledger captures transactions from many Lawson applications including General Ledger, Accounts Payable, Purchase Order, and Requisitions.

Strategic Ledger is a unique and powerful reporting tool that uses a multidimensional database. Strategic Ledger gives you the ability to organize transactions by reporting information such as product, distribution method, market, or sales channel. This lets you make better strategic decisions by providing detail information that identifies where profitability resides.

Strategic Ledger allows you to attach information to transactions using user analysis (UA) fields. You define the format of your user analysis fields and valid values for each field. User analysis groups allow you to combine up to four UA fields for use in transactions. You determine valid combinations of UA values by defining UA relationships. You use calendars to define the fiscal year, accounting periods, and valid posting date ranges. You define the dimensions of your multidimensional databases, called data marts, for viewing and analyzing data.

Depending on your business needs, you might also want to set up the Strategic Ledger application.

Chapter 3

Setting up Invoice Matching

This chapter describes how to set up the Invoice Matching application.

STOP Before you can set up the Invoice Matching application, you must set up the prerequisite Lawson applications. You must also be familiar with your company's processing structure and needs.

Concepts in this Chapter

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What Structures do I Need to Set Up for Invoice Matching?" on page 38](#)
- ["What is a Match Pool?" on page 39](#)
- ["What are Match Elements?" on page 43](#)
- ["What is a Match Class?" on page 44](#)
- ["What are Match Rules and Rule Groups?" on page 44](#)
- ["What is a Match Level?" on page 45](#)
- ["What is a Match Type?" on page 45](#)
- ["What is Match Order?" on page 48](#)
- ["What is a Match Option?" on page 48](#)
- ["What are Matching Tolerances?" on page 48](#)
- ["What is a Match Table?" on page 49](#)
- ["What are Handling Codes?" on page 51](#)
- ["What are Reason Codes?" on page 51](#)
- ["What are Add-On Charges/Allowances?" on page 52](#)
- ["What are the Invoice Matching Application Defaulting Hierarchies?" on page 53](#)
- ["What is Match Reference Processing?" on page 53](#)

What Structures do I Need to Set Up for Invoice Matching?

Within the Invoice Matching application, you define structures, rules, and tolerances according to your business model that determine how invoices and receipts match without manual intervention.

This is a brief outline of the major components. Each of these structures is explained in detail in following sections.

The invoice matching structure consists of the following components:

- Match Class - determines your line item detail structure.
- Match Rules - determines how invoices are matched.

Within the match rules you select various options, such as match level, match type, match order, chargeback options, matching tolerances, and invoice messaging tolerances.

- Match Rule Group - a structure that organizes your match rules.
- Match Table - a structure that lets you group match processing rules and assign them to a company.
- Match Company - all of your match processing rules are configured for your business needs and assigned to your company.

What is a Match Pool?

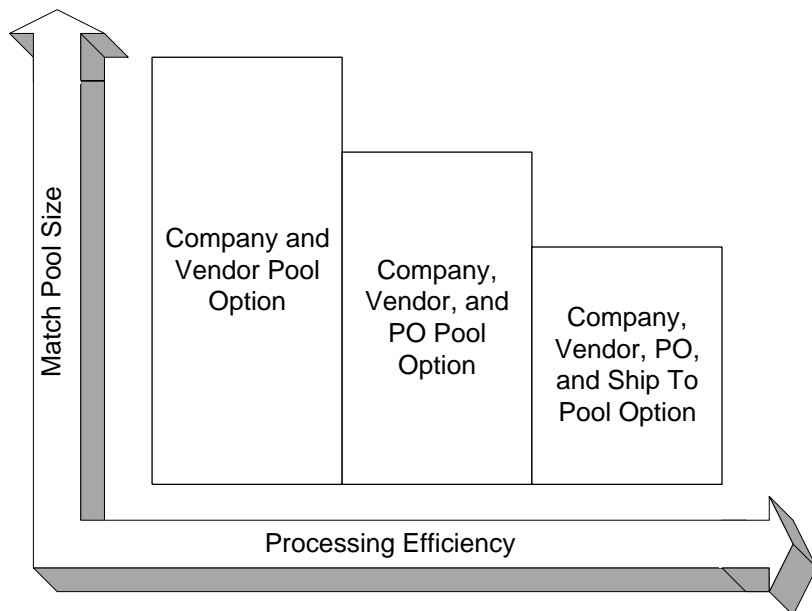
A match pool is a group of invoices and receipts combined for the purpose of matching, so you can match a specific invoice line to a specific receipt. You determine which purchase orders and invoices are included in the pool by selecting a pool option. Three pool options are available:

- Company / Vendor
- Company / Vendor / Purchase Order
- Company / Vendor / Purchase Order / Ship To

This list of options is presented from the least specific to the most specific.

The more specific a pool option is, the smaller the match pool produced is. Smaller match pools can improve the efficiency of your match process. Consider the following examples of each pool option.

Figure 12. Illustration: Pool option - effect on pool size



Scenario

ABC Company is opening two new restaurants. One of the new restaurants is located in Chicago and the other in Minneapolis. In preparation for the grand opening, ABC Company recently ordered a supply of dishware from Dish It Out, their wholesale restaurant supply vendor. They created three purchase orders:

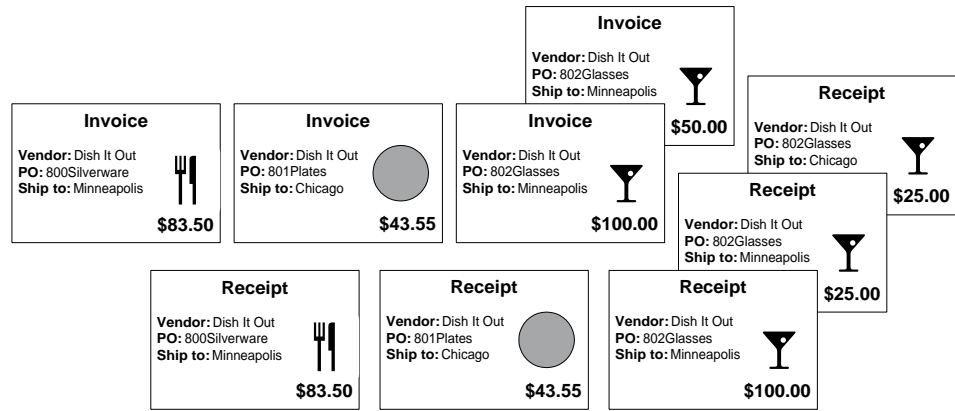
- **PO 800Silverware:** for an order of silverware for the Minneapolis location
- **PO 801Plates:** for an order of plates for the Chicago location
- **PO 802Glasses:** for an order of glassware for both the Minneapolis and Chicago location

Dish It Out was out of stock on the glassware, so the company sent that order in three shipments as the stock became available. This process resulted in two invoices and three receipts for PO 802Glasses.

Company / Vendor Example

With the Company / Vendor match pool option, the match pool would include all of ABC's invoices and receipts for Dish It Out. This pool option is the only one that allows an invoice with multiple purchase orders associated to it to be processed correctly.

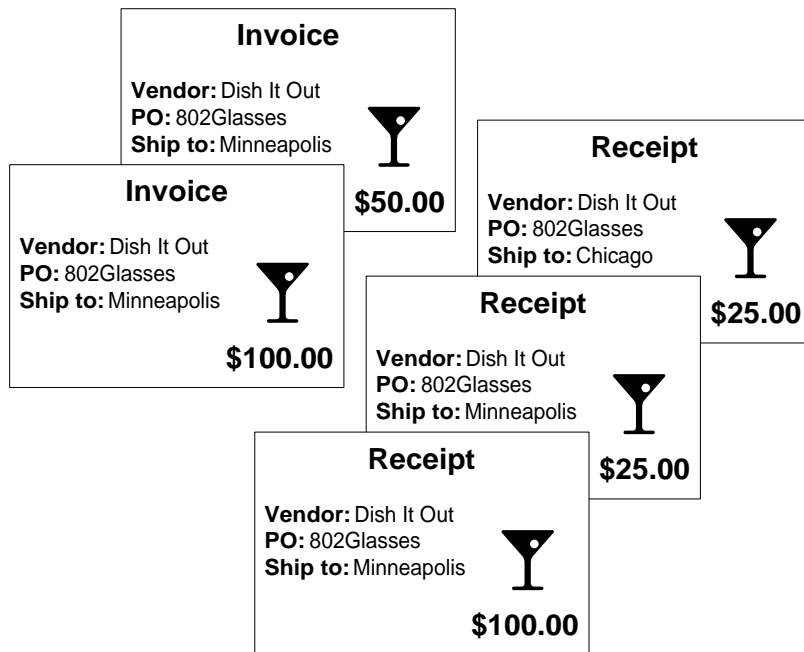
Figure 13. Illustration: Company / Vendor match pool option



Company / Vendor / PO Example

With the Company / Vendor / PO match pool option, the match pool would include only receipts and invoices for a specific purchase order, such as PO 802Glasses.

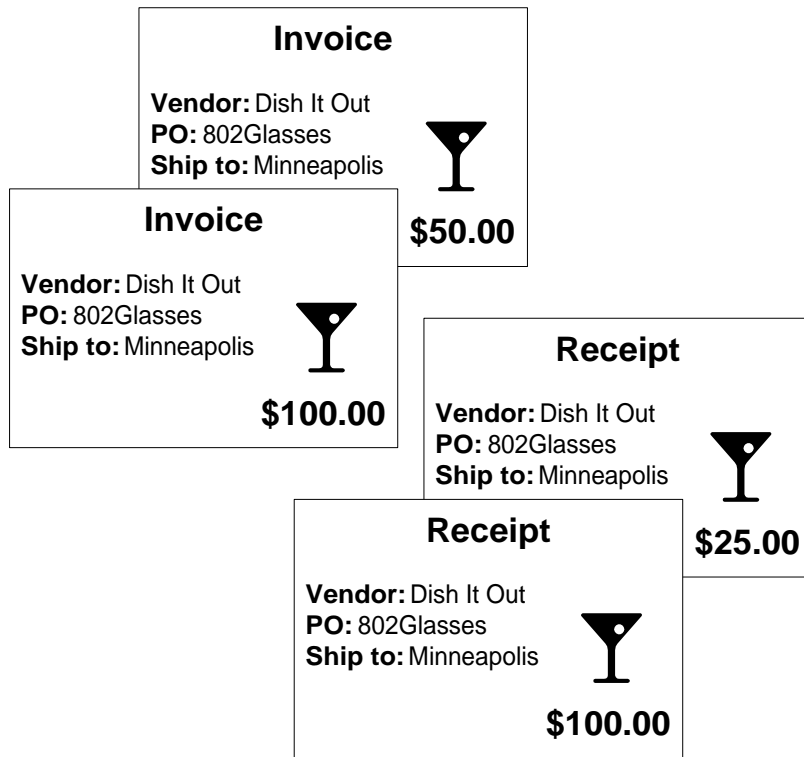
Figure 14. Illustration: Company / Vendor / PO match pool option



Company / Vendor / PO / Ship To Example

With the Company / Vendor / PO match pool option, the match pool is narrowed even further and now includes only receipts and invoices for a specific purchase order and a specific ship to location, such as Minneapolis.

Figure 15. Illustration: Company / Vendor / PO / Ship To match pool option



What are Match Elements?

Match elements are the line item details that will be used in Detail Match. Line item details are the information used to compare invoice lines to receipt lines when you are performing a Detail Match.

A match element is a component of your overall matching structure. For example, elements can be defined to represent such things as a department, merchandise class or category, or an item number. A match element consists of the following components:

- Element name
- Item indicator
- Data type (alpha or numeric)
- Field size (1:32)
- Element type (user-defined or Lawson defined)
- Status (active or inactive)

During match element and match class setup, consider whether your company needs to match invoice lines to receipt details using something other than the item number (such as SKU numbers). If your company does not need multiple elements in item detail, set a single element to a single match class. If your company needs multiple elements, these are assigned to the match class in the preferred order.

Each match element that you define will have a type of U (user-defined). Predefined elements will have a type of L (Lawson defined). Predefined elements include Item and Field Size. You assign match elements to match classes.

NOTE Item is a required field and is set to 32 characters.

Element values, after they are defined, let the application validate that the element added is a valid element in the application.

Element groups and element group relations are a means to setting up accounting structures or other relations for interfacing Purchase Order to Invoice Matching to Accounts Payable. They are also used for data analysis.

Element values and groups, and element group relations are all optional features.

What is a Match Class?

A match class contains a hierarchy of elements, which are the line item details used in matching. Line item details are the information used to compare invoice lines to receipt lines when matching. The individual line item detail structures that you define are combined into a single entity called a match class.

A match class can contain a single element or as many as 10 elements. You assign a match class to one or more companies.

For example, you define your match class as Department, Class, and Item. During invoice entry, if you choose to key invoice line detail, you must enter a value for the match elements defined in the match class. Your line item detail would look like the following: 001, 340, 655

where:

- Department: 001
- Class: 340
- Item: 655

If your company does not need multiple elements in item detail, set a single item element to the match class.

What are Match Rules and Rule Groups?

Match rules determine how invoice lines are matched to receipt lines.

You define the hierarchy of invoice match rules within the match rule groups. Match rule groups consist of up to six individual match rules. You must assign at least one match rule group to a match table. You can assign up to three match rule groups to a match table.

During match rule group setup, you decide how an invoice is to be matched. You determine:

- A match level (Invoice Match or Detail Match)
- A match type (one-to one, one-to all, all-to-one, or all-to-all)
- The order for the match level
- The match option to use (Extended, Unit, or Extended/Quantity)
- Tolerance rules for each rule

Lawson recommends using a separate rule group for interfaced invoices or invoices that are received via EDI.

What is a Match Level?

The match level is an attribute of a match rule that determines what level of detail you want to use when matching invoices to receipts. There are two match levels:

- **Invoice Match:** Invoices and receipts are matched at the header level; the invoice total is matched with the receipt total. Choose this match level if you need to process invoices quickly (for example, to take advantage of vendor discounts within a specific period).
- **Detail Match:** Individual detail line amounts are compared to the receipt line amounts to identify a match. To ensure that the correct item is matched, choose this match level. Benefits of this match level are accurate inventory cost adjustments, correct quantities recognized for inventory items, and correct expenses are recognized for non-stock and special items. Another benefit is to have match tolerance differences follow the item, thereby posting to the requesting department cost center to meet your accounting goals. For more information, see "[What are Matching Tolerances?](#)" on page 48.

What is a Match Type?

A match type is an attribute of a match rule that determines how invoices and receipts are matched. Invoices and receipts are initially matched on their header information within the match pool you have chosen.

Match types are:

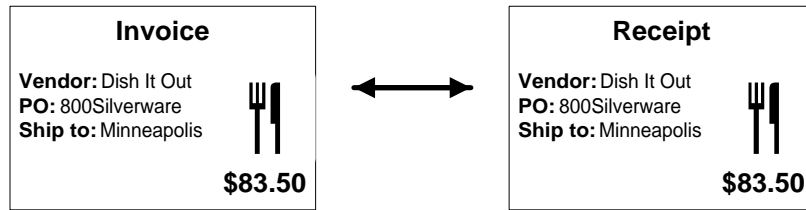
- 1:1 (attempts to match one invoice to one receipt within the pool)
- 1:A (attempts to match one invoice to all receipts within the pool)
- A:1 (attempts to match all invoices to one receipt within the pool)
- A:A (attempts to match all invoices to all receipts within the pool)

When deciding on a match type, consider vendor invoices and how they are handled. For example, does each vendor invoice represent one shipment (1:1), does the invoice reflect multiple shipments (1:A), do multiple invoices reflect one shipment (A:1), or do multiple invoices represent multiple shipments (A:A).

One to One Match Type Example

With a one to one match type, the application looks for one invoice and one receipt with identical amounts.

Figure 16. Illustration: Using a one to one match type

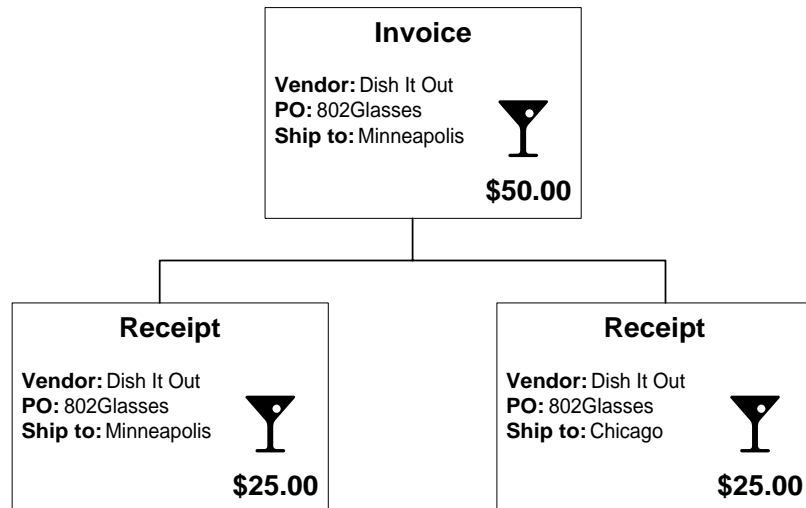


One to All Match Type Example

With a one to all match type, the application looks for all receipts within the pool to add up to the total of one invoice in the pool. For example, if pool option 2 (Company/Vendor/PO) is chosen, the application looks to match all receipts with the same company/vendor/purchase order number to one invoice sharing that same company/vendor/purchase order number.

NOTE The receipts must be in the match pool at the time of the match.

Figure 17. Illustration: Using a one to all match type



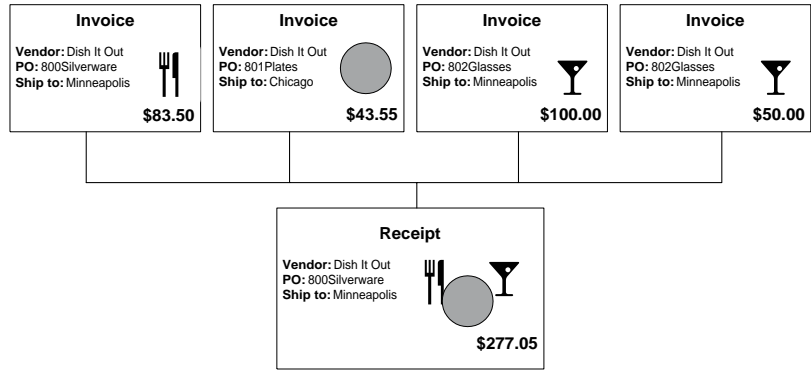
All to One Match Type Example

With an all to one match type, the application looks for any number of invoices with amounts that add up to the total of one receipt.

For a detail match, this will match the first invoice and leave the amount open to match on the receipt, so that it can be matched later. The receipt remains open until the quantity on the receipt is met or exceeded.

When you use the all to one match type, you must close receipts manually, if there are no more invoices to be matched.

Figure 18. Illustration: Using an all to one match type

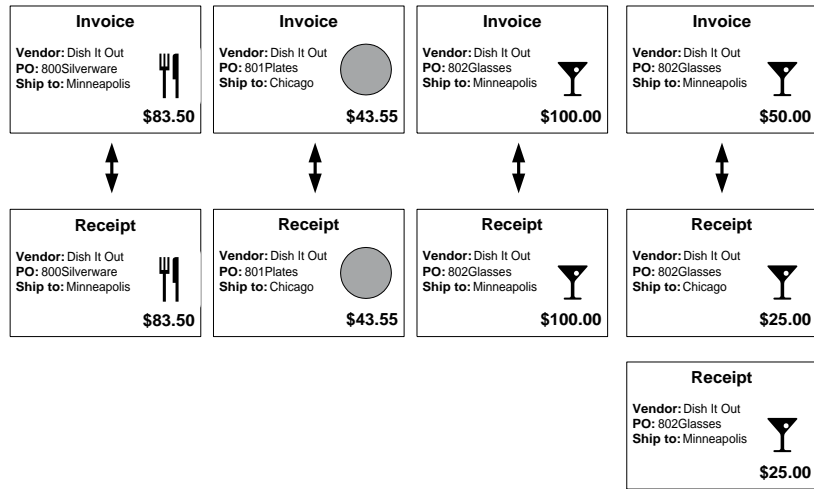


All to All Match Type Example

With an all to all match type, the application looks at the total amount for all invoices to equal the total amount of all receipts.

This type of match is only available for an invoice match. You cannot use the All to All match type when using detail match.

Figure 19. Illustration: Using an all to all match type



What is Match Order?

The match order is an attribute of a match rule that determines the order in which the match rules will be performed. You must define a match order for each match rule.

The defined match order determines in which order the application attempts matching an invoice with these rules. For example, if a match attempt takes place using either online or auto matching, the application first looks to match the invoice with rule 1. If a successful match occurs, the process is finished and the invoice is matched and ready for payment.

However, if rule 1 does not yield a successful match, a match attempt takes place using rule 2. This process continues automatically until a successful match occurs, or until all rules fail to yield a successful match.

What is a Match Option?

A match option lets you decide how the invoice line is matched to the receipt line (Extended, Unit, or Extended/Quantity). The match option is used for comparison of tolerance amounts on invoice and detail matches.

The Extended option lets you match based on the extended amount, while the Unit option lets you match to receipt lines based on cost and quantity. You cannot use Invoice Match with the Unit option. The Extended/Quantity option lets you match based on the extended amount and on quantity (Detail Match cannot use the Extended/Quantity option).

If you are concerned about matching the extended cost of the invoice line to the receipt line, use the Extended option. With the Extended option, you have a higher match ratio. However, you may match receipts and invoices with the same extended amounts, but different quantities. With the Unit option, the application makes sure that the invoice and receipt quantities match exactly (the tolerance applies to the unit cost).

What are Matching Tolerances?

With matching tolerances, you determine what is an acceptable discrepancy between invoice and receipt amounts. You set up tolerances for each rule, for matching, PO cost messaging, reconciliation messaging, drop ship messaging, and service messaging. (You can define tolerances for all match rules to automate the matching process.) Messaging tolerances determine when messaging is to occur.

Tolerances allow transactions to match when they do not have exact matching amounts and quantities. Without the matching tolerances, operator intervention would be required on every transaction that does not have an exact match. To ignore the difference, you set up a tolerance amount and/or a percentage of the invoice amount on each match rule. Tolerances are defined for amounts and/or percentages under and/or over the comparison between the receipt amount and invoice amount. If your invoice and receipt vary by this amount or less, the invoice will match. If you enter an amount

and percent of zero and the invoice and receipt varies, the invoice cannot match without intervention.

Possible reasons for an invoice and receipt to not match perfectly are receiving problems, pricing errors, data entry errors, and so on. The application allows you to handle the in tolerance difference in one of two ways; pay the invoice in full, or chargeback the vendor for the difference between the invoice and the receipt. The chargeback is automatically generated by the application.

NOTE For a Detail Match rule, if you defined the match rule to use the unit cost for comparison of tolerance amounts, the application checks that the receipt quantity is equal to the invoice quantity.

In a Detail Match, tolerances are used at the extended line item or unit line item. Within an Invoice Match, tolerances are applied at the invoice header. Generally speaking, the Invoice Match tolerances are tighter than the Detail Match tolerances.

How do Chargebacks Work with Match Rules?

As part of a match rule, you decide whether to generate chargebacks for matches that occur within tolerance.

If you select No and the invoice matches within tolerance, the remaining amount will be written off to the following accounts, based on the match level and the item type.

Match level	Account for inventory items	Account for non-stock and special items
Detail match	Item cost variance suspense	Distribution line
Invoice match	Invoice tolerance	Invoice tolerance

If you select Yes, chargebacks will be created with the following transaction number format: *InvoiceNumber-111*.

For invoice level matching, one invoice record is created for the full adjustment. For detail level matching, one invoice record is created, however multiple line detail information is created.

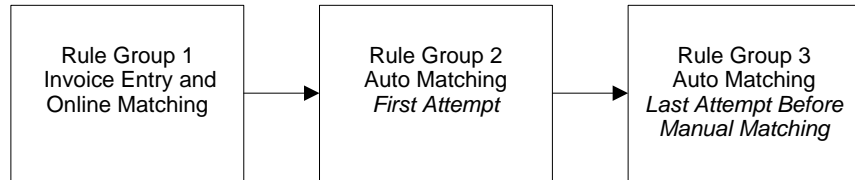
What is a Match Table?

A match table is a structure that contains the rule groups for match processing. The match table, in conjunction with the match rule groups that are assigned to it, determine at what processing level the match will occur, and the processing rules for the matching attempt.

A match table consists of a match table type and match rule groups (which contain individual match rules). During match table setup, you decide which match rule groups (up to three) are assigned to a match table. Match tables can be assigned to the company, vendor class, and vendor.

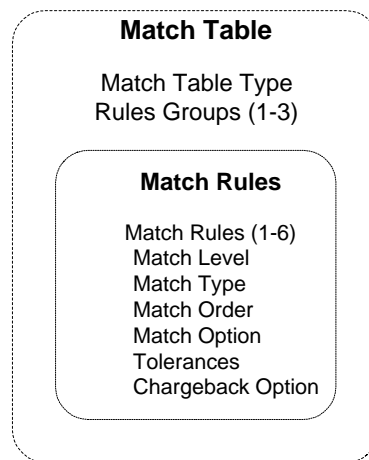
For example, the first rule group is used for online matching. The second rule group could be used during the auto matching process using some tolerances. The third rule group could use greater tolerances in a second auto process to try and match as many items as possible before manual matching is required.

The following illustration shows some possible uses for different match rule groups.



The following illustration shows the relationship between match table and match rules.

Figure 20. Illustration: Relationship between match table and match rules



You must define at least one match table for a company. You can create additional match tables to override at the vendor or vendor class.

The match table type determines where the match table can be assigned. The table type can be:

- Company
- Vendor
- Both company and vendor

If you have different rule groups for different vendors, you can assign these rule groups to a specific vendor or vendor class.

What are Handling Codes?

Handling codes define the invoice type, and how to process an invoice during invoice entry . You can define handling codes for the following:

- match invoices (which includes service lines)
- service only invoices
- add-on charges/allowances (AOC) invoices
- drop ship invoices
- Expense invoices

The handling code will default during invoice entry unless you enter an override. Handling codes default according to this hierarchy: invoice entry, vendor-company, vendor, vendor class, process level, and match company.

After you enter a handling code and add the invoice, the handling code cannot be changed. You must delete the invoice and re-enter it.

NOTE Organizations planning on using garnishments or EDI invoicing should create a match handling code for this purpose, that does not require a voucher number, as these type of input files do not contain a voucher number. This prevents manual manipulation of each garnishment and each EDI invoice.

What are Reason Codes?

Reason codes are assigned to chargebacks, invoices, and invoice messages for tracking and analysis purposes. For example, a reason code can indicate why an invoice was charged back or why an invoice was processed for payment without a match. Another example is indicating that your company is non-profit and does not pay sales tax.

What are Add-On Charges/Allowances?

Add-on charge/allowance codes let you add a charge or allowance (deduction) to an invoice. Examples of added charges/allowances include freight insurance, freight charges, and duties. You can also indicate whether an add-on charge/allowance is taxable, or whether to print the charge/allowance on the purchase order document.

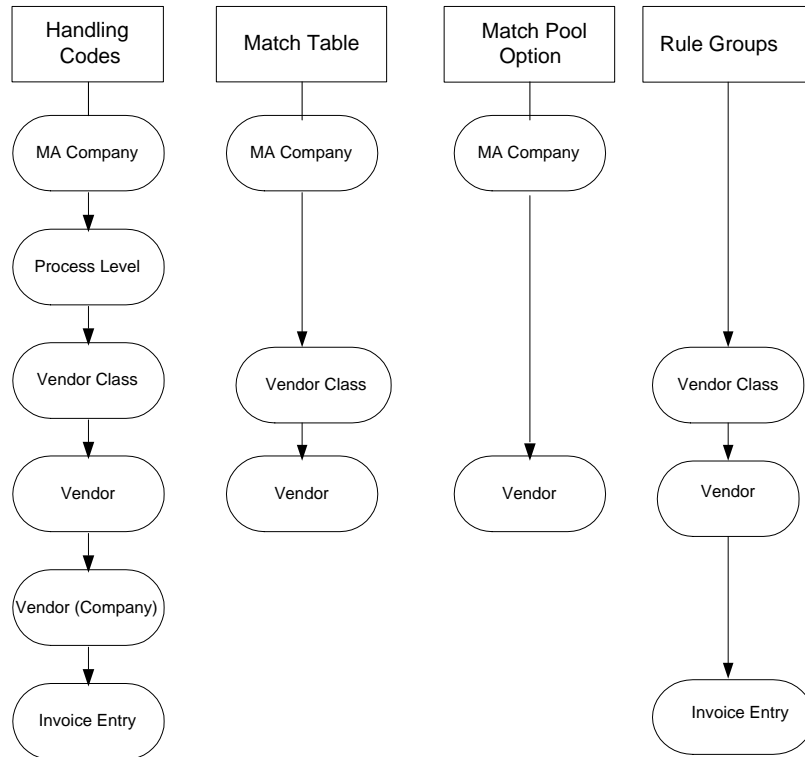
If you do not know the freight charge when creating the purchase order, you may not use add-on charges frequently. However, if you know what the freight charges are and negotiate them with the vendor, you would enter freight charges when creating the purchase order.

If you know there will be an add-on charge on the invoice, but not the amount, you can use the Zero Cost option during purchase order entry.

What are the Invoice Matching Application Defaulting Hierarchies?

The Invoice Matching application automatically determines various parameters based on hierarchies. The hierarchies are shown below.

Figure 21. Illustration: Invoice Matching default hierarchies



What is Match Reference Processing?

When you set up a vendor in Vendor (AP10.1), you decide if a match reference number is required for the vendor's invoices. Match reference numbers are user-defined, and they link an invoice to a specific receipt in the match process. When entering invoices for that vendor, you enter the match reference number and simplify the match process. For example, you can use the Bill of Lading number to tie a specific invoice to a specific receipt.

Match reference processing can be used with:

- Invoice Match A:A (attempts to match all invoices to all receipts within the pool) or A:1 (attempts to match all invoices to one receipt within the pool)

You must set up match reference processing for a vendor before you enter invoices for that vendor.

Procedures in this Chapter

The following procedures are included in this chapter.

- "Defining Match Elements" on page 54
- "Defining Element Values" on page 56
- "Defining Element Groups" on page 57
- "Defining Element Group Relations" on page 58
- "Defining a Match Class" on page 59
- "Defining Match Rules and Match Rule Groups" on page 59
- "Defining a Match Table" on page 63
- "Defining Handling Codes" on page 64
- "Defining a Match Company" on page 66
- "Defining Process Levels" on page 74
- "Defining Reason Codes" on page 75
- "Defining Add-On Charge/Allowance Codes" on page 76

Defining Match Elements

Define match elements that you will assign to a match class.

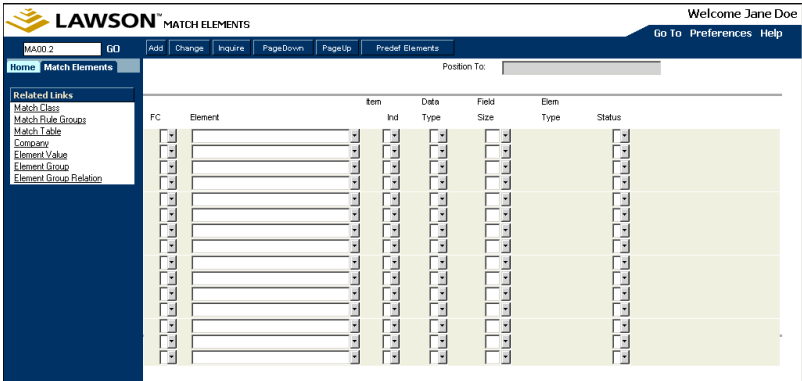
 **Need More Details?** Check out the following concepts:

- "What are Match Elements?" on page 43

STEPS To define match elements

1. Access Match Elements (MA00.2).

Figure 22. Form clip: Match Elements (MA00.2)



2. Define a unique name for the match element.
3. Select match element parameters. Consider the following fields.

Item Indicator	Indicates if this element represents the “Lawson Item” in your matching structure. This value will be validated against the Lawson Item Master.
Data Type	Alpha or numeric
Field Size	Field description
Element Type	Display field. Displays U for user-defined elements. Displays L for Lawson application defined elements.
Status	Indicates if the match element is active or inactive.

4. Choose the Add form action.

Adding Predefined Match Elements

A predefined match element called “Item” exists in the application. You must add it to the Element form before it can be used in a match class.

STEPS To add the predefined elements

1. Access Match Elements (MA00.2).
2. Choose the Predefined Elements form action.

NOTE Predefined elements have a type of "L" (Lawson defined).

Defining Element Values

Element values, after they are defined, let the application validate that the element added is a valid element in the application. Match elements must be defined before you can define values for them.

When you create element values, you assign them to element groups. Before you can do this, however, you must have already created the element group you want to assign the value to.

The following are examples of element values (from the retail perspective). If element equals Size, then element value equals something like Small, Medium, Large, Extra Large, and so on. In a retail store, if the element equals Department, then element value equals something like Men's Wear, Women's Wear, Children's Wear, and so on.



Need More Details? Check out the following concepts:

- ["What are Match Elements?"](#) on page 43

STEPS To define element values

1. Access Element Value (MA00.5).
2. Enter the match element value, description, and element group to which it belongs.
3. Choose the Add form action.

Defining Element Groups

Element groups and element group relations are a way of setting up accounting structures or other relationships for Purchase Order to Invoice Matching to Accounts Payable.

After you have created an element group, you can assign element values to it.

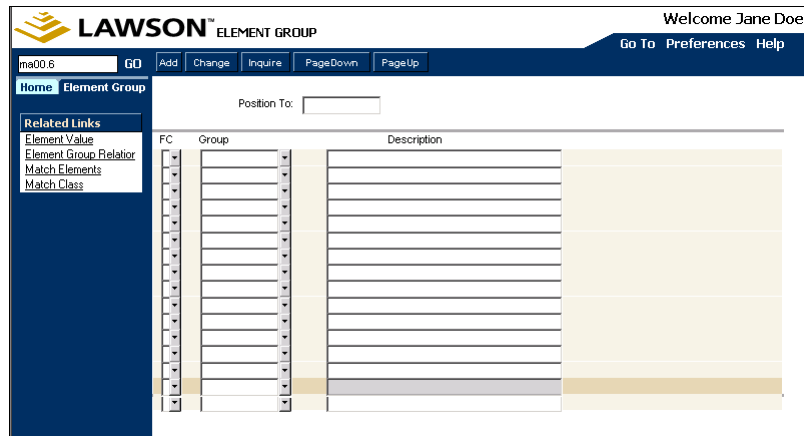
 **Need More Details?** Check out the following concepts:

- ["What are Match Elements?"](#) on page 43

STEPS To define element groups

1. Access Element Group (MA00.6).

Figure 23. Form clip: Element Group (MA00.6)



The screenshot shows the Lawson Element Group form (MA00.6). The form title is "LAWSON™ ELEMENT GROUP" and the user is "Jane Doe". The form includes a "Position To:" field and a table with columns "FC", "Group", and "Description". The table is currently empty.

2. Enter the name and description of the element group.
3. Choose the Add form action.

Defining Element Group Relations

Element group relations let you group values so that you get the combination of elements and values that you want. For example, you defined a match class of two elements, Department and Size. The values for Department are Men's Wear and Housewares. The values for Sizes are:

- Small
- Medium
- Large
- Extra Large
- 1 Quart
- 2 Quart
- 3 Quart
- 1 Gallon

When creating the values for Size, you group Small, Medium, Large, and Extra Large into Group 100. Similarly, you group 1 Quart, 2 Quart, 3 Quart, and 1 Gallon into Group 200.

You then create an element group relation so that the Men's Wear department can only enter sizes of Small, Medium, Large, and Extra Large (not 1 Quart, 2 Quart, and so on). The Men's Wear department points to Group 100 (with sizes of Small to Extra Large) and the Housewares department points to group 200 (with sizes of 1 Quart to 1 Gallon).

Before setting up an element group relation, you must have already defined a match class and element groups (up to 10 groups). If your company uses the Strategic Ledger application, you must have set up the user analysis relation in the Strategic Ledger application (for information, see the *Strategic Ledger User Guide*).



Need More Details? Check out the following concepts:

- ["What is a Match Class?"](#) on page 44
- ["What are Match Elements?"](#) on page 43

STEPS To define element group relations

1. Access Element Group Relation (MA00.7).
2. Select the match class and groups for the relation. If your company uses the Strategic Ledger application, select the user analysis relation you defined in User Analysis Value Relations (SL02.1).
3. Optional. Choose the More button to add more groups.
4. Choose the Add form action.

Defining a Match Class

Build your match class from the match elements you have defined. A match class contains a hierarchy of match elements. You must define at least one match class. A company can use only one match class. However, you can assign the match class to one or more companies.



Need More Details? Check out the following concepts:

- ["What is a Match Class?"](#) on page 44

STEPS To define a match class

1. Access Match Class (MA00.3).
2. Define a unique name for the match class.
3. Select elements for the match class. Consider the following fields.

Hierarchy

A match class can contain a single element or as many as 10 elements.

NOTE The total field size of all elements in a match class cannot exceed 85 characters.

Element

Select an element.

NOTE At least one element must be defined as the item (item length defaults to 32 characters).

4. Choose the Add form action.



WARNING After you assign the match class to a company in Company (MA01), you cannot make any changes. You must assign a new match class to the match company if your match class has changed.

Related Reports and Inquiries

To	Use
List the match classes defined for a company	Code Listing (MA205)

Defining Match Rules and Match Rule Groups

You define rule groups that will be used during invoice matching. Rule groups are made up of individual match rules and are assigned to match tables. Rule groups can also be assigned to the vendor class, vendor, and invoice.

IMPORTANT The match option of Extended/Quantity is designed to compare the total invoice quantity to the total receipt quantity, and is available for invoice-level matching.



Need More Details? Check out the following concepts:

- ["What are Match Rules and Rule Groups?"](#) on page 44

STEPS To define match rule groups and match rules

1. Access Match Rule Groups (MA00.4).

Figure 24. Form clip: Match Rule Groups (MA00.4)

Level	Type	Order	Option	Tolerance
▼	▼	▼	▼	Tolerance
▼	▼	▼	▼	Tolerance
▼	▼	▼	▼	Tolerance
▼	▼	▼	▼	Tolerance
▼	▼	▼	▼	Tolerance

2. Define a unique name and description for the match rule group.
3. Define the match rules. Consider the following fields.

NOTE If you use Invoice messaging, you need to have at least one rule with a detail match level in the rule group you will assign on the Invoice Matching company (MA01.1).

Level

Select a match level for this match rule.

IM = Invoice Match (can use all match types with IM)

DM = Detail Match (can use all match types, except All to All)

Type	Select a match type. 1-1 = One to One A-1 = All to One 1-A = One to All A-A = All to All (only for invoice match) NOTE For a 1-A detail match, all receipts must be in the pool at the time of the match.
Order	If you have multiple rules, number the rules in the sequence you want them to be processed.
Option	Select whether to use extended cost, unit cost, or extended/quantity for comparison of tolerance amounts for each rule. Invoice Match uses the Extended Cost or the Extended/Quantity option.

4. Choose the Tolerance button to define match tolerances; Tolerances (MA00.9) displays. You can define tolerances for matching and the type of invoice messaging you are using.

For more information on invoice messaging, see "[Using Invoice Messaging](#)" on page 151.

Consider the following fields.

NOTE When setting up tolerance options, you have two choices: you can choose an amount and a percent, or you can choose an amount or a percent.

Match tab

Define over and under tolerance options for cost and quantity.

For costs that are within your defined over tolerance, you can automatically generate a chargeback by selecting Yes in the Chargeback field.

TIP Large under tolerances can potentially close your receipt line prematurely.

NOTE If you leave the Under Cost field blank, any invoice cost that is less than the receipt cost will not match.

Quantity tolerances are used only if the matching option for the match rule is set to Unit. You define match rules using Match Rule Groups (MA00.4).

PO Cost Msg tab

Define unit cost tolerance options for over and under differences.

Reconciliation Msg tab

Define unit cost/quantity tolerance options for over and under differences.

Also define the following messaging options:

Open Message - Yes indicates that you want a message created that will be treated like all other invoice messages if the match is not within under cost/quantity tolerances.

Closed Message - Yes indicates that if the match is not within under cost/quantity tolerances, a message will be created and closed so that no further action can be taken upon it.

Reason Code - A reason code is required if you selected to have closed messages.

Dropship Msg tab

Define unit cost/quantity tolerance options for over and under differences.

Service Msg tab

Define unit cost tolerance options for over differences.

- Select the Add form action to add the rule group.

Related Reports and Inquiries

To	Use
List rule groups assigned to a company	Code Listing (MA205)

Defining a Match Table

A match table is a structure that contains the rule groups for match processing. The match table, in conjunction with the match rule groups that are assigned to it, determine at what processing level the match will occur, and the processing rules for the matching attempt.

A match table consists of a match table type and match rule groups (which contain individual match rules).



Need More Details? Check out the following concepts:

- "What is a Match Table?" on page 49

STEPS To define a match table

- Access Match Table (MA00.1).

Figure 25. Form clip: Match Table (MA00.1)

- Define a unique match table name and description.
- To further define your match table, consider the following fields.

Match Table Type	Select whether the match table will be assigned to a match company, a vendor, or both.						
Detail Chargeback Type	Select whether chargebacks are to be created for the net difference of the invoice or for the overage only. This applies to Detail Match invoices only. The default is Net. For example:						
	<table border="1"> <thead> <tr> <th>Invoice Lines</th> <th>Receipt Lines</th> <th>Difference</th> </tr> </thead> <tbody> <tr> <td>15.00</td> <td>5.00</td> <td>10.00</td> </tr> </tbody> </table>	Invoice Lines	Receipt Lines	Difference	15.00	5.00	10.00
Invoice Lines	Receipt Lines	Difference					
15.00	5.00	10.00					

20.00	30.00	<10.00>
-------	-------	---------

The net chargeback is zero, and the overbill amount is 10.00.

TIP Choose the Rule Groups button to access the Rule Groups form to define match rule groups.

4. Select a rule group. Consider the following field.

Match Rule Group

Assign up to three rule groups to the match table. Rule group 1 is required and is used for online matching.

5. Select the Add form action to add the match table.

Related Reports and Inquiries

To	Use
List the match table assigned to a company	Company Listing (MA200)

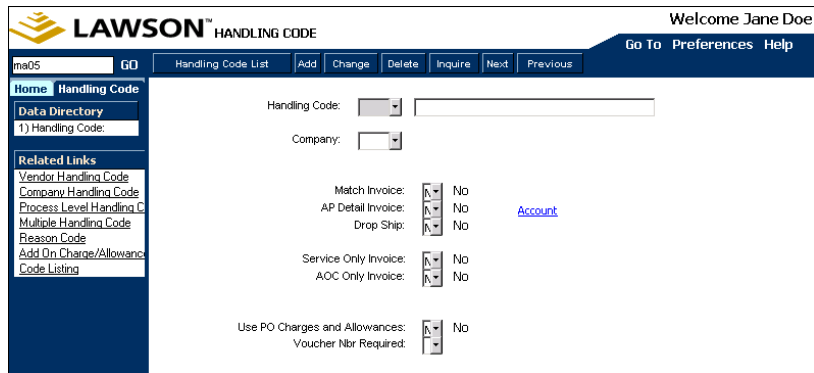
Defining Handling Codes

Handling codes define how to process an invoice during invoice entry.

STEPS To define invoice handling codes

1. Access Handling Code (MA05.1).

Figure 26. Form clip: Handling Code (MA05.1)



2. Type a unique handling code and description.
3. Optional. Select the company.

If you select a company, the handling code can only be used by that company.

4. Define the handling code. Consider the following fields.

Match Invoice	<p>Determine whether to attempt to match invoices assigned this handling code. To enter a handling code for expense invoices, select No.</p> <p>NOTE An invoice with match and service lines is included.</p>
AP Detail Invoice	<p>Indicate if invoices assigned this handling code have more detail information (item and quantity information) than expense invoices. Determines whether line item detail is required for invoices assigned this handling code.</p> <p>If you select Yes, you must have already defined an accounting unit and account using Accounting Units-Accounts (GL20.1). Choose the Account button to assign distribution accounts and user analysis information (if you use the Strategic Ledger application) to the handling code.</p> <p>To enter a handling code for expense invoices, select No.</p>
Drop Ship	<p>Indicate whether goods are being shipped by the vendor (directly to a non-standard location).</p> <p>To enter a handling code for expense invoices, select No.</p>
Service Only Invoice	<p>Select whether this handling code is for service only invoices.</p> <p>To enter a handling code for expense invoices, select No.</p>
Add On Cost Only Invoice	<p>Select whether this handling code is for add-on charges/allowances only invoices.</p> <p>To enter a handling code for expense invoices, select No.</p>
Use PO Charges and Allowances	<p>Select if the application should default add-on charge/allowance information from the purchase order and include it on the invoice.</p>

Voucher Number Required

Indicates a voucher number is required on an invoice.

NOTE This field setting overrides the Voucher field set at the Accounts Payable company. Lawson recommends selecting Yes in this field if you use voucher processing.

5. Choose the Add form action to add the handling code.

Related Reports and Inquiries

To	Use
List invoice handling codes	Code Listing (MA205)

Defining a Match Company

Define your match company (assign a match table, pool option, match class, and handling code to a company) and assign discount options and various accounts.



Need More Details? Check out the following concepts:

- ["What Structures do I Need to Set Up for Invoice Matching?"](#) on page 38
- ["What is a Match Pool?"](#) on page 39
- ["What is a Match Class?"](#) on page 44

STEPS To define a match company

1. Access Company (MA01.1).

Figure 27. Form clip: Company (MA01.1), Main tab

The screenshot shows the Lawson software interface for Company (MA01.1) in the Main tab. The interface includes a navigation menu on the left with options like Home, Company, Data Directory, and Related Pages. The main area contains fields for Match Table, Pool Option, Match Class, Handling Code, Validate Purchase Order, and Require Purchase Order. Below these are several 'Accounts' fields with dropdown menus.

2. Define a company number.
3. Choose the Main tab. Define matching options at the company level. Consider the following fields.

Match Table

Required. A match table contains the rule groups for match processing.

Pool Option

Required. A match pool is a group of invoices and receipts for matching. The pool option determines the combination of receipts and invoices to use for matching. The more specific pool option you select, the smaller the number of invoices and receipts in the matching pool.

The following pool options are available:

- Company/Vendor (use to match an invoice to multiple purchase orders)
- Company/Vendor/PO (use to pull invoices by vendor and purchase order)
- Company/Vendor/PO/Ship To (use if you have locations supplied by different vendors)

Match Class

Assign a match class to the company.

Handling Code	Select a default handling code for invoices assigned to this company. You can override this code at the process level, vendor class, vendor, vendor company, and invoice entry.
Validate Purchase Order	Determines if the purchase order number will be verified in the application. This field must be set to Y to create PO cost messages.
Require Purchase Order	Determines if a purchase order number is required.
4. Define your account information. Consider the following fields.	
PO Receipt Accrual	Required. Used as a temporary holding account to track the amount of inventory, non-stock, and special items that have been received but not yet invoiced.
Item Cost Variance Suspense	Required. This is a temporary holding account that is used to offset a cost difference between the invoice unit cost and receipt unit cost for an inventory item. This transaction is passed to the Inventory Control application for posting. Used with detail match (for inventory items only).
Invoice Tolerance	Required. The posting account for differences between the invoice and the receipt at the invoice match level.
Receipt Write-Off	Required. This account is used to write off old receipts for non-inventory items that cannot be matched.
Match Write-Off	Required. This account is used to write off amounts you have paid for goods that you do not expect to receive or goods written off when receipts are adjusted.
Matched Not Received	Required. This temporary holding account is used to post amounts you have paid for goods but not yet received. Used for inventory items only.

Inventory Receipt Archival	Required. This is the posting account used to post amounts for inventory that you have received but do not expect to pay for.
Match Prepay Differences	Required. This is the account used to post match prepay differences for Invoice Level match transactions. Discrepancies for prepaid Detail Level match transactions post to the Item Cost Variance Suspense account or the Item Expense account. NOTE This differences account also includes transactions that are closed from running Prepaid Invoice Not Received (MA168).
Underbill Write-Off	This account is used under two circumstances. During an Invoice Level match, this account is used when the invoice amount is less than the receipt amount. Open Receipt Archive (MA180) posts to this account if there is no invoice for a receipt or the invoice amount is less than the receipt amount. NOTE This account supersedes the Inventory Receipt Archival account.

5. Choose the Options tab to define other optional information including discount parameters and accounts, EDI options, and ERS options.

Consider the following fields.

Discount Recognition	Determine whether the discount accrual is generated during the match or when the payment is closed (the default is Payment).
Discount Accrual Account	Used in Match Discount Accrual (AP176) as the posting account for the discount accrual.
Invoice Detail No Receipt	Indicate which account is used when an invoice is matched without a receipt (valid for a detail match, inventory items only).

Invoice Detail Exceeds Receipt	Indicate which account is used when the item quantity on an invoice exceeds the receipt quantity (valid for a detail match, inventory items only).
Currency Rate Set Point	Indicate when the currency rate was set for the purchase order (at purchase order entry, receiving, or invoicing). The default is Purchase Order Entry.
Automatic Chargeback Hold Code	Select the hold code to assign to chargebacks.
Hold Receiver Until Inspected	Indicate whether to withhold receiving lines that need inspection from being matched until inspection is complete. The default is No.
Summarize Distributions	Indicate whether you want to summarize distributions (Yes) or store them in detail in the match process (No). Summarizing in detail lets you view the items that were invoiced, and how much they were invoiced for.
EDI Invoice Automatic Release	Select whether the company automatically releases EDI AP only invoices. The default is No.
ERS Location Control	Indicate whether the company controls ERS by ship-to location. The default is No.
ERS Cost Update	Indicate whether to update ERS costs. The default is No.

6. Choose the Vendor Claims tab to define vendor claims information. Consider the following fields.

Replace Return Goods	Indicate whether returns to the vendor should automatically create a purchase order to replace the returned goods.
Ship or Hold Return Goods	Select Ship or Hold to indicate whether returns to the vendor are physically shipped to the vendor or held at your location.

Vendor Claim Write Off Amount	Enter an amount that will be used to determine whether a return to a vendor is justified. The application compares the amount you enter here to the value of an adjustment or rejection. The value of the adjustment or rejection must be equal to or greater than the minimum claim amount to create a return. This value can be defined at both vendor and company level.
--------------------------------------	---

Vendor Claim Type	Indicate how the return will be satisfied. Options include: <ul style="list-style-type: none">• Chargeback — To generate a chargeback for each return• Credit Memo — To wait for the vendor to send you a credit for the return• No Charge — If you never receive credit for the return (for example, all returns are automatically replaced)
--------------------------	---

Vendor Claims Chargeback Hold Code	If a vendor return is made with a chargeback and you want to hold the chargeback for review, select a hold code to assign to the chargeback.
---	--

7. Choose the Messaging tab to define invoice messaging options.

For more information on invoice messaging, see "[Using Invoice Messaging](#)" on page 151.

- a. Determine if you will be using PO Review messaging and consider the following fields in the Purchase Order Review section:

PO Cost, Drop Ship, Service	Type Y next to the type of PO Review message(s) you want to create. For more information, see " Using Invoice Messaging " on page 151.
------------------------------------	---

Rule Group	Define which rule group to use for messaging tolerances. For drop ship messaging, your rule group can contain rules for over/under cost/quantity tolerances. For PO Cost messages, your rule group can define over/under cost tolerances. For Service messages, your rule group can define only over tolerances. For information on setting up your rules and rule groups, see "Defining Match Rules and Match Rule Groups" on page 59. Rule group must contain a Detail Match rule.
-------------------	--

Rule Order	Define which rule in a rule group to use for messaging tolerances. Must point to the Detail Match rule.
-------------------	---

Workflow	<p>This option is available only if you use ProcessFlow and have the Purchase Order Cost Message service enabled. If you select Yes in the PO Cost and Workflow fields, this service notifies the buyer when a PO Cost message was created.</p> <p>For more information, see the <i>ProcessFlow Reference Guide</i>.</p>
-----------------	--

- b. Determine if you will be using Reconciliation Match messaging and consider the following fields in the Reconciliation Match section:

Over Tolerance, Under Tolerance	<p>Type Y next to the type of Recon Match message(s) you want to create.</p> <p>For more information, see "Using Invoice Messaging" on page 151.</p>
--	--

Workflow	<p>If you use ProcessFlow and have the Reconciliation Invoice Message service enabled, this service creates a work unit when a match was attempted and there are differences between the invoice and the receipt.</p> <p>For more information, see the <i>ProcessFlow Reference Guide</i>.</p>
-----------------	--

Rule Group	Define which rule group to use. For Reconciliation Match messaging, your rule group can contain rules for over/under cost/quantity tolerances. For information on setting up your rules and rule groups, see " Defining Match Rules and Match Rule Groups " on page 59.
-------------------	---

Rule Order	Define which rule in a rule group to use for messaging tolerances. The rule must be a Detail Match rule.
-------------------	--

- c. If you use ProcessFlow, consider the following fields in the Additional Workflow Options section.

No. Receipt	Indicate the number of receipt days to send a notification of No Receipt.
--------------------	---

Days to Work	If an invoice did not match and the base date is less than the run date plus the number of Days to Work, a ProcessFlow message is created.
---------------------	--

Processing Option	Indicate whether the messages created are for online, batch, or both online and batch processing.
--------------------------	---

Base Date	Enter a base date (due date or discount date). If the base date is less than the program date plus the number of receipt days, a notification is sent if there were no receipts in the match pool for the invoice.
------------------	--

8. Choose the Financial Reporting tab to decide whether to create financial reporting for invoices and receipts. If you create financial reporting, you can extract information about invoices and receipts and send the information back to your stock ledger and purchase journal (or a non-Lawson data file).

Consider the following fields.

Create Financial Reporting for Invoices	Decide whether to create financial reporting for invoices. If you select this field, you must run Financial Reporting Update (AP177) or Build IC Financial Reporting File (IC131).
--	--

Create Financial Reporting for Receipts	Decide whether to create financial reporting for receipts. If you select this field, you must run Financial Reporting Update (AP177) or Build IC Financial Reporting File (IC131).
--	--

Account Setup button	Choose this button to identify the general ledger accounts that contain the information that you want to send back to your stock ledger.
-----------------------------	--

9. Choose the Add form action to add the company.

Related Reports and Inquiries

To	Use
List company parameters	Company Listing (MA200)

Defining Process Levels

A process level is a part of a company, such as a division, a department, or cost center. You define at least one process level for each Accounts Payable company. You might want to define more than one process level, based on your organizational structure and processing needs.

This procedure describes how to define a process level.

STEPS To define a process level

1. Access Process Level (AP00.5).

Figure 28. Form clip: Process Level (AP00.5)

The screenshot shows the Lawson Process Level form (AP00.5) with the following details:

- Company:** 1000 (Company 1000 (copy of ACME))
- Process Level:** ACME
- Play Group:** 1000 (ACME Play Group)
- Default:** Yes
- Address Tab Fields:**
 - Name: ACME Process Level
 - Address 1: [Empty]
 - Address 2: [Empty]
 - Address 3: [Empty]
 - Address 4: [Empty]
 - City or Address 5: [Empty]
 - State or Province: [Empty]
 - Postal Code: [Empty]
 - Country: [Empty]
 - Region: [Empty]

2. Choose the Address tab to define address information.
3. Choose the Codes tab to define and maintain accounts payable processing codes for the company and assign a default cash code. The

process level uses the accounts payable processing codes assigned to the company unless you override them in this tab. If you want to assign different codes to a process level, define additional accounts payable codes. For more information, see the *Accounts Payable User Guide*.

4. Choose the Invoice tab to define invoice posting accounts.
5. Choose the Receipt tab to define and maintain account information used in invoice match processing.
6. Choose the Add form action to add the process level.

Related Reports and Inquiries

To	Use
List your companies	Vendor Group-Company Listing (AP200) In the Company listing option field, select Yes. In the Include Process Levels field, select Yes.
Display relationships between a pay group and Accounts Payable companies and process levels	Pay Group Company Relationship (AP01.4)
List pay group information for one or all pay groups	Pay Group Listing (AP201)

Defining Reason Codes

Assign reason codes to chargebacks, invoices, and invoice messages for tracking and analysis purposes. For example, a reason code can indicate why an invoice was charged back or why an invoice was processed for payment without a match.

STEPS To define reason codes

1. Access Reason Code (MA05.5).
2. Define the reason code name and description.
3. Choose the Add form action to add the reason code.

Related Reports and Inquiries

To	Use
List reason codes	Code Listing (MA205)

Defining Add-On Charge/Allowance Codes

Define add-on charge/allowance codes to let you add a charge/allowance (deduction) to an invoice. Examples of added charges/allowances include freight insurance, freight charges, and duties. You can also indicate whether an add-on charge/allowance is taxable, and whether to print the charge/allowance on the purchase order document.



Need More Details? Check out the following concepts:

- ["What are Add-On Charges/Allowances?"](#) on page 52

STEPS To define an add-on charge/allowance code

1. Access Add On Charge/Allowance (MA08.1).

Figure 29. Form clip: Add-On Charge/Allowance (MA08.1)

2. Define header information. Consider the following fields.

Type	Select a type for the code. C = Cost A = Allowance
Status	Determines whether the code is active or inactive.
Posting Account	Select the accounting unit defined for add-on charge amounts.
Difference Account	Select the accounting unit to which remaining add-on charge amounts are posted (due to a spread).

3. Use the Landed field to decide whether the add-on charge is landed or non-landed. A landed add-on charge takes on the attributes of the line to which it is landed. A non-landed add-on charge takes on no attributes from the lines. If you select No in the Landed field, then the amount is posted to the posting account specified on the add-on charge.

Add-on charges can be paid to different vendors, with each vendor submitting a separate invoice.

NOTE If the add-on charge is landed, the quantity on the add-on charge may not be different than the quantity on the goods.

NOTE For expense invoices only, a "no spread" add-on charge/allowance is allowed.

4. Select detail parameters. Consider the following fields.

Spread Method

Select a method of spreading or distributing add-on charge/allowance amounts across the invoice.

A = Amount

Q = Quantity

W = Weight

V = Volume

R = Rate

N = No Spread

Taxable

Indicates whether the add-on charge is taxable. If you typed a tax code, you must select Taxable in this field.

T = Taxable

E = Exempt

Blank

The default is Exempt.

Print Flag

Determines whether the add-on charge/allowance prints on the purchase order or is transmitted via EDI.

Summary Flag

Determines whether to summarize and print the add-on charge/allowance amount for line items at the end of the purchase order.

The default is Yes.

5. Choose the Add form action to add the add-on charge/allowance code.

Related Reports and Inquiries

To	Use
List add-on charge/allowance codes and their definitions	Add on Charge/Allowance Listing (MA208)

Chapter 4

Match Overview

The Invoice Matching application provides many options for entering and matching invoices. Detailed procedures for entering and matching invoices are contained in the chapters that follow. This chapter provides conceptual information relating to entering and matching invoices.

STOP Before you can enter and match invoices, you must set up the Invoice Matching structure. For more information see "[Setting up Invoice Matching](#)" on page 37.

Concepts in this Chapter

The following concepts provide background and conceptual information.

- ["What Are Purchase Order Related Invoices?" on page 80](#)
- ["What are Accounts Payable Invoices?" on page 81](#)
- ["When is an Invoice Ready for Payment?" on page 81](#)
- ["Entering and Matching Invoices Step-by-Step" on page 81](#)

What Are Purchase Order Related Invoices?

Purchase order related invoices are invoices that have a purchase order associated with them at some point in their processing (or life) cycle. Purchase order related invoices are separated into two categories:

- Match invoices
- Non-match invoices

Match Invoices

Match invoices are purchase order invoices that have receipts associated with them. Match invoices are processed according to the match rules defined for the vendor or company.

Match invoices include service lines that are compared in the match process.

Non-Match Invoices

Non-match invoices have purchase orders associated with them, but do not have receipts associated with them. As a result, these invoices cannot be matched. A batch number or authority code is required to release these invoices for payment.

The following are non-match invoices that are purchase order related:

- Service only invoice
- AOC only invoice
- Drop ship invoice

Service Only Invoice

A service only invoice results from a purchase order issued to a vendor for a service. For example, you request phone service through a purchase order issued to the phone company. The purchase order number is used strictly for identification purposes. Invoice detail lines are created based on the accounting information defined on the purchase order or from the vendor agreement service contract.

AOC Only Invoice

An AOC only invoice is an invoice for just an add on charge/allowance, such as freight, and is issued by a company other than the vendor. For example, you request goods from a vendor who invoices you for the goods only. The shipping company sends you an invoice for only the freight cost of the shipment. Invoice detail lines are created based on the accounting information defined on the purchase order line item or defined on the purchase order header.

Drop Ship Invoice

A drop ship purchase order creates a unique invoice process. In a drop ship situation, a customer orders an item from your company, Company A. Another company, Company B, sends the item directly to the customer without the item being received at Company A. Therefore, Company A has a purchase order but no receiving document for the purchase order. Since there is no receiving document, the invoice is a non-match invoice. Invoice detail lines are required and are created based on the accounting information defined on the purchase order line. A handling code for drop ship must be set up with AP Detail Invoice set to Yes.

What are Accounts Payable Invoices?

Accounts payable invoices (or expense invoices) are invoices that are not associated with a Lawson purchase order, for example an invoice for electricity or rent. A batch number or authority code is required to release these invoices for processing and distribution lines are required during invoice entry.

For more information on processing accounts payable invoices, see the *Account Payable User Guide*.

When is an Invoice Ready for Payment?

When an invoice is ready for payment depends on the invoice type. Match invoices are ready for payment when they are matched successfully. Non-match and accounts payable expense invoices are ready for payment after they are released either in batch or by invoice approval. Batch or invoice approval is set up for the Accounts Payable company.

Entering and Matching Invoices Step-by-Step

An overview of the key steps you will perform for entering and matching invoices is shown below. You can find details about these concepts and procedures in the following chapters.

Step 1: Entering Invoices

You have two options for entering invoices:

- Online manual entry

- Invoice interfacing

Online Manual Entry

You can manually enter invoices online using one of several forms, depending on the invoice type. Your company's handling codes determine what information is required on the invoice. Some match rules require you to enter only header information. If item detail information is required by your match rules or the invoice type, you can manually enter the item detail information or generate the item detail from the purchase order or receipt.

Invoice Interfacing

You can create Electronic Data Interchange (EDI), Evaluated Receipt Settlement (ERS), and non-Lawson invoices using various batch jobs. These programs typically create large quantities of invoices. (These invoices can be match, non-match, or expense invoices.)

For more details about online invoice entry and batch invoice creation, see ["Entering Invoices"](#) on page 85 .

Step 2: Matching Invoices

You have three options for matching invoices:

- Online
- Auto match (batch)
- Interface

Online

Online matching allows you to perform a match using one of the invoice entry forms. (Online matching always uses match rule group 1 of your company's match table or vendor match table to attempt a match.)

Auto match

Auto matching lets you match a large number of invoices at one time using the Auto Matching (MA126) program. The invoices can be manually entered, EDI, or ERS invoices. Auto matching provides flexibility for attempting a match by allowing you to separate the invoice entry process from the match process. For example, you could enter invoices online during the day. You could then choose to run the auto matching process every night.

When creating EDI and ERS invoices, you have the option to create and match the invoices using the respective creation program. Or you can create the invoices using the respective creation program and then match the invoices using the Auto Matching (MA126) program. In auto matching or matching during EDI and ERS invoice creation, you select the rule group you want to use for processing.

Two reports are produced: a match report and, optionally, an unmatched invoice listing report.

Interface

When you interface invoices by running Invoice Interface (MA540), you have the choice of adding invoices to the Lawson Invoice Matching application:

- without matching
- automatically attempting a match

Invoices that are added without being matched are added as unreleased. If you select Add and Match, the invoices are added as released. Released invoices are then available for payment in the Accounts Payable application.

Step 3: Reconciling Invoices

In the reconciliation process, you are manually matching invoices and receipts that the application was unable to match. The reconciliation process lets you get the invoice processed and ready to be paid (known as a forced match).

Chapter 5

Entering Invoices

You can enter an invoice in several ways, depending on the invoice type and the setup of your Invoice Matching application. This chapter outlines the processes for entering different types of invoices.

STOP Before you can enter invoices, you must set up your prerequisite applications and Invoice Matching. For more information, see "[Setting up Invoice Matching](#)" on page 37.

Concepts in this Chapter

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What is the Invoice Record Structure?" on page 86](#)
- ["What is a Terms Calculation?" on page 87](#)
- ["When is Line Item Detail Required?" on page 87](#)
- ["What are My Options for Entering Invoices?" on page 87](#)
- ["What are My Options for Entering an Add-on Charge/Allowance?" on page 88](#)
- ["What is the Invoice and Goods Amount?" on page 90](#)
- ["What is a Chargeback?" on page 90](#)
- ["What is Tax Out of Balance?" on page 91](#)

What is the Invoice Record Structure?

Information for each invoice record is stored in the invoice header, line detail, and comments.

Invoice Header

The invoice header contains information about the invoice as a whole, including the company, process level, and invoice amount. Many fields will default values assigned to the vendor, company, pay group, vendor class, or vendor group. Many of these can be overridden during invoice entry.

Invoice Line Detail

The invoice line detail contains the item's identifier (match detail key), unit cost, unit of measure, invoice quantity, and extended cost. The extended cost is the total cost of the line and is calculated as the unit cost times the invoice quantity. Invoice line detail is also referred to as item detail or line detail. Line detail is provided from the purchase order and can be entered during invoice entry.

Comments

Comments are additional information you enter for the invoice header. You indicate where you want these comments to display or print. For example, you might print an explanation on a check to a vendor or put special handling instructions for certain vendor invoices in the application for internal use only. You can enter more than 50 lines of text which is formatted using word wrap.

What is a Terms Calculation?

The terms calculation determines the discount rate on the payment and date due for an invoice. The terms calculation lets you choose the date from which the invoice due date and discount date are calculated. You can choose one of the following:

- invoice date
- receipt of invoice date
- earliest receipt date
- latest receipt date
- ship-to arrive date

You can set up your Accounts Payable application to use the best terms calculation. In the best terms calculation, the Accounts Payable application compares the payment terms codes defined for an invoice, a purchase order, and a vendor. The application automatically selects the terms code that yields the best discount rate and due date. You can override this selection by changing the due date field or the discount fields.

When is Line Item Detail Required?

Line item detail consists of the line item information, such as item number, cost and quantity, and is required in the situations given below. Item detail can be entered manually or generated from the purchase order.

- Match rules using match type of Detail Match
- Handling codes with the AP Detail field set to Yes
- Service Only field set to Yes for service invoices
- Drop ship invoices

What are My Options for Entering Invoices?

You manually enter invoices using one of several forms, depending on the invoice type. You create EDI and ERS invoices using one of several batch (interface) programs.

If item detail information is required by your match rules, you enter the item detail information or generate item detail from the purchase order or receipt. The following table indicates which forms to use for your invoice type.

Invoice Type	For header entry, use	For detail entry or creation, use
Match Invoice without Tax	Basic Invoice (AP20.1)	<ul style="list-style-type: none"> • Invoice Line Detail - Purchase Order (MA43.1) • Invoice Line Detail (AP20.4) • Invoice Line Detail - Receipt (MA43.3)
Match Invoice with Tax	Taxed Invoice (AP20.2)	<ul style="list-style-type: none"> • Invoice Line Detail - Purchase Order (MA43.1) • Invoice Line Detail (AP20.4) • Invoice Line Detail - Receipt (MA43.3)
Service Invoice	Basic Invoice (AP20.1), Taxed Invoice (AP20.2)	<ul style="list-style-type: none"> • Invoice Line Detail - Service (MA43.4)
Service Agreement Invoice	Basic Invoice (AP20.1), Taxed Invoice (AP20.2)	<ul style="list-style-type: none"> • Service Agreement Detail (MA43.6)
Match Invoice with both goods and services	Basic Invoice (AP20.1), Taxed Invoice (AP20.2)	<ul style="list-style-type: none"> • Invoice Line Detail - Purchase Order (MA43.1) • Invoice Line Detail - Receipt (MA43.3)
Drop Ship Invoice	Basic Invoice (AP20.1), Taxed Invoice (AP20.2)	<ul style="list-style-type: none"> • Invoice Line Detail - Purchase Order (MA43.1)
AOC Only Invoice	Basic Invoice (AP20.1), Taxed Invoice (AP20.2)	<ul style="list-style-type: none"> • AOC tab • AOC Detail - PO (MA41.1)

What are My Options for Entering an Add-on Charge/Allowance?

An add-on charge/allowance (AOC) is a cost or allowance that you apply to the total cost of a purchase order, ERS receiver, or invoice. An add-on charge increases the total cost and an add-on allowance lowers the total cost. Examples of add-on charges/allowances include freight insurance, freight

charges, and duties. Add-on charge/allowance codes indicate whether a charge or allowance is taxable and whether to print the charge on the purchase order document.

See the *Purchase Order User Guide* for more information about applying add-on charges/allowances to a purchase order.

Your business processes within your company and with your vendors affect whether or not your purchase order has add-on charges/allowances on it and affects how the related invoice is entered. The next sections discuss how add-on charges/allowances affect invoice entry.

AOC on the PO

If you know the exact add-on charge/allowance associated with a purchase order, the charge/allowance will probably be entered on the purchase order. The form used for AOC entry is determined by the kind of add-on charge/allowance.

Kind of Add-on Charges/ Allowance on the PO	For entry, use
Miscellaneous on the purchase order header	Miscellaneous Add-On Cost (MA41.4) or AOC Approval Entry (MA41.7)
Spread the total AOC amount to the matching entries for PO lines assigned to the invoice	AOC Approval Entry (MA41.7)
Line item	Add-On Cost Detail - Purchase Order (MA41.1)

You can add a spread AOC to the purchase order and override that spread AOC amount on the invoice. This action does not change the original purchase order AOC, but adds a new record for the invoice (only for the invoice in question). The AOC can be for the same vendor or different vendors, and can be invoices with the goods in two situations:

- in the case of the same vendor
- on an AOC-only invoice with the same or different vendors

AOC Not on the PO

You can add the spread AOC amount on the invoice that was not on the purchase order and have it spread to the distributions from the purchase order lines. This AOC could be for the goods vendor on the purchase order or for a different vendor. This AOC can be on the invoice with the goods in two situations:

- in the case of the same vendor
- on an AOC-only invoice in the case of a different vendor

The AOC amount spreads to the quantity that was received on the purchase order.

Handling Code (AOC Only)

Some vendors might arrange for the freight to be billed to you directly from the freight company. If you receive a separate freight invoice or are billed directly from the freight company, use the Invoice AOC button on one of the invoice header entry forms to enter the add-on charge/allowance information: Basic Invoice (AP20.1), Taxed Invoice (AP20.2), or Detailed Invoice (AP20.3). You must enter the PO number if the invoice is to use the purchase order for accounting and updating purposes.

What is the Invoice and Goods Amount?

The invoice amount is the amount of the goods, plus any add-on charges (added costs) or allowances (deductions) plus tax.

For example, you receive an invoice for \$1046. The goods amount is \$1000. The add-on charge for freight totals \$46. Matching compares the goods amount on the invoice to the goods amount on the receipt. Add-on charges, tax, and services are not used for matching.

In this example, we would match against \$1000.

If the invoice amount does not equal the amount of the goods (plus any add-on charges or allowances plus tax), you receive the error message "Inv Amt not equal Inv Dtls, PO Tax and AOC; cannot match". This means that the invoice is out of balance and that you must adjust either the invoice amount or the goods, tax, or add-on charge.

What is a Chargeback?

A chargeback is a transaction that reduces the amount owed to a vendor. If an invoice amount is greater than the receipt amount, the application lets you process this difference in two ways:

- Pay the invoice in full and post the difference to a tolerance account to be written off.
- Create a chargeback transaction to the vendor for the difference.

A chargeback reduces the amount owed to the vendor and states the reason for the reduction. The chargeback lets you pay the expected invoice amount without waiting for a credit memo from the vendor.

For example, you have an agreement with a vendor to purchase 10 units of an item with a unit cost of \$10. The expected invoice total is \$100. You receive an invoice with an item cost of \$10.25 and total cost of \$102.50. A chargeback transaction is created for \$2.50; the difference between the ordered cost and the invoice cost.

Chargebacks are useful if you want to chargeback an invoice overage so that responsibility shifts to the vendor (chargebacks can be created automatically). However, if you want to create a credit memo toward the original invoice, you may not use chargebacks often.

What is Tax Out of Balance?

A Purchase Order invoice is considered to be “tax out of balance” if the tax amount entered on the invoice header does not equal the sum of tax amounts on each invoice detail line for goods and AOC. The Tax Out of Balance condition applies only to PO invoices, namely:

- Match invoices
- Service invoices
- Dropship invoices
- AOC Only invoices

The setup for this condition happens in the Accounts Payable application. When you set up your Accounts Payable company using Company (AP00.4), you enter a tax tolerance amount. The application uses this amount to compare tax differences on a PO invoice. If the difference between the

- tax on the invoice header and
- the sum of the detail lines

is greater than the tax tolerance amount, you cannot release or match the invoice. The Tax Code and Tax Rounding Account fields on AP00.4 are used to create a tax distribution for the “tax out of balance” amount. You can still override the tax on goods and AOC at invoice entry, using the Tax Adjustment field. For information, see ["Entering an Invoice that has Tax"](#) on page 113.

A “tax out of balance” condition can occur, for example, if the tax amount calculated in the match process has a rounding error, and could be different than the tax entered on the invoice header. By identifying the tax discrepancy before the invoice is matched, you reduce the amount of manual intervention from the Accounts Payable department (no need to delete the invoice and create a new one).

An error message displays if you try to release or match a PO invoice with “tax out of balance” on the goods or AOC. However, if the tax difference is within tolerances, you receive no message and the application posts the discrepancy to the tax tolerance account defined using Company (AP00.4).

Procedures in this Chapter

Several forms can be used to enter invoices, depending on the invoice type and required information. For information on definitions of the different invoice types, see "[Match Overview](#)" on page 79. Online matching is an optional step in the procedures listed below. For more details on online matching, see "[Matching Invoices](#)" on page 127.

- "[Entering an Invoice for an Invoice-Level Match](#)" on page 92
- "[Entering an Invoice for a Detail-Level Match](#)" on page 96
- "[Assigning an AOC to a Match Invoice](#)" on page 101
- "[Entering an AOC Only Invoice](#)" on page 104
- "[Entering a Service Only Invoice](#)" on page 106
- "[Entering a Match Invoice with both Goods and Services](#)" on page 108
- "[Entering a Drop Ship Invoice](#)" on page 111
- "[Entering an Invoice that has Tax](#)" on page 113
- "[Interfacing EDI Invoices](#)" on page 117
- "[Correcting Invoice Errors](#)" on page 119
- "[Creating ERS Invoices](#)" on page 121
- "[Interfacing Receipts](#)" on page 123

Entering an Invoice for an Invoice-Level Match

This procedure describes how to enter an invoice-level match invoice. An invoice-level match matches invoices and receipts at the header level. The invoice total is matched against the receipt total.



Need More Details? Check out the following concepts:

- "[What is the Invoice Record Structure?](#)" on page 86
- "[What is a Terms Calculation?](#)" on page 87

STEPS To enter an invoice for an invoice-level match

1. Access one of the following forms, based on which kind of invoice you are entering.

If most of your invoices are	Then use
Basic	Basic Invoice (AP20.1)
Taxed	Taxed Invoice (AP20.2)

Figure 30. Form clip: Basic Invoice (AP20.1)

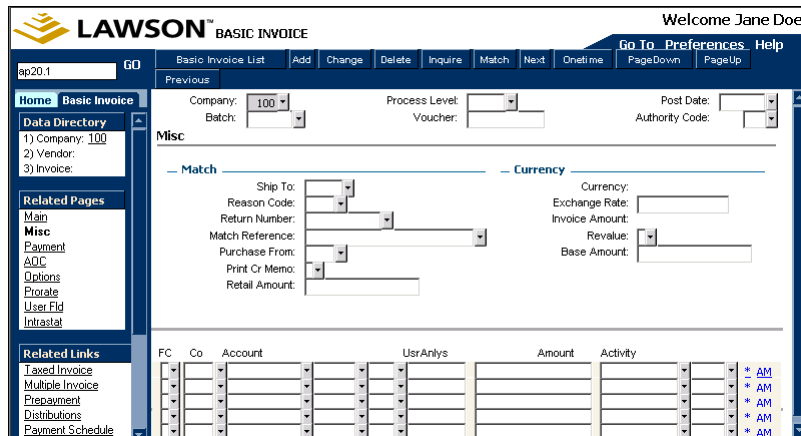
2. Define required information in the header area and on the tabs. Consider the following fields.

Company	Select your Invoice Matching company number.
Process Level	Select your process level, if it is not set up to default.
Post Date	Enter the date you want to post the transaction in the general ledger.
Voucher	Enter a voucher number if required by your handling code. The Voucher field is in the header area.
Vendor	If you are entering a purchase order number, you can leave the Vendor field blank and it will default from the purchase order.
PO	Enter a purchase order number. If your invoice references multiple purchase orders, enter an asterisk (*). In this case, the vendor would be set up to use pool option 1 (Company / Vendor).
Invoice	You must enter an invoice number. The invoice number must be unique for the company and vendor.

Inv Date	<p>You must enter an invoice date. The invoice date can be the date the vendor created the invoice or the date the invoice was received.</p> <p>NOTE The date the invoice was received can be entered on the Discount button.</p>
Handling Code	Select the handling code setup for a match invoice, if it is not set up to default.
Due Date	<p>You must make an entry in the Due Date field or the Pmt Terms field. If you use a payment term, the due date cannot be entered. If you have defined terms codes on Vendor Location (AP10.2), Remit-To location terms will not default to the invoice. Terms codes will default from the Purchase From location.</p>
Pmt Terms	<p>Type or select a valid payment terms code for the invoice to have the application calculate due date and discount information for the invoice. If left blank, the payment terms code assigned to the purchase from location or vendor, if assigned, defaults.</p> <p>If you use a payment terms code, leave the Due Date, Discount Amount, Discount Rate, Allowable, and Discount Date fields blank.</p>
Invoice Amount	You must enter the invoice amount.

3. Define matching and currency options using the Misc tab.

Figure 31. Basic Invoice (AP20.1), Misc tab



Consider the following fields.

Ship To	Required (if you are using pool option 3). Select the ship-to location.
Return Number	If the goods associated with the invoice were returned, enter the return number assigned to the invoice.
Match Reference	A user-defined number for linking an invoice to a specific receipt in the match process. If the vendor uses match reference processing, enter the match reference number on the Misc tab. Match reference processing for a vendor must be set up prior to invoice entry.
Currency	The currency assigned to the invoice.
Exchange Rate	The exchange rate used to convert non-base currency amounts to company base currency.
Revalue	Decide whether to revalue the invoice currency against the company base currency when the invoice is paid (to account for the fluctuation in exchange rates).

4. Enter optional information. See the *Accounts Payable User Guide* for additional details.
5. Add the invoice using the Add form action. If you want to add and attempt a match in one step, choose the Match form action. If you receive a

message stating "Inv Amt not equal Inv Dtls, PO Tax and AOC; cannot match", this means that the invoice is out of balance. For example:

Invoice Amount = \$1000.00

Goods = \$800.00

AOC = \$30.00

The goods amount plus the AOC only equals \$830, not \$1000.00. You need to adjust the goods, add-on charge, tax, or invoice amount before you can attempt to match the invoice.

Follow-up Tasks

- You must match your invoices if you did not do so during this procedure. For information on auto or online matching, see Chapter 7, "Matching".
- If matching is successful, the invoice is ready for payment.

Entering an Invoice for a Detail-Level Match

A detail-level match invoice compares the invoice line details against the receipt line details.

STEPS To enter an invoice for a detail-level match

1. Access one of the following forms, based on which kind of invoice you are entering.

If most of your invoices are	Then use
Basic	Basic Invoice (AP20.1)
Taxed	Taxed Invoice (AP20.2)

Figure 32. Form clip: Basic Invoice (AP20.1)

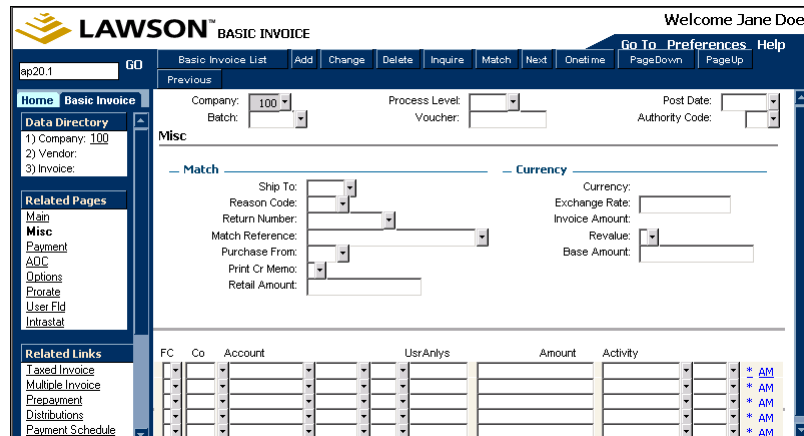
2. Define required information in the header area and on the tabs. Consider the following fields.

Company	Select your Invoice Matching company number.
Process Level	Select your process level, if it is not set up to default.
Post Date	Enter the date you want to post the transaction in the general ledger.
Voucher	Enter a voucher number if required by your handling code. The Voucher field is in the header area.
Vendor	If you are entering a purchase order number, you can leave the Vendor field blank and it will default from the purchase order.
PO	Enter a purchase order number. If your invoice references multiple purchase orders, enter an asterisk (*). In this case, the vendor would be set up to use pool option 1 (Company / Vendor).
Invoice	You must enter an invoice number. The invoice number must be unique for the company and vendor.

Inv Date	<p>You must enter an invoice date. The invoice date can be the date the vendor created the invoice or the date the invoice was received.</p> <p>NOTE The date the invoice was received can be entered on the Discount button.</p>
Handling Code	Select the handling code setup for a match invoice, if it is not set up to default.
Due Date	<p>You must make an entry in the Due Date field or the Pmt Terms field. If you use a payment term, the due date cannot be entered. If you have defined terms codes on Vendor Location (AP10.2), Remit-To location terms will not default to the invoice. Terms codes will default from the Purchase From location.</p>
Pmt Terms	<p>Type or select a valid payment terms code for the invoice to have the application calculate due date and discount information for the invoice. If left blank, the payment terms code assigned to the purchase from location or vendor, if assigned, defaults.</p> <p>If you use a payment terms code, leave the Due Date, Discount Amount, Discount Rate, Allowable, and Discount Date fields blank.</p>
Invoice Amount	You must enter the invoice amount.

3. Define matching and currency options using the Misc tab.

Figure 33. Basic Invoice (AP20.1), Misc tab



Consider the following fields.

Ship To	Required (if you are using pool option 3). Select the ship-to location.
Return Number	If the goods associated with the invoice were returned, enter the return number assigned to the invoice.
Match Reference	A user-defined number for linking an invoice to a specific receipt in the match process. If the vendor uses match reference processing, enter the match reference number on the Misc tab. Match reference processing for a vendor must be set up prior to invoice entry.
Currency	The currency assigned to the invoice.
Exchange Rate	The exchange rate used to convert non-base currency amounts to company base currency.
Revalue	Decide whether to revalue the invoice currency against the company base currency when the invoice is paid (to account for the fluctuation in exchange rates).

4. Enter optional information. See the *Accounts Payable User Guide* for additional details.

Creating Invoice Line Detail from the Purchase Order or the Receipt

You can create invoice detail for some or all lines from a purchase order or receipt. The receipt or purchase order must exist and be released prior to invoice entry.

STEPS To create invoice line detail from the purchase order or receipt

1. Access the appropriate invoice entry form: Basic Invoice (AP20.1) or Tax Invoice (AP20.2).
2. Enter invoice information and choose the Add form action to add the invoice.
3. The application automatically transfers you to Invoice Line Detail - Purchase Order (MA43.1).

NOTE When you add the invoice, a PO Cost message may be created if you have PO Cost messaging turned on.

NOTE If you do not want to transfer to MA43 to add detail, you can select the Match form action on the AP20 form.

Figure 34. Form clip: Invoice Line Detail — Purchase Order (MA43.1)

The screenshot shows the Lawson MA43.1 form. At the top, it says 'Welcome, Lawson User' and 'Go To Preferences Help'. Below that is a navigation bar with 'Change', 'Create Detail', 'Inquire', 'Match', 'Next', 'PageDown', 'PageUp', and 'Previous'. The main form area has several input fields: 'Company', 'Vendor', 'Invoice', 'PO', 'Ship To', and 'Sort Option'. There are also links for 'Invoice Entry' and 'Inv. AOC'. Below these is a table with the following columns: 'Line', 'Invoice Qty', 'UDM', 'Unit Cost', and 'Extended Cost'. The table has several rows, each with a dropdown arrow on the left. At the bottom of the form, there is a 'Line Detail' section with fields for 'Item Dtl', 'Vendor Item', 'Unmatched Qty', 'Tax Exempt', and 'Tax Code'. The bottom of the window shows a 'Done' button and an 'Internet' icon.

4. Enter or select the purchase order or receiver number and perform an inquiry.
5. Create line item detail for all or some of the lines on the purchase order or receipt. This creates invoice line detail, based on the invoice quantity and unit cost added.

To create line item details	Use
For all lines	the Create Detail form action
For some lines only	the Add line action for the appropriate lines

If the invoice quantity or cost is different than the purchase order or receipt, make the appropriate changes.

NOTE If you receive a PO Cost message, the invoice cannot be matched until the message is resolved. For more information, see "[Using Invoice Messaging](#)" on page 151.

The unmatched quantity shown is determined by the purchase order line, regardless of the receivers.

6. Choose the Change form action.
7. To match the invoice online, choose the Match form action. If you attempt a match and receive a message that the match failed, see Chapter 8, "Reconciling Invoices".

If you receive a message stating "Inv Amt not equal Inv Dtls, PO Tax and AOC; cannot match", this means that the invoice is out of balance. For example:

Invoice Amount = \$1000.00

Goods = \$800.00

AOC = \$30.00

The goods amount plus the AOC only equals \$830, not \$1000.00. You need to adjust the goods, AOC, tax, or invoice amount before you can attempt to match the invoice.

Follow-up Tasks

- You must match your invoices if you did not do so during this procedure. For information on auto or online matching, see Chapter 7, "Matching".
- If matching is successful, the invoice is ready for payment.
- For possible match messages, see Chapter 7, "Matching".

Assigning an AOC to a Match Invoice

This procedure describes the process for assigning add-on charges (AOCs) to a match invoice.

- "[Entering an Invoice for an Invoice-Level Match](#)" on page 92
- "[Entering an Invoice for a Detail-Level Match](#)" on page 96



Need More Details? Check out the following concepts:

- "[What are My Options for Entering an Add-on Charge/Allowance?](#)" on page 88

STEPS To assign an AOC to a match invoice

1. If the add-on charge is on the purchase order, perform this step.

Verify or change the add-on charge information. The add-on charges on the purchase order will default to the invoice if the "Use PO Charges and Allowances" field is set to Yes on Handling Code (MA05.1).

- a. From Basic Invoice (AP20.1), choose the PO AOC button to access Add-On Cost Detail - Purchase Order (MA41.1) to verify or adjust the add-on charge/allowance information that is spread to specific lines.

– or –

Access Miscellaneous Add-On Cost (MA41.4) to verify, adjust, or add the miscellaneous (no spread) add-on charge/allowance information for the header. Skip to step c.

- b. Choose the Inquire form action to populate the fields on Add-On Cost Detail - Purchase Order (MA41.1). Consider the following fields.

Line	Enter or select the line to spread the add-on charge/allowance to. Leave this field blank if you do not want to spread the add-on charge/allowance.
Quantity	Enter or adjust the add-on charge quantity. If you are not adjusting the quantity, it should equal the unmatched quantity.
AOC Unit Cost	Enter the AOC unit cost if the add-on charge/allowance unit cost did not default from the purchase order.

If you change invoice detail before matching, be aware that the add-on charge amount will change proportionately, based on the goods quantity from Invoice Line Detail — Purchase Order (MA43.1). For example, if on a purchase order for two items, you have an add-on charge of \$20, however the invoice is for only one of the items. The application reduces the add-on charge (proportionately) to \$10.

- c. Choose the Change form action to save any changes and return to Basic Invoice (AP20.1), Taxed Invoice (AP20.2), or Detailed Invoice (AP20.3).
2. Perform this step to change add-on charges (regardless of whether on the purchase order), and make changes to miscellaneous add-on charges. Access AOC Approval Entry (MA41.7).
 - a. Choose the Misc AOC tab. Enter the add-on charge for the purchase order. Consider the following fields.

Code	Select a valid add-on charge/allowance (AOC) code for the invoice. The AOC code represents a charge or allowance associated with the invoice and indicates whether the AOC is spread or miscellaneous (no spread).
Invoice AOC Amount	Enter the AOC amount for the invoice.

Accounting Unit	Select the AOC accounting unit. Leave this field blank if you want the accounting unit for the AOC code to default.
Account	Select the account to post the add-on charge to. Leave this field blank if you want the account for the AOC code to default.
Sub-account	If you want to post the add-on charge/allowance to a sub-account, select the sub-account.
User Analysis	If your company uses the Strategic Ledger application, enter the user analysis values to include for only the add-on charge/allowance transaction.

The line actions available are:

- Add — Add the line as it is
 - Change — Change the miscellaneous AOC amount that was previously approved
 - Delete — Delete the miscellaneous AOC amount that was added on AOC Approval Entry (MA41.7) or brought over from the Purchase Order application (excludes the AOC from the invoice)
- b. Choose the Spread AOC tab to add a spread AOC on the invoice that was not on the purchase order.

Code	Select the add-on charge to be spread.
Invoice AOC Amount	Enter the amount of the invoice add-on charge.
Tax (line tab)	View the taxable status and tax amount.

NOTE Add-on charges are not used as part of the match process.

3. Choose the Change form action.
4. Access Add-On Cost Detail— Purchase Order (MA41.1) and choose the Match form action. If you attempt a match and receive a message that the match failed, see Chapter 7, "Matching".

If the match is successful, the invoice is ready for payment.

Related Reports and Inquiries

To	Use
Access the add-on charges associated with an invoice	Invoice AOC Detail Report (MA279)

Entering an AOC Only Invoice

The procedure describes the process for entering an add-on charge only invoice.

If you need information on entering invoices generally, see

- "Entering an Invoice for an Invoice-Level Match" on page 92
- "Entering an Invoice for a Detail-Level Match" on page 96

STEPS To enter an AOC only invoice

1. Access one of the following forms, based on which kind of invoice you are entering.

If most of your invoices are	Then use
Basic	Basic Invoice (AP20.1)
Taxed	Taxed Invoice (AP20.2)

Figure 35. Form clip: Basic Invoice (AP20.1)

2. Define required information in the header area and on the tabs. For information, see

- "Entering an Invoice for an Invoice-Level Match" on page 92
- "Entering an Invoice for a Detail-Level Match" on page 96

Consider the following field.

Handling Code

Select the handling code setup for an add-on charge match invoice.

3. If the add-on charge is on the purchase order, perform this step.

Verify or change the add-on charge information. The add-on charges on the purchase order will default to the invoice if the "Use PO Charges and Allowances" field is set to Yes on the handling code.

- a. Choose the PO AOC button to access AOC Detail - PO (MA41.1) to verify or adjust the add-on charge/allowance information that is spread to specific lines.

– or –

Access Miscellaneous AOC (MA41.4) to verify, adjust, or add the miscellaneous (no spread) add-on charge/allowance information for the header. Skip to step c.

- b. Choose the Inquire button to populate the fields on AOC Detail - PO (MA41.1). Consider the following fields.

Line	Enter or select the line to spread the add-on charge/allowance to. Leave this field blank if you do not want to spread the add-on charge/allowance.
FC	Choose the Add line action.
Quantity	Enter or adjust the add-on charge quantity. If you are not adjusting the quantity, it should equal the unmatched quantity.
AOC Unit Cost	Enter the AOC unit cost if the add-on charge/allowance unit cost did not default from the purchase order.

- c. Choose the Add form action to save any changes and return to Basic Invoice (AP20.1), Taxed Invoice (AP20.2), or Detailed Invoice (AP20.3).

4. If the invoice contains add-on charges/allowances (AOC) and the add-on charges/allowances were not entered on the purchase order, enter the information on the AOC tab.

Consider the following fields.

Code	Select a valid add-on charge/allowance (AOC) code for the invoice. The AOC code represents a charge or allowance associated with the invoice and indicates whether the AOC is spread or miscellaneous (no spread).
-------------	--

Amount	Enter the AOC amount for the invoice.
Accounting Unit	Select the AOC accounting unit. Leave this field blank if you want the accounting unit for the AOC code to default.
Account	Select the account to post the add-on charge to. Leave this field blank if you want the account for the AOC code to default.
Sub-account	If you want to post the add-on charge/allowance to a sub-account, select the sub-account.
Usr Anlys (User Analysis)	If your company uses the Lawson Strategic Ledger application, enter the user analysis values to include for only the add-on charge/allowance transaction.

5. Enter optional information. See the *Accounts Payable User Guide* for additional details.

NOTE The Invoice Matching application does not match AOC only invoices.

Follow-up Tasks

- The invoice is now ready for release by voucher (using Invoice Release - AP26 or Mass Invoice Release - AP126) or by batch (using Batch Control - AP25 and Batch Release - AP125). For information on voucher or batch release, see the *Accounts Payable User Guide*.

Entering a Service Only Invoice

This procedure describes the process for entering an invoice for a service or a service agreement.

If you need information on entering invoices generally, see

- ["Entering an Invoice for an Invoice-Level Match"](#) on page 92
- ["Entering an Invoice for a Detail-Level Match"](#) on page 96

NOTE Be aware that Invoice Matching does not match a service only invoice.

STEPS To enter a service only invoice

1. Access one of the following forms, based on which kind of invoice you are entering.

If most of your invoices are	Then use
Basic	Basic Invoice (AP20.1)
Taxed	Taxed Invoice (AP20.2)

Figure 36. Form clip: Basic Invoice (AP20.1)

- Define required information in the header area and on the tabs. For information, see
 - "Entering an Invoice for an Invoice-Level Match" on page 92
 - "Entering an Invoice for a Detail-Level Match" on page 96

Consider the following field.

Handling Code Select the handling code setup for a service invoice, if it is not set up to default.

- Enter quantity or unit cost information on the appropriate form. (The application transfers you to the appropriate form.)

To enter service detail of this kind

kind	Use
Service invoiced by amount	Invoice Line Detail - Service (MA43.4)
Service invoiced by quantity	Invoice Line Detail - Service (MA43.4)
Service agreement invoiced by amount	Service Agreement Detail (MA43.6)
Service agreement invoiced by quantity	Service Agreement Detail (MA43.6)

Consider the following fields for Invoice Line Detail - Service (MA43.4).

Amount/Cost

Enter the unit cost of the service.

Dist button

Choose the Dist button to define distribution, activity, and asset information.

Figure 37. Form clip: Invoice Line Detail — Service (MA43.4)

The screenshot shows the Lawson MA43.4 'Invoice Line Detail - Service' form. At the top, there's a navigation bar with 'Change', 'Create Detail', 'Inquire', 'Next', 'PageDown', 'PageUp', and 'Previous'. Below this, there are input fields for 'Company', 'Vendor', 'Invoice', 'PO', and 'Ship To'. A 'Sort Option' dropdown is set to 'Invoice Entry' and a 'Position To' dropdown is visible. The main part of the form is a table with the following columns: 'Line', 'Inv Quantity', 'Amount/cost', and 'Extended Cost'. Each row in the table has a 'Dist' button and 'AM' and 'Comments' links. Below the table is a 'Line Detail' section with an 'Item Detail' field and a 'Tax Exempt' checkbox. A 'Tax Code' dropdown is also present. The bottom of the window shows a 'Done' button and an 'Internet' icon.

4. If the invoice contains add-on charges/allowances (AOC) and the add-on charges/allowances were not entered on the purchase order, enter the information on the AOC tab.
5. Define matching and currency options using the Misc tab.
6. Enter optional information. See the *Accounts Payable User Guide* for additional details.
7. Add the invoice using the Add form action.

Follow-up Tasks

- The invoice is now ready for release by voucher (using Invoice Release - AP26 or Mass Invoice Release - AP126) or by batch (using Batch Control - AP25 and Batch Release - AP125). For information on voucher or batch release, see the *Accounts Payable User Guide*.

NOTE The Invoice Matching application does not match service invoices.

NOTE When you release the invoice, a Service message may be created if you have Service messaging turned on. For information, see "[Using Invoice Messaging](#)" on page 151.

Entering a Match Invoice with both Goods and Services

Use this procedure to create invoices that have both goods and services.

If you need information on entering invoices generally, see

- "[Entering an Invoice for an Invoice-Level Match](#)" on page 92

- ["Entering an Invoice for a Detail-Level Match"](#) on page 96

STEPS To enter an invoice with both goods and services

1. Access one of the following forms, based on which kind of invoice you are entering.

If most of your invoices are	Then use
Basic	Basic Invoice (AP20.1)
Taxed	Taxed Invoice (AP20.2)

Figure 38. Form clip: Basic Invoice (AP20.1)

2. Define the required information in the header area and on the tabs. For information, see
 - ["Entering an Invoice for an Invoice-Level Match"](#) on page 92
 - ["Entering an Invoice for a Detail-Level Match"](#) on page 96

Consider the following field.

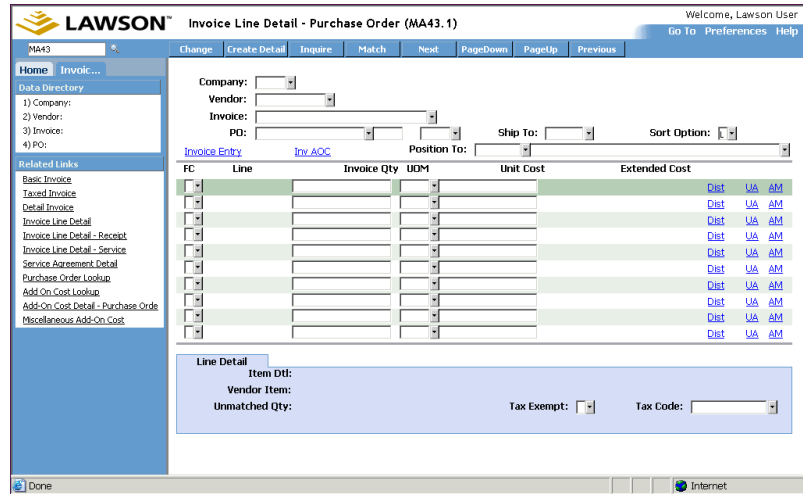
Handling Code	Select the match type handling code.
---------------	--------------------------------------

3. If the invoice contains add-on charges/allowances (AOC) and the add-on charges/allowances were not entered on the purchase order, enter the information on the AOC tab.
4. Define matching and currency options using the Misc tab.
5. Enter optional information. See the *Accounts Payable User Guide* for additional details.
6. Optional. If you are entering a detail-level match, perform these steps.
 - a. Access the appropriate invoice entry form: Basic Invoice (AP20.1) or Tax Invoice (AP20.2).

NOTE Service lines are matched based on the match handling code rules and tolerances.

- b. Enter invoice information and choose the Add form action to add the invoice.
- c. Select PO Detail from the invoice entry form or transfer to Invoice Line Detail - Purchase Order (MA43.1).

Figure 39. Form clip: Invoice Line Detail — Purchase Order (MA43.1)



- d. Enter or select the purchase order or receiver number and perform an inquiry.
- e. Create line item detail for all or some of the lines on the purchase order or receipt. This creates invoice line detail, based on the invoice quantity and unit cost added.

To create line item details	Use
For all lines	the Create Detail form action
For some lines only	the Add line action for the appropriate lines

If the invoice quantity or cost is different than the purchase order or receipt, make the appropriate changes.

7. Enter quantity or unit cost information on the appropriate form. (The application transfers you to the appropriate form.)

To enter service detail of this kind	Use
Service invoiced by amount	Invoice Line Detail - Service (MA43.4)
Service invoiced by quantity	Invoice Line Detail - Service (MA43.4)
Service agreement invoiced by amount	Service Agreement Detail (MA43.6)
Service agreement invoiced by quantity	Service Agreement Detail (MA43.6)

NOTE If you receive a PO Cost message, the invoice cannot be matched until the message is resolved. For more information, see "Using Invoice Messaging" on page 151.

Consider the following fields for Invoice Line Detail - Service (MA43.4).

Amount/Cost	Enter the unit cost of the service.
Dist button	Choose the Dist button to define distribution, activity, and asset information.

8. Add the invoice using the Add form action. If you want to add and attempt a match in one step, choose the Match form action. If you receive a message stating that the invoice is out of balance, correct the information on the current screen and choose the Change form action.

Entering a Drop Ship Invoice

This procedure outlines the process for entering a drop ship invoice.

If you need information on entering invoices generally, see

- ["Entering an Invoice for an Invoice-Level Match"](#) on page 92
- ["Entering an Invoice for a Detail-Level Match"](#) on page 96

NOTE Be aware that you are not matching a drop ship invoice.

STEPS To enter a drop ship invoice

1. Access one of the following forms, based on which kind of invoice you are entering.

If most of your invoices are	Then use
Basic	Basic Invoice (AP20.1)
Taxed	Taxed Invoice (AP20.2)

Figure 40. Form clip: Basic Invoice (AP20.1)

2. Define required information in the header area and on the tabs. For information, see
 - "Entering an Invoice for an Invoice-Level Match" on page 92
 - "Entering an Invoice for a Detail-Level Match" on page 96

Consider the following field.

Handling Code

Select the handling code setup for a drop ship invoice, if it is not set up to default.

3. If the invoice contains add-on charges/allowances (AOC) and the add-on charges/allowances were not entered on the purchase order, enter the information on the AOC tab.
4. Define matching and currency options using the Misc tab.

Figure 41. Basic Invoice (AP20.1), Misc tab

5. Enter optional information. See the *Accounts Payable User Guide* for additional details.

6. Add the invoice using the Add form action. Once the header information is added you automatically transfer to Invoice Line Detail - Purchase Order (MA43.1).

Figure 42. Form clip: Invoice Line Detail — Purchase Order (MA43.1)

7. Create purchase order detail by either:
 - a. Choosing the Create Detail form action.
 - or –
 - b. Selecting lines for creating purchase order detail by entering an Add in the FC field for the appropriate lines. This creates invoice line detail based on the invoice quantity and unit cost entered. If the invoice quantity or unit cost are different than what's on the purchase order, make the appropriate changes.
8. Choose the Change form action.

Follow-up Tasks

- The invoice is now ready for release by voucher (using Invoice Release - AP26 or Mass Invoice Release - AP126) or by batch (using Batch Control - AP25 and Batch Release - AP125). For information on voucher or batch release, see the *Accounts Payable User Guide*.

NOTE When you release the invoice, a drop ship message may be created if you have Drop Ship messaging turned on. For information, see "Using Invoice Messaging" on page 151.

Entering an Invoice that has Tax

If you receive taxable invoices from your vendors, you may want to process and track those invoices differently than a basic invoice. The Basic Invoice (AP20.1) and Taxed Invoice (AP20.2) are identical, except that you can enter tax amounts and tax distribution lines on a taxed invoice.

The Tax Adjustment field lets you override the tax information on add-on charge/allowances invoices or match invoices. Five ways to override are provided.

- **Override tax for product only**

The two reasons to use this option are to

- Override the tax code that is on the purchase order
- Override the tax code if there is tax on the invoice, but you do not know if there was a tax on the purchase order

By selecting this option, you override the tax code on the purchase order with the tax code that is on the invoice for products only (does not include AOC). If you select a tax code on Taxed Invoice (AP20.2) and you leave the Tax Adjustment field blank, this option automatically defaults if a tax code exists on the purchase order line. If the tax code is on the header and none of the lines were marked as taxable, you receive an error message telling you to fill in the Tax Adjustment field.

Choosing this option lands the cost if you have Landed Cost set to Yes on Tax Code Maintenance (TX02.1). If this tax code is an accrued tax, the offset goes to the accrual code you set up in TX02.1. If this tax code is an invoice tax, the offset does not go to the accrual code (the application does not use the accrual tax code unless it is an accrued tax).

Selecting this option means that the application applies the override tax to the purchase order lines, so it lands the tax to the lines.

- **Ignore tax for product only**

Choose this option if there is a tax code on the purchase order and you do not want to use a tax code in relation to the product. This allows you to ignore that tax code on the purchase order and not put a tax code on the invoice. If you select a tax code and try to use this option, you receive an error message.

This option applies only to the product; if add-on charge lines have tax, the application still calculates the tax based on that criteria.

- **Calculate**

Choose this option to calculate the tax based on the tax code on the invoice header. The Calculate option creates a tax record; it does not look at the purchase order nor does it apply taxes to the lines.

If this is an accrued tax, the offset goes to the accrual tax code set up in Tax Code Maintenance (TX02.1). If an invoice tax is used, the tax amount is distributed to the input account you set up in Tax Code Maintenance (TX02.1).

The taxable amount is required for this option. Also, this option is a non-landed, header-only tax.

- **Override tax for product and add-on charge**

This option is similar to Overriding Tax for Product Only, but it also overrides the tax code on the add-on charge. If the add-on charge entered on a purchase order has a tax code assigned to it, the application overrides the tax code on both the purchase order line and the add-on charge.

- **Ignore tax for product and add-on charge**

This option is similar to Ignore Tax for Product Only, but it also ignores tax on an add-on charge. If you enter an invoice and do not want tax applied to it but there is a tax code on the header or line item, do not enter a tax code on Taxed Invoice (AP20.2). Use this option to prevent the tax from being calculated.

If you select this option and the add-on charge is added to the invoice, the tax is not applied to the add-on charge that was added to the invoice.

The following procedure tells the process for entering tax on an invoice. If you need information on entering invoices generally, see

- ["Entering an Invoice for an Invoice-Level Match"](#) on page 92
- ["Entering an Invoice for a Detail-Level Match"](#) on page 96

TIP If you want to use a single form for entering invoices, you can enter basic (non-taxed) invoices on Taxed Invoice (AP20.2). Just leave any tax-related fields blank, if they are not needed for the invoice.

STEPS To enter an invoice that has tax

1. Access Taxed Invoice (AP20.2).

Figure 43. Form clip: Taxed Invoice (AP20.2)

2. Consider the following fields.

Taxable	<p>Type the total taxable amount of the invoice. A blank field assumes the entire invoice amount is taxable.</p> <p>Type a value only if a portion of the invoice amount is taxable. For example, goods are taxable but freight is not, so only enter the goods amount.</p>
Tax Amt	<p>Enter the total invoice tax. The amount should equal the total tax distribution amount.</p> <p>For accrued tax, leave this field blank.</p>
Tax Code	<p>Type the valid tax code to be applied to the invoice. The application automatically calculates the taxable amount of the invoice, tax amount, and creates distribution lines.</p> <p>If you assigned a tax code to the vendor, leave this field blank and that code defaults.</p>
Tax Adj (Tax Adjustment)	<p>Indicate how you want to override the tax information on add-on charge/allowances or match invoices.</p> <ul style="list-style-type: none"> • Override tax for product only • Ignore tax for product only • Calculate • Override tax for product and AOC • Ignore tax for product and AOC

3. Add the invoice by choosing the Add form action.

Follow-up Tasks

- You must match your invoices if you did not do so during this procedure. For information, see "[Matching Invoices](#)" on page 127.
- If matching is successful, the invoice is ready for payment.

Interfacing EDI Invoices

Vendor invoices sent using Electronic Data Interchange (EDI) can be loaded into the Lawson Invoice Matching application. Invoice detail is created if the detail is provided by the EDI interface information. This procedure outlines the process for creating match and AP detail invoices from vendor invoices sent using EDI. See the *Procurement Management Technical Guide* for more information on using Invoice Interface (MA540).

STEPS To interface EDI invoices

1. Access Invoice Interface (MA540).
2. Select job parameters.
 - a. On the Main tab, consider the following fields.

Run Group	Enter a run group if you are rerunning this program after you have fixed interface errors in Invoice (MA54.1). Leave this field blank if you enter a company. You can run or rerun this program using the Run Group field or the Company field, but not both.
Company	Select your Invoice Matching company. Leave this field blank if you enter a run group.
Vendor	Type the vendor identification code to interface only the invoices for a specific vendor. Leave this field blank if you want to interface invoices for all vendors for the selected company.

Invoice Process	<p>Select Add to load the invoices into the application. Matching is a separate process if you select Add. Match invoices are created unreleased. Expense invoices can be released and scheduled for payment automatically if the EDI auto release. Some Expense invoices might be created as unreleased due to exceptions on the invoice, such as out of balance conditions.</p> <p>Select "Add and Match" to load and match the invoices in one process. The application will load the invoice and then match the invoice using the rule group selected in the Match Table Rule field. If the match is successful, the invoice status is updated to released.</p>
------------------------	---

Match Table Rule	Select the rule group to use if "Add and Match" is selected in the Invoice Process field.
-------------------------	---

Processing Option	Select the kind of input file, either a .csv or database file.
--------------------------	--

Update	<p>Select No if you want to check for errors in the input file and produce a report.</p> <p>Select Yes if you want to load invoices into the application.</p>
---------------	---

b. On the Options tab, consider the following fields.

Delete CSV File	Decide whether to delete the CSV file after the program has been run.
------------------------	---

Filename	Enter the file name of the file to be imported. The file must be located in \$LAWDIR/productline/edi/in.
-----------------	--

Include Invoices In Error

You can select whether to interface invoices that have errors.

We recommend that you only use this option when there are a small number of invoices with a simple error. For example, if you interface a small number of invoices without establishing a handling code in the Invoice Matching application, the invoices will have a simple error. If there are a large number, fix the file and you will not have to release them using Invoice (MA54.1).

3. Add the job.
4. Submit the job. This program creates three output reports:
 - Fatal EDI Invoice Errors Report listing invoices that could not be loaded due to severe data problem.
 - Released Audit Report listing all of the released invoices that were loaded.
 - Unreleased Audit Report listing all of the unreleased invoices that were loaded.

Follow-up Tasks for Interfacing Invoices

To	Use
Display invoices with errors	Invoice Errors (MA54.8)
Maintain invoice information in the invoice conversion file	Invoice (MA54.1)
Maintain distribution information in the invoice conversion file	Distribution (MA54.2)
Maintain line detail information in the invoice conversion file	Invoice Line Detail (MA54.3)
Interface corrected invoices	Invoice Interface (MA540)

Correcting Invoice Errors

This procedure outlines the process for correcting invoice information in the interface file online.

STEPS To correct invoice errors

1. Access Invoice (MA54.1).
2. Select the invoice to correct. Consider the following fields.

Batch	Enter or select a batch number. If the Accounts Payable company is set up as batch release and Batch Auto Numbering = No, this field is required by Invoice Interface (MA540).
Vendor	Select or enter the vendor ID number. Either the vendor ID number or the EDI number is required.
EDI Number	Enter the Electronic Data Interchange (EDI) number assigned to the vendor. This number is used to retrieve the vendor ID. Either the EDI number or the vendor ID is required.
Run Group	Enter a run group number. This identifies a group of invoices in which errors have been fixed. When rerunning Invoice Interface (MA540), the same run group number is used to identify which invoices to interface.

3. Modify or add the invoice information.
4. If you want to modify or add distribution information, choose the Distribution button to access Distribution (MA54.2).
 - a. Enter or modify the distribution information.

Choose the Asset button to define asset information for an invoice distribution. The application transfers you to PO Line Asset Detail (AM19.1). For more information, see the *Asset Management User Guide*.
 - b. Choose the Change form action if modifying distribution information.

– or –

Choose the Add form action if adding distribution information.
5. If you want to modify or add line detail information, choose the Line Detail button to access Invoice Line Detail (MA54.3).
 - a. Enter or modify the line detail information. Consider the following fields.

Item	Select the item identifier. The item identifier is a match element which contains the Inventory Control item identifier. The match elements make up the Match Class, the hierarchy of elements will be compared against the line item detail on the invoice during match processing.
Item Detail tab	Enter the value of the matching element in a numbered field. The match elements make up the Match Class, the hierarchy of elements, which will be compared against the line item detail on the invoice during match processing.
More tab	<p>Enter additional information, such as the vendor item, ship-to location, activity, or billing category.</p> <p>Choose the AM button to define asset information (the application transfers you to PO Line Asset Detail (AM19.1). For information, see the <i>Asset Management User Guide</i>.</p>

b. Choose the Change form action if modifying invoice information.

– or –

Choose the Add form action if adding invoice information.

6. Choose the Change form action.

Creating ERS Invoices

You can create invoices for a vendor setup with Evaluated Receipt Settlement (ERS) processing. Receipt information is used to create an invoice, instead of the vendor providing an invoice that must be entered manually. The receipts must be for purchase orders with an invoice method of Invoice Not Required. This procedure outlines the process to create ERS invoices. See the *Procurement Management Technical Guide* for more information on ERS Invoice Creation (MA530).

STEPS To create ERS invoices

1. Access ERS Invoice Creation (MA530).
2. Enter job parameters. Consider the following fields.

Company	Select the Invoice Matching company. Leave this field blank if you want to process all companies.
Default Process Level	Select the process level to default to the created invoices.
Vendor	Select the vendor to process. If you select a vendor, you must also select a company. Leave this field blank if you want to process all vendors.
Starting Batch	Enter a starting batch number if you selected the batch invoice entry option for your company. Unreleased invoices are assigned to batches.
Batch Size Limit	If you enter a starting batch number you must enter a batch size limit. A new batch is created when the maximum batch size is reached.
Invoice Process	Select Add to load only the invoices into the application. The invoices are created with a status of unreleased. Select "Add and Match" to load and match the invoices. The application will load and then match the invoice using the rule group selected in the Match Table Rule field. If the match is successful, the invoice status is updated to released.
Match Table Rule	Select the rule group to use when "Add and Match" is selected in the Invoice Process field.
<p>3. Add the job.</p> <p>4. Submit the job. This program creates the following output reports.</p>	
Fatal Errors Report	Lists any receipts for which invoices could not be created due to severe data problems (for example, the invoice number on the receipt is a duplicate of an existing invoice). Invoices for these receipts must be entered manually.

Release Exceptions Report	Shows warning messages for released invoices (for example, a miscellaneous add-on charge/allowance was added at receipt time.) You may want to review these messages for vendor conformance to your ERS program.
Unreleased Exceptions Report	Shows warnings and error messages for unreleased invoices.
Released Audit Report	Lists all of the released invoices that were created.
Unreleased Audit Report	Lists all of the unreleased invoices that were created.

Follow-up Tasks for Creating ERS Invoices

- You can maintain invoices that have not been matched using Basic Invoice (AP20.1), Taxed Invoice (AP20.2), or Detail Invoice (AP20.3).
- You must match your invoices if you did not do so during this procedure. For information on auto or online matching, see "[Matching Invoices](#)" on page 127.
- If matching is successful, the invoice is ready for payment.

Interfacing Receipts

This procedure describes the process for interfacing receipts from an external source into the Lawson applications.

STEPS To interface receipts

1. Access Receipt Interface (MA531).
2. Enter a run group. This identifies a group of receivers to interface.
3. Select processing parameters for interfacing receipts. Consider the following fields on the Main tab.

Record Type	Select Receivers to interface receipt documents. Select Adjustments and Substitutions to interface adjustments to receipt documents, such as change in quantity, and substitution information, such as item number.
--------------------	--

Release Receivers	<p>This field works with several other fields.</p> <p>Select No when processing with the Update field set to No.</p> <p>When processing with the Update field set to Yes, you can select whether receivers will be interfaced as released or unreleased.</p>
Filename	Enter the name of the input file.
Processing Option	Indicate whether the records to be interfaced reside in a CSV file, a database file, or a Lawson EDI file.
Update	<p>Select Yes to create receipts.</p> <p>Select No to check input data for errors and produce the Receipt Interface report.</p>
4. Select processing options. Consider the following fields on the Options tab.	
Delete CSV File	<p>Indicate whether to have the CSV file deleted after the program has interfaced receipts.</p> <p>NOTE You must be interfacing a CSV file and running in Update mode to use this option.</p>
Include Records In Error	<p>You can choose whether to interface receipts that have errors identified during a previous run Receipt Interface (MA531). It is recommended that this option only be used when there is a large number of receipts with a simple error, such as a setup change or a master change.</p> <p>Under these conditions, interfacing records with errors lets you process the receipts faster instead of releasing the receipt records individually in Receipt Interface (MA53.1) or Receipt Adjustment Interface (MA53.2).</p>
Allow Dropship Receivers	Indicate whether to allow dropship receivers to be interfaced.

Process Alternate Receiver File	Select Yes to interface receipts using PO Receiving File Create (PO529) instead.
--	--

Vendor Search Option	Indicate whether you want the Accounts Payable vendor or the vendor associated with the cross-reference vendor. You set up cross-reference vendor relationships using Cross Reference Vendor Setup (AP15.1).
-----------------------------	---

5. Add the job.
6. Submit the job.

Follow-up Tasks

- You can correct any errors using Receipt Interface (MA53.1), Receipt Adjustment Interface (MA53.2), or Receipt Conversion Errors (MA53.3).

Chapter 6

Matching Invoices

You can match invoices online or use an auto match process. This chapter describes the process for online and auto matching.

Concepts in this Chapter

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What are the Possible Match Messages?" on page 128](#)
- ["What are my Options for Setting Up Auto Matching?" on page 129](#)

What are the Possible Match Messages?

After you try to match online using the Match form action, a message displays informing you of the match status. Similar messages are displayed in the match report produced from the auto matching option. The possible messages are listed in the following table.

Message returned	Used	Explanation
Match complete	Online	The match was a perfect match.
Perfect match	Auto match	The match was a perfect match.
Match unsuccessful	Online	The match attempt failed.
Unmatched	Auto match	The match attempt failed.
Matched within tolerance	Online and auto match	The match was successful, but there was a monetary difference. No chargeback was created.
Matched with chargeback	Online and auto match	The match was successful and a chargeback was created.
Match out of tolerance, message created	Online and auto match	The match attempt failed because tolerances were exceeded and an invoice message was created. For information, see "Using Invoice Messaging" on page 151.

What are my Options for Setting Up Auto Matching?

You can either auto match according to the invoice date or due date, or you can choose to only look through the updates to the match pool that fall within a certain number of days from the run date.

Calculated Date Using Invoice Date and Due Date

The application calculates the invoice date based on the invoice entry date from Basic Invoice (AP20.1). It calculates the due date based on the terms of the invoice from Basic Invoice (AP20.1).

The auto match process uses the number of days before the run date and the number of days after the run date to determine the invoices to be matched.

Procedures in this Chapter

The procedures in this chapter describe online matching and auto matching.

- ["Performing an Online Match or Online Detail Match" on page 131](#)
- ["Performing Auto Matching" on page 132](#)
- ["Matching Prepaid Invoices to Receipts" on page 135](#)

Performing an Online Match or Online Detail Match

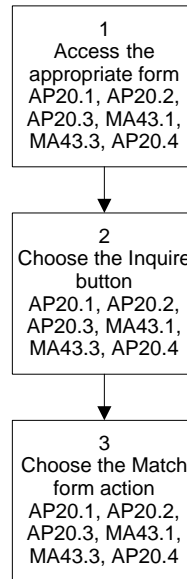
This procedure describes the process for performing an online match.



Need More Details? Check out the following concepts:

- ["What are the Possible Match Messages?"](#) on page 128

Figure 44. Procedure flow: Performing an online match



STEPS To perform an online match or online detail match

1. Choose the Match form action. Make a note of the message returned by the application.


If you attempt a match and receive a message that the match failed, see ["Reconciling Invoices"](#) on page 139.

Related Reports and Inquiries

To	Use
List match status of existing invoices that were matched online or in an auto match	Match Analysis Report (AP251)
List all unmatched invoices for a specific company	Unmatched Invoice Listing (AP252)
List all chargebacks created	Chargeback (AP131)
Compare the invoice unit cost to the purchase order cost (or standard cost) and report the variances	Cost Variance Analysis (MA278)

Performing Auto Matching

This procedure describes the method for setting up and submitting an auto match process.

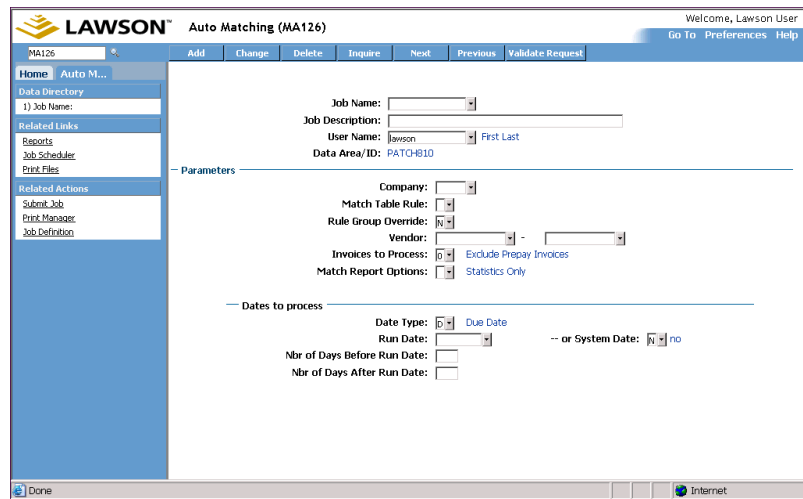
 **Need More Details?** Check out the following concepts:

- ["What are the Possible Match Messages?"](#) on page 128
- ["What are my Options for Setting Up Auto Matching?"](#) on page 129

STEPS To perform an auto match

1. Access Auto Matching (MA126).

Figure 45. Form clip: Auto Matching (MA126)



2. Enter or select job parameters. Consider the following fields.

Company	Select the company number for which you want to match invoices.
Match Table Rule	Select a match rule group for the matching attempt. You can select the first, second, or third match rule group.
Rule Group Override	Decide whether to override the rule group assigned at the company or vendor level when attempting to match the invoices.
Vendor	Select or enter a vendor number to match invoices for one vendor. To match invoices for a range of vendors, select or enter a beginning vendor number and an ending vendor number.

Invoices to Process	Indicate whether to include or exclude prepay invoices, or include prepay invoices only.
Match Report Options	Decide the type of report to receive on invoices that were matched using the auto match process: <ul style="list-style-type: none"> • Statistics only • Print Unmatched Report • Print Matched Report • Print Unmatched and Matched
Date Type	Select the date for auto matching to use (invoice date or due date).
Run Date	Enter the run date for auto matching. If you leave this field blank, the system date defaults. NOTE If you select No in the Run Date and System Date fields, the program may take longer to process.
System Date	If you did not enter a run date, select Yes in this field so that the system date defaults for running the report. If the run date is blank and the system date is set to No, all matches are attempted for the vendor. NOTE If you select No in the Run Date and System Date fields, the program may take longer to process.
Number of Days Before Run Date	This field is the number of days in the past for the run date to be included in the match. For example, if today is January 1 and the number of days before is entered as 30, the match includes invoices dated through December 1.
Number of Days After Run Date	This field is the number of days in the future from the run date to be included in the match. For example, if the number of days before is entered as January 1 and you enter 30 days here, the match includes invoices dated through February 1.

3. Select the Add form action.
4. Choose the Submit button to submit the job. The program produces two reports.
 - Matched invoice report
 - Unmatched invoice report (optional)

However, based on the option selected in the Match Report Options field, up to four reports are available.

Related Reports and Inquiries

To	Use
List match status of existing invoices that were matched online or in an auto match	Match Analysis Report (AP251)
List open receipts for a company, or for a company and a vendor	Unmatched Receipt Listing (MA231)
Compare the invoice unit cost to purchase order cost (or standard cost) and report the variances	Cost Variance Analysis (MA278)

Figure 46. Report sample: Auto Matching, Page 1

```

MA126 Date: 11/14/00      JOB SUBMISSION PARAMETERS
Time: 09:46

User Name: billw
Job Name : MA126
Step Nbr : 1

*****
*          Company: 5010          *
* Match Table Rule: 1            *
* Run Date: 102400              *
* Vendor: -                      *
*                               *
* Invoice Processing Range       *
* End Range Days:              *
* Margin Days:                  *
* -- or --                      *
* Pool Changes Only: V          *
* Start Days: 5                 *
*                               *
* Print Unmatched Report: V     *
*                               *
*****

```

Figure 47. Report sample: Auto Matching, page 2

MA126 Date 11/14/00 Time 09:46		Batch Match - Program Statistics Company 5010 Bill's Company		Page
Processing by Pool Changes from 10/19/00 - 11/14/00				
	Count	Amount		
Perfect Match	2	560.00		
Matched in Tolerance	0	0.00		
Matched with Chargeback	0	0.00		
Total Matched	2	560.00		
Unmatched	5	5808.00		
Unmatched Match-Ref out of Tolerance	0	0.00		
Total Unmatched	5	5808.00		
Invoices In Error; Match not Attempted	0	0.00		
Chargebacks Created	0	0.00		
Cost Variance Created	0	0.00		

Figure 48. Report sample: Auto Matching, page 3

Vendor	100 PO	4	PROC	Ship To	Invoice Ant	Reason
Invoice	INVOICE4TAX	Inv Date	Due Date	Invoice Ant	Reason	
		11/14/00	11/14/00	198.00	Match unsuccessful, 1-1 IH out of tolerance	
Vendor	100 PO	52		Ship To	Invoice Ant	Reason
Invoice	INUS2UD	Inv Date	Due Date	Invoice Ant	Reason	
		10/31/00	10/31/00	100.00	Match unsuccessful, 1-1 IH out of tolerance	
	INVOICES2COSTOPTIOWD	Inv Date	Due Date	Invoice Ant	Reason	
		10/31/00	10/31/00	10.00	Match unsuccessful, 1-1 IH out of tolerance	
Vendor	100 PO	57		Ship To	Invoice Ant	Reason
Invoice	INVOICE 57 HNR	Inv Date	Due Date	Invoice Ant	Reason	
		10/31/00	10/31/00	5000.00	Match unsuccessful, 1-1 IH out of tolerance	
Vendor	100 PO	58		Ship To	Invoice Ant	Reason
Invoice	INVOICE 58 HNR	Inv Date	Due Date	Invoice Ant	Reason	
		10/31/00	10/31/00	500.00	Match unsuccessful, 1-1 IH out of tolerance	

Matching Prepaid Invoices to Receipts

Use the following procedure to pay the invoice before the match process (before the receipt exists). With this feature, the application receives the invoice based on the purchase order and payment is made immediately.

STOP Before you are able to match prepaid invoices, you must set up the account for posting match prepaid differences. You define this account when setting up your Invoice Matching company using Company (MA01.1). Also, you cannot match a PO invoice that has tax out of balance on the goods or AOC.

STEPS To match prepaid invoices to receipts

1. Access Reconciliation Queue - Prepays (MA68.1).

Figure 49. Form clip: Reconciliation Queue - Prepays (MA68.1)

The screenshot displays the Lawson software interface for the 'Reconciliation Queue - Prepays (MA68.1)' form. At the top, there is a navigation bar with 'Inquire', 'Next', 'PageDown', 'PageUp', and 'Previous' buttons. Below this, there are dropdown menus for 'Company' and 'Vendor', and a 'Filter' button. The main area contains a table with the following columns: 'Match Option', 'Vendor', 'PO Number', 'Ship To', 'Invoice', and 'Due Date'. The table is currently empty. The interface also shows a 'Home' button and a 'Data Directory' section on the left side.

Select the prepaid invoice you want to match by choosing the Filter button. You can match one or more prepaid invoices to one or more receipts.

2. To match the prepaid invoice at the invoice header level, choose the INV button. Invoice Level Match — Prepaid (MA68.2) displays. Select the invoice and receipt you want to match. Select the Match form action. The following are optional tasks you can perform:
 - To create a chargeback, choose the Chargeback Info button, enter a reason code and hold code, and select the Chargeback form action.
 - To add comments, choose the AddCmt button. Indicate the type of invoice comments you want to attach.
 - To view additional information about the prepaid invoice, choose the More button. Go to the receipt area and choose the More button to view additional information about the receipt.
3. To match the prepaid invoice at the detail level, choose the DTL button. Detail Level Match — Prepaid (MA68.3) displays. Select the invoice line and receipt line you want to match. Select the Match form action. The following are optional tasks you can perform:
 - To create a chargeback, choose the Chgbk Info button, enter a reason code and hold code, and select the Chargeback form action.
 - To maintain invoice detail, receipt detail, or PO detail, choose the Inv Detail button. Indicate what you want to update.
 - To adjust the receipt, choose the Rcpt Adjust button. Update the receipt as necessary.
 - To add comments, choose the Add Comments button. Indicate the comment type you want to add.
 - To view additional information on the invoice line, choose the * (asterisk) button. This same option is available for the receipt line.

STEPS To maintain match reference numbers for prepaid invoices

1. Access Invoice Match Reference Adjustment (MA68.4).
2. Choose the Filter button to display the match reference number assigned to the prepaid invoice that you want to update. The form displays the match reference number, invoice number, invoice date, and invoice amount for unmatched invoices with a handling code defined as Match.
3. Select a line action of Change and a form action of Change as needed.

STEPS To maintain match reference numbers for open receipts

1. Access Receipt Match Reference Adjustment (MA68.5)
2. Choose the Filter button to display the match reference number assigned to open receipts that you want to update. The form displays the match reference number, receipt, PO number, and amount.
3. Select a line action of Change and a form action of Change as needed.

Related Reports and Inquiries

To	Use
List open receipts for a company, or a company and vendor	Unmatched Receipt Listing (MA231)
List unmatched invoices for a company	Unmatched Invoice Listing (AP252)
Close and adjust the match prepaid invoice if the goods were never received	Prepaid Invoice Not Received (MA168)

Chapter 7

Reconciling Invoices

Some invoices and receipts may not match due to keying errors, receiving errors, or other errors. Reconciliation allows you to process unmatched invoices so that they can be ready for payment.

STOP Before you can reconcile invoices, you must understand entering and matching invoices. You must also have a basic understanding of purchase orders and receipts.

Concepts in this Chapter

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What is Reconciliation?" on page 140](#)
- ["What is the Reconciliation Queue?" on page 140](#)
- ["What are Common Reasons for Reconciliation?" on page 141](#)
- ["What Happens When I Match?" on page 141](#)

What is Reconciliation?

Reconciliation is the process of manually matching invoices and receipts that the application was unable to match. The reconciliation process lets you get the invoice processed and ready to be paid.

The corrections you can make during reconciliation include the following:

- Create a chargeback for situations where the invoice is greater than the receipt.
- Perform a match override and match invoices and receipts with different line item details. For example, if the invoice lists blue widgets and the receipt lists yellow widgets, you can override the line item detail and perform a match.
- Force a match to accept the discrepancy.
- Create invoice messages when doing a detail match reconciliation to alert the buyer/authority code that tolerances have been exceeded.
- Create receiving adjustments and allow the match process to proceed.

NOTE The override takes the detail match to the invoice match level. All chargebacks and adjustments are performed on header records, not detail lines.

What is the Reconciliation Queue?

The reconciliation queue contains all unmatched invoices in a list form. Unmatched invoices are listed in the queue after they are entered into the Lawson application. After online matching or auto matching, any unmatched invoices remain in the queue.

What are Common Reasons for Reconciliation?

Some common errors that may result in the application being unable to match the invoice and receipt:

- Data entry errors
- Receiving errors
 - An item is listed on the receipt, but is not listed on the invoice
 - An item is on listed on the invoice, but is not listed on the receipt
- Pricing errors
 - An item on the invoice is more costly than the item on the receipt (overcharge)
 - An item on the invoice is less costly than the item on the receipt (undercharge)
- Tolerance errors
- Quantity errors

What Happens When I Match?

A successful match is:

1. Matching the invoice to the receipt
2. Releasing and approving the invoice for payment selection
3. Closing the receipt and all lines on the receipt when performing an invoice match
4. Updating the purchase order information in order to close purchase order lines

Procedures in this Chapter

The following procedures are included in this chapter.

- "Displaying Unmatched Invoices in the Reconciliation Queue" on page 142
- "Reconciling at the Invoice Level" on page 144
- "Reconciling at the Item Detail Level" on page 145
- "Reversing a Match" on page 148
- "Reversing PO Invoices" on page 150

Displaying Unmatched Invoices in the Reconciliation Queue

To begin the reconciliation process, you display unreleased and unmatched invoices and receipts in the reconciliation queue using Reconciliation Queue (MA60.1). You can also go directly to Invoice Level Match (MA60.2) and Detail Level Match (MA60.3).



Need More Details? Check out the following concepts:

- "What is Reconciliation?" on page 140
- "What is the Reconciliation Queue?" on page 140

STEPS To display unmatched invoices in the reconciliation queue

1. Access Reconciliation Queue (MA60.1). Invoices displayed will be listed in due date order; the oldest due date listed first. This lets you work invoices that are due first.

Figure 50. Form clip: Reconciliation Queue (MA60.1)

Match Option	Vendor	PO Number	Ship To	Invoice	Due Date
Inv	01	2002	135	INV135RECON	10/31/01

2. You can display all unmatched invoices for a specified company or a vendor. Consider the following fields.

Company

Required. Enter the company number to display unmatched invoices for that company.

Vendor	<p>You can enter a vendor number to narrow the display to unmatched invoices for the specified vendor only.</p> <p>When the vendor number is left blank, all unmatched invoices for all vendors, purchase orders, and ship-to locations are displayed for the company specified.</p>
---------------	--

3. Optional. Choose the Filter button to open the Invoice Filter subform. Use the subform to display unmatched invoices according to the criteria that you enter. The criteria include:
 - Purchase order number
 - Purchase order code
 - Ship-to code
 - Receiver operator
 - PO buyer
 - Invoice
 - Match reference number
 - Invoice operator
 - Invoice approver
 - Range of due dates
 - Error type
 - Exclude invoices with open PO Cost messages
 - Exclude invoices with no receipts
4. Select an invoice for reconciliation after you have displayed the list of unmatched invoices and receipts.

If you want to	Then
Match at the invoice level	<p>Choose the IM button to access Invoice Level Match (MA60.2).</p> <p>For information, see "Reconciling at the Invoice Level" on page 144.</p>
Match at the invoice detail level	<p>Choose the DM button to access Detail Level Match (MA60.3).</p> <p>For information, see "Reconciling at the Item Detail Level" on page 145.</p>
Match prepaid invoices to receipts at the line level	<p>Choose the P button to access Reconciliation Queue – Prepays (MA68.1).</p> <p>For more information, see "Matching Prepaid Invoices to Receipts" on page 135.</p>

Related Reports and Inquiries

To	Use
List unmatched invoices	Unmatched Invoice Listing (AP252)
List released (and unreleased) invoices for a vendor group, pay group, or Invoice Matching company	Open Payables Report (AP230)

Reconciling at the Invoice Level

You can match invoices to receipts at the invoice level during the reconciliation process.



Need More Details? Check out the following concepts:

- ["What are Common Reasons for Reconciliation?"](#) on page 141

STEPS To reconcile invoice level matches

1. Access Invoice Level Match (MA60.2).

– or –

Access Reconciliation Queue (MA60.1) and choose the IM button to select an invoice for reconciliation.

Figure 51. Form clip: Invoice Level Match (MA60.2)

TIP If after opening Invoice Level Match (MA60.2), you decide to match at the detail level, choose the DM button to open Detail Match (MA60.3). Use MA60.3 to match at the detail level.

NOTE Review the totals area of the form (Invoice/Receipt/Discrepancy) to keep track of the total amounts you selected.

2. Optional. Choose the Filter button to narrow the list of invoices.
3. Select the invoices or receipts.
 - Optional. Select all invoices or receipts in the pool for matching by typing one of the following in the Select field:
 - Select All Invoices
 - Select All Receipts
 - Select Both
 - Unselect All Invoices
 - Unselect All Receipts
 - Unselect Both

- or -

Select an invoice and receipt by using the Select line action.

Once you have completed either of these, you process the selections by choosing the Select form action.

4. Optional. Perform the following to create a chargeback for the discrepancy amount (for reconciling at the invoice level).

Choose the Chargeback All button to open the Chargeback Header Selection subform. Select the reason code and hold code for the chargeback. The hold code puts the chargeback on hold when it needs to be verified against paper documents sent by the vendor, or approved before taking the chargeback. The chargeback is posted to the invoice tolerance account when Invoice Distribution Closing (AP175) is run.

5. Choose the AddCmt button to determine which comment types to attach to the invoice.
6. Optional. On the invoice or receipt line, choose the asterisk (*) button to display additional information about the invoice or receipt lines.
7. Process the match by choosing the Match form action.

IMPORTANT Be aware that you cannot match an invoice that has tax out of balance on the goods or add-on charge.

Related Reports and Inquiries

To	Use
List unmatched invoices	Unmatched Invoice Listing (AP252)
List unmatched receipts	Unmatched Receipt Listing (MA231)

Reconciling at the Item Detail Level

You have the option to match invoices to receipts at the detail level during the reconciliation process.

NOTE If you use Invoice messaging, it affects reconciliation at the detail level. Be aware that you cannot reconcile items that have open purchase order cost messages.

IMPORTANT You cannot partially match an invoice. All invoice line details must be selected.



Need More Details? Check out the following concepts:

- ["What are Common Reasons for Reconciliation?"](#) on page 141

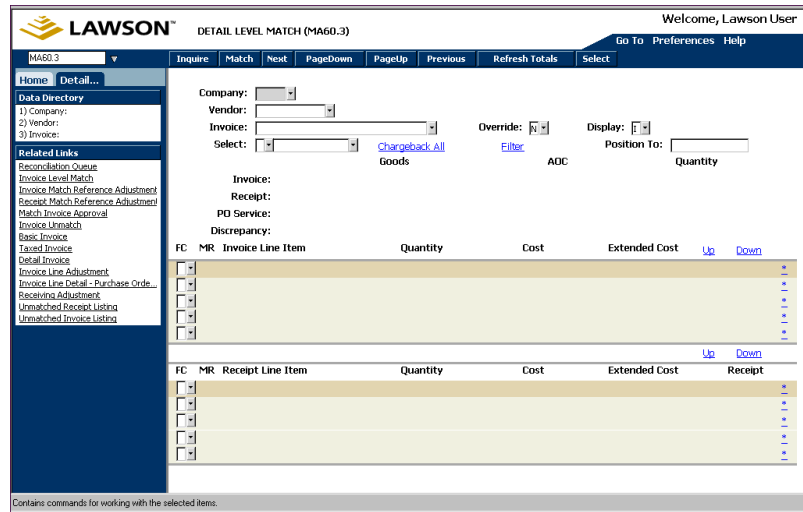
STEPS To reconcile a detail-level match

1. Access Detail Level Match (MA60.3).

– or –

Access Reconciliation Queue (MA60.1) and choose the DM button to select an invoice for reconciliation.

Figure 52. Form clip: Detail Level Match (MA60.3)



The invoice and receipt lines display.

To	Purpose
Access detail related to a specific invoice or receipt line	Choose the asterisk (*) button. Service lines on the receipt display asterisks where the asterisk button would be.
Access additional lines of invoice or receipt lines	Use the Page Up or Page Down functions on your form.

Note the following information on the form.

Invoice Line Item	All invoice detail lines for the selected invoice are displayed at the top of the screen. All lines on the invoice are selected and cannot be unselected.
Receipt Line Item	Open receipt lines within the same pool will display on the lower portion of the screen.
Discrepancy	The difference between the invoice total and the receipt total.
Display	Select how to display the item (by item detail, item description, or vendor item).

2. Optional. Choose the Filter button to narrow the list of receipts.
3. Select the receipts you want to match.
 - Select the receipts in the pool for matching by typing **S** (Select All Receipts) or **U** (Unselect All Receipts) in the Select field.
 - or—
 - Select an invoice and receipt line item by choosing the Select line action.

Once you have completed either of these, you process the selections by choosing the Select form action. This associates the receipt line(s) to the invoice that you want to force a match with.

4. Optional. Perform the following to create a chargeback for the discrepancy amount (for reconciling at the invoice header and line level).

Choose the Chargeback All button to open the Chargeback Header Selection subform. Select the reason code and hold code for the chargeback. The hold code puts the chargeback on hold when it needs to be verified against paper documents sent by the vendor, or approved before taking the chargeback. The chargeback is posted to the invoice tolerance account when Invoice Distribution Closing (AP175) is run.
5. Optional. On the invoice or receipt line, choose the asterisk (*) button to display additional information about the invoice or receipt line.
6. Process the match by choosing the Match form action.

NOTE Chargebacks are created with the invoice number — 111. For example, a chargeback for invoice 5555 will be 5555–111.

IMPORTANT Be aware that you cannot match an invoice that has tax out of balance on the goods or add-on charge.

Related Reports and Inquiries

To	Use
List open receipts	Receipt Edit Report (MA231) You can list open receipts for a company, or for a company and a vendor.
List unmatched invoices	Unmatched Invoice Listing (AP252)
List the match status of invoices	Match Analysis Report (AP251) You can print the report by company, pay group, or vendor group. You can also print the report in detail or summary and for a range of invoice details.
View the chargeback and the details	Distribution Adjustments (AP30.2) Invoice Search by Vendor - Invoice (AP90.1)
Print chargebacks	Chargeback (AP131)
Inquire on the history for a purchase order line	PO Line Item History (PO64.1)
Create a report of released receiving adjustment activity	Receiving Adjustment Log (PO133)

Reversing a Match

You can reverse a match between invoices and receipts that have been previously matched in Basic Invoice (AP20.1), Reconciliation Queue (MA60.1), or Auto Matching (MA126) before they are posted to the General Ledger application. The reversal cancels any chargebacks associated with the invoice.

The invoices and receipts that are reversed are then available in the reconciliation queue. To see if the invoice has been matched and posted, go to PO Invoice Cancel (MA75.1).

STEPS To reverse a match

1. Access Invoice Unmatch (MA70.1).

Figure 53. Form clip: Invoice Unmatch (MA70.1)

2. Select an invoice. Consider the following fields.

Related Invoices

The invoice number of the related invoices. If any of the related invoices are not eligible for reversal, none of the related invoices can be reversed.

Type

The type of the related invoice displays (credit memo, debit memo, or invoice).

3. Select the Reverse Match form action.

After you reverse the match, the invoice has a “released” status, but is available to be reconciled or matched.

If you need to make changes to the invoice, cancel the invoice using Invoice Cancel (AP30.4), then re-enter the invoice.

Reversing PO Invoices

You can reverse a Purchase Order invoice if the match is complete and the invoice was released for payment. PO Invoice Cancel (MA75.1) lets you assign a credit memo to offset the invoice that was paid in error. You can then create a new invoice to be matched to the receipt to correct the problem.

You can also reverse a Purchase Order invoice if it has already been posted.

IMPORTANT This procedure applies only to Purchase Order invoices (not drop ship or service only invoices). You cannot perform this procedure if a receipt adjustment was made after the date of the match.

After the invoice has been reversed, you cannot change the invoice later by using Invoice Cancel (AP30.4) or by using Distribution Adjustments (AP30.2). Similarly, the invoice and the reversal cannot be unmatched.

STEPS To unmatched and reverse a PO invoice

1. Access PO Invoice Cancel (MA75.1).
2. Select the Purchase Order invoice number that you want to reverse.

Information about the invoice displays, including the Purchase Order number, invoice date and amount, and related invoices.

3. Select the Reverse Match form action to reverse the invoice (create a credit memo to offset the paid invoice).

This step releases the purchase order and receipt for the amount of the reversal (the receipt is unmatched). The reversal invoice is given a suffix of 999. (The entire invoice must be reversed.)

4. Create a new invoice to be matched to the receipt. For information, see
 - ["Entering an Invoice for an Invoice-Level Match"](#) on page 92
 - ["Entering an Invoice for a Detail-Level Match"](#) on page 96

Follow-up Tasks

- After the Purchase Order invoice has been reversed, you must perform the cycle closing in order to complete the distributions (for information, see the *Accounts Payable User Guide*).

Chapter 8

Using Invoice Messaging

Invoice messaging is an optional notification process that compares invoice details to purchase order and/or receipt details. When discrepancies exist and predefined tolerances are exceeded, messages are created and a person with authority must take action to close these messages.

IMPORTANT Invoice messaging can occur only when an invoice is compared to a purchase order and/or receipt at the detail level.

Concepts in this Chapter

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What are Invoice Messaging Setup Requirements?"](#) on page 152
- ["What are the Types of Invoice Messages?"](#) on page 153
- ["What is the Invoice Messaging Process?"](#) on page 154
- ["What Actions can be Taken to Deal with Invoice Messages?"](#) on page 154
- ["How does an Invoice Message get Assigned to a Buyer/Authority Code?"](#) on page 154
- ["How does a Buyer/Authority Code know When there is an Invoice Message Waiting?"](#) on page 155
- ["What are Invoice Messaging Tolerances?"](#) on page 155

What are Invoice Messaging Setup Requirements?

You must set up the following items before you can use invoice messaging:

- Buyers must be set up on Buyer (PO04.1). For more information, see the *Purchase Order User Guide*.
- Optional. Authority codes should be set up on Authority Code (AP05.6) and have buyers assigned to them. See the *Accounts Payable User Guide* for more information. The buyer code is used if an authority code is not set up.
- Determine what type of invoice messaging you will be using. For information, see ["Defining a Match Company"](#) on page 66.
- A match rule group must be set up with a match rule that uses detail level match. Only a detail level match will create invoice messages. Also you must define tolerances for the type of invoice messages you will be using. If you do not define tolerances, any and all discrepancies will create an invoice message for the type of messaging you turn on. See ["Defining Match Rules and Match Rule Groups"](#) on page 59.
- Assign the appropriate rule group to the messaging types you will be using on Company (MA01.1), the Messaging tab.
- Reason codes for over tolerances and under tolerances must be set up. For information, see ["Defining Reason Codes"](#) on page 75.
- The Validate Purchase Order field on Company (MA01.1) must be set to Yes.

What are the Types of Invoice Messages?

Invoice messaging compares invoice details to purchase order and/or receipt details. There are two types of invoice messages:

- PO Review messaging
- Reconciliation Match messaging

PO Review messaging compares invoice details to purchase order details at invoice entry or release. There are three types of PO Review messaging:

- PO cost messaging occurs when you add an invoice and there is a discrepancy between the invoice line cost and the purchase order line cost that exceeds the PO cost message tolerances (defined on the rule group). PO cost messages may only be created for a cost difference.

PO cost messaging lets the buyer change the cost recognized at purchase order receipt time. Also, it lets the appropriate department resolve messages (for example, cost differences resolved by buyers and quantity differences resolved by receiving).

- Drop ship messaging occurs when invoices are released (batch and/or voucher processing) and there is a discrepancy that exceeds the drop ship messaging tolerances (defined on the rule group). Drop ship messages are generated for invoices if the handling code is set to Drop Ship flag (in this case, the PO Drop Ship field must be set to No Receiving). Drop ship messaging is for both Drop Ship and AP Detail handling codes. Lawson recommends you use Drop Ship messaging if you create drop ship purchase orders, to compare discrepancies between the purchase order and invoice.
- Service messaging occurs when invoices are released (batch and/or voucher processing) and there is a discrepancy that exceeds the service tolerances (defined on the rule group). Service messages can be generated from two types of invoices: an invoice associated with a service only purchase order; or an invoice associated with a Vendor Service agreement. If you use service agreements or create purchase orders with only service lines, Lawson recommends using Service messaging. In both cases, the Service Only flag on the handling code must be set to Yes. Service messages can only be created for cost differences.

Reconciliation Match messaging compares invoice details to receipt details during invoice reconciliation. A message is created during reconciliation when a detail match is attempted and a discrepancy exists outside of predefined tolerances between the invoice details and the receipt details. Reconciliation messages can be created for cost and quantity differences, and allows for a single method for resolving those differences.

NOTE You may want to set cost messaging tolerances to be greater than match tolerances.

NOTE When you release an invoice associated with a service agreement, the application compares the total extended amount to the total invoice amount to determine if a service message is to be created. A message displays if the extended amount is exceeded.

What is the Invoice Messaging Process?

The people who are involved in the invoice messaging process include: an accounts payable clerk or approver and a buyer or authority code. The following describes the invoice messaging process that involves these people.

- An accounts payable clerk/approver adds and releases invoices, and tries to reconcile/approve unmatched invoices. When tolerances are exceeded, a message is generated for the buyer/authority code. The accounts payable clerk or approver also takes action on any messages that are disapproved by the buyer or authority code.
- A buyer/authority code (a person assigned to an authority code) reviews the messages and takes action to close messages.

There are three times during the invoice process when invoice messages can be created:

- At invoice entry time when an invoice is added, invoice details are compared to purchase order details. A PO cost message is created if PO cost tolerances are exceeded.
- At invoice release time, invoice details are compared to purchase order details. Drop ship and service messages are created if drop ship or service tolerances are exceeded.
- At reconciliation time when an invoice match is attempted, invoice details are compared to receipt details. Reconciliation messages are created if reconciliation tolerances are exceeded.

What Actions can be Taken to Deal with Invoice Messages?

The action taken by the person who is dealing with messages depends on the type of message.

The actions taken for reconciliation match, drop ship and service messages are: approve, disapprove, create a chargeback, or forward the message to another person. The actions taken for PO Cost messages are: accept, adjust, or forward the message to another buyer/authority code.

How does an Invoice Message get Assigned to a Buyer/Authority Code?

When an invoice message is generated, the application first looks at the invoice for an authority code. If no authority code exists, then the application looks at the buyer on the purchase order, then it looks to see if the buyer is assigned to an authority code. If the authority code is found, it defaults. If an authority code is not found, the buyer code defaults.

Once invoice messages are in Message Queue (MA64.1-3), a new buyer/authority code can be assigned to the message by the accounts payable clerk/approver or by the buyer/authority code.

How does a Buyer/Authority Code know When there is an Invoice Message Waiting?

There are two ways for a buyer/authority code to find out about invoice messages:

- Check the message queues on a regular basis.
- Run Invoice Message Listing (MA264) to print a list of invoice messages.

What are Invoice Messaging Tolerances?

You define Invoice messaging tolerances on the match rule (using Match Rule Groups (MA00.4)). If discrepancies exceed defined invoice messaging tolerances, a message is created. The message must be resolved or the invoice cannot be released for payment. The difference between matching tolerances and invoice messaging tolerances is that matching tolerances let transactions match when they do not have exact matching amounts; messaging tolerances determine when messaging should occur.

Invoice messaging tolerances can be defined for PO cost messages, reconciliation messages, drop ship messages, and service messages.

For PO cost and reconciliation message tolerances, consider setting your message tolerances slightly higher than your match tolerances.

Procedures in this Chapter

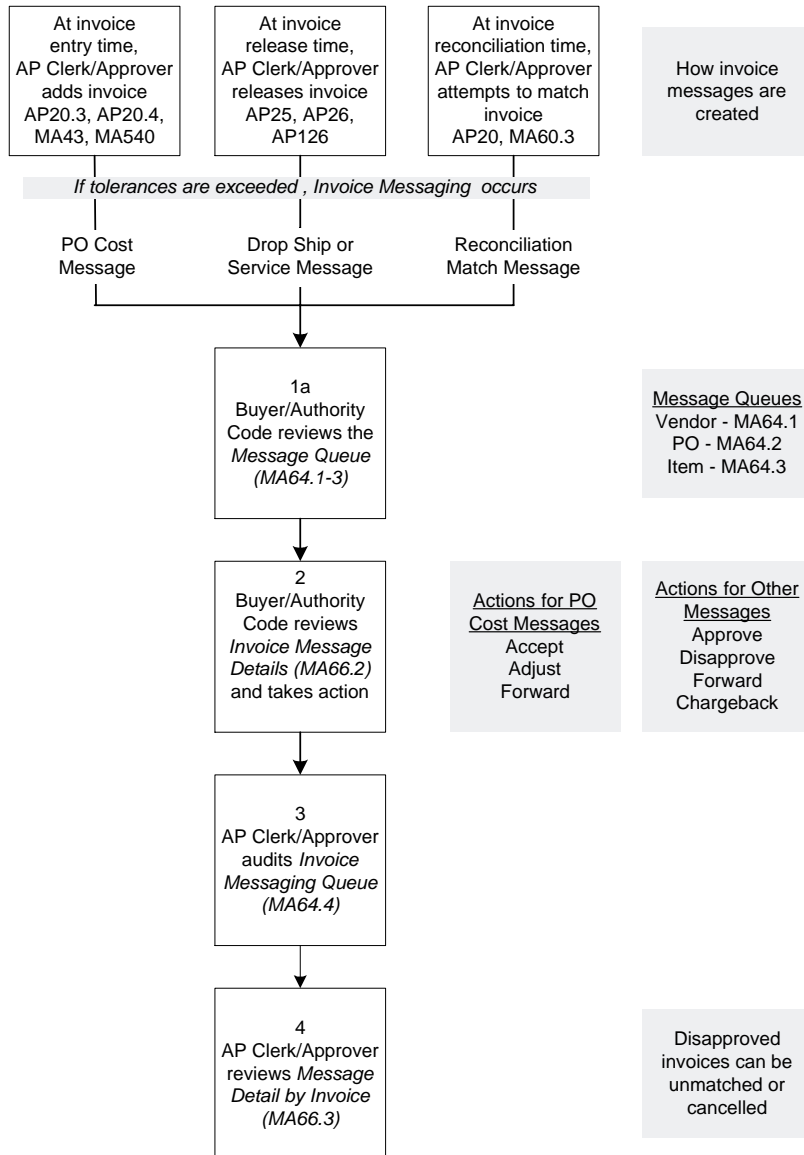
The following procedures are included in this chapter.

- ["Invoice Message Process" on page 157](#)
- ["Reviewing the Message Queue" on page 157](#)
- ["Auditing the Message Queue" on page 160](#)

Invoice Message Process


The following diagram shows the flow of invoice messages, including how they are created, reviewed, action is taken, and the details are reviewed by the accounts payable clerk/approver.

Figure 54. Procedure relationship: Invoice Messaging Process



Reviewing the Message Queue

The buyer/authority code must review and take action on any messages in the message queue.

 **Need More Details?** Check out the following concepts:

- "What is the Invoice Messaging Process?" on page 154
- "How does a Buyer/Authority Code know When there is an Invoice Message Waiting?" on page 155
- "What Actions can be Taken to Deal with Invoice Messages?" on page 154

STEPS To review the message queue and take action

1. Access the Invoice Matching Menu.
2. Choose how you want to view the messages:
 - Message Queue - Vendor (MA64.1)
 - Message Queue - PO (MA64.2)
 - Message Queue - Item (MA64.3)

For this example, Message Queue - Vendor will be selected.

3. Inquire on your company and buyer code/authority code.

Optionally, you can use a filter to refine your search. The filter can be used to include or exclude PO Cost messages.

4. Choose Dtl next to the invoice you want to work with. One of the following forms display.
 - a. If the message is a PO cost message, PO Cost Review Message (MA66.3) appears and the invoice and receipt lines display.

Select one of the following actions for the PO cost message.

NOTE If you do not select a specific vendor, all messages (regardless of vendor) display.

To	Then
Accept	Select Accept in the PO Cost field to close the message and accept the purchase order cost. The invoice is ready to be matched and goes to the match pool.
Adjust	Select Adjust in the PO Cost field and then type in the new amount in the Amount field (this adjusts the PO cost). The invoice is ready to be matched and will go to the match pool.
Forward	Select a different authority code/buyer code in the Forward To field to forward the message to another authority code/buyer and select a reason code in the Reason Code field. This closes the current message and creates a new invoice message that the new approver must resolve.

- b. If the message is a drop ship, service, or reconciliation message, Invoice Message - Details (MA66.2) appears and the invoice and

receipt lines display. Messages for exceeding the total extended amount also display.

Select one of the following actions for the drop ship, service, or reconciliation message.

To	Then
Approve a message	Select Yes in the Approve field to close the message. The invoice is considered approved for payment.
Disapprove a message	Select Yes in the Disapprove field to put the message into a “pending action” state. The invoice must be reworked; either receiving adjustments can be created or the invoice can be unmatched and cancelled, because the supplier is reissuing a corrected invoice. Choose the Add Message button to attach comments to assist the reconciler in the reworking phase. A reason code is required if you select Yes.
Create a chargeback	Select Yes in the Chargeback field and choose the Change and Release special action. This process closes the message and creates a chargeback for the discrepancy amount. A second invoice document is created that reduces the balance due to the supplier. A reason code is required if you select Yes.
Forward the message	Select a different buyer code/authority code in the Forward To field to forward the message to another buyer/authority code. This process closes the current message and creates a new invoice message for the new buyer/authority code to resolve.

5. Select Change.
6. Select the Change and Release form action.

Related Reports

To	Use
List invoice messages	Invoice Message Listing (MA264)

Auditing the Message Queue

The reconciler needs to audit the status of previously created messages in the invoice messaging queue and take action to resolve any outstanding invoices.

IMPORTANT All messages created for an invoice must be in Closed status before that invoice can be selected for payment.

STEPS To audit the message queue and take action

1. Access the *Invoice Matching Menu*.
2. Choose Invoice Messaging Queue (MA64.4).
3. Inquire on your company and vendor.

Optionally, you can choose the Filter button to further define which messages display. For example, you can display only those messages pending action.

4. Review the status of the message.

If the status is	Then
Closed	No further action is required by the approver. The invoice can be handled in the reconciliation queue. Optionally, you can choose Dtl to see what action the approver made regarding this message.
Pending	Continue with step 5.
Open	You need to check this message later. If the message remains open too long, it may need to be forwarded to another approver.

5. Choose Dtl to access Message Detail by Invoice (MA64.6). The invoice lines display.
6. Review the action taken by the buyer or authority code. If the action is Adjust, Accept, or Approve, the invoice is ready to be handled in the reconciliation queue. If the action is Disapprove, choose one of the following options.

You can	Action
Unmatch the invoice and receipt lines	Choose Unmatch Invoice (this unmatches the entire invoice). NOTE For service and drop ship invoices, you can cancel, but not unmatch.
Forward to a new approver	Select a new authority code and a reason code. You can choose the Add message button to give more details to the new buyer/authority code.
Create a chargeback if you have the proper authority	Choose CB at the line level (this chargebacks that line).

Related Reports

To	Use
List invoice messages	Invoice Message Listing (MA264)

Chapter 9

Performing Additional Match Procedures

This chapter describes additional match procedures for matched invoices.

STOP Before you can use the additional match procedures, you must understand how to enter, match, and reconcile invoices. You must also have a basic understanding of purchase orders and receipts.

Concepts in this Chapter

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What Happens When I Write off or Archive a Receipt?" on page 164](#)

What Happens When I Write off or Archive a Receipt?

The Open Receipt Archive (MA180) program gives you the option of writing off a receipt, archiving a receipt, or writing off and archiving a receipt.

The program also lets you archive landed tax and spread AOC.

Open Receipt Archive (MA180) processes receipt lines that have not been matched and any receipt lines that have not been fully matched (extra quantities on the receipt line).

- Receipts that are written off have general ledger postings created but are not removed from the matching pool (debits the PO Receipt Accrual account and credits the Write Off account). If a receipt has been partially written off (one or more lines written off), the status of the receipt will be written off.

IMPORTANT Non-inventory, service, and non-stock items cannot be written off. You must remove them from the application using the archive process.

NOTE If a receipt status is updated to Archived but the receipt was written off by a previous run of Open Receipt Archive (MA180), an asterisk displays in the far right column of the report.

- Receipts that are archived will be removed from the matching pool, and the following general ledger postings are created.
 - For inventory items, the PO Accrual account is debited and the Receipt Write-off account is credited.
 - For non-inventory items, the Expense account is debited and the Receipt Write-off account is credited.
 - If a receipt has no invoice, you can write off the receipt (still making it available in the match pool) or archive the receipt.

Procedures in this Chapter

The following procedures are included in this chapter.

- ["Adjusting Invoice Match Reference Numbers" on page 165](#)
- ["Adjusting Receipt Match Reference Numbers" on page 165](#)
- ["Approving Invoices" on page 166](#)
- ["Printing Chargebacks" on page 167](#)
- ["Creating Proof of Delivery Statements" on page 168](#)
- ["Archiving Receipts" on page 168](#)

Adjusting Invoice Match Reference Numbers

For vendors that require a match reference number, you can change an existing match reference number, add a match reference number to an invoice that does not have a number assigned, or delete a match reference number assigned to an invoice.



Need More Details? Check out the following concepts:

- ["What is Match Reference Processing?" on page 53](#)

STEPS To adjust matching reference numbers assigned to invoices

1. Access Invoice Match Reference Adjustment (MA60.4).
2. Choose the Change line action.
3. Add, change, or delete a match reference number assigned to an invoice.
4. Choose the Change form action to process your changes.

Adjusting Receipt Match Reference Numbers

For vendors that require a match reference number, you can change an existing match reference number, add a match reference number to a receipt that does not have a number assigned, or delete a match reference number assigned to a receipt.

STEPS To adjust reference numbers assigned to receipts

1. Use Receipt Match Reference Adjustment (MA60.5).
2. Choose the Change line action.
3. Add, change, or delete a match reference number assigned to a receipt.
4. Choose the Change form action to process your changes.

Approving Invoices

You may need to approve an invoice match when the receipt does not exist in the application. For example, when a proof of delivery has been issued, or when the receipt has been mismatched to another invoice. Once the invoice has been approved, it can be matched in Basic Invoice (AP20.1), Reconciliation Queue (MA60.1), or Auto Matching (MA126).

The approval form requires that you create invoice detail if it does not already exist. You create invoice detail from Match Invoice Approval (MA61.1) by choosing the PO Detail button.

STEPS To approve invoices

1. Access Match Invoice Approval (MA61.1).

Figure 55. Form clip: Match Invoice Approval (MA61.1)

The screenshot shows the Lawson Match Invoice Approval (MA61.1) form. The interface includes a top navigation bar with 'LAWSON' and 'MATCH INVOICE APPROVAL (MA61.1)'. A user greeting 'Welcome, Lawson User' is visible in the top right. Below the navigation bar, there are tabs for 'Home', 'Match ...', 'Data Directory', and 'Related Pages'. The 'Data Directory' section lists '1) Company:', '2) Vendor:', and '3) Invoice:'. The 'Main' tab is active, displaying fields for 'Company:', 'Vendor:', 'Invoice:', and 'Write off Quantities:'. The 'Write off Quantities' field has a dropdown menu with 'No' selected. Below these fields, there are buttons for 'Invoice Comments' and 'PO Detail'. The 'Main' section contains several summary fields: 'PO Number: 0000', 'Ship To:', 'Invoice Date:', 'Proof of Delivery Printed:', 'Goods Amount:', 'Total ADC Amount:', 'Tax Amount: 00000000000000000000', 'Total Distribution Amount: 00000000000000000000', and 'Invoice Amount: 00000000000000000000'. A 'Tax Code:' field is also present. The bottom of the form has a footer that reads 'Contains commands for working with the selected items.'

2. Inquire on an invoice.
3. In the Write Off Quantities field, decide whether to write off amounts for goods you paid for but do not expect to receive.
4. Optional. Choose the Add Comments button to open Comment Types (AP12.2). Use AP12.2 to define and maintain comments for invoices.
5. Optional. Choose the PO Detail button to open Invoice Line Detail - Purchase Order (MA43.1). You use MA43.1 to define and maintain invoice line detail information.

If invoice line details do not exist, choose the PO Detail button to create invoice line details from the purchase order. If a purchase order number exists but no invoice details exist, you must enter invoice details before the invoice can be approved. The invoice must also be in balance.

6. Optional. Choose the Main form tab to define and maintain invoice options as due date, discount date, discount information, reason code, hold code, process level, and post date.
7. Optional. Choose the Detail form tab to define detail matching information, including line item detail, quantity, and unit cost.

At the line detail level, you can define account information for the detail item, as well as activity, tax, and user analysis information.

8. Optional. If the PO Number is blank and invoice line details exist, the application determines if the item is an inventory item or a non-inventory item. If the item is an inventory item and you selected No in the Write-Off Quantities field, the Matched Not Received account is used for posting. If the item is an inventory item and you selected Yes in the Write-Off Quantities field, the Match Write-Off account is used for posting. You set up these accounts using Company (MA01.1) or Process Level (AP00.5).
9. To approve the invoice, select the Approve form action. If the invoice is unreleased, the form releases the invoice and creates distribution records.

Printing Chargebacks

You use Chargeback (AP131) to print chargebacks to send to your vendor for their records. You can print chargebacks for a specific vendor, invoice, invoice within a date range, or invoice of a specific status.

STEPS To create chargebacks

1. Access Chargeback (AP131).
2. Select the run parameters. Consider the following fields.

Vendor	Select a vendor to print chargebacks for that vendor. If left blank, chargebacks for all vendors will be printed.
Chargeback	Type an invoice number to print a chargeback for that invoice.
Status	You can print chargebacks for invoices with a specific status (0 = All, 1 = Open, 9 = Paid).
Previously Printed	Indicates whether to print chargebacks that have been previously generated but not printed.

Creating Proof of Delivery Statements

Proof of Delivery statements are created when there is an invoice but no associated receipt. You send the Proof of Delivery statement to the vendor, so they can verify they actually delivered the goods.

STOP Before you can print Proof of Delivery statements, the vendor's Proof of Delivery field on Vendor (AP10.1) must be set to Yes.

STEPS To create proof of delivery statements

1. Access POD Statements (AP130).
2. Select run parameters. Consider the following fields.

Vendor Class	Select a vendor class to generate Proof of Delivery statements for that vendor class. If you leave this field blank, Proof of Delivery statements are generated for all vendor classes in the company.
Aging Days	Enter the number of aging days.
Prev Requested POD	Decide whether to include Proof of Delivery statements that were previously printed.

Archiving Receipts

If you have open receipts, you can archive them and remove them from the matching pool. You can also write off open receipts remaining in the application. Writing off a receipt leaves the receipt in the match pool. If you later receive an invoice for the written off receipt, the transaction can still be matched.



Need More Details? Check out the following concepts:

- ["What Happens When I Write off or Archive a Receipt?"](#) on page 164

STEPS To archive or write off receipts

NOTE Service and non-stock items cannot be written off. You must remove them from the application using the archive process, where they are closed out and general ledger entries are created.

1. Access Open Receipt Archive (MA180).
2. Select the report options. Consider the following fields.

Run Date	The run date of the report. If left blank, the application date defaults. Used in conjunction with the Cut-off Days field to determine a cut-off date for selecting open receipts. The run date must be greater than the receipt date.
Cutoff Days	The number of days to subtract from the run date that you entered. The receipt date must be less than this date to be selected for write-off or archiving.
Report Option	Select a report option. Determines if receipts will be written off and archived (B = Write off and archive, A = Archive, W = Write-off).
Process Level Sequence	Select whether to sort the report by process level.
Update	Indicates if you are running the report in update mode or report mode only. If left blank, No (report only) will default. Running the report in update mode creates general ledger transactions for posting.
Exclude Purchase Order Codes	Exclude receipts with specific purchase order codes.

3. Submit the job.

The receipt archive program creates two reports:

- A listing of receipts and the amount written off or archived.
- A summary report that lists the general ledger accounts and the amounts posted to those accounts.

Chapter 10

Using Attribute Matrix Attributes

This chapter describes the Lawson Attribute Matrix application and provides information on setting up attributes for use with Invoice Matching. Attribute Matrix is a powerful tool that increases processing, reporting, and inquiry capabilities.

Concepts in this Chapter

NOTE To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 178.

The following concepts provide background and conceptual information for the procedures in this chapter.

- ["What is Attribute Matrix?"](#) on page 172
- ["What is an Attribute?"](#) on page 173
- ["What is an Element?"](#) on page 174
- ["Where Can I Use Attributes?"](#) on page 174
- ["What is a List?"](#) on page 175

What is Attribute Matrix?

NOTE The system code for Attribute Matrix is MX.

Attribute Matrix is a powerful tool used to increase reporting, inquiry, and processing capabilities. Attribute Matrix can be integrated within the following Lawson applications:

- Accounts Payable
- Accounts Receivable
- Asset Management
- Billing
- Billing and Revenue Management
- Cash Ledger
- General Ledger
- Inventory Control
- Invoice Matching
- Lease Management
- Order Entry
- Project and Activity Accounting
- Purchase Order
- Requisitions
- Strategic Ledger
- Warehouse
- Work Order

Attribute Matrix and Invoice Matching

Invoice Matching uses attributes for the following purpose:

- Allows you to easily group vendors with similar attributes for analysis and reporting

What is an Attribute?

An attribute is a field that holds information you can use to group records for reporting, inquiry, and processing. Specifically, attributes hold information about:

- Activities for Project and Activity Accounting and Billing and Revenue Management
- Accounting units and accounts for General Ledger, Inventory Control, Purchase Order
- Assets for Asset Management
- Cash codes for Cash Ledger
- Customers for Accounts Receivable, Order Entry, Billing, and Warehouse
- Items for Inventory Control, Purchase Order, Order Entry, Warehouse, Work Order, Requisitions
- Leases for Lease Management
- User analyses for Strategic Ledger
- Vendors for Accounts Payable, Invoice Matching, Purchase Order

Example: Using Attributes with Vendors

For example, you may want to find all vendors who sell a specific type of product, for example vendors who sell clothes, housewares, or over-the-counter drugs. Using vendor attributes, you can run a report for all vendors who sell clothes.

Another example would be finding vendors with a geographic location or a person responsible.

What is an Element?

An element defines the maximum number of characters and the data type for an attribute value. An element must be assigned to every attribute and the element must exist before you can define an attribute that uses that element.

An element can be Lawson-defined or user-defined. You can define the following types of elements:

- Alpha type (up to 32 characters)
- Numeric type (up to 18 characters)
- Date type (eight characters)

NOTE Lawson-defined elements are pre-loaded, along with Lawson-defined attributes, using Attribute, Element Load (MX100).

You can have more than one attribute use an element. The following table shows an additional example of Lawson-defined attributes and corresponding Lawson-defined elements:

Attribute	Element	Type	Size
Vendor Class	Vendor Class	Alpha	4

You can also create user-defined elements within the data type and size restrictions listed above. User-defined elements can be more generic than Lawson-defined elements, and can be associated with more than one attribute. This table shows examples of user-defined attributes and user-defined elements:

Attribute	Element	Type	Size
State	Alpha 10	Alpha	10
Manager	Numeric 5	Numeric	5

You can also associate a Lawson-defined element with a user-defined attribute. For example, you might use the Vendor element (Lawson-defined, Alpha 9) with the user-defined attribute of Manager, to group vendors who are managed by the same person.

Where Can I Use Attributes?

NOTE An attribute can be used with more than one object type.

An object type identifies where an attribute can be used. Each attribute must be associated with at least one object type. Object types are Lawson-defined. The following table lists the object type that can be associated with attributes in Invoice Matching:

Object type	For attributes assigned to
VENDR	Vendors

NOTE Ignore the following object types: AMBKS, AMITM, APVND, ICLOC, ICITM, and POBUY. These object types are used only by Lawson-defined data mart attributes and cannot be assigned by users.

The following additional object types are available to be associated with attributes in other Lawson applications:

Object type	For attributes assigned to	In this application
ASSET	Assets	Asset Management
ACCNT	Accounts	General Ledger, Inventory Control, Purchase Order
ACCTU	Accounting units	General Ledger, Inventory Control, Purchase Order
CSHCD	Cash Code	Cash Ledger
CUST	Customer	Accounts Receivable, Order Entry, Billing, Warehouse
GLTRN	General Ledger transactions	General Ledger
ITEM	Item	Inventory Control, Purchase Order, Order Entry, Warehouse, Work Order, Requisitions
LEASE	Leases	Lease Management
ANLYS	User analyses	Strategic Ledger
SLTRN	Strategic Ledger transactions	Strategic Ledger
VENDR	Vendors	Accounts Payable, Invoice Matching, Purchase Order

Using Attributes with Vendors

When you use attributes with vendors, you have the flexibility to store additional information and select specific vendors for reports, inquiries and processing. The previous example shows how you can run reports based on vendors who sell a specific product type.

What is a List?

A list lets you filter information based on attributes. For example, you can create a list that includes any vendors who only sell clothes.

Lists can be automatic or manual. Automatic lists can be defined using a combination of user-defined and Lawson-defined attributes.

Using Lists

Lists are used in Invoice Matching for reporting and inquiry. The following examples describe some of the places you can use lists to select vendors:

- Cost Variance Analysis (MA278)
- Invoice AOC Detail Report (MA279)

Automatic Lists

To create an automatic list, you select attributes belonging to the object type of your choice (for example, VENDR) and define value ranges for these attributes. Attribute Matrix automatically builds a list of members that meet the criteria specified in the list. Automatic lists are updated automatically any time you use the list.

Automatic List Example

This example shows how you could create an automatic list that lets you group vendors.

1. Create the following user attribute:

Attribute:	Product Type
List Name:	Product Type
Object type:	Vendor (VENDR)
Element:	Alpha 30
Values:	Housewares, clothes, cosmetics

2. For each vendor, add the value Clothes to the attribute Product Type for the vendor.
3. Create a list named Product Type with the following attribute value range.

Product Type:	Clothes to Clothes
----------------------	--------------------

4. Select the Product Type list on reports or inquiries to include only vendors who sell clothes.

Manual Lists

A manual list lets you select specific vendors. Manual lists are not based on attributes. For example, you can select individual vendors without identifying an attribute that is common to all of them. The only members of a manual list are those you define.

Creating a manual list, as the name implies, is a manual process. Any changes to the list, such as adding or removing vendors, must also be done manually. For these reasons, manual lists are not often used to create large lists.

You can convert an automatic list to a manual list. A common practice is to create an automatic list first, convert it to a manual list, and then manually add

or remove a few select items. It's important to note that you *cannot* convert a manual list back to an automatic list.

Procedures in this Chapter

To make use of attributes, you must set up attributes in Attribute Matrix and assign values to the attributes. Use one of the following procedures to complete required setup.

- ["Loading Lawson-Defined Attributes and Elements" on page 178](#)
- ["Defining an Attribute" on page 178](#)
- ["Assigning Attribute Values to a Vendor" on page 181](#)
- ["Defining an Automatic List" on page 181](#)
- ["Defining a Manual List" on page 183](#)
- ["Interfacing Valid Attribute Value Ranges to Attribute Matrix" on page 185](#)

Loading Lawson-Defined Attributes and Elements

NOTE Loading Lawson-defined attributes is a procedure you only need to perform once.

Before you define attributes, you must load the Lawson-defined attributes and elements. If you will be using transaction attributes, you must also load the available subledger fields that can be linked to any application that uses attributes. Use this procedure to load Lawson-defined data used when defining attributes.

STEPS To load Lawson-defined attributes

1. Run Attribute, Element Load (MX100) to load attributes and elements required in Attribute Matrix and used in other subsystems.
2. If you will use transaction attributes, run Subledger Attribute Load (GL106) to load available subledger fields that can be linked to transactions.

Defining an Attribute

To define an attribute, you need to give it a name and associate it with an element and object type. Optionally, you can assign valid values to the attribute and indicate whether an attribute is required. Use this procedure to define attributes.



Need More Details? Check out the following concepts:

- ["What is Attribute Matrix?" on page 172](#)
- ["What is an Attribute?" on page 173](#)
- ["Where Can I Use Attributes?" on page 174](#)

STOP Before defining attributes, load Lawson-defined attribute definitions and available subledger fields for transaction analysis. For detailed procedures, see ["Loading Lawson-Defined Attributes and Elements" on page 178](#).

STEPS To define an attribute

TIP Choose Define in the Element Name field on Attribute (MX00.1) to define an element.

1. If an appropriate element for the attribute does not exist, use Element (MX00.2) to define the element. Consider the following fields.

Element Name	Type a name for the element. A user-defined element name does not have to match the attribute name, since the element can be used by several attributes.
Data Type	Select one of the following data types: <ul style="list-style-type: none">• A (Alpha)• D (Date)• N (Numeric)
Field Size	Type a field size. The maximum field size depends on the data type: <ul style="list-style-type: none">• Alpha (up to 32 characters)• Date (eight characters)• Numeric (up to 18 characters)

2. Use Attribute (MX00.1) to define the attribute. Consider the following fields.

Attribute	This field contains the attribute's name.
Column Heading	Leave this field blank, it is used only for transaction attributes.
Element Name	Select a Lawson-defined or user-defined element to identify the attribute's data type and size.
From Value/Through Value fields	You can assign ranges of valid values to the attribute. Defining valid values ensures consistency for data entry. If you do not define valid values, any entry valid for the attribute's data type and size will be accepted. TIP Defining valid values makes your lists more accurate. TIP To interface valid attribute value ranges from a non-Lawson system use Attribute Valid Value Interface (MX160). For details, see " Interfacing Valid Attribute Value Ranges to Attribute Matrix " on page 185.

- After adding the attribute, choose the Objects button to open the Associate Attribute to Objects (MX00.3) and assign valid object types to the attribute. Consider the following fields.

Object Type Select the object types you want to assign to the attribute. The object type determines where you can use the attribute. For Invoice Matching, you can assign the following object type:

- Vendor (VENDR)

You can assign several object types to the same attribute.

Required Indicate whether the attribute is required. You can add or change a vendor even if required attributes are not defined.

Followup Tasks

- After defining the attribute, assign attribute values to vendors. Several methods are available. For detailed procedures, see "[Assigning Attribute Values to a Vendor](#)" on page 181.

Related Reports and Inquiries

To	Use
View a listing of elements	Element Listing (MX200)
View a listing of attributes (Lawson- or user-defined) for an object type	Attribute Listing (MX201)

Assigning Attribute Values to a Vendor

After defining attributes for the Vendor (VENDR) object type, you can assign attribute values to a vendor. This procedure describes the process for assigning attribute values to a user-defined attribute within a vendor.

STOP Define attributes before assigning values.

STEPS To assign attribute values to a vendor

1. Access Vendor (AP10.1). Select the vendor to which you want to assign attributes.

Choose the Attributes button and the Attributes subform displays.

2. Assign attribute values to a vendor. Consider the following field.

Value	Type or select a value in this field to assign attribute values to the vendor.
--------------	--

Related Reports and Inquiries

To	Use
View a listing of attributes (Lawson- or user-defined) for an object type	Attribute Listing (MX201)

Options for Assigning Attribute Values

- Choose the Attributes button on Vendor (AP10.1) and then choose the By Attribute button to access Values by Attribute (AP03.2). Use this subform to assign attribute values for one attribute to multiple vendors. All eligible vendors display, and you can populate attribute values for the attribute specified.
- Run Attribute Value Population (MX500) to assign a user-defined attribute value to vendors in an attribute list. This program lets you overwrite previously assigned attribute values.

Defining an Automatic List

An automatic list is a group of vendors that have common attribute values. You can use automatic lists to select vendors for processing, reporting and inquiries. To create a manual list, see "[Defining a Manual List](#)" on page 183.



Need More Details? Check out the following concepts:

- "[What is a List?](#)" on page 175

STOP Attributes must exist before you can use them in a list. You should also assign values to any vendor that will become a member of the list.

STEPS To define an attribute list

1. Access List (MX10.1).
2. Choose the New List button to access Define List (MX10.2) where you will define header information for the new list. Consider the following fields.

Object Type	An attribute list must be associated with an object type. For Invoice Matching, select Vendor (VENDR).
List	Type a name and description for the new list.
Sort By Attribute form tab	If you want to define a sort order for attributes in the list, select attributes in the sequence you want to use for sorting.
Audit form tab	Use the Audit form tab to display the user who created the list, the date the list was last changed, and the date the list was last updated.

3. After adding the new list, you automatically navigate back to List (MX10.1). Use this form to define the attribute criteria for vendors you want in the list. Consider the following fields.

Attribute	Select the attribute or attributes you want.
Value Range	For each attribute that you select, enter a value range.
Or Group	If you leave this field blank, the relationship between the attributes is an AND relationship, meaning that a vendor is eligible for the list if it satisfies all the attribute values. You can type any alphanumeric character to indicate an OR relationship, meaning that a vendor is eligible for the list if it satisfies any of the attribute values. NOTE If you need to change the Or Group field value, you must first delete the attribute line, then re-enter it with the new Or Group value.

NOTE As long as the list remains automatic, it is updated dynamically whenever you use it.

4. To view the vendors that meet the list's eligibility criteria, choose the Preview button to access Query List Members (AP03.3).

Optional Procedure for Creating an Automatic List

- Choose the Copy button on Define List (MX10.2) to access List Copy (MX10.3). Use this subform to create a new list by copying an existing one and making changes.

Related Reports and Inquiries

To	Use
View a listing of attribute lists	List Listing (MX210)
View the members of a list or all lists for an object type	List Member Listing (MX223)

Or Group Logic Tables

Use the Or Group field on List (MX10.1) to create an and/or condition between attributes. This determines if the attributes are grouped or treated individually. If you leave this field blank, and defaults, which connects two statements with an and condition. You can type any alphanumeric character in the field to create an or condition.

You can include combinations of and and or conditions. And conditions link value ranges together as one condition. Or conditions are used to establish multiple sets of criteria that are applied separately.

If you have multiple conditions in a list, use an or in the Or Group field to separate the conditions. Selection criteria above or below an or condition are applied separately. The following table shows how attribute and or group combinations can be combined to create conditional statements.

If the Attribute on the preceding or subsequent line is	And the Or Group on the preceding or subsequent line is	Result
EQUAL	EQUAL	Not valid
EQUAL	NOT EQUAL	Or condition
NOT EQUAL	EQUAL	And condition
NOT EQUAL	NOT EQUAL	Or condition

Defining a Manual List

You can create manual lists, where you add and maintain list members manually. Manual lists can contain any vendor you want to use as part of a set, and can be used anywhere automatic lists are used. Use this procedure to define a manual list. To create an automatic list, see ["Defining an Automatic List"](#) on page 181.



Need More Details? Check out the following concepts:

- ["What is a List?"](#) on page 175

STEPS To define a manual list

1. Access List (MX10.1).
2. Choose the New List button to access Define List (MX10.2) where you will define header information for the new list. Consider the following fields.

Object Type An attribute list must be associated with an object type. For Invoice Matching, select Vendor (VENDR).

List Type a name and description for the new list.

Sort By Attribute and Audit form tab These form tabs do not apply to manual lists. Leave the Sort by Attribute fields blank.

3. After adding the new list, you automatically navigate back to List (MX10.1). Choose the New List button again to return to Define List (MX10.2).
4. Choose the Manual List button to access Manual Vendor List (AP03.4).
5. To view the list members, choose the Preview button on Define List (MX10.2) or use Query List Members (AP03.3).

Optional Procedure for Creating a Manual List

You can convert an automatic list to a manual list. This lets you use an automatic list as the starting point, which can be a time saver, while still giving you the flexibility of adding or removing individual vendors.

IMPORTANT This procedure is irreversible. You cannot convert a manual list back to automatic.

TIP To preserve the automatic list, copy it to a new list name using Copy, then convert the new list to a manual list.

1. Access List (MX10.1) and select the list you want to convert.
2. Choose the New List button to access Define List (MX10.2).
3. Choose the Manual List button to access Manual Vendor List (AP03.4).
4. Choose the Convert to Manual button on Manual Vendor List (AP03.4) to convert the automatic list to a manual list.

Related Reports and Inquiries

To	Use
View a listing of automatic or manual list information	List Listing (MX210)
View the members of a list or all lists for an object type	List Member Listing (MX223)

Interfacing Valid Attribute Value Ranges to Attribute Matrix

You can interface a non-Lawson file of valid attribute value ranges and attach them to attributes in Attribute Matrix. The valid value ranges are used to verify values you enter for the attribute. For example, an attribute of Opening Date might have a valid value range of 01/01/1995 to 12/31/2001. The application would not allow you to enter a date of 01/01/1990. Use this procedure to replace or add to existing value ranges that are used to validate values you enter for an attribute.

STOP The attributes for which you are interfacing values must already be defined in the Attribute Matrix application.

STEPS To interface valid attribute values

1. Prepare a comma-separated value (CSV) file containing the vendor attribute information you want to interface. The file fields must match the order and data type of the fields in the MXVALREL file. This file layout is available on the internet support site.
2. Transfer the CSV file to the server where your Lawson environment resides.
3. Use the Import command to load the item data from the CSV file into the Attribute file. For instructions on using the Import command, see *Lawson Administration: Server Setup and Maintenance*.
4. Run Attribute Valid Value Listing (MX260) to verify the value ranges before interfacing those records.
5. View and edit the records in MXVALREL, using Attribute Valid Value Maintenance (MX60.1). You can add, change, or delete any records.
6. Run Attribute Valid Value Interface (MX160) to load valid attribute value ranges to Attribute Matrix. This program moves records from the MXVALREL file to the MXVALIDATE file, unless errors are found.
7. View the report generated by MX160. If it contains errors:
 - a. Correct the records, using MX60.1.
 - b. Run MX160 again.
 - c. Repeat this step until the report shows no errors.

Appendix A

Procurement Transaction Interface

Processes that Create Transactions

The following processes create transactions. These processes are performed in the Purchase Order, Invoice Matching, and Accounts Payable applications.

- Receive goods; create and release receiving documents (PO30, MA531, or web receiving)
- Perform inspection; create and release inspection document (PO34)
- Adjust receiving; create and release adjustment document (PO33)
- Return to vendor; create, authorize, and ship return document (PO31)
- Match invoices; create and match invoice (AP20.1-3, MA530, MA540)
- Pay invoice (AP150, and AP155 or AP160, or AP161 and AP170)
- Void payments and reinstate invoices (AP190)
- Recognize currency gains and losses
- Reconcile unmatched invoices (MA60.1-3)
- Archive receipts (MA180)
- Write off receipts (MA180)
- Write off invoices that have no receipts (MA180)
- Matched, not received (PO136)
- Post invoice distributions (AP175)
- Accrue payment discounts (AP176)
- Enter invoices (AP20.1-3)

Transaction Source Codes

The following transaction source codes are used to identify the transactions created in the Purchase Order and Invoice Match applications. This table does not include transaction source codes created in the Inventory Control application, such as Receipts (IC20.1), Issues (IC21.1), and Transfers (IC22.1).

Code	Description
PO	Purchase order receipt
RA	Receiving adjustment
RJ	Rejected inspection
VR	Vendor return
VA	Vendor return adjustment/ cancellation
CA	Inventory cost adjustment from invoice match

Posting Programs

The following programs are used to post transactions to the general ledger.

General Ledger Interface (IC130)

Posts transactions processed in the Inventory Control, Purchase Order, Requisitions, and Warehouse applications to the general ledger.

Received, Not Invoiced Report (PO135)

Posts transactions to the general ledger for non-inventory purchase order receipts and adjustments. This program is an as-of or estimate program that records your liability for the period. This program creates auto reversal transactions.

Some situations where goods are received but not invoiced are returns, substitutions, invoices not being sent, or data entry errors during invoice entry.

Matched, Not Received (PO136)

Matched, Not Received (PO136) prints a report of invoice details that were processed without a received quantity. It also lists the orders for which the approved quantity for the purchase order line is greater than the received quantity.

When you run PO136 in Update mode, the program posts written off invoice details to the general ledger.

Open Receipt Archive (MA180)

Posts written off and archived receipt transactions to the general ledger. Written off receipts are still available in the match process. Archived receipts are no longer available in the match process.

Payment Closing (AP170)

Completes a cash payment cycle for a pay group. Once you close the cash payment cycle, you cannot reprint bad payment forms or recreate a payment tape or electronic payment file. Creates and posts transactions to the general ledger for cash, discount, reportable income withholding, currency gain and loss, and payment accrual transactions.

Invoice Distribution Closing (AP175)

Posts transactions for released invoice distributions to the general ledger. You must run AP175 at least once in an accounting period; however, you can run it any time after you release an invoice.

Match Discount Accrual (AP176)

Posts accrued payment discounts that were created during the match process. If your match company is defined to recognize discounts during matching, you must run this program at least once per accounting period, but you can run it as often as you need. It is recommended that you run this program at the same time you run Invoice Distribution Closing (AP175). This program debits the Accounts Payable Liability account using the accrual code on the invoice and credits the Discount Accrual account defined on the match company.

Invoice Reinstatement (AP190)

Reinstates invoices associated with payments voided in the Cash Ledger application. Depending on the reason for voiding the payment, you can reschedule, maintain, or cancel a reinstated invoice. Creates and posts transactions to the general ledger for cash, discounts, reportable income withholding, currency gain and loss, and payment accrual transactions.

Unrealized Gain/Loss (AP191)

For companies that pay non-base currency invoices, this program is used to calculate, create, and post unrealized gain and loss transactions, for released invoices.

Transaction Accounts

The table below lists the accounts, their use in transactions, and where they are set up.

Account	Use	Set Up
PO Receipt Accrual	Used as a temporary holding account to track the amount of inventory that has been received but not yet paid for (received, not invoiced).	Company (MA01.1), Process Level (AP00.5)
Item Cost Variance Suspense	This is a temporary holding account that is used to offset a cost difference between the invoice unit cost and receipt unit cost for an inventory item. This transaction is passed to the Inventory Control application for posting. Used in detail matching.	Company (MA01.1), Process Level (AP00.5)
Invoice Tolerance	Used to offset a cost difference between the invoice goods amount and the receipt goods amount that is within or outside of tolerance. Used for invoice level or line invoice level matching.	Company (MA01.1), Process Level (AP00.5)
Receipt Write-off	Used to write off old receipts that cannot be matched.	Company (MA01.1), Process Level (AP00.5)
Match Write-off	Used to write off the amount you have paid for goods that you do not expect to receive or goods written off when receipts are adjusted.	Company (MA01.1), Process Level (AP00.5)
Matched Not Received	This temporary holding account is used to post amounts you have paid for goods but not yet received (invoiced, not received). Used for inventory items.	Company (MA01.1), Process Level (AP00.5)
AOC Differences	This temporary holding account is used to post add-on charge differences.	Company (MA01.1), Process Level (AP00.5)

Account	Use	Set Up
Match Prepay Differences	This temporary holding account is used to post match prepayment differences.	Company (MA01.1)
Underbill Write-Off	This temporary holding account is used when the invoice amount is less than the receipt amount.	Company (MA01.1), Process Level (AP00.5)
Returns Suspense	Used as a temporary holding account to post inventory items being returned to vendors.	Location (IC02.1)
Inspection Hold	Used as a temporary holding account to track inventory items received and waiting for inspection.	Location (IC02.1)
Freight	Used when freight charges are applied against vendor returns.	Location (IC02.1)
Handling	Used when handling charges are applied against vendor returns.	Location (IC02.1)
Scrap	Used when inventory items are canceled off vendor returns or inventory items are rejected at inspection and written off.	Location (IC02.1)
Inventory	Used when inventory items are received.	General Ledger Category (IC04.1)
Cost Variance / Adjustment	Used when cost variances cannot be posted to the inventory account because no stock exists, or transactions costs are different than default unit costs.	General Ledger Category (IC04.1)
Expense	Used when non-inventory, special order, and services type items are received and when invoices are processed for these items.	Entry forms (PO20, RQ10, AP20).

Account	Use	Set Up
AP Accrual	The liability account invoices are posted to when matched.	Company (AP00.4), Process Level (AP00.5), Vendor (AP10.1), Company Vendor (AP10.5), Invoice Entry (AP20's)
Discount Accrual	Used to accrue payment discounts prior to processing payment.	Company (MA01.1)
Discount Earnings	Used to post payment discounts taken during Payment Closing (AP170).	Company (AP00.4), Process Level (AP00.5), Vendor (AP10.1), Company Vendor (AP10.5), Invoice Entry (AP20's)

Transaction Scenarios

The following pages show transaction scenarios by process and the programs that interface the transactions to the general ledger.

For example, in the transaction scenario shown below, inventory items are received in the Purchase Order application.

1. When the receiving document for these items is released, the transaction created is a debit to Inventory and a credit to PO Receipt Accrual. General Ledger Interface (IC130) interfaces this transaction to the general ledger.
2. When an invoice for these items is matched to the receipt records, the transaction created is a debit to PO Receipt Accrual and a credit to the AP Accrual. Invoice Distribution Closing (AP175) interfaces this transaction to the general ledger.

For more information on processing programs, interface programs, and transaction accounts, refer to the introductory sections in this document.

Match Invoice, Inventory, No Cost Discrepancy

Process	Interface to GL
1) Interface released receiver to General Ledger.	IC130
2) Match invoice and post distributions to General Ledger.	AP175

Account description	debit	credit
1) Inventory	100	
1) PO Receipt Accrual		100
2) PO Receipt Accrual	100	
2) AP Accrual		100

Match Invoice, Non-Inventory or Special Order, No Cost Discrepancy

Process		Interface to GL
1) Release receiving document for non-inventory or special order type items. Services are not received.		N/A
2) Match invoice.		AP175
Account description	debit	credit
2) Expense	100	
2) AP Accrual		100

Invoice Match with Cost Variance, Inventory Items (without Chargeback)

Process		Interface to GL
1) Release receiving document, 1 @ 10.00.		IC130
2) Invoice match, 1 @ 12.00.		AP175
Account description	debit	credit
1) Inventory	10	
1) PO Receipt Accrual		10
2) PO Receipt Accrual	10	
2) Invoice Tolerance	2	
2) AP Accrual		12

Detail Match with Cost Variance, Inventory Items (without Chargeback)

Process	Interface to GL	
1) Release receiving document, 1 @ 10.00.	IC130	
2) Detail match invoice, 1 @ 12.00. 2a) with cost variance.	AP175	
3) Update Inventory accounts. 3a) if inventory exists. 3b) if inventory does not exist.	IC130	
Account description	debit	credit
1) Inventory	10	
1) PO Receipt Accrual		10
2) PO Receipt Accrual	10	
2) Item Cost Variance Suspension	2	
2) AP Accrual		12
3a) Inventory	2	
3a) Item Cost Variance Suspension		2
3b) Inventory Cost Variance	2	
3b) Item Cost Variance Suspension		2

Drop Ship, Non-Inventory

Process	Interface to GL	
1) Enter and release invoice. No receipt required. Invoice line detail required.	AP175	
Account description	debit	credit
1) Expense	100	
1) AP Accrual		100

Service Invoice

Process	Interface to GL	
1) Enter and release invoice.	AP175	
No receipt required.		
Service detail amount or cost required.		

Account description	debit	credit
1) Expense	100	
1) AP Accrual		100

Force Match, Invoice Detail Exceeds Receipt

Process	Interface to GL	
1) Release receiving document, 10 @ 1.00 = 10. Should have received 100 @ 1.00 = 100.	IC130	
2) Enter invoice for \$100 and force match (assuming goods to be received).	AP175	
3) Release adjustment document, 90 @ 1.00 = 90. This scenario assumes that the received quantities have not been used.	IC130	
Account description	debit	credit
1) Inventory	10	
1) PO Receipt Accrual		10
2) PO Receipt Accrual	10	
2) Match Write Off (assumes Invoice Matching company or Accounts Payable process level "Invoice Detail Exceeds Receipt" field is set to Match Write Off.	90	
2) AP Accrual		100
3) Inventory	90	
3) Match Write Off		90

Invoice with No Receipts (write off match with no receipt at a later date)

Process	Interface to GL
1) Enter invoice.	
2) Approve invoice (MA61 with Write-Off Quantities field set to No).	AP175
3) Pay invoice.	AP170
4) Write off match with no receipt.	PO136

NOTE The postings indicated are for inventory items.

Account description	debit	credit
2) Match not Received	10	
2) AP Accrual		10
3) AP Accrual	10	
3) Cash		10
4) Match Write Off	10	
4) Match Not Received		10

Invoice with No Receipts (write off match with no receipt immediately)

Process	Interface to GL
1) Enter invoice.	
2) Approve invoice (MA61, with Write-Off Quantities field set to Yes).	AP175
3) Pay invoice.	AP170

NOTE The postings indicated are for inventory items.

Account description	debit	credit
2) Match Write-Off	10	
2) AP Accrual		10
3) AP Accrual	10	
3) Cash		10

Discount at Match

The Invoice Matching company Discount Recognition field must be set to Match.

Process	Interface to GL
1) Release receiving document.	IC130
2) Match invoice with 2% discount.	AP175, AP176
2a) Post discounts.	AP176
3) Pay invoice and take discounts.	AP170

Account description	debit	credit
1) Inventory	10	
1) PO Receipt Accrual		10
2) PO Receipt Accrual	10	
2) AP Accrual		10
2a) AP Accrual	2	
2a) Discount Accrual		2
3) AP Accrual	8	
3) Discount Accrual	2	
3) Discount Taken		2
3) Cash		8

Void Payment

Process	Interface to GL
1) Release receiving document.	IC130
2) Match invoice.	AP175
3) Pay invoice.	AP170
4) Void payment.	AP190

Account description	debit	credit
1) Inventory	10	
1) PO Receipt Accrual		10
2) PO Receipt Accrual	10	
2) AP Accrual		10
3) AP Accrual	10	
3) Cash		10
4) Cash	10	
4) AP Accrual		10

Appendix B

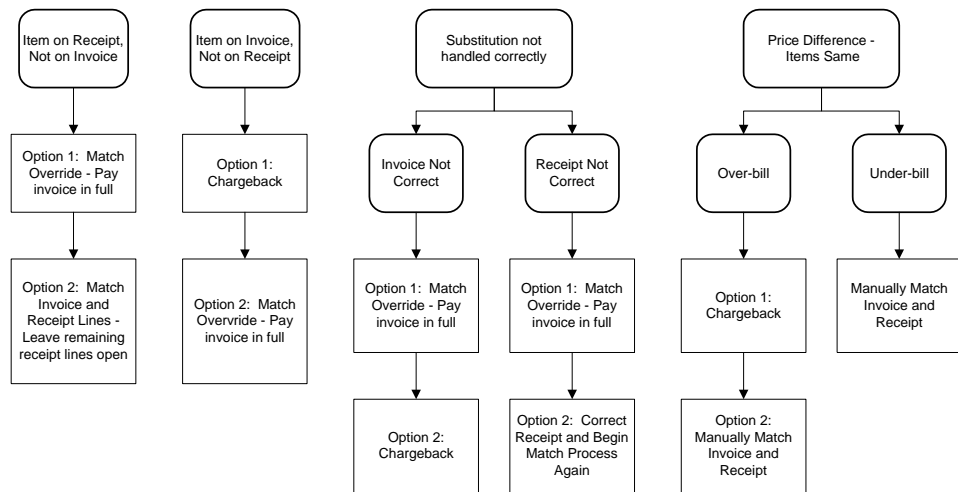
Reconciliation Scenarios

Detail Match Scenarios

On a detail match there are many scenarios that can cause a discrepancy between invoices and receipt. The following illustration shows some scenarios and options for resolving them. The same scenarios and options to resolve them using Detail Level Match (MA60.3) are discussed below.

Figure 56. Possible detail match scenarios

Possible Reconciliation Scenarios when performing a Detail Match Reconciliation



An item is on the receipt but not on the invoice (quantity difference)

Option 1: Match Override

Override the match by setting the Override field to Yes and selecting Match form action again.

Option 2: Manually Match and Leave Remaining Receipt Lines Open

Select those receipt lines that are on the invoice and manually match again. The remaining receipt lines stay open.

An item is on the invoice but not on the receipt (quantity difference)

Option 1: Chargeback

Manually match the invoice and receipt with chargebacks. Enter the chargeback information and select Chargeback form action.

Option 2: Match Override	Override the match by setting the Override field to Yes and selecting Match form action again.
---------------------------------	--

Substitute not handled correctly - Invoice not correct

Option 1: Match Override	Override the match by setting the Override field to Yes and selecting Match form action again.
---------------------------------	--

Option 2: Chargeback	Manually match the invoice and receipt with chargebacks. Enter the chargeback information and select Chargeback form action.
-----------------------------	--

Substitute not handled correctly - Receipt not correct

Option 1: Match Override	Override the match by setting the Override field to Yes and selecting Match form action again.
---------------------------------	--

Option 2: Correct Receipt	Have the receipt corrected by the receiving department. Interface the corrected receipt using Receipt Interface (MA531) or enter it using Receiving Adjustment (PO33). Match again using Auto Matching (MA126) or manually match using Detail Level Match (MA60.3). If using the Purchase Order application, use PO33.
----------------------------------	--

Items are the same but there is an over-bill price difference

Option 1: Chargeback	Manually match the invoice and receipt with chargebacks. Enter the chargeback information and select Chargeback form action.
-----------------------------	--

Option 2: Match	Manually match invoice and receipt so invoice can be paid.
------------------------	--

Items are the same but there is an under-bill price difference

Option: Match	Manually match invoice and receipt so invoice can be paid.
----------------------	--

Line item details on the invoice and receipt are different

Option 1: Match Override

In a detail level match, the application checks to see that the line items match. If you select “Yes” in the Override field you can force an invoice level match.

The invoice goods amount is less than the receipt goods amount and out of tolerance

Option 1: Match

Manually match invoice and receipt so invoice can be paid.

The remaining receipt lines remain open.

Appendix C

Documentation Conventions and Support

Documentation Conventions

This document uses specific text conventions and visual elements.

Text Conventions

This	Represents
bold	A key name or function key name. For example, Shift is a key name and Help (F1) is a function key name. A value or command that you must type exactly as it appears. A program or file name.
<i>italics</i>	A manual title or form name. An emphasized word or phrase. A placeholder for a user-defined value or variable.

Visual Elements

STOP Information that you must know before you attempt the procedure or process.

IMPORTANT Important information that you must consider when you perform the procedure.



CAUTION Cautionary information about actions that involve a risk of possible damage to equipment, data, or software.



WARNING Warning information about actions that involve a risk of personal injury or irreversible destruction to the data or operating system.

Product Documentation

Lawson offers the following product documentation:

- Online help
- User guides and manuals

- Release notes and installation instructions

To find Lawson documentation, see the user interface or <http://support.lawson.com>. To obtain a login password and ID for the Support site, see your organization's Lawson contact or your Lawson client manager.

Global Support Center

Lawson Global Support Center (GSC) services are available to all Lawson customers who are on maintenance support for Lawson products. See the *Global Support Manual* for the following information:

- What information to gather before you contact the GSC
- How to contact the GSC
- How the GSC processes your request
- Which services are standard maintenance and which are billable

To find the *Global Support Manual*, see <http://support.lawson.com>. To obtain a login password and ID for the support web site, see your organization's Lawson contact or your Lawson client manager.

Documentation Contact

We welcome your questions or suggestions about Lawson documentation. Please send comments to documentation@lawson.com.

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